DATE:

TO: Mayor Anne McEnerny-Ogle

City Council

FROM: Eric J. Holmes, City Manager

RE: **2023-2024 biennial budget development**

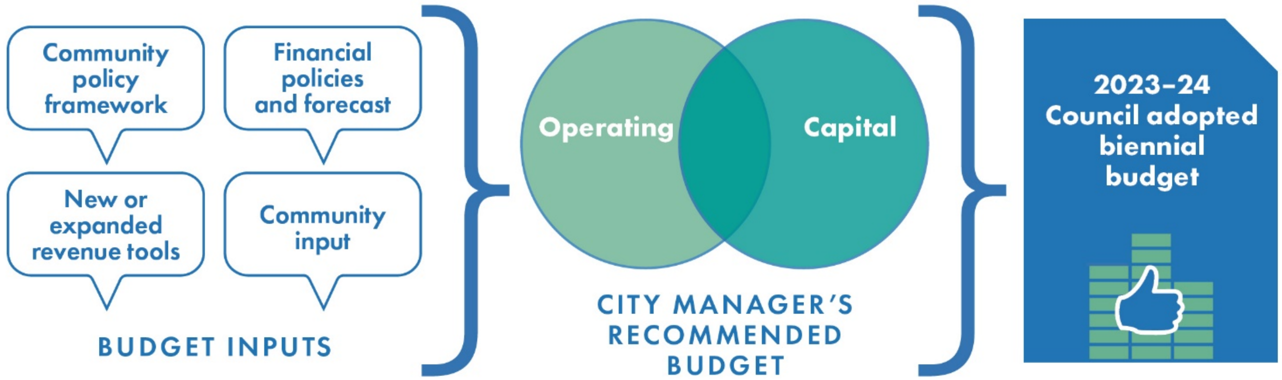
Background

Budget season is swiftly approaching for the 2023-2024 biennium. I have developed a calendar of engagement with the City Council in workshop format this spring to obtain policy direction that supports development of the City Manager's recommended budget.

Under the City Charter and state budget law, the City Manager is responsible for preparation and delivery of a recommended budget for the coming biennium no later than October 1. Adoption of the budget by Council is required no later than the first Council meeting in December. Our approach to budget development in Vancouver relies on ongoing awareness of Council priorities throughout the current biennium combined with early engagement with the Council during the budget preparation year to support adoption of the budget prior to Thanksgiving.

Budget inputs

Development of the City Manager's recommended budget is informed by a range of inputs, including prior policy direction and work in progress, City Council priorities, financial policies and long-range forecast, appetite for new or expanded revenue tools, equity & community vulnerability analysis and community



input.

Budget Policy Components

Historically, we have held a day long budget retreat with the Council in the spring to review the forecast and set the policy framework for budget development. This year, in recognition of a high volume of competing priorities and availability of a working council we are taking a different approach that programs a series of budget topics over May – June. These topics include:

- **Financial Policies:** The City's financial policies are our "north star" of budget development and fiscal management, underpinning our long-term financial resilience and supporting a strong credit rating.
- **2023-2028 "current law" financial forecast** for general street and fire funds: including key assumptions. A "current law" forecast assumes maintaining all current programs and FTEs for the 6-year forecast period without any material additions or changes. Policy direction on the budget from the Council over the series of workshops may change this forecast.
- **Potential new or expanded revenue tools:** There may be interest from the Council to consider new or expanded revenue tools for the coming biennium such as those considered during the Stronger Vancouver initiative. Some revenue tools may be newly available based on legislative changes or changes to local plans, such as the recently updated comprehensive parks recreation and culture comprehensive plan.
- **Climate action guidance:** Consistent with Council direction in March, a climate action policy resolution is being developed by staff that will bring greater clarity to expectations around climate action goals and investments in the coming biennium in advance of adoption of the full Climate Action Plan which is targeted for adoption in midsummer.

- **Equity and community vulnerability analysis:** Using tools developed that identify and map socially vulnerable areas of within the City, equity is expected to be a cornerstone consideration in developing the 2023-24 recommended budget.
- **Capital programs:**
  - Transportation Capital priorities: the 6-year Transportation Improvement Program (TIP) is the policy tool used to prioritize investments in the City's transportation and mobility system for the next 6-year period. The 6-year TIP is currently being reviewed by the Transportation and Mobility Commission and is required by law to be updated by the end of June each year.
  - Utilities Strategy and Capital Improvement Plan (CIP): the City is developing a resilient water utilities strategy to chart investments that improves system resiliency, aligns with climate goals, enhances equity among ratepayers (both inside and outside the City), and meets or exceeds new and forecasted regulatory mandates. Part of this strategy includes expanding the CIP from a 6-year to a 15-year planning horizon and examining the balance of rate adjustments and use of debt
  - General capital program (summer): inclusive of all "vertical" development undertaken by the city, this capital program includes park development and general facilities such as police, fire and city hall. With passage of park impact fee increases adopted in 2020 and passage of Proposition 2 in 2022, this is projected to be more robust than in prior years.
  - ARPA (summer/fall): consistent with the approach endorsed by Council in prior sessions, the 2023-24 budget will include obligations of all ARPA funding on projects and programs consistent with Council policy direction and Treasury guidance.

Community engagement

- Balancing Act budget simulation in conjunction with BeHeard (June – July)
- Strategic Plan Advisory Committee (Summer)
- ARPA associated engagement in Fourth Plain and Main Street
- Parks and Recreation Advisory Commission (parks capital)
- Transportation and Mobility Commission (transportation capital – TIP)
- Community & Neighborhood leaders forum (regular summer meeting)

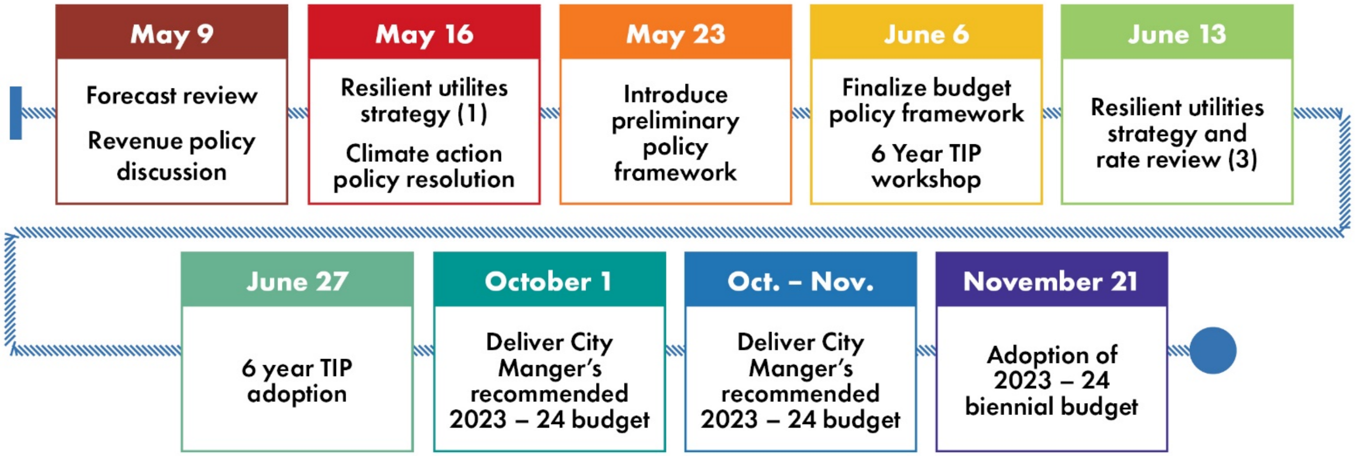
Preliminary Schedule

- May 9 (1 hour early start):
  - 3:00 - 6:00 2023-24 budget workshop.
    - Financial Policies
    - Forecast

        - Introduction of:
            - Policy touchstones for budget framework
            - expanded/new revenue options

- May 16 (1 hour early start):
    - 3:00 – 4:00: Climate Strategies Review (budget implications)
    - 4:00 – 5:00 Housing Strategies Update (potential budget implications)
    - 5:00 – 6:00 Resilient Water Utilities Strategy (budget related – utility capital)

- May 23 (regular start time):
    - 4:00 – 6:00: draft recommended 2023-24 budget policy framework
- June 6 (regular start time):
    - 4:00 – 5:00: Final budget policy framework (as needed)
    - 6 year TIP workshop (budget related – transportation capital) – public hearing June 27
- June 13 (regular start time):
    - 4:00 - 5:00: Resilient Water Utilities Strategy (budget related – utility capital & rates)
- General capital program discussion to occur later in summer.
- October 1: publication of City Manger's recommended 2023-24 budget
- October – November: workshops on recommended budget
- November 14: First reading of budget ordinances
- November 21 Second reading, public hearing and adoption of budget


May 9
Forecast review
Revenue policy discussion
May 16
Resilient utilites strategy (1)
Climate action policy resolution
May 23
Introduce preliminary policy framework
June 6
Finalize budget policy framework
6 Year TIP workshop
June 13
Resilient utilities strategy and rate review (3)
June 27
6 year TIP adoption
October 1
Deliver City Manger's recommended 2023 – 24 budget
Oct. – Nov.
Deliver City Manger's recommended 2023 – 24 budget
November 21
Adoption of 2023 – 24 biennial budget

DATE: May 5, 2022

TO: Mayor Anne McEnerny-Ogle

City Council

FROM: Eric J. Holmes, City Manager

RE: **2023-2024 biennial budget development: Financial Policies and Preliminary Forecast**

The May 9 budget workshop is focused on the two most significant foundational elements of our overall budget and fiscal management strategy: the City's **financial policies** and the **long-range financial forecast**.

Executive Summary

The last two years have been turbulent and unpredictable for the planet, country, state and City. The global pandemic presented operational and economic challenges that required agile response, creative adaptation and dynamic fiscal management in our approach to serving Vancouver. As we transition out of the pandemic:

- Vancouver is in strong and stable financial condition.
- The preliminary six-year forecast for 2023-2028 is essentially balanced.
- Based on the preliminary forecast:
    - There is capacity for one-time investments in the next biennium for the Council's strategic priorities.
    - There is limited capacity for expansion of ongoing programs and services or to meet the demands of growth without new additional revenue.
- Without new ongoing revenues, service levels will decline over time due to growth and inflation.
- Within the context of the economic environment, strong policy leadership by Council and disciplined management by the City Manager will support ongoing stability and progress on Council and community priorities through the next biennium and beyond.

Target Workshop Outcomes

- Review of Financial Policies:
    - Preliminary affirmation of current policies and status of compliance
    - Recommended updates
- Review preliminary 2023-2028 forecast for General, Street and Fire funds:
    - Affirm key revenue assumptions with Council
    - Affirm key expenditure assumptions with Council
- Introduce potential new and expanded revenue tools to consider
- Introduce initial policy touchstones to guide future budget policy framework discussions
- Review next steps

Financial Management Policies ("Financial Policies")

In addition to following all laws related to budgeting as outlined by RCW 35, the City has internal "best practice" Financial Management Policies that are adopted by the City Council and reviewed every two years during the budget development process. The Financial Management Policies are a compendium of all City policies that shape the budget. The policies ensure that the City maintains a healthy financial foundation into the future; they also serve as a basis for annual audits, as well as inform the period rating of the City's credit. The goal of these policies is to promote:

- An extended, six-year financial planning horizon to increase awareness of future potential challenges and opportunities.
- Setting aside reserves for contingencies, replacement of capital equipment, and other similar needs.
- Maintaining the effective buying power of fees and charges and modifying cost recovery targets when appropriate to do so.
- Accountability for meeting standards for financial management and efficiency in providing services.
- Management of the City's physical assets to provide sustainable service levels into the future.
- Planning for the capital needs of the community and managing them for future use by residents.
- Improved equity for those we serve through City investments and revenue structures.
- An emphasis on improving community safety through strategic deployment of the City's financial resources.
- Improving the City's overall impact on climate change.
- Maintaining appropriate levels of debt while ensuring quality bond ratings.
- Investing public funds to provide maximum security with appropriate returns and timely liquidity.
- Communication to residents and customers on how the community goals are being addressed.

The policy statements are grouped by major category in alignment with the policy goals and are presented in the following order:

- Long Range Financial Planning and Resource Utilization
- Reserves
- Capital Planning and Asset Management
- Financial Asset and Liability Management

A full set of the financial policies is attached, including preliminary amendments. During the workshop, staff will provide a high-level review of the policies, the status of compliance for each, as well as preliminary recommendations for amendments for this budget preparation. Final Council adoption of any changes to financial policies will occur concurrent with budget adoption in the fall.

Preliminary Six-Year Forecast

The *preliminary* six-year forecast is required pursuant to the City's comprehensive financial policies, which call for the City to make fiscal management and budget policy decisions in the context of long-range financial forecasting. It is important to recognize this is a preliminary forecast in an economic environment that remains volatile, with high inflation rates, declining GDP and active federal reserve policy making, among other variables. The inputs to the forecast will be monitored over the next 6 months leading up to budget adoption and the forecast adjusted accordingly, informing overall budget development approach.

There are a range of assumptions – some economic and some policy based - that drive the long-term forecast on both the revenue and expenditure sides. The workshop provides an opportunity to vet these assumptions with Council to assure alignment with the policy body on this foundational piece of budget development. Key assumptions are listed below and will be reviewed with Council on May 9:

<table>
<tr><th colspan="2">GENERAL ASSUMPTIONS</th></tr>
<tr><td colspan="2">The forecast anticipates that inflation will be reduced from the 8-9% range in 2022 to 5% annually 2023-2025 and will gradually return to the Federal Reserve target levels by 2028.

High inflation will impact all aspects of City’s spending, from personnel to capital expenditures.</td></tr>
<tr><th>MAJOR REVENUE ASSUMPTIONS</th><th>MAJOR EXPENDITURE ASSUMPTIONS</th></tr>
<tr><td>primary drivers:
:: economic activity
:: Council policy action</td><td>primary drivers:
:: personnel costs
:: professional services expenditures
:: new debt service for Ops Center Replacement</td></tr>
<tr><td>Economy & Economic Activity
• The economy will continue to expand through the 2023-2028 forecast period, but at a slower pace than last biennium
• Consumer behaviors established during the pandemic, as well as robust construction activity will continue, supporting a new, higher baseline for sales tax revenues to continue through the forecast period
• Utility tax on privately owned utilities is to continue the trend of paced level of consumption
• Business License and Business License Surcharge revenues will return to pre-pandemic historical trends
• Other revenues anticipated to follow historical trends
• Recreation Centers will return to full operational demand in 2023, with associated revenues returning to pre-pandemic historical trends

Council Policy Action
• Property tax revenue to continue to increase by 1% per year plus new construction
• The aggregate blended rates on city-owned utilities (sewer, water, drainage, garbage) will increase at 6% annually

Pending Council Policy Discussion
• No new taxes</td><td>Economy & Economic Activity
• Inflation is to remain elevated during the first three years of the forecast, impacting the City’s overall cost structure
• Modest future salary increases and step/ performance increases for all groups of employees, consistent with current compensation system
• Fire Levy (Proposition No. 2) implementation: firefighters and associated admin support in IT, HR, finance and Capital project management
• No new FTEs in General Fund-supported departments without new additional revenues
• Lower jail costs due to extended period of constrained jail capacity
• Debt service in the General Fund to support the Operations Center replacement (proportionate to the 40% General Fund share of overall project costs)

Council Policy Action
• As Transportation debt is paid off, the dollars are re-invested to Transportation and Mobility projects on a pay as you go basis</td></tr>
</table>

The structural issue resulting from expenditures continuing to grow faster than revenues is anticipated to remain over the length of the forecast.

On the revenue side of the forecast, a key assumption is no new or additional taxes. Prior to the pandemic, the Stronger Vancouver initiative included a discussion of a range of possible new council-manic revenue sources, and policy changes since then include opportunity for Council to consider new revenues. These include:

- Business license surcharge reform
- Park Impact Fee supplement (updated comprehensive plan including urban parks)
- Transportation Benefit District $10 license tab supplement
- Admissions tax
- Commercial parking tax

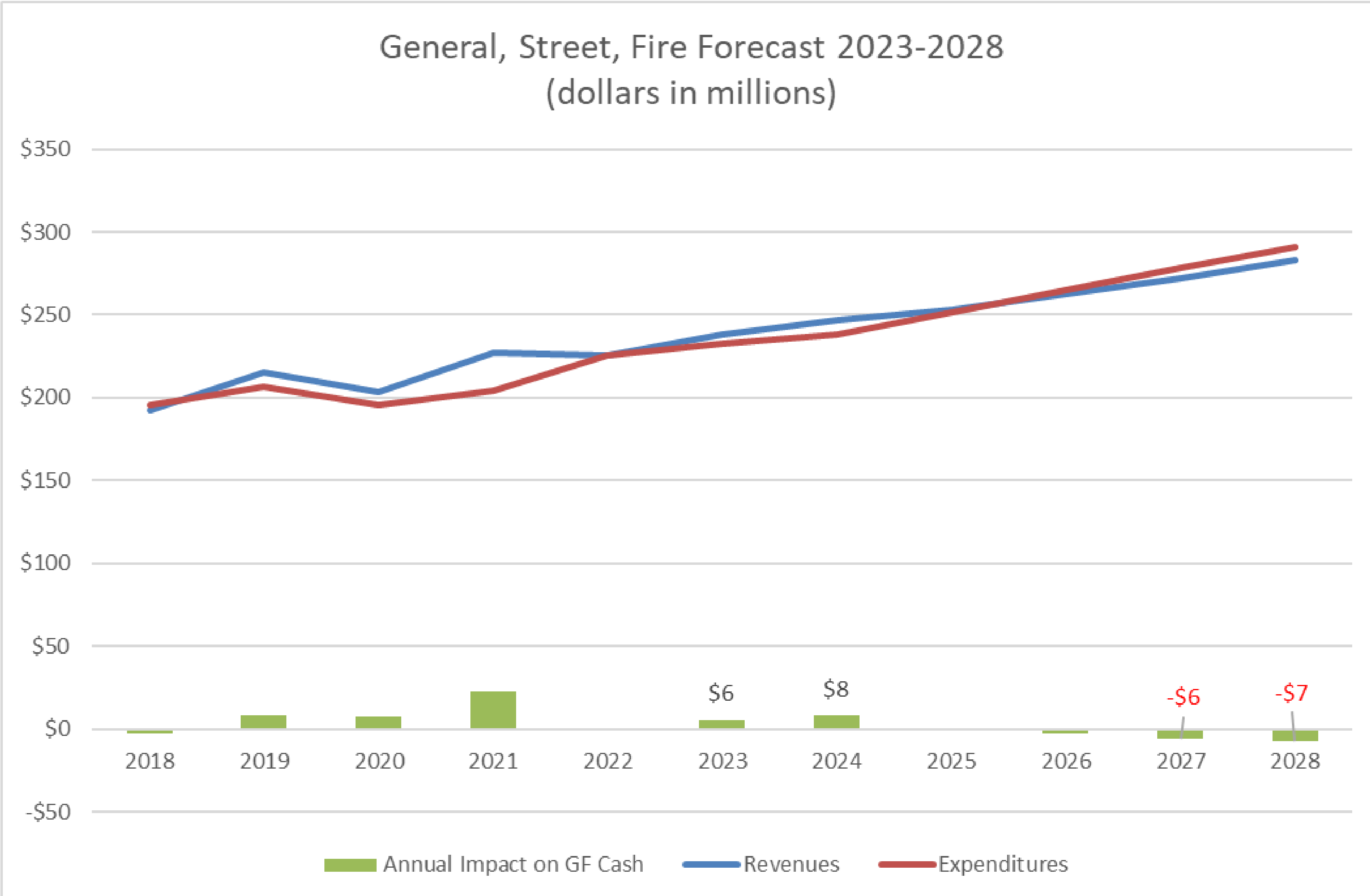
Note that this list does not include the potential for renewal of the Affordable Housing Fund levy, which will be a separate policy discussion later this year, nor does it include the possible revenues from a public safety sales tax that was recently placed on the ballot by the Clark County Council.

Initial Macro Policy Priorities

There is a two-hour workshop scheduled for May 23 to review a preliminary recommended budget policy framework with Council. As a primer to that discussion, the following are macro level policy issues I offer for initial discussion.

- **Improve equity and inclusion** [representative governance, accessibility of services, equitable project investments and program outcomes]
- **Improve community safety** [police, fire, transportation & mobility, water resources]
- **Reduce carbon footprint**
- **Grow economic opportunity** [strategic infrastructure investments, housing and homelessness, urban redevelopment, parking]
- **Build and maintain exceptional public places and spaces** [parks, trails, streets, civic buildings]
- **Position for growth and scaling** [new development, mid to large city transition, annexation]

I look forward to Monday's discussion.


General, Street, Fire Forecast 2023-2028
(dollars in millions)
$350
$300
$250
$200
$150
$100
$50
$0
-$50
$6
$8
-$6
-$7
2018
2019
2020
2021
2022
2023
2024
2025
2026
2027
2028
Annual Impact on GF Cash
Revenues
Expenditures

City Financial Policies

In addition to following all laws related to budgeting as outlined by RCW 35, the City has internal Financial Management Policies that are adopted by the City Council and reviewed every two years during the budget development process. The Financial Management Policies are a compendium of all city policies that shape the budget. The policies ensure that the City maintains a healthy financial foundation into the future. The goal of these policies is to promote:

- An extended financial planning horizon to increase awareness of future potential challenges and opportunities.
- Setting aside reserves for contingencies, replacement of capital equipment, and other similar needs.
- Maintaining the effective buying power of fees and charges and modifying cost recovery targets when appropriate to do so.
- Accountability for meeting standards for financial management and efficiency in providing services.
- Management of the City's physical assets to provide sustainable service levels into the future.
- Planning for the capital needs of the community and managing them for future use by citizens.
- Improved equity for those we serve through City investments and revenue structures.
- An emphasis on improving community safety through strategic deployment of the City's financial resources.
- Improving the City's overall impact on climate change.
- Maintaining appropriate levels of debt while ensuring quality bond ratings.
- Investing public funds to provide maximum security with appropriate returns and timely liquidity.
- Communication to residents and customers on how the community goals are being addressed.

The policy statements are grouped by major category in alignment with the policy goals and are presented in the following order:

- Long Range Financial Planning and Resource Utilization
- Reserves
- Capital Planning and Asset Management
- Financial Asset and Liability Management

Long-Range Financial Planning and Resource Utilization

It is very important to the City to incorporate a long-term perspective and to monitor the performance of the programs competing to receive funding. Management will ensure compliance with the legally adopted budget. Purchases and expenditures will comply with legal requirements and policies and procedures as set forth by the City.

1. A **long-term forecast** of revenues and expenditures will be developed for all operating funds for the six-year period following the end of the current biennial budget.

2. The financial **impact** from budget decisions made during the development of the biennial budget will be reviewed in the context of the **six-year** forecast.

3. The operating budget will be based on the principle that **current operating expenditures,** including debt service, will be **funded with current revenues**. The budget will not use one-time (non-recurring) sources to fund on-going (recurring) uses, postpone expenditures, or use internal borrowing to fund operations. The budget will incorporate the best available estimates of revenues and expenditures.

4. **Performance management** will be utilized in the budget prioritization process to ensure alignment with city goals and strategic commitments. Performance data will be used to support budgetary decisions. Measures will be developed to reflect the City's efficiency and effectiveness. Status of key performance measures will be reported to council.

5. Positive progress towards **climate action, social justice** and **community safety** will be measured annually. Equity and environmental sustainability lenses will be developed and utilized to support budgetary decisions. Status of key performance measures will be reported to council annually.

6. **Service levels will be defined and measured** in a manner that is based on results, including improving equity, safety and advancing climate action goals in the community, (e.g. units of service delivered, service quality & customer satisfaction) rather than resources allocated to provide the service and shall be considered in development of the 2023-24 Budget

7. The City will endeavor to maintain a **diversified general revenue base** to diminish the effects of short-term fluctuations in any given revenue. The goal is to have a combination of revenues that grow in response to a good economy and those that remain stable during times of economic downturn. Examples of the former include sales taxes, utility taxes, and building permit fees. Examples of the latter include property taxes, court fine revenues, and the gambling tax.

8. **Revenue estimates** will be developed using reasonably conservative, but realistic assumptions. Deviation of actual revenues from forecast shall not be greater than 2.5 percent. Revenues will be monitored and reported quarterly, including trends and year-end estimates.

9. **User fees and utility rates** in all funds will be based on balancing the full cost of providing the service, the competitive market, public benefit, community affordability and other appropriate policy considerations. Beginning on January 1, 2019, fees and rates will be adjusted annually at least by the CPI- W for the Seattle-Bellevue-Tacoma using the index for the 12-month period ending in June of the prior year to reflect increases in the costs of providing services. Fees and rates will be reviewed every three to five years and further adjusted if necessary.

10. On a regular basis, the City will conduct **cost of service studies** to identify the full cost of providing services funded with fees as well as the equity and affordability resulting from the cost recovery structures. The calculation of full cost will include all reasonable and justifiable direct and indirect cost components.

11. Specific council policies related to **cost recovery targets** by specific program are listed below.

- Building Fee Cost Recovery Target: 100%
- Land Use Fee Cost Recovery Target (2020): 75%
- Development Review Fees in Transportation Target: 75%
- Recreation Fees Cost Recovery Target (2011): under review in context of program, equity and inclusion objectives

(The above target rates represent percentage of the full cost of providing the services, including city administrative costs, including Departmental administrative costs, cost of maintenance and operation of facilities that the services are provided from and maintenance and replacement of the equipment used.)

