

preview

WATERFRONT MARKETING 2018

Kim Bennett, President & CEO

Jacob Schmidt, Director of Marketing & Communications

ABOUT VISIT VANCOUVER USA

- Formed in 1999 as a 501(c)(6) non-profit destination marketing org
- Non-Membership: Services offered to all
- Partnership between the City of Vancouver, Clark County, and the local hospitality industry (Board comprised of all three)
 - Currently funded through a Tourism Promotion Area (TPA) \$2 per occupied room; exempting extended stay, federal & properties with less than 40 rooms
 - City of Vancouver Lodging Tax to augment marketing efforts
- Promote businesses and activities in the City of Vancouver and unincorporated Clark County
 - Larger regional attractions (Vancouver Lake, Lacamas, Mt. St. Helens, etc.) also promoted to visitors
- Main conference solicitation arm for the area, including the Hilton & Vancouver Convention Center

WATERFRONT SIGNIFICANCE

- Large attraction serves as a lure to bring groups into the area
 - Gateway to increasing visitor spending to other areas of Vancouver
- Visual symbol
 - Reclaiming Vancouver's identity as a waterfront community
- Accessible and artfully designed public components



CAMPAIGN GOAL:

Drive awareness and visitation to downtown Vancouver USA's new waterfront, increasing spending to the area.

TARGET AUDIENCE:

Leisure travelers, day visitors,
and meeting planners in both
the Greater Portland Metro
and Pacific Northwest Region.

CAMPAIGN OVERVIEW

- Set the tone of Vancouver USA's evolution as a destination
- Two-pronged approach
 - Pre-launch buzz: billboards, buses, splashy ads
 - Post-launch stories: radio, sponsored content, digital
- Funded through LTAC grant
- Supplemented by Visit Vancouver USA's ongoing efforts and existing marketing



IMAGERY



IMAGERY



IMAGERY



TRAVEL MAGAZINE



141,000 CIRCULATION

- Prominent cover placement, waterfront preview and neighborhood focuses
- 45,000 copies polybag-d with Portland Monthly and Seattle Met
- Distribution strategy – 1-5 Corridor
 - Airport, convention centers, visitor centers, key attractions, points of interest



REGIONAL ADVERTISING



Print Publications

- NW Travel + Life
- Alaska Airlines Magazine
- AAA Journeys
- Portland Monthly
- 1859 Magazine
- 1889 Magazine
- OnTrak
- NW Meetings + Events
- Washington State Magazine

MEDIA RELATIONS



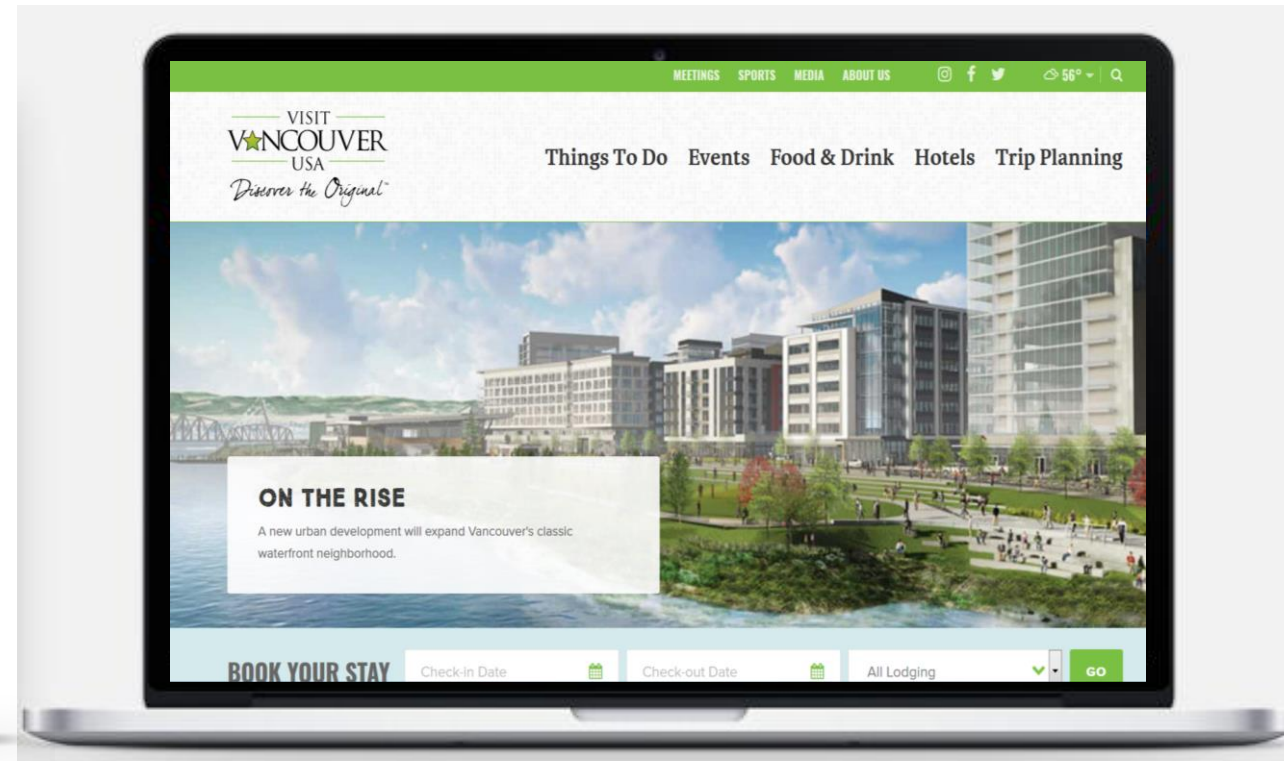
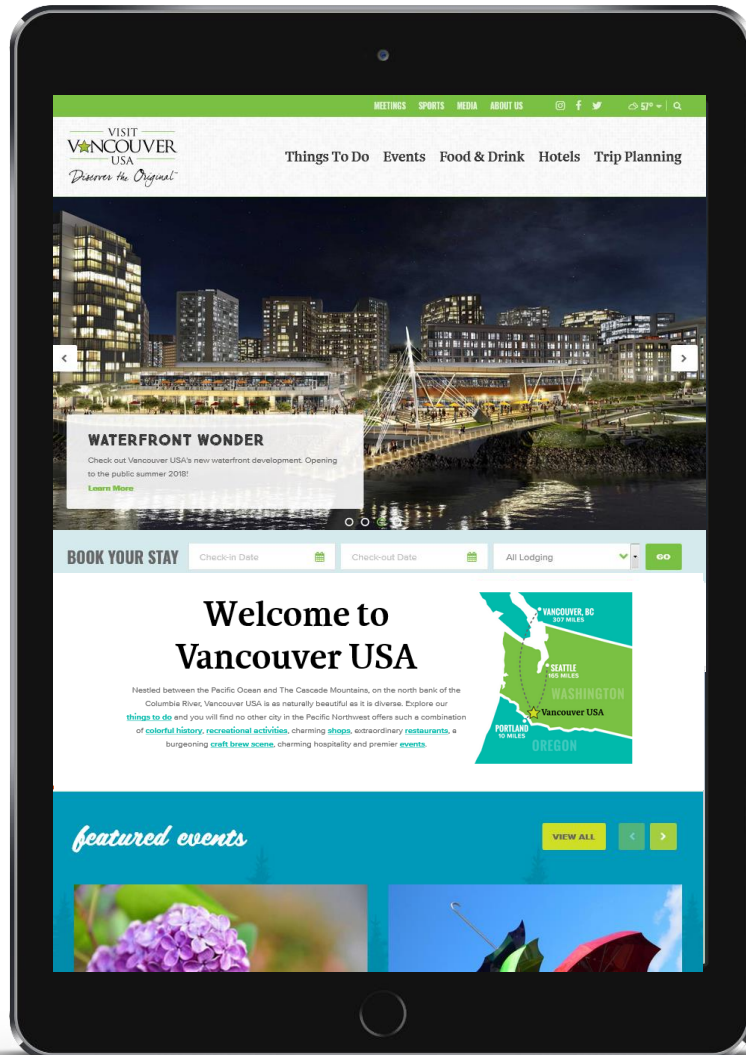
- Pitching confirmed stories in Northwest media outlets
- Travel & Words 2019 – Vancouver
 - 100 writers and destination representatives

JOURNEYS ^{Alaska} **Beyond**
Alaska Airlines Magazine

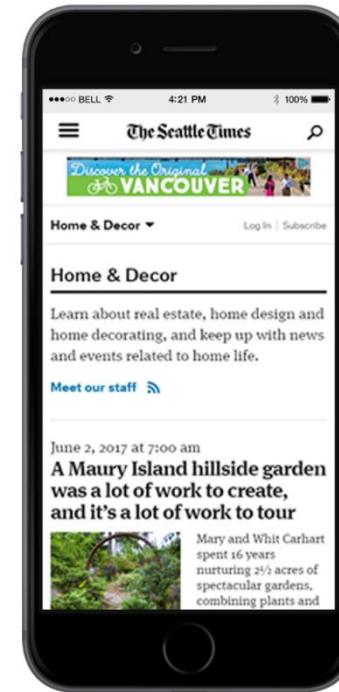
 **northwest**
TRAVEL & LIFE

CURATED CONTENT

- New website blog driving increased traffic and engagement
- Content repurposed for social and newsletters
- Complements earned media
- Responsive design consistent across platforms



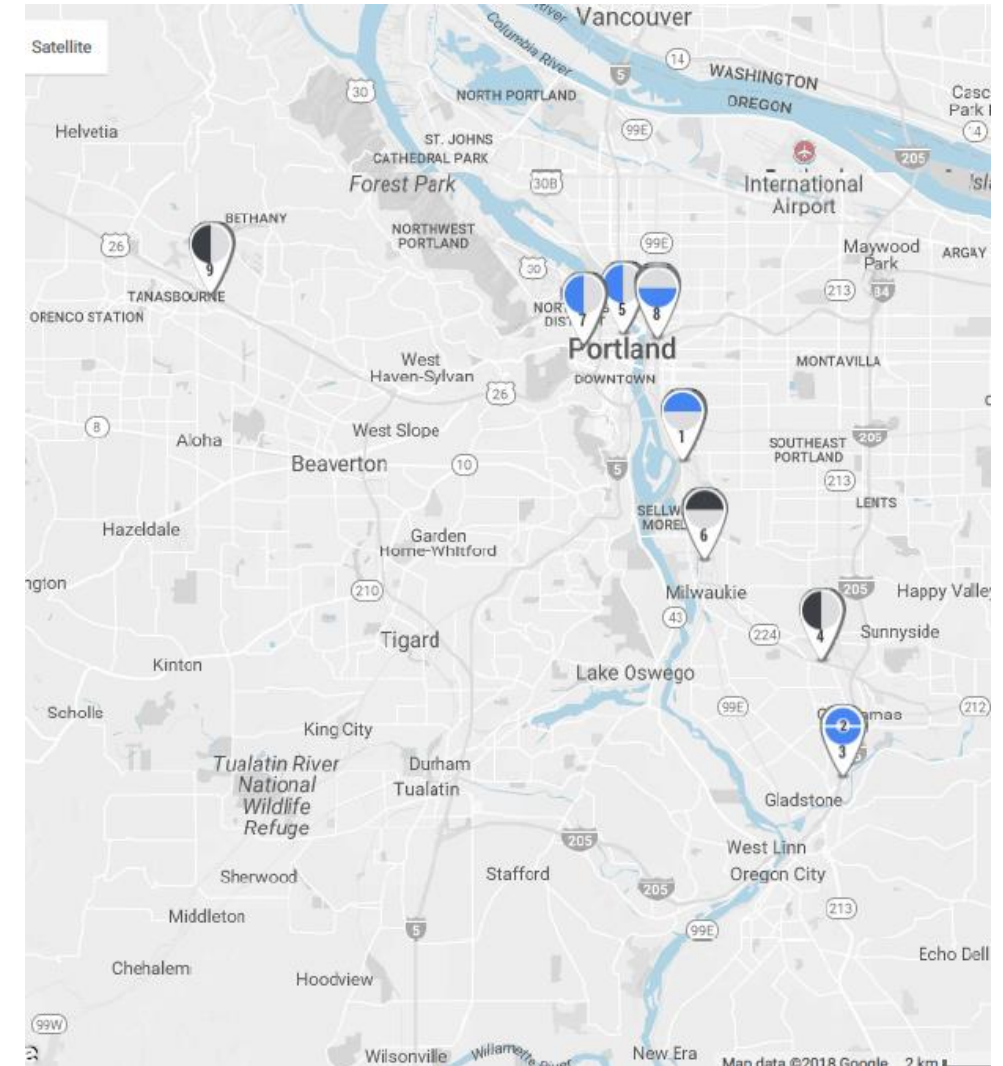
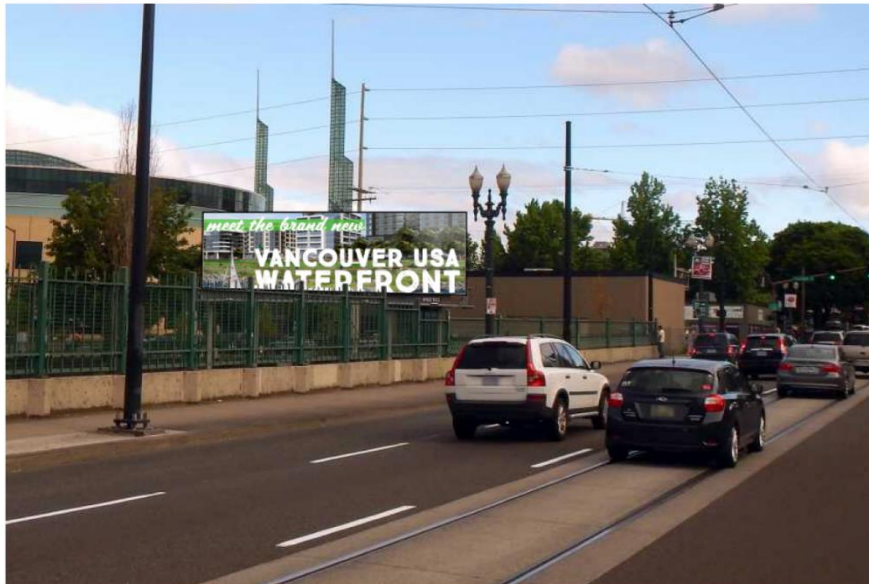
TARGETED DIGITAL DISPLAY



- Digital ads running on network of reputable, high-traffic websites
- Targeting users with an expressed desire in visiting the area
- Filtering based on interests
- Tracking hotel rates and subsequent visits to the area

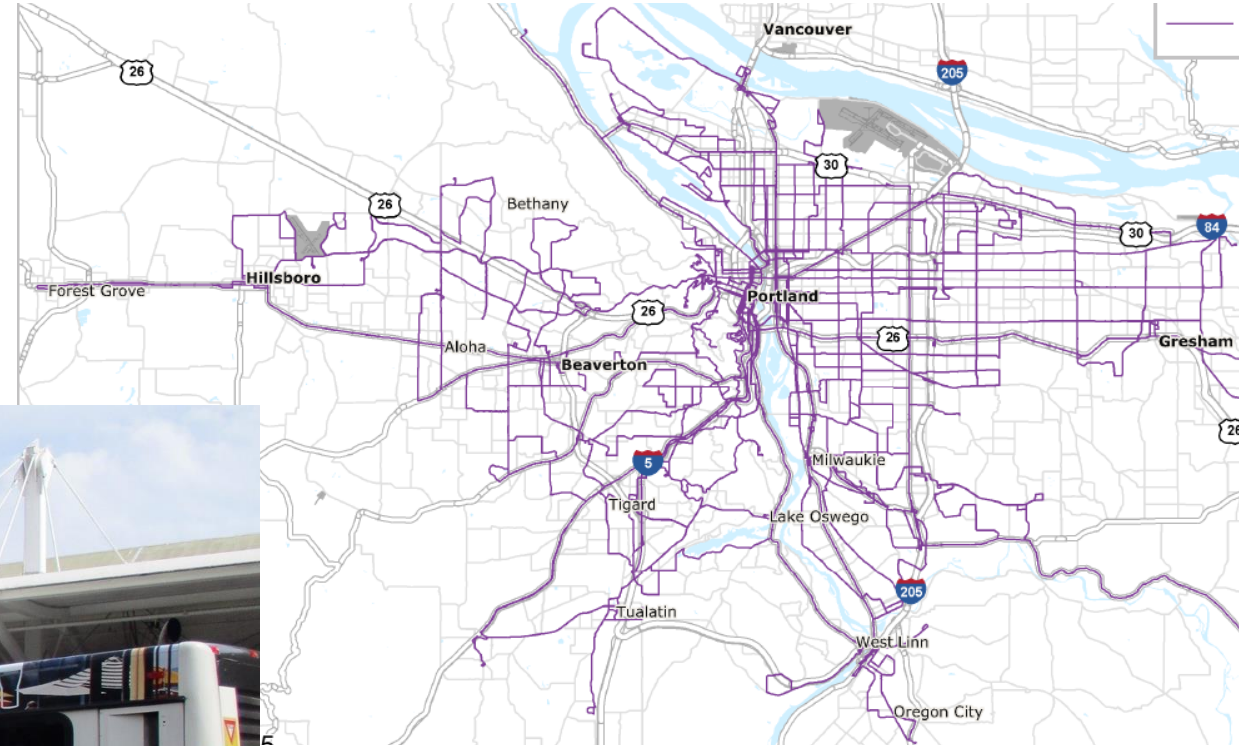
BILLBOARDS

- Eight billboards in high profile placements across six months
 - Downtown, busy commuter highways
- Digital e-billboards



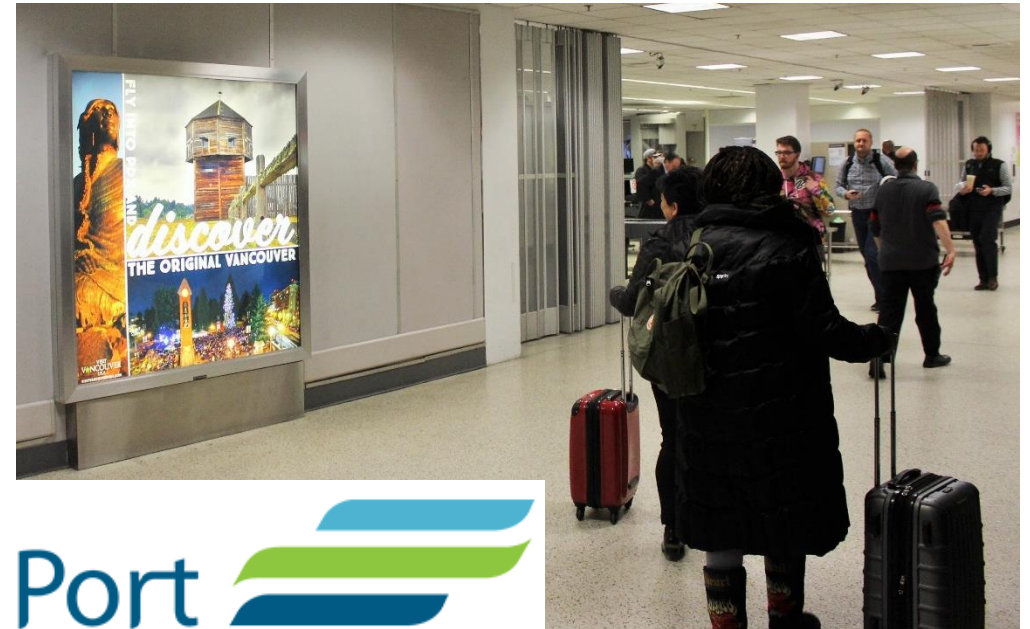
TRANSIT ADS

- Eight buses running in PDX Metro
- 24 week duration
- Digital display at high profile transit stops



SEATAC SPOTLIGHT ADVERTISING

- Tourism Partnership Spotlight Program
- Quarterly Advertising Spots at SeaTac – at cost
 - Savings of \$10k+
- Third Quarter – Double-sided display, domestic terminal



Port of Seattle®

Seattle-Tacoma
International Airport

MEETINGS & CONVENTIONS

- New waterfront hotels
 - Generate new demand
 - Serve as overflow for Hilton and Vancouver Convention Center
 - Active pre-selling for future years
- Build off success of our Downtown 'Show Your Badge' program
- Direct Mail to meeting planners promoting the Waterfront



VISITOR SPENDING IMPACT

2017 Visitor Spending

- 8.5% YOY Growth
- Outpacing state average, 5.8%
- Outpacing King, Pierce, and Spokane Counties

Waterfront Projections

- Annual Impact: \$28,114,869
- Annual Visitors: 208,311

Future Growth

- 32% increase in hotel supply
- Adapting to serve growth



*Based on average occupancy rates, current hotel rates,
and average party size*

— VISIT —
VANCOUVER
 — USA —
Discover the Original™

[illegible]

preview

QUESTIONS?

Kim Bennett, President & CEO

Jacob Schmidt, Director of Marketing & Communications

Ambulance Contract Annual Report

VANCOUVER
CITY HALL

CITY OF
Vancouver
WASHINGTON

May 14, 2018

Vancouver City Council Workshop
Chief Molina, Vancouver Fire Department
Rocco Roncarati, AMR
Dr. Wittwer, Clark County MPD

Presentation Objectives

- Background
- Update Council and community on the annual results of the ambulance services agreement.
 - City's overview of performance benchmarks
 - Provider's perspective
 - Clinical performance assessment

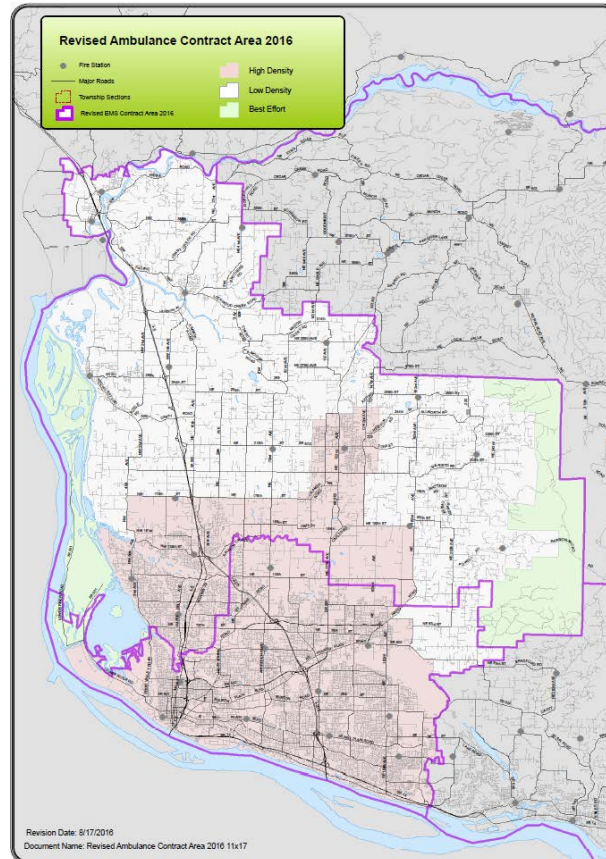
Prior Council Review

- 2013 – 2014 Council policy direction to establish an ambulance service contract reporting to the City of Vancouver.
- 2015 – First year report on service levels
- 2016 – Report on service levels
- 2017 – Report on service levels

Presentation Overview

- Contract Service Area
- Response time performance standard
- Innovation
- Public Relations & Community Education
- Financial

Contracted Service Area



Response Time Performance – Contractual Compliance Requirement $\geq 90\%$

Alarm Type	Standard Response Time	2017 Actual Compliance %	Number of Calls Received in 2017
Priority 1 and 2 – High Density	9:59	91.52%	17,219
Priority 1 and 2 – Low Density	19:59	95.17%	1,678
Priority 3 and 4 – High Density	12:59	93.53%	12,608
Priority 3 and 4 – Low Density	19:59	95.09%	1,160
Priority 5 and 6 – High Density	17:59	93.57%	9,823
Priority 5 and 6 – Low Density	29:59	96.34%	683
Routine – EMSD2 Area Only – Scheduled (12 hr pre-scheduled)	≤ 15 mins	88.89%	342
Routine – EMSD2 Area Only – Non Scheduled (less than 12 hr pre-scheduled)	≤ 60 mins	94.10%	3,998

Public Relations / Community Education

Topic	Attendance	Hours	County
Community Events Hands Only CPR	2446	105.5	Clark
Health Fairs	1256	47.5	Clark
Car Seat Installation Clinics	255	77.5	Clark
Ambulance Show and Tells	2610	511	Clark
Safe Kids	277	58.5	Clark
Total	6844	800	

Financial Review

- Financial Considerations
 - Franchise Fee for Oversight
 - Viable & sustainable
 - Patient Charges
- One Year Results
 - Franchise fee increased by 3% for 2017
 - Financial results for the first three years indicate the contract with the City is financially sustainable for the provider.
 - Patient rates increased by 3% as agreed to in the contract.

Innovation

- Pit Crew CPR
- Stroke Interventions (taking stroke patients right to the CT Scanner)
- PULSARA
 - Stroke and STEMI (Type of Heart Attack) Communication Tool
- Identifying frequent users of the 911 system
 - Integrated with Molina Healthcare
 - Crisis Triage and Stabilization
 - Clark County Crisis Collaborative (Beacon Health)
 - Sobering Advisory Committee

Clinical Performance Assessment – Dr. Wittwer

- Medical Program Director (MPD) – Responsibilities
 - o County Medical Control
 - o Supervise Training and Audit Performance
 - o Certification of Personnel
 - o Counseling and Remedial Action
 - o QI Program Development and Implementation
- Medical Director's perspective on the City administering the AMR contract

Cardiac Arrest

- Cardiac Arrest:
 - Overall Survival to Hospital Discharge
 - 2014 – 14.3% (n=33)
 - 2015 – 18% (n=42)
 - 2016 – 20.4% (n=46)
 - 2017 – 16.5% (n=36)

STEMI (Type of Heart Attack)

- 2017
 - 195 patients activated by EMS as STEMI
 - 131 determined STEMI by receiving hospital
 - 121 went to Cardiac Catheterization Lab
 - Average time from door to balloon 51 mins. This excludes those pt.'s who had extenuating circumstances causing extended delay.
- % False STEMI Activations
 - 2016 – 26%
 - 2017 – 19%
- % False STEMI Activations pre/post PULSARA Implementation
 - Jan-Jun 2017 – 24%
 - Jul-Dec 2017 – 12%

Stroke

- Door to Needle IV tPA (clot busting medication)
 - Jan-May 2017 - 53 mins
 - Jun 17-Feb18 – 42 mins w/PULSARA

Clinical Performance Assessment – Conclusion

Continued Enhancements

- Integrated Data
 - First Response – Transport
 - Dispatch - EMS - Hospital
- PULSARA
- Improved Out of Hospital Cardiac Arrest Survival
- Patient Outcome
- Key Performance Indicator Monitoring
 - STEMI
 - Stroke
 - Trauma
- Integrated Healthcare
 - Alternative transport
 - Partnering resources

Next Steps/Timeline

- Brief other jurisdictions within the contract service area on contract performance.
- Deliver a published annual report of contract performance to Council.
- Continue the City's approach to working closely with AMR to ensure delivery of the best results for the residents.
- Optimizing VFD and AMR response resources.
- Continue monthly monitoring of performance results.

Questions and Discussion

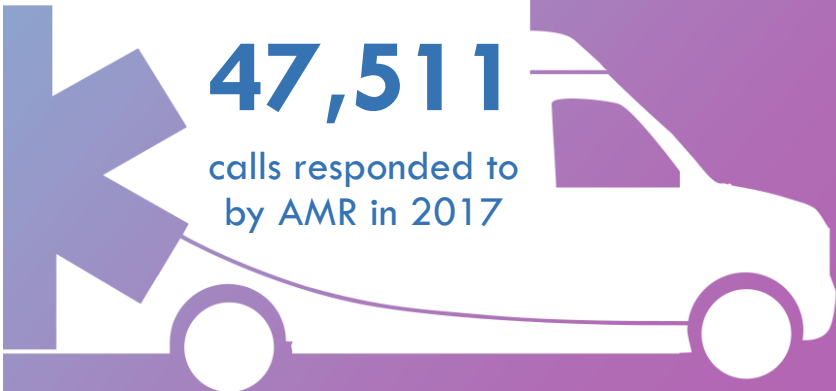
Chief Molina, Fire Chief

360-487-7201

Joe.Molina@cityofvancouver.us



Ambulance Service Performance 2017 Annual Report



47,511

calls responded to
by AMR in 2017



91.52%

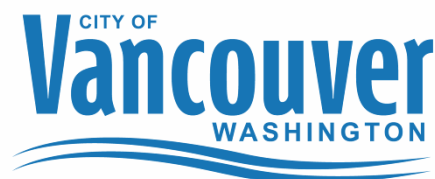
compliance for
Priority 1 & 2 high
density calls



2,446

Vancouver citizens
trained in hands-
only CPR by AMR

Vancouver Fire Department
Financial & Management Services Department
P.O. Box 1995 | Vancouver, WA 98668-1995
cityofvancouver.us/AmbulanceServices



In January 2015, the City of Vancouver selected American Medical Response (AMR) to provide ambulance services within the city, as well as emergency and non-emergency transport services within the Emergency Medical Service District 2 (EMSD2) service area.

