



Anacortes City Council
Municipal Building Council Chambers
904 6th Street

September 17, 2018
6:00 p.m.

PRELIMINARY AGENDA

[Packet Materials](#) / [Watch Meeting](#)

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Announcements and Committee Reports**
 - a. Appointment to Arts Commission
 - b. Finance Committee
 - c. Personnel Committee
 - d. Public Works Committee
4. **Public Comment**
5. **Consent Agenda (Action)**
 - a. Minutes of September 10, 2018
 - b. Approval of Claims in the amount of: \$684,784.36
 - c. Contract Award: Library Generator Purchase 18-096-FAC-001
 - d. Contract Modification: Sewer Cost of Service and Rate Design Study 18-099-SEW-001
 - e. Resolution 2021: Sole Source Procurement of Nokia GPON Equipment for Fiber Network
 - f. Resolution 2020: Updating Petty Cash and Change Funds and Repealing Resolution No. 1967, Passed and Approved July 18, 2016
6. **Public Hearings**
7. **Other Business**
 - a. * Resolution 2022: Authorizing Execution of Updated Bargaining Agreement by and Between the City of Anacortes and the International Brotherhood of Teamsters Local 231 - Accretion of Library and Museum Employees (Discussion/Possible Action)
 - b. * EMS Transition Update (Discussion)
8. **Adjournment**

Per Resolution 1949, citizens wishing to comment on items not on the agenda may do so under the Public Comment portion of the agenda. Citizens wishing to comment on agenda items indicated with an asterisk () may do so as those items are considered by Council during the course of the meeting. Citizens wishing to speak will please sign in at the back of the Council Chambers prior to the start of the meeting. The Mayor may limit comments to those who have signed in, and may limit the time allotted to each speaker to facilitate the orderly progress of the meeting.*

The City of Anacortes encourages people with disabilities to participate in public meetings.
For assistance with special needs, please contact the City Clerk at 360-299-1960 in advance of the meeting.



Anacortes City Council

Proposed Agenda Items for the Next Eight Weeks Beginning September 24, 2018

Subjects listed below have been tentatively suggested for consideration by the Anacortes City Council on the dates indicated. Items may be added to, removed from or rearranged on this list. Routine business such as approval of minutes and vouchers are not included. The complete Preliminary Agenda for each meeting is published at 3:00 on the Wednesday prior to the meeting. Published Agendas are subject to change and may be updated following the posting period. For additional information on agenda topics, please contact the City Clerk's office at 360-299-1960 to be directed to the sponsoring staff member.

September 24, 2018

- Contract Award: City Hall Windows 17-054-FAC-002
- Contract Award: Operations Facility HVAC 18-134-FAC-001
- Contract Award: Senior Center Roof 18-139-FAC-001
- Interlocal Agreement with Skagit County Jurisdictions: Emergency Medical Service (Action)
- Waste Management Recycling (Discussion)

October 1, 2018

- Contract Award: WWTP Chemicals 18-143-IDS
- 2019-2024 Capital Facilities Plan (Discussion)

October 8, 2018

- Public Hearing on Budgeted Revenue Sources, including 1% Property Tax Increase (Discussion)

October 15, 2018

- Review of Budget - Public Works (Discussion)

October 22, 2018

- Review of Budget - Non Public Works Departments (Discussion)
- Sewer Rate Discussion - FCS Group (Discussion)
- Storvik Park Spray Pad - Summer Use Recap/Updates (Discussion)

November 5, 2018

- Public Hearing: 2019/2020 Biennial Budget

November 13, 2018

November 19, 2018

- Resolution ____: Authorizing a 1% Property Tax Increase (Discussion/Possible Action)
- Ordinance ____: Adopting the 2019-2024 Capital Facilities Plan (Discussion/Possible Action)
- Ordinance ____: Adopting the 2019/2020 Biennial Budget (Discussion/Possible Action)

Upcoming City Council Committee Meetings

The public is welcome to attend City Council Committee Meetings.