12. **Full cost recovery** will be targeted in the enterprise fund operations:

- City Utility Operations (water, sewer, storm water, solid waste);
- Pearson Airport (currently is fully recovering its operating costs);
- Parking Fund (as of 2018 no longer receives a General Fund subsidy);
- Tennis Center (the Center is operated by USTA, since September of 2018, but the General Fund will continue supporting indirect costs and up to $10,000 per year in maintenance costs of the building).

13. **Overhead costs** will be appropriately shared by all operating funds as determined by the City's indirect cost allocation plan. The amount charged by the City for services provided under interlocal, or similar agreements, will include a factor to cover

the city's overhead costs.

14. **Grants** that support city objectives and are consistent with high priority needs, including those helping to address climate action, social justice and community safety, will be aggressively sought. Grants requiring a local match or a continuing city obligation to fund programs will be carefully considered prior to applying for the grant to ensure that ongoing resources will be available to meet the obligation. The City shall attempt to recover all allowable costs, direct and indirect, associated with the administration and implementation of the program funded through grants.

15. **Expenditures will be controlled** by an annual appropriated budget at the department/fund level. The City Council shall establish appropriations through the budget process. The City Council does not require a re-appropriation of carry-forward funds in the second year of the biennium. New or increases in appropriations require council approval.

16. If a deficit is projected during the course of a fiscal year, the City will take steps to reduce expenditures, increase revenues, or, if the deficit is caused by an emergency, consider using one of the existing General Fund reserves. The City Manager may institute a variety of measures to ensure spending remains below reduced revenues.

17. The City's **classification and compensation plan** will be maintained in a manner consistent with the labor market by reviewing classification specifications and benchmarks, so that changes in the classification structure may coincide with the budget cycle. The City will compare employee compensation using a total compensation approach that includes the value of benefits. The City will target compensating employees at the market mean level, within its ability to pay. A schedule of pay ranges of non-represented staff will be attached to the budget for Council review and adoption.

18. Positions may be overfilled by the City Manager or their designee for a limited time period in situations where maintaining minimum staffing, reducing personnel related costs, transferring knowledge, and providing a seamless transition between new, terminating, and retiring employees necessitates the overfill. Overfills will be managed within the fund/department budget appropriations and the overfill FTEs per approved budget.

19. Actual expenditures will be closely and frequently monitored. The comparison of budget to actual expenditures shall be reported to council on a quarterly basis.

20. The new expenditures in Fire that are funded by Proposition No. 2 (2022) levy lid increase include only the 43 new FTEs in Fire, and beginning in 2025, provide continued funding for the 13 FTEs for Station 11 already included in the 2021-22 budget. Additionally, the levy lid increase includes funding for Capital expenditures and sufficient administrative staff in Internal Services Departments to manage the additional Capital Project program and support the new Fire staffing as a result of the levy lid increase.

Reserves

Reserves are an important indicator of the City's financial position and its ability to withstand adverse events. Maintaining reserves is a prudent management practice.

21. An **emergency General Fund reserve** will be maintained equal to 7% of actual external revenues in the preceding fiscal year in the General, Street, and Fire Funds. The emergency reserve is for unexpected, large-scale events where damage in excess of $1 million is incurred and immediate, remedial action must be taken to protect the health and safety of residents (e.g. major flood, earthquake, etc.). In the event that these "emergency reserve" funds are used, the City shall restore the reserve to the full 7% level within a reasonable amount of time as necessitated by the scale of emergency. A clear plan will be developed to refill the reserve and the first significant deposit will occur the following fiscal year after the event.

22. The City will maintain additional **"working capital"** reserves, sufficient to fund, on average, 60-90 days of operations in each operating city fund. This reserve will address cash flow requirements and allow the City to operate without funding its operations through short- term borrowing.

23. The City will maintain a **"revenue stabilization"** reserve with a goal of reaching 2.5% of the current year's budget in the General Fund. This reserve may be used to provide funding to temporarily offset unanticipated fluctuations in on-going revenues or unanticipated events, such as unexpected external mandates, reductions in state-shared revenues, etc. The reserve funds will provide time for the City to restructure its operations in a deliberate manner to ensure continuance of critical city activities. If the reserve is spent down, it shall be restored within the following two years. This reserve could be utilized if there is an identified 3-6 month trend of reduced revenues.

24. An additional **"designated liability funding"** reserve will be created when the City accepts funding leading to future liabilities. The reserve will be equal to the stated liability in the future. If a federal or state grant requires local resources to fund the initiative after the grant expiration, the cost of funding the initiative is considered to be a liability that will be funded from the "designated liability funding" reserve.

25. The City will set aside a reserve to fund no less than fifty percent of the liability associated with **accrued compensated absences** in all city operating funds.

26. Council may take action to designate reserves for a specific purpose. An example is council's designation of reserves representing proceeds from the sale of the Columbia Arts Center.

27. Funds in excess of the reserves will be considered **unassigned General Fund balance** and could be used to fund high-priority council- designated one-time purposes. This includes but is not limited to funding accumulated currently unfunded deferred liabilities.

28. **Equipment replacement reserves** will be maintained in the equipment services capital fund sufficient to replace covered vehicles and heavy equipment at the end of their useful lives with like equipment. Equipment rates will include a factor to accrue the estimated replacement cost over the life of the equipment. Reserve balances and rates will be reviewed bi-annually for sufficiency.

29. **Technology equipment replacement reserves** will be maintained in the technology equipment replacement fund sufficient to repair covered equipment and major software systems for replacement at the end of its useful life.

30. A **liability self-insurance reserve** will be maintained to cover potential liability for tort claims. The unrestricted fund balance subtracts from available cash all the known claims against the City and those claims that might have occurred, but not yet reported. The fund balance will be based on the most recent actuarial study of the self-insurance fund. The actuarial study of the fund is to be performed no less frequently than once every two years.

31. A **benefits self-insurance reserve** will be maintained to cover two months of costs associated with benefit insurance premiums. Additional reserve might be set, as needed, to smooth out annual health insurance cost increases over time. Self-insured health insurance reserves will be maintained at a level consistent with State of Washington requirements for self-insured benefit plans.

32. **Fire pension** benefit obligations will be addressed by annual contributions to the fire pension fund in accordance with recommendations in the most recent actuarial study, as required by R.C.W. 41.16.050. (*Note: This is a "closed" plan with no new participants.*) The current number of members who are retired and receiving pension payments from the City is 33 with no additional members on active duty. City obligations arise only for those firefighters hired prior to March 1, 1970. The State of Washington has assumed all obligations for those hired on or after that date.

In addition to the pension payments, the City is also responsible for life-time medical benefits for the 59 retired members. The City contribution includes the projected annual pension payments for the retired members eligible for retirement benefits and projected annual medical benefit payments for those retired members eligible for medical and long-term coverage.

33. **Police pension** benefit obligation will be funded on a pay-as-you-go basis by making contributions to the police pension fund in an amount sufficient to meet police pension benefit obligations. (Note: this is a "closed" plan with no new participants). The current number of members who are retired and receiving pension payments from the City is 14, with no additional members on active duty. City obligations arise only for those police officers hired prior to March 1, 1970. The State of Washington has assumed all obligations for those hired on or after that date. In addition to the pension payments, the City is also responsible for the member's life-time medical benefits of 40 retired members and none on active duty.

34. A **facilities asset management and replacement reserve** shall be established in a separate fund to provide for major maintenance and building replacement of the major City facilities at the end of their useful life. This policy currently applies to facilities of the first and second tiers, as defined using contemporary asset management practices.

Capital Planning and Asset Management

Asset management is a systematic process whereby the assets of the City (i.e. water system, sewer system, transportation system, property, buildings, etc.) are operated, maintained, replaced and upgraded cost-effectively. It includes operations and maintenance costs, as well as capital investments, which can take the form of new construction, rehabilitation, or replacement.

35. In pursuit of an asset management strategy that prioritizes safety, equity and climate action, the City will:

- Consider the climate impacts of asset investments and pursue asset management strategies that reduce its contribution to climate change over time.
- Consider equity impacts of capital projects and asset management strategies and prioritize investments that improve equity within the City.
- Consider the potential improvements to community safety associated with capital investments and prioritize investments that improve community safety, particularly in the transportation system.

36. Asset management best practice involves managing the performance, risk and expenditures on infrastructure assets in an optimal and sustainable manner throughout their lifecycle covering planning, design, construction, operation, maintenance, and disposal. The City shall integrate the principles and best practices of asset management such as those embodied in the *International Infrastructure Management Manual* in the management of its assets. Asset inventory will be maintained with maintenance, repair and deferred maintenance costs identified and updated on an annual basis. Maintenance of city assets shall be addressed on a current need, rather than deferred into the future.

37. In 2015, Council adopted a new **Street Funding Program** in response to formal recommendations from a citizen-led effort. Revenues from this program were established to supplement without supplanting street funding resources identified in the 2015-2016 Adopted Biennial Budget. Annual reporting to Council and the residents of outcomes achieved through the Street Funding Initiatives Program has been initiated in 2017 and shall continue into the future. The City will maintain funding of the **Pavement Management Program** at no less than that in the 2015-2016 Biennial Adopted Budget level increased by an appropriate inflationary factor, if necessary. To ensure accountability and transparency, the increase in program level funded by the new Street Funding Program revenue sources will be fully costed, budgeted for and spent from special funds created to track direct operating, capital and administrative expenses. Annual reporting of the outcomes will be published for the residents and the City Council prior to the end of the first quarter of each year for the prior year beginning for fiscal year 2016.

38. The City will redirect to the new Street Funding Program expiring debt service budget from pre-2015 debt issues for transportation projects, beginning with debt expiring in 2016.

39. A **six-year city-wide Capital Improvement Program** shall be developed annually and shall provide a prioritized list of reasonably funded projects and those in process of securing funding. Capital improvement plans for utility assets shall be updated no less frequently than every two years. The comprehensive plan will identify longer-term capital needs by program area.

40. Funding for capital projects, including major facilities maintenance projects, will be allocated in a manner that balances community needs with city priorities, the potential for attracting matching funds, and the ability to reduce or limit expenses in future years.

41. Proceeds from the sale of City owned real estate assets will first to be considered for strategic reinvestment in public infrastructure supporting economic development.

42. The City's objective is to incorporate a **"pay-as-you-go"** approach (using available cash and current resources) in the Capital Improvement Program. Proceeds from the sale of city capital assets no longer utilized in operations will be deposited consistent with the initial ownership of the asset and invested in the highest priority city capital projects. Debt funding shall be considered for large capital projects with long useful life to better reflect inter-generational equity.

43. The capital budget will be adopted at the same time the City operating budget is adopted. The capital budget will only include fully funded projects. The capital budget will only contain projects identified in the Capital Improvement Program.

44. A **capital repair appropriation** will be maintained for unanticipated major repairs of general operating facilities and for emergency replacement of general fund equipment. Additions to the capital repair contingency reserve will be made based on council directions.

45. **Impacts on net annual operating and maintenance costs** will be identified as part of the funding considerations for new capital projects such as buildings, parks and street enhancements. This includes identifying potential reductions in maintenance costs if improvements are funded. The necessary funds to operate the capital facility will be identified at the time the capital budget is adopted.

46. In order to provide long-term sustainable utility services, the City will structure utility rates so that system reinvestment including major repair, rehabilitation and replacement of utility assets can be fully funded on an ongoing basis in accordance with the City's "pay as you go" policy. This will be achieved through a plan of smaller incremental rate increases to maintain affordability. As identified by the utility capital improvement plan, rates will also include an investment component for capacity improvements and system expansion.

47. A **system development reserve** will be maintained to fund growth related capital costs. All systems development charge revenue will be contributed to the fund.

Financial Asset and Liability Management

Investment Policies

48. The City will invest public funds in a manner which will provide maximum security of principal with the highest investment return, while meeting the daily cash flow demands of the City. Detailed policies are found in Exhibit A – Investment Policies.

49. The City will conform to all state and local statutes governing the investment of public funds.

50. All investment security transactions will be conducted on a delivery-versus-payment (DVP) basis.

51. The City will only deposit money with financial institutions qualified by the Washington Public Deposit Protection Commission and in accordance with the provisions of RCW 39.58.

52. The City will issue Request for Proposals (RFPs) for banking services, safekeeping, trust services, and other contracts related to financial services.

Debt Management Policies

53. The City will attempt to pay for capital projects on a "pay-as-you-go" basis. However, if debt is required, the City will follow debt policies as detailed in Exhibit B – Debt Management Policy.

54. The City will issue debt in conformance with the requirements of its statutory general obligation debt limits. The non-voted debt limit is a sub-part of that limit.

55. The City will reserve 10% of its non-voted debt capacity as a contingency against unforeseen emergencies requiring the issuance of debt.

56. The City shall not exceed 85% of the non-voted legal debt limit, excluding the 10% reserved for emergency purposes.

57. The City's annual debt service payments will not exceed 10% of the total General Fund annual expenditure appropriation.

58. Any Capital projects financed through the issuance of bonds shall be financed for a period not to exceed the expected useful life of the project.

59. The City will adhere to all post-debt-issuance compliance policies as described in Exhibit B – Debt Management Policy.

The City of Vancouver Financial Policies and the 2023-2028 Forecast

May 9, 2022

Vancouver City Council Retreat

Natasha Ramras, Chief Financial Officer

CITY OF Vancouver WASHINGTON

Financial Policies and 2023-2028 Forecast

Agenda

- Budget Process
- Overview of the City of Vancouver Financial Policies
- Overview of major assumptions on Revenues and Expenditures
- Review initial macro budget policy framework
- Next steps

Financial Policies and 2023-2028 Forecast

Target workshop outcomes

- Preliminary affirmation of current and recommended financial policies and status of compliance
- Review preliminary 2023-2028 forecast for general, street and fire funds:
    - Affirm key revenue assumptions with Council
    - Affirm key expenditure assumptions with Council
- Introduce potential new and expanded revenue tools to consider
- Introduce initial policy touchstones to guide future budget policy framework development
- Review next steps

Financial Policies and 2023-2028 Forecast

Opening Observations

- Vancouver is in strong and stable financial condition.
- The preliminary six-year forecast for 2023-2028 is essentially balanced
- Based on the preliminary forecast:
    - there is capacity for one-time investments in the next biennium for the Council's strategic priorities
    - There is limited capacity for expansion of ongoing programs and services or to meet the demands of growth without new additional revenue.
    - The structural deficit returns within the 6 year horizon
- Strong policy leadership and disciplined management will support ongoing stability and progress on priorities

City of Vancouver Budget Process

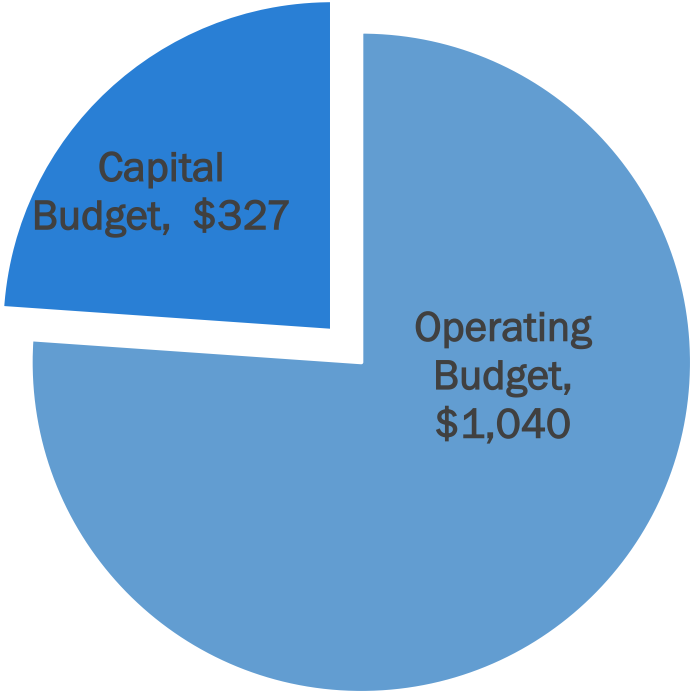
Segment objective:

- **Provide contextual overview of biennial budget process**

City of Vancouver Budget Process

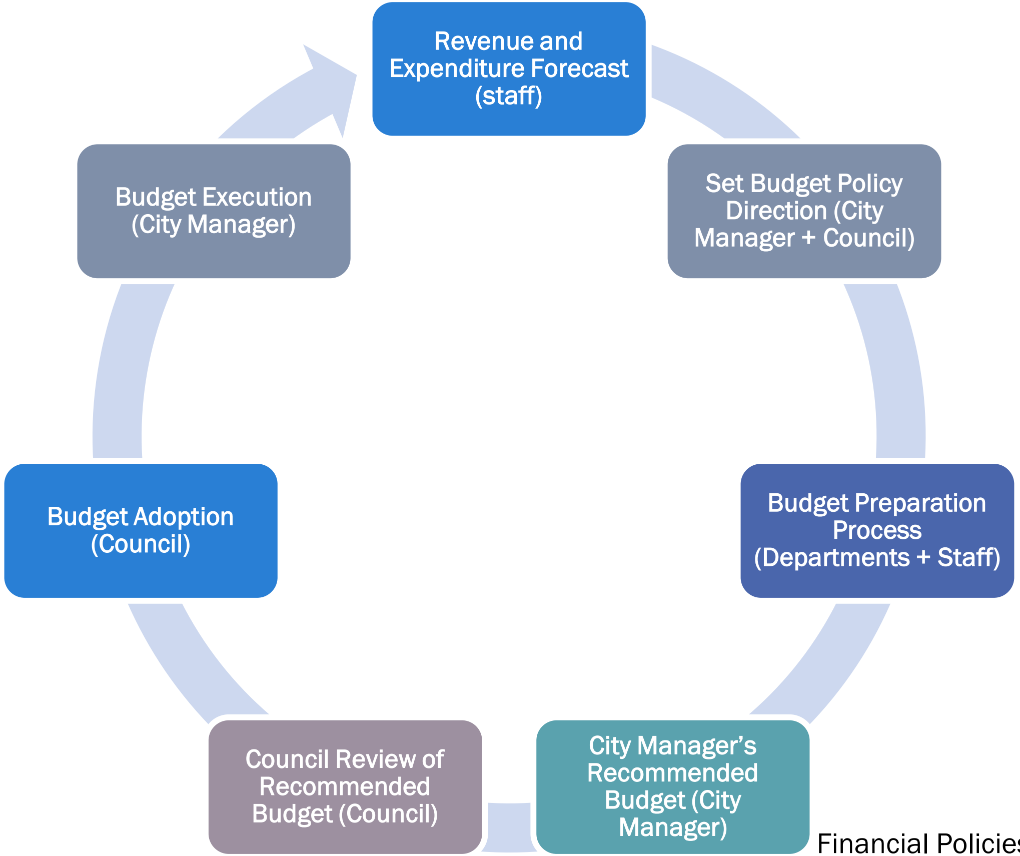
- The City of Vancouver budgets on a biennial basis beginning on odd numbered years (i.e. 2023-2024).
- Total City budget consists of two separate but integrated budgets: Operating and Capital.
  - Operating budget: general operations of the City & specific revenue funded activities.
  - Capital budget: construction projects in Transportation, Parks & Recreation, Utility and General Capital.

City of Vancouver 2021-2022 Budget: $1.4 bln (includes transfers)



- 1,204.3 FTEs (positions) are authorized in the current budget

City of Vancouver Budget Process



City of Vancouver Financial Policies

Segment objective:

- Preliminary affirmation of current and recommended financial policies
- Review status of compliance

City of Vancouver Financial Policies

- Major update to City financial policies in 2012; review and refinement each biennium
- Objectives:
  - Establish framework to build City's financial future in prudent, proactive way
  - Include best practices to ensure long-term fiscal stability
  - Simplify & modernize policies to reflect current economic environment and fiscal constraints

City of Vancouver Financial Policies

<u>City Financial Policy Framework</u>

- Long Range financial planning
- Reserves, Revenue & Resource Utilization
- Budget Management
- Capital Planning and Asset Management
- Debt and Investment Policies

City of Vancouver Financial Policies

Long Range Financial Planning

- Prepare long-term revenue & expenditure forecast
- Assess financial impact of proposed budget decisions within context of a 6-year forecast
- Operating budget:
  - Current operations funded with current revenues
  - One-time revenues will not be used to fund ongoing expenses
    - ✓ **Status: Consistently on-track**

City of Vancouver Financial Policies: Reserves

- ***Emergency Reserve*** = 7% of prior year's General, Street & Fire Fund revenue
  - Unexpected, large-scale nature-driven event
  - Each emergency is in excess of $1 million
  - Requiring immediate remedial action to protect health & safety of residents (flood, earthquake, etc.)
  - If used, to start restoring during year following the major event

✓**Status: Funded ~$14.1 mil**

City of Vancouver Financial Policies: Reserves

- ***Working Capital Reserve***
  - Sufficient to fund 60-90 days of operations of General, Street, and Fire Funds
  - Address City's cash flow requirements
  - Provide for normal City operations without short-term borrowing

✓**Status: Funded at 75 days ~ $41.1 mil**

City of Vancouver Financial Policies: Reserves

- ***Revenue Stabilization Reserve***
  - 2.5% of current year's General, Street & Fire Funds budget
  - Offset on-going revenue fluctuations or unanticipated events
    - Unexpected external mandates
    - Reductions in state shared revenues
  - When used, it will be replenished within two years

✓**Status: Funded ~ $5 mil**

CITY OF Vancouver WASHINGTON

City of Vancouver Financial Policies: Reserves

- ***Designated Liability Funding Reserve***
  - Created when City accepts funding leading to future liabilities
  - Equals to the identified future obligation
    - ✓**Status: $6.5 mil reserve consistent with HP DA**
- **Compensated Absences**
    - ✓ **Status: $6.0 mil reserve, 50% of the value of outstanding liability**

City of Vancouver Financial Policies: Reserves

- ***Council Designated Reserves***
  - Reserve for specific purpose as identified and prioritized by City Council
    - Currently - None
  - Reserve to cover one-time budget expenditures:
    - Expenditure budget exceeding anticipated revenues in the GF: **$19.5 mil**

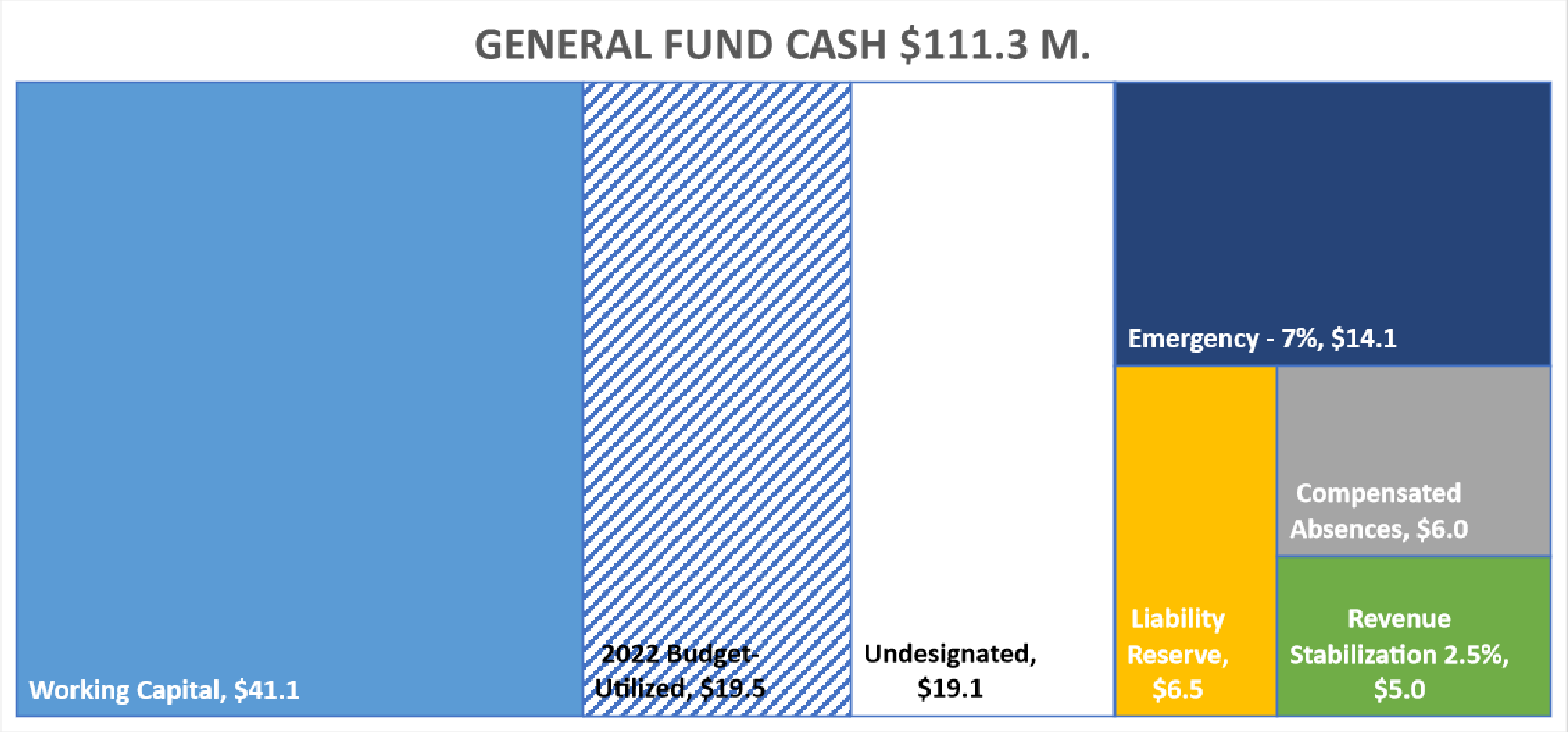
CITY OF Vancouver WASHINGTON

City of Vancouver Financial Policies: Reserves

- ***Unassigned Balance***
  - Provides one-time funding for high priority purposes:
    - Major facility maintenance/building replacement
    - Deferred maintenance of road infrastructure
    - Pre-funding of future obligations of volatile costs