This is the first time that the City has contracted with a vendor directly to provide these services in more than 20 years. From 1993 to 2014, the City's ambulance services were provided through a multi-jurisdictional interlocal agreement with EMSD2, which encompassed the cities of Vancouver, Battle Ground, La Center, Woodland and Ridgefield and the unincorporated areas of Clark County.

The third year of the ambulance contract has been very positive for the City, EMSD2, city residents and for AMR. In 2017, a total of 47,511 calls were handled by AMR. Of those, a little over 4,000 were routine calls, mostly involving transport of non-critical patients between hospitals and other care facilities. The remainder of the calls involved cases of varying levels of medical urgency.

One of the factors for success in 2017 was use of the same Standard Operating Procedures by both the Vancouver Fire Department and AMR. The Vancouver Fire Department has paramedics on staff who also respond to medical calls within their service area. Having direct oversight over the ambulance services contract has allowed the Fire Department to better coordinate medical call responses with AMR, which resulted in less duplication of effort. Staff from both organizations trained together and collaborated exceptionally well on medical calls. Close collaboration and focus on patient outcome were the hallmarks of the great results achieved in 2017.

AMR has also invested in efforts to minimize employee turnover, with the average employee having over eight years with the company, ensuring seasoned staff is serving residents of Vancouver and Clark County.



"I continue to be impressed with the level of collaboration and cooperation between Vancouver Fire and the contractor ambulance (AMR). The administrations of both agencies have set the tone for cooperation, and the line officers and EMT crews have worked together for the best possible patient outcomes. I have seen no instances where patient care was (adversely) affected by any inter-agency conflict; to the contrary, collaborative actions and positive outcomes are the norm."

- Dr. Lynn Wittwer, Clark County Medical Director

The City set four major performance metrics/expectations in its contract with AMR: response time, financial stability/cost control, innovation, and public relations and community education. In total, AMR has met or exceeded these expectations in 2017.



RESPONSE TIME

AMR exceeded response time compliance requirements for all priority calls. The most critical calls were responded to in less than 9 minutes and 59 seconds 91.52% of the time.

Call Type	Standard Response Time	2017 Actual Compliance %	Number of Calls Received in 2017
Priority 1 & 2 - High density	9:59	91.52%	17,219
Priority 1 & 2 - Low density	19:59	95.17%	1,678
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Routine - EMSD2 area only - Scheduled (12-hour pre-scheduled)	≤ 15:00	88.89%	342
Routine - EMSD2 area only - Non-scheduled (≤ 12-hour pre-scheduled)	≤ 60:00	94.10%	3,998



FINANCIAL STABILITY/COST CONTROL

The third year of the contract with AMR continues to be financially stable and sustainable. The rate increase effective for 2017 is 3% for both patient rates and the franchise fee.

A review of 2016 AMR billing rates was conducted in 2017, which found the 2016 billing rates to be materially correct and in compliance with the 2016 contract billing rates. A review of the 2017 rates will be conducted in summer 2018.



INNOVATION

The mobile training vehicle is stocked with the latest equipment and training materials that allow AMR staff to provide the public with important hands-on training for things like hands only CPR, heart attack and stroke awareness, DUI prevention, fall prevention, bike and pedestrian safety, home safety and much more.

Several innovative programs have been implemented in Clark County, such as PULSARA, which is a stroke and STEMI (heart attack) communication tool; CPR training by EMS agencies starting with high school age children; and availability of the Pulsepoint smartphone app that alerts users with CPR training when there is a cardiac arrest nearby.

In 2017, the implementation of PULSARA allowed hospital treatment for stroke patients to begin sooner and decreased the number of false STEMI (heart attack) activations.



PUBLIC RELATIONS & COMMUNITY EDUCATION

A total of 6,844 Vancouver residents attended multiple clinics and classes offered by AMR to the community. A major education focus in 2017 was hands-only CPR. AMR spent 105.5 hours and trained 2,446 residents in hand-only CPR, which will likely result in saved lives in the future.

Additional community education efforts conducted in 2017 were car seat installation clinics, health fairs, and safe kids Clark County coalition events, including walk and bike to school days, injury prevention presentations, helmet fittings and more.

Westside Treatment Plant Update

WESTSIDE WATER RECLAMATION FACILITY

CITY OF VANCOUVER

May 14, 2018

Vancouver City Council Workshop



Dan Swensen, Engineering and Construction Services Manager
Frank Dick, Senior Civil Engineer

Presentation Overview

- Overview of Westside Wastewater Treatment Plant
- Recap of events from Fall 2017 and progress since
- Regulatory response to events
- Influent Pumps Bypass Project
- Other related Capital Improvement Projects (CIP) in process
- Informational presentation – No action being requested

Overview – Westside Treatment Plant

- Absolutely must work 24 / 7 / 365
- Treats 10 million gallons per day on average – 7000 GPM (gallons per minute)
- Westside handles the solids removed from the City's two wastewater plants
- Treatment theory is straight forward – Complexity comes from the high volume required through these facilities and the need for process reliability.
- Treatment relies heavily on electricity to move large amounts of water through the treatment process.

Overview – Westside Treatment Plant continued

Five steps of treatment

- Screening
- Primary clarification
- Biological treatment
- Secondary clarification
- Disinfection



Screening



Primary Clarifiers



Biological Treatment



Secondary Clarifiers



Ultraviolet Light Disinfection



Events of Fall 2017

- September 30 event – Caused initially by a power interruption
- October 25 event – During routine calibration of sensors
- Causes of these two events were unrelated.
- Steps taken since these events occurred
 - Immediate actions
 - Some steps involve capital improvement projects

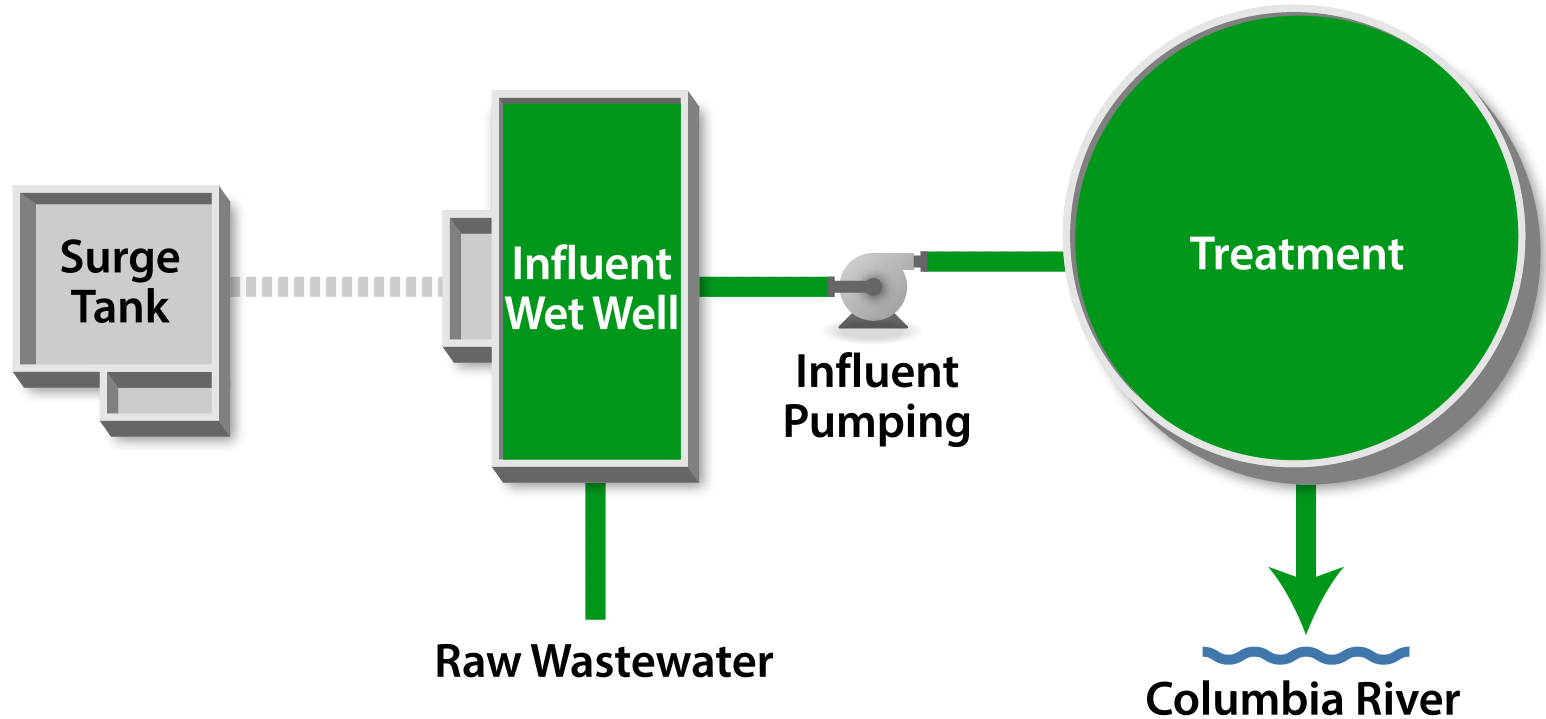
Regulatory Response

- Our regulator is Washington Department of Ecology (Ecology).
- With our complete cooperation, Ecology is investigating.
- To date: Waiting to hear back. No results yet communicated to the City.

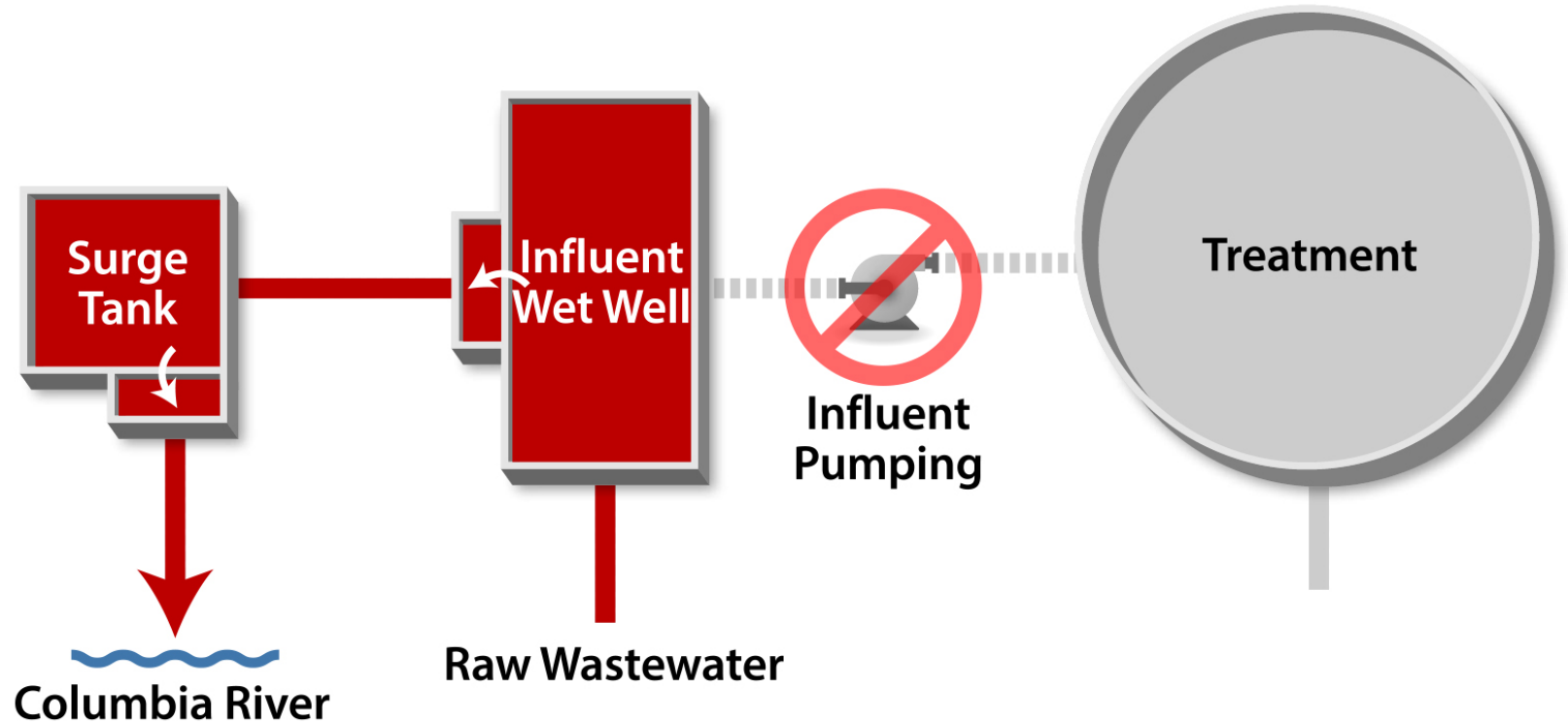
Bypass Project - Estimated \$2 million

- “Bypass” is the ability to use an different route from influent control to treatment processes; bypassing influent pumps in the case of a power failure.
- Vulnerability was highlighted during operator contract procurement process.
- Operator’s financial assistance was negotiated as part of the City contract.
- Project design is moving toward 50 percent.
- Creates an emergency pumping system independent of electric utility.

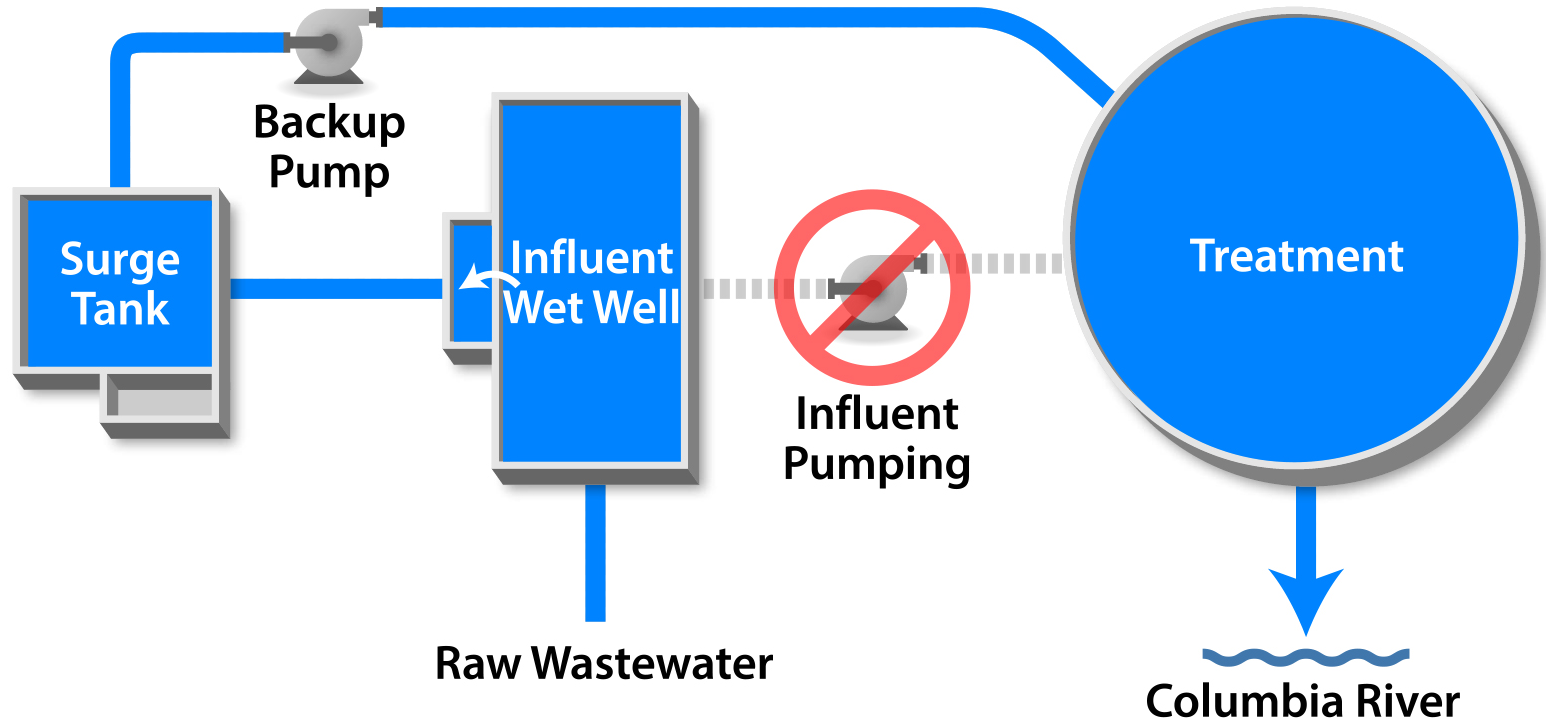
Current Normal Operation



Events of Fall 2017



Proposed Emergency Mode



Other Related Capital Projects

- Modernizing SCADA (System Control and Data Acquisition)
- \$12.5 M
- Electrical System Overhaul - \$ 10 M (pre-design estimate)
 - Supply into the plant
 - Distribution throughout the plant
 - Emergency Switch Gear

Takeaways

- Vancouver and CH2M take environmental protection and public trust in our wastewater treatment operations very seriously.
- Vancouver's wastewater treatment processes function reliably to treat wastewater effectively.
- Vancouver's treatment processes are highly regulated by the Washington State Department of Ecology.
- Vancouver's two treatment plants are professionally run by a dedicated team of professional operators.

Takeaways continued

- Our experience through these events highlights a much more engaged partnership with our operator.
- CH2M has demonstrated a high level of transparency within their operations.
- Events demonstrate the need for ongoing capital investment and reinvestment in our infrastructure.

Questions and Discussion

Dan Swensen, Engineering/Construction Services Manager

(360)487-7750

Frank Dick, Senior Civil Engineer (360)487-7179

STAFF REPORT NO. 067-18

TO: Mayor and City Council
FROM: Eric Holmes, City Manager



DATE: 5/14/2018

Subject: Vancouver Fire Department Station 11 – Design Services Contract Award

Key Points:

- City of Vancouver has entered into a Letter of Agreement with Fire District 5 to purchase property and build a new fire station. This station in the Orchards area will be an addition to the currently existing ten (10) Vancouver fire stations.
- Funding to purchase property and construct Fire Station 11 will be provided through the Interlocal Agreement with Fire District 5.
- A competitive process reviewed five (5) qualified design firms. Mackenzie Engineering Inc. was unanimously selected as the most qualified firm.
- Mackenzie Engineering Inc. was the designer on the recently completed Replacement Fire Station 1 & 2 projects.
- VFD will utilize and refine the station design from the recently constructed Stations 1 & 2 for Station 11.

Objective: The award of a professional services contract to Mackenzie Engineering Inc. of Vancouver, WA and to authorize the City Manager, or his designee to execute a contract for architectural and engineering services associated with the design and construction of the new Vancouver Fire Department Station 11. *This action supports Goal 2 of the Strategic Plan: provide effective, innovative and well-resourced police, fire and emergency medical services.*

Present Situation: A Letter of Agreement between the City of Vancouver and Fire District 5 provides for the funding and procurement of property and the construction of Fire Station 11 to be located near NE 117th and NE 87th street. This new station will improve response capability to the area between current Fire Stations 4 and 7 as well as improve the reliability of the entire emergency response system.

In preparation for the design of Station 11, five (5) design firms specializing in the construction of fire stations were selected from the MRSC roster for evaluation. A committee of City staff evaluated each firm's experience and qualifications. The committee unanimously selected Mackenzie Engineering Inc. as the highest scoring firm.

Mackenzie Engineering Inc. is a highly experienced firm that has been the design lead on multiple fire stations throughout the Pacific Northwest in recent years. Further, they understand the operational needs of the Vancouver Fire Department (VFD) as they were the architect and engineer of record providing design services for the Replacement Fire Station 1 & 2 projects.

The recent designs of fire stations 1 & 2 were meant to be templates for future fire station construction in Vancouver. VFD will utilize and refine the designs from these recently constructed fire stations for the design of Station 11. This design re-use will reduce both the cost and time it takes to produce bid documents, as well as incorporating some changes from lessons-

learned during the previous station construction. It will also allow VFD to improve upon a proven design that is functional and efficient.

The contract with Mackenzie Engineering Inc. is written for \$491,980.00 which covers architectural and engineering base design services. In addition to the base services staff anticipates the need to increase the contract value to cover future reimbursable costs and any executed additional services. Staff has proactively identified potential additional services for this project which can be found in Attachment A of the contract. Some of the identified additional services hedge against known unknown issues which will become clear during the permitting process. While other services fold subconsultants into this contract which were previously contracted directly by the City for the VFD Replacement Fire Station 1 & 2 project. Staff is asking Council's approval for the ability to increase the contract value up to and not to exceed the amount of \$800,000.00 in order to cover future reimbursable costs, and additional services that may be required for the successful execution of the project, and to allow for contingency coverage for unforeseen issues.

Advantage(s):

1. Provides for the public safety needs of our citizens
2. This project will utilize the design from VFD Station 1 & 2 and use feedback to improve upon the design.
3. Selected consultant is well versed in fire station design and understands Vancouver Fire Department operations.

Disadvantage(s): None

Budget Impact:

Budget for this project will be funded through the Interlocal Agreement with Fire District 5. In accordance with the Letter of Agreement, funding will be transferred directly from Fire District 5 into Fund 335. Those funds will cover the cost of this project.

Prior Council Review: None

Action Requested: Award a professional services contract to Mackenzie Engineering Inc. of Vancouver, WA, and authorize the City Manager or his designee to execute a contract in the amount of \$491,980.00 for design and engineering services associated with Vancouver Fire Department Station 11. Also, authorize the City Manager or his designee to execute amendments to this contract as needed for a total not-to-exceed contract value of \$800,000.

Attachment(s): Professional Services Agreement between the City of Vancouver and Mackenzie Engineering, Inc.

CITY OF VANCOUVER
PROFESSIONAL SERVICES AGREEMENT No. _____
FIRE STATION 11 DESIGN & ENGINEERING SERVICES

This Agreement by and between the City of Vancouver, a municipal corporation, under the laws of the State of Washington, hereinafter referred to as "City" and Mackenzie Engineering hereinafter referred to as "Contractor", whose address is 101 E 6th St #200, Vancouver WA 98660.

WHEREAS, the City desires to engage the Contractor to provide design, engineering and related services required to develop Vancouver Fire Department Fire Station 11. Contractor has agreed to offer its professional services to perform said work per City issued Project Request, Contractor's response to said Request; and City Council's approval on _____ of Staff Report No. _____; and

WHEREAS, the Contractor has represented by entering into this Agreement that it is fully qualified to perform the work to which it will be assigned to meet the Standard of Care of other professionals doing similar work in the locale.,,

NOW, THEREFORE, IT IS MUTUALLY AGREED BETWEEN THE PARTIES:

The City hereby agrees to engage the Contractor and the Contractor hereby agrees to perform, in a satisfactory and proper manner, as determined by the City, the services hereafter set forth in connection with this Agreement:

1. Statement of Work.

Contractor agrees to provide design, engineering and related services required to develop Vancouver Fire Department Fire Station 11 per City's Project Request and Contractor's response to said Request on file in City of Vancouver Procurement Services by reference hereto made a part of this Agreement.

BASE SERVICES

Contractor's Base Services for the project consist of the following project phases: Schematic Design, Design Development, Construction Documentation, Bidding/Permit Expediting, Construction Contract Administration, and Project Close-out.

In addition to these identified Base Services, Additional Services have been reflected within the appropriate phase and in conjunction with the preliminary project schedule. The individual scope of each Additional Service is further outlined within the Additional Services section of this contract and can be added to the Base Services at the City's written request.

Schematic Design (30% Construction Documents)

During the Schematic Design Phase, Contractor shall have a 3-week period to review the lessons learned during the development of Fire Station 2 and, based on those lessons learned, make

refinements to the design that shall apply to this project. During this time period, Contractor shall meet with City Stakeholders to discuss comments from them on the performance of equipment specified with Stations 1 and 2 to determine if alternative products or systems are desired. Contractor shall meet with IT, Facilities, Fire Fighters, and Fire Command staff to interview and document lessons learned and requested changes/improvements. The elements determined through this process shall be itemized for review by the Project Team, and an updated floor plan shall be provided and approved by the City prior to advancing into the refinement of the design documents.

Upon approval of the list of refinements by the City, the Contractor Design Team shall provide those services necessary to prepare Schematic Design documents consisting of drawings and other documents illustrating the general scope, scale, and relationship of project components for approval by the City. This phase anticipates weekly meetings with the City during this phase of the project.

1. **Project Kick-Off.** After notice to proceed, the Contractor Design Team shall schedule a Kick-Off meeting. At the meeting, Contractor shall review the project goals, objectives, budget, work scope, schedule, and roles and responsibilities, and identify key stakeholders. Minutes shall be distributed to the City and full Design Team throughout the process.
2. **Project Schedule.** Services consist of preparing a Critical Path Method design schedule for the project. The City will utilize this information in preparation of an overall project schedule.
3. **Confirmation of Project Program.** Services consist of confirming and refining the program information already developed for the project, i.e., space needs, sizes, interrelationships, and special requirements for each area of the new facility.
4. **Review of Lessons Learned.** Following the Kick-Off meeting, Contractor shall meet with the City to identify lessons learned from prior experience with the design and construction of Stations 1 and 02. Meet with IT, Facilities, Fire Fighters, and Fire Command staff to interview and document lessons learned and requested changes/improvements. Meetings will be held at a specified location in Vancouver (City Hall, Contractor Vancouver Office, Station 1, Station 2, or Station 5) determined prior to the meeting. Conduct up to two (2) field visits to Station 2 with relevant discipline leads to confirm implementation approach to areas identified during lessons learned meeting. Upon completion of site visit(s), conduct a follow-up meeting with the City to review design adjustments and itemized checklist developed in response to items identified during this task.
5. **Refinement of Architectural Space Plan.** Services provided, based on the approved refinement to the original Station 2 design, shall include refining the space plan based on functional relationships, code requirements, finishes, and major equipment. The space planning shall integrate with conceptual design solutions for architectural, structural,

mechanical, electrical, and plumbing requirements, in order to establish an integrated design approach for a functional and coordinated building environment.

6. **Civil Design/Documentation.** Services consist of determination of existing capacities of, and requirements for, connections to off-site utilities; consideration of materials and systems and development of conceptual design solutions for on-site utility systems; and where applicable, parking improvements, site access, and circulation ways.
7. **Landscape Architecture.** Services consist of preparing a preliminary planting plan describing areas of proposed landscape improvements and general type of planting.
8. **Furniture Space Planning and Vendor Selection.** Services consist of general furniture type selection and space planning, and selection of furniture vendor with City based on furniture selected for Stations 1 and 02.
9. **Architectural Design/Documentation.** Services responding to program requirements and consisting of preparation of: preliminary code analysis, schematic building plans, preliminary building and wall sections and elevations, and development of approximate dimensions, areas, and volumes.
 - a. Development of Building Information Model (BIM) drawings showing building layout, identifying the various program areas, core areas, and their relationships to one another.
 - b. Identification of all proposed finishes (includes all exterior surfaces, doors and windows).
10. **Structural Design/Documentation.** Services consist of recommendations regarding basic structural materials and systems designed to Essential Facility requirements, analyses, and development of Schematic Design solutions for a primary structural system.
 - a. Structural systems layout with overall dimensions. Identification of structural system (wood framed, structural steel with composite deck, structural steel with bar joists, etc.).
 - b. Identification of foundation requirements. (This scope and fee proposal assumes conventional spread footings. If other non-conventional foundations are required (i.e., pilings), additional fees may be required.)
11. **MEP Design/Documentation.** Services consist of developing Schematic Design documents based on the design of Stations 1 and 2 describing basic organization of the systems to accommodate proposed improvements, such as condition of equipment, energy source(s), energy conservation, heating and ventilating, air conditioning, plumbing, fire protection, and general space requirements necessary to allow for installation and use.
 - a. Code review and analysis.
 - b. Major space coordination.

- c. Schematic utility systems connections for gas, waste, and water.
- d. Schematic layout of major mechanical equipment and other mechanical spaces.
- e. Floor plans indicating horizontal and vertical utility routing for primary MEP components.

12. **Project Schedule.** Services consist of reviewing and updating previously established schedule for the project.

13. **Construction Cost Estimate.** Services consist of developing the Schematic Design phase construction cost estimate for the Project based on the information contained within the Schematic Design Set, related to the construction cost budget, and taking into consideration availability of materials and labor, Project delivery procedures, construction sequencing and scheduling, changes in scope of the Project, and adjustments in quality standards. These Services shall include a construction cost estimate for the Design Development phase documents (occurring at the 60% Pricing/Review set).

14. **City Review Period.** Upon completion of the Schematic Design Set and construction cost estimate, Contractor shall coordinate required City review period and meeting(s) to review comments provided as a result of that review period. Once complete, revisions requested by the City will be captured through the development of the following documentation phase by Contractor.

15. **Value Engineering.** If required by the City, upon completion of the Schematic Design construction cost estimate, Contractor shall coordinate one meeting to review possible Value Engineering considerations to control costs with the project team. The Design Team's effort shall include an analysis of the entire project, including both construction costs related to the scope of the design, as well as miscellaneous City-related costs.

