

# CLARK COUNTY STAFF REPORT

**DEPARTMENT:** General Services: Campus Development Fund (1027)

**DATE:** July 26, 2016

**REQUESTED ACTION:**

Approve an Interlocal Agreement for Parking Enforcement and Revenue Collections Services

Consent     Hearing     County Manager

**BACKGROUND**

This agreement between the City of Vancouver and Clark County will renew an expiring agreement between both jurisdictions where the City provides a service to the County for parking enforcement and revenue collections from parking meters. Adjustments were made to reflect current service rates.

**COUNCIL POLICY IMPLICATIONS**

**ADMINISTRATIVE POLICY IMPLICATIONS**

This agreement implements the policies adopted within the Parking Plan.

**COMMUNITY OUTREACH**

**BUDGET IMPLICATIONS**

YES	NO	
X		Action falls within existing budget capacity.
	X	Action falls within existing budget capacity but requires a change of purpose within existing appropriation
	X	Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be referred to the county council with a recommendation from the county manager.

**BUDGET DETAILS**

Local Fund Dollar Amount	Remainder of 2016: \$2006 expense, \$12,000 revenue
Grant Fund Dollar Amount	\$0
Account	Campus Development Fund (1027)
Company Name	City of Vancouver

**DISTRIBUTION:**

Board staff will post all staff reports to The Grid. <http://www.clark.wa.gov/thegrid/>

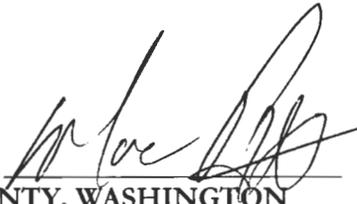
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Michelle Schuster  
Administrative Services Manager II



Robert Stevens  
General Services Director

APPROVED:   
CLARK COUNTY, WASHINGTON  
BOARD OF COUNTY COUNCILORS  
DATE: July 26, 2016  
SR# SR 142-16



APPROVED: \_\_\_\_\_  
Mark McCauley, County Manager

DATE: \_\_\_\_\_

## BUDGET IMPACT ATTACHMENT

### Part I: Narrative Explanation

I. A – Explanation of what the request does that has fiscal impact and the assumptions for developing revenue and costing information

Budgetary capacity to fund this program exists within the current Parking Program budget. No additional budget action will be necessary. Current Biennium Revenue and Expense below reflect the 2016 renewal period of July 1, 2016 to December 31, 2016 only and no previously collected revenue or paid expenses under the last ILA.

### Part II: Estimated Revenues

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
1027-000-318-362511-000-000000/Campus Development Fund		\$12,000		\$48,000		\$48,000
<b>Total</b>		\$12,000		\$48,000		\$48,000

II. A – Describe the type of revenue (grant, fees, etc.)

### Part III: Estimated Expenditures

III. A – Expenditures summed up

Fund #/Title	FTE's	Current Biennium		Next Biennium		Second Biennium	
		GF	Total	GF	Total	GF	Total
1027-000-318-518218-510-000000 Campus Development Fund			\$2,006		\$8,023		\$8,023
<b>Total</b>			\$2,006		\$8,023		\$8,023

III. B – Expenditure by object category

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Salary/Benefits						
Contractual-Campus Development Fund		\$2,006		\$8,023		\$8,023
Supplies						
Travel						
Other controllables						
Capital Outlays						
Inter-fund Transfers						
Debt Service						
<b>Total</b>		\$2,006		\$8,023		\$8,023

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**ADDENDUM NO. 2 TO  
INTERLOCAL AGREEMENT FOR  
PARKING ENFORCEMENT AND REVENUE COLLECTIONS SERVICES  
BETWEEN**

**Clark County, Washington (“County”)**  
1300 Franklin Street, PO Box 5000, Vancouver, WA 98666

**AND**

**City of Vancouver, Washington (“City”)**  
PO Box 1995, Vancouver, WA 98668-1995

RECITALS

WHEREAS, the County, owns a public and employee parking garage and public parking lot located adjacent to the Clark County Public Services Building (“CCPSB”) located at 1030 Franklin Street, Vancouver, Washington, and both the lot and garage contain parking meters; and

WHEREAS, the city has a parking Services Division, which provides enforcement of all parking laws, maintains parking payment devices, and collects parking revenue from the payment devices on all city streets and City-owned municipal parking lots and facilities within the city limits of Vancouver, Washington; and

WHEREAS, beginning on July 1, 2009, the County and the City entered into an Interlocal Agreement for the City to provide services to the County including, but not limited, to the following:

- Parking enforcement for all metered parking spaces located in the parking garage and surface parking lot adjacent to the CCPSB;
- Collection of all money from all meters owned by the county in both the parking garage and the surface parking lot adjacent to the CCPSB;
- Contracting with an appropriate party to count and clean all money collected from the parking meters owned by the County and to deposit the same into the City’s bank account on behalf of the County;
- Electronic transfer of money collected from the County-owned parking meters to the County on a monthly basis; and

WHEREAS, said Interlocal Agreement Addendum No. 1 expired on June 30, 2016; and

WHEREAS, the County and the City desire to continue the services authorized in the Interlocal Agreement; and

NOW, THEREFORE,

IT IS HEREBY AGREED AS FOLLOWS:

1. Item II of the Interlocal Agreement as amended by Addendum No. 1 is hereby amended to read as follows:

The term of this Agreement shall be from July 1, 2016 to December 31, 2018.

2. Rates shall increase as follows:

See Exhibits 2 and 3.

3. All other terms, conditions, and provisions of the Interlocal Agreement and Amendment No. 1 shall remain in full force and effect except as specifically amended herein.

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

IN WITNESS WHEREOF, the parties hereto have executed this instrument on July 26, 2016

CITY OF VANCOUVER  
A municipal corporation

By: \_\_\_\_\_  
Eric Holmes, City Manager

Date: \_\_\_\_\_

Clark County, Washington, a  
subdivision of the State of Washington

By: \_\_\_\_\_  
Marc Boldt, Boar Chair  
Board of County Councilors

Date: \_\_\_\_\_



By: \_\_\_\_\_  
Doug Lasher, County Treasurer

Attest:

By: \_\_\_\_\_  
City Clerk

Attest:

By: Rebecca Tilton  
Rebecca Tilton, Clerk of the Board

Approved as to form:

By: \_\_\_\_\_  
City Attorney

Approved as to form only  
Anthony F. Golik  
Prosecuting Attorney

By: Christine Cook  
Christine Cook,  
Senior Deputy Prosecuting Attorney

**EXHIBIT 3 Inter-Local Agreement for  
 Parking Enforcement and Revenue Collection Services  
 Between Clark County, Washington and the City of Vancouver, WA  
 Contract Costs for Coin Processing**

**EXAMPLE** 2016 Costs (based on budgeted costs and 2016 contract between City of Vancouver and Loomis)

<b>COIN PROCESSING COSTS</b>			
Monthly Charge to pick up canisters at City Hall:			
Loomis charge of \$19 per stop assuming a stop per working day:			
(260 calendar days less 11 holidays = 249 pickup days )		Days/yr	249
Cost per pick up			19.00
Annual Loomis pick up charge			4,731.00
Monthly charge for coin pickup (yearly divided by 12)			394.25
Average number of canisters picked up per month (including county canisters)			87
Cost per canister for Loomis pickup (\$394.25 divided by 87)			4.53
# of County canisters per quarter (52/yr divided by 4)			13
Quarterly Charge to pick up canisters at City Hall for County canisters			58.91
Loomis processing fee per canister \$22.00/canister x 13 County canisters			286.00
Total Quarterly pick up & processing fee			344.91
Administrative fee (10% of quarterly charge)			34.49
<b>Total Coin Processing Costs for Clark County Canisters</b>			<b>379.40</b>

<b>Summary of Quarterly Invoice</b>		
Collection Services		623.41
Coin Processing		379.40
<b>Total Quarterly Invoice</b>		<b>1,002.81</b>

**EXHIBIT 2 Inter-Local Agreement  
 Parking Enforcement and Revenue Collection Services  
 Between Clark County, Washington and the City of Vancouver, WA  
 Revenue Collection Salary, Benefit and Administrative Overhead Costs**

**EXAMPLE** based on City of Vancouver Budgeted Costs 2017

<b>Inter-Local Agreement for Parking Services Revenue Collection for Clark County Lot</b>						
<b>STAFF COSTS FOR COLLECTION ACTIVITY</b>						
Annual Budget Salary and Benefits for Parking Maintenance Technician						60,452
<i>**Position control PKG.012</i>						
Hourly costs rates (Annual salary divided by 2080 hours)						29.06
# hours to provide contract service per week for collections						1.5
<i>(Increased from 2014 1hr to 1.5hrs)</i>						
Weekly charge for collection services						43.60
Quarterly charge for collection services (wkly chg * 13 wks)						566.74
Administrative fee (10% of quarterly charge)						56.67
<b>Quarterly billing for revenue collections services</b>						<b>623.41</b>