- Public Works, Monday, Sep 17, 2018, 5:00 PM, Main Conference Room, City Hall
- Planning, Monday, Sep 24, 2018, 5:00 PM, Main Conference Room, City Hall
- Finance, Wednesday, Sep 26, 2018, 5:00 PM, Main Conference Room, City Hall
- Public Works, Monday, Oct 1, 2018, 5:00 PM, Main Conference Room, City Hall
- Port/City Liaison, Tuesday, Oct 2, 2018, 8:30 AM, City Hall
- Housing Affordability & Community Services, Thursday, Oct 4, 2018, 1:30 PM, City Hall
- Planning, Monday, Oct 8, 2018, 5:00 PM, Main Conference Room, City Hall



Laurie Gere, Mayor

CITY OF ANACORTES

904 6th Street Anacortes, WA 98221

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laurieg@cityofanacortes.org | www.anacorteswa.gov

August 28, 2018

Zachary Conkin Wight
Anacortes WA 98221

Dear Mr. Wight:

Thank you for your willness to serve on the Arts Commission. With your expertise and focus on the Arts, the Board can continue to bring art to the community. I am pleased to appoint you to serve on the Anacortes Arts Commission effective immediately. You will be filling a vacant position with a term that expires in December 2020. I will announce the appointment publicly at the September 10, 2018 City Council meeting.

The "Open Government Trainings Act," ESB 5964 (Laws of 2014, ch 66), requires that all members of governing bodies, elected local and statewide officials, and public records officers complete basic Public Records Act (PRA) and/or Open Public Meetings Act (OPMA) training, within 90 days of assuming office or entering into their position. As a City of Anacortes Board member, you must complete this training. The training is available online, and at no cost, on the State Attorney General's website: <http://www.atg.wa.gov/open-government-training>.

The Arts Commission meets the second Wednesday of each month at 4:00 p.m., in the Library meeting room. If you have any additional questions, please contact Mr. Gary Robinson, Parks and Recreation Director at 360.293.1918.

Thank you for your willingness to dedicate your time to this service. Volunteers like you play an important role in making Anacortes such a great community.

Sincerely,

CITY OF ANACORTES

Laurie Gere
Mayor

cc: Gary Robinson,

September 17, 2018
6:00 p.m.

Continue on back of sheet as needed

City Council Minutes – September 10, 2018

At 6:00 p.m. Mayor Laurie Gere called to order the regular Anacortes City Council meeting of September 10, 2018. Councilmembers Eric Johnson, Anthony Young, Ryan Walters, Brad Adams, Liz Lovelett and Matt Miller were present. Councilmember Bruce McDougall was absent. The assembly joined in the Pledge of Allegiance.

Mr. Walters moved, seconded by Mr. Johnson, to excuse the absence of Mr. McDougall. The motion carried unanimously by voice vote.

Announcements and Committee Reports

Port/City Liaison Committee: Mr. Johnson reported from the committee meeting the prior Tuesday. He described discussion of the following topics: implementation of the recent MOU regarding Cap Sante uplands redevelopment and comprehensive planning for the entire north basin area including the Depot, the W.T. Preston and connections to the central business district; ongoing work to incorporate public comments into the draft Maritime Strategic Plan; ongoing study by the Anacortes Housing Authority regarding potential use of the Olson Building as a mixed use property; possible re-evaluation of the 1997 petroleum coke agreement with Shell to allow coke transport at night; and an Integrated Planning Grant for the Guemes Channel Trail focusing on the 9th & D Avenue area.