Schematic Design shall include:

- Meetings at a specified location in Vancouver (City Hall, Contractor Vancouver Office, Station 1, Station 2, or Station 5); location shall be determined prior to each meeting.
- Two (2) meetings with City to kick off Schematic Design Phase services and discuss lessons learned and design changes to be implemented from the original Station 2 design.
- Contractor shall meet with IT, Facilities, Fire Fighters, and Fire Command staff to interview and document lessons learned and requested changes/improvements. Meetings shall be held at a specified location in Vancouver (City Hall, Contractor Vancouver Office, Station 1, Station 2, or Station 5) determined prior to the meeting.
- Meet up to an additional three (3) times with City to review progress of the documents during the remainder of the Schematic Design Phase.
- Preparation and distribution of meeting minutes.

- Develop conceptual site plan, and preliminary building plans, sections, and elevations, study models, perspective sketches, 3D/BIM modeling, or combinations of these media.
- Develop graphics highlighting examples of various concepts to assist in communication of ideas.
- Develop preliminary interior finish material selections for confirmation by City.
- Identify any planning and zoning criteria that might affect the site layout.
- Prepare and submit pre-application to Clark County.
- Attend pre-application meeting with Clark County.
- Develop and issue Schematic Design documents/30% Construction Documents for City review.
- Meet to review Schematic Design documents/30% Construction Documents.
- Refine Schematic Design documents based on review of Schematic Design documents/30% Construction Documents.
- Provide Schematic Design documents to Cost Consultant for project pricing.
- Meet with City to review pricing provided by Cost Consultant and review possible Value Engineering (VE) options to consider, if required. It is assumed at this time that any necessary VE shall bring the pricing in alignment with the City's project budget.
- Issue Schematic Design documents/30% Construction Documents for City review.
- Obtain written approval from City to proceed with Design Development.

Design Development (60% Construction Documents)

Contractor shall provide Design Development documents based on approved Schematic Design documents. Design documents shall illustrate and describe the refinement of the design of the project, establishing the scope, relationships, forms, size, and appearance of the project by means plans, sections and elevations, typical construction/finish details, and equipment and furniture layouts. Consideration shall be given to availability of materials, equipment, and labor, construction sequencing and scheduling, City's safety and maintenance requirements, sustainability, and energy conservation. This phase anticipates weekly City meetings.

The services during this phase shall consist of the following:

1. **Civil On-Site Documentation.** Services consist of continued development and expansion of the design and development of outline specifications or materials lists to establish the final scope and preliminary details for on-site engineering services such as:
 - a. Site plan.
 - b. Grading plan.
 - c. Utility plan.
 - d. Existing conditions plan/demolition plan (including phasing requirements).
 - e. Erosion control plan.
 - f. Site details.
 - g. Outline specifications, in accordance with the CSI standards.

2. **Landscape Architecture.** Services consist of continued development and expansion of the design and development of outline specifications or materials lists to establish the final scope and preliminary details for on-site engineering services such as:
 - a. Landscape plan.
 - b. Planting plan.
 - c. Landscape details.
 - d. Outline specifications, in accordance with the CSI standards.
3. **Architectural Design/Documentation.** Services consist of continued refinement of the design to coordinate the scope, relationship, forms, size, and appearance of the project through plans, sections, elevations, and typical construction details such as:
 - a. Code analysis and egress plans.
 - b. Refinement of floor plans.
 - c. Building sections showing coordination and relationship between components.
 - d. Wall sections showing final dimensional relationships, materials, and component relationships.
 - e. Door and hardware schedule showing final quantity plus type and quality levels.
 - f. Development of details and large-scale drawings.
 - g. Refinement of reflected ceiling plans.
 - h. Refinement of roof plan.
 - i. Outline specifications, in accordance with the CSI standards.
4. **Structural Design/Documentation.** Services consist of continued refinement of the specific structural system(s) in sufficient detail to establish basic structural system and dimensions, final structural design criteria, and foundation design criteria through:
 - a. Plan drawings with all structural members located and sized.
 - b. Footing, beam, column, and connection schedules.
 - c. Building elevations.
 - d. Foundation drawings.
 - e. Outline specifications, in accordance with the CSI standards.
5. **Mechanical Design/Documentation.** Services consist of continued development and expansion of the design and development of outline specifications or materials lists to confirm approximate equipment sizes and capabilities, preliminary equipment layouts, required space for equipment, required chases and clearances, visual impacts, and energy conservation measures through:
 - a. Heating and cooling load calculations and major duct or pipe runs sized to interface with structural elements.
 - b. Major mechanical equipment scheduled, indicating size and capacity.
 - c. Ductwork and piping systems substantially located and sized.
 - d. Devices located in the ceiling.
 - e. Outline specifications, in accordance with the CSI standards.

6. **Electrical Design/Documentation.** Services consist of continued development and expansion of the design and development of outline specifications or materials lists to establish: criteria for lighting, electrical, approximate sizes and capacities of major components; preliminary equipment layouts; required space for equipment; required chases and clearances.
 - a. All power-consuming equipment and load characteristics.
 - b. Total electrical load.
 - c. Major electrical equipment (switchgear, distribution panels, emergency generator, transfer switches, UPS system, etc.) dimensioned and drawn to scale in the space allocated.
 - d. Preliminary site lighting design and photometrics.
 - e. Lighting, power, data, and office automation devices and receptacles shown on the plan.
 - f. Preliminary low voltage/security, AV, alerting, telecommunications devices, and receptacle locations noted on the plan, as provided by the City's selected vendor.
 - g. Light fixture schedule.
 - h. Interior electrical loads estimate for systems furniture, receptacles, lighting, food service equipment, and any other special use areas.
 - i. Outline specifications, in accordance with the CSI standards.
7. **Radon Mitigation Design.** Services consist of coordinating design of an active radon mitigation system for both the apparatus bay and the living quarter side. One meeting is anticipated for coordination between the design team and the City.
8. **Interior Architecture.** Services related to refinement of interior finish palette. Documents shall include:
 - a. Finish plan depicting locations and extent of materials.
 - b. Finish schedule identifying finish types.
 - c. Outline specifications, in accordance with the CSI standards.
9. **Materials Research/Specifications.** Services consist of activities for the development and preparation of outline specifications in a Project Manual describing materials, systems, and equipment, and workmanship, quality, and performance criteria required for the construction of the project.
10. **Furniture Space Planning and Vendor Selection.** Develop schematic furniture/locker/shelving layout for open office and private offices, locker rooms, and file storage, indicating general type and location of furniture only during the Design Development Phase, which shall be provided to the City for coordination and selection of the furniture/locker/shelving vendor at the release of Schematic Design documents. Meet with City and City's selected vendor to review preliminary furniture package.
11. **Project Schedule.** Services consist of reviewing and updating previously established schedule for the project.

12. **Construction Cost Estimate.** Services consist of updating and refining the Schematic Design phase construction cost estimate for the Project based on the information contained within the Design Development Set, related to the construction cost budget, and taking into consideration availability of materials and labor, Project delivery procedures, construction sequencing and scheduling, changes in scope of the Project, and adjustments in quality standards. These Services shall include a construction cost estimate for the Design Development phase documents (occurring at the 60% Pricing/Review set).
13. **City Review Period.** Upon completion of the Design Development Set and construction cost estimate, Contractor shall coordinate required City review period and meeting(s) to review comments provided as a result of that review period. Once complete, revisions requested by the City will be captured through the development of the following documentation phase by Contractor.
14. **Value Engineering.** If required by the City upon completion of the Design Development construction cost estimate, Contractor shall coordinate one meeting to review possible Value Engineering considerations to control costs with the project team. Similar to the Value Engineering efforts in the previous Phase, the Design Team's effort shall include an analysis of the entire project, including both construction costs related to the scope of the design, as well as miscellaneous City-related costs.
15. **Land Use Planning.** Emergency services are an allowed use in the industrial zone. After the proposed development obtains site plan approval through Clark County, the County will rezone and make a comprehensive plan amendment to designate the site PF (Public Facility). This proposal assumes that a site plan review shall be required for a new proposed fire station. Contractor shall provide application submittal requirements and shall develop the application narrative and assemble the application book. This proposal assumes that the sites selected shall not require wetlands, habitat, or archaeological studies. The project shall require a SEPA checklist, which is included in this proposal. It is also likely that a road modification shall be required due to the nature of emergency access and fire stations. Typical transportation requirements often do not allow the types of accesses required for fire stations. This proposal includes research time for one required modification, and time to prepare the narrative and application package for the road modification request.

Design Development shall include:

- § Meetings at a specified location in Vancouver (City Hall, Contractor Vancouver Office, Station 1, Station 2, or Station 5); location shall be determined prior to each meeting.
- § Meet with City up to five (5) times during development phase services to review progress of the design documents during this phase.

- § Preparation and distribution of meeting minutes.
- § Develop final building code analysis to establish type of construction, use, occupancy, required separations, existing, preliminary fire/life/safety review, egress requirements and plumbing criteria.
- § Develop and issue Design Development/60% Construction Documents for City review.
- § Meet to review Design Development/60% Construction Documents.
- § Continue to develop and refine Design Development documents based on review of Design Development/60% Construction Documents.
- § Review Clark County Comprehensive Plan, Transportation System Plan, and Neighborhood Plan. Highlight and expand on likely areas of significant importance to project approval.
- § Prepare preliminary Permit Estimate (based on conceptual site plan) to include fees such as SDCs, building or development approval permit fees, etc.
- § Prepare Burden of Proof:
 - o Generate and prepare a burden of proof document that responds to the specific approval criteria identified for a design review and to show the project is consistent with the relevant Statewide Planning Goals that are designated by the Planning Director or designee.
 - o Complete SEPA checklist document for inclusion in site plan submittal.
 - o Generate and prepare draft development code text in format prescribed by Clark County.
 - o Attend 2 meetings for purposes of general review/coordination, assumed to be held in Clark County offices.
- § Prepare Entitlement Submittal and Jurisdiction Approval Process:
 - o Coordinate with Clark County staff during completeness phase to respond to questions and provide any additional information.
 - o Monitor staff review of application, including but not limited to agency reviews, public comment, and preparation of staff report.
 - o Review draft staff report, solicit input from City and project team, and assist with negotiations with City staff.
 - o Prepare final site plan application and materials for submittal to Clark County.
 - o Assist City in close-out documents, including covenant running with the land, water easement, and other standard Vancouver templates.
 - o Prepare a concurrency letter for traffic/trip generated by fire station recommending that a traffic study is not warranted for the proposed development.
- § Provide Design Development documents to Cost Consultant for project pricing.
- § Meet with City to review pricing provided by Cost Consultant and review any further Value Engineering (VE) options to consider, if required.
- § Issue Design Development/60% Construction Document set for City review.
- § Obtain written approval from City to proceed with Construction Documents.

Construction Documents (90% Construction Documents)

Contractor shall provide Construction Documents based on the approved Design Development documents. The Construction Documents shall set forth in detail the requirements for construction of the project.

1. **Civil Design/Documentation.** Services consist of preparation of civil engineering calculations, drawings, and specifications based on approved Design Development documents, setting forth in detail the civil construction requirements.
2. **Landscape Architecture.** Services consist of preparing Planting Plans and Details appropriate for bidding and construction, appropriate specification sections (including design-build irrigation system specification), and Hardscape Plans and Details appropriate for bidding and construction (to include all enhanced pedestrian paving, stairs, ramps and site furniture).
3. **Architectural Design/Documentation.** Services consist of preparation of architectural drawings based on approved Design Development documents setting forth in detail the architectural construction requirements for the project.
4. **Structural Design/Documentation.** Services consist of preparation of structural engineering calculations, drawings, and specifications based on approved Design Development documents, setting forth in detail the structural construction requirements for the project.
5. **Mechanical Design/Documentation.** Services consist of preparation of mechanical engineering calculations, drawings, and specifications based on approved Design Development documents, setting forth in detail the mechanical construction requirements for the project.
6. **Electrical Design/Documentation.** Services consist of preparation of electrical engineering calculations, drawings, and specification based on approved Design Development documents, setting forth in detail the electrical construction requirements for the project.
7. **Radon Mitigation Design.** Services consist of finalizing design and detailing of an active radon mitigation system for both the apparatus bay and the living quarter side.
8. **Interior Architecture.** Services consist of preparing interior drawings and specifications based on approved Design Development documents, setting forth in detail the necessary interior construction requirements for the project.
9. **Low Voltage Security, Data, Phone System Design and AV Coordination.** Services consist of coordinating with the City to prepare the design, layout, specification, and document development for low voltage data, AV, phone, and

security systems, identifying raceways to required devices utilizing City's authorized system provider's equipment. The design is assumed to be similar to Stations 1 and 2.

10. **Materials Research/Specifications.** Services consist of activities for the development and preparation of specifications in a Project Manual describing materials, systems, and equipment, and workmanship, quality, and performance criteria required for the construction of the project.
11. **Furniture Space Planning and vendor selection.** Coordinate with the City and City's selected vendor for furniture/locker/shelving finishes. Incorporate locker and shelving into project specifications based on information provided by the City and City's selected vendor. Coordinate electrical and data requirements for furniture and locker/shelving requirements based on information provided by the City's selected vendor.
12. **Project Schedule.** Services consist of reviewing and updating previously established design schedule for the project.
13. **Construction Cost Estimate.** Services consist of updating and refining the Design Development phase construction cost estimate for the project. Completion of these Services shall result in a construction cost estimate for the Construction Document phase documents (90% Pricing/Review set).
14. **City Review Period.** Upon completion of the Construction Document Set and construction cost estimate, Contractor shall coordinate required City review period and meeting(s) to review comments provided as a result of that review period. Once complete, revisions requested by the City will be captured in the documents by Contractor prior to preparing the set for permit and Contractor bidding.
15. **Land Use Planning.** Some coordination is assumed during the final site plan process and building permit process, as well as review of the submittal documents for compliance with the decision. No significant changes to the approved site plan and no post-decision reviews are assumed in this proposal. Contractor shall facilitate the submittal of the building permit by providing a list of the required submittal items and fees. Contractor shall also prepare the building permit application form, submit the permit, and facilitate plan check responses (Please note: this proposal assumes that the building permit application shall occur as one single application and shall not include deferred submittals).

Construction Documents shall include:

- § Meetings at a specified location in Vancouver (City Hall, Contractor Vancouver Office, Station 1, Station 2, or Station 5); location shall be determined prior to each meeting.
- § Meet with City up to five (5) times to kick off Construction Documents phase services and review progress of the development of the design documents.

- § Preparation and distribution of meeting minutes.
- § Provide Construction Documents consisting of drawings and specifications, landscape, civil, architectural, interiors and structural plans and details.
- § Update and finalize building code analysis and incorporate into Construction Documents.
- § Issue 90% Construction Documents for City review.
- § Meet to review 90% Construction Documents.
- § Continue to develop and refine documents based on review of 90% construction document set.
- § Issue 90% Construction Documents for City to review.
- § Meet to review 90% Construction Documents.
- § Continue to develop and refine documents based on review of 90% construction document set.
- § Provide Construction Documents to Cost Consultant for project pricing.
- § Meet with City to review pricing provided by Cost Consultant and review possible Value Engineering (VE) options to consider, if required.
- § Obtain written approval from City to submit for building permit.

Permitting

Contractor's involvement in permitting of the project shall include submitting for and resolving plan review by the Authority Having Jurisdiction (AHJ) which includes the following permits and respective plan review correction notices from AHJ:

- § Contractor and our consultants include the following permits and processes through the listed Authority Having Jurisdiction (AHJ) for each as follows:
 - a. Site Plan through Clark County.
 - b. Final Site Plan through Clark County.
 - c. Final Engineering through Clark County.
 - d. Water review through City of Vancouver.
 - e. Sewer review through Clark Regional Waste Water District.
 - f. Building Permit through Clark County.
- § Obtain and complete application forms for each separate permit listed above.
- § Monitor building permit process on a weekly basis for up to 12 weeks.
- § For each permit included as defined above, respond in writing and updated Construction Documents form as appropriate for each of the above listed plan review agencies anticipated for approval.

Bid Assistance

Contractor shall assist the City in obtaining competitive bids for the construction of the work as follows:

- § Review City requirements for inclusion in bid documents – Geotechnical report, ALTA Survey, and Environmental Phase I.

- § Issue bid documents consisting of bidding requirements, proposed contract forms, general conditions, supplementary conditions, drawings, and specifications to General Contractors for bidding.
- § Division 00 – Bid Forms, Construction Contract and General Conditions Development. Services consist of reviewing City-prepared forms required for bidding the project (i.e., Bid Notice, Instructions to Bidders, Bid Form), Standard Form of Agreement between City and General Contractor, and development of the project General Conditions of the Contract for Construction.
- § Consider Substitution Requests, properly submitted as allowed by the Contract Documents, and include any approved Substitution Requests in addenda.
- § Attend Pre-Bid meeting, present project outline and facilitate questions at Vancouver City Hall.
- § Prepare Pre-Bid meeting minutes and issue to all attendees.
- § Respond to written questions from General Contractors and those specifically discussed in formal Pre-Bid meeting during the bid period via addenda as appropriate to address clarifications to bid documents prepared by Contractor and/or our consultants.
- § Prepare response to written questions from General Contractors during the bid period to address clarifications and/or revisions to portions of the bid documents and forward to City of Vancouver procurement for official Addenda preparation and distribution.
- § Attend bid opening and assist City to evaluate conformance with bid criteria.

Construction Contract Administration

In the Construction Contract Administration Phase, the Design Team shall provide those services necessary for the administration of the Construction Contract as set forth in the General Conditions and Supplementary General Conditions of the Construction Contract. The Construction Phase for the project has an assumed duration of twelve (12) months, shall commence with the start of construction, and shall terminate when final completion is obtained and the project has been closed out. This phase anticipates forty-five (45) City meetings and is anticipated to include the following services:

1. **Office: Construction Contract Administration.** Services consist of processing of submittals, including receipt, review of, and appropriate action on shop drawings, product data, samples, and other submittals required by the Construction Contract and all documents specifically incorporated by reference into the Construction Contract, distribution of submittals to City and Design Team, maintenance of master file of submittals, and related communications.
2. **Site: Construction Contract Administration.** The Design Team shall receive and transmit information as a representative of the City during the construction of the project and shall advise and consult with the City. Instructions to the Contractor shall be forwarded through the Design Team. The Design Team shall have authority to act on behalf of the City only to the extent provided in the Contract Documents.

The Design Team shall visit the site for weekly project construction meetings and, upon special circumstances as requested by the City, to be familiar with the progress and quality of the work, and to determine if the work is generally proceeding in accordance with the Contract Documents. On the basis of such on-site observations, the Design Team shall issue written field reports to the City.

The Design Team shall take appropriate action upon the Contractor's submittals such as shop drawings, product data, and samples, for conformance with the design concept of the work, and with the Contract Documents.

The Design Team shall conduct construction observations and reviews to determine "Substantial Completion" and "Final Completion," and shall receive and forward to the District written warranties and related documents required by the Contract Documents, assembled by the Contractor. The Design Team, with the District's concurrence, shall prepare and certify a "Certificate of Substantial Completion" and a "Certificate of Final Payment" under the Construction Contract.

3. **Supplemental Documents.** Services consist of preparation, reproduction, and distribution of supplemental drawings, specifications, and interpretation in response to requests for clarification by the Contractor or the City, forwarding City's instructions and providing guidance to the Contractor on the City's behalf relative to changed requirements and schedule revisions.
4. **Proposal Requests/Change Orders.** Services consist of preparation, reproduction, and distribution of drawings and specifications to describe work to be added, deleted or modified; review of proposals from Contractor for reasonableness of quantities and costs of labor and materials; review and recommendations relative to changes in time for substantial completion; review and recommendations relative to impact on the design; negotiations with Contractor on City's behalf relative to costs of work proposed to be added, deleted, or modified; assisting in the preparation of appropriate modifications of the contract(s) for construction; and coordination of communications, approvals, notifications and recordkeeping relative to changes in the work.
5. **Payment Application Review.** Services consist of evaluating and certifying Applications for Payment by Contractor.
6. **Project Close-out.** Services initiated upon notice from the Contractor that the work, or a designated portion thereof which is acceptable to the City, is sufficiently complete, in accordance with the Contract Documents, to permit occupancy or utilization for the use for which it is intended, and consist of a detailed observation with the City's representative for conformity of the work to the Contract Documents to verify the list submitted by the Contractor of items to be completed or corrected; determination of the amounts to be withheld until final completion; issuance of Certificates of Substantial Completion; observation(s) upon notice by the Contractor

that the work is ready for final review and acceptance; notification to City and Contractor of deficiencies found in follow-up observation(s), if any; final observation with the City's representative to verify final completion of the work; receipt and transmittal of warranties, affidavits, receipts, releases and waivers of lien or bonds indemnifying the City against liens; issuance of Final Certificate(s) for Payment.

7. **Record Documents.** Services consist of providing the City with record drawings and record specifications manual(s) for the project.
 - a. Hardcopy Set - The Record Documents shall be provided to the City consisting of two (2) complete sets of record drawings, prepared on 24 lb. bond media. The Record Drawings shall include all drawing sheets used for bidding including addenda, all changes resulting from regulatory reviews, change orders, and as-built conditions. The Design Team is not responsible for the accuracy of the as-built drawings furnished by the Contractor.
 - b. Electronic Set - A complete set of Record Drawings (as described above) and generated in AutoCAD shall be provided to the City, as well as an electronic version of the complete specifications in a file format approved by the City. The Design Team shall verify that all electronic drawings are readable, and all AutoCAD xreference ("Xrefs") files are bound and formatted in such a way as to be readable by the AutoCAD version they are saved in. The Design Team shall provide a list of all drawings, including Xrefs that are associated with the Record Drawings. The electronic Record Documents shall be provided on recordable (not re-recordable) compact disc(s) or DVDs.
8. **Land Use Planning.** Services consist of: Addressing questions raised by City staff relating to the zoning compliance of the constructed improvements; supporting the project engineer and project architect throughout the construction by addressing questions about prior interpretations of design requirements and minimizing additional review processes by participating in discussions on unavoidable changes. A surveyor and attorney will prepare the necessary legal descriptions, dedications, and easement documents for recording. Project surveyor and project engineer shall be solely responsible for the submittal and approval of the as-built drawings. Project landscape architect shall prepare any required landscape as-built drawings or certifications. Upon completion of the required improvements, Contractor shall: assist the Project Manager in the preparation, dedication, and transfer of Ownership of the dedicated infrastructure to the City; and assist the Project Manager in resolving site permitting issues required for occupancy. The budget assumes minimal involvement in the construction process and assumes the civil engineer and project architect shall be primarily responsible for the required construction sign-off and acceptance and dedication of improvements, as well as the final site plan approval.
9. **Warranty Review.** Services consist of a site observation eleven (11) months after substantial completion. The Design Team shall review the facility and provide recommendation to the City in connection with inadequate performance of materials, systems and equipment under warranty; observation(s) prior to expiration of the

warranty period to ascertain adequacy of performance of materials, systems and equipment; documenting defects or deficiencies and assisting the City in preparing instructions to the Contractor for correction of noted defects.

- § **Construction Contract Administration shall include:** Contractor's architect shall attend pre-construction meeting at Vancouver City Hall.
- § Review and act on properly prepared specified submittals up to two submittals.
- § Provide in-office support to assist with normal Construction Contract Administration duties for items such as phone calls and requests for additional information (RFIs) for clarification to Contract Documents prepared by Contractor and our consultants.
- § Conduct job site visits to observe the work in progress and prepare written field observation report(s) as follows:
 - o Architect to attend up to 45 weekly job site visits.
 - o Structural engineer to attend up to 4 job site visits for required structural observations.
 - o Civil engineer to attend up to 4 job site visits for required civil engineering observations.
 - o Landscape architect to attend up to 2 job site visits for final installation coordination and observations.
- § Contractor shall keep a project log for items such as addenda, substitution requests, RFIs, submittals, COPs, and change orders.
- § Contractor shall process and review monthly properly prepared applications for payment from the General Contractor.
- § Architect, interior designer, structural engineer, civil engineer, landscape architect, mechanical, electrical, and plumbing engineer shall conduct a punch list site visit to observe the substantially complete work-in-progress, prepare written punch list report, prepare and issue a Certificate of Substantial Completion.
- § Architect, interior designer, structural engineer, civil engineer, and landscape architect shall conduct a punch list verification site visit to observe the completed work and provide written punch list confirmation Report.
- § Contractor shall process and review project close-out materials up to two rounds of review and comment.
- § Contractor shall provide record Contract Documents based on formally issued modifications to the Contract Documents and General Contractor marked up as-built documentation.

ADDITIONAL SERVICES

Additional Services Requiring Written Authorization

The following Additional Services may be authorized by the City based on its needs and the outcome(s) of tasks identified under the Base Services Statement of Work. Contractor shall submit a detailed Statement of Work and budget for any Additional Work requested by the City. Acceptance of the Statement of Work and proposed budget and authorization to proceed

with the Additional Work shall be provided by the City's Project Manager in writing. Compensation paid for any Additional Services provided shall be at the rates listed in herein attached ATTACHMENT A and ATTACHMENT B or as amended.

1. **Monument Signage.** Services consist of coordinating exterior and interior signage design, details, and specifications beyond signage required to meet minimum code standards and identification signage provided at Station 02. One meeting is anticipated for coordination of additional signage requirements.
2. **Geotechnical Report.** Services include a geotechnical field analysis, soils report and specifications for the Construction Documents. Construction observations/inspections shall be contracted separately by the City.
3. **Extension of NE 115th Street to NE 87th Improvements:** Services include design, engineering and entitlement for the extension of NE 115th Street south to NE 87th street based on Clark County standards.
4. **Coordination of Opticom System for Intersection of 117th and 87th.** Services include coordination and design of the Opticom system for the intersection of NE 117th and NE 87th to be incorporated into the project scope if system is not currently existing at this intersection.
5. **Property Maintenance Shed.** Services include design and engineering associated with a free-standing maintenance shed, rough 300 – 400 sf, adjacent to the proposed station for the purpose of storing property maintenance equipment. The structure is assumed to be designed in a complementary manner to the station itself, but not to the same essential facility standard.
6. **Building Commissioning.** Provide building commissioning services during design and construction and associated coordination to the following systems:
 - a. Heating, ventilation and air conditioning systems and associated controls.
 - b. Lighting and daylight controls.
 - c. Domestic hot water systems.
7. **Acoustical Engineering.** Establish acoustical design criteria and provide a narrative including design criteria, guidelines, and SD-level design concepts for the project. Services during the Design Development phase include developing the architectural design elements with respect to the criteria, such as wall assemblies and acoustical finishes, and evaluation of the mechanical system. Review documents as they progress for incorporation of acoustical recommendations. During the Construction Documents Phase, provide complete details and specifications to support the acoustical design elements. Provide a comprehensive review and solutions to control noise and vibration from mechanical systems. Review drawings and specifications with respect to sound isolation construction and noise and vibration control, acoustical materials and recommendations. Issue report of final review item.

8. **Additional meetings.** Services include meetings outside of the quantified meetings in this scope and fee proposal. These include additional construction meetings consisting of meeting prep (1 hour), commute and meeting attendance (2 hours), site walk (1 hour) and documentation of meeting through meeting minutes (2 hours). Meetings that are anticipated to require time well in excess of this budget shall be agreed to on a time-and- materials basis in accordance with Item 8, Other Additional Services. Additional services as requested by the City which are not specifically listed in Base Services or Additional Services 1 through 7 shall be billed hourly, as Additional Services. Labor shall be billed at rates identified in Exhibit C. Materials shall be billed at cost plus 12%.
9. **Other Additional Services.** The City reserves the right to request other unspecified Project related Additional Services from the Contractor directly related to the services already described in this Contract. Other Additional Services shall be performed under a Time and Materials basis or under a negotiated fixed fee using the attached Billable Rates listed in ATTACHEMNT B. Reimbursable expenses will be billed at the rates listed in ATTACHMENT C or at cost plus 12% if not specifically identified.

ASSUMPTIONS

Contractor's Statement of Work and fees are based on the following assumptions:

1. City Project Manager will obtain proposals and make recommendations for City to hire an independent materials testing/special inspections agency. City's selected special inspection agency will provide inspections and provide related reports (during construction for both the site and building elements).
2. Contractor is required to be the architect/engineer of record. Contractor shall review design-build submittals (including fire protection and fire alarm) as a deferred submittal in accordance with the requirements of the jurisdiction. Deferred submittals shall be submitted and expedited by the Contractor.
3. Project shall be permitted as a single package (as shown on the project schedule). Contractor shall provide 30%, 60%, and 90% review and pricing documents with one Permit/Bid document issuance to be used as the construction issue.
4. A site survey describing property boundaries, topography, encumbrances, etc., shall be provided by the City.
5. The proposed building shall embrace sustainable strategies where appropriate. If the City elects to participate in LEED or additional programs, the necessary services shall be negotiated.
6. Reimbursable costs for services accomplished by in-house personnel (printing, faxing, copying, mileage, etc.) shall be billed at standard rates and are outside of the fee of this project. Other reimbursable costs (outside printing, outside delivery services, photography, Federal Express, Express Mail, etc.) shall be billed at cost plus 12%.

Consultants' fees shall be billed at cost plus 12%. Where appropriate, receipts shall be submitted with reimbursement requests.