✓ **Status: End of 2021 ~ $19.1 mil**

City of Vancouver Financial Policies: Reserves



City of Vancouver Financial Policies

<u>Revenues & Resource Utilization</u>

- User fees & utility rates in all funds based on:
  - Full cost of providing service, including inflationary impacts
  - Public benefit
  - Community affordability considerations
- Conduct regular cost of service studies
  - Include all reasonable & justifiable direct & indirect costs
  - ✓ **Building permit rate review will be completed in 2023**
  - ✓ **A comprehensive utility rates review is underway**

City of Vancouver Financial Policies

Revenues & Resource Utilization

- Establish specific cost recovery targets for certain departments (update as required)
  - Building Fee Target: 90%
  - Land Use Fee Target: 75%
  - Recreation Fee Target: 72%
  - Parking Fund: 100%

✓ **All areas but recreation were on track in 2021; recreation fees are under current review through equity and affordability lenses**

CITY OF Vancouver WASHINGTON

City of Vancouver Financial Policies

<u>Capital Planning & Asset Management</u>

- Funding for capital projects & major facilities maintenance projects will balance:
  - Community priorities and needs
  - Potential for attracting matching funds
  - Ability to reduce or limit expenses in future years

✓ Incorporate “pay-as-you-go” approach in the Capital Investment Program

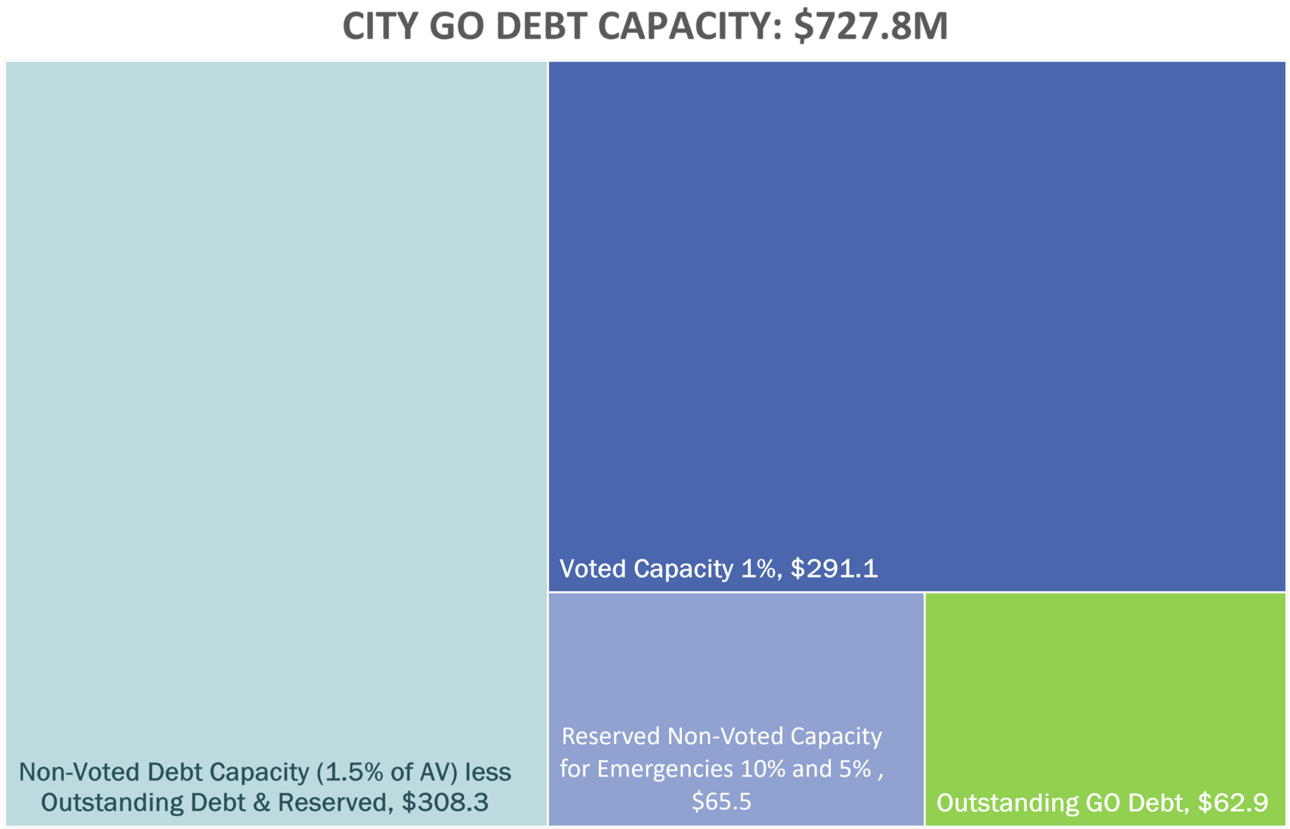
✓ **Status: Water is on track, Sewer is on track, Storm Water and Non-Enterprise Assets—progress made, work remains**

City of Vancouver Financial Policies

Capital Planning & Asset Management

- New recommended policy:
  - 41. Proceeds from the sale of city owned real estate assets will first be considered for strategic reinvestment in infrastructure supporting economic development.

City of Vancouver Financial Policies



- <u>Debt Planning, Issuance & Compliance Policies:</u>
  - City will reserve 10% of non-voted capacity for emergency purposes
  - City will not exceed 85% of non-voted debt limit
  - Any new debt requires dedicated revenue to make future payments

City of Vancouver Financial Policies

Financial Asset & Liability Management

- Annual payments of GO debt will not exceed 10% of total GF annual expenditure appropriation
- Capital projects financed with debt will be repaid during a period not to exceed project useful life

  ✓**Status: On track**

City of Vancouver Financial Policies

Budget Management

- During Biennial Budget process, City Council approves number of permanent City staff positions, their assignments to specific City funds
- City will establish classification & compensation plan:
  - Consistent with labor market and within City's ability to pay
    - ✓**Status: On track**

City of Vancouver Financial Policies

<u>Budget Management</u>

- Council establishes appropriations through budget process
- Expenditures controlled with annual appropriation at department/fund level
- No re-appropriation required for carry forward funds into second year of the biennium
- Quarterly reporting of budget vs. actual data

✓**Status: On track**

City of Vancouver Financial Policies

<u>Budget Management Policy:</u>

- New recommended policy:

20. The new expenditures in Fire that are funded by the Proposition No. 2 (2022) levy lid increase include only the 43 new FTEs in Fire, and beginning in 2025, provides continued funding for the 13 FTEs for Station 11 already included in the 2021-22 budget. Additionally, the levy lid increase includes funding for Capital expenditures and sufficient administrative staff in Internal Services Departments to manage the additional Capital Project program and support the new Fire staffing as a result of the levy lid increase.

City of Vancouver Financial Policies

Questions and Discussion on Financial Policies

2023-2028 General, Street and Fire Funds Forecast

Segment objectives:

- Review preliminary 2023-2028 forecast for general, street and fire funds:
    - Review and affirm key revenue assumptions
    - Review and affirm key expenditure assumptions

2023-2028 General, Street and Fire Funds Forecast

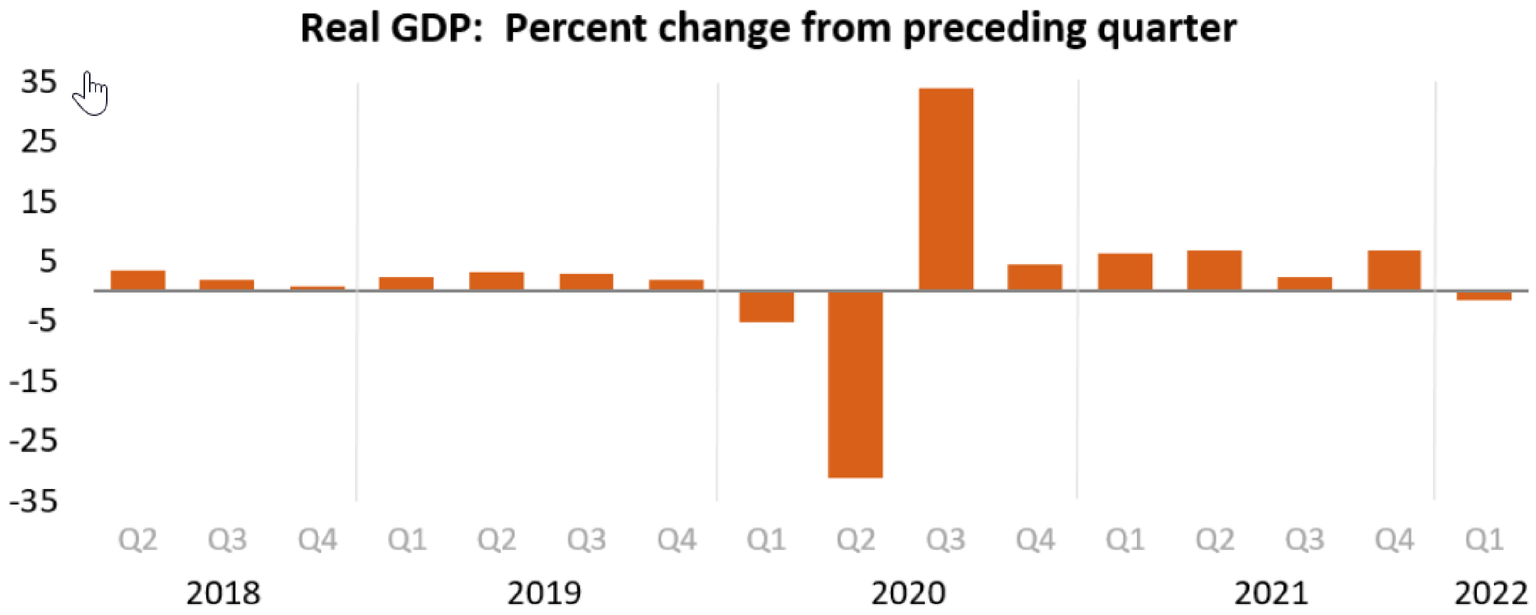
General observations:

- The national economy is cooling and the inflation rates are the highest over the last 30-year time period
- Forecast anticipates budget surpluses in 2023-24 and deficits through the end of the forecasted period
- Strong framework of financial policies, financial discipline over the last decade supports fiscally strong and stable organization; staffing shortfalls in a number of areas will need to be addressed during the next biennium

2023-2028 General, Street and Fire Funds Forecast

Macro economic indicators

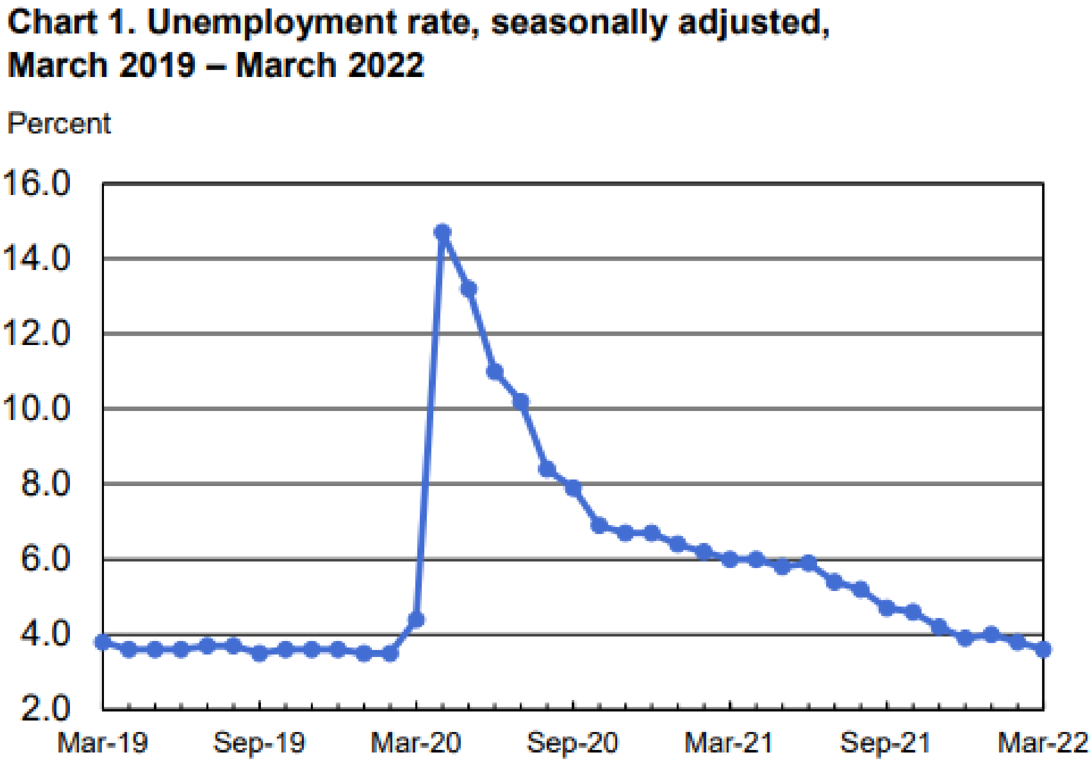
2023-2028 General, Street and Fire Funds Forecast



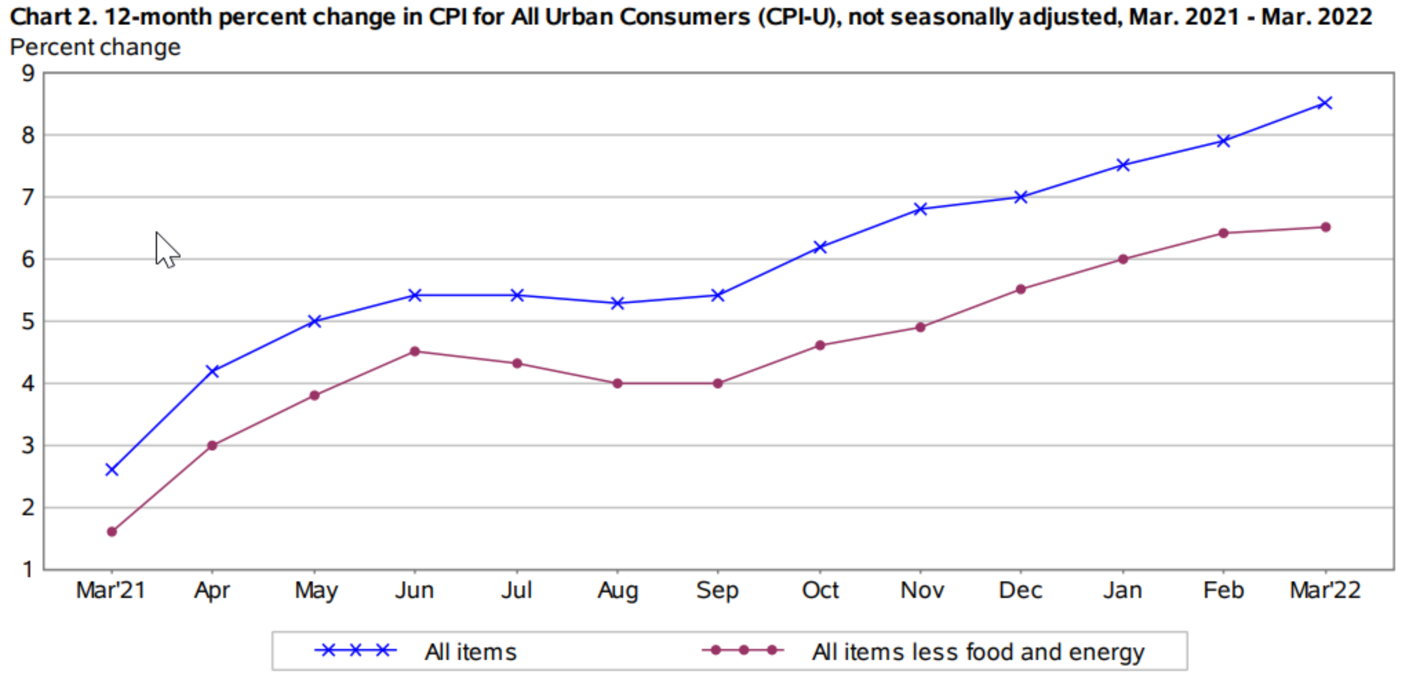
U.S. Bureau of Economic Analysis

Seasonally adjusted at annual rates

2023-2028 General, Street and Fire Funds Forecast



2023-2028 General, Street and Fire Funds Forecast

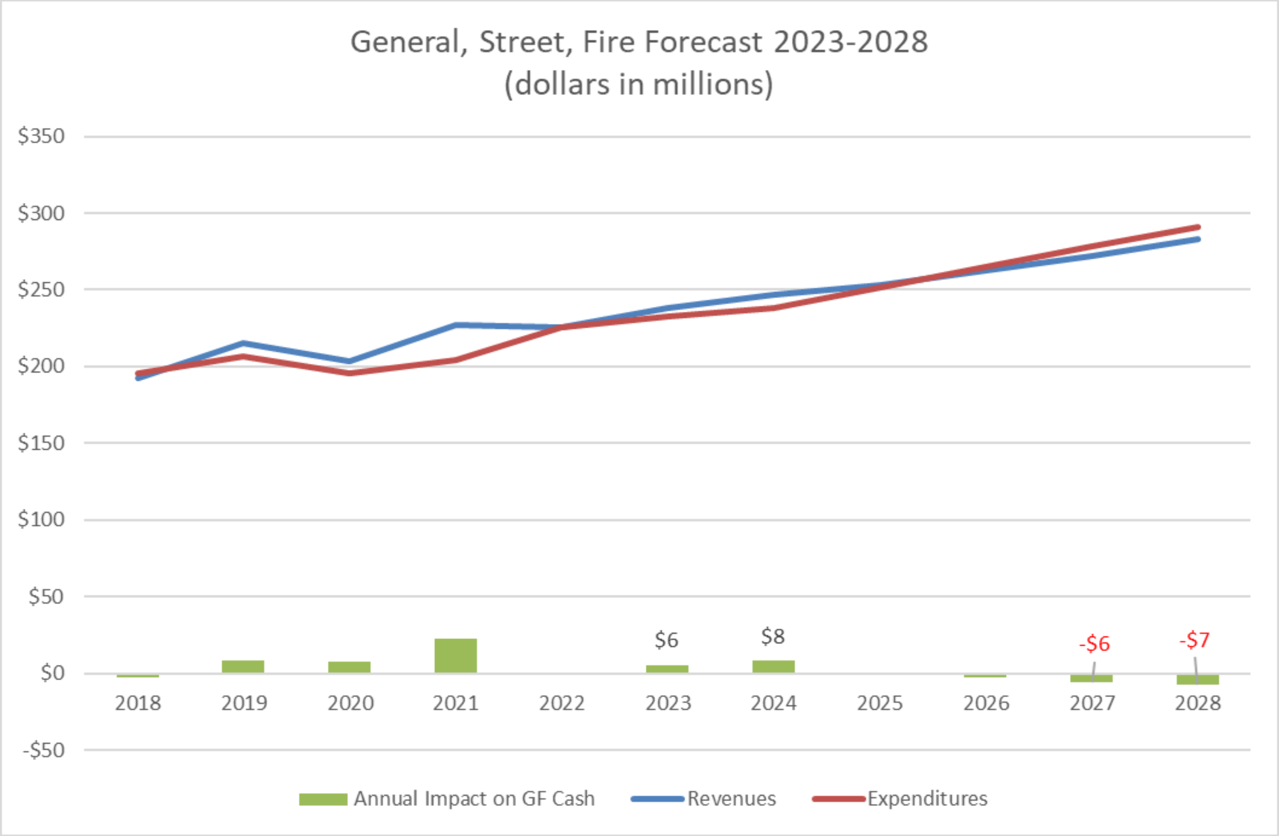


2023-2028 General, Street and Fire Funds Forecast

General observations:

- The forecast anticipates that it will take three years for inflation to get back to lower levels in later years;
- High inflation will impact all aspects of City's spending, from personnel to capital expenditures;
- The structural issue resulting from expenditures continuing to grow faster than revenues is anticipated to remain over the length of the forecast.

2023-2028 General, Street and Fire Funds Forecast

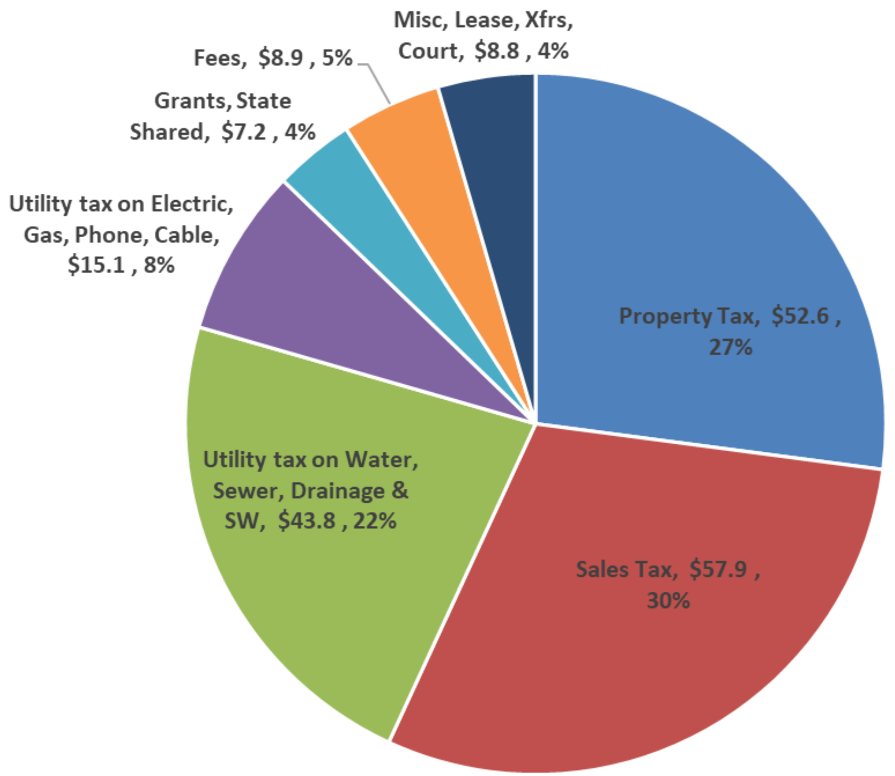


General Fund Revenues, Actual 2021: $194 m.

- Three major sources of revenue: Property Tax, Sales Tax, Utility Tax

~$80% of the total revenues

Vancouver



2023-2028 General, Street and Fire Funds Forecast

Major Revenue Assumptions:

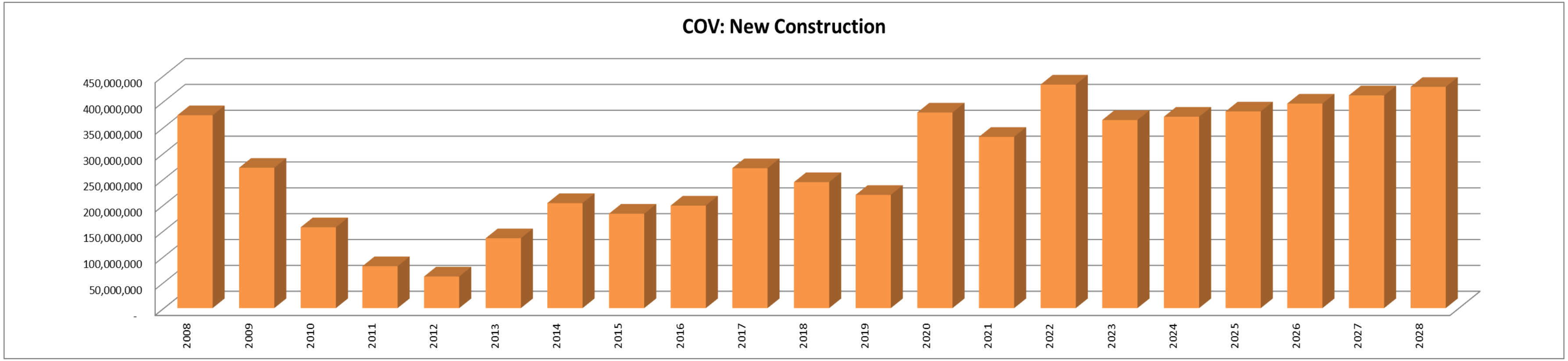
- The economy will continue to expand through the 2023-2028 time period, but at a slower pace
- Consumer behaviors established during the pandemic, as well as construction activity, will continue supporting a new, higher baseline for sales tax revenues over the forecast period.