EMS Transition Update: City Attorney Darcy Swetnam reported on the ongoing discussions with Skagit County and the cities of Burlington, Mount Vernon and Sedro-Woolley to reconfigure emergency medical services countywide to a fire-based model featuring patient transport by fire departments. Ms. Swetnam said that Skagit County hoped to implement the transition beginning January 1, 2019 so the parties were attempting to get an interlocal agreement in place by the end of September to allow for hiring and budgeting by each agency. Finance Director Steve Hoglund then reported on discussions to date regarding allocation of EMS levy funding among the jurisdictions. Mr. Hoglund explained that the city's 2018 EMS budget was funded by \$628K of general fund tax revenue, \$885K of EMS levy funding, and \$850K in patient billing revenue. He said the County's current proposal was to increase EMS levy funding to Anacortes in 2019 to \$1.31M. Mr. Hoglund said that increase would not be sufficient to cover the six additional firefighter/paramedics required for optimal staffing to cover the city's expanded service area and target response times under the new model and that hiring even four additional firefighter/paramedics, plus associated additional equipment costs, would likely require allocation of an additional \$300K of the city's general fund tax revenue. He added that the levy fund allocation would not include any funding to expand Fire Station 3 but that staff felt the existing leased station could be modified to serve for 24/7 coverage there. Mayor Gere confirmed councilmember concern that the six-year EMS levy just approved by the voters did not include sufficient funding to cover all costs of the fire based model now being pursued by the county. She agreed that the fire-based model was the best and most cost effective but indicated it would require creative implementation for the first six years due to the inadequate levy funding. Administrative Services Director Emily Schuh reported that the parties were investigating a consolidated civil service selection process and that the intention was that the paramedics currently employed by Central Valley Ambulance Authority would have the opportunity to test for positions at each of the four cities. She confirmed that Anacortes would continue to hire and train so that all of its EMS staff were also firefighters. Mayor Gere explained that given the available funding, Anacortes would likely have to staff Station 3 only 12/7 or 24/7 with possible brown outs if sufficient staff were not available; she said that staffing level could affect response times to the city's expanded service area beyond Fidalgo Island. The mayor indicated that the cities were meeting with the County Commissioners the following morning and expected to have more information then. Mr. Miller suggested that BLS integration, smart dispatching, part time paid staff and other measures could result in cost savings. Mr. Johnson requested that when the interlocal agreement came to Council for consideration and approval staff would provide a full cost analysis of the system.

Public Comment

Mike Bobka, 3912 Copper Pond, asked about a referendum to remove fluoride from the public water system. Mr. Bobka said fluoride is a neurotoxin and that Whatcom and Island Counties do not add it to their water. Mr. Bobka expressed concern about the health of his daughter, who had accompanied him to the meeting. He said consumers can choose toothpaste with or without fluoride but have no choice what comes out of the tap. He asked that removing the fluoride be considered. Mayor Gere referred the question to the Public Works Committee and invited Mr. Bobka to follow up with the Public Works Director or her own office. Mr. Johnson confirmed that the Public Works Committee would consider the request. Ms. Lovelett noted several recent public comments questioning the safety of potentially controversial city practices and suggested more public education to address those concerns. She noted that she had asked about fluoride in the past and that staff had consistently reassured her that the fluoride used in the water is not a neurotoxin.

Sara Holahan, 1511 38th Street, thanked the city for all its effort on behalf of urban bicycle travel. She said Anacortes is a wonderful place to cycle, noting the bike racks downtown and bike lane striping downtown and now on M Avenue. Ms. Holahan suggested that on wider streets parking might be allowed on one side only to provide continuous bike lanes in both directions. She cited the example on M Avenue in front of Island Hospital where the bike lane configuration is not consistent and she noted that particularly on the southern end of M Avenue parking is never full on both sides of the street.

Shelly Parfitt, 1417 17th Street, asked about starting an organized Block Watch program through the police department. She said she had discussed that proposal with Police Chief John Small and with Community Service Officer Karl Wolfswinkel. Ms. Parfitt cited two examples of drug houses that had been shut down and said that a more organized, coordinated effort involving neighbors and the police could have been more effective. She cited Mount Vernon's Neighborhood Block Watch program as an example. She asked Council to consider budgeting for that in 2019/2020.

Consent Agenda

Mr. Young removed Item 5b, Approval of Claims from the Consent Agenda. Mr. Johnson moved, seconded by Mr. Young, to approve the following Consent Agenda items. The motion carried unanimously by voice vote.