7. Graphics and signage for individual spaces, rooms, and exterior shall be provided as required by International Building Code and ADA regulations under the Base Services of this agreement. Non-code required signage, specialty, or decorative signage and general room signage to be coordinated by the City and is not included in this proposal (unless agreed to as additional services to the Base Services agreement).
8. Building Permit fees, Design Review fees, or any other fees paid to public bodies having jurisdiction over the project are by City.
9. Irrigation system design and engineering to be prepared by General Contractor's selected landscape design-build subcontractor (based on performance specifications provided by Contractor).
10. The facility shall be designed to meet the code minimum requirements for an essential facility.
11. Building permits are assumed to be a single permit application with no deferred submittals. If proposed, deferred submittal permit expediting would be the responsibility of the trade Contractor and is not included in this scope.
12. The land use application processes are sensitive to plan changes through the permitting processes. No significant plan changes are assumed after the application is submitted for County review. Plan changes after submittal for County review may result in additional fees.

In addition to the scope of work outlined above, Contractor has assumed the following:

- § City will provide current electronic files of land survey (ALTA/Boundary/Topographic) including legal description, wetlands delineation, environmental report, any other reports and/or surveys that are available, and other studies and/or reports as may be necessary for completion of the project.
- § Scope and fee are based on City not hiring a third-party City-Representative to act on their behalf during any phase(s) of the project. If a third-party PM is hired by the City, Contractor reserves the right to estimate scope and fee impacts that shall result in additional services.
- § The City will not be pursuing sustainability certification for the project.
- § The City will approve the documents at the conclusion of each phase prior to proceeding with the next phase. Redesign efforts after prior City/City approvals, including but not limited to City-driven design modifications, value engineering, cost reduction alternatives to the approved design, or other such changes, shall be provided as an additional service, with scope, schedule, and fees to be evaluated on a case-by-case basis.
- § City is responsible for all fees paid to public bodies having jurisdiction over the project.
- § City's General Contractor shall provide fire suppression/fire alarm systems, and landscape irrigation on a design-build basis. The City's General Contractor and design-build trades shall provide timely information and coordination with Contractor and our

consultants as needed to maintain the project schedule and development of the design. Contractor has included typical levels of coordination during each phase.

- § All meetings shall occur at Vancouver City Hall offices, other than construction site meetings. Contractor shall record and distribute minutes following each meeting.
- § Both on- and off-site land use entitlements processes, are assumed to occur as described in this proposal, additional meetings, such as those with Authorities Having Jurisdiction (AHJ), neighborhood/community meetings, public hearings, and other related processes are not included in this proposal and if necessary shall be agreed to as an additional service.
- § Conditions not depicted on available existing building documents, provided by the City, or readily visible on project walkthroughs are excluded. Such impacts shall be evaluated at the time of discovery and addressed via additional services as necessary.
- § Square footage calculations shall be provided as required to confirm compliance with building and zoning code requirements only. Calculations of gross, net, and rentable square footages are not included.
- § Contractor shall utilize Revit as the documentation platform for the project. Our proposed scope/fee is based on the Revit model being developed to Level 200-250 standard. The model shall be graphically represented with specific systems for primary building components, but as generic systems for non-primary components with configuration and interfaces. Contractor anticipate that City's consultants/vendors shall also utilize Revit for their documentation, shall be responsible for modeling and detailing their respective components, and shall comply with Contractor's expectations for document control standards. Contractor shall develop the base model file and provide it to the consultant team for coordination.

EXCLUSIONS

The fees outlined above are based on the following exclusions:

1. Independent materials and special inspections.
2. Fees exclude significant redesign for City-requested changes after milestone approvals and/or consensus has been reached in the document development phases noted in the overall project scope above.
3. Geotechnical site investigation and report shall be provided by City.
4. Traffic study or analysis (services to be set after scope is defined).
5. Traffic Signal, or Traffic Beacon, if required by the City, Authority Having Jurisdiction (AHJ), or WSDOT.
6. Off-site utility or right-of-way frontage improvements, beyond curb and sidewalk on the project side of NE 87th Street.
7. Environmental review, sensitive lands requirements, mitigation of wetlands, flood plain, or other environmentally sensitive areas on site and related design changes.

8. Fire protection and detection design and engineering; shall be prepared by General Contractor's selected MEP design-build subcontractor (based on performance specifications provided by Contractor).
9. Structural calculations for the seismic restraint of mechanical and electrical equipment (these services shall be provided by subcontractor providing product/installation).
10. Continuances, appeals, variances, land use adjustments, additional land-use approvals, and public hearings other than those specifically included above.
11. Marketing materials, renderings, or models other than those developed as part of the design process to convey basic design intent and receive jurisdictional approval.
12. Special permits and as-built certification to local jurisdiction.
13. Special foundation systems (i.e., pilings) and/or equipment foundations (i.e., housekeeping pads).
14. Disabled access compliance design other than that required by the current editions of the IBC amended as the Washington State Building Code and the Americans with Disabilities Act – Accessibility Guidelines (ADAAG) for new construction, whichever is more stringent.
15. Hazardous material assessment demolition and remediation specifications.
16. Furniture design, vendor selection, tours or vendor bidding.
17. Additional public outreach meetings, beyond those required through a land use approval application process.

In addition to any exclusions outlined above, the following are excluded from the proposed Scope of Work.

- § Reimbursable expenses.
- § Building permit fees, design review fees, or any other fees paid to public bodies having jurisdiction over the project.
- § Land survey, topographic survey, tree survey, or metes and bounds descriptions and related specifications.
- § Soils investigations/testing and related specifications, unless agreed to as an Additional Service.
- § Meetings with public agencies or other meetings, other than those specifically identified above.
- § Sensitive lands and/or wetlands delineation and/or mitigation design/approvals.
- § Hazardous materials mitigation design.
- § Pavement design and related specifications.
- § Off-site improvements (such as roads, half street improvements, and utilities).
- § Special foundation systems (e.g., piles and structural slabs).

- § Floor vibration analysis, design for footfall impact.
- § Equipment support or racking systems.
- § Presentation-level 3D renderings other than conceptual studies to describe design intent or as utilized as part of Contractor's design process.
- § No Navisworks files or Clashing shall be provided or performed. Deliverables shall be PDF and/or hardcopy only. (Revit model RVT files and DWG exports shall not be provided.) Revit models and sheets shall be created to Contractor standards. No formal BIM Execution Plan shall be provided.
- § Disabled access compliance design other than that required by the current editions of the Washington State Building Code and the Americans with Disabilities Act - Accessibility Guidelines (ADAAG) for new construction, whichever is more stringent.
- § Permits other than those identified within the proposal identified above (e.g., phase permitting, trade permits, separate demolition permit).
- § Sustainability certification services.
- § Materials testing/special inspections.
- § Graphics and/or signage design, permitting, and related coordination and permitting.
- § Acoustical engineering design and/or services, beyond the scope and allowance indicated in our assumptions.

All work must be authorized and approved by the City's Project Manager in writing before any work begins. Contractor shall approach this project in a manner consistent with its customary practice. Contractor shall actively seek collaborative input from City staff.

Compensation shall be paid by the City for professional services provided by Contractor at the fixed fee rates listed in ATTACHMENT A for the base services scope. Additional Services, once authorized by the City in writing, will be either billed at the fixed rates listed in ATTACHMENT A or at the hourly billing rates listed in ATTACHMENT B. Reimbursable expenses will be billed at the rates listed in ATTACHMENT C or at cost plus 12% if not specifically listed.

This agreement is a purchase of professional services at the rates attached. Payment for these services shall not exceed \$491,980 for the base services and \$27,000 for reimbursable expenses unless authorized in writing by the City, according to Section 7 of this Agreement. If additional time is needed, please refer to Section 6 of this agreement. A written amendment must be prepared and signed by both parties. Additional Services may be authorized by the City's Project Manager up to the limits authorized by Council.

2. Order of Precedence.

Where there is a conflict among or between any of these documents, the controlling documents shall be the first listed in the following sequence: Amendments to this Agreement; this Agreement; Purchase Orders; Contractor's submitted proposal to Project Request and Project Request.

3. Relation of Parties.

The Contractor, its subconsultants, agents and employees are independent contractors performing professional services for City and are not employees of City. The Contractor, its subconsultants, agents and employees, shall not, as a result of this Agreement, accrue leave, retirement, insurance, bonding or any other benefits afforded to City employees. The Contractor, subconsultants, agents and employees shall not have the authority to bind City in any way except as may be specifically provided herein.

4. E-Verify.

Contractor shall register and enter into a Memorandum of Understanding (MOU) with the Department of Homeland Security E-Verify program within sixty (60) days after execution of this Agreement. Contractor shall ensure all Contractor employees and any sub-contractor(s) assigned to perform work under this Agreement are eligible to work in the United States. Contractor shall provide verification of compliance upon City request. Failure by Contractor to comply with this subsection shall be considered a material breach.

5. Time of Performance.

The service of the Contractor is to commence as of _____, 20___. It is agreed services hereunder shall be completed by December 31, 2020 unless modified through an amendment.

6. Delays and Extensions of Time.

If the Contractor is delayed at any time in the progress of providing services covered by the Agreement, by any causes beyond Contractor's control, the time for performance may be extended by such time as shall be mutually agreed upon by Contractor and City and shall be incorporated in a written amendment to this Agreement. Any request for an extension of time shall be made in writing to City.

7. Compensation and Schedule of Payments.

City shall pay the Contractor at the rates indicated in Section 1 for work performed under the terms of this Agreement. This is the maximum amount to be paid under this Agreement and it shall not be exceeded without City's prior written authorization in the form of a negotiated and executed amendment. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the project as set forth herein. The Contractor shall submit monthly invoices to City covering both professional fees and project expenses, if any, for fees and expenses from the previous month. Payments to Contractor shall be net 30 days.

The City reserves the right to correct any invoices paid in error according to the rates set forth in this Agreement. City and Contractor agree that any amount paid in error by City does not constitute a rate change in the amount of the contract. The City's contract/purchase order (PO) number given on the notice to proceed **must** be referenced on any invoice submitted for payment.

8. Ownership of Records and Documents.

Any and all work product prepared by the Contractor in the course of performing this Contract shall immediately become the property of the City. In consideration of the compensation provided for by this Agreement, the Contractor hereby further assigns all copyright interests in such work product to the City. A copy may be retained by the Contractor. Previously owned intellectual property of Contractor, and any know-how, methodologies or processes used by Contractor to provide the services or project deliverables under this Contract shall remain property of Contractor. In the event City uses the work product in the future without Contractor's involvement, City shall hold harmless, indemnify, and defend Contractor for any claims or liabilities resulting from such use.

9. Termination.

The City, at its sole discretion, may terminate this contract for convenience at any time for any reason deemed appropriate. Termination is effective immediately upon notice of termination given by the City.

In the event this Agreement is terminated prior to the completion of work, Contractor will only be paid for the hours completed at the time of termination of the Agreement.

10. Evaluation and Compliance with the Law.

The Contractor shall have the authority to control and direct the performance and details of the work described herein. The Contractor agrees to comply with all relevant, federal, state and municipal laws, rules and regulations.

11. City Business and Occupation License.

Contractors will be required to obtain a business license when contracting with the City of Vancouver, unless allowable exemptions apply. Businesses/Contractors shall contact the State of Washington Business License Service (BLS) at: <http://bls.dor.wa.gov/file.aspx>, telephone 800-451-7985, or go to www.bls.dor.wa.gov/cities/vancouver.aspx or www.cityofvancouver.us/businesslicense, to determine whether a business license is required pursuant to VMC Ch. 5.04.

12. Liability and Hold Harmless.

Contractor agrees to indemnify, defend, save and hold harmless the City, its officials, employees and agents from any and all liability, demands, claims, causes of action, suits or judgments, including costs, attorney fees and expenses incurred in connection therewith, of whatsoever kind or nature (including patent infringement or copyright claims) to the extent arising out of, or in connection with, or incident to, the negligent performance or willful misconduct pursuant to this Agreement. This indemnity and hold harmless shall include any claim made against the City by an employee of Contractor or subcontractor or agent even if Contractor is thus otherwise immune from liability pursuant to the workers' compensation statute, Title 51 RCW, except to the extent that such liability arises from the concurrent negligence of both the City and the Contractor, such cost, fees and expenses shall be shared between the City and the Contractor in proportion to their relative degrees of negligence. Contractor specifically acknowledges the provisions contained herein have been mutually negotiated by the parties and it is the intent of the parties that Contractor provide the broadest

scope of indemnity permitted by RCW 4.24.115. Contractor is an independent contractor and responsible for the safety of its employees.

13. Insurance.

Contractor shall obtain and keep in force during the entire term of this agreement, liability insurance against any and all claims for damages to person or property which may arise out of the performance of this Contract whether such work shall be by the Contractor, subcontractor or anyone directly or indirectly employed by either the Contractor or a subcontractor.

a. **Liability Insurance.** Contractor shall maintain Commercial General Liability insurance with a limit of not less than one million dollars (\$1,000,000) for each occurrence and not less than one million dollars (\$1,000,000) combined single limit Automobile Liability coverage. The Commercial General Liability policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operation and blanket contractual coverage supporting the liability assumed under the indemnification provisions of this Agreement. All liability insurance required herein shall be under a comprehensive or commercial general liability and business, and auto policies.

b. **City Listed as an Additional Insured:** The City of Vancouver, its agents, representatives, officers, directors, officials, and employees must be named as an additional insured on the Commercial General Liability policy and shown on the certificate as an additional insured. A copy of the additional insured endorsement CG 20 10 11 85, or its equivalent CG 20 10 and CG 20 37 must be included with the certificate of insurance.

c. The commercial general liability policy must be endorsed to include "Washington Stop Gap" insurance. The limits and aggregates referenced must apply to the Stop Gap coverage as well unless Contractor's multi-state Workers' Compensation & Employer's Liability policy provides Stop Gap coverage for monopolistic states. This must be indicated on the certificate.

d. **Worker's Compensation.** Contractor shall carry workers' compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services; and, Employer's Liability insurance of not less than one million dollars (\$1,000,000) for each accident, five hundred thousand dollars (\$500,000) for each disease for each employee, and one million dollars (\$1,000,000) for each disease policy limit.

e. **Umbrella Liability.** The Contractor shall provide Umbrella Liability coverage at limits of not less than one million dollars (\$1,000,000) per occurrence and annual aggregate. This umbrella liability coverage shall apply, at a minimum, to both the Commercial General and Auto insurance policy coverage. This requirement may be satisfied instead through the Contractor's primary Commercial General and Automobile Liability coverage, or any combination thereof.

f. **Professional Liability.** The Contractor shall obtain and keep in force during the entire term of this Agreement, professional liability insurance (errors and omissions) against any

and all claims alleging errors or omissions in the performance of professional services whether such services are performed by the Contractor, subcontractor or anyone directly or indirectly employed by either the Contractor or subcontractor resulting in damages to person or property. The amount of coverage provided by such insurance shall be not less than two million dollars (\$2,000,000) per claim, and two million dollars (\$2,000,000) aggregate.

g. Employment Security. The Contractor shall comply with all employment security laws of the state in which services are provided, and shall timely make all required payments in connection therewith.

h. The City of Vancouver shall be listed on the Certificate as the Certificate Holder.

i. Coverage Trigger: The insurance must be written on a “occurrence” basis. This must be indicated on the certificate. Claims made policies will be accepted for professional liability coverage only.

Contractor shall provide evidence of all insurance required, at the City’s request, by submitting an insurance certificate to the City on a standard “ACORD” or comparable form.

14. Notices.

All notices which are given or required to be given pursuant to this Agreement shall be hand delivered or mailed postage paid as follows:

City:

Kevin Yin
City of Vancouver
415 W 6th Street
P O Box 1995
Vancouver WA 98668-1995

Contractor:

Jeff Humphreys
Mackenzie Engineering
101 E 6th St #200
Vancouver WA 98660

15. Amendments.

All changes to this Agreement, including changes to the statement of work and compensation, must be made by written amendment and signed by all parties to this Agreement.

16. Scope of Agreement.

This Agreement incorporates all the agreements, covenants and understanding between the parties hereto and are merged into this written Agreement. No prior agreement or prior understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless set forth in this Agreement.

17. Ratification.

Acts taken pursuant to this Agreement but prior to its effective date are hereby ratified and confirmed.

18. Governing Law/Venue.

This Agreement shall be deemed to have been executed and delivered within the State of Washington, and the rights and obligations of the parties hereunder shall be construed and enforced in accordance with, and governed by, the laws of the State of Washington without regard to the principles of conflict of laws. The contractor shall have legal authority to enter into this agreement and be at least 18 years of age. Any action or suit brought in connection with this Agreement shall be brought in the Superior Court of Clark County, Washington.

19. Cooperative Purchasing:

The Washington State Inter-local Cooperation Act, Ch. 39.34 RCW, authorizes public agencies to cooperatively purchase goods and services if all parties agree. By having executed this Agreement, the Contractor agrees that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without the City of Vancouver incurring any financial or legal liability for such purchases. The City of Vancouver agrees to allow other public agencies to purchase goods and services under this solicitation or contract, provided that the City of Vancouver is not held financially or legally liable for purchases and that any public agency purchasing under such solicitation or contract file a copy of this invitation and such contract in accordance with RCW 39.34.040.

20. Public Disclosure Compliance.

The parties acknowledge that the City is an “agency” within the meaning of the Washington Public Records Act, Ch 42.56 RCW, and that materials submitted by the Contractor to the City become public record. Such records may be subject to public disclosure, in whole or part and may be required to be released by the City in the event of a request for disclosure. In the event the City receives a public record request for any data or deliverable that is provided to the City and that is licensed from the Contractor, the City shall notify the Contractor of such request and withhold disclosure of such information for not less than five (5) business days, to permit the Contractor to seek judicial protection of such information, provided that the Contractor shall be responsible for attorney fees and costs in such action and shall save and hold harmless the City from any costs, attorney fees or penalty assessment under Ch.42.17 RCW for withholding or delaying public disclosure of such information.

DATED this _____ day of _____, 20__

ALL SIGNATURES ON NEXT PAGE

CITY OF VANCOUVER,
A municipal corporation

CONTRACTOR:
Mackenzie Engineering

Eric Holmes, City Manager

Signature:

Attest:

By: Printed Name / Title

Natasha Ramras, City Clerk
By: Carrie Lewellen, Deputy City Clerk

Approved as to form:

E. Bronson Potter, City Attorney

PROJECT BASE SERVICES: Fire Station 11		FEE SUMMARY BY PHASE:					
	Base Fee Services		Schematic Design	Design Development	Construction Documents	Bidding/ Permitting	Construction Administration
Mackenzie:							
Administration	\$8,000		\$1,000	\$1,000	\$1,000	\$1,500	\$3,500
Project Management	\$138,760		\$14,000	\$11,760	\$20,000	\$15,000	\$78,000
Architectural Services	\$66,240		\$18,000	\$17,240	\$22,000	\$3,000	\$6,000
Interior Design	\$22,000		\$3,000	\$4,500	\$9,000	\$1,500	\$4,000
Structural Engineering	\$40,000		\$6,000	\$6,500	\$18,000	\$2,500	\$7,000
Civil Engineering	\$46,000		\$11,000	\$11,000	\$15,000	\$3,000	\$6,000
Landscape Architecture	\$22,000		\$6,000	\$8,000	\$3,000	\$1,000	\$4,000
Landuse Planning	\$32,500		\$13,000	\$9,000	\$5,000	\$4,500	\$1,000
Sub Total: Mackenzie	\$375,500		\$72,000	\$69,000	\$93,000	\$32,000	\$109,500
Consultants:							
M/E/P Engineering - Interface	\$80,000		\$9,800	\$15,600	\$34,100	\$1,000	\$19,500
Cost Estimator - Construction Focus, Inc.	\$24,000		\$5,600	\$8,350	\$10,050	\$0	\$0
GM Mark-up (12%)	\$12,480		\$1,848	\$2,874	\$5,298	\$120	\$2,340
Sub Total: Consultants	\$116,480		\$17,248	\$26,824	\$49,448	\$1,120	\$21,840
Total Base Fee*	\$491,980		\$89,248	\$95,824	\$142,448	\$33,120	\$131,340
Reimbursables	\$27,000						
<i>* Fixed Fee - excluding reimbursables</i>							

ADDITIONAL SERVICES: Fire Station 11		ADDITIONAL SERVICES:							
		Additional Service #1: Monument Signage	Additional Service #2: Geotechnical Engineering	Additional Service #3: NE 115th Street Extention	Additional Service #4: Intersection Improvements	Additional Service #5: Property Maintenance Shed	Additional Service #6: Building Commissioning	Additional Service #7: Acoustical Engineer - SSA	Additional Service #8: Other Additional Services
Mackenzie:									
Administration		\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Architectural Services		\$2,500	\$0	\$2,000	\$1,000	\$4,500	\$0	\$0	
Interior Design		\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Structural Engineering		\$500	\$0	\$0	\$0	\$1,000	\$0	\$0	
Civil Engineering		\$500	\$0	\$12,000	\$4,500	\$500	\$0	\$0	
Landscape Architecture		\$1,000	\$0	\$2,000	\$2,000	\$500	\$0	\$0	
Landuse Planning		\$0	\$0	\$5,000	\$0	\$0	\$0	\$0	
Sub Total: Mackenzie		\$4,500	\$0	\$21,000	\$7,500	\$6,500	\$0	\$0	T&M
Consultants:									
M/E/P Engineering - Interface		\$500	\$0	\$1,500	\$2,000	\$1,500	\$6,000	\$0	
Acoustical Engineering - SSA		\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	
Geotechnical Engineer - GeoDesign, Inc		\$0	\$13,575	\$0	\$0	\$0	\$0	\$0	
Commissioning Agent - Greenbusch		\$0	\$0	\$0	\$0	\$0	\$43,025	\$0	
Cost Estimator - Construction Focus, Inc.		\$0	\$0	\$0	\$0	\$1,000	\$0	\$0	
GM Mark-up (12%)		\$60	\$1,629	\$180	\$240	\$300	\$5,883	\$1,800	
Sub Total: Consultants		\$560	\$15,204	\$1,680	\$2,240	\$2,800	\$54,908	\$16,800	T&M
Proposed Additional Service Fee:		\$5,060	\$15,204	\$22,680	\$9,740	\$9,300	\$54,908	\$16,800	T&M
* Fixed Fee - excluding reimbursables									

HOURLY BILLING RATE SCHEDULE*

PRINCIPALS

\$ 145 – \$ 230

ARCHITECTURE/LANDSCAPE

Project Architect I – III

\$ 95 – \$ 175

Architectural Designer III-IV

\$ 70 – \$ 145

Architectural Designer I –II

\$ 55 – \$ 90

Designer/Drafter

\$ 50 – \$ 70

Intern

\$ 50 – \$ 65

ENGINEERING

Project Engineer I – III

\$ 95 – \$ 170

Designer I – II

\$ 65 – \$ 115

Transportation Analyst I – II

\$ 65 – \$ 100

Designer/Drafter

\$ 60 – \$ 100

Intern

\$ 50 – \$ 65

PLANNING

Project Planner I – III

\$ 80 – \$ 175

Permit Coordinator

\$ 50 – \$ 80

Assistant Planner

\$ 60 – \$ 85

Economist

\$ 100 – \$ 150

INTERIOR DESIGN

Interior Designer III – V

\$ 80 – \$ 160

Interior Designer I – II

\$ 50 – \$ 105

Intern

\$ 50 – \$ 65

ADMINISTRATION

Administrator

\$ 60 – \$ 150

Word Processor

\$ 70 – \$ 95

Graphic Artist

\$ 95 – \$ 115

*Subject to change April 1, 2019

REIMBURSABLE CHARGES

Mackenzie will charge the following standard, cost-based rates for in-house reimbursable items listed below:

IN-HOUSE PRINTING

Scanning – Black & White

Small Format: \$0.25/sheet
(8-1/2 x 11 - 11 x 17)

Large Format: \$1.00/sheet
(Including Half Size)

Scanning – Color

Small Format: \$0.50/sheet
(8-1/2 x 11 - 11 x 17)

Large Format: \$3.00/sheet
(Including Half Size)

Printing/Copying – All Sizes

Black & White: \$0.21/sq. ft.
Full Color: \$4.00/sq. ft.

Fax

Local: \$1.00/sheet
Long distance: \$1.30/sheet

OTHER IN-HOUSE REIMBURSABLE ITEMS

Digital Photo Documentation

\$15.00/download

Check Generation Fee

\$25.00

Automobile Mileage

Billed according to IRS guidelines

Delivery Service

Fixed rates: \$7.75 to \$54.40
(depending on mileage)

Data Supplies

CD documentation: \$15.00
DVD documentation: \$30.00

Report Binder

Without tabs: \$3.00/book
With tabs: \$4.00/book

Foamcore:

\$4.25/sheet

STAFF REPORT NO. 068-18

TO: Mayor and City Council
FROM: Eric Holmes, City Manager

DATE: 5/14/2018



Subject: Extension of American Medical Response Northwest, Inc. (AMR) contract for ambulance services

Key Points:

- The City and AMR entered into a contract for ambulance services for the City of Vancouver and the Emergency Medical Service District 2 (EMSD2) service area effective January 1, 2015.
- The initial contractual term was for a period of five years with the ability of the City to offer an additional contract extension to AMR for a period of up to an additional five years.
- During the current contractual period, AMR has successfully complied with the performance metrics set forth in the contract
- Staff recommends Council authorize the City Manager to offer an additional five-year extension to AMR and extend the contract through December 31, 2024.

Objective: Offer an additional five-year contract extension to AMR. This action supports implementation of Goal 2, Objective 2.1 of the City's Strategic Plan: *Provide reliable and responsive police, fire and EMS services.*

Present Situation: The City and AMR are parties to a contract providing that AMR will provide emergency medical transport to individuals within the City of Vancouver service area. The City additionally has entered an Interlocal Agreement with EMSD2 extending AMR's emergency and non-emergency medical transport to individuals within the EMSD2 service area. The service provided by AMR during the initial contractual period has successfully complied with performance metrics set forth in the contract. Based on AMR's performance to date, staff recommends offering an additional five-year extension to AMR.

Advantage(s):

1. Achieve the City's objective of maintain sustainable, innovative and affordable ambulance medical transport
2. Continuity of services and an established working relationship between the parties
3. Provision of ambulance medical transport to residents of both the City of Vancouver and EMSD2's service areas that exceeds contractual performance metrics

Disadvantage(s): None

Budget Impact: None

Prior Council Review: Council authorized the City Manager to execute the initial contract with AMR for emergency medical transport services November 17, 2014.

Action Requested: Adopt a resolution authorizing the City Manager or designee to extend to AMR an offer of a five-year extension to the City's ambulance services contract.

Attachment(s): Resolution authorizing extension of the AMR contract



To request other formats, please contact:
City Manager's Office
(360) 487-8600 | WA Relay: 711
Amanda.Delapena@cityofvancouver.us

5/14/2018

RESOLUTION NO. M-_____

A RESOLUTION to extend the Ambulance Services Agreement between the City of Vancouver “City” and AMERICAN MEDICAL RESPONSE NORTHWEST, INC. “AMR” for an additional FIVE (5) years through December 31, 2024.

WHEREAS, on January 1, 2015, the City entered into a Five (5) year Ambulance Services Agreement for ambulance transport within the City of Vancouver and the Emergency Medical Services District 2 (“EMSD2”) service areas; and

WHEREAS, the Agreement provided for an initial duration of Five (5) years for services, with an option to extend the Agreement for an additional Five (5) years through December 31, 2024; and

WHEREAS, the Agreement provides that any extension offered by the City to AMR beyond the initial Five (5) year duration must be provided in writing to AMR no later than June 30, 2018; and

WHEREAS, based upon the City’s evaluation and assessment of AMR’s performance to date, the City wishes to offer an additional Five (5) year extension to AMR for contracted ambulance services through December 31, 2014.

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY OF VANCOUVER:

Section 1. Based upon continuous monitoring and assessment of AMR’s performance as the contracted ambulance service provider for the City of Vancouver and EMSD2, the City has

determined that AMR is substantially in compliance with the Agreement and the performance metrics set forth by the City for the initial duration of the Agreement.

Section 2. As a result of AMR's substantial compliance with the performance metrics, the City extends an additional Five (5) year extension of the Ambulance Services Agreement to AMR.

ADOPTED at a Regular Meeting of the Vancouver City Council this _____, of _____, 2018.

Anne McEnery-Ogle, Mayor

Attest:

Natasha Ramras, City Clerk
By: Carrie Lewellen, Deputy City Clerk

Approved as to form:

E. Bronson Potter, City Attorney

STAFF REPORT NO. 069-18

TO: Mayor and City Council
FROM: Eric Holmes, City Manager

DATE: 5/14/2018

Subject: Washington State Historical Society Grant for Officers Row Roofs

Key Points:

- The City is applying for a Heritage Capital Projects grant from the Washington State Historical Society (WSHS) to replace three roofs on the Officers Row houses including the one on O.O. Howard House.
- The grant requires a 2-to-1 match and the funds for the match are available in the Historic Reserve capital budget.
- The grant application requires a resolution indicating the City Council's approval of the project and authorization to apply for the grant.