2023-2028 General, Street and Fire Funds Forecast

Major Assumptions on the revenue side (cont.-d):

- ➢ Property tax revenue to continue to increase by 1% per year, plus new construction
- ➢ The aggregate blended rates on city-owned utilities (sewer, water, drainage, garbage) will increase at 6% annually
- Utility tax on privately owned utilities is to continue the trend of paced level of consumption
- ➢ No new taxes

2023-2028 Forecast Assumptions: Property Tax



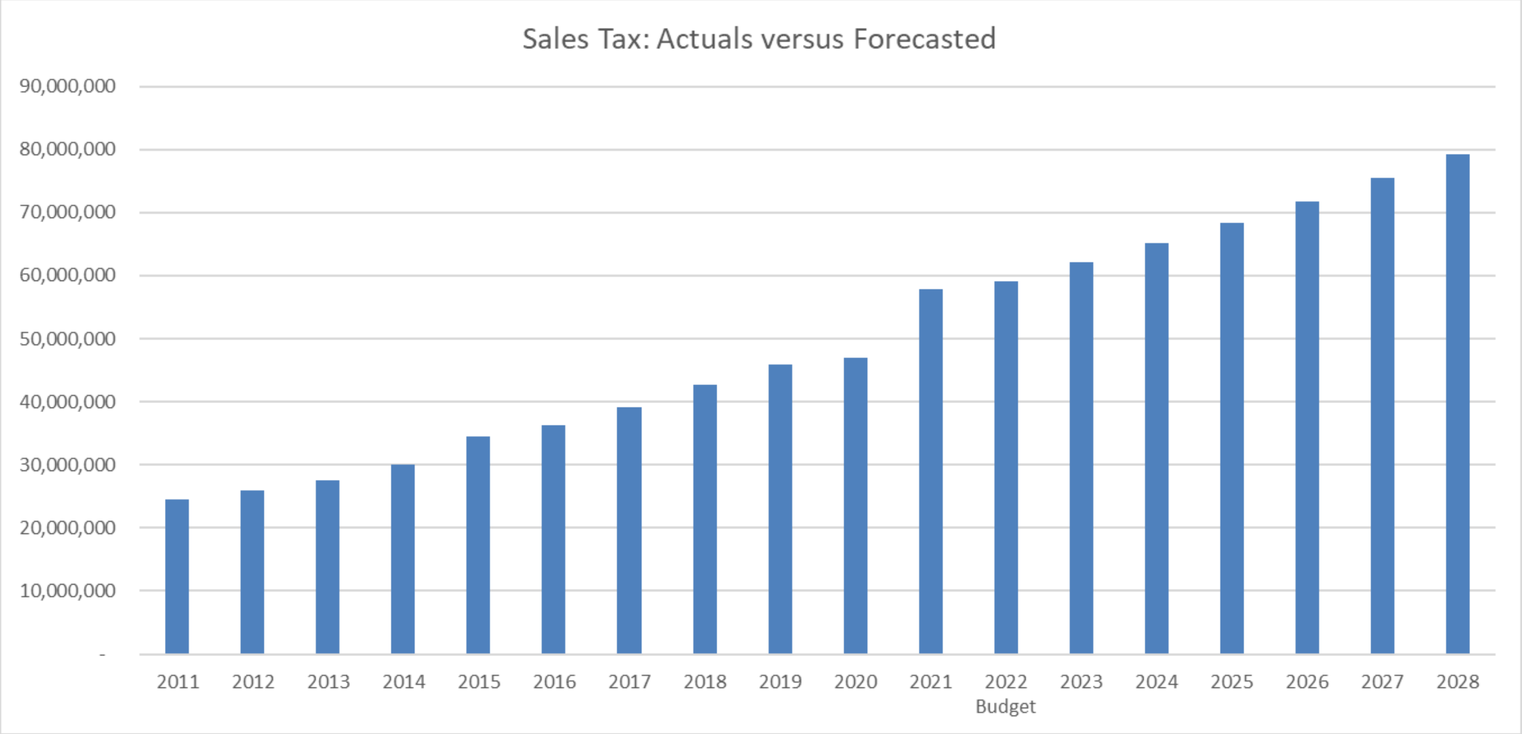
PROPERTY TAX

- Increases in assessed value (AV) do not have impact on revenues, except for new construction;
- Annual increase of revenue by 1% is included in each year of the forecast;
- New construction will stay at 1.25% of the AV, (historical range between 0.5% to 1.5% of AV);

CITY OF Vancouver WASHINGTON

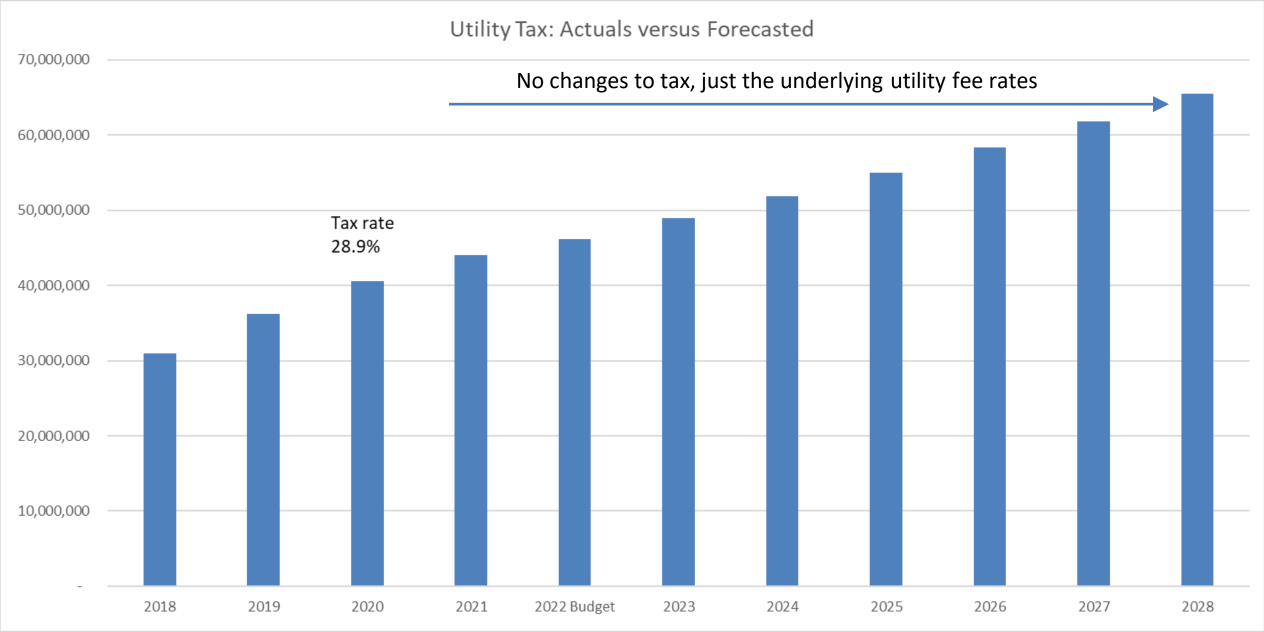
2023-2028 Forecast Assumptions: Sales Tax

- Assume: will retain retail sales from 2021 and grow by 5% annually through 2028



2023-2028 Forecast Assumptions: Utility Tax

- Forecast anticipates The aggregate blended rates on city-owned utilities (sewer, water, drainage, garbage) will increase at 6% annually
- ~ 42% rate increase between 2023-2028
- No tax rate change



2023-2028 Forecast Assumptions: Other Taxes

- Business License and Business License Surcharge revenues are anticipated to go back to historical trends
- Other adopted revenues anticipate to follow historical trends
- Recreation Center revenues are back on track, no major changes compared to trends

DISCUSSION: REVENUE FORECAST ASSUMPTIONS

Review and affirm major revenue assumptions of the forecast:

- Sales Tax
- Utility rates
- No new additional tax revenues

DISCUSSION: REVENUE FORECAST ASSUMPTIONS

Possible new council-manic revenue sources:

- Business license surcharge reform
- Park Impact Fee supplement (updated comprehensive plan including urban parks)
- Transportation Benefit District $10 license tab supplement
- Admissions tax
- Commercial parking tax (for transportation)

2023-2028 General, Street & Fire Fund Financial Forecast

Expenditure Forecast Assumptions

2023-2028 Forecast Assumptions: Expenditures

- Major Drivers:
  - Personnel Costs
  - Professional Service
  - New debt service for Ops Center Replacement

2023-2028 Forecast Assumptions: Expenditures

- Modest future salary increases and steps/performance increases for all groups of employees consistent with current compensation system
- Fire Levy (Proposition No. 2) implementation: firefighters and associated admin support in IT, HR, Finance and Capital project management
- Lower jail costs due to extended period of constrained jail capacity
- No new FTEs in GF supported departments that are not funded by new additional revenues.

2023-2028 Forecast Assumptions: Expenditures

- Debt service in the GF to support the Operations Center replacement (proportionate to the 40% general fund share of overall project costs)
- As Transportation debt is paid off, the dollars are re-invested to Transportation and Mobility projects on a pay as you go basis.

CITY OF Vancouver WASHINGTON

2023-2028 Forecast Assumptions: Expenditures

Discussion of Forecast Expenditure Assumptions

2023-2024 Budget Policy Framework

Segment objectives:

- Review and discuss initial macro policy priority framework

2023-2028 Macro Policy Priority Framework

Priority policy drivers for the forecast horizon:

- **Improve equity and inclusion** [representative governance, accessibility of services, equitable project investments and program outcomes]
- **Improve community safety** [police, fire, transportation & mobility, water resources]
- **Reduce carbon footprint**
- **Grow economic opportunity** [strategic infrastructure investments, housing and homelessness, urban redevelopment, parking]
- **Build and maintain exceptional public places and spaces** [parks, trails, streets, civic buildings]
- **Position for growth and scaling** [new development, mid to large city transition, annexation]

The 2023-2028 Forecast: Discussion

- Revenue assumptions
- Expenditure assumptions
- Initial macro policy framework

2023-2024 Budget Timeline

- **May 9** — Forecast review; Revenue policy discussion
- **May 16** — Resilient utilites strategy (1); Climate action policy resolution
- **May 23** — Introduce preliminary policy framework
- **June 6** — Finalize budget policy framework; 6 Year TIP workshop
- **June 13** — Resilient utilities strategy and rate review (3)
- **June 27** — 6 year TIP adoption
- **October 1** — Deliver City Manger's recommended 2023 – 24 budget
- **Oct. – Nov.** — Deliver City Manger's recommended 2023 – 24 budget
- **November 21** — Adoption of 2023 – 24 biennial budget

2023-2024 Budget Timeline

• Climate Strategy; Resilient Water	May 16
• Draft Recommended Budget Policy Framework	May 23
• Final Budget Policy Framework	June 6
• Transportation Improvement Plan	June 6
• Water, Sewer, Solid Waste Rates	June 13
• Budget development and outreach	June - September
• City Manager's Recommended budget	October 1
• Council Workshops	October/November
• Public Hearing and Adoption	Mid -November

Thank you

Staff Contact:

Natasha Ramras, Chief Financial Officer

Natasha.Ramras@cityofvancouver.us

Item #1.

Staff Report: 062-22

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 5/9/2022

SUBJECT 2022 First Supplemental Budget

Key Points

- Budget adjustments are made each year to reflect changes in revenues and expenditures that occur after the biennial budget is adopted.
- This supplemental budget is mostly administrative in nature. It includes a total increase in the City's 2021-22 appropriation of $138.4 million.

Strategic Plan Alignment

The action is reflective of all Strategic Plan Goals.

Present Situation

The recommended expenditure appropriation increases for the City's Operating and Capital funds included in the 2022 First Supplemental Budget totals $138.4 million. An increase of $45.9 million relates to recommended changes in the Operating budget, with the remaining appropriation increase of $92.5 million representing changes in capital projects and supporting funding transfers. The Supplemental will result in utilizing $14.3 million in City resources; of that amount, the General Fund's share is $3.0 million.

Changes in the operating budget could be distilled to administrative in nature, grant funded and very minimal new initiatives. A significant amount of the operating budget appropriation change relates to a variety of normal administrative changes across all funds. The administrative changes include an update of the salaries budget for the cost of living adjustment for all labor and non-union groups effective in 2022, annual true-up of the self-insurance charges for the liability, workers' compensation and property insurance costs and claims, annual true up to the indirect cost service plan, budget adjustments for the changing cost of fuel and faster than anticipated vehicle replacements across all affected City departments, including General, Street and Fire funds.

Appropriation increases for the operating budget changes in the General, Street and Fire funds total $15.7 million. The majority of the increase relates to the administrative changes outlined above. The budget also includes grant funded appropriation increase due to a number of new grants in public safety, funding for City services related to the Interstate Bridge and appropriation of a small amount of ARPA grant funding, mostly for the outreach and initial design of the future projects. The single new largest item is budget to fund three Safe Stay villages, two have already opened, and two Safe Park locations, of which one is a new location to be determined later in the year. The Safe Stay villages are funded by a combination of the Affordable Housing property tax and the Affordable Housing sales tax dollars. Additional appropriation is being added to increase the Diversity and Inclusion efforts internally and externally.

The remaining appropriation increase relates to changes in other operating City funds. Major changes are summarized below:

- True up of the CDBG-CV 3 and CHIP grant awards for 2022 fiscal year of $1.0 million;
- Affordable Housing Property Tax and the Affordable Housing Sales Tax appropriation increases to fund the new Safe Stay Villages, $2.9 million;
- ARPA funding reimbursement for services provided out of the General Fund;
- True up of the Tennis Center appropriation of $2.0 million to reflect the most recent operating expenses and revenues of the Center. The Center is currently managed by the US Tennis Association, but the financial information must be reported in City financials;
- Risk Fund budget adjustment of $2.4 million to reflect the current cost of insurance and claims;
- Updated appropriation of $1.8 million due to an updated vehicle replacement schedule to account for higher use vehicles than originally anticipated and longer lead times in vehicle delivery;
- Updated appropriation by $7.1 million in the School Impact Fee fund to reflect the most current projection of fees collected in the fund to be transferred to the School Districts.

The total net Capital Budget appropriation of $92.5 million (including internal transfers) is included in the First Supplemental of 2022. Expenditures by project are outlined in Attachment C to the ordinance. Following are some of the changes to projects included in the Supplemental:

- Parks capital projects totaling $3.0 million for:
    - Esther Short Park restroom re-build and new playground
    - Oakbrook Park
    - Vancouver Innovation Center (VIC) Park
    - Harpers Playground at Marshall Community Center
- General Capital/Asset Management projects totaling $21.8 million for:
    - Operation Center redevelopment
    - Fourth Plain Commons construction
    - Heights Phase 1
- Water, Wastewater and Streets/Transportation totaling $21.1 million for:
    - Main Street reconstruction
    - NW 32nd Commercial Corridor Right of Way (ROW)
    - Heights Roads, Right of Way (ROW) and infrastructure design
    - Devine Street pedestrian improvements

- Capital Funding Transfers Supporting the City’s Capital projects Budget totaling $46.5M

Attachment B of the ordinance outlines changes to FTEs, with an overall new increase of 26.5 FTEs recommended in the 2022 First Supplemental. Major changes from the Attachment B are listed below:

- Major position changes are outlined below:

    - Reclassification and reorganization of existing 7.0 FTE Police Service Technicians (PST) to:
        - One Police Officer, one Business Intelligence Analyst, one Records Specialist and one Strategic Communications Manager to remain in VPD.
        - Two positions in Information Technology and one in Human Resources to better support Police IT and HR needs.
    - Additional capacity in the newly created General Services Department:
        - Add 1.0 FTE Support Specialist II and 1.0 FTE Financial Analyst B;
        - Add 2.0 FTE Capital Project Managers to support capital building-related projects.
    - Additional capacity in the Economic Prosperity and Housing Department;
        - Reclassify two existing positions to better reflect the work needs of the department;
        - Add 0.5 FTE Support Specialist III and move 1.0 FTE added to help manage the Heights implementation from Facilities Department.
    - Public Works Construction Services increase in personnel in response to increasing capital programs;
        - Add 2.0 FTE Senior Construction Inspectors, 1.0 Survey Specialist and 1.0 Civil Engineer.
- Positions to support grant and revenue-funded work:
    - Add 2.0 Limited-Term FTEs to conduct extensive outreach to residents and businesses in the Fourth Plain corridor and Businesses on Main Street. Positions are to be supported by American Rescue Plan Act (ARPA) funding;
- Other FTE changes to support the organization:
    - Add 3.0 Limited-Term through end of 2022 Fire Support Staff in anticipation of Proposition 2;
    - Add 2.0 FTE Building Inspector III's in Building Fund to support increased business activity;
    - Add 1.0 FTE Senior Park Developer for managing capital Parks and Trails;
    - Add 1.0 FTE Diversity, Equity, and Inclusion Program Coordinator and 1.0 FTE Homelessness Program Coordinator in City Manager's Office;
    - Add 8.0 FTE Overhire, unfunded positions, to be utilized on a short term basis with authorization by the City Manager or their designee;
    - Add 1.0 FTE HR Assistant in Human Resources to support the HR Benefits team.

Advantage(s)

1. The proposed budget adjustments will ensure that the City remains in compliance with state statutes that require all City expenditures to have an appropriation approved by ordinance.
2. Appropriations are provided for important City programs, services, and capital projects.

Disadvantage(s)

Proposed supplemental recommends spending a net amount of $14.3 million of existing City resources across all funds.

Budget Impact

Approval of the attached ordinance will increase total City budget by $138.5 million across all funds.

Prior Council Review

Workshop presentation at the May 2, 2022 City Council meeting. At this workshop, council asked for additional information on the conversion of vacant police service technician FTE's in police to support department priorities as well as an update on fleet changes and their relationship to climate action goals. This information will be provided under separate cover.

Action Requested

On Monday May 9, 2022, approve the ordinance on first reading, setting the date of second reading and public hearing for Monday May 16, 2022.

Natasha Ramras, Chief Financial Officer, 360-487-8484

ATTACHMENTS:

- Ordinance
- Attachment A
- Attachment B
- Attachment C
- Attachment D

05/09/2022

05/16/2022

ORDINANCE M-________

AN ORDINANCE relating to the 2021-22 Biennial Budget and making various appropriations in various funds; declaring an emergency.

BE IT ORDAINED BY THE CITY OF VANCOUVER:

Section 1. Supplemental appropriations are needed to meet certain necessary expenditures to be incurred in 2021-2022 which were not and could not reasonably have been foreseen at the time of adoption of the 2021-2022 Budget. As required by RCW 35.34.120, there is hereby set forth in summary form the total adjustments of expenditure appropriations for each separate fund adjusted and the aggregate totals for all such funds combined, as set forth in Attachment "A" of this ordinance. Attachment “C” outlines specific capital projects included in the 2021-2022 City of Vancouver Capital Budget.

Section 2. That a total of 26.5 full-time equivalent positions is added as identified in Attachment “B” to this ordinance. The position adjustments shall be made consistent with applicable civil service rules and personnel regulations. Attachment “D” of this ordinance contains amendments to the salary schedules for positions not covered by labor agreements.

Section 3. A total of 8.0 full time equivalent position of the total number of positions added by the first Supplemental appropriation of 2022 are added for “overhire” purposes. Those positions do not have either classification or budget identified and are to be utilized by the City Manager or their designee for a limited time period in situations where maintaining minimum staffing, reducing personnel related costs, transferring knowledge, and providing a seamless transition between new, terminating, and retiring employees necessitates the overfill. Overhire positions are to take on the classification of the position that is being over-filled and will be managed within the fund/department budget appropriations and the specified overhire FTEs per approved budget.

Section 4. Grounds and Facilities Services Fund (fund number 508), created via ordinance M-4249, and recommended in staff report No. 169-18, will be renamed to Ground Services Fund.

Section 5. A separate City Internal Service Fund is created to account for revenues and expenses associated with citywide facility maintenance and general services. The new fund is to be named "Facilities Maintenance Services Fund" (fund number 507).

Section 6. A separate Special Revenue Fund is created to account for revenues and expenses associated with the American Rescue Plan Act (ARPA) federal grant funding. The new fund is to be named "American Rescue Plan Act Fund" (fund number 112).

Section 7. As reported in SR No. _______________ the appropriations made in this ordinance are necessary to meet certain necessary expenditures that will be incurred in 2021-2022 which were not and could not reasonably have been foreseen at the time of adoption of the 2021-2022 Budget; an emergency is hereby declared, and this ordinance shall go into effect immediately upon final passage.

Read first time:

PASSED BY THE FOLLOWING VOTE

Ayes: Councilmembers

Nay: Councilmembers

Absent Councilmembers

Read second time:

PASSED BY THE FOLLOWING VOTE:

Ayes: Councilmembers

Nays: Councilmembers

Absent: Councilmembers

SIGNED this ______ day of _________________________, 2022.

____
Anne McEnerny-Ogle, Mayor

Attest:

____
Natasha Ramras, City Clerk

Approved as to form:

____
Jonathan Young, City Attorney

ORDINANCE SUMMARY

ORDINANCE NO. _____________

AN ORDINANCE relating to the 2021-2022 Biennial Budget and making various appropriations in various funds; declaring an emergency. Supplemental appropriations are needed to meet certain necessary expenditures to be incurred in 2021-2022 which were not and could not reasonably have been foreseen at the time of adoption of the 2021-2022 Budget, providing for an immediate effective date.

City of Vancouver — Attachment A

2022 First Supplemental Budget Appropriation by Fund

	2022 Budget Appropriation
Operating Budget	
General, Street, and Fire Funds	
General Fund	6,975,587
Street Fund	1,519,599
Fire Fund	6,761,091
Street Funding Initiative - Operating Fund	478,255
Total General, Street, and Fire Funds	**15,734,532**
Special Revenue Funds	
Investigative Fund	(181)
Drug Enforcement Fund	2,127
CED Grants	1,071,646
Tourism Fund	(885,810)
Affordable Housing	1,312,374
American Rescue Plan Act Fund	1,587,818
Parkhill Cemetery Improvement Fund	(33,512)
Criminal Justice Fund	15,120
Affordable Housing Local Sales Tax Fund	1,890,671
Transportation Special Revenue Fund	(2,669)
REET 1 (2002 Special Revenue Fund)	39,005
Downtown Initiatives Fund	8,193
VNHR Properties	15,538
Fire Equipment Fund	2,353,037
Emergency Ambulance Services Contract Admin Fund	25,610
Impact Fees - School Districts	7,061,851
Debt Service Funds	
G O Debt Service Fund	(130,000)
L I D Guaranty Fund	35,600
Enterprise Funds	
City Tree Reserve Fund	(21,460)
Surface Water Management Fund	1,191,306
Water Utility Fund	2,340,591
SCIP Fund	60,630
Sewer Utility Fund	120,607
Airport Fund	326,653
Building Inspection Fund	446,576
Solid Waste Fund	215,653
Parking Services Fund	119,801
Internal Service Funds	
Equipment Services Operations Fund	1,050,709
Equipment Services Capital Fund	2,456,473
Computer Repair & Replacement	41,774

	2022 Budget Appropriation
Facilities Maintenance Services Fund	571,248
Grounds Services Fund	(138,280)
Self-Insured Worker's Comp & Liability Fund	2,312,258
Internal Administrative Services Fund	986,801
Self-Insured Health Insurance Fund	360,843
Fiduciary Funds	
SW Washington Regional SWAT Team Fund	63,300
Police Pension Trust Fund	689,070
City/County Cable TV Fund	108,132
PEG Capital Support Fund	332,940
Total Other Funds Expense Budget	**30,207,774**
Total Operating Expense Budget	**45,942,306**
Capital Budget	
Capital Project Funds	
General Fund Capital	880,250
Transportation Capital Fund	76,693
Street Funding Initiative - Capital Fund	19,040,780
Fire Acquisition Fund	107,637
Capital Improvement Fund	20,845,032
VNHR Property Capital	(14,280)
Parks Construction Fund (Capital Projects only)	2,972,336
Drainage Construction Fund	165,845
Water Construction Fund	1,007,383
Sewer Construction Fund	933,511
Total Capital Project Funds	**46,015,187**
Capital Funding Transfers Supporting COV Capital Projects Budget	
General Fund	16,052,841
Street Fund	375,539
Street Funding Initiative Operating	7,007,808
CDBG Entitlement Fund	1,399,000
American Rescue Plan Act Fund	5,702,283
REET 1 (2002 Special Revenue Fund)	875,000
Columbia TIF District	250,000
Cascade TIF District	548,852
Fire Fund	50,000
TIF - Vancouver	250,000
PIF - Acq & Dev District 3	76,047
PIF - Acq & Dev District 4	2,347,755
PIF - Acq & Dev District 7	(725,478)
PIF - District 7 Exemptions	514
PIF - District A	671,000
PIF District B	710,000
PIF - District C	(99,302)
Transportation Capital Fund	200,000

	2022 Budget Appropriation
Street Funding Initiative - Capital Fund	225,000
Surface Water Management Fund	200,000
Water Utility Fund	(10,000)
Sewer Utility Fund	11,400
Facilities Asset Mgmt and Replacement Reserve Fund	10,361,329
Total Transfers for Capital	**46,479,588**
Total Capital Expense Budget	**92,494,775**
Total Operating and Capital Expense Budget	**138,437,081**