- a. Minutes of August 27, 2018
- c. Contract Modification: March Point Road Shoulder Widening Construction Management 15-006-TRN-003
- d. Contract Modification: WTP Chlorine Conversion - Engineering Services 18-036-WTR-001

The following vouchers/checks were approved for payment:

EFT numbers: 90436 through 90467 and 90509 through 90537, total \$875,289.50

Check numbers: 90468 through 90508 and 90538 through 90558, total \$94,678.66

Wire transfer numbers: 236725 through 237573, total \$3,040.25

- b. Approval of Claims in the amount of: \$1,049,473.27

Mr. Young asked that staff examine Amazon purchases in light of their effect on local and regional businesses. He referenced AWC guidance indicating cities can make local purchases under a threshold amount established by ordinance, citing Redmond as an example, and asked staff to look into that. Ms. Swetnam said staff had investigated that topic. She described the strict limitations on a city's giving local preference in violation of bidding laws. Ms. Swetnam indicated that the draft purchasing policy that would come back before Council for adoption would consider allowable means of evaluating extenuating economic impacts of purchasing decisions, such as sales tax revenue received for local purchases. Mr. Young moved, seconded by Ms. Lovelett, to approve Consent Agenda Item 5b, Approval of Claims. The motion carried unanimously by voice vote.

OTHER BUSINESS

Potential 4-way Stop at 4th Street and Commercial Avenue

Public Works Director Fred Buckenmeyer asked Council to approve adding two stop signs at 4th Street and Commercial Avenue to make that intersection a four-way stop. Mr. Buckenmeyer indicated that the Public Works and Traffic Safety Committees had both reviewed the request. He noted that 4th Street is a truck route and cited enhanced pedestrian safety at 4-way stops. Mr. Buckenmeyer indicated that the mayor's office had received comments in support of the 4-way stop and no comments against it but that many commenters also wanted a flashing red light at the intersection, similar to the 6th and 8th Street intersections with Commercial Avenue. Mr. Buckenmeyer said a flashing signal would cost \$30-50K. He recommended proceeding with stop sign installation pending allocation of funding for a light. Ms. Lovelett cautioned that "stop for pedestrian" signs have caused confusion for drivers at other locations, suggesting that plain stop signs were preferable, and emphasized the importance of clear sight lines to the stop signs, particularly during hanging flower basket season. She also suggested longer yellow no parking zones around the intersection to aid visibility for those wishing to cross. Councilmembers generally reported support from constituents for a four-way stop at that intersection but urged a flashing light for both consistency with other 4-way stop intersections in that corridor and for pedestrian safety. They also urged strong initial enforcement of any traffic changes.

Mayor Gere invited members of the audience to comment on this agenda item.

Cynthia Richardson, 315 V Avenue, expressed support for a 4-way stop at 4th and Commercial but concurred that the intersection should include a flashing red light, noting that consistency among intersections is very important. She said the 4-way stop was a good idea but not urgent so she suggested keeping the intersection the way it is until the city can afford the light. She warned that travelers would very likely be confused otherwise since every other 4-way stop on Commercial Avenue has a light.

No one else present wished to address the Council on this matter.

Mr. Walters agreed with Ms. Richardson. He advocated budgeting for the light and changing the intersection to a 4-way stop only when that funding was made available. However, he questioned why Council was being asked to take action. He said public comment on the matter was useful but suggested that intersection configuration was up to mayor and staff. Mayor Gere concluded that if the rest of the Council was in concurrence, she and Mr. Buckenmeyer would address the intersection configuration and report back. Ms. Lovelett voiced support for including a flashing light. Mr. Johnson encouraged funding the light in the 2019/2020 budget.

Mr. Buckenmeyer then offered an update on the 32nd Street/D Avenue roundabout project. He reported that the IOUE 302 strike had prevented paving of the roundabout by the scheduled completion date. He said the city's contractor, SRV, had laid a first course and opened the roundabout for school bus traffic only and that the roundabout was now closed until the end of the week to allow concrete curing. He indicated that SRV's subcontractor, Lakeside Industries, would need to lay the final asphalt course but that the backlog of paving projects statewide once the strike was concluded made estimating a completion date impossible.