Objective: Adopt a resolution approving the City applying for a 2019-2021 Heritage Capital Projects grant from Washington State Historical Society for replacement of the roofs on three houses on Officers Row.

Present Situation: In 2012 the City and The Historic Trust completed replacement of all but three of the roofs on the Officers Row houses including the Grant House. These roof replacements were funded in part through a grant from the Washington State Historical Society. The City would like to apply for a 2019-2021 WSHS Heritage Capital Projects grant to replace the roofs on three additional houses on Officers Row including the O.O. Howard House. The grant application requires to a resolution indicating the City Council's approval of the project and authorization to apply for the grant. This project will complete all of the roof replacements on Officers Row which will continue to preserve these historic structures. All of the buildings on Officers Row are fully occupied with a mix of residential, commercial and public uses.

Advantages: Assists with the continued preservation and reuse of historic structures on Officers Row. If the funding is awarded, it would cover one-third of the cost of the roof replacement project.

Disadvantages: The grant requires a 2-to-1 match so if it is awarded, the City would be responsible for providing \$306,910 in matching funds.

Budget Impact: The estimated cost of the project is \$457,260. The grant requires a 2-to-1 match and the City would be responsible for providing \$306,910 in matching funds. Funds are available in the Historic Reserve capital budget. The current balance of capital and development funds available total \$1,176,215.

Prior Council Review: None

Action Requested: On May 14, 2018, approve a resolution supporting the City applying for a 2019-2021 Heritage Capital Projects grant from Washington State Historical Society for replacement of the roofs on three buildings on Officers Row.

Attachment: Resolution



To request other formats, please contact:
City Manager's Office
(360) 487-8600 | WA Relay: 711
Amanda.Delapena@cityofvancouver.us

Business Case Development for Grant Application

Description of the grant funding opportunity:	Washington State Historical Society – Heritage Capital Grant
List CFDA(federal grant only)	
Identify Citywide Strategic Commitment or priority:	Financial Health and Economic Vitality
Briefly describe alignment with above:	This grant would provide funds to replace the roofs on three houses on Officers Row including the O.O. Howard House
Provide explicit statement of Need.	In 2012 the City and Historic Trust completed roof replacement of all but three of the houses on Officers Row houses including the Grant House. This grant would fund the replacement of three additional roofs including the Howard House. These are the last three that need to be replaced and this grant would cover 33% of the costs.
Provide description of measurable outcomes that will result from undertaking this project.	The City owns these buildings and is responsible for the capital improvements. They are managed by the Historic Trust through a master lease agreement. Replacing the roofs will assist with continuing to preserve and use the buildings which are fully occupied.
Outline Total Project Costs	Grant \$150,350 Direct Local Match \$306,910 Indirect and Administrative \$0 <u>Maintenance and On-going \$**</u> Total Project \$457,260 ** Maintenance will be handled by the Historic Trust through the master lease agreement with the City
What is the source of the local match?	Revenue generated by the property operations. There is currently \$1,176,215 in the Historic Reserve capital and development funds.
Confirm local funds availability with Budget Office.	The capital funds are generated from lease revenues from the property (Fund 139).
If funds are not available provide justification for any subsidy needed:	N/A
Confirm availability of source of subsidy.	N/A
Confirm availability of funds/appropriation for on-going costs.	Maintenance will be handled by The Historic Trust through the master lease agreement with the City.
Known Reporting Requirements:	Washington State Historical Society requires regular progress reports and billing for reimbursable funds.

Any known or on-going commitments after grant performance period:	The City must remain the property owner for a minimum of 13 years.
Identify grant liaison or project manager:	Jan Bader, City, #8606, jan.bader@cityofvancouver.us Jeff Zawada, The Historic Trust, (360) 992-1800 jeff.zawada@thehistorictrust.org
Estimation of support needs from other city departments:	Under the terms of the master lease agreement with the Historic Reserve Trust, the City is responsible for managing all capital projects. Procurement will need to do the bidding on this project, Capital Projects will provide the project management (in conjunction with the Trust) and Finance will need to handle the grant accounting.
Timeframe of opportunity (i.e. including deadline for grant application submittal, approximate date of award notification, and length of period of performance.)	Application Due- May 18, 2018 Awards Announced – July 2019 Project completion – June 30, 2021

Signature: Department Director

Date

Decision by City Manager:

_____ Proceed with application

_____ Proceed with application subject to input from City Council

_____ DO NOT Proceed with application

Signature: City Manager

Date

Cost Category	Grantee Cost Share		HCPF Grant Funds	Totals
	Cash Match	In-kind		
Dedicated project staff	\$ -	\$ 26,910	Not Eligible	\$ 26,910
Architecture/Engineering	\$ 32,000	\$ -	\$ -	\$ 32,000
Construction/Rehabilitation	\$ 248,000	\$ -	\$ 140,000	\$ 388,000
Property Acquisition	\$ -	\$ -	\$ -	\$ -
Bridge Loans	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
Furnishings (permanent)	\$ -	\$ -	\$ -	\$ -
Landscaping	\$ -	\$ -	\$ -	\$ -
Permanent Exhibits	\$ -	\$ -	\$ -	\$ -
Consultants	\$ -	\$ -	\$ -	\$ -
Integral Art Projects	\$ -	\$ -	\$ -	\$ -
LEED Silver Certification	\$ -	\$ -	\$ -	\$ -
Project Travel Costs	\$ -	\$ -	\$ -	\$ -
Site Work	\$ -	\$ -	\$ -	\$ -
Pre-design	Not Eligible	\$ -	Not Eligible	\$ -
Value of lease	Not Eligible	\$ -	Not Eligible	\$ -
COST SHARE SUBTOTALS	\$ 280,000	\$ 26,910		\$ 306,910
Reimbursable Costs			\$ 140,000	\$ 140,000
HCP Administration – 3%			\$ 10,350	\$ 10,350
TOTALS	\$ 306,910		\$ 150,350	\$ 457,260
% OF TOTAL	61.23%	5.89%	32.88%	100%

05/14/18

RESOLUTION NO. M-_____

A RESOLUTION authorizing the City of Vancouver to apply for a Heritage Capital Projects grant from the Washington State Historical Society to fund the replacement of roofs on Officers Row.

WHEREAS, the City of Vancouver owns Officers Row which includes twenty-two historic structures that are part of the Vancouver National Historic Reserve, a federally designated national historic site; and

WHEREAS, the City is interested in applying for a Heritage Capital Projects grant from the Washington State Historical Society that would provide partial funding to replace the roofs on three of the Officers Row buildings including the O. O. Howard House; and

WHEREAS, the grant requires a 2-to-1 financial match and funds for the match are available in the Historic Reserve capital budget; and

WHEREAS, this project would complete roof replacements for all of the buildings on Officers Row, allowing the buildings to continue to be used and preserved for public benefit; and

WHEREAS, the application for the Heritage Capital Projects grant requires a resolution indicating the City Council's approval of the project and authorization to apply for the grant.

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY OF VANCOUVER:

Section 1. The recitals set forth above are adopted as findings supporting the action of the City Council in adopting this resolution.

RESOLUTION - 1

Section 2. The City Council supports the Officers Row roof replacement project and authorizes the City to apply for project funding through a Heritage Capital Projects grant from the Washington State Historical Society.

ADOPTED at a Regular Meeting of the Vancouver City Council this _____, of _____, 2018.

Anne McEnerny-Ogle, Mayor

Attest:

Natasha Ramras, City Clerk
By: Carrie Lewellen, Deputy City Clerk

Approved as to form:

E. Bronson Potter, City Attorney

STAFF REPORT NO. 070-18

TO: Mayor and City Council
FROM: Eric Holmes, City Manager

DATE: 5/14/2018



Subject: Amendment #2 to Interlocal Agreement between the City of Vancouver and the Evergreen School District No. 114.

Key Points:

- Both the City and the Evergreen School District wish to continue to provide three (3) School Resource Officers, which improves community safety with the emphasis on safety at the schools.
- This amendment updates the compensation section to accurately reflect cost by the City for providing officers during the school year 9 hours per day.

Objective: To update the Interlocal Agreement with the Evergreen School District No. 114 for the continuation of enhanced safety on District school campuses by providing three (3) School resource Officers, and for receipt of funds from Evergreen School District No. 114 to the City of Vancouver for additional police officer support during the school year.

Present Situation: The City has been providing three (3) School Resource Officers; Amendment #2 updates the compensation section of the agreement to reflect changes to Exhibit A SRO Cost Analysis. The updated Exhibit A reflects the cost of salary/benefits of an SRO for 185 days (school year) at 9 hours per day.

Advantage(s):

1. The Evergreen School District will help the City of Vancouver continue enhanced school safety at a level not currently available with general fund dollars.
2. Increased police officer staffing for schools reduces the number of responses that patrol-assigned officers make to schools, improving police operations and efficiency and enhancing the level of service to the community.
3. The improved relationship with school officials, students, parents and the community is important for reducing juvenile crime.

Disadvantage(s): None

Budget Impact: There is no budget impact. Because this has been an on-going program, the appropriation for this program was budgeted in the 2017-18 biennial budget and updated during the 2017 Second Supplemental Budget to reflect the increased revenue.

Prior Council Review: Interlocal agreement originally approved March 23, 2015

Action Requested: Authorize the City Manager or his designee to enter into an amended agreement with the Evergreen School District No. 114 to support School Resource Officers and

receive funds from the District to support costs for the police officers assigned to the program.

Attachment(s):

- Amendment #2 to Interlocal Agreement with attachment.



To request other formats, please contact:
City Manager's Office
(360) 487-8600 | WA Relay: 711
Amanda.Delapena@cityofvancouver.us

To be posted on the City of Vancouver website pursuant to Chapter 39, Laws of Washington 2006 (RCW 39.34.040).

**THE STATE OF WASHINGTON
COUNTY OF CLARK**

**AMENDMENT #2 TO INTERLOCAL AGREEMENT
BETWEEN THE CITY OF VANCOUVER AND THE
EVERGREEN SCHOOL DISTRICT NO. 114**

This Amendment is made by the City of Vancouver and the Evergreen School District No. 114 for the purpose of updating the fee schedule set forth within Exhibit A of the Interlocal Agreement referenced above, which was entered into between the parties in 2015, amended in 2017, and relates to the School Resource Officer ("SRO") program.

WHEREAS Section 14 of the Interlocal Agreement allows for modification by written amendment signed by an authorized agent of both parties, and

WHEREAS the parties wish to amend the existing Interlocal Agreement in order to more accurately capture the current estimated salary, benefit and equipment expenses associated with contract performance.

NOW THEREFORE, in consideration of the terms and conditions contained herein, and the continued consideration provided by and through the underlying Interlocal Agreement, the parties agree as follows:

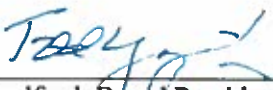
1. Exhibit A which was attached and incorporated into the original Interlocal Agreement by way of Section 7.1 "Compensation" shall be replaced with the attached "First Amended Exhibit A".
2. All other terms and conditions of the Agreement remain in full force and effect.

This Amendment, consisting of one (1) page and the attached "First Amended Exhibit A" is executed by the persons signing below who warrant that they have the authority to execute this Amendment on behalf of their respective agencies.

AMENDMENT TO BE DATED THIS 24 day of April, 2018.

EVERGREEN SCHOOL DISTRICT NO. 114

CITY OF VANCOUVER, WASHINGTON



Victoria Bradford, Board President
Todd Yuzurha

Eric Holmes, City Manager

ATTEST



Dr. John Decker, Superintendent
Steach 4-24-18

Natasha Ramras, City Clerk

Approved as to form:

E. Bronson Potter, City Attorney

VANCOUVER POLICE DEPARTMENT
SRO COST ANALYSIS
(based on previous calendar year costs)

	2016-17		2017-18		2018-19		2019-20	
	Annual Cost to School		Annual Cost to School		Annual Cost to School		Annual Cost to School	
	District		District Per SRO		District Per SRO		District Per SRO	
Salary/Benefits @ 185 days (9 hrs)*	\$	86,322.05	\$	90,729.56	\$	91,403.41	\$	93,231.48
Training (Annual NASRO Conference)	\$	2,090.50	\$	2,090.50	\$	2,090.50	\$	2,090.50
Vehicle Costs**	\$	6,685.90	\$	6,830.82	\$	6,830.82	\$	6,830.82
Overtime****	\$	22,657.59	\$	26,708.00	\$	26,906.36	\$	27,444.49
Administrative Costs***	\$	5,291.94	\$	5,421.43	\$	5,566.31	\$	5,661.98
GRAND TOTAL	\$	123,047.99	\$	131,780.31	\$	132,797.40	\$	135,259.27

Billing for 2015-16 School Year \$ 105,891.30

*The monthly compensation for 2015 for a top step officer (including benefits) is \$6,736.00

A school year typically consists of 180 school days (at 8 hours per day). We also send the SRO to 5 days of training at the NASRO conference.

**Vehicle operating costs includes:

Average operating cost per mile	\$	1.05	\$	1.00
Average cost of aircard per mile	\$	0.07	\$	0.07
Average cost of mobile radio per mile	\$	0.05	\$	0.05
	\$	1.17	\$	1.12
Average miles per school year		5,719		6,087
Total Vehicle Costs	\$	6,685.90	\$	6,830.82

***Administrative costs include Sergeant's salary/benefits (4.6% per SRO) and Admin/Billing salary/benefits (0.38% and 0.10% per SRO respectively)

****Overtime based on rolling five year Calendar average.

STAFF REPORT NO. 049A-18

TO: Mayor and City Council
FROM: Eric Holmes, City Manager



DATE: 05/14/2018
06/04/2018

Subject: Street vacation of approximately 11,822 square feet of partially improved street right-of-way associated with SE 5th Street, located between SE 164th and SE 166th Avenues.

Key Points:

- Right-of-way vacation of approximately 11,822 square feet of partially improved street right-of-way, located between SE 164th and SE 166th Avenues;
- There are existing utilities within the proposed vacation area;
- In exchange for the value of the vacated right-of-way (approximately \$123,895) the applicant is required to complete full width street improvements of SE 6th Street from the existing signalized intersection at SE 164th Avenue westward to SE 166th Avenue.

Objective: To grant a street vacation for a portion of SE 5th Street, located between SE 164th and SE 166th Avenues.

Present Situation: Staff has received a request from Fore Property Company to vacate a portion of SE 5th Street, located between SE 164th and SE 166th Avenues. The right-of-way is specifically located within the Northeast Quarter of Section 36, Township 2 North, Range 2 East, Willamette Meridian.

The SE 5th Street right-of-way currently provides property access and public street connectivity between SE 164th Avenue and SE 166th Avenue. The west segment of SE 5th Street provides access to a medical clinic and apartments on the north, and a self-storage facility on the south. This segment of SE 5th Street will not be vacated, and will remain unchanged.

The segment of SE 5th Street right-of-way to be vacated begins approximately 250 feet east of 164th Avenue and extends approximately 365 feet westward to 166th Avenue. This right-of-way contains approximately 22 feet of paved roadway surface, sidewalk on the north side only, an 8-inch water main, and various stormwater conveyance structures near the intersection of 166th Avenue.

Two parcels adjoin the right-of-way to be vacated. The parcel on the north is owned by PYF LLC, and the parcel to the south is owned by the applicant. Pursuant to VMC 11.05.130, the property associated with a vacated street shall belong to the abutting property owners, one-half to each. However, PYF LLC has signed an agreement with the applicant, waiving all claim of interest in the right-of-way to be vacated and stipulating that the entirety of the vacated right-of-way be transferred to the applicant.

The pending development of the applicant's parcel (known as Mill Plain Apartments, currently under review by City staff) will construct a barricade at the dead-end of SE 5th Street created by this street vacation. The pending development will also include dedication of right-of-way and

completion of SE 6th Street from the existing signalized intersection at SE 164th Avenue westward to SE 166th Avenue, and SE 166th Avenue will be completed from the SE 5th Street intersection southward to intersect with the new extension of SE 6th Street. This connection will provide equivalent or improved street connectivity compared to what is currently provided by SE 5th Street. Additionally, the Fire Department has verified that emergency access to the various affected properties will not be adversely impacted by the proposed right-of-way vacation and street connectivity changes. Further, staff has reviewed the City's Transportation Systems Plan and determined there is no future need for this right-of-way. Therefore, vacation of this portion of SE 5th Street right-of-way will not have an adverse impact on the City's assets.

Staff has contacted all utility owners with facilities potentially located within the subject area. The City of Vancouver has utilities within the area of the proposed vacation, including a domestic water main and various stormwater conveyance structures near the intersection of 166th Avenue. Further, the City requires that the existing sidewalk on the north side of SE 5th Street remain in place to accommodate continued pedestrian needs. Therefore, the City will retain a 17-foot public utility and access easement under and over the vacated area for the construction, repair and maintenance of these remaining public utilities and services.

RCW 35.79.030 and VMC 11.05.120 stipulate provisions for the City to collect compensation for the value of public right-of-way that is vacated. An analysis of the County Assessor's records for properties in the immediate vicinity of the proposed SE 5th Street vacation area resulted in an estimated property value equal to \$10.48 per square foot. The total area of the proposed vacation is 11,822 square feet, with a resulting total estimated property value equal to \$123,895.

As previously noted, the applicant has agreed to provide full-width right-of-way dedication and construct full-width street improvements of SE 6th Street from the existing signalized intersection at SE 164th Avenue westward to SE 166th Avenue. The right-of-way dedication for SE 6th Street will total 27,075 square feet, with an associated estimated property value equal to \$283,746. The value of the resulting net gain of right-of-way yields a final value of approximately \$159,851 in favor of the City. Based on these circumstances and the investment being made by the applicant to the City's transportation infrastructure, staff recommends that no monetary compensation be required for the right-of-way vacation. All improvements noted herein shall be completed and approved by the City prior to the right-of-way vacation becoming effective.

Advantage(s):

1. Allows the vacated property to be placed on the tax rolls.
2. Allows the applicants to maximize use of the abutting property.
3. Facilitates development of an existing property.

Disadvantage(s): No known disadvantages.

Budget Impact: Any revenue associated with the compensation received for the vacated right-of-way will be deposited into the City of Vancouver's transportation fund.

Prior Council Review: None

Action Requested:

1. On May 14, 2018, adopt a resolution of intent and approve ordinance on first reading to vacate a portion of public right-of-way of SE 5th Street located within the Northeast Quarter of Section 36, Township 2 North, Range 2 East, Willamette Meridian, setting the date of public hearing for Monday, June 4, 2018.
2. On June 4, 2018, subject to second reading and public hearing, approve the ordinance.

Attachments:

- Exhibit A – Legal Description
- Exhibit B – Site Map Exhibit
- Exhibit C & D – Public Utility Easement
- Overall Vicinity Map
- Resolution
- Ordinance
- Property Value Analysis Memo
- Property Owner's Agreement



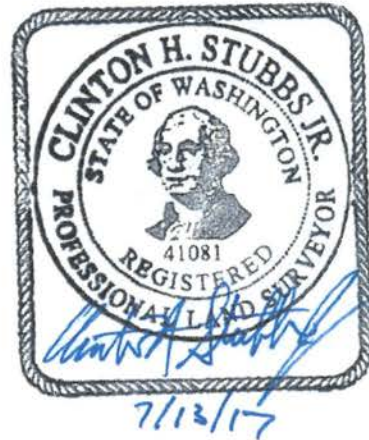
To request other formats, please contact:
City Manager's Office
(360) 487-8600 | WA Relay: 711
Amanda.Delapena@cityofvancouver.us

Exhibit A



1815 NW 169th Place, Suite 2090
Beaverton, OR 97006
Telephone: 503-848-2127

LEGAL DESCRIPTION



July 13, 2017
NWS Project No. 1702
Right-of-Way Vacation

A tract of land located in the northeast one-quarter of Section 36, Township 2 North, Range 2 East, Willamette Meridian, City of Vancouver, Clark County, Washington, more particularly described as follows:

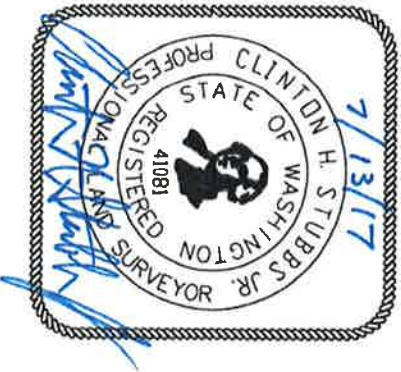
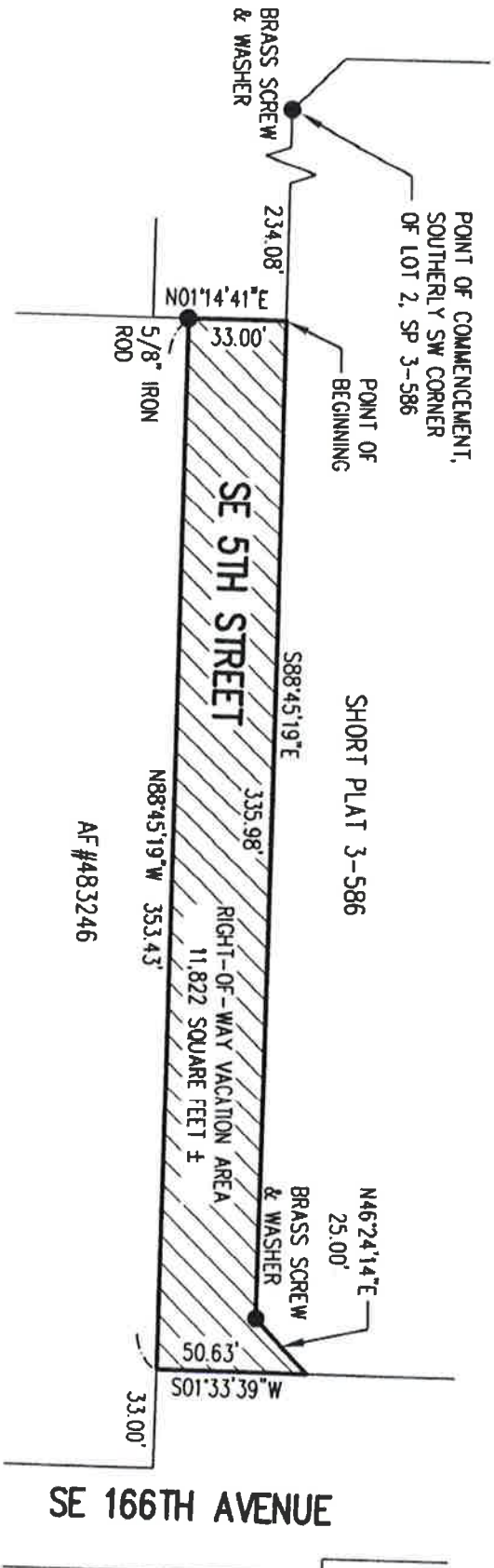
Commencing at a brass screw and washer located at the most southerly southwest corner of Lot 2 of the Gridlock, LLC Short Plat recorded in Book 3, Page 586, Records of Clark County, Washington; thence along the south line of said Lot 2 together with the south line of Lot 1 of said Gridlock, LLC Short Plat, South 88°45'19" East a distance of 234.08 feet to the Point of Beginning; thence continuing along the south line of said Lot 1, South 88°45'19" East a distance of 335.98 feet to a brass screw and washer located at the most southerly southeast corner thereof; thence along the southeast line of said Lot 1, North 46°24'14" East a distance of 25.00 feet to the most easterly southeast corner thereof; thence along a southerly extension of the east line of said Lot 1, South 01°33'39" West a distance of 50.63 feet to a point on the north line of that property quitclaimed to Donald E. Eby and Florence R. Eby by deed recorded July 16, 2001 as Auditor's File No. 483246, Records of Clark County, Washington, said point being North 88°45'19" West a distance of 33.00 feet from the northeast corner of said Eby property; thence along the north line of said Eby property, North 88°45'19" West a distance of 353.43 feet to a 5/8 inch iron rod located at the northwest corner thereof; thence North 01°14'41" East a distance of 33.00 feet to the Point of Beginning.

Said described tract of land contains 11,822 square feet, more or less.

Exhibit B

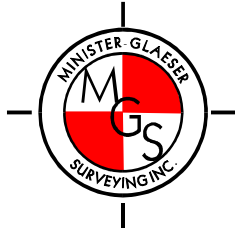
RIGHT-OF-WAY VACATION

LOCATED IN THE NE 1/4 OF SEC. 36, T. 2 N., R. 2 E., W.M.,
CITY OF VANCOUVER, CLARK COUNTY, WASHINGTON
JULY 13, 2017



NORTHWEST
SURVEYING, Inc.
1815 NW 169TH PLACE
SUITE 2090
BEAVERTON, OR 97006
PHONE: (503) 848-2127
FAX: (503) 848-2179

Ex. C



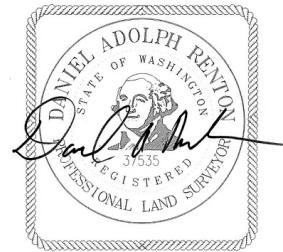
Minister & Glaeser Surveying, Inc.