2022 First Supplemental Summary of FTE Changes

	2022 First Supplemental (Adj Total)	Notes
001 General Fund		
City Manager's Office		
Program Coordinator	2.00	Add Regular 1.0 FTE Program Coordinator to Homelessness Program; Add 1.0 DEI Program Coordinator
City Manager's Office Total	**2.00**	
Police		
Police Service Technician	(7.00)	Reclassify 7 Police Service Tech (PST) to other needed FTEs
Business Intelligence Analyst	1.00	Reclassify Business Intelligence Analyst from Police Service Technician (PST)
Police Officer	1.00	Reclassify Police Officer from Police Service Technician (PST)
Records Specialist	1.00	Reclassify Records Specialist from Police Service Technician (PST)
Strategic Communications Manager	1.00	Reclassify Strategic Communications Manager from Police Service Technician (PST)
Program Coordinator I	(1.00)	Reclassify Program Coordinator I (Alarms Coordinator) to Resource Service Technician
Resource Service Technician	1.00	Reclassify Resource Services Technician from Program Coordinator I (Alarms Coordinator)
Police Total	**(3.00)**	
Community Development		
Associate Planner	-	Reclassify (1.0) FTE Associate Planner to Senior Planner; Add 1.0 FTE 3-Yr Limited Term Associate Planner
Senior Planner	1.00	Reclassify Senior Planner from Associate Planner
Senior Policy Advisor	(1.00)	Administrative - Remove duplicated position
Community Development Total	**-**	
Parks, Recreation & Cultural Services		
Senior Park Developer	1.00	Add 1.0 FTE Regular Senior Park Developer
Special Events Manager	(1.00)	Reclassify Special Events Manager to Cultural Services Manager
Cultural Services Manager	1.00	Reclassify Cultural Services Manager from Special Events Manager
Parks, Recreation & Cultural Services Total	**1.00**	
Economic Prosperity and Housing		
Economic Development Division Manager	(1.00)	Reclassify Economic Development Division Manager to Deputy Economic Development Director
Deputy Economic Development Director	1.00	Reclassify Deputy Economic Development Director from Economic Development Division Manager
Principal Planner	1.00	Reorganization from Facilities and Grounds Maintenance Fund and reclassify to Principal Planner
Senior Planner	1.00	Add 1.0 FTE 3-YR Limited-Term Senior Planner supported by American Rescue Plan Act (ARPA)
Support Specialist III	0.50	Increase 0.5 FTE to 1.0 Support Specialist III
Economic Prosperity and Housing Total	**2.50**	
General Governmental		
Overhire (New)	8.00	Add 8.0 flexible FTE shells to be used annually as overhire positions
General Governmental Total	**8.00**	
001 General Fund Total	**10.50**	

	2022 First Supplemental (Adj Total)	Notes
102 Street Fund		
Streets & Transportation		
Construction Inspection Specialist	(1.00)	Reclassify Construction Inspection Specialist to Engineering Specialist
Engineering Specialist	1.00	Reclassify Engineering Specialist from Construction Inspection Specialist
Streets & Transportation Total	**-**	
102 Street Fund Total	**-**	
103 Street Funding Initiative - Operating Fund		
Streets & Transportation		
Construction Inspection Specialist	(1.00)	Administrative: Revert Construction Inspection Specialist back to Senior Construction Inspector
Senior Construction Inspector	1.00	Administrative: Revert Senior Construction Inspector from Construction Inspection Specialist
Streets & Transportation Total	**-**	
103 Street Funding Initiative - Operating Fund To	**-**	
108 CED Grants Fund		
Economic Prosperity and Housing		
Assistant Planner	(1.00)	Reclassify Assistant Planner to Associate Planner
Associate Planner	1.00	Reclassify Associate Planner from Assistant Planner
Economic Prosperity and Housing Total	**-**	
108 CED Grants Fund Total	**-**	
151 Fire Fund		
Fire		
Fire Captain	2.00	Reclassify Fire Capitans from Firefighters
Fire Captain Paramedic	2.00	Reclassify Fire Capitan Paramedics from Firefighter Paramedics
Firefighter	(2.00)	Reclassify Firefighters to Fire Captains
Firefighter Paramedic	(2.00)	Reclassify Firefighter Paramedics to Fire Captains
Support Specialist III	2.00	Add Regular 2.0 FTE Support Specialist III to support Proposition 2 Ballot Measure
Material Control Coordinator	1.00	Add Regular 1.0 FTE Material Control Coordinator to support Proposition 2 Ballot Measure
Fire Total	**3.00**	
151 Fire Fund Total	**3.00**	
445 Water Utility Fund		
Engineering & Construction Services		
Civil Engineer	1.00	Add 1.0 FTE Civil Engineer
Construction and Engineering Manager	(1.00)	Reclassify 1.0 FTE Construction and Engineering Manager to City Engineer
Senior Construction Inspector	2.00	Add 2.0 FTE Senior Construction Inspectors
Survey Specialist	1.00	Add 1.0 Survey Specialist
City Engineer	1.00	Reclassify 1.0 FTE City Engineer from Construction and Engineering Manager
Engineering & Construction Services Total	**4.00**	
Operations & Maintenance		
Utility Service Inspector	(1.00)	Reclassify Utility Service Inspector to Lead Utility Inspector
Lead Utility Inspector	1.00	Reclassify Lead Utility Inspector from Utility Service Inspector
Operations & Maintenance Total	**-**	
445 Water Utility Fund Total	**4.00**	

	2022 First Supplemental (Adj Total)	Notes
475 Sewer Utility Fund		
Engineering & Construction Services		
Associate Civil Engineer	(1.00)	Administrative: Revert Associate Civil Engineer back to Civil Engineer
Civil Engineer	1.00	Administrative: Revert Civil Engineer back from Associate Civil Engineer
Engineering & Construction Services Total	-	
475 Sewer Utility Fund Total	-	
483 Building Inspection Fund		
Community Development		
Building Inspector III	2.00	Add Regular 2.0 FTE Building Inspector III
Community Development Total	**2.00**	
483 Building Inspection Fund Total	**2.00**	
504 Equipment Services Operations Fund		
Operations & Maintenance		
Vehicle Service Worker II Fire	(1.00)	Reclassify Vehicle Service Worker II - Fire to Emergency Equipment Mechanic
Emergency Equipment Mechanic	1.00	Reclassify Emergency Equipment Mechanic from Vehicle Service Worker II - Fire
Vehicle Service Worker I	(1.00)	Reclassify Vehicle Service Worker I to Vehicle Service Worker II
Vehicle Service Worker II	1.00	Reclassify Vehicle Service Worker II from Vehicle Service Worker I
Operations & Maintenance Total	-	
504 Equipment Services Operations Fund Total	-	
507 Facilities Maintenance Services Fund		
General Services		
Capital Projects Manager	2.00	Add Regular 2.0 FTEs Capital Project Managers
Financial Analyst	1.00	Add Regular 1.0 FTE Financial Analyst
Support Specialist II	1.00	Add Regular 1.0 FTE Support Specialist II
General Services Director	1.00	Reorganization from Grounds Maintenance Fund and Reclassify from General Services Manager
General Services Total	**5.00**	
507 Facilities Maintenance Services Fund Total	**5.00**	
508 Grounds Services Fund		
Engineering & Construction Services		
Capital Projects Manager	(1.00)	Reorganization to Economic Prosperity and Housing Department and Reclassify to Principal Planner
Engineering & Construction Services Total	**(1.00)**	
Operations & Maintenance		
General Services Manager	(1.00)	Reorganization to Facilities Maintenance Fund and Reclassify to General Services Director
Operations & Maintenance Total	**(1.00)**	
General Services		
Public Works Supervisor	-	Convert 1.0 Limited-Term Public Works Supervisor to Regular
General Services Total	-	
508 Grounds Services Fund Total	**(2.00)**	

	2022 First Supplemental (Adj Total)	Notes
510 Internal Administrative Services Fund		
Finance		
Business Intelligence Analyst	1.00	Administrative: Revert to Business Intelligence Analyst From IT System Analyst C
IT Systems Analyst C	(1.00)	Administrative: Revert from IT System Analyst C to Business Intelligence Analyst
Finance Total	**-**	
Human Resources		
Human Resources Assistant	2.00	Reorganization from VPD to HR and reclassify to HR Assistant from Police Service Technician (PST); Add 1.0 HR Assistant to support Benefits Team
IT Systems Analyst C	1.00	Reorganization from IT to HR and Reclassify to IT System Analyst C (HRIS Analyst) from IT System Analyst B
Management Analyst B	(1.00)	Reclassify Management Analyst B to Employee Engagement Coordinator
Employee Engagement Coordinator	1.00	Reclassify Employee Engagement Coordinator from Management Analyst B
Professional Development Training Coordinator	(1.00)	Reclassify Professional Development Training Coordinator to Learning and Talent Development Coordinator
Learning and Talent Development Coordinator	1.00	Reclassify Learning and Talent Development Coordinator from Professional Development Training Coordinator
Human Resources Total	**3.00**	
Information Technology		
IT Systems Analyst B	(1.00)	Reorganization from IT to HR and reclassify from IT System Analyst B to IT System Analyst C (HRIS Analyst)
Computer Support Specialist	1.00	Reorganization to IT from VPD and reclassify to Computer Support Specialist from Police Service Technician (PST)
IT Systems Analyst D	1.00	Reorganization from IT from VPD and reclassify to IT System Analyst D from Police Service Technician (PST)
Information Technology Total	**1.00**	
510 Internal Administrative Services Fund Total	**4.00**	
Grand Total	**26.50**	

City of Vancouver — Attachment C

2022 First Supplemental Capital Projects by Group

Capital Group	Project Name	2022 First Supplemental
General	Heights District Redevelopment	880,250
	Operations Center Redevelopment	10,000,000
General Total		**10,880,250**
General - Asset Management	Firstenburg Multi Room Cooling Unit Project	180,000
	Fourth Plain Commons	10,390,283
	Grand Blvd backflow	50,000
	Upgrade and Program Elevator #3 at City Hall	180,000
General - Asset Management (Cont.)	Interfund	44,749
General - Asset Management Total		**10,845,032**
General - Fire Construction	Ladder/Roof Fall Protection for City Facilities	50,000
	Interfund	57,637
General - Fire Construction Total		**107,637**
Parks	District 4 Park Acquisition	1,000,000
	Esther Short Playground	473,952
	Esther Short Restroom	900,000
	Fisher's Quarry Neighborhood Park Development	65,000
	Fourth Plain Corridor	625,000
	Heights Park	(1,958,076)
	Jaggy Road Park	(109,744)
	Lauren Park Development	259,500
	Marshall Park Inclusive Nature Play for All	250,000
	Oakbrook Park Development	694,950
	Peter. S. Ogden Park Development	(710,000)
	Raymond E Shaffer Park Development	109,744
	Rose Village Park Development	296,000
	Vancouver Innovation Center (VIC)	1,000,000
	Interfund	76,010
Parks Total		**2,972,336**
Transportation/Streets - Street Initiatives	1st St - 164th to 192nd Utility Relocation	275,000
	5th Street FLAP Project	103,171
	Andresen - Fourth Plain Right Turn Lane Extension	60,000
	Devine Pedestrian Improvements - Mill Plain to 18th	250,000
	Fourth Plain & Stapleton Intersection Improvements	150,000
	Fourth Plain Blvd Bridge Pier Repair	66,605
	Fourth Plain Corridor	375,000
	Heights District Redevelopment	1,593,350
	Main Street - 5th to 15th	10,500,000
	Mill Plain BRT Project	125,539
	NW Neighborhood Connectivity (Lincoln Sidewalks)	400,000
	NW 32nd - Lower River Rd to NW 61st St	5,100,000
	Section 30 Traffic Study Reimbursement	48,620
	Interfund	(6,505)
Transportation/Streets - Street Initiatives Total		**19,040,780**
Transportation/Streets - Transportation	E 2nd Street - Streetlights	225,000
	Evergreen Highway Trail Phase II	30,000
	Interfund	(178,307)
Transportation/Streets - Transportation Total		**76,693**
Surfacewater	Heights District Redevelopment	200,000
	Interfund	(34,155)
Surfacewater Total		**165,845**

City of Vancouver

Attachment C

2022 First Supplemental Capital Projects by Group

Capital Group	Project Name	2022 First Supplemental
VNHR	Interfund	(14,280)
VNHR Total		**(14,280)**
Wastewater	Heights District Redevelopment	221,400
	Main Street - 5th to 15th	760,000
	Interfund	(47,889)
Wastewater Total		**933,511**
Water	Haagen Park, North of 9th St (T-37)	200,000
	Main Street - 5th to 15th	700,000
	Interfund	107,383
Water Total		**1,007,383**
Grand Total		**46,015,187**

2022 Nonunion Non-Exempt Schedule						
Non-Exempt						
13	$	83,904	$	94,386	$	104,868
Senior Digital Forensics Investigator	$	6,992	$	7,866	$	8,739
Computer Technician Supervisor						
12	$	79,728	$	89,682	$	99,636
	$	6,644	$	7,474	$	8,303
11	$	75,744	$	85,194	$	94,644
Senior Computer Support Specialist	$	6,312	$	7,100	$	7,887
10	$	72,132	$	81,144	$	90,156
Neighborhood Coordinator	$	6,011	$	6,762	$	7,513
Solid Waste Analyst						
Digital Forensics Investigator						
9	$	68,556	$	77,106	$	85,656
Accountant B	$	5,713	$	6,426	$	7,138
Citizen Liason						
Communications Specialist						
Computer Support Specialist						
Educator						
Help Desk Specialist						
Web Content Manager						
Homeless Response Coordinator						
Procurement Specialist						
8	$	65,100	$	73,242	$	81,384
Assistant to the City Council	$	5,425	$	6,104	$	6,782
Material Control Coordinator						
Video Producer						
7	$	61,824	$	69,564	$	77,304
Administrative Assistant	$	5,152	$	5,797	$	6,442
Assistant Planner						
Assistant Financial Analyst						
Human Resources Assistant						
Program Coordinator						
Risk Analyst A						
Video Services Coordinator						
Management Analyst A						
6	$	58,752	$	66,096	$	73,440
Accountant A	$	4,896	$	5,508	$	6,120
Communications Coordinator						
5	$	55,800	$	62,778	$	69,756
Resources Service Technician	$	4,650	$	5,232	$	5,813

4 Support Specialist III Volunteer Program Assistant	$ $	53,016 4,418	$ $	59,646 4,971	$ $	66,276 5,523
3	$ $	50,256 4,188	$ $	56,532 4,711	$ $	62,808 5,234
2 Support Specialist II	$ $	47,832 3,986	$ $	53,826 4,486	$ $	59,820 4,985
1	$ $	45,444 3,787	$ $	51,138 4,262	$ $	56,832 4,736
Departmental Aide	$ $	30,139 2,512	$ $	33,910 2,826	$ $	37,680 3,140

2022 Nonunion Exempt Schedule			
Exempt			
24	193,884	222,840	251,796
Deputy City Manager	16,157	18,570	20,983
23	178,116	204,870	231,624
City Attorney	14,843	17,073	19,302
Fire Chief			
Police Chief			
22	169,632	195,114	220,596
Public Works Director	14,136	16,260	18,383
~~Assistant City Manager~~			
21	161,544	185,826	210,108
Chief Financial Officer	13,462	15,486	17,509
Community Development Director			
Human Resources Director			
Information Technology Director			
Parks and Recreation Director			
Economic Development Director			
20	153,864	176,976	200,088
Assistant Police Chief	12,822	14,748	16,674
Deputy Fire Chief			
19	146,568	168,564	190,560
Chief Assistant City Attorney	12,214	14,047	15,880
18	139,320	160,212	181,104
	11,610	13,351	15,092
17	132,336	152,202	172,068
HR Deputy Director	11,028	12,684	14,339
Deputy Finance Director			
~~Construction and Engineering Manager~~			
City Engineer			
Operations Manager			
Streets and Transportation Manager			
Deputy Community Development Director			
Deputy Economic Development Director			
16	125,748	144,594	163,440
Assistant City Attorney III	10,479	12,050	13,620
City Prosecutor			
Communications Director			
Fire Marshal			
IT Application Services Manager			

IT Technical Services Manager General Services Director Program and Policy Development Manager Construction Services Manager Director of Diversity, Equity and Inclusion			
15 Development Review Division Manager Economic Development Division Manager Recreation Services Manager	119,436 9,953	137,352 11,446	155,268 12,939
14 Assistant City Attorney II Treasurer	113,472 9,456	130,494 10,875	147,516 12,293
13 Accounting Manager	107,808 8,984	123,984 10,332	140,160 11,680
Building Official Engineering Program Manager Engineering Manager Finance and Asset Manager Procurement Manager Utility Engineering Program Manager			
12 Airport Manager Emergency Preparedness Manager Risk and Safety Manager Senior Civil Engineer Cultural Services Manager Senior Traffic Engineer IT System Administration Supervisor	102,408 8,534	117,774 9,815	133,140 11,095
11 Assistant Building Official City Surveyor Community Development Manager Environmental Services Manager Equipment Superintendent IT Systems Analyst D Long Range Planning Program Manager Operations Superintendent Utilities Administration Manager Assistant Fire Marshal GIS Manager	97,284 8,107	111,882 9,324	126,480 10,540
10 Capital Projects Manager Land Use Program Manager Performance Analyst D Principal Planner	92,424 7,702	106,296 8,858	120,168 10,014

Senior Policy Analyst Senior Transportation Policy Advisor			
9	87,804	100,980	114,156
Business Intelligence Analyst Civil Engineer IT Systems Analyst C Parking Manager Payroll Manager Professional Land Surveyor Recreation Facility Manager Senior Budget Analyst Traffic Engineer Video Services Manager Strategic Communications Manager GIS Supervisor Public Engagement Manager	7,317	8,415	9,513
8	83,400	95,910	108,420
Assistant City Attorney I Benefits Analyst Environmental Scientist Employee and Labor Relations Analyst Senior Financial Analyst IT Systems Analyst B Police Records Manager Property Management Specialist Senior Planner Internal Auditor	6,950	7,993	9,035
7	79,236	91,128	103,020
Associate Civil Engineer Budget Analyst Senior Communications Specialist Emergency Equipment Supervisor Equipment Mechanic Supervisor Finance and Logistics Supervisor Senior Park Developer Permit Center Supervisor Safety Officer Technical Engineering Supervisor Workers' Compensation Analyst	6,603	7,594	8,585
6	75,276	86,562	97,848
Accountant C Classification and Compensation Analyst Finance Supervisor II Financial Analyst HRIS/Leave Analyst Management Analyst B	6,273	7,214	8,154

Learning and Talent Development Coordinator ~~Professional Development Training Coordinator~~ Employee Engagement Coordinator Recreation Services Supervisor Safety Coordinator Solid Waste Supervisor Special Events Manager Urban Forester Volunteer Coordinator Senior Procurement Specialist			
5 Associate Planner Park Developer Utility Service Supervisor CTR Coordinator	71,520 5,960	82,248 6,854	92,976 7,748
4 Administrative Assistant to the City Manager Evidence Supervisor IT Systems Analyst A Records Supervisor Senior Legal Assistant Police Records Supervisor	67,968 5,664	78,138 6,512	88,308 7,359
3	64,536 5,378	74,220 6,185	83,904 6,992
2 Construction Project Coordinator	61,308 5,109	70,506 5,876	79,704 6,642
1 Parking Supervisor	56,520 4,710	65,010 5,418	73,500 6,125

Item #2.

Staff Report: 063-22

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 5/9/2022

SUBJECT Bid Rejection - Construction of Rehabilitation of Industrial Pump Station

Key Points

- City Staff is recommending Council reject all bids received for the ITB 22-22: Industrial Pump Station Rehabilitation project.
- The Engineer's estimate for the project was advertised to be $400,000, considerably lower than the bids received, which were all in excess of $1,000,000
- Rejecting all bids and re-bidding the project with the updated engineer's estimate would put the proper contract requirements in place for the expected project cost, including, sub-contractor disclosure and apprenticeship goals.
- The Industrial Pump Station (IPS) is a critical infrastructure component to Vancouver's wastewater treatment services.
- IPS electrical and mechanical equipment are currently operating beyond their expected service life. While plant staff have maintained the assets to date, the aged equipment is deteriorating and becoming obsolete.
- The rehabilitation project would maintain level of service; include upgrades to meet current City pump station construction standards; extend the useful life of the system by at least another 40 years; and increase reliability and resiliency of the system.
-

Strategic Plan Alignment

Goal 1, Objective 1.2: Ensure our infrastructure, including buildings and utilities, is safe, environmentally responsible and well maintained.

Present Situation

The IPS was constructed in 1979 to service local food processing industries and reduce waste loading to the Westside treatment plant. The IPS pumps food-processing wastewater from two food-processing facilities to the industrial pretreatment lagoon. The IPS has been operating since 1979 with original structures, piping, and mechanical and electrical equipment. No major construction or replacements have occurred during its 40-plus years of operation. During the past

10 years, treatment plant maintenance staff have conducted short term repairs to pipes and mechanical equipment that have worn due to corrosion and have led to numerous leaks. The pipes are currently in a condition beyond repair and in need of replacement in order to ensure continuous service.

The project would replace the aging and outdated electrical system with updated equipment that meets current electrical codes for safety and reliability; install new piping, mechanical equipment and structures that meets current construction standards and provides better maintenance access; and provide a protective coating for the wastewater collection well. The project would include temporary wastewater bypass pumping services that would keep the two food processing facilities in operation during construction. An interim bypass configuration will be constructed by Jacobs in June 2022 in case of a failure prior to completion of this project.

On April 5, 2022, bids were opened for this project (ITB 22-22). Bids were received from 3 firms:

SUMMARY OF BIDS	
BIDDER	**AMOUNT**
Lee Contractors, LLC Battle Ground WA	$1,345,400.00
Northbank Civil and Marine, Inc., Vancouver WA	$1,654,625.00
Pease and Sons, Inc., Tacoma WA	*Bid Withdrawn due to bidding error*
Engineer's Estimate (as published)	*$400,000*
Updated Construction Estimate	*$1,488,700*

The City's apprenticeship utilization requirement is based upon the engineer's estimate that was published at time of bidding. The engineer's estimate for this project was below the required threshold for apprenticeship utilization and therefore, no apprenticeship goals were included in the bids received for this project.

The engineer's estimate (as published) was a value provided in October 2020 during the preliminary engineering design phase of the IPS and errantly included in the bid package. Because bids received were substantially higher than the published engineer's estimate, staff requested an independent construction estimator to provide an updated construction estimate, which reflect current materials and labor economic conditions. The estimate is consistent with bids received, which were within 36% range of each other.

Advantage(s)

1. Extends life of the pump station to ensure reliable wastewater treatment service to nearby food-related industrial customers.
2. Fully addresses risks from potential system failures by wholly rehabilitating the pump station.
3. The project is designed for, and would be executed to maintain continuous, uninterrupted conveyance and treatment services to the industrial customers.

Disadvantage(s)

The construction project would slightly increase traffic and activity to the pump station. However, the work site is located within the Westside Treatment Plant, and full mitigation efforts are included in the project to address traffic, dust, noise and other disruptions.

Budget Impact

The IPS rehabilitation construction project is programmed into the Wastewater Treatment Capital budget for 2021 and 2022 at $400,000. Funds are available within the capital budget to transfer to this project.

Prior Council Review

None. Sufficient budget to fund this project has been included in the 2021-22 Wastewater Capital Improvement Budget.

Action Requested

On May 9, reject all bids and direct staff to re-bid the project to include apprenticeship utilization in accordance with the City's apprenticeship goals for public works construction projects.

Frank Dick, Wastewater Engineering Supervisor, 360-487-7179

CITY OF Vancouver WASHINGTON

Staff Report: 064-22

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 5/9/2022
5/16/2022

SUBJECT HQ Master Plan and Subdivision

Key Points

- Per VMC Table 20.210.020-1, master plans in the Riverview Gateway Plan District require a Type IV process and recommendation by the Planning Commission to the City Council for final approval.
- At the February 22, 2022 hearing, the Planning Commission reviewed the staff recommendation and recommends the City Council approve the project as recommended by staff with the following considerations:
  1. *Within the Design Guidelines, Green Building commitments be strengthened.*
  2. *Development of a mutual letter of intent between the Applicant and C-Tran to serve the site as a key site within the transit network.*
  3. *The Design Guidelines name specific transit and multimodal design incentives, including bifurcation of rent and parking costs.*
  4. *Staff and the applicant team work together to strengthen Condition 10 to include safety as a top priority within development of the trail, prior to taking an updated recommendation to Council.*
- Following the February 22, 2022 Planning Commission hearing, staff worked with the applicant to address Planning Commission comments. A City Council workshop was held on April 4, 2022 and staff provided a memorandum to Council dated March 21, 2022 regarding updates to address Planning Commission comments.
- Staff recommends that the City Council approve the project and adopt the findings contained in the staff report to the Planning Commission dated February 15, 2022 for the February 22, 2022 hearing with the updated and, additionally, the revised conditions of approval recommended by staff in the attached memorandum to Council dated April 20, 2022.
- As the final decision maker, the City Council may approve the application as recommended by staff and the Planning Commission, amend the recommendation, including adding or modifying the recommended conditions of approval, or deny the application.
- The decision by City Council is appealable to Superior Court.