Broadband Business Plan Policy

Mr. Buckenmeyer provided a status report on the potential broadband network and requested Council direction on business plan development. Mr. Buckenmeyer recapped the history of the broadband analysis, beginning with the head nod from Council in January 2018 to issue RFP for ISPs, through ISP presentations to Council in April 2018 and subsequent work by the ad hoc Fiber Committee to develop a business plan and evaluate the feasibility of a municipal broadband network. Mr. Buckenmeyer explained that the model considered by the RFP and the committee had been a subcontracted ISP model but that the Fiber Committee had recently been exploring financial and operational models for another option, an internally managed broadband system. Mayor

and staff sought Council feedback on which and how many models the committee should evaluate moving forward: a subcontracted ISP model, a city managed model, a hybrid model, or some subset of those options.

Councilmembers discussed the merits of wider vs. more focused evaluation and raised a number of variables to be considered including rate of return, risk and the level and mix of services to be offered. Councilmembers remained firm in their previously stated position that the network would need to be self-sustaining in a relatively short amount of time to be viable. Most councilmembers supported evaluating multiple models in order to find one that was financially viable with an acceptable level of risk. Councilmembers asked if a contracted ISP model could convert to a city managed model over time. Mr. Walters referenced Resolution 2013 adopted by Council in May 2018 directing preparation of the business plan, reviewed its provisions, and suggested that construction costs should be recovered in 20-25 years although that was not specified in the resolution. Mr. Miller agreed. Mr. Walters and Mr. Miller reported on the committee's meeting earlier in the day with Rock Island, the ISP in the San Juan islands and one of the respondents to the city's RFP. Mayor Gere encouraged thinking strategically to determine how the city could best provide Anacortes homes and businesses access to high speed fiber over the next 20 years in order to support a strong economic future and quality of life, given that private companies were not going to construct such a network.

Mayor Gere invited members of the audience to comment on this agenda item.

Ward MacKenzie, 1302 7th Street, said he would dearly love a robust high speed internet connection but didn't think it was appropriate for the city to invest in providing services already available from private providers. He said the city had an opportunity to be visionary and put infrastructure in place that would allow businesses and consumers to acquire high speed connections. He observed that new technologies, such as 5G, might make fiber to the home unnecessary but might well depend on fiber being available in each neighborhood. He didn't support the city offering services beyond a high speed connection, including content service and tech support beyond ensuring the fiber connection was hot.

Patrick Gallagher, 1406 Portalis Court, said he was a strong believer in the city providing fiber right up to the house but not inside it. He said all utilities all treat the home as an island and provide service to the outside wall of the structure. Mr. Gallagher suggested that private enterprise should provide the services inside the home. He urged the city to keep it simple and just build and provide fast internet. He reminded that fast internet was not necessarily synonymous with fiber.

Cynthia Richardson, 315 V Avenue, agreed with the previous two speakers. She said municipal broadband should be a utility and the city's job would be to provide the utility, not the services on the utility. Ms. Richardson also observed that if the city hired an ISP, it could fire the ISP if it didn't perform or if it became advantageous to change the business model, whereas a city staffed model would be subject to personnel management rather than contract terms. She also cautioned that fiber may not remain cutting edge technology over the 20 years ahead.

Mr. Johnson urged the committee to undertake a SWOT analysis of whichever model or models were evaluated. Mayor Gere said the committee would include that in a future presentation. Ms. Lovelett urged careful, quantified risk analysis as well. Mr. Walters and Mr. Miller commented on both political and financial risks and the role of the pilot neighborhoods to help evaluate that. Mr. Adams asked that retail price points be addressed as well.

There being no further business, at approximately 7:41 p.m. the Anacortes City Council meeting of September 10, 2018 was adjourned.