Phone: 360-694-3313 Fax: 360-694-8410

03/16/18

March 16, 2018

EXHIBIT "C"



VARIABLE WIDTH PUBLIC UTILITY AND ACCESS EASEMENT

A portion of Lot 7, "Mill Plain Homestead Lots", Volume "A" of Plats, Page 51 (A-51), in a portion of the Northeast quarter of Section 36, Township 2 North, Range 2 East, Willamette Meridian, City of Vancouver, Clark County, Washington, described as follows:

Commencing at the Northwest corner of the "Donald E. Eby and Florence R. Eby Trust" as described under Clark County Auditor's File Number 3345245, recorded July 16, 2001 (said point also being on the South Right-of-Way line of Southeast 5th Street);

Thence North 01°35'27" East, for a distance of 16.00 feet to the centerline of said Southeast 5th Street and the TRUE POINT OF BEGINNING;

Thence continuing North 01°35'27" East, for a distance of 17.00 feet to the North Right-of-Way line of said Southeast 5th Street;

Thence South 88°45'36" East along said North Right-of-Way line, for a distance of 335.69 feet;

Thence North $46^{\circ}26'24''$ East, for a distance of 25.05 feet to the West Right-of-Way line of Southeast 166th Ave;

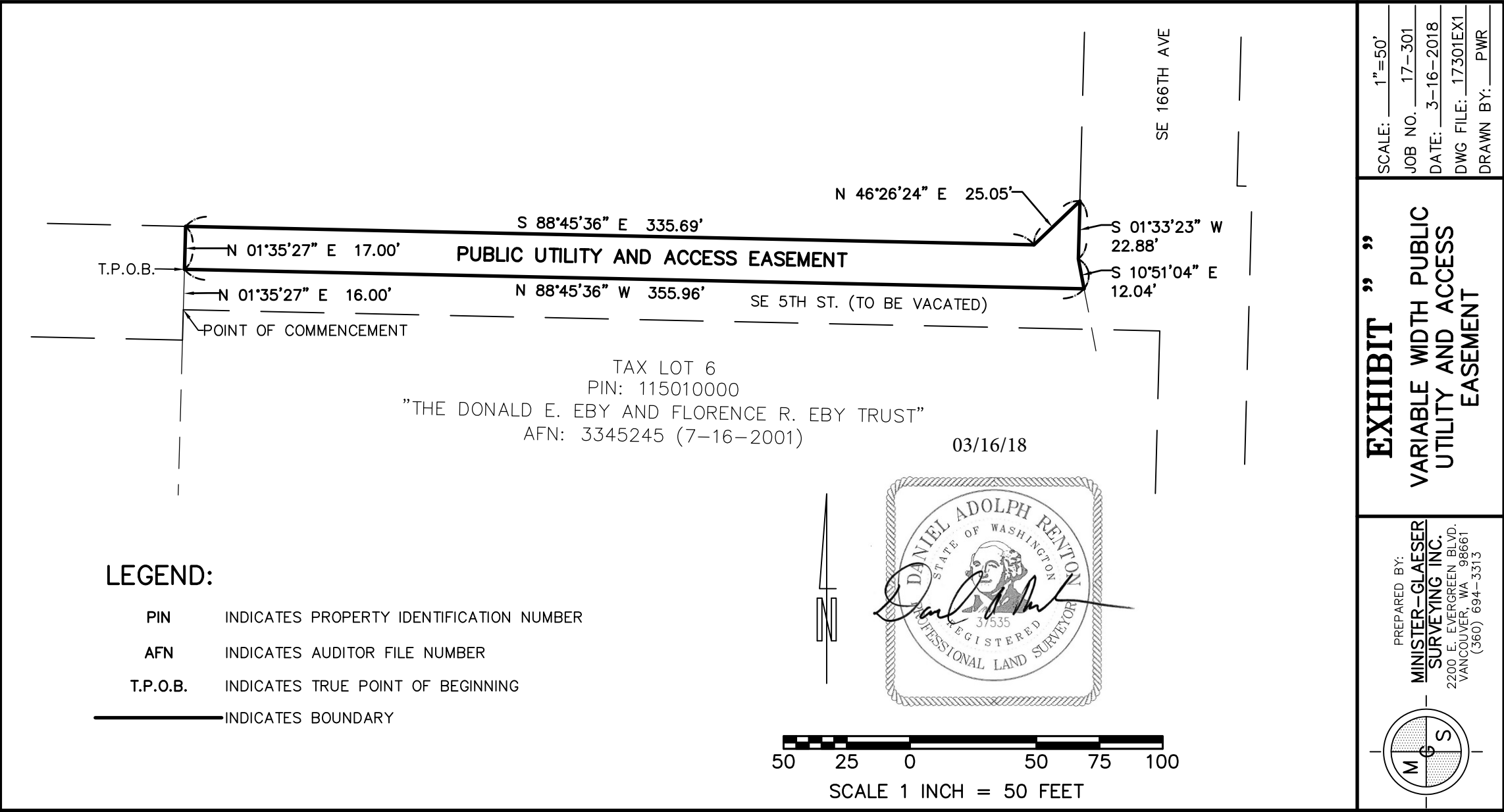
Thence South $01^{\circ}33'23''$ West, for a distance of 22.88 feet;

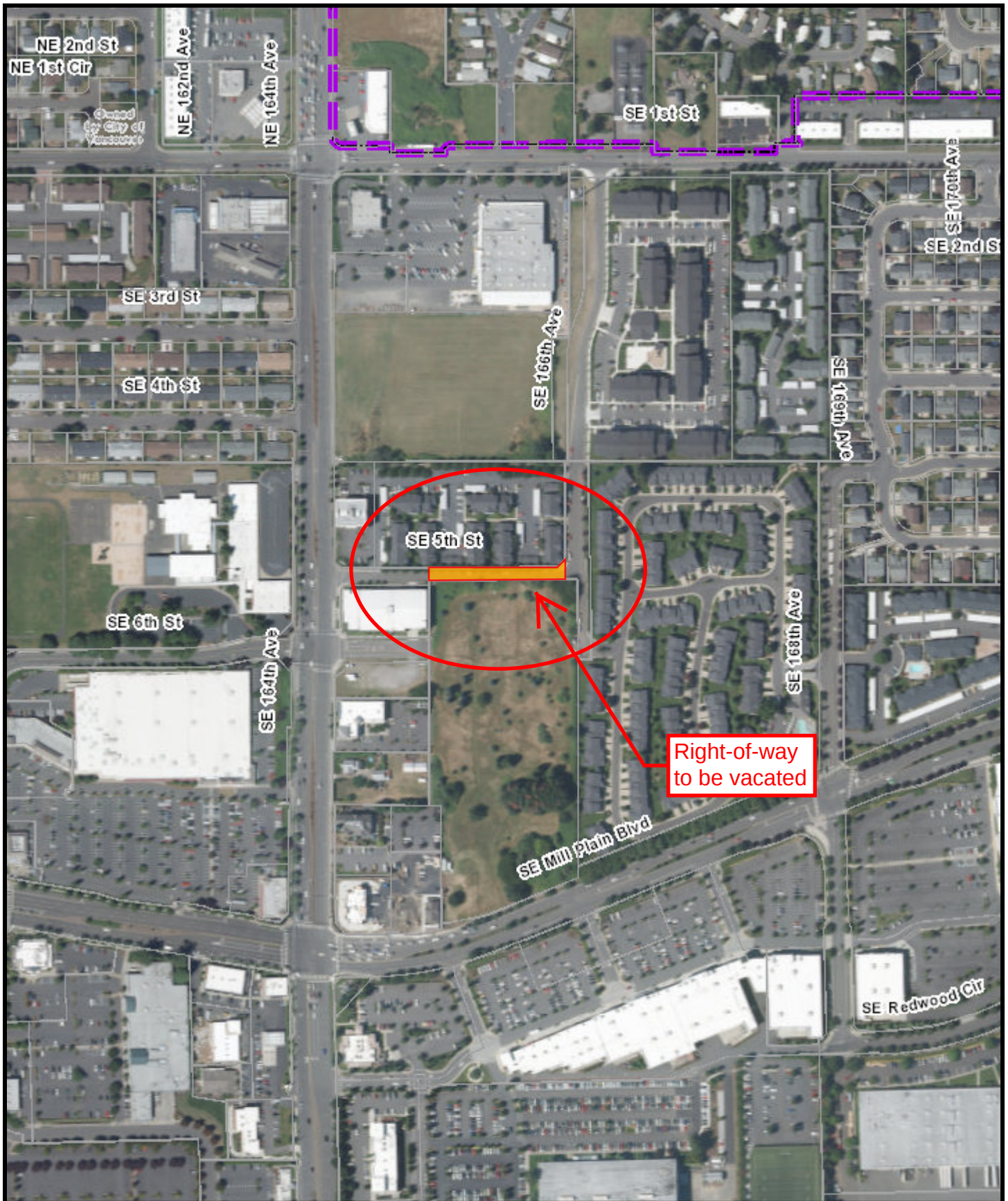
Thence South $10^{\circ}51'04''$ East, for a distance of 12.04 feet to the centerline of Southeast 5th Street;

Thence North $88^{\circ}45'36''$ West along said centerline, for a distance of 355.96 feet to the **TRUE POINT OF BEGINNING.**

Contains 6,178 square feet of land, more or less.

Ex. D





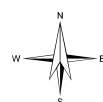
System Utility Map



RUS / PAC

Taxlot #:

1 inch = 500 feet



THE UTILITY INFORMATION SHOWN ON THIS MAP DOES NOT INDICATE OR IMPLY AVAILABILITY. CONTACT THE ENGINEERING COUNTER STAFF AT THE CDD PERMITS CENTER AT (360) 487-7804 OR 415 W. 6TH ST. FOR AVAILABILITY OF SERVICE.

THIS INFORMATION IS COMPILED FROM A VARIETY OF SOURCES. THE CITY OF VANCOUVER ASSUMES NO RESPONSIBILITY FOR MAP ACCURACY.

05/14/18

RESOLUTION NO. _____

A RESOLUTION fixing June 4, 2018, as the date for a public hearing on a proposal to vacate a portion of a public right-of-way associated with SE 5th Street located within the Northeast Quarter of Section 36, Township 2 North, Range 2 East, Willamette Meridian, City of Vancouver, Clark County, Washington.

BE IT RESOLVED BY THE CITY OF VANCOUVER:

Section 1. As recommended in SR-_____, City Council, pursuant to VMC 11.05.040 and RCW 35.79.010, hereby initiates procedures to vacate a portion of the right-of-way of SE 5th Street.

Section 2. The legal description and Map Exhibit of the street area proposed to be vacated are attached hereto and incorporated herein as Exhibits "A" and "B".

Section 3. On June 4, 2018 at the hour of 7:00 p.m. in the Council Chambers in City Hall, 415 West 6th Street, Vancouver, Washington, is fixed as the time and place for public hearing on said proposed street vacation.

Section 4. The City Clerk shall give notice of the pendency of said proposal and time and place of hearing, as required by VMC 11.05.060 and RCW 35.79.020.

ADOPTED at regular session of the Council of the City of Vancouver, this _____ day of _____, 2018.

Anne McEnerny-Ogle, Mayor

Attest:

Approved as to form:

Natasha Ramras, City Clerk
By: Carrie Lewellen, Deputy City Clerk

E. Bronson Potter, City Attorney

05/14/18
06/04/18

ORDINANCE NO. _____

AN ORDINANCE vacating a portion of the right-of-way associated with SE 5th Street located within the Northeast Quarter of Section 36, Township 2 North, Range 2 East, Willamette Meridian, City of Vancouver, Clark County, Washington; providing for an effective date.

BE IT ORDAINED BY THE CITY OF VANCOUVER:

Section 1. City Council initiated a vacation proceeding for a portion of the public right-of-way associated with SE 5th Street located within the Northeast Quarter of Section 36, Township 2 North, Range 2 East, Willamette Meridian, City of Vancouver, Clark County, Washington. As recommended by Staff Report No. _____, Council adopted Resolution M-_____ and set the date of public hearing for June 4, 2018 at 7:00 p.m. The City Clerk caused the notices of the public hearing to be posted and published as required by law.

At the time and place set for hearing, the hearing was held. City Council considered the reports and information provided at the public hearing and found that:

1. A vacation of the right-of-way will better serve the public;

2. The right-of-way is no longer needed for public access and changes are not likely to occur in the future requiring the need for the right of way; and

3. There are no objections to the vacation sufficient to deny its approval.

Based on the foregoing, the City Council determined to vacate the property as described in Section 2 of this ordinance subject to the following:

A. The City has contacted utility owners and found that there are public domestic water lines and other public utility facilities within the area of right-of-way to be vacated. Further, the City requires that the existing sidewalk on the north side of SE 5th Street remain in place to accommodate continued pedestrian needs. Therefore, the City will retain a 17-foot public utility and access easement under, over, and across a portion of the vacated area for the construction, repair and maintenance of all public utilities and services and for public pedestrian use of the existing sidewalk. The easement retained by the City is described herein in the legal description and map exhibit attached hereto and incorporated herein as Exhibits “C” and “D”.

B. The area of right-of-way to be vacated consists of approximately 11,822 square feet.

C. RCW 35.79.030 and VMC 11.05.120 stipulate provisions for the City to collect compensation for the value of public right-of-way that is vacated. An analysis of the County Assessor’s records for properties adjacent to the proposed vacation area resulted in an estimated property value equal to \$10.48 per square foot. The total area of the proposed

vacation is 11,822 square feet. This results in a total estimated property value equal to \$123,895.

D. The applicant has agreed to provide full-width right-of-way dedication and construct full-width street improvements of SE 6th Street from the existing signalized intersection at SE 164th Avenue westward to SE 166th Avenue. The right-of-way dedication for SE 6th Street will total 27,075 square feet, with an associated estimated property value equal to \$283,746. The value of the resulting net gain of right-of-way yields a final value of approximately \$159,851 in favor of the City. Based on these circumstances and the investment being made by the applicant to the City's transportation infrastructure, no monetary compensation will be required for the right-of-way vacation. All improvements and the dedication of SE 6th Street noted herein shall be completed and approved by the City prior to the right-of-way vacation becoming effective.

Section 2. The street area to be vacated is described herein in the legal description and map exhibit attached hereto and incorporated herein as Exhibits "A" and "B".

Section 3. Effective date. This ordinance shall go into effect five days after the applicant has fulfilled the requirements stipulated in Section 1.D of this ordinance.

Read first time:

Ayes: Councilmembers

Nays: Councilmembers

Absent: Councilmembers

Read second time:

PASSED by the following vote:

Ayes: Councilmembers

Nays: Councilmembers

Absent: Councilmembers

SIGNED this _____ day of _____, 2018.

Anne McEnery-Ogle, Mayor

Attest:

Natasha Ramras, City Clerk
By: Carrie Lewellen, Deputy City Clerk

Approved as to form:

E. Bronson Potter, City Attorney

SUMMARY

ORDINANCE NO. _____

AN ORDINANCE vacating a portion of the right-of-way associated with SE 5th Street located within the Northeast Quarter of Section 36, Township 2 North, Range 2 East, Willamette Meridian, City of Vancouver, Clark County, Washington; providing for an effective date.

The full text of this ordinance will be mailed upon request. Contact Raelyn McJilton, Records Officer at 487-8711, or via www.cityofvancouver.us (Go to City Government and Public Records).



MEMORANDUM

DATE: March 7, 2018

TO: File – SE 5th Street Right-of-Way Vacation

FROM: Eric Hahn, P.E. – Transportation Development Review

SUBJECT: **Property Value Analysis and Compensation Review**

The purpose of this memorandum is to summarize the analysis completed by staff to determine property values and compensation requirements for the proposed vacation of a public street right-of-way associated with SE 5th Street. RCW 35.79.030 and VMC 11.05.120 stipulate provisions for the City to collect compensation for the value of public right-of-way that is vacated.

An analysis of the County Assessor's records for properties adjacent to the proposed vacation area resulted in an estimated property value equal to **\$10.48 per square foot**. The analysis is as follows:

Parcel No.	Parcel Size (SF)	Current Assessed Value	
		(Land Value)	Cost/SF
115010000	331,927	\$2,987,300	\$9.00
115035000	138,521	\$1,108,166	\$8.00
115041000	564,538	\$2,822,688	\$5.00
114930000	306,227	\$1,531,134	\$5.00
114933000	218,671	\$2,186,700	\$10.00
114980000	28,314	\$410,600	\$14.50
115020000	55,321	\$802,200	\$14.50
114920000	196,891	\$984,456	\$5.00
114932000	193,406	\$2,558,100	\$13.23
114935000	30,056	\$375,700	\$12.50
115000000	39,204	\$568,500	\$14.50
115030000	40,075	\$581,100	\$14.50
Average Cost/SF			\$10.48

The total area of the proposed vacation is 11,822 square feet. At full value, this results in a total estimated property value equal to **\$123,895**.

The right-of-way has historically been used to provide public street connectivity and utility services to the immediate area. The City has maintained this portion of SE 5th Street in a fashion similar to that of other

public streets, performing regular maintenance to the pavement, street sweeping and other services. Based on these circumstances and the investment made by the City, staff recommends the imposition of compensation equal to 100% of the total estimated property value, which is equal to **\$123,895**. This sum shall be remitted to the City prior to the right-of-way vacation becoming effective

October 27, 2017

Mr. Larry Kelley
SkyNat Property Management
4000 SW Corbett Avenue
Portland, OR 97239

RE: Agreement to Transfer PYF LLC's ("Owner") Fee Simple Interest in such portion of 5th Street that is being abandoned by the City of Vancouver ("City") to Fore Property Company, or its assignee ("Fore").

Mr. Kelley,

This letter is to confirm the agreement that we have arrived at regarding the vacation of 5th Street between 164th and 166th Street at the South edge of your property, Mill Plain Court Apartments County Assessor Parcel Number Lot 1 SP3-586.

As you know, the City intends to widen 166th Street to provide for North-South access, which will then provide the Kelley Property with an east exit along with a clear path to 164th via 6th Street connection that will run through the property being acquired by Fore. In connection with the above widening of 166th Street, the City will be vacating such portion of the 5th Street corridor between the Kelley Property and the property to be acquired by Fore (the "5th Street Vacated Property"). Once the 5th Street Vacated Property is vacated by the City, ownership will be transferred 50% to Owner and 50% to Fore, as the two adjacent land owners.

As per our agreement and on the conditions set forth below, Fore will assume full ownership of the 5th Street Vacated Property along with being responsible for the property taxes, maintenance and liability associated with the 5th Street Vacated Property. In conjunction with Fore's development of its soon to be adjacent property, Fore agrees as follows:

1. Tree Removal and Installation. Fore shall remove the trees and stumps, including roots, which run along the sidewalk on the south border of the Kelley Property (from Owner's existing driveway curb cut on the Kelley Property to the corner of 166th Street). Fore shall also ensure that any holes caused by the aforementioned tree removal shall be filled and compacted with top soil. Thereafter, Fore will replace and install 8 trees on the "new" Northern property line of the Kelley Property. Fore will have sole discretion as to the types of trees installed but agrees that the trees will be of at least 2-inch caliber, 12 inches from the base and such trees shall be planted between 3 and 5 feet from the "new" Northern property line.

2. Asphalt Removal. Fore agrees to remove the asphalt and gravel base from the Northwest corner of the 5th Street Vacated Property to the intersection of 166th Street, and then backfill with top soil level to the existing curb cut.
3. Sod. Fore agrees to lay 8 feet of sod from the Northern edge of the sidewalk of the Kelley Property along the full length of the existing sidewalk from Owner's existing Western driveway curb cut to the Eastern corner of 166th Street.

In return and upon vacation of the 5th Street Vacated Property by the City, Owner shall quit claim its entire interest in the 5th Street Vacated Property ("Quit Claim") to Fore. The parties hereto agree that except as set forth herein, neither party shall be entitled to any financial consideration relating to this agreement.

Owner, by its acknowledgment and signature below, hereby agrees to be bound by this letter agreement and to comply with transferring ownership of the 5th Street Vacated Property promptly following the City's action to vacate such property to Owner and Fore.

Owner represents and warrants that it has the full right, power and authority to enter into and deliver this letter agreement and to consummate the transfer of ownership of the 5th Street Vacated Property in accordance herewith and to perform all covenants of Owner hereunder. Further, Owner represents and warrants that this letter agreement has been duly authorized by any and all requisite actions, corporate or otherwise, and this letter agreement has been duly and validly executed and delivered by and it constitutes a valid and binding agreement of Owner, enforceable against Owner in accordance with its terms.

Sincerely,

Jeff Sakamoto
Fore Property Company

ACKNOWLEDGED AND AGREED

PYF LLC/ Mill Plain Court Apartments

By: 

Larry D. Kelley
President



MEMORANDUM

DATE: May 14, 2018

TO: Mayor and City Councilmembers

FROM: Council Committee I (Hansen, Stober, and Glover)

RE: **RECOMMENDATIONS FOR APPOINTMENTS TO THE PARKS AND RECREATION ADVISORY COMMISSION**

CC: Eric J. Holmes, City Manager
Michelle Bartley, Boards & Commissions

The Vancouver Parks and Recreation Advisory Commission (PRAC) advises staff and City Council on parks and recreation-related needs, plans, programs, open space and facilities.

Committee I recently interviewed six (6) candidates for appointment to the PRAC and recommends appointing Laura Parlette to the Parks and Recreation Advisory Commission to a mid-term position beginning immediately and expiring 7/31/19; and appointing Cassidy Hines to the Parks and Recreation Advisory Commission to a mid-term position beginning immediately and expiring 7/31/18 and a subsequent full term appointment beginning 8/1/18 and expiring 7/31/21.

If there are no objections, Committee I would like to recommend making these appointments at the **Monday, May 14, 2018**, Council meeting.

Attachments:
Applications
Current Roster

Parks and Recreation Advisory Commission

The role of a Parks and Recreation Advisory Commission member is to act in an advisory manner to Vancouver Parks and Recreation staff, the Vancouver City Council and to advocate to decision makers and the public for parks and recreation issues.

7 Members appointed by City Council. 1 alternate member (+) appointed by City Council. 1 Member each assigned by Vancouver* and Evergreen School Districts and Vancouver Parks Foundation***.**

	Name & Address	Date (Re)Appointed	Term Expiration	Contact Info
1.	Christopher Roper, Chair 204 NE 148 th Ave. Vancouver, WA 98684	7/14 <u>Re-appt:</u> 6/5/17	7/31/18	503.335.5690 (w) 360.892.9293 (h) 360.798.1102 (c) christopher.roper@cityofvancouver.us
2.	John Caton 2704 I St. Vancouver, WA 98663	7/14 <u>Re-appt:</u> 6/5/17	7/31/18	360.695.1120 (w) 360.695.6752 (h) john.caton@cityofvancouver.us
3.	Kelly Bolan 1503 Esther St. Vancouver, WA 98660	7/14 <u>Re-appt:</u> 6/5/17	7/31/19	360.448.6157 (w) 360.260.0709 (h) 360.910.7776 (c) kelly.bolan@cityofvancouver.us
4.	Holly Williams 2212 C St. Vancouver, WA 98663	7/14 <u>Re-appt:</u> 6/5/17	7/31/19	360.597.6124 (c) holly.williams@cityofvancouver.us
5.	Sean Janson 205 NW 40 th St. Vancouver, WA 98660	7/10/17 (mid)	7/31/20	360.931.5632 sean.janson@cityofvancouver.us
6.	Jayne Haygood 18112 SE 41 st Way Vancouver, WA 98683	6/5/17	7/31/20	360.718.1564 mjaynee.haygood@cityofvancouver.us
7.	David Stritzke 1915 E Street Vancouver, WA 98663	6/5/17	7/31/20	918.798.1466 mdavid.stritzke@cityofvancouver.us
8.	Syble Crow*** 12104 NW 40 th Ave. Vancouver, WA 98685	7/14	No term exp.	360.892.6538 (h) 360.901.3600 (c) syble.crow@cityofvancouver.us
9.	Jennifer Halleck* PO Box 8937 Vancouver, WA 98668	7/14	No term exp.	360.313.1048 (w) jennifer.halleck@vansd.org
10.	Gail Spolar** PO Box 8910 Vancouver, WA 98668	7/14	No term exp.	360.604.4088 gail.spolar@evergreenps.org
11.	Vacant (alternate)			

Meeting Details:

Monthly, 3rd Wednesday from 3 – 5 p.m.

City Hall Council Chambers, 415 W 6th St., Vancouver, WA

Term: 3 years **Term Limit:** 3 consecutive terms **Special Appointment Requirements:** City limits resident
Parks Foundation & School District- No term expiration, no city residency required.

Governing references: Ord. M-4070, VMC 2.16.020, Charter 8.05

Staff Contacts:

Julie Hannon, Parks and Recreation Director, 360.487.8309, julie.hannon@cityofvancouver.us

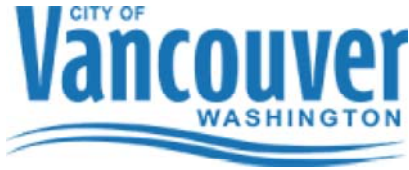
Dave Perlick, Recreation Manager, 360.487.8314, dave.perlick@cityofvancouver.us

Carrie Vogelzang, Liaison/Support Specialist III, 360.487.8310, carrie.vogelzang@cityofvancouver.us

Main Phone: 360.487.8311 (Parks and Recreation Dept.) **Fax:** 360.487.8305

8/31/2017

City of Vancouver Boards and Commissions Application Form



City Hall • 415 W. 6th Street • Vancouver, WA 98660
Michelle Bartley, City Manager/Mayor's Office •
michelle.bartley@cityofvancouver.us
Voice 360-487-8607 • Fax 360-487-8625 •
www.cityofvancouver.us/boards

Submitted on Tuesday, April 3, 2018 - 9:56pm

Committee, Council, Commission or Board: Parks and Recreation Advisory Commission

Name: Cassidy Hines

Home address: 7107 Topeka Lane

City: Vancouver

Zip: 98607

Mailing address: 7107 Topeka Lane

Mailing city: Vancouver

Mailing zip: 98664

Business address:

Business city:

Business state: Washington

Business zip:

Email address: cassidy.hines1@gmail.com

Primary phone: 3609771725

Secondary phone: 3609771725

Do you reside in the City limits? Yes

Length of residency in Vancouver: 4

Are you a registered voter? Yes

Occupational status and background:

I graduated last December from Portland State University where I double major in marketing and advertising and minored in graphic design. While there I was Co-Director for the Portland State Programming Board and was the Chairperson of the advisory board for the student union where we managed a multi-million dollar budget and \$13 million in deferred maintenance.

Before my position as Chairperson of the Advisory Board, I was a board member for the Camas Educational Foundation from 2012 to 2015 and then became the 2016 CEF auction chair. While Auction Chair I increased our fundraising record by 33% and broke the record for most auction event attendance. I currently work for the Camas Parks and Recreation as a Recreation Lead and am in charge of running camp, teaching classes, and assisting in all special event planning. I have been employed by the Camas Parks and Recreation for six years but started out as a volunteer during high school as a youth advisor for special events.

After graduating high school I worked at the Camas Municipal Pool as swim instructor/lifeguard for my first four years and Assistant Manager the last two years. Through my extensive experience, I have a good base knowledge of operations within the various departments of a Parks and Recreation that could benefit someone on this commission.

What skills would you contribute to the committee or commission?:

I believe I would be a great asset to the Vancouver Parks and Recreation Advisory Commission for three main reasons. First, I have a large diversity of experience that would benefit a member of the commission. This includes my work with the Camas Parks and Recreation for the last eight years - six of that as an employee. I started in an entry-level position and have since run summer camp and taught classes along with having planned and assisted in putting on events with the Youth and Adult Programs Coordinator and Special Events Coordinator respectively. Through my comprehensive experience across the Parks and Recreation, I will use this knowledge to help inform me when making decisions for the commission.

As Assistant Manager at the Camas Pool, I managed employees facility operations, and programs. Since the commission has purview over the Marshall Center I believe this prior experience could be helpful. In addition, I was also Chairperson of the Smith Memorial Student Union Advisory Board at Portland State University. The Smith Advisory Board advised on building planning, facility management, and space allocation. Along with maintaining a multi-million dollar budget and \$12 million of deferred maintenance. This is similar to the commission since they are both in charge of facilities and property in an advisory and approval role like the Smith Advisory Board.

Secondly, I would bring my passion to this position. I am passionate about creating and improving parks land where the community can gather. Since I am a lifelong resident of this area over the years as it has grown it has been great to see how the parks system has grown with us. I am passionate about making sure this continues into the future for old and new residence.

Finally, I can bring a new perspective to the commission. Not only from the various jobs I have held and my work with nonprofits, government, and advisory boards. I think my education in business and marketing/advertising could be beneficial. Moreover, as a person in their early twenties, I believe I could bring fresh ideas and opinions to make the decision made by the board even more well rounded.

Altogether, I would be a great candidate for this position. I am motivated, organized, and, enthusiastic and will be an asset to this commission if appointed and am excited about the opportunity to provide the Parks and Recreation guidance to help shape Vancouver into the future.

Why are you seeking appointment?:

I moved to Vancouver about four years ago, but have been a lifelong resident of the Camas-Washougal area. When I was growing up I played on many of the sports fields in Vancouver, walked most of the trails, and visited a large number of the parks. I have benefited from the city investing in its park system I would like to pay it forward now as a member of this commission. As our community grows, I think it is important to continue maintaining and developing open spaces, parks, trails, sports fields, and recreation programs and events. I believe our community thrives when we invest in it and one way to do this is by creating public spaces and facilities.

Now as a Vancouver resident and dog owner, the number of accessible parks is wonderful. My dog loves visiting our neighborhood park to run around and chase pinecones. Without the thoughtful creation of these spaces, neighborhoods and communities would be lacking.

I am seeking appointment to be able to contribute and give back to a cause I believe in. From my prior experience, I think I can bring a lot to the commission and would love to assist in promoting the work the Parks and Recreation and this Advisory Commission are already doing. I would be delighted to be chosen

to serve Vancouver in this capacity and look forward to hearing from you.

Do you, or does your firm or place of employment do business with the City of Vancouver?: Yes

If yes, please describe:

City of Camas Parks and Recreation - I am still employed here as a part-time Recreation Lead. However, we are separated from Vancouver Parks and Recreation so there should not be a conflict.

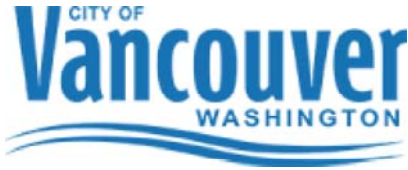
I am also employed part-time by Cascade Athletic Clubs which is located in Vancouver/Fishers Landing.

Organizational affiliations:

Cascade Park Kiwanis Club - I have been a member of the local Kiwanis International club since 2012. I have enjoyed my time with the organization and have helped increase their fundraising and donation programs/events. Our Kiwanis club supports four high school Key Clubs - Camas, Evergreen, Union, and Hela - along with supporting organizations like Doernbecher Children's Hospital and UNICEF. Through our work to help improve the lives of children locally and abroad I have been able to see the impact that a small organization can have on hundreds of students in our local community alone.

Are you interested in serving on other Boards or Commissions?

City of Vancouver Boards and Commissions Application Form



City Hall • 415 W. 6th Street • Vancouver, WA 98660
Michelle Bartley, City Manager/Mayor's Office •
michelle.bartley@cityofvancouver.us
Voice 360-487-8607 • Fax 360-487-8625 •
www.cityofvancouver.us/boards

Submitted on Friday, March 9, 2018 - 12:05pm

Committee, Council, Commission or Board: Parks and Recreation Advisory Commission

Name: Laura Parlette

Home address: 1019 NE 84th AVE

City: Vancouver

Zip: 98664

Mailing address: same as above

Mailing city:

Mailing zip:

Business address:

Business city:

Business state: Washington

Business zip:

Email address: laura-p@comcast.net

Primary phone: 360-910-0459

Secondary phone:

Do you reside in the City limits? Yes

Length of residency in Vancouver: 26

Are you a registered voter? Yes

Occupational status and background:

I currently work for St. Joseph Catholic Church and School as the Director of Information Technology and have been employed there for 13 years. My post-secondary educational background is in literature and communication. My career path has included publication production and design, content writing, web design and SEO, technology instruction leading to my current position as Director of IT.

What skills would you contribute to the committee or commission?:

My strengths are in communication (written and verbal), strategic planning and research all would be beneficial attributes to the committee. I feel that an effective committee is made up of members who bring different strengths and skills to the table and mine contribution in these areas would be beneficial.

Why are you seeking appointment?:

As a longtime resident and user of the Parks and Recreation facilities I have a vested interest in our public spaces, parks and programs. My children, who are now adults, participated in summer programs, hiked and played in the parks, had birthday parties at park facilities and learned to swim at the Marshall pool. I am an avid outdoors person and frequent the open spaces, parks and trails and attend many of the events provided or managed by the Parks department. Up to this point in my life my focus has been on raising my children and now that they are adults I would like to channel some time, talent and energy into my community and this opportunity is a good fit. Thank you for considering my application.

Do you, or does your firm or place of employment do business with the City of Vancouver?: Yes

If yes, please describe:

St. Joseph Catholic Church & School is located in the city of Vancouver and serves the community through religious affiliation, provides education for children from preschool through 8th grade and partners with many of the charitable organizations in our community such as SHARE, St. Vincent DePaul and other churches or other organizations to focus on social justice issues and those in need in our community.