Strategic Plan Alignment

GOAL 6: Facilitate the creation of neighborhoods where residents can walk or bike to essential amenities and services – “20-minute neighborhoods”

Objective 6.1: Support a strong, active neighborhood program that enhances livability and community connections

Objective 6.2: Improve amenities and services that allow residents to “age in place”

GOAL 8: Strengthen commercial, retail and community business districts throughout the city

Objective 8.2: Strengthen neighborhood business districts

Actions 8.2.1: To provide additional job opportunities, and enhance and revitalize commercial districts, implement the following Subarea Plans: ...Action 1(H) Riverview Gateway

Present Situation

In 2009, the City adopted the Riverview Gateway Subarea Plan that established goals and polices and an overall vision for redevelopment of two former rock quarries at the intersection of SR-14 and SE 192nd Avenue. The subject site is the 99-acre Fisher’s Quarry that is located west of 192nd Avenue.[1] The applicant has named the development the HQ Master Plan.

Following the completion of the Subarea Plan, the Riverview Gateway Plan district regulations were adopted into the development code (VMC 20.680). The Riverview Gateway Plan District requires that the applicant submit for and obtain approval of a master plan prior to the area being developed. Under the City’s development code, the master plan is a Type IV process requiring a hearing before the Planning Commission who makes a recommendation to City Council for final action.

The applicant requests approval of a master plan to develop the 99-acre Fishers Quarry Site and subdivide the property into 41 lots. Development includes approximately 331,934 square feet of office/light industrial, 350,765 square feet of non-office commercial (includes 120-room hotel), 1,950 multi-family dwelling units and 12 single-family residential lots.

Staff requests that the City Council approve the project based on the findings contained in the staff report to the Planning Commission dated February 15, 2022 for the February 22, 2022 Planning Commission hearing with the staff proposed amended conditions contained in the attached memo to City Council dated April 20, 2022

---

[1] The WSDOT quarry is the second quarry area identified in the subarea plan and is located generally east of 192nd Avenue. In 2016, the City Council approved the Columbia Palisades master plan for the WSDOT quarry. Columbia Palisades is currently being built out and is not part of this proposal.

Advantage(s)

1. Approval will allow for additional housing units, office and commercial to be constructed.
2. Approval will implement the Riverview Gateway Subarea Plan.
3. Approval will allow for the development in an area currently served by public utilities.

Disadvantage(s)

There will be additional traffic. However, the applicant's traffic study has been reviewed and the City has determined there is adequate capacity.

Budget Impact

None at this time. The proposed public park may be purchased by the City at a future date, using Park Impact Fee funds or funding from sources yet to be identified.

Prior Council Review

Council workshop was held on April 4, 2022.

Action Requested

On May 9, 2022, approve the ordinance on the first reading, setting the date of second reading and public hearing for May 16, 2022.

Keith Jones, Senior Planner, 360-487-7887

ATTACHMENTS:

- Ordinance
- Presentation
- Memo

5/9/2022
5/16/2022

ORDINANCE NO. M- [Ordinance Number]

AN ORDINANCE approving the HQ Master Plan and Subdivision at Fisher's Quarry and associated VMC Title 20 text amendments; and providing for severability and an effective date.

WHEREAS, on February 22, 2022, a hearing was held before the Vancouver Planning Commission regarding the approval of the HQ Master Plan and Subdivision at Fisher's Quarry.

WHEREAS, on February 22, 2022, the Vancouver Planning Commission recommended approval to the City Council of the HQ Master Plan and Subdivision at Fisher's Quarry and Title 20 Text Amendments under File PRJ-165963/LUP-81596 with the following considerations:

1. Within the Design Guidelines, Green Building commitments be strengthened.
2. Development of a mutual letter of intent between the Applicant and C-Tran to serve the site as a key site within the transit network.
3. The Design Guidelines name specific transit and multimodal design incentives, including bifurcation of rent and parking costs.
4. Staff and the applicant team work together to strengthen Condition 10 to include safety as a top priority within development of the trail, prior to taking an updated recommendation to Council.

; and

WHEREAS, the master plan is consistent with the Comprehensive Plan, the Riverview Gateway Subarea Plan and the underlying zoning of the property.

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY OF VANCOUVER:

Section 1. Findings.

A. The Vancouver Planning Commision has found that all of the following criteria for approval of the master plan in the Riverview Gateway Plan District have been met, with conditions, as required by VMC 20.680.040.C:

1. Content. The Master Plan implements the Riverview Gateway Subarea Plan and the requirements of this chapter, and allows the adjacent quarry to implement the subarea plan, and the requirements of this chapter.
2. All applicable standards of Vancouver Municipal Code and other requirements are met.
3. There is or will be sufficient capacity in transportation system, and public sewer, water, police, fire and stormwater services to adequately serve all portions of the site at the time of development. Utilities should be placed underground to the fullest extent feasible.
4. Off-site impacts including noise, glare, and traffic are minimized to the extent practicable and as required under the Vancouver Municipal Code and Revised Code of Washington.
5. The Master Plan is consistent with the Riverview Gateway Design Guidelines or proposes standards that will achieve at least equal quality site development.
6. The Master Plan achieves the following objectives:
   a. Capitalizes on the unique topography and view potential of the site.

b. Establishes a built environment along 192nd Avenue that is in scale with the road and creates a gateway through use of distinctive architectural elements at major intersections.

c. Establishes a built environment throughout the site that is urban rather than suburban in terms of building intensity, local street networks, and pedestrian amenities and activity. Drive-through uses shall be limited to within parking structures or building enclosures.

d. Includes design standards that ensures quality development and creates a sense of place, and avoids building architecture defined by individual corporate brands.

e. Reflects sustainable building and low impact development site planning principles and incorporates design standards to encourage energy efficiency, water conservation and waste reduction.

f. Includes the following standards or equivalent alternatives sufficient to ensure an active, safe and interesting sidewalk and streetfront environment

   1. Buildings should be located adjacent to streets to the extent possible, with parking to the side or rear. Non-structured on-site parking and access drives shall account for no more than 35% of the major street frontage of any project. Alternative standards may be proposed for developments with multiple major street frontages, provided the overall objective of maximizing streetfront buildings is met to the fullest extent practicable;

   2. Surface parking areas shall include landscaping;

   3. Blank walls visible from pedestrian streetfronts are prohibited. Buildings adjacent to the streetfront shall include pedestrian entrances facing the street,

and at least 15% of the streetfront building facade shall be transparent, with the exception of light industrial uses;

4. To ensure human scale development and visual interest, larger buildings with front facades of 100 feet or longer shall include articulation or modulation of facades and rooflines

g. Includes tree and landscaping standards that will create an attractive community and meets the City's Urban Forestry Management Plan overall target canopy goal of 28%.

h. Includes parks and public natural areas, trails and recreational areas that meet the standards of the Vancouver Comprehensive Parks, Recreation and Natural Areas Plan.

i. Includes standards ensuring that at least 10% of residential units in the master plan area are affordable to moderate income households, as defined by RCW 84.14.

j. Includes standards or legal agreements ensuring shared parking is utilized to the maximum extent practicable throughout the master plan area. The number of nonstructured parking spaces provided for individual uses shall be no less than indicated in VMC Table 20.945.070-2, Minimum Off-Street Vehicle Parking Requirements, and no more than 115 percent of that amount.

k. Ensures that the environmental impacts of the master plan and subsequent development projects within it are disclosed consistent with SEPA review requirements, including a site-specific hydrogeologic analysis

l. Buildings proposed or allowed by the Master Plan shall mitigate visual impacts to the adjacent area, in balance with the Subarea Plan development vision. At minimum this shall require the following:

1. Buildings in the western portion of Fisher Quarry designated Industrial by the Comprehensive Plan shall not exceed maximum height of 35-75 feet per VMC 20.430.040-1;
2. Buildings of any height extending above the farthest visible shore of the Columbia River, as seen from the Overlook facility or the southeast corner of the Fisher Quarry bluff, shall:
    a. Be located towards the southern portion of the quarries to the fullest extent practicable;
    b. Be separated from one another such that the east-west coordinates of the portions of the buildings impacting river views are a minimum of 200 feet apart;
    c. Be discouraged from extending above the farthest visible Oregon ridge line. Only one such building shall be permitted per quarry; and
3. The Master Plan shall include an assessment of how buildings will prevent off-site glare impacts from direct or reflected light sources as required by VMC 20.935.D.

B. The information for the master plan has been submitted and approved, as required by VMC 20.680.040.B.

C. The Vancouver Planning Commision has found that all of the following criteria for approval of the Title 20 text amendments have been met as required by VMC 20.680.040.C:

Text amendments to the comprehensive plan or VMC Title 20 zoning standards shall demonstrate the following:

1. The proposal is consistent with applicable policies of the Vancouver strategic plan and comprehensive plan; and
2. The proposal is necessary to further the public interest based on present needs and conditions.

D. The HQ Master Plan and Subdivision at Fisher's Quarry and VMC Title 20 text amendment is consistent with the Comprehensive Plan, the Riverview Gateway Subarea Plan and the underlying zoning.

E. City Council hereby adopts the foregoing findings and the findings of the Vancouver Planninng contained in the Findings, Conclusions, and Recommendation, with the amended conditions of approval as stated in the City Council staff report date April 20, 2022 which are hereby incorporated by reference, as its own.

Section 2. Legal Description.

The legal description of the lands referred to in this ordinance is as follows:

Parcels 126669000, 126941000, and 125830000 located in a portion of the northeast and northwest quarters of Section 7, Township 1 North, Range 3 East, Willamette Meridian, and Clark County, Washington.

Section 3. Approval Granted.

Based upon the foregoing findings, as well as the findings contained in Staff Report No. PRJ-165963/LUP-81596, which are hereby incorporated by reference, approval of the HQ Master

Plan and Subdivision at Fisher's Quarry and VMC Title 20 text amendments is hereby granted, with the conditions outlined in the City Council staff report amended conditions of approval as suppored by the Vancovuer Planning Commission Findings, Conclusions, and Recommendation, incorporated above by reference.

Section 4.Severability.

If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder or the application of the provision to other persons or circumstances is not affected.

Section 5. Effective Date.

This ordinance shall take effect fifteen (15) days after passage and publication.

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 __________________________, 2022.

____
Anne McEnerny-Ogle, Mayor

Attest:

____
Natasha Ramras, City Clerk

Approved as to form:

____
Jonathan Young, City Attorney

SUMMARY

ORDINANCE NO. __________

AN ORDINANCE approving the concept development plan for the HQ Master Plan and Subdivision at Fisher's Quarry; and providing for severability and 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).

HQ Master Plan

Fishers Quarry at Riverview Gateway Subarea

CITY OF
Vancouver
WASHINGTON

May 16, 2022

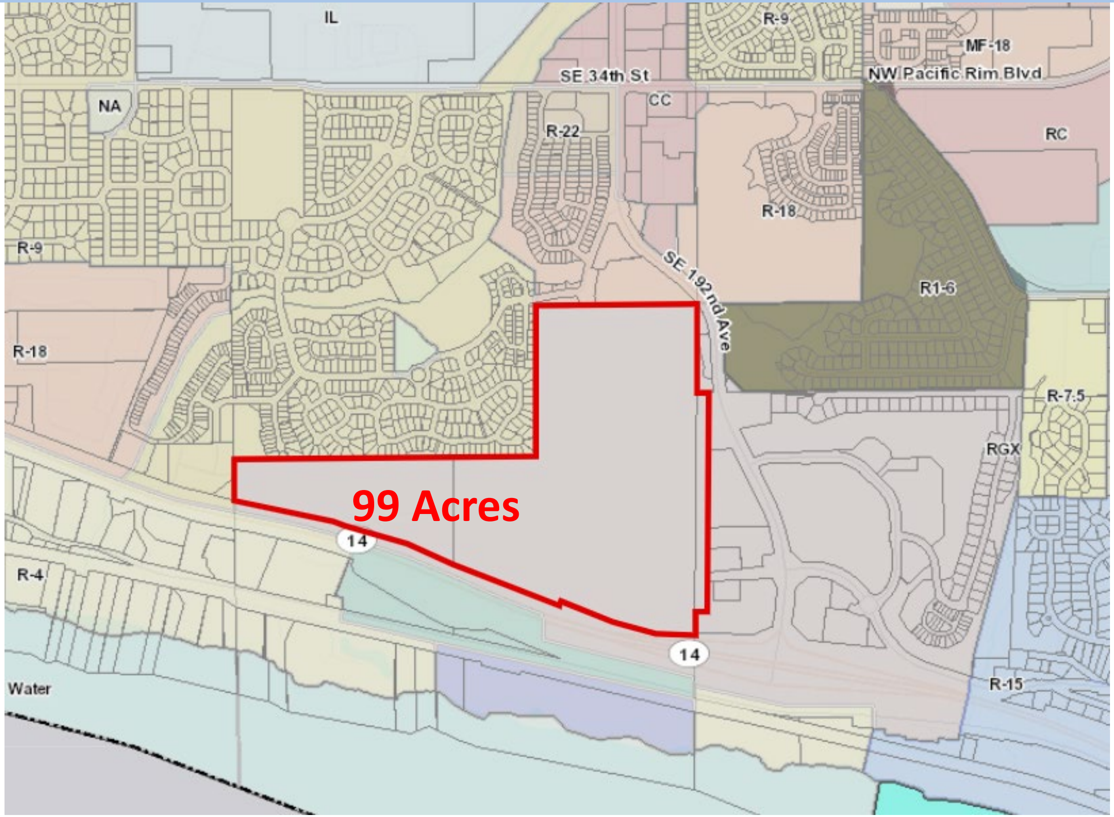
Vancouver City Council Hearing

Keith Jones, Senior Planner

Presentation Purpose

- Provide Overview of Riverview Gateway Subarea Plan and Plan District Requirements
- Provide Overview of HQ Master Plan Proposal
- Provide Overview of Approval Process
- Questions, discussion and feedback

Site Location



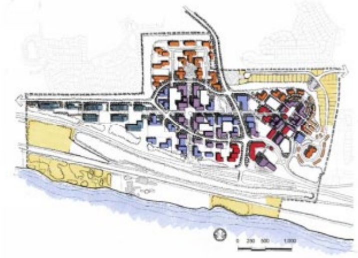
CITY OF Vancouver WASHINGTON

Riverview Gateway Subarea Plan

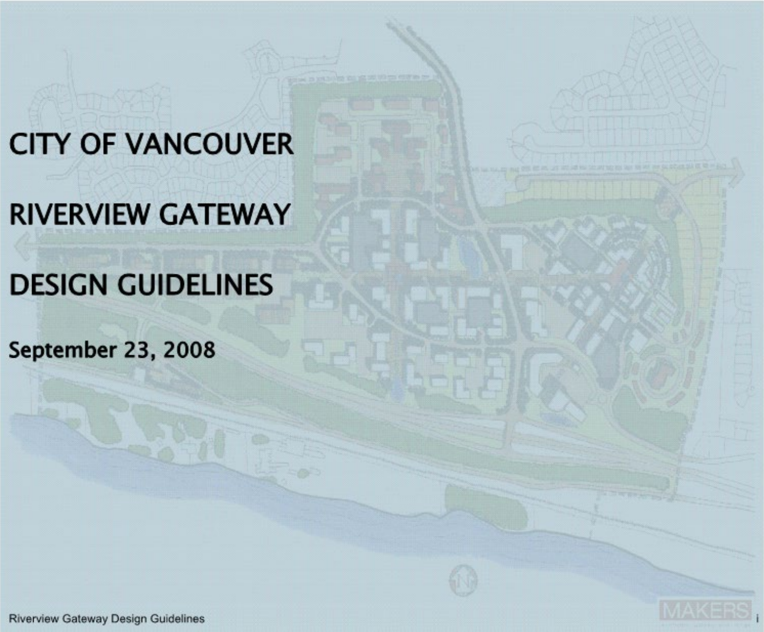
Riverview Gateway Subarea Plan

CITY OF VANCOUVER

Riverview Gateway
Subarea Plan



February 2, 2009



CITY OF VANCOUVER

RIVERVIEW GATEWAY

DESIGN GUIDELINES

September 23, 2008

Riverview Gateway Design Guidelines

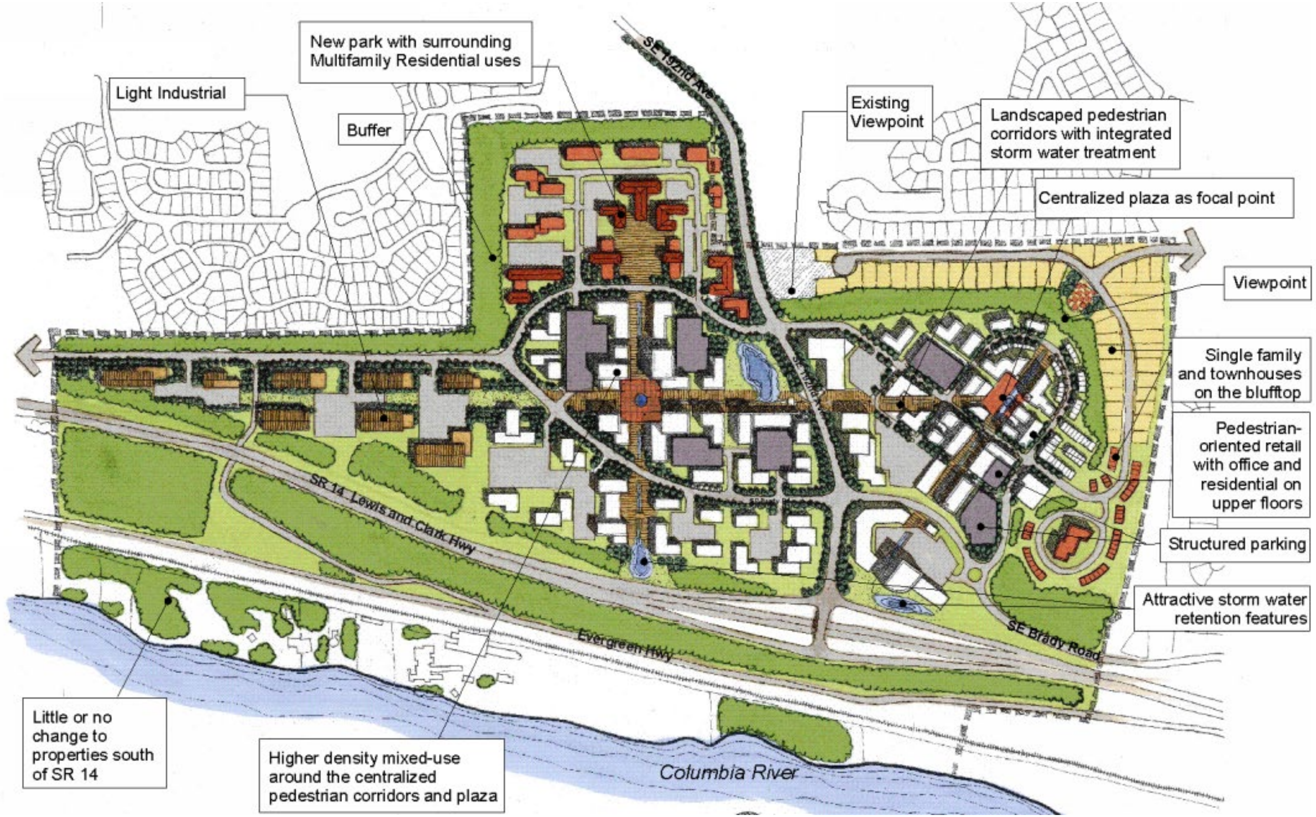
MAKERS i

Riverview Gateway Subarea Plan

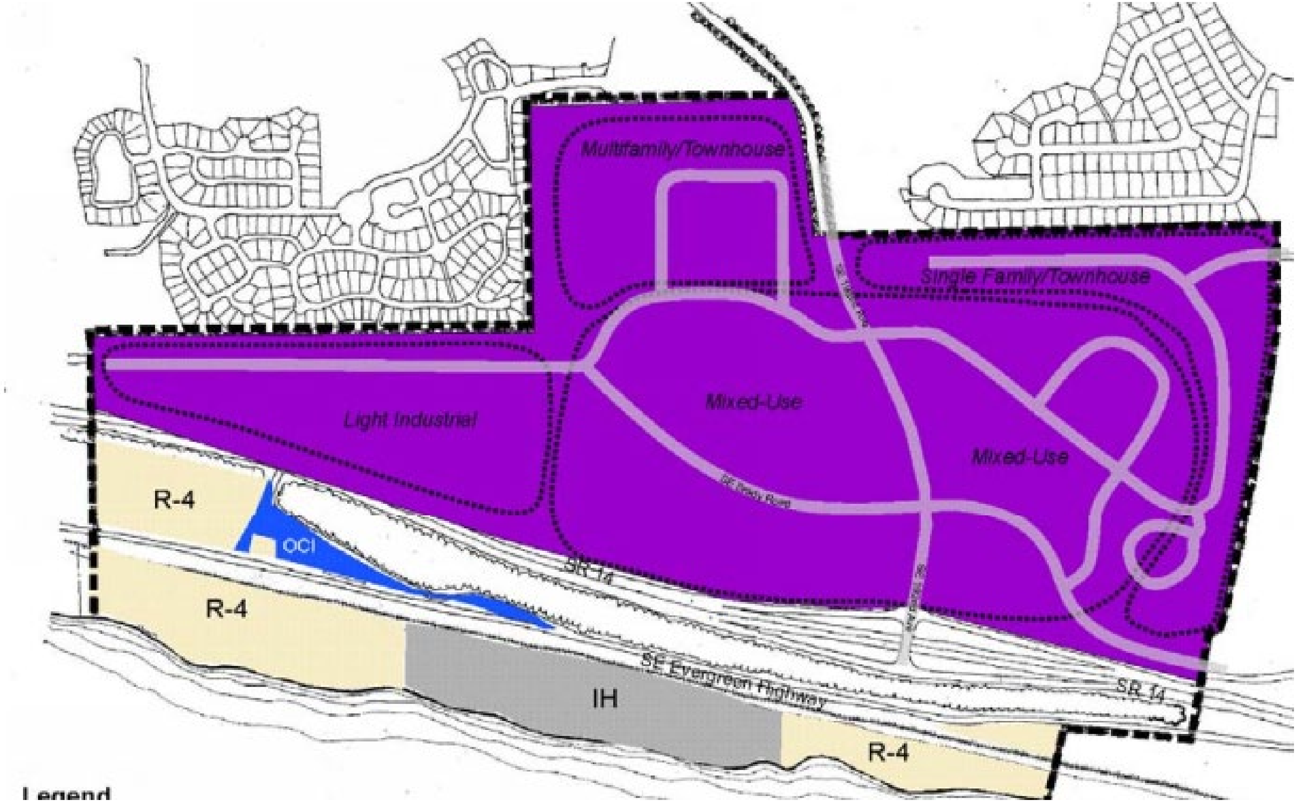
Plan Concepts

- A dynamic mix of urban uses
- Build on river views and quarry topography as a unique site amenity
- Connected network of attractive parks, open spaces, and trails
- Efficient multi-modal circulation system
- Encourage Low Impact Development Techniques (LID)
- Protect the Columbia River Shoreline

Riverview Gateway Subarea Plan

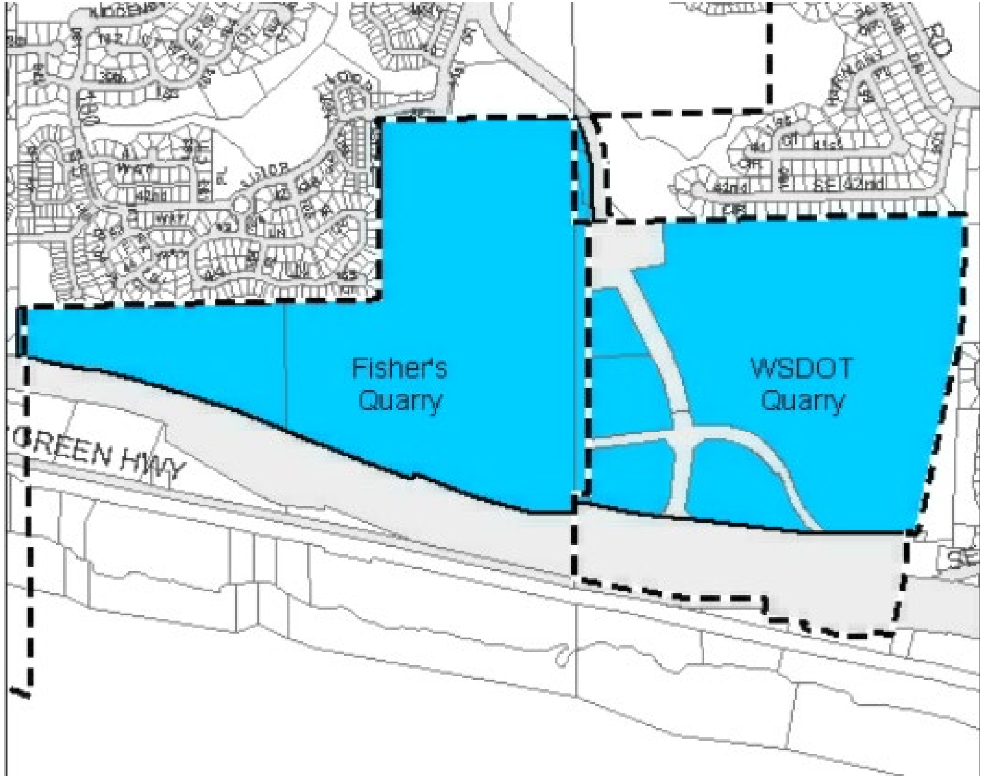


Riverview Gateway Subarea Plan



HQ Master Plan - 8

Riverview Gateway Plan District (VMC 20.680)



Riverview Gateway Plan District (VMC 20.680)

Land Use Allocation

a. **Multi-family residential uses - maximum of 40%**

b. **Non-office Commercial uses - maximum of 35%**

c. **Office and/or light industrial - minimum of 30%.**

d. **Parks and usable open space corridors - minimum of 7%**

Riverview Gateway Plan District (VMC 20.680)

Building Requirements

1. *Vertical Mixing.* 10% of all buildings in the Fisher Quarry shall contain a mix of two or more use types.
2. *Floor Area Ratios.* All buildings minimum Floor Area Ratios (FAR) of 0.5 FAR.