The following claims against the City of Anacortes have been preaudited and certified by the Clerk-Treasurer as ready for City Council approval at the September 17, 2018 City Council meeting:
[Download this file in OpenDocument spreadsheet format.](#)

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount
237398	6/25/2018	51953	WEIDNER & ASSOCIATES	EXHAUST EXTRACTION SYSTEM INSTALL & MOD	\$1,697.82
236084	7/30/2018	663115	TIDEFLEX TECHNOLOGIES	DUCK BILL VALVES	\$7,818.38
237643	7/31/2018	1084	SKAGIT CONSERVATION DISTRICT	NPDES II OUTREACH & EDUCATION - JULY 2018	\$131.66
237880	8/1/2018	1773761 AND 1802296	SKAGIT PUBLISHING LLC	PUBLISHING ADS FOR NATIONAL NIGHT OUT	\$244.40
237871	8/2/2018	21038951	ARAMARK	OPS- STAFF	\$1,039.46
237804	8/7/2018	35803053	INGRAM LIBRARY SERVICES, LLC	BOOKS - ADULT	\$95.61
237924	8/10/2018	3696	WINNERS SPORTSWEAR, INC	SOCCER SUPPLIES	\$396.66
237763	8/13/2018	3339603	DAILY JOURNAL OF COMMERCE	LEGAL NOTICE FOR ELOG BOOK RFP	\$57.50
237789	8/13/2018	318945	DEPT OF LABOR & INDUSTRIES	WISHA INSPECTION OF WTP, NUMBER 317946621	\$35,552.00
237383	8/13/2018	52333	WEIDNER & ASSOCIATES	EXHAUST EXTRACTION SYSTEM INSTALL & MOD	\$24,167.38
237863	8/15/2018	1990846783	ARAMARK	STA 2 MAT SERVICE: 8/15	\$21.70
237324	8/15/2018	E18044P	ELEMENTAL AIR, LLC	WWTP AIR EMISSION TESTING SERVICES	\$14,750.00
237370	8/15/2018	1396224	STANTEC CONSULTING SERVICES	SK PUD FIDALGO SYSTEM ACQUISITION PRELIMINARY FEASIBILITY ANALYSIS	\$6,421.25
237864	8/16/2018	1990848874	ARAMARK	STA 2 MAT SERVICE: 8/16	\$21.70
237487	8/20/2018	9813171105	VERIZON WIRELESS	SCADA SERVICE~	\$1,290.22
237762	8/21/2018	85260^	BLYTHE PLUMBING & HEATING, INC	LIBRARY DIELECTRIC UNIONS REPLACEMENT	\$1,871.63
237677	8/21/2018	729994	CASCADE COLUMBIA DISTRIBUTION	SODIUM FLUORIDE X 1 PALLET	\$1,980.00
237581	8/21/2018	18443.04 - 1	GRAY & OSBORNE INC	ON-CALL STORMWATER ENGINEERING SERVICES - ANACORTES FAMILY CENTER	\$456.05
237465	8/22/2018	161669	HI-TECH EVS, INC	EXTENSION CABLES #202	\$1,584.24
237802	8/22/2018	36054000	INGRAM LIBRARY SERVICES, LLC	BOOKS - ADULT	\$900.40
237803	8/22/2018	36053999	INGRAM LIBRARY SERVICES, LLC	BOOKS - ADULT	\$96.92
237536	8/22/2018	24220	WESTERN SYSTEMS REFUSE &	REPAIR PARTS FOR VEH #511	\$1,090.15
237799	8/23/2018	1822925	MWH CONSTRUCTORS INC	BLUE HERON CIRCLE RESERVOIR - CONSTRUCTION MANAGEMENT SERVICES 6/20/18-8/10/18	\$7,485.37
237865	8/24/2018	21085317	ARAMARK	OPS- STAFF	\$114.28
237906	8/25/2018	60862	LAKE SIDE INDUSTRIES, INC.	GRAVEL - LITTLE CRANBERRY DAM	\$103.81
237792	8/26/2018	5004471311	FERRELLGAS, LP	AUGUST PROPANE INVOICE - AUTOGAS ACCOUNT	\$992.74
237657	8/27/2018	61099	CENTRAL WELDING SUPPLY CO, INC	OXYGEN FOR MED UNITS	\$53.23
237678	8/27/2018	2019-WAG643002	DEPARTMENT OF ECOLOGY	2019 WATER QUALITY PROGRAM PERMIT WTP	\$1,876.00
237558	8/27/2018	21314	ECONOWASH LAUNDRY & DRY	AUGUST LAUNDRY	\$1,115.38