Organizational affiliations:

None

Are you interested in serving on other Boards or Commissions? Yes

Laura Parlette

Detail-Oriented with over 20 years of communication and IT experience.

1019 NE 84th AVE
Vancouver, WA 98664
(360) 910-0459
laura-p@comcast.net

EXPERIENCE

Director of Information Technology *St. Joseph Church & School, Vancouver, WA* June 2005 – PRESENT

Technology strategic planning, management and maintenance of Parish & School (preschool – 8th grade) technical resources, applications and network system.

Web Design & Content Management *Self Employed, Vancouver, WA* September 2002 – August 2014

Website design, redesign, content management, content photography and graphics for non-profit organizations and small businesses.

Technology Instructor *St. Joseph Church & School, Vancouver, WA* August 2005 – June 2013

Responsible for providing learning experiences in the Technology Education disciplines and supervision of K-8 students in a supportive and positive climate to develop each student's skills, attitudes and knowledge.

EDUCATION

Washington State University, Vancouver, WA *BA English, Communications & Culture* August 2001 – June 2003

SKILLS

Excellent verbal and written communication skills.

Experience with a wide range of software, hardware, and operating systems (Windows, Mac, IOS).

Effective project manager.

Known for troubleshooting, creative thinking, managing multiple priorities, working with ambiguity and delegating when needed.

Experience preparing and managing budgets.

Professional presence and service orientation.

CLIFTON STRENGTHS

<https://goo.gl/MVhvje>

Empathy

Strategic

Intellection

Input

Responsibility



MEMORANDUM

DATE: May 14, 2018

TO: City Councilmembers

FROM: Anne McEnery-Ogle, Mayor

RE: **RECOMMENDATIONS FOR APPOINTMENT TO THE PARKING ADVISORY COMMITTEE**

CC: Eric J. Holmes, City Manager
Michelle Bartley, Boards & Commissions

The Parking Advisory Committee advises City Council on policy issues related to all city-owned on-street and off-street parking facilities, and makes recommendations on facilities and parking regulations.

Committee II recently interviewed five (5) candidates for appointment to the Parking Advisory Committee. Christopher Sjöthun is being recommended for appointment to a mid-term replacement beginning immediately and expiring April 18, 2020.

If there are no objections, I would like to make these appointments at the **Monday, May 14, 2018** Council meeting.

Attachments:
Applications
Current Roster

Parking Advisory Committee

The Parking Advisory Committee advises City Council on policy issues related to all city-owned on-street and off-street parking facilities, and makes recommendations on facilities and parking regulations.

7 Members appointed by City Council.

	Name & Address	Occupation	Date (Re)Appointed	Term Expiration	Contact Info
1.	Jim West 11211 NW 6 th Ave. Vancouver, WA 98685	Zenith Prop. NW, LLC 915 Broadway, #100 Vancouver, WA	2/10/15	2/1/19	360.823.5109 (h) 360.609.0749 (c) jim@zenithpro.com
2.	Stephanie Lynn – Chair 3004 NE 158 th Ct. Vancouver, WA 98682	Small business owner Sweet Spot Skirts 105 W. 6 th St. Vancouver, WA	12/16/13 (mid) <u>Re-appt:</u> 7/6/15 (Exp. 2/28/15)	7/6/19	360.904.9929 (w) 360.901.1736 (c) stephanie@sweetpotskirts.com
3.	Stephanie Rice 9017 NW 19 th Ct. Vancouver, WA 98665	Representing Uptown Village Association 2300 Main St. Vancouver, WA	11/14/16 (mid)	7/6/19	360.601.1618 (h) srice@barrarlaw.com
4.	Carly Lowder 5704 NE 91 st Court Vancouver, WA 98662	City Resident	4/18/16	4/18/20	360.904.4299 (h) calowder@comcast.net
5.	Paul Schlesinger 610 SW Alder St. Ste. 1221 Portland, OR 97205	Owner Schlesinger Const. 805 Broadway Vancouver, WA	12/16/13 (mid) <u>Re-appt:</u> 4/18/16	4/18/20	503.312.9688 (c) 503.222.0921 (h) 503.223.4128 (w) paul.schlesinger@schlesingercos.com
6.	Bruno Amicci 2007 E. Evergreen Blvd. Vancouver, WA 98661	Business owner (Luepke Station)	12/17/15 (mid) <u>Re-appt:</u> 1/1/18	1/1/22	503.810.9547 (c) bamicci@gmail.com
7.	Steve Becker 9812 NW 31 st Ave. Vancouver, WA 98665	VDA Director 811 Main St. Vancouver, WA	1/1/18	1/1/22	360.258.1129 director@vdausa.org
Meetings: Quarterly, or as needed on the 4 th Wednesday of each month, 7:30 a.m. Council Chambers, 415 W. 6 th St., Vancouver, WA					
Term: 4 years		Term Limit: Maximum 2 terms		Appointment Requirements: 7 members. Members must have City residency, be a property owner, business owner, or officer/partner in a business located in the downtown area.	
Governing references: VMC 2.63.020					

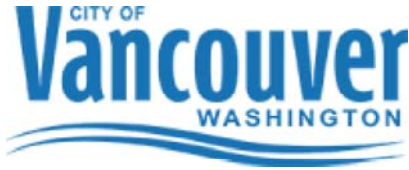
Staff Contacts

Steve Kaspan, Parking Services Manager, 360.487.8658, steve.kaspan@cityofvancouver.us

Tina Picchioni, Administrative Assistant, 360.487.8657, tina.picchioni@cityofvancouver.us

Main: 360.487.8650 (CED) **Address:** P.O. Box 1995, 415 W. 6th St., Vancouver, WA

City of Vancouver Boards and Commissions Application Form



City Hall • 415 W. 6th Street • Vancouver, WA 98660
Michelle Bartley, City Manager/Mayor's Office •
michelle.bartley@cityofvancouver.us
Voice 360-487-8607 • Fax 360-487-8625 •
www.cityofvancouver.us/boards

Submitted on Monday, April 9, 2018 - 11:01am

Committee, Council, Commission or Board: Parking Advisory Committee

Name: Christopher K. Sjothun

Home address: 1505 NE 101st. Ave

City: Vancouver

Zip: 98664

Mailing address: 1505 NE 101st Ave.

Mailing city: Vancouver

Mailing zip: 98664

Business address:

Business city:

Business state: Washington

Business zip:

Email address: chrissjothun@yahoo.com

Primary phone: 360-798-1875

Secondary phone:

Do you reside in the City limits? Yes

Length of residency in Vancouver: 45

Are you a registered voter? Yes

Occupational status and background:

I am currently the Director of Operations, NA for The County Malt Group located in the Port of Vancouver. We are part of the Great Western Malting family. I have held this position for 5 years and my primary responsibility is the management of 12 distribution and production facilities throughout the US and Canada. Prior to this role, I was the General Manager of BrewcraftUSA, also part of the Great Western Malting family. I held this position for 4 years.

What skills would you contribute to the committee or commission?:

In my current and previous roles, I have focused on streamlining operations while reducing our environmental impact. I have worked closely with the Port of Vancouver on several projects including lease negotiations and multiple projects.

Why are you seeking appointment?:

As a lifelong resident of Vancouver, I am interested in civil service. I am especially excited about the development in downtown Vancouver and am looking for an opportunity to give back and serve.

Do you, or does your firm or place of employment do business with the City of Vancouver?: Yes

If yes, please describe:

I have worked closely with the City of Vancouver on obtaining permits for construction projects. We are also very involved with the Downtown Vancouver Business Association.

Organizational affiliations:

Are you interested in serving on other Boards or Commissions? Yes

Christopher K. Sjothun

<https://www.linkedin.com/in/chris-sjothun-7a1a791/>

chrissjothun@yahoo.com

(360) 241-0527

Dynamic 25 year sales & operations senior leadership career building market presence, outperforming competition, and delivering sustainable revenue growth. Combines expertise in client relationship management and product/service development with superior ability to monitor, direct and motivate teams. Precise and attentive to detail, flexible and innovative in response and successful in establishing integrated solution to internal/external client needs. Confident utilizing, specifying and promoting information technology as the foundation for efficient and effective business applications. Committed to expanding the Craft Beer industry through innovation and creative partnerships.

EXECUTIVE QUALIFICATIONS

Strategic Sales & Planning | Joint Ventures | Mergers & Acquisitions | New & Emerging Market Development
Contract Negotiations | Best Practices & Benchmarking | ROI Evaluation | Performance Optimization | P&L Management
Global Operations | Budgeting & Forecasting | Corporate Administration | Crisis & Risk Management | Supply Chain & Logistics
Facility Expansion | Revenue Growth | Process Improvement | Zero Harm Safety Culture
Organizational Leadership | Team Building | Communication Techniques | Industry Events | Public Relations

PROFESSIONAL EXPERIENCE

Country Malt Group & Brewcraft USA (a GrainCorp Company)

2014 – present

Director of Operations

Management of North American based business with double digit annual growth offering a one stop shop brewing supply business model for domestic & international customers. Leadership of 150+ employee base across 14 facilities within business analytics, customer service, distribution, inventory, production & supply chain/logistics reporting directly to Country Malt Group President with reporting responsibilities into Global Executive team & Board of Directors.

- Expansion of business footprint through deployment of 9 warehouse distribution & production facilities during 24 month period within competitive leasing markets, including 4 conversions from 3PLs. Exceeded original timeline proposals accepted by BOD.
- Development of international partners to expand CMG & Brewcraft brands in AUZ, Europe, UK, Central & South America.
- Creation of company operated warehouse distribution business within UK, modeled after CMG North American operations.
- Driver of strategic collaboration with internal & external global partners to scope & implement innovative software solutions including e-commerce (proprietary), TMS (Echo Trac), WMS (High Jump) & 3PL relationship (Echo) for managed transportation services.
- \$9M CapEx, \$10M OpEx & \$18M Transportation budgets within high growth environment utilizing Adaptive Insights. Consistently delivered actuals within 1% of initial & revised budgets.
- Quality Assurance leadership starting with establishment of best practices through to management of potential recalls. Consulted with legal & industry experts to mitigate company risk & customer impact.
- Effective management of \$33M inventory; increased quantity of full cycle inventory counts from 1 to 5 annually through SOP enhancements & integration of WMS, with post WMS inventory adjustments averaging <1% of total inventory. Reduced need for inventory reserve by 50%.
- Identified process workflow efficiencies within Customer Service & Operations to eliminate 1 day from order fulfillment cycle, providing a key competitive advantage as the only supplier in our market to offer 24 hour order fulfillment.
- Implemented routine equipment reviews & time studies to identify production efficiencies. Secured capital & coordinated with internal & external Engineering resources to identify best in class vendors to install advanced equipment including high capacity bagging lines, mill platforms & shrink wrap tunnels. Initial results doubled production capacity while also improving quality controls significantly.
- Redefined organizational structure to support evolving business demands including development of key leadership, SME positions & justification for expansion of shared services.
- Represented GrainCorp at industry events to support customer & vendor relations and gather industry intel (Craft Brewers Conference, Brau (Brazil), GABF and various North American regional festivals & events).

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chrissjothun@yahoo.com

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Brewcraft USA (a GrainCorp Company)

2009 – 2013

General Manager

Managed all aspects of \$4M wholesale distribution subsidiary of Country Malt Group with 2,500 SKUs and 20+ employees focused on homebrewing supplies & equipment. Post-acquisition, integrated Brewcraft USA into the GrainCorp business strategy creating a customer pipeline consisting of brewers transitioning from homebrewer to commercial brewery.

- Brand expansion from regional to international distribution through rapid growth of customer network; facilitated by creation of marketing campaign & building strategic partnerships.
- Diversified customer base beyond homebrewers to facilitate expansion of product offering to include wine, distilling, cheese, cider ingredients & supplies.
- Proposal accepted by BOD to expand from 1 to 3 warehouse distribution & production facilities with ROI anticipated & met within 3 year period.
- Reduced lost sales from 9% to 4% within first year of operation by revising procurement practices and analysis of production schedule.
- Evaluated & improved food safety/ quality control measures to gain HACCP & FDA certifications for production facilities.
- Revised procurement practices & created SKU rationalization program increasing annual inventory turns by 2x.
- Full P&L responsibility resulted in significant growth during 4 year period; increase of gross sales from \$4M to \$14M & EBITDA from \$200k to \$700k.
- Represented Brewcraft & Country Malt Group at industry events such as Homebrew Con, GABF, regional Master Brewers Association meetings and various international homebrew festivals & club meetings.

PEOPLENET Communications

2007 – 2009

National Account Manager, Western Region

Marketing & Sales program management for transportation technology, focusing on creating strategic partnerships.

ACS – TripPak (a Xerox Company)

2006 – 2007

Director of Sales, Western Region

2001 – 2004

Marketing & Sales program management for imaging & workflow software targeted towards transportation industry. Exceeded sales quota by 25% through selling \$2M in net new revenue over 12 month period; increased customer base 30%.

Harte-Hanks Logistics

2004 – 2006

Regional Vice President Sales, Western Region

Consultative sales to clients in manufacturing & distribution verticals, conducting complete supply chain overview during sales cycle. Developed & deployed detailed inbound/outbound logistics program, moving group to the fastest growing business unit within company.

PNV, Inc

1999 – 2001

Director of Fleet Sales

Launched utilization of web based services within transportation industry. Developed & implemented regional sales team concepts which led to 100% increase in sales. Participated in IPO preparations and transition.

Northwest Volvo Trucks

1996 – 1999

Sales & Operation Manager

Managed \$20M wholesale & retail truck sales operation with responsibility for marketing functions for corporate headquarters. Exceeded sales quota by 230% with 150% net increase in sales & 200% increase to profitability.

Freightliner Corporation

1990 – 1996

National Sales Coordinator

Responsible for servicing & maintaining 50+ National accounts within North America. Developed operating procedures & motivational sales programs.

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chrissjothun@yahoo.com

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PROFESSIONAL DEVELOPMENT

PSU Business of Craft Brewing Certification, 2017 | GrainCorp ELEVATE Training Program, 2017 | LEAN Six Sigma Green Belt Certification, 2017 | CPR & First Responder Certification, 2016 (renewed) | SENTIS ZIP Certification, 2014 | GrainCorp Coaching & Communication Training, 2012 | OSHA 10 Hour Certification, 2011 | AdvISOAR Executive Sales Training, 2007 | Techniques of World Class Sellers, 2002 | Volvo Management Training Program, 1996-1999 | High Impact Selling, 1998 | University of Phoenix, Business Management 1994-1997

AFFILIATIONS & RECOGNITION

American Homebrewers Association, Member | Brewers Association, Member | GrainCorp 2016 'Customer' values award for Country Malt Group | GrainCorp 2016 'World Safety' award for Country Malt Group innovations | GrainCorp 2015 'Business of the Year' award for Country Malt Group expansion | ACS 'Carrying the Company' sales growth recognition award | VOLVO 'Keys to Success Award' for Top US Sales Manager

REFERENCES

Available upon request

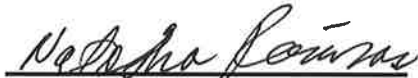
VOUCHER APPROVAL

We, the undersigned council members of the City of Vancouver, Clark County, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of:

\$ 2,497,909.61 this 14th day of May 2018.

MAYOR

COUNCILMEMBER


AUDITING OFFICER

COUNCILMEMBER

DATE	INCLUSIVE CHECK NUMBERS	CHECK TOTAL
May 1 - May 7	Accounts Payable Checks (see attached)	\$ 2,495,458.57
May 1 - May 7	Visa Refunds (see attached)	\$ 2,451.04
May 1 - May 7	Payroll Checks (see attached)	
TOTAL		\$ 2,497,909.61

INVOICE PAYMENTS REPORT

Check Number	Check Date	Amount	Vendor Name	Description
119467	01-May-2018	3,680.75	INTERNAL REVENUE SERVICE	***WIRE*** 4 2018 PENSION TAXES
119468	01-May-2018	78,987.79	BLUE CROSS BLUE SHIELD OF OR	***WIRE*** BLUE CROSS WEEKLY CLAIMS WEEK 4 OF APRIL
119469	01-May-2018	14,736.96	HEALTH SMART BENEFITS SOLUTIONS INC	***WIRE*** HEALTH SMART WEEKLY CLAIMS WEEK 4 OF APRIL
119470	01-May-2018	194,437.04	US BANK TRUST	***WIRE*** TAX REVENUES ? TREASURY
119471	02-May-2018	122.87	INTERNAL REVENUE SERVICE	***WIRE*** 8 2018 QP PAYROLL TAXES; FEDERAL W/H
119472	02-May-2018	32,352.10	GALLAGHER BASSETT SERVICES INC	***WIRE*** WORKERS' COMP FUNDING / MESSAGE ID: 40407901
119474	03-May-2018	20,334.83	BANK OF AMERICA	***WIRE*** UTILITY POSTAGE IMPREST ACCT FOR APR 2018 - UTILITIES
119475	04-May-2018	8,500.00	MARK BROWN	***WIRE*** 18APR - MONTHLY INTERGOVERNMENTAL RELATIONS - CMO
119476	07-May-2018	3,567.03	UNITED STATES TREASURY	***WIRE*** LEA AMMUNITION REQUEST - 06/08/17 - VPD
119477	07-May-2018	682,019.40	STATE OF WASHINGTON	***WIRE*** 08 2018 PERS/LEOFF
590460	02-May-2018	7,391.00	ABM ON-SITE SERVICES WEST INC	JOB 31062242 - CUST 6631793 - EXTRA JANITORIAL SERVICES - MULTIPLE CITY LOCATIONS - THRU 03/31/18 - OP CENTER - PO 89208/ RECEIPT 134243 BY P NEWTON PER E-MAIL
590461	02-May-2018	4,180.00	ACCENT BUSINESS SERVICES INC	ALI ZULFI - W/E 03/31/18 - INFO TECH - RECEIPT 134030 BY J SCHOESSLER PER E-MAIL
590462	02-May-2018	265.91	ADVANCE STORES CO INC	SUMMARY: PARTS FOR REPAIR AND MAINTENANCE - EQUIP SERVICES
590463	02-May-2018	164.77	ADVANTEK NETWORKS	ACCT 1007731 - SO 2087507 - REMOTE TECH STD LABOR 3 - THRU 04/26/18 - INFO TECH - PO 87854/ RECEIPT 134514 BY J SCHOESSLER PER E-MAIL
590464	02-May-2018	4.48	AIRGAS NOR PAC INC	PAYER 2363679 - SHIP TO 2335879 - COMPRESSED GAS - 03/14/18 - FIRE STATION 5
590464	02-May-2018	53.76	AIRGAS NOR PAC INC	PAYER 2363679 - SHIP TO 2335879 - COMPRESSED GAS - 03/28/18 - FIRE STATION 5
590465	02-May-2018	70.71	ALL COUNTY ELECTRIC	PERMIT WITHDRAWN WRONG ADDRESS
590466	02-May-2018	160.00	ALL HANDS COMMUNITY INTERPRETING SERVICES LLC	03/29/18 - JOB 80226-7 - INTERPRETER SERVICES - STATE OF THE CITY ADDRESS - MEDIA SERVICES/CMO
590467	02-May-2018	413.95	ALLEGIANCE BENEFIT PLAN MANAGEMENT	RETIRED LEOFF 1 FIRE MEDICAL CLAIMS
590468	02-May-2018	215.00	ANDERSON DOOR & WINDOW MECHANICS INC	REF BUS LIC
590469	02-May-2018	225.62	ARAMARK UNIFORM SERVICES INC	SUMMARY: MAT/TOWEL/COVERALL/UNIFORM CLEANING SERVICES
590470	02-May-2018	1,268.28	ARBORSCAPE LTD INC	04/08/18 - REMOVE 1 MAPLE/PRUNING SERVICES - ELLSWORTH SPRINGS NEAR 11215 SE NANCY RD - OP CENTER
590471	02-May-2018	120.12	ARCHAEOLOGICAL SERVICES OF CLARK COUNTY LLC	PROJ 18652-KORNIYENKO RES COV PRED REVIEW - 04/04/18 - PREDETERMINATION REVIEW/REPORT - DRS - RECEIPT 134154 BY B THOMAS PER E-MAIL
590472	02-May-2018	60.00	ARON RODGERS	REF PKG PERMIT 7200300200
590473	02-May-2018	1,950.00	BAKER CREW CONSULTING	CDR SUPPORT PROJECT - DESIGN/CONFIGURATION - THRU 03/29/18 - CDD - RECEIPT 134108 BY B THOMAS PER E-MAIL
590474	02-May-2018	11.24	Barnabas, Nicholas Z (Nick)	ATTEND 2018 EVAWI CONFERENCE
590475	02-May-2018	4,000.00	BERRY DUNN MCNEIL & PARKER LLC	CLIENT 111225.40 - DEVELOPMENT OF STRATEGIC IT PLAN - THRU 04/06/18 - INFO TECH
590476	02-May-2018	350.00	BIGGS INSURANCE SERVICES	REF ALARMS
590477	02-May-2018	3.60	Bishop, Matthew G	STATION MOVES
590478	02-May-2018	7,899.10	BOUND TREE MEDICAL LLC	ACCT 109894 - ORDER 99700930 - MEDICAL SUPPLIES - FIRE
590478	02-May-2018	91.84	BOUND TREE MEDICAL LLC	ACCT 109894 - ORDER 99753770 - MEDICAL SUPPLIES - FIRE
590479	02-May-2018	900.00	BRENDAN ADDIS & LORRAINE RAU	18MAR - WREC HABITAT/WATER MONITORING PROGRAM/CONGRESS - CITY - WREC
590479	02-May-2018	2,260.00	BRENDAN ADDIS & LORRAINE RAU	18MAR - WREC HABITAT/WATER MONITORING PROGRAM/CONGRESS - COUNTY - WREC

INVOICE PAYMENTS REPORT

Check Number	Check Date	Amount	Vendor Name	Description
590480	02-May-2018	686.00	CALE AMERICA INC	ACCT VANC000001 - SRO X000010055 - CALE WEB OFFICE SUPPORT FOR PAY STATIONS - 14 EA - 18MAR - PARKING
590481	02-May-2018	54.48	Cary, Michelle Jean	WABO 2018
590482	02-May-2018	15,102.30	CITY BARK & RECYCLING LLC	18JAN-18MAR - YARD DEBRIS - OPS CENTER
590483	02-May-2018	150.00	CITY OF VANCOUVER	REG 21333 - FALSE ALARM FEE - 04/16/18 @ 14:01:36 - DAY CENTER - 2108 GRAND BLVD - OP CENTER
590484	02-May-2018	1,244.20	CLARK COUNTY	CUST 1810 - PUBLIC UTILITY PERMITS - 18MAR - OPS CENTER
590484	02-May-2018	279.40	CLARK COUNTY	CUST 1811 - WITNESS FEES - 2018 QTR 1 - BUDGET
590485	02-May-2018	6,000.00	CLARK COUNTY	MENTAL HEALTH THERAPEUTIC COURT INDIGENT DEFENSE CONTRACT - 2018 QTR 2 - CMO
590486	02-May-2018	9,354.29	CLARK COUNTY	CUST 1814 - WHATLEY TIPPING FEE - 18FEB - OP CENTER
590487	02-May-2018	571.00	CLARK COUNTY HEALTH DEPT	ACCT AR0001372 - RWS PERMIT CERTIFIED "SEASONAL" - 03/01/18 - ESTHER SHORT PARK FOUNTAIN
590488	02-May-2018	680.00	CLARK COUNTY TITLE CO	RECONVEYANCES FOR CHRISTIAN; STARR; DAVIS; WOOLEY
590488	02-May-2018	70,834.94	CLARK PUBLIC UTILITIES	SUMMARY: ELECTRICITY
I				
590495				
590496	02-May-2018	3,524.00	COLUMBIA CLAIMS SERVICE INC	FILE V118-991 - CLAIMS ADJUSTER SERVICES - THRU 04/13/18 - RISK
590497	02-May-2018	25,420.88	COLUMBIA FORD	2018 FORD F150 - VIN 1FTMF1CB7JKD95366 - EQUIP SERVICES
590498	02-May-2018	14,233.14	COMCAST CABLE COMMUNICATIONS INC	SUMMARY: INTERNET AND CABLE SERVICES
I				
590500				
590501	02-May-2018	215.00	COMPASS WHOLE HEALTH PLLC	REF BUS LIC
590502	02-May-2018	430.00	COMVIEW	JOB PD6865 - INSTALL OFE MICROPHONE MOUNT - CITY HALL COUNCIL CHAMBERS - THRU 03/26/18 - MEDIA SERVICES - RECEIPT 134291 BY T LOONEY PER E-MAIL
590503	02-May-2018	(25.00)	CONSOLIDATED SUPPLY CO	CUST 23132 - DELIVERY TIMELINESS REFUND - OPS CENTER
590503	02-May-2018	1,171.76	CONSOLIDATED SUPPLY CO	CUST 23132 - OPERATING SUPPLIES - OPS CENTER
590504	02-May-2018	1,892.85	Cooley, Scott Edward	ATTEND WORKDAY TRAINING
590505	02-May-2018	178.87	CORE & MAIN LP	ACCT 110866 - OPERATING SUPPLIES - OPS CENTER
590506	02-May-2018	270.40	CORPORATE TRANSLATION SVCS INC	CLIENT ID 15540 - INTERPRETER SERVICES - 18MAR - VPD
590506	02-May-2018	488.75	CORPORATE TRANSLATION SVCS INC	PROJECT 99545 - TRANSLATION SERVICES - SCHOLARSHIP COVER SHEET/INCOME SENTENCE - 03/30/18-04/02/18 - PARKS - RECEIPT 134269 BY C VOGELZANG PER E-MAIL
590507	02-May-2018	50.00	COUNCIL FOR THE HOMELESS	03/23/18 - HMIS DATA ANALYSIS/TIME IN COURT - CMO
590508	02-May-2018	1,000.00	DAVIS SHOWS NW	REF CARNIVAL DEPOSIT
590509	02-May-2018	30.00	DEPARTMENT OF LICENSING	LICENSE 0118516 - 2018 NOTARY RENEWAL - JEANNE SNOW - LAW
590510	02-May-2018	234.80	DEX MEDIA WEST	ACCT #103505100 - ADVERTISING PARK HILL CEMETERY
590511	02-May-2018	2,401.93	DKS ASSOCIATES	PROJ 16117-006 - 42ND & ST JAMES SIGNAL DESIGN - THRU 03/31/18 - TRANSPORTATION - RECEIPT 134374 BY N KERFOOT
590512	02-May-2018	286.29	Donald, Glenn A.	LSAW CONFERENCE CONTINUING ED POST TRAVEL
590513	02-May-2018	565.59	DSU PETERBILT & GMC INC	ACCT 53317 - PARTS FOR VEHICLE REPAIR - EQUIP SERVICES
590514	02-May-2018	1,831.96	EMERALD SERVICES INC	ACCT CI36500 - ANTIFREEZE SERVICES AND USED AND WASTE OIL FILTERS - 02/23/18 - EQUIP SERVICES - PO 89185/ RECEIPT 134459 BY J CHICK PER E-MAIL
590515	02-May-2018	58.06	EMILY MUNSON	REF PKG PERMIT COV07567
590516	02-May-2018	6,824.80	EPIC LAND SOLUTIONS INC	ON-CALL RIGHT-OF-WAY SERVICES - BRT CORRIDOR FORT VANCOUVER WAY/MCLOUGHLIN SIDEWALK INFILL/PED SIGNAL UPGRADE - THRU 04/01/18 - TRANSPORTATION

INVOICE PAYMENTS REPORT

Check Number	Check Date	Amount	Vendor Name	Description
590517	02-May-2018	9,953.29	F A BARTLETT TREE EXPERT CO	ACCT 0519215 - TREE/PLANT INSTALLATION SERVICES WITH 5-YR GUARANTEE - 16 TREES - NW CORNER OF SR500 & 164TH AVE INTERCHANGE/164TH & 138TH AVE CENTER MEDIAN - THRU 12/14/17 - URBAN FORESTRY
590518	02-May-2018	1,029.80	FIRE SYSTEMS WEST	WO 322753 - CUST VANC - WEEKLY DIESEL FIRE PUMP INSPECTION/TESTING - 5 EA - 03/02/18-03/30/18 - FIRSTENBURG COMM CTR - OP CENTER - RECEIPT 134168 BY P NEWTON PER E-MAIL
590519	02-May-2018	100.00	FIRST PLACE NEIGHBORHOOD ASSN	2018 PARTICIPATION IN RESOURCE CONSERVATION CHALLENGE - SOLID WASTE
590520	02-May-2018	120.00	FISHERS CREEK NEIGHBORHOOD ASSN	2018 PARTICIPATION IN RECYCLING 101 PROGRAM - SOLID WASTE
590521	02-May-2018	14,104.42	FORTENBERRY & ASSOCIATES INC	RECORDS MANAGEMENT ASSESSMENT - CONSULTING - 18MAR - FINANCE
590522	02-May-2018	120.00	FOURTH PLAIN VILLAGE NEIGHBORHOOD	2018 PARTICIPATION IN RECYCLING 101 PROGRAM - SOLID WASTE
590523	02-May-2018	40.69	FRONTIER COMMUNICATIONS	ACCT 253-014-5765-032404-5 - 04/25/18-05/24/18 - WESTRIDGE PUMP STATION - OPS CENTER
590523	02-May-2018	40.69	FRONTIER COMMUNICATIONS	ACCT 253-014-7406-041100-5 - 03/20/18-04/19/18 - FISHER WATER PUMP STATION - OPS CENTER
590524	02-May-2018	42,843.51	GALLAGHER BASSETT SERVICES INC	SUMMARY: CLAIM CHARGES - RISK
590525	02-May-2018	848.00	GALLS LLC	ACCT 1001096190 - FIRE UNIFORM - FIRE
590526	02-May-2018	2,740.35	GENERAL PACIFIC	CUST #101952 - ORDER 1202782 - OPS CENTER
590527	02-May-2018	33.64	GENUINE PARTS COMPANY	CUST 7970 - 18APR - PARTS FOR VEHICLE AND EQUIPMENT REPAIRS - EQUIP SERVICES
590528	02-May-2018	2,140.91	GEORGE ELEVATOR SERVICE LLC	18APR - MONTHLY ELEVATOR MAINTENANCE - MULTIPLE CITY LOCATIONS - OP CENTER - RECEIPT 134158 BY P NEWTON PER E-MAIL
590529	02-May-2018	25.00	GERALD MURRAY	REF OVERPMT PKG CIT 7200206799
590530	02-May-2018	167.97	Gillespie, Jason Aaron	BOOT REIMBURSEMENT
590531	02-May-2018	586.89	GRAY & OSBORNE INC	PROJ 17226.00 - WATER SYSTEM EMERGENCY PLAN WSVA & WSRP - THRU 03/31/18 - MP ENG - RECEIPT 134251 BY L JONES
590532	02-May-2018	4,142.50	GROUNDWATER SOLUTIONS INC	PROJ 0642.001 - ELLSWORTH WELL REHABILITATION - THRU 03/31/18 - MP ENG - RECEIPT 134246 BY L JONES
590533	02-May-2018	8,457.35	HARPER HOUF PETERSON RIGHELLIS INC	SUMMARY: ENGINEERING SERVICES - MP ENG
590534	02-May-2018	1,809.75	HARRYS KEY SERVICE INC	SUMMARY: KEY/LOCK REPAIR SERVICE CALLS
590535	02-May-2018	288.00	HEARING BY DESIGN	REF SENIOR MESSGR
590536	02-May-2018	53.00	Herzog, Patrick Robert	CUES - ORLANDO
590537	02-May-2018	4,583.33	HISPANIC METROPOLITAN CHAMBER	PROJ 414744 - SMALL BUSINESS ASSISTANCE PROGRAM - 18MAR - CDBG FUNDING
590538	02-May-2018	215.00	HOME SOLUTION CASH BUYERS	REF BUS LIC
590539	02-May-2018	484.50	HOULIHAN LAW PC	GENERAL REAL ESTATE SERVICES - 03/02/18-03/09/18 - LEGAL SERVICES - LAW
590540	02-May-2018	4,488.00	HOUSING INITIATIVE LLC	PROJECT 2017-AHF-221101 - HOUSING INITIATIVE LLC - THE PACIFIC PROJECT - 18MAR - AFFORDABLE HOUSING FUND
590541	02-May-2018	100.00	HUDSONS BAY NEIGHBORHOOD ASSN	2018 PARTICIPATION IN RESOURCE CONSERVATION CHALLENGE - SOLID WASTE
590542	02-May-2018	6,000.00	INTERTWINE ALLIANCE FOUNDATION	VPR 2018 PARTNER DUES
590543	02-May-2018	100.01	JAMES C DAVIS	REF 600 SCIP LOAN
590544	02-May-2018	25.00	JAMES ROOD PLUMBING	REF OVERPMT PKG CIT 7200406408
590545	02-May-2018	1,500.00	JCI JONES CHEMICALS INC	ORDER 554184 - CHLORINE 150 LB CYLINDERS - 6 EA - OP CENTER
590546	02-May-2018	89,434.00	JEFFREY BARRAR PS AKA VANCOUVER DEFENDERS	18MAY PUBLIC DEFEND PRIMARY AND INVESTIGATOR - CMO
590547	02-May-2018	1,000.00	JERRY HERRERA	03/13/18 - CATERING SERVICES - 2018 VPD AWARDS BANQUET - VPD
590548	02-May-2018	25.00	JOANNE HARTY	REF OVERPMT PKG CIT 7200802923

*Please contact Procurement Services if you would like to review the justification for EMERGENCY procurement.