Maximum building height of 75 feet.

Riverview Gateway Plan District (VMC 20.680)

Master Plan

1. Master Plan Approval Required (Type IV process)
2. Master Plan Review Criteria
   - Consistent with subarea plan
   - Achieves master plan objectives

CITY OF Vancouver WASHINGTON

HQ Master Plan- Development Overview

Overview of proposed development:

- 99-acre site (65 acres developable)
- 331,934 Square Feet of Office/Light Industrial
- 350,765 Square Feet of Non-Office Commercial (incudes 120-room Hotel)
- 1,950 Multifamily Dwelling Units
- 12-Lot Single-Family Residential Subdivision
- 6.5 Acre Park

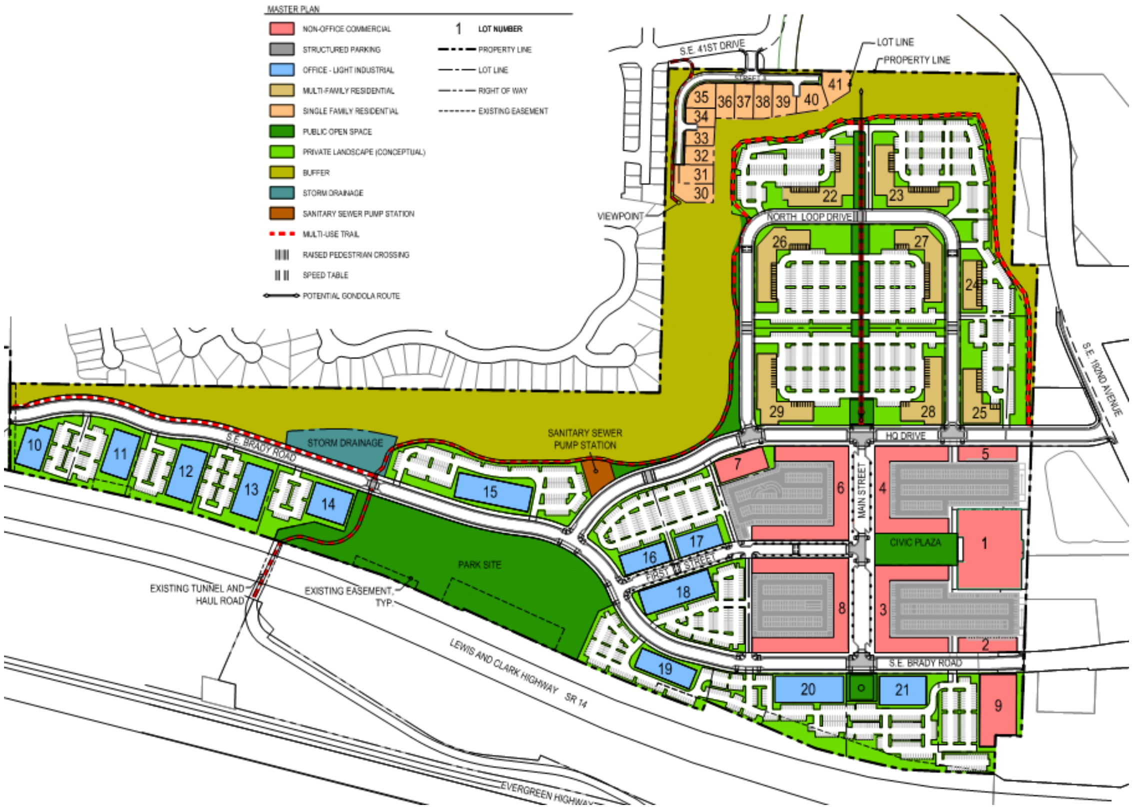
HQ Master Plan

- **Parks and Usable Open Space (Subarea Plan)**
- 7% of Developable Land Area
  - *Includes:* parks and usable open space
  - *Excludes:* Planned public roads, buffers or regional drainage facilities
- Meets the standards of the Vancouver Comprehensive Parks, Recreation and Natural Areas Plan
- Subarea plan shows <u>6.3 acres</u> of Parks and Open Space
- Subarea plan shows:
  - 2-3 acre park (north end)
  - 10,000 square foot plaza (central mixed-use area).

HQ Master Plan

MASTER PLAN

- NON-OFFICE COMMERCIAL
- STRUCTURED PARKING
- OFFICE - LIGHT INDUSTRIAL
- MULTI-FAMILY RESIDENTIAL
- SINGLE FAMILY RESIDENTIAL
- PUBLIC OPEN SPACE
- PRIVATE LANDSCAPE (CONCEPTUAL)
- BUFFER
- STORM DRAINAGE
- SANITARY SEWER PUMP STATION
- MULTI-USE TRAIL
- RAISED PEDESTRIAN CROSSING
- SPEED TABLE
- POTENTIAL GONDOLA ROUTE

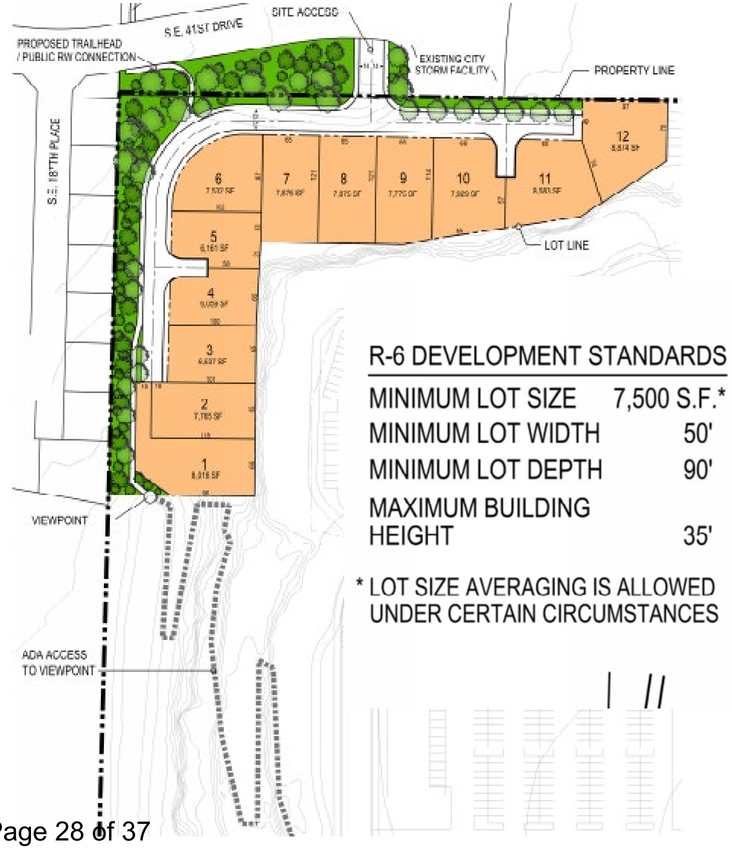


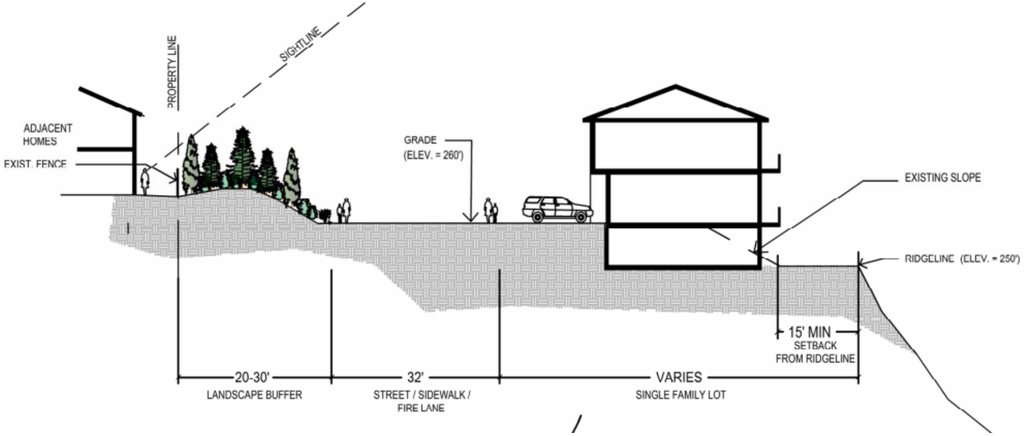
HQ Master Plan

Parks and Usable Open Space:

- 7% Required
- Proposed 7.98 acres, or 12.14%
- Incudes 6.5-acre public park

HQ Master Plan





Planning Commission Recommendation

1. Within the Design Guidelines, Green Building commitments be strengthened.
2. Development of a mutual letter of intent between the Applicant and C-Tran to serve the site as a key site within the transit network.
3. The Design Guidelines name specific transit and multimodal design incentives, including bifurcation of rent and parking costs.
4. Staff and the applicant team work together to strengthen Condition 10 to include safety as a top priority within development of the trail, prior to taking an updated recommendation to Council.

City of Vancouver Washington

Questions and Discussion

- Keith Jones, Senior Planner
- Keith.Jones@cityofvancouver.us (360) 487-7887

CITY OF Vancouver WASHINGTON

CITY OF Vancouver WASHINGTON

MEMORANDUM

DATE: April 20, 2022

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

FROM: Keith Jones, Senior Planner

RE: **HQ Master Plan at Fishers Quarry – Proposed Amended Conditions of Approval PRJ-165963/LUP-81596**

Background
Staff issued a staff report to the Planning Commission dated February 15, 2022. The Planning Commission held a public hearing on February 22, 2022. The Planning Commission recommends that the City Council approve the project based on the following considerations:

1. *Within the Design Guidelines, Green Building commitments be strengthened.*
2. *Development of a mutual letter of intent between the Applicant and C-Tran to serve the site as a key site within the transit network.*
3. *The Design Guidelines name specific transit and multimodal design incentives, including bifurcation of rent and parking costs.*
4. *Staff and the applicant team work together to strengthen Condition 10 to include safety as a top priority within development of the trail, prior to taking an updated recommendation to Council.*

Updated Conditions of Approval and Recommendation
To address Planning Commission and staff comments, staff recommends that the City Council approve the project based on the findings contained in the February 15, 2022 staff report to the Planning Commission with the following amended conditions of approval.

Additions are in yellow highlight with double underline for additions and in ~~strikethrough~~ for removal.

General

1. The "HQ Design Guidelines" dated July 2, 2021, prepared by Otak shall serve as the design guidelines for the master plan with the following amendment:

   The applicant shall achieve one of the following under Green Building Commitments in the Design Guidelines:

   a. The equivalent of a Leadership in Energy Efficiency and Design (LEED) silver standard or better, as published by the U.S. Green Building Council on or before October 19, 2013 (LEED v4)
   b. The Earth Advantage/Built Green Commercial silver standard or Multifamily certificate silver standard or better as appropriate

c. Green Globes – Two Globes or better as appropriate as published by the Green Building Institute on or before December 31, 2021 (Green Globes for New Construction 2021, Multifamily for New Construction (NC), Green Globes for New Construction 2013)
d. Or other equivalent sustainable design standard reasonably acceptable to the City that complies with the currently adopted International Building Code, or as approved by other applicable City decision-making authority.

2. The landscaping percentage for sites with a parking structure is 0%. The remaining areas shall comply with the minimum landscape percentage.
3. If the amount of parks and open spaces is reduced in the future, the applicant shall obtain a new Type IV master plan approval. Parks and open space can be either public or privately owned, however the total amount as presented in this application cannot be reduced without obtaining a new Type IV master plan approval.

Prior to Recording the Subdivision Plat(s)

4. All street names are placeholders for the master plan. The City may request new street names consistent with addressing requirements.
5. Since there is complete separation of infrastructure and access, the single-family residential lots at the north end of the master plan may be recorded separately from the rest of master plan. The applicant will need to complete a lot line adjustment so the north area is on its own lot prior to independently subdividing into single-family lots and all supporting infrastructure installed and accepted by the City. The open space, trail and landscaping associated with the single-family subdivision must be indicated on the civil engineering plans and installed prior to recording of the final plat. All other phasing must be approved by City of Vancouver Public Works. Phasing of infrastructure prior to recording the final plat is typically not allowed by Public Works.
6. Prior to recording the subdivision plat for the single-family residential subdivision, the applicant shall record a shared access and maintenance agreement for the private street and the City Council shall approve the sale of the City-owned parcel or approve access across the City-owned parcel located between the proposed subdivision and SE 41st Drive (Property ID: 125830000).
7. All single-family lots shall have 20 feet of frontage on a public or private street.
8. For both the main master plan subdivision and the single-family subdivision, public access easements shall be indicated on the plat that cover all pathways and open spaces. The applicant may impose reasonable hours for these areas to be open to the public.
9. The applicant shall place signage along all public access trails stating that the path is open to the public, the sign may identify reasonable hours of operation. Signage locations shall be shown on the engineering plans for review and approval by the City.
10. Prior to recording the main master plan subdivision, the applicant shall ~~extend a trail from the proposed single-family residential subdivision down to the base of the quarry that connects to the main master plan trail system; and all other trails shall be installed unless a phasing plan is approved by the Planning Department~~ work with City staff to find a location for a public trail connection that would extend from the proposed central trail system at the base of the quarry to the north, thus providing a north/south public trail connection. All types of trail surfaces, grades and widths are to be considered with ADA compliance preferred if feasible and a public access easement shall be placed over the trail. However, if determined to be unfeasibile due to site constraints the trail connection will not be required. All trails and landscaping shall be indicated on the engineering plans

and approved by the City with the civil engineering permit. Timing of installation of the City park can be installed per agreements with the City Parks Department and the public plaza can be delayed until development and permitting of surrounding buildings.

11. Signs shall be placed at minimum every 200 feet at the wetland buffer located at the west end of the master plan that reads, "The area beyond this sign is a wetland or wetland buffer. Alteration or disturbance is prohibited by law. Please call the City of Vancouver for more information."

11.1 The applicant shall record a minimum 20-foot wide public access easement extending along the existing haul road located south of SR-14. The easement shall extend from the proposed master plan trail system south through the tunnel under SR-14 to meet with SE Evergreen Hwy.

12. Prior to recording the single-family residential subdivision, the following improvements shall be completed on the Private Street(s):
    - Dedicate appropriate easements or tracts and install a minimum 20-foot-wide street surface, planter strips on both sides of the street, and 5-foot detached sidewalk on both sides of the street.
    - Install a driveway approach on SE 41st Drive per the appropriate City of Vancouver standard, to provide access to the private streets.
    - Install appropriate turnarounds at the dead ends of the streets, per the appropriate City of Vancouver standard.
    - Install "No Parking – Fire Lane" signs on both sides of the private streets.

13. Prior to recording the main subdivision plat for the master plan (all areas other than the single-family residential subdivision) the following street improvements must be completed, however these improvements can be phased or required with future site plan review, with approval from the Public Works Director and/or the City Transportation Department and/or a future approved Development Agreement:

    SE 192nd Ave / Brady Road
    The eastbound left-turn lane shall be extended from 200 feet to at least 300 feet.

    SE 192nd Ave / HQ Drive (Columbia Palisades Dr)
    ~~The southbound left-turn lane shall be extended from 250 feet to 400 feet.~~ The intersection shall be signalized when the fourth leg of the intersection is constructed.

    SE 192nd Ave.
    The following improvements to 192nd Avenue shall be completed:
    - Dedicate public right of way as necessary to meet the standard.
    - Per VMC 11.80.080(C), the City reserves the right to require improvements to non-abutting street if, in the opinion of the Director, the proposed development will cause an adverse impact or create dangerous or hazardous condition on or to another street. Therefore, the applicant shall construct a 6-foot-wide detached sidewalk along the west side of SE 192nd Avenue, from where the sidewalk currently terminates along the Chevron property to the north to where the sidewalk terminates along the Fisher Quarry development.
    - At the intersection with HQ Drive (Columbia Palisades Drive):
        - Construct the west leg of the intersection. Curb radii must be a minimum of 35 feet per the design criteria tables of VMC 11.80.040.

  - Construct a SB right-turn lane.
  - ~~Extend the storage length of the existing SB left-turn turn lane to 400 feet.~~
  - Construct a NB left turn lane. The length of the NB left turn lane must be designed to accommodate the vehicle queueing length identified in the TIA.
  - Install a traffic signal.
- Street lighting must be installed or updated to current City standards. See street lighting comments below.
- Install traffic control devices as warranted, and storm drainage as required by the city stormwater ordinance.

No direct driveway access shall be allowed on SE 192nd Avenue, per VMC 11.80.110(A), unless no other access to the site is available, and through city transportation approval of a Road Modification Request. ~~All driveway access shall be taken from the proposed streets within the development.~~

Brady Road
The following improvements shall be completed on Brady Road:
- Dedicate public right of way as necessary to meet the standard adopted for the Master Plan.
- Extend Brady Road to the project's west property line, using the standard adopted for the Master Plan.
- At the intersection with SE 192nd Avenue, extend the storage length of the EB left-turn lane to at least 300-feet.
- Install a raised pedestrian crossing where the proposed multi-modal trail intersects with Brady Road.
- Street lighting must be installed to current City standards. See street lighting comments below.
- Install traffic control devices as warranted, and storm drainage as required by the city stormwater ordinance.

The short length of Brady Road between SE 192nd Avenue and the project site was constructed in April 2019. Pursuant to VMC 11.80.100 B., a street cut prohibition is in effect through April 8, 2024. If the applicant finds it necessary to cut into the street to provide utility services and all options have been exhausted, submittal of a minor road modification request pursuant to VMC 11.80.160 will be required. This application shall be submitted for review in order to deviate from the five-year street cut moratorium.

There is a small area of remnant WSDOT right of way located at the end of Brady Road that impacts Lots 2 and 9 on the proposed preliminary plat. WSDOT has turned this remnant right of way back to the City. The City will reserve the right of way necessary for the extension of Brady Road. Pursuant to State and City requirements, the remaining area can then be sold as surplus to the abutting property owner(s) upon completion of the required appraisal and surplus process.

North Loop Drive
The following improvements shall be completed on North Loop Drive:
- Dedicate public right of way as necessary to meet the standard adopted for the Master Plan.

- Construct the street, looping from and to HQ Drive, using the standard adopted for the Master Plan.
- Enhanced pedestrian crossings must be installed at key intersections and/or midblock crossing locations, as identified on the Master Plan. Intersections must be constructed with curb extension bump-outs and small-radius returns.
- Street lighting must be installed to current City standards. See street lighting comments below.
- Install traffic control devices as warranted, and storm drainage as required by the city stormwater ordinance.

Main Street
The following improvements shall be completed on Main Street:
- Dedicate public right of way as necessary to meet the standard adopted for the Master Plan.
- Construct the street, between HQ Drive and Brady Road, using the standard adopted for the Master Plan.
- Enhanced pedestrian crossings must be installed at key intersections and/or midblock crossing locations, as identified on the Master Plan. Intersections must be constructed with curb extension bump-outs and small-radius returns. At intersections, curb extension bump-outs and small-radius returns are preferred. Vehicular turning movement templates must be presented to verify the viability of the proposed intersection geometry.
- Street lighting must be installed to current City standards. See street lighting comments below.
- Install traffic control devices as warranted, and storm drainage as required by the City stormwater ordinance.

First Street
The following improvements shall be completed on First Street:
- Dedicate public right of way as necessary to meet the standard adopted for the Master Plan.
- Construct the street, between Main Street and Brady Road, using the standard adopted for the Master Plan.
- Enhanced pedestrian crossings must be installed at key intersections and/or midblock crossing locations, as identified on the Master Plan. Intersections must be constructed with curb extension bump-outs and small-radius returns.
- Street lighting must be installed to current City standards. See street lighting comments below.
- Install traffic control devices as warranted, and storm drainage as required by the city stormwater ordinance.

14. Prior to recording the main subdivision plat for the master plan and as part of the civil plan review and approval:

Coordinate with City staff on approved sanitary sewer pump station discharge locations, available discharge rates, and downstream public sanitary sewer capacity improvements.

Public Sanitary Sewer Pump Station Design Requirements: Modify the Draft Pump Station Technical Memorandum submitted in June 2021. Address City comments. Prepare a separate civil plan set for the public sanitary sewer pump station. Design according to current General Requirements and Details for the Design and Construction of Public Sanitary Pump and Lift Stations. Include on and off-site discharge piping, provisions for future discharge location changes, and any off-site downstream capacity improvements. Submit the final pump station technical memorandum. Include complete pump station design calculations as a sheet in the plan set. Schedule a minimum of three civil review cycles. Address redline comments, revise, and submit the final design for civil plan approval.

Public Gravity Sewer Requirements: Revise and complete the public on-site gravity sewer design. Prepare according to Vancouver's current General Requirements and Details for design and construction. Coordinate with the public pump station plans. Address redline comments, revise, and submit the final design for civil plan approval. On-site civil plan approval requires pump station civil plan approval.

15. Prior to recording the main subdivision plat for the master plan, show and note a separate pump station parcel. Specify as to be dedicated to the City of Vancouver by separate deed. Provide signatures and record the deed with (directly following) the plat.

Prior to Development of Each Multi-family, Commercial, Industrial and Mixed-Use Lot

16. If shared parking with a neighboring development or lot is proposed, shared access and parking agreements shall be recorded prior to issuance of building permits.
17. Prior to issuance of a site plan review approval and building permit, plans shall indicate that all site lighting is shielded to reduce or eliminate off-site glare.
18. With each site plan application, provide a report and inventory of Affordable Units and how it complies with the affordable housing requirement.
19. Prior to the issuance of civil plan approval, pay the concurrency modeling fees. The modeling fee will be calculated at time of site plan review.
20. Proportionate share fees for transportation improvements shall be calculated at time site plan approval and paid prior to issuance of a building permit.
21. Provide the City with a traffic impact analysis that reanalyzes the study area intersections based on existing traffic conditions in place at the time of site plan application, conditions at year of opening of the proposed site plan development, and conditions at future build-out (five years from year of opening). Any intersection movements or queueing lengths that do not meet City standards with the addition of project-generated trips will require mitigation prior to the issuance of occupancy approval for the site plan development.

During Construction

22. Secure all required public sanitary sewer pump station construction permits. Secure all required off-site construction permits. Schedule and attend pre-construction meeting for the pump station and off-site improvements. Construct the station and off-site improvements according to the approved plans and standards. Satisfy Construction Services testing, inspection, and start-up requirements and secure Construction Acceptance.
23. Secure on-site public gravity sewer construction permits. Schedule and attend a pre-construction meeting. Construct according to the approved plans and standards. Satisfy Construction Services testing, inspection, and start-up requirements and secure Construction Acceptance.
24. Satisfy submittal and other requirements itemized in both Notifications of Civil Plan Approval for the public sewer improvements. Secure Final Civil Project Acceptance for both the pump station and

on-site gravity improvements. Final civil project acceptance of the on-site gravity project requires final civil project acceptance of the pump station.

Note: The Washington Uniform Common Interest Ownership Act (WUCIOA), RCW 64.90, may apply to the proposal. This legislation has a number of provisions that apply to developments with common interest elements including plats. It is the sole responsibility of the applicant to comply with the provisions of WUCIOA, as the city does not approve or advise on WUCIOA. The applicant should consult their attorney on how WUCIOA may apply to the proposal.

Note: Once a plat is recorded any change will require a Plat Alteration under RCW 58.17 and VMC 20.320.080. Plat Alterations require a Type II or Type III land use approval process and the recording of a new final plat.

Staff Contact
Keith Jones- Senior Planner
360-487-7887
keith.jones@cityofvancouver.us

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:

$ 8,533,162.73 this 9th day of May 2022.