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount
237901	8/27/2018	1102435844	FERRELLGAS, LP	PROPANE - WA PARK RESTROOMS	\$331.28
237649	8/27/2018	4304 OAKS AVE	STRANDBERG EXCAVATION	CHANNEL CROSSING - 4304 OAKS AVE	\$10,823.96
237887	8/27/2018	302552	THE STORE	LUNCHES, FIRE CHIEF INTERVIEWS ON 8/28/18	\$126.60
237530	8/28/2018	360-293-9063-0926075	FRONTIER COMMUNICATIONS	STA 3: INTERNET, PHONE, FAX: 8/28 - 9/27	\$74.89
237761	8/28/2018	9141	KAMPS PAINTING CO., INC	PAINTING OF BIKE BOULEVARD SHARED LANE SYMBOLS	\$19,080.00
237654	8/28/2018	220015149234	PUGET SOUND ENERGY INC	8147 S MARCHS PT RD- ST LIGHTS 7/28-8/28/18	\$25.82
237662	8/28/2018	AFD FM Q2 18	SKAGIT- 911	2ND QTR SPILLMAN FEES	\$1,756.08
237777	8/28/2018	9813627196	VERIZON WIRELESS	CITY CELL PHONES 7/29-8/28/18	\$11,159.75
237535	8/29/2018	1990867393	ARAMARK	STA 3 MAT SERVICE: 8/29	\$21.70
237921	8/29/2018	180954	T-SHIRTS BY DESIGN	COUNTY SOCCER T-SHIRTS	\$605.43
237668	8/29/2018	331 0420867	UNIFIRST CORPORATION	WTP WEEKLY LAUNDRY SERVICE	\$49.52
237669	8/29/2018	331 0420883	UNIFIRST CORPORATION	WTP WEEKLY LAUNDRY SERVICE FOR INTERN TH	\$6.19
237655	8/30/2018	1477	ANACORTES PRINTING	SOLID WASTE SERVICE TAGS	\$73.24
237539	8/30/2018	1990869431	ARAMARK	STA 2 MAT SERVICE: 8/30	\$21.70
237552	8/30/2018	1990869432	ARAMARK	STA 1 MAT SERVICE: 8/30	\$21.70
237780	8/30/2018	1990869441	ARAMARK	OPS & PARKS LAUNDRY SVC FOR	\$61.94
237866	8/30/2018	1990869431	ARAMARK	STA 2 MAT SERVICE: 8/30	\$21.70
237675	8/30/2018	248 984 6277 5	CASCADE NATURAL GAS CORP.	WTP 8/2-8/29/18	\$69.53
237673	8/30/2018	2019-DSSK030282	DEPARTMENT OF ECOLOGY	7/1/18-6/30/19 CRANBERRY LAKE DAM SAFETY FEE	\$1,208.00
237676	8/30/2018	2018-DSSK030705	DEPARTMENT OF ECOLOGY	7/1/18-6/30/19 WHISTLE LAKE DAM SAFETY	\$1,208.00
237674	8/30/2018	95073080	ECO SERVICES OPERATIONS CORP	ALUMINUM SULFATE	\$4,079.94
237894	8/30/2018	6095325	EWING IRRIGATION PRODUCTS, INC	CEMETERY VALVE	\$113.53
237267	8/30/2018	767655	JCI JONES CHEMICALS INC	SODIUM HYPOCHLORITE 12.5% SOLUTION	\$4,401.11
237660	8/30/2018	28540	JET CITY EQUIPMENT	RENTAL OF ROLLER FOR BLUE HERON / WHISTLE LK RD	\$390.60
237876	8/30/2018	51799	KROESENS UNIFORMS COMPANY	UNIFORM JACKET - RF	\$145.22
237870	8/30/2018	213291	L.N. CURTIS & SONS	FIREFIGHTING GLOVES	\$340.59
237800	8/30/2018	200000666863	PUGET SOUND ENERGY INC	LIBRARY 10TH STREET LED 8/1 - 8/30/18	\$6.64
237801	8/30/2018	200000667218	PUGET SOUND ENERGY INC	LIBRARY 10TH & M ST 8/1/ - 8/30/18	\$68.28
237470	8/30/2018	4481627	TWO RIVERS TERMINAL, LLC	CALCIUM NITRATE	\$10,388.91
237693	8/31/2018	241502	ANACORTES ANIMAL HOSPITAL	BOARD & DISTRAINER; AUGUST 2018	\$428.40
237786	8/31/2018	134	BUBBA SUDZ CAR WASH, INC.	AUGUST CAR WASHES- 14	\$126.00
237570	8/31/2018	6326048	ENVIRO CLEAN EQUIPMENT INC	PARTS- VEH #303	\$3,438.17
237653	8/31/2018	121096	FRONTIER FORD	PARTS- VEH #006	\$347.03
237680	8/31/2018	007J4672	HARRINGTON INDUSTRIAL	PIPE CLAMPS	\$337.25
237907	8/31/2018	61368	LAKESIDE INDUSTRIES, INC.	GRAVEL - LITTLE CRANBERRY LAKE ROAD	\$200.90
237644	8/31/2018	IN928617	NOANET	COS SERVICES FOR FIBER PROJECT - AUG 2018	\$150.00