INVOICE PAYMENTS REPORT

Check Number	Check Date	Amount	Vendor Name	Description
590549	02-May-2018	3,533.20	KEATING BUCKLIN & MCCORMACK INC PS	CLIENT MATTER 1109-00002 - LEGAL SERVICES - COV ADV QUINN - 03/09/18-03/29/18 - INVOKE VMC 3.05.200(2) - RISK
590550	02-May-2018	1,291.00	KEITHS SPORTING GOODS INC	OPERATING SUPPLIES - VPD
590551	02-May-2018	1,568.15	KELLY SERVICES INC	SCHMID, L - ORDER A2342 - W/E 04/22/18 - IT - RECEIPT 134496 BY J SCHOESSLER PER E-MAIL
590552	02-May-2018	32.00	Keys, Ross C	LOCAL MILEAGE
590553	02-May-2018	665.00	KING FOODS LLC	REF BUS LIC
590554	02-May-2018	3,296.55	LAKEYLAND DBA NORTHWEST SAFETYCLEAN	NFPA ADVANCED CLEANING/REPAIRS/GENERAL REPAIRS - FIRE
590555	02-May-2018	17,018.80	LANDSCAPE MANAGEMENT SERVICES	TREE PLANTING SERVICES - 73 EA - VARIOUS CITY LOCATIONS - THRU 04/04/18 - URBAN FORESTRY - RECEIPT 134155 BY K ELLIOTT PER E-MAIL
590556	02-May-2018	651.00	LAW OFFICES OF SUSAN DRUMMOND PLLC	FILE VANLU - LEGAL ASSISTANCE - LAND USE ISSUES - THRU 03/22/18 - LAW
590557	02-May-2018	53.66	Lebowsky, Laurie A	POST TRAVEL - NLC MARCH 2018
590558	02-May-2018	447.50	LEGACY HIGH SCHOOL	RENTAL DEPOSIT RETURN#3021
590559	02-May-2018	369.00	Leverich, James P (Jim)	CDL ENDORSEMENT AND TESTING REIMBURSEMENTS
590560	02-May-2018	15,383.67	MACKENZIE ENGINEERING INC	PROJ 2160446.00 - VANCOUVER OPERATIONS CENTER - THRU 03/25/18 - FACILITIES - RECEIPT 134235 BY S TURK PER E-MAIL
590560	02-May-2018	1,388.20	MACKENZIE ENGINEERING INC	PROJ 2170636.00 - VANCOUVER FACILITIES PROGRAMMING - THRU 03/25/18 - FACILITIES/CITY HALL - RECEIPT 134262 BY J MCGEE
590561	02-May-2018	189.39	MARK JOHNSON	REF PKG PERMIT COV07448
590562	02-May-2018	621.00	MARQUAM GROUP LTD	VPD SHAREPOINT SUPPORT - THRU 03/30/18 - INFO TECH - RECEIPT 134203 BY J SCHOESSLER PER E-MAIL
590563	02-May-2018	10,257.88	MISCELLANEOUS	SUMMARY: CITY UTILITIES REFUNDS, PARKS REFUNDS & OTHER MISC REFUNDS
590637				
590638	02-May-2018	378.20	Morrissey, Ryan P	CERT TRAINING - BURLINGTON WA
590639	02-May-2018	1,470.00	MOTUS RECRUITING & STAFFING INTL	MOORE ALAN - W/E 04/29/18 - PAYROLL WORK DAY PROJ
590640	02-May-2018	4,178.05	NATIONAL PARK SERVICE	MAY 18 PEARSON AIR PARK LEASE
590641	02-May-2018	1,269.95	NET TRANSCRIPTS	CUST 20-VANCOUVERPD - TRANSCRIPTION SERVICES - 03/23/18-03/28/18 - VPD - RECEIPT 134480 BY A CARMAN PER E-MAIL
590642	02-May-2018	30.00	NORTHWEST CASCADE INC DBA HONEY BUCKET	ACCT 015153 - ORDER 0151530064 - PORTA POTTYS RENTALS - 03/16/18 - URBAN FORESTRY
590643	02-May-2018	120.00	NORTHWEST NEIGHBORHOOD ASSN	2018 PARTICIPATION IN RECYCLING 101 PROGRAM - SOLID WASTE
590644	02-May-2018	45,236.06	OPEN TEXT INC	CUST 10074624 - RENEWAL RC266402 - EDOCS SOFTWARE MAINTENANCE - 05/01/18-04/30/19 - INFO TECH - RECEIPT 134497 BY J SCHOESSLER PER E-MAIL
590645	02-May-2018	211.43	PACIFIC POWER GROUP LLC	REPAIR ORDER 460220-000 - CHANGE TIME ON THE EXERCISE CLOCK - MODEL ODGB-C31545A - SER L870951301 - FIRE STN 6 - 3216 NE 112TH AVE - THRU 02/09/18 - OP CENTER - RECEIPT 133159 & 133176 BY P NEWTON PER E-MAIL
590645	02-May-2018	1,507.30	PACIFIC POWER GROUP LLC	REPAIR ORDER 460893-000 - 2018 PREVENTATIVE MAINTENANCE - MODEL 150DGFA - SER A910368638 - 17408 SE 15TH ST - THRU 03/13/18 - OP CENTER - PO 89471/ RECEIPT 134554 BY P NEWTON PER E-MAIL
590646	02-May-2018	62.50	PARKMOBILE USA INC	CUST 832027 - 18MAR - END USER FEES - PARKING
590647	02-May-2018	95.00	PETTY CASH CUSTODIAN	CDL LICENSE FEE - ELIJAH BANNISTER
590648	02-May-2018	140.20	PROFESSIONAL CREDIT SERVICE	SUMMARY: MULTIPLE REFUNDS
590649				

INVOICE PAYMENTS REPORT

Check Number	Check Date	Amount	Vendor Name	Description
590650	02-May-2018	8,328.61	QWEST CORP DBA CENTURY LINK	SUMMARY: PHONE SERVICES
590652				
590653	02-May-2018	25.00	RANDY GRIMES	REF OVERPMT LKG CIT 7200804174
590654	02-May-2018	135.50	RENTOKIL NORTH AMERICA INC	CUST 20766 - MONTHLY PEST CONTROL MAINTENANCE - 04/06/18 - MARSHALL CTR - RECEIPT 134167 BY P NEWTON PER E-MAIL
590654	02-May-2018	102.98	RENTOKIL NORTH AMERICA INC	CUST 21132 - MONTHLY PEST CONTROL MAINTENANCE - 04/06/18 - LEUPKE CTR - RECEIPT 134167 BY P NEWTON PER E-MAIL
590655	02-May-2018	90,889.06	REXEL INC	CUST 881870 - OPERATING SUPPLIES - OPS CENTER
590656	02-May-2018	88.40	RICHARD & ANNE HENDERSON	CHECK 2269 OVER AMT. DUE
590657	02-May-2018	499.38	ROBERT HALF INTERNATIONAL	CUST 03660-000152000 - RAHIMI LAILY - W/E 03/30/18 - FINANCE
590658	02-May-2018	2,929.50	ROBERT HALF INTERNATIONAL	CUST 03660-000152000 - SHICK DAVID - W/E 03/30/18 - FINANCE
590659	02-May-2018	1,717.43	Ross, Samuel Joshua (Sam)	PR# 90593; 09-MAR-2018; 1ST QUARTER 2018 PAYROLL CHECK
590660	02-May-2018	508.00	ROTSCHY INC	CLIENT 59 - VAC TRUCK DUMP, FILL CLASS S, ASPHALT IN - OPS CENTER
590661	02-May-2018	192.33	Ryan, Maria de los Angeles (Maria)	HEALTHY WORKSITE SUMMIT - POST TRAVEL
590662	02-May-2018	200.00	SHELDON WONG	04/08/18 - SUNDAY DANCE - MUSICAL ENTERTAINMENT - PARKS
590663	02-May-2018	25.00	SHIRLEY WOLLAM	REF OVERPMT PKG CIT 7200206437
590664	02-May-2018	140,429.19	SIERRA-CEDAR INC	SUMMARY: HANSEN UTILITY BILLING SUPPORT & WORKDAY IMPLEMENTATION SERVICES - INFO TECH
590665	02-May-2018	16,015.58	SIX DEGREES INC	CSI 18947192 - ORACLE PREMIER SUPPORT FOR SYSTEMS - INFO TECH - PO 89441/ RECEIPT 134489 BY S COOLEY PER E-MAIL
590666	02-May-2018	200.00	SOCIETY OF WASHINGTON SPRING ART SHOW	RENTAL DEPOSIT RETURN#1780
590667	02-May-2018	25,108.05	SOFT RESOURCES LLC	18MAR - PROGRESS BILLING - ERP SOFTWARE PROJECT MANAGEMENT SERVICES - INFO TECH - RECEIPT 134016 BY S COOLEY PER E-MAIL
590668	02-May-2018	340.69	SOFTWARE HOUSE INTERNATIONAL SHI	CUST 1072078 - SO S47392433 - ACROBAT PROFESSIONAL V2017 NEW LICENSE - 1 EA - AGREEMENT 4600014240 - INFO TECH
590669	02-May-2018	5,843.00	SONIA LOPEZ DBA ACTION ONSITE INC	18MAR - INJURY ASSESSMENT TRAINING - OP CENTER - RECEIPT 134147 & 134188 BY P NEWTON PER E-MAIL
590670	02-May-2018	30.00	STATE OF WASHINGTON	2018 NOTARY PUBLIC NEW APPLICATION - H ABBOTT - VPD
590671	02-May-2018	50.00	STATE OF WASHINGTON	2018 RENEWAL - LIC EXUS00021151 - EXPLOSIVES USER LICENSE - F GOMEZ - VPD
590672	02-May-2018	5,058.49	STATE OF WASHINGTON	PROJ JM0203L - CUST 916001288 5 - MATERIAL LAB CHARGES - 18MAR - CONSTRUCTION
590673	02-May-2018	296.96	STERICYCLE INC	SUMMARY: MEDICAL WASTE REMOVAL - FIRE
590674	02-May-2018	86.46	Stewart, Joseph M	CLOTHING ALLOWANCE REIMBURSEMENT FOR JOSEPH STEWART
590675	02-May-2018	39.29	SUSAN DAVIS	REF PKG PERMIT COV03469
590676	02-May-2018	3,340.00	SYSTEM COMMISSIONING CONSULTANTS INC	PROJ: VANCOUVER FIRE STATIONS 1 & 2 - THRU 03/31/18 - FACILITIES - RECEIPT 134088 BY S TURK PER E-MAIL
590677	02-May-2018	542,156.68	TAPANI UNDERGROUND INC	WATERFRONT PARK TRAIL - EST 11 - THRU 03/30/18
590678	02-May-2018	38.25	Taylor, Tyson Wayne	REIMBURSE EMPLOYEE FOR OUT OF POCKET EXPENSES
590679	02-May-2018	11,508.00	TEKSYSTEMS	SUMMARY: TEMPORARY STAFFING SERVICES - INFO TECH
590680	02-May-2018	25.00	THOMAS HAYES	REF OVERPMT PKG CIT 7200206318
590681	02-May-2018	6,000.00	TRAUMA INTERVENTION PROGRAMS	2017 QTR 4 - OPERATION OF THE TIP OF VANCOUVER - FIRE
590682	02-May-2018	235.57	UNITED PARCEL SERVICE	18MAR - SHIPPER #856018 - SHIPPING CHARGES - OPS CENTER
590683	02-May-2018	200.00	UNITED STATES POSTAL SERVICE	POSTAGE DUE 95004.00 FOR UTILITIES
590684	02-May-2018	2,070.00	UTILITY MANAGEMENT SERVICES	UTILITY MANAGER PRO SOFTWARE TECH SUPPORT RENEWAL - 04/01/18-03/31/19 - INFO TECH - RECEIPT 134078 BY J SCHOESSLER PER E-MAIL
590685	02-May-2018	1,260.00	VANCOUVER NATIONAL HISTORIC RESERVE TRUST DBA	RESERVATION 1943 - ARTILLERY BARRACKS - VPD

INVOICE PAYMENTS REPORT

Check Number	Check Date	Amount	Vendor Name	Description
590686	02-May-2018	1,679.09	VERIZON WIRELESS	SUMMARY: WIRELESS SERVICES - OPS CENTER & CED
I				
590692				
590693	02-May-2018	700.37	VERIZON WIRELESS SERVICES LLC	ACCT 772562790-00001 - CELL PHONES MONTHLY FEE 03/11/18-04/10/18 - FACILITIES
590693	02-May-2018	30.04	VERIZON WIRELESS SERVICES LLC	ACCT 772562790-00002 - GO CAMERAS 03/11/18-04/10/18 - FACILITIES
590694	02-May-2018	55.75	Vidito, Mike J	STATE CONTRACTING DEPT MEETING IN OLYMPIA, 4/4/18 - POST TRAVEL
590695	02-May-2018	3,271.88	W TODD PASCOE PLLC	2018 CONTRACTURAL SERVICES - 18APR - CMO
590696	02-May-2018	50.00	WA STATE BAR ASSOCIATION	RULE 9 APPLICATION FEE FOR INTERN RACHEL PERRY - LAW
590697	02-May-2018	10,000.00	WALDRON & COMPANY	SPECIAL OPS DIVISION CHIEF - CONSULTING SERVICES - INSTALLMENT 1 - THRU 02/24/18 - FIRE - RECEIPT 134419 BY C NELSON
590697	02-May-2018	10,000.00	WALDRON & COMPANY	SPECIAL OPS DIVISION CHIEF - CONSULTING SERVICES - INSTALLMENT 2 - THRU 04/06/18 - FIRE - RECEIPT 134419 BY C NELSON
590698	02-May-2018	801.17	WALTER E NELSON CO	SUMAMRY: JANITORIAL SUPPLIES - FIRE
590699	02-May-2018	1,512.14	WAPITI NW LLC	2018 ANNUAL SERVICE AND INSPECTION - 1985 FALBG TANK SPRAYER TRAILER - LIC D28136 - UNIT 521 - EQUIP SERVICES
590699	02-May-2018	1,291.10	WAPITI NW LLC	2018 ANNUAL SERVICE AND INSPECTION - 1993 MATLO FLAT BED W/ SHORING EQUIPMENT - LIC 11160D - UNIT 517 - EQUIP SERVICES
590700	02-May-2018	100.00	WASHINGTON ASSN OF PROSECUTING ATTORNEYS	2018 WAPA SUPPORT STAFF TRAINING - 05/16/18-05/18/18 - REGISTRATION FEE - STEPHENIE URICK - LAW
590701	02-May-2018	300.00	WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION	ACCT 20605-001 - TRAINING-LAW ENFORCEMENT RECORDS - 3 EA - V DEVOY/B LASSITER-BURGOYNE/S WELLER - 04/16/18-04/20/18 - VPD
590702	02-May-2018	500.00	WASHINGTON STATE DEPT OF TRANSPORTATION	UTILITY PERMIT/FRANCHISE U2062 - SOLID WASTE
590703	02-May-2018	100.00	WESTROCK RECYCLING	REF BUS LIC
590704	02-May-2018	69.00	WHEN THE SHOE FITS	REF CIVICGOV
590705	02-May-2018	29,755.78	WILCOX & FLEGEL	SUMMARY: FUEL - EQUIP SERVICES
590706	02-May-2018	906.00	WINTERBAUER & DIAMOND PLLC	ACCT 1987-00M - LEGAL SERVICES - INVOKE VMC 3.05.200(2) - THRU 03/26/18 - RISK
590707	02-May-2018	21,826.25	WIRE WORKS LLC	ADDITIONAL B/O SETINA PARTS - EQUIP SERVICES
590708	02-May-2018	71.48	XPO ENTERPRISE SERVICES INC	WEEKLY POSTAGE SERVICES - THRU 03/31/18 - FINANCE/MAILROOM
20001427	07-May-2018	561.99	CITY OF VANCOUVER	SUMMARY: INFOR CITY PAYMENTS
	SUBTOTAL	2,495,458.57		
VISA	08-May-2018	1,164.65	MISCELLANEOUS	PARKS CLASS REFUNDS - FCC 05/01/18 - 05/07/18
VISA	08-May-2018	1,102.68	MISCELLANEOUS	PARKS CLASS REFUNDS - MCC 05/01/18 - 05/07/18
VISA	08-May-2018	-	MISCELLANEOUS	PARKS CLASS REFUNDS - SPECIAL EVENTS 05/01/18 - 05/07/18
VISA	08-May-2018	183.71	MISCELLANEOUS	PARKS CLASS REFUNDS - VTC 05/01/18 - 05/07/18
VISA	08-May-2018	-	MISCELLANEOUS	PARKS CLASS REFUNDS - WREC 05/01/18 - 05/07/18
	SUBTOTAL	2,451.04		
	TOTAL	2,497,909.61		

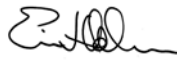
City of Vancouver
Payroll Council Report
May 1, 2018 - May 7, 2018

Check No.	Date	Explanation	Amount
		No payroll this period	

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STAFF REPORT NO. 064-18

TO: Mayor and City Council
FROM: Eric Holmes, City Manager



DATE: 05/07/2018
05/14/2018

Subject: Public Hearing on continuing a temporary moratorium on the acceptance and processing of applications for permits for the development of new structures; the expansion of existing structures; or subdivisions in the Tower Mall area which is that area bounded by East Mill Plain Blvd. on the north, North Devine Rd. on the east, and MacArthur Blvd. on the west. The moratorium area is within the Heights District Subarea, where a planning process is currently underway.

Key Points:

- State law allows cities and counties to place temporary moratoria on particular uses for up to six months while studies are conducted related to such uses and how they should be regulated. State law allows cities to extend existing moratoria for the same reasons.
- On June 5, 2017, City Council adopted Ordinance M-4201 placing an emergency 6-month moratorium on the acceptance and processing of applications for permits for the development of new structures; the expansion of existing structures; or subdivisions in the Tower Mall area.
- On November 20, 2017, City Council adopted Ordinance M-4221 continuing the temporary moratorium on the acceptance and processing of applications for permits for the development of new structures; the expansion of existing structures; or subdivisions in the Tower Mall area.
- Staff has initiated a subarea planning process for the Heights District, which includes the Tower Mall area. Extension of the moratorium will ensure that future development aligns with the vision articulated in the forthcoming plan.

Objective: On May 14, 2018, conduct a public hearing and adopt findings to extend the temporary moratorium originally adopted by Council on June 5, 2017, and extended on November 20, 2017.

Present Situation: The Heights District Subarea is identified as a future urban center in the City of Vancouver Comprehensive Plan. In order to establish a vision for the area and guide its future growth and development, the City of Vancouver is undertaking a subarea planning process for Mill Plain Central. In June 2017, the Vancouver City Council approved the purchase of an 11.83-acre parcel known as the Tower Mall site. Following the purchase of the property, Council adopted a six-month development moratorium for the site and adjacent properties in the Tower Mall area. This temporary moratorium prohibits the acceptance and processing of applications for permits for the development of new structures, the expansion of existing structures, or subdivisions in the Tower Mall area. The ordinance will allow staff time to prepare a subarea plan for the area, identify any related land use regulations, and conduct the required environmental review process. A continuation of the temporary moratorium is necessary to ensure that future development aligns with the vision articulated in the forthcoming plan.

Advantage(s):

1. Allows the City time to develop a subarea plan for the Tower Mall area; amendments to Title 20; and conduct the required environmental review process.
2. Allows time for a public process to participate in the subarea plan development and review on and comment on any proposed changes to land use regulations and environmental review.
3. Avoids applications for uses that would conflict with the achievement of the long-range vision for this area that will be defined by the subarea plan.

Disadvantage(s): Prohibits the acceptance and processing of applications for permits for the development of new structures; the expansion of existing structures; or subdivisions in the Tower Mall area that would conflict with the achievement of the long-range vision for this area that will be defined by the subarea plan.

Budget Impact: None

Prior Council Review:

1. June 5, 2017 Adoption of Moratorium
2. July 10, 2017 First Reading, Review of Moratorium Ordinance and additional findings of fact in support of the ordinance
3. July 17, 2017 Public Hearing, Adoption of Moratorium with additional findings of fact
4. Nov. 13, 2017 First Reading, Review of ordinance to extend moratorium
5. Nov. 20, 2017 Adoption of ordinance to continue moratorium

Action Requested:

1. On May 7, 2018, approve ordinance on first reading, setting date of second reading and public hearing for May 14, 2018.
2. On May 14, 2018, subject to second reading and public hearing, approve the ordinance.

Attachments: Proposed Ordinance Continuing Moratorium



To request other formats, please contact:
City Manager's Office
(360) 487-8600 | WA Relay: 711
Amanda.Delapena@cityofvancouver.us

05/07/18
05/14/18

ORDINANCE NO. _____

AN ORDINANCE declaring an emergency and continuing a temporary moratorium for the duration of six months upon the acceptance and processing of applications for permits for the development of new structures; the expansion of existing structures; or subdivisions in the Tower Mall area as defined herein; establishing six months as the tentative effective period of this ordinance; and establishing an immediate effective date.

WHEREAS, the City of Vancouver has the authority to adopt temporary moratoria pursuant to RCW 36.70A.390 and 35.63.200; and

WHEREAS, the City is developing a subarea plan for the Heights District, which is identified in the 2011-2030 comprehensive plan. The Tower Mall area is within the Heights District and is bordered by East Mill Plain Blvd. on the north, North Devine Rd. on the east, and MacArthur Blvd. on the west and is depicted on the map attached hereto as Exhibit A; and

WHEREAS, the City Council finds that in order to preserve the ability to prepare a subarea plan, that includes the Tower Mall area, with the widest range of choices and alternatives for future development, it is necessary to temporarily restrict development of new structures; the expansion of existing structures; and subdivisions within the Tower Mall area until a subarea plan is developed; and

WHEREAS, without a temporary moratorium the City could, in the near future, receive applications for development that would conflict with the achievement of the long-range vision for this area that will be defined by the subarea plan; and

WHEREAS, the enactment of this ordinance constitutes an emergency, due to potential land use impacts that may result from continued development in the Tower Mall area without the implementation of a subarea plan; and

WHEREAS, current land use regulations in this area do not adequately address long-term planning strategies, or aesthetic congruity with the community; and

WHEREAS, continuing a temporary moratorium as proposed herein will allow the City additional time to research and develop a subarea plan for the area, implement additional new regulation elements, and amend existing zoning ordinances if necessary.

WHEREAS, continuing a temporary moratorium will enable the City to hold public hearings and maximize public input in the development of the new subarea plan without jeopardizing any possible land use options that may be precluded by unrestricted development.

WHEREAS, the City Council believes that the continuation of a temporary moratorium promotes the public health, safety, and general welfare and convenience of the people of Vancouver, and will encourage the most desirable and productive use of land and properties in Tower Mall area;

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY OF VANCOUVER:

Section 1. Temporary Moratorium. As authorized by RCW 36.70A.390 and RCW 35.63.200, the City Council hereby continues the temporary moratorium on the acceptance, processing, and granting of applications for permits for the development of new structures; the expansion of existing structures; and subdivisions within the Tower Mall area.

Section 2. Exemptions. The moratorium established in Section 1 of this ordinance shall not apply to permits required for upkeep, repair, or maintenance of existing buildings or properties, or work mandated by the City to maintain public health and safety.

Section 3. Duration. This moratorium shall be in effect for six months following the effective date of this ordinance.

Section 4. Vested Rights. The moratorium created by this ordinance does not apply to properties with vested rights existing on June 5, 2017 which was the date of the enactment of the initial moratorium ordinance. “Vested Rights” shall be defined in accordance with VMC 20.210.110.

Section 5. Effective date. The City Council hereby finds and declares that an emergency exists which necessitates that this ordinance become effective immediately in order to preserve the public health, safety and welfare. This ordinance shall become effective immediately upon passage. The City Clerk is directed to publish a summary hereof including the title at the earliest possible publication date.

Read the first time:

Ayes: Councilmembers

Nays: Councilmembers

Absent: Councilmembers

Read the second time:

Passed by the following vote:

Ayes: Councilmembers

Nays: Councilmembers

Absent: Councilmembers

SIGNED this _____ day of _____, 2018.

Anne McEnery-Ogle, Mayor

Attest:

Natasha Ramras, City Clerk
By: Carrie Lewellen, Deputy City Clerk

Approved as to form:

E. Bronson Potter, City Attorney

SUMMARY

ORDINANCE NO. _____

AN ORDINANCE declaring an emergency and imposing a temporary moratorium for the duration of six months upon the acceptance and processing of applications for permits for the development of new or the expansion of existing structures and subdivisions in the Tower Mall area as defined herein; establishing six months as the tentative effective period of this ordinance; and establishing an immediate effective date.

The full text of this ordinance will be mailed upon request. Contact Raelyn McJilton, Records Officer at 487-8711, or via www.cityofvancouver.us (Go to City Government and Public Records).

EXHIBIT A: PROPERTIES SUBJECT TO DEVELOPMENT MORATORIUM