DocuSigned by:
Anne McEnerny-Ogle
0C89D9089EC3424...
MAYOR

DocuSigned by:
COUNCILMEMBER

Cyndi A Turner
AUDITING OFFICER

DocuSigned by:
COUNCILMEMBER

DATE	INCLUSIVE CHECK NUMBERS	CHECK TOTAL
April 25, 2022 - May 1, 2022	Accounts Payable Checks (see attached)	$ 5,130,920.64
April 25, 2022 - May 1, 2022	Hansen City Payments (see attached)	$ 7,614.30
April 25, 2022 - May 1, 2022	Visa Refunds (see attached)	$ 2,175.05
April 25, 2022 - May 1, 2022	Payroll Checks (see attached)	$ 3,392,452.74
TOTAL		**$ 8,533,162.73**

INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Check Number	Payment Date	Payment Amount	Payment Payee	Payment Memo if applicable
Supplier Payment	Manual Wire	No Reference	4/25/2022	231,953.97	Blue Cross Blue Shield of Oregon	
Supplier Payment	Manual Wire	No Reference	4/25/2022	7,403.59	ICMA 401A	
Supplier Payment	Manual Wire	No Reference	4/25/2022	240,263.78	ICMA Corp	
Supplier Payment	Manual Wire	No Reference	4/25/2022	774.90	Oregon SDU	
Supplier Payment	Manual Wire	No Reference	4/25/2022	69,741.63	State of Washington Department of Retirement System (PERS)	
Supplier Payment	Manual Wire	No Reference	4/25/2022	1,085.92	Vancouver Fire Command Officers	
Supplier Payment	Manual Wire	No Reference	4/25/2022	23,751.37	Vancouver Firefighters Union Health & Welfare Trust	
Supplier Payment	Manual Wire	No Reference	4/25/2022	20,668.11	Washington Dental Service	
Supplier Payment	Manual Wire	No Reference	4/25/2022	6,040.90	Washington SDU	
Supplier Payment	Manual Wire	No Reference	4/25/2022	18,800.00	Washington State Firefighters	
Supplier Payment	Manual Wire	No Reference	4/25/2022	18,656.55	Western States Health & Welfare Trust	
Procurement Card Payment	Manual Wire	No Reference	4/26/2022	675,786.55	CoV Procurement Card	
Supplier Payment	Manual Wire	No Reference	4/26/2022	993,397.03	Internal Revenue Service	
Supplier Payment	Manual Wire	No Reference	4/26/2022	335,861.49	State of Washington Department of Revenue	
Supplier Payment	Manual Wire	No Reference	4/27/2022	9,020.93	Bank Of America N.A. - Remit-To: Charlotte NC	
Supplier Payment	Manual Wire	No Reference	4/27/2022	34,639.78	State of Oregon Department of Revenue	
Supplier Payment	Manual Wire	No Reference	4/27/2022	1,089.00	State of Washington Department of Licensing - Remit-To: DOL - Seattle Remit	
Supplier Payment	Manual Wire	No Reference	4/29/2022	76,060.34	City of Vancouver - Remit-To: COV Main	
Supplier Payment	Manual Wire	No Reference	4/29/2022	748,171.87	State of Washington Department of Retirement System (PERS)	
			Manual Wire Total	**3,513,167.71**		
Supplier Payment	EFT	EFT-00144683	4/25/2022	10,476.08	Vancouver Police Officer Guild	
Supplier Payment	EFT	EFT-00144684	4/25/2022	13,913.40	Allegiance Benefit Plan Management Inc	
Supplier Payment	EFT	EFT-00144685	4/25/2022	947.40	Vancouver Command Guild	
Supplier Payment	EFT	EFT-00144686	4/25/2022	23,525.88	IAFF Local #452	
Supplier Payment	EFT	EFT-00144687	4/25/2022	123.74	Legal Shield	
Supplier Payment	EFT	EFT-00144805	4/28/2022	20,000.00	Staubach Holdings Inc	
Supplier Payment	EFT	EFT-00144806	4/28/2022	10,785.50	Mead and Hunt Inc	
Supplier Payment	EFT	EFT-00144807	4/28/2022	2,645.45	Emerald Services Inc	
Supplier Payment	EFT	EFT-00144808	4/28/2022	39,700.00	Pacific Talent Inc	
Supplier Payment	EFT	EFT-00144809	4/28/2022	3,292.70	Boys and Girls Clubs of Southwest Washington	
Supplier Payment	EFT	EFT-00144810	4/28/2022	24,841.00	Otak Inc	
Supplier Payment	EFT	EFT-00144811	4/28/2022	8,295.43	Universal Field Services Inc	
Supplier Payment	EFT	EFT-00144812	4/28/2022	2,411.51	MPGTandem	
Supplier Payment	EFT	EFT-00144813	4/28/2022	95.00	T2 Systems Inc - Remit-To: T2- Atlanta	
Supplier Payment	EFT	EFT-00144814	4/28/2022	6,095.18	Council for the Homeless	
Supplier Payment	EFT	EFT-00144815	4/28/2022	381,632.53	Advanced Excavating Specialists LLC	
Supplier Payment	EFT	EFT-00144816	4/28/2022	960.00	Rotschy Inc	
Supplier Payment	EFT	EFT-00144817	4/28/2022	561.07	Praxair Distribution Inc	
Supplier Payment	EFT	EFT-00144818	4/28/2022	1,382.50	HDR Engineering Inc - Remit-To: HDR Engineering - Chicago	
Supplier Payment	EFT	EFT-00144819	4/28/2022	5,512.50	Rapid Response Bio Clean Inc.	
Supplier Payment	EFT	EFT-00144820	4/28/2022	1,483.24	State of Washington Consolidated Technology Services	
Supplier Payment	EFT	EFT-00144821	4/28/2022	2,095.03	Metro Overhead Door Inc	
Supplier Payment	EFT	EFT-00144822	4/28/2022	5,045.00	Pitney Bowes Inc	
Supplier Payment	EFT	EFT-00144823	4/28/2022	12,597.54	Bridgeview Housing	

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

INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Check Number	Payment Date	Payment Amount	Payment Payee	Payment Memo if applicable
Supplier Payment	EFT	EFT-00144824	4/28/2022	1,783.92	GeoDesign Inc	
Supplier Payment	EFT	EFT-00144825	4/28/2022	1,580.72	Purple Communications Inc	
Supplier Payment	EFT	EFT-00144826	4/28/2022	9,248.55	Halme Excavating Inc	
Supplier Payment	EFT	EFT-00144827	4/28/2022	18,609.35	MacKay Sposito Inc	
			EFT Total	**609,640.22**		
Cash Advance Payment	Direct Deposit	EFT-00144828	4/28/2022	59.25	Arunbir Singh	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00144829	4/28/2022	241.50	Brian Viles	Travel Advance
Expense Payment	Direct Deposit	EFT-00144830	4/28/2022	65.04	Brian Schaffer	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00144831	4/28/2022	225.00	Nicholas Popravak	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00144832	4/28/2022	115.00	David Purvis	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00144833	4/28/2022	105.50	Michelle Cary	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00144834	4/28/2022	147.50	Zachary Allred	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00144835	4/28/2022	102.00	David Coffey	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00144836	4/28/2022	100.00	Jessica Goddard	Employee Reimbursement
Cash Advance Payment	Direct Deposit	EFT-00144837	4/28/2022	259.00	Sean Donaldson	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00144838	4/28/2022	102.25	Brian Wilson	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00144839	4/28/2022	102.25	Timothy Buck	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00144840	4/28/2022	102.25	Brian Potter	Travel Advance
			Direct Deposit Total	**1,726.54**		
Supplier Payment	Check	2597	4/25/2022	7,517.66	Aflac	
Supplier Payment	Check	2598	4/25/2022	4,789.95	AFSCME Local #307	
Supplier Payment	Check	2599	4/25/2022	700.00	IAM Local #1374	
Supplier Payment	Check	2600	4/25/2022	8,619.37	Life Insurance Company of North America	
Supplier Payment	Check	2601	4/25/2022	500.00	MFS Service Center Inc	
Supplier Payment	Check	2602	4/25/2022	41.49	OPEIU Local #11	
Supplier Payment	Check	2603	4/25/2022	4,055.99	OPEIU Local #11	
Supplier Payment	Check	2604	4/25/2022	672.00	Teamsters Local #58	
Supplier Payment	Check	2605	4/25/2022	297.50	UA Local #290	
Supplier Payment	Check	2606	4/25/2022	2,855.70	Western Conference of Teamsters	
Supplier Payment	Check	2607	4/25/2022	978.42	Western Metal Industry Pension Plan	
Ad Hoc Payment	Check	2608	4/27/2022	790.94	Advanced Electrical Technologies	MPE-318135
Ad Hoc Payment	Check	2609	4/27/2022	60,000.00	Anderton Law Office IOLTA in Trust for Albert England	Claim Payment - DOL: 10/08/21 - Risk
Ad Hoc Payment	Check	2610	4/27/2022	187.07	Beigeblond Inc	Utility Refunds: 0014000700-09 Consolidated refund created from multiple refunds
Ad Hoc Payment	Check	2611	4/27/2022	799.40	Bennington,Patricia	Utility Refunds: 0058058030-03
Ad Hoc Payment	Check	2612	4/27/2022	156.52	Bridger,Henry	Utility Refunds: 0157022100-02
Ad Hoc Payment	Check	2613	4/27/2022	79.40	Bryson,Gary or Deanna	Utility Refunds: 0101000623-03
Ad Hoc Payment	Check	2614	4/27/2022	2,429.05	Byron Newton	Claim Payment - DOL: 02/26/22 - Risk
Ad Hoc Payment	Check	2615	4/27/2022	750.00	Casillas,Andre	Utility Refunds: 0002000111-02

INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Check Number	Payment Date	Payment Amount	Payment Payee	Payment Memo if applicable
Ad Hoc Payment	Check	2616	4/27/2022	2,530.00	Coker,Sandra	Utility Refunds: 0002000111-02
Ad Hoc Payment	Check	2617	4/27/2022	60.00	Copple,Jeffrey	Utility Refunds: 0002000112-01
Ad Hoc Payment	Check	2618	4/27/2022	123.92	Deryk Marien or Sherrie Gonyea	Utility Refunds: 0131008258-01
Ad Hoc Payment	Check	2619	4/27/2022	25.81	Dianne Loepker	cust cancelled permit COV06898
Ad Hoc Payment	Check	2620	4/27/2022	45.55	Dudik,Tristan	Utility Refunds: 0045014769-11
Ad Hoc Payment	Check	2621	4/27/2022	61.81	Dulak,Douglas or Sarah	Utility Refunds: 0086013999-03
Ad Hoc Payment	Check	2622	4/27/2022	182.00	Emerson or Emily Kneipp	Utility Refunds: 0127011540-06
Ad Hoc Payment	Check	2623	4/27/2022	168.00	Entrikin,Jerald	Utility Refunds: 0099049970-05 Consolidated refund created from multiple refunds
Ad Hoc Payment	Check	2624	4/27/2022	33.60	Estate of Lanora Rae Johnston	Utility Refunds: 0101000623-03
Ad Hoc Payment	Check	2625	4/27/2022	135.00	Godier,William	Utility Refunds: 0129001108-02 Consolidated refund created from multiple refunds
Ad Hoc Payment	Check	2626	4/27/2022	137.00	Grace Park or Jason Yoon	Utility Refunds: 0500003499-02 Consolidated refund created from multiple refunds
Ad Hoc Payment	Check	2627	4/27/2022	2,455.96	Groveside Village	Utility Refunds: 0500001691-01
Ad Hoc Payment	Check	2628	4/27/2022	108.62	Groveside Village	Utility Refunds: 0500001690-01
Ad Hoc Payment	Check	2629	4/27/2022	61.47	Hermanson Company LLP	MPE-317377
Ad Hoc Payment	Check	2630	4/27/2022	45.97	Hill,Brandon or Madison	Utility Refunds: 0000004561-03
Ad Hoc Payment	Check	2631	4/27/2022	69.42	Hinz,Allison or Brinton	Utility Refunds: 0126006950-08
Ad Hoc Payment	Check	2632	4/27/2022	121.44	Hutsell,Daniel or Madalyn	Utility Refunds: 0000001431-01
Ad Hoc Payment	Check	2633	4/27/2022	246.22	Jamison Owens	MHP/LEO & HR Training - Redmond WA - 03/27/22
Ad Hoc Payment	Check	2634	4/27/2022	110.71	Jensen,Lee L	Utility Refunds: 0116020200-06
Ad Hoc Payment	Check	2635	4/27/2022	57.36	Karl and Tomoko Parsons Revocable Living Trust	Utility Refunds: 0109000324-02
Ad Hoc Payment	Check	2636	4/27/2022	156.43	Khong,Bao or Ara	Utility Refunds: 0000007815-03
Ad Hoc Payment	Check	2637	4/27/2022	234.98	Laura Cissna	MHP/LEO & HR Training - Redmond WA - 03/27/22
Ad Hoc Payment	Check	2638	4/27/2022	176.89	Marissa A Cristobal	COVE00328 cust cancelled
Ad Hoc Payment	Check	2639	4/27/2022	101.90	Mazi,Cyndi or Paul	Utility Refunds: 0074071600-09
Ad Hoc Payment	Check	2640	4/27/2022	71.16	Morgan,Edina or Michael	Utility Refunds: 0000007249-02
Ad Hoc Payment	Check	2641	4/27/2022	61.47	MR ROOTER OF PORTLAND	MPE-319754
Ad Hoc Payment	Check	2642	4/27/2022	93.58	Nita,Petre or Ana	Utility Refunds: 0000008831-02
Ad Hoc Payment	Check	2643	4/27/2022	137.08	NOE NAVARRETE	RES-314937
Ad Hoc Payment	Check	2644	4/27/2022	105.73	Olson Revocable Living Trust	Utility Refunds: 0072000406-06
Ad Hoc Payment	Check	2645	4/27/2022	124.95	Patricia L Arms	Utility Refunds: 0058058064-08
Ad Hoc Payment	Check	2646	4/27/2022	110.00	PCS	alarm billing Couves Customs - acct 22151 inv 99429844/99435860/99452479/99458771
Ad Hoc Payment	Check	2647	4/27/2022	36.00	PCS	Pacific Specialty & Rehab cust 109013 inv 77007641
Ad Hoc Payment	Check	2648	4/27/2022	325.59	Robert & Olga Ramos	RES-319138
Ad Hoc Payment	Check	2649	4/27/2022	52.71	Romano Development Inc	Utility Refunds: 0000004816-01
Ad Hoc Payment	Check	2650	4/27/2022	301.00	Shopen,Marisa or Aleksandr	Utility Refunds: 0000008477-02
Ad Hoc Payment	Check	2651	4/27/2022	343.20	Simms Electric LLC	Multiple Electrical Permits at 19817 SE Ascension Loop
Ad Hoc Payment	Check	2652	4/27/2022	180.00	Smith,Jordan or Christine	Utility Refunds: 0045027212-08
Ad Hoc Payment	Check	2653	4/27/2022	15.05	Stankovic,Robert	Utility Refunds: 0002000111-02
Ad Hoc Payment	Check	2654	4/27/2022	41.11	The Estate of Lois Saastad	Utility Refunds: 0055030900-06
Ad Hoc Payment	Check	2655	4/27/2022	114.00	The Hewitt Revocable Trust	Utility Refunds: 0078099791-03 Consolidated refund created from multiple refunds
Ad Hoc Payment	Check	2656	4/27/2022	61.92	The Wheeler Trust	Utility Refunds: 0054080018-03
Ad Hoc Payment	Check	2657	4/27/2022	75.00	Thomas A Ortale	COV11574 does not need permit
Ad Hoc Payment	Check	2658	4/27/2022	646.10	TR22 LLC	Utility Refunds: 0500001690-01
Ad Hoc Payment	Check	2659	4/27/2022	582.89	US Bank National Assoc	Utility Refunds: 0057034614-01
Ad Hoc Payment	Check	2660	4/27/2022	500.00	White-Williams Development Co LLC	Utility Refunds: 0414010000-01

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

INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Check Number	Payment Date	Payment Amount	Payment Payee	Payment Memo if applicable
Ad Hoc Payment	Check	2661	4/27/2022	124.93	Wirz,Mark	Utility Refunds: 0025022500-04
Cash Advance Payment	Check	2662	4/27/2022	109.75	Darryl Hebert	Travel Advance
Supplier Payment	Check	2663	4/27/2022	5,940.00	Action Onsite Inc	
Supplier Payment	Check	2664	4/27/2022	23,417.50	AKS Engineering & Forestry LLC	
Supplier Payment	Check	2665	4/27/2022	2,387.00	Allcon LLC	
Supplier Payment	Check	2666	4/27/2022	1,479.91	Annas Consultants Inc	
Supplier Payment	Check	2667	4/27/2022	282.78	Aramark Uniform & Career Apparel LLC - Remit-To: Aramark - Pasadena	
Supplier Payment	Check	2668	4/27/2022	986.00	Archaelogical Investigations Northwest Inc	
Supplier Payment	Check	2669	4/27/2022	815.59	Axon Enterprises Inc	
Supplier Payment	Check	2670	4/27/2022	1,821.24	Bound Tree Medical LLC	
Supplier Payment	Check	2671	4/27/2022	2,170.00	Bret M Young	
Supplier Payment	Check	2672	4/27/2022	75,561.06	Brightview Holdings Inc	
Supplier Payment	Check	2673	4/27/2022	103,320.40	Brown and Caldwell - Remit-To: Brown & Caldwell - San Francisco	
Supplier Payment	Check	2674	4/27/2022	350.00	BSK Associates - Remit-To: Supplier BSK Associates	
Supplier Payment	Check	2675	4/27/2022	11,650.00	Cascade Inn	
Supplier Payment	Check	2676	4/27/2022	17,496.65	CECO Inc	
Supplier Payment	Check	2677	4/27/2022	1,737.29	Cintas	
Supplier Payment	Check	2678	4/27/2022	32,511.98	Clark County - Remit-To: Clark County - Treasurer Vancouver	
Supplier Payment	Check	2679	4/27/2022	576.54	Columbia Resource Company	
Supplier Payment	Check	2680	4/27/2022	25,000.00	Columbia River Economic Development Council Inc	
Supplier Payment	Check	2681	4/27/2022	2,861.15	Columbia West Engineering	
Supplier Payment	Check	2682	4/27/2022	104.92	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Supplier Payment	Check	2683	4/27/2022	8,310.47	Copiers Northwest	
Supplier Payment	Check	2684	4/27/2022	415.18	Distinctive Landscape LLC	
Supplier Payment	Check	2685	4/27/2022	5,514.49	EnviroIssues Inc	
Supplier Payment	Check	2686	4/27/2022	3,253.75	Erickson Structural Consulting Engineers	
Supplier Payment	Check	2687	4/27/2022	7,358.29	Evergreen Investors LLC	
Supplier Payment	Check	2688	4/27/2022	2,010.00	Evergreen School District 114	
Supplier Payment	Check	2689	4/27/2022	1,390.53	Ferguson Enterprises - Remit-To: Ferguson - Dallas	
Supplier Payment	Check	2690	4/27/2022	1,718.00	Fibernet Inc	
Supplier Payment	Check	2691	4/27/2022	784.88	Genuine Parts Company - Remit-To: NAPA - Los Angeles	
Supplier Payment	Check	2692	4/27/2022	8,400.00	Genuine Senior Living	
Supplier Payment	Check	2693	4/27/2022	1,520.00	Gordon Tilden Thomas & Cordell LLP	
Supplier Payment	Check	2694	4/27/2022	6,222.50	GVP Ventures Inc	
Supplier Payment	Check	2695	4/27/2022	249.88	Hampton Auto Glass Inc	
Supplier Payment	Check	2696	4/27/2022	4,234.97	H D Fowler Company Inc	
Supplier Payment	Check	2697	4/27/2022	35,864.49	Herrera Environmental Consultants Inc	
Supplier Payment	Check	2698	4/27/2022	1,131.39	Industrial Scientific Corporation - Remit-To: Industrial Scientific Corp - Pittsburgh	
Supplier Payment	Check	2699	4/27/2022	986.74	Kaiser Permanente - Remit-To: Kaiser Permanente	
Supplier Payment	Check	2700	4/27/2022	55,513.46	Kar-Gor Inc	
Supplier Payment	Check	2701	4/27/2022	2,981.30	KBT Distributing LLC	

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

INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Check Number	Payment Date	Payment Amount	Payment Payee	Payment Memo if applicable
Supplier Payment	Check	2702	4/27/2022	16,916.75	Kearns & West Inc	
Supplier Payment	Check	2703	4/27/2022	254.61	Kittelson & Associates Inc	
Supplier Payment	Check	2704	4/27/2022	12,057.27	Mackenzie Engineering Inc	
Supplier Payment	Check	2705	4/27/2022	3,729.66	McFarlanes Bark Inc	
Supplier Payment	Check	2706	4/27/2022	2,368.21	Municipal Emergency Services Inc - Remit-To: Municipal Emergency Services - Chicago	
Supplier Payment	Check	2707	4/27/2022	31,481.56	Nelson Nygaard Consulting Associates Inc - Remit-To: Nelson Nygaard Consulting Associates Inc	
Supplier Payment	Check	2708	4/27/2022	263.49	Northwest Natural Gas Company - Remit-To: NW Natural - Portland	
Supplier Payment	Check	2709	4/27/2022	8,371.54	Northwest Staffing Resources Inc - Remit-To: NW Staffing - Portland	
Supplier Payment	Check	2710	4/27/2022	1,447.50	Oldcastle Precast Inc	
Supplier Payment	Check	2711	4/27/2022	8,678.46	Parametrix, Inc	
Supplier Payment	Check	2712	4/27/2022	7,200.58	Parkeon	
Supplier Payment	Check	2713	4/27/2022	742.14	Pine Ridge Investment Corp	
Supplier Payment	Check	2714	4/27/2022	65.00	Portland Adventist Medical Center	
Supplier Payment	Check	2715	4/27/2022	3,628.80	PPC Solutions Inc	
Supplier Payment	Check	2716	4/27/2022	7,980.00	Prestige Care & Rehabilitation - Camas	
Supplier Payment	Check	2717	4/27/2022	66.62	Rapco Industries Inc	
Supplier Payment	Check	2718	4/27/2022	9,432.05	RH2 Engineering, Inc.	
Supplier Payment	Check	2719	4/27/2022	7,823.50	Scott Edwards Architecture LLP	
Supplier Payment	Check	2720	4/27/2022	229,795.41	SDB Contracting Services	
Supplier Payment	Check	2721	4/27/2022	271.25	Soha Sign	
Supplier Payment	Check	2722	4/27/2022	4,053.69	State of Washington Department of Employment Security - Remit-To: State of Washington Department of Employment Security / Seattle	
Supplier Payment	Check	2723	4/27/2022	50.00	State of Washington Department of Labor & Industries - Remit-To: State of WA LNI - Explosives Licensing	
Supplier Payment	Check	2724	4/27/2022	325.22	State of Washington Department of Natural Resources - Remit-To: Dept of Natural Resources - Box 47041	
Supplier Payment	Check	2725	4/27/2022	284.39	Stericycle Inc	
Supplier Payment	Check	2726	4/27/2022	42,223.01	Tierra Right of Way Services LTD	
Supplier Payment	Check	2727	4/27/2022	6,352.31	TMG Services Inc	
Supplier Payment	Check	2728	4/27/2022	500.00	United States Postal Service - Remit-To: United States Postal Service Caples	
Supplier Payment	Check	2729	4/27/2022	103.08	Vancouver Granite Works Inc	
Supplier Payment	Check	2730	4/27/2022	1,090.46	W.B. Sprague Co. Inc.	
Supplier Payment	Check	2731	4/27/2022	9,122.67	Walter E Nelson Company	
Supplier Payment	Check	2732	4/27/2022	30.00	Washington Association of Municipal Attorneys	
Supplier Payment	Check	2733	4/27/2022	3,832.25	Washington State University	
Supplier Payment	Check	2734	4/27/2022	1,940.00	WA State LEOFF 1 Education Association	
Supplier Payment	Check	2735	4/27/2022	1,578.16	Waste Connections of Washington - Remit-To: Waste Connections - Vancouver	
Supplier Payment	Check	2736	4/27/2022	549.28	Wesco Distribution, Inc.	
Supplier Payment	Check	2737	4/27/2022	2,347.34	Western Water Works Supply Co Inc	
Supplier Payment	Check	2738	4/27/2022	1,898.15	WSP USA Inc. - Remit-To: WSP USA Inc. Dallas	
Supplier Payment	Check	2739	4/27/2022	11,237.50	Xchange Recovery	

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

INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Check Number	Payment Date	Payment Amount	Payment Payee	Payment Memo if applicable
Supplier Payment	Check	2740	4/27/2022	80.19	XPO Logistics Enterprise Services, Inc - Remit-To: XPO - Portland	
			Check Total	**1,006,386.17**		
			Direct Deposit Total	**1,726.54**		
			EFT Total	**609,640.22**		
			Manual Wire Total	**3,513,167.71**		
			5/2/2022	7,614.30	City Payments	Posted 04-25-22 to 05-01-22
			Hansen Total	**7,614.30**		
			5/2/2022	1,350.33	Miscellanous	Parks Class Refunds FCC 04-25-22 to 05-01-22
			5/2/2022	704.72	Miscellanous	Parks Class Refunds MCC 04-25-22 to 05-01-22
			5/2/2022	120.00	Miscellanous	Parks Class Refunds WREC 04-25-22 to 05-01-22
			VISA Total	**2,175.05**		
			Payroll Total	**3,392,452.74**		
			GRAND TOTAL	**8,533,162.73**		

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

City of Vancouver
Payroll Council Report
April 25, 2022 - May 1, 2022

Check No.	Date	Explanation	Amount	
203 - 229	04/25/22	April 25th Paychecks	$	16,445.33
142987 - 144682	04/25/22	April 25th Direct Deposits.	$	3,328,341.93
230 - 236	04/29/22	4 2022 Pension Payroll	$	7,491.43
144760 - 144804	04/29/22	4 2022 Pension Direct Deposits	$	40,174.05
			$	**3,392,452.74**