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount
237764	8/31/2018	IN928646	NOANET	FIBER NETWORK OPS, GIS, AND ENGINEERING SUPPORT - AUG 2018	\$16,450.00
237765	8/31/2018	IN928648	NOANET	FIBER NETWORK OPS, GIS, AND ENGINEERING SUPPORT - PER DIEM FOR AUG 2018	\$410.00
237767	8/31/2018	IN928647	NOANET	FIBER NETWORK SUPPORT - TRAVEL EXPENSES	\$3,027.97
237797	8/31/2018	0000618822	OCLC, INC	CATALOGING, ILL, FIRSTSEARCH/WORLDCAT DISCOVERY	\$358.15
237891	8/31/2018	2110	ORCA INFORMATION, INC	AUGUST, EMPLOYMENT BACKGROUND CHECKS	\$180.00
237775	8/31/2018	6970	PETDATA, INC	PETDATA LICENSING FEES AUGUST	\$123.00
237738	8/31/2018	300000006951	PUGET SOUND ENERGY INC	STREET LIGHTS- 310 HADDON RD	\$6.72
237739	8/31/2018	300000325005	PUGET SOUND ENERGY INC	STREET LIGHTS- SS 17TH ST BTWN Q & COMM; 1417 38TH ST	\$71.44
237740	8/31/2018	300000290043	PUGET SOUND ENERGY INC	STREET LIGHTS (6/30/18 - 7/31/18)	\$17,073.53
237566	8/31/2018	0039527-IN	REISNER DISTRIBUTOR INC	INCINERATOR FUEL	\$1,407.65
237768	8/31/2018	1104	SKAGIT CONSERVATION DISTRICT	NPDES II OUTREACH & EDUCATION - AUGUST 2018	\$1,140.98
237779	8/31/2018	INV00401723	SMARSH, INC	ARCHIVING PLATFORM 8/1-8/31/18	\$735.05
237711	8/31/2018	114-7298665	UNITED SITE SERVICES, INC	2501 J AVE - ISLAND VIEW ELEM. AUGUST	\$79.97
237712	8/31/2018	114-7299656	UNITED SITE SERVICES, INC	DANIELS FIELD - 1915 13TH ST. AUGUST	\$82.73
237713	8/31/2018	114-7299879	UNITED SITE SERVICES, INC	WASH PARK - LOOP 1 - AUGUST	\$119.13
237714	8/31/2018	114-7299880	UNITED SITE SERVICES, INC	ACE OF HEARTS DOG PARK - AUGUST	\$63.86
237715	8/31/2018	114-7299911	UNITED SITE SERVICES, INC	WASH. PARK - SUNSET AVE LOOP 2 - AUGUST	\$133.24
237716	8/31/2018	114-7299974	UNITED SITE SERVICES, INC	WASH. PARK - PLAYGROUND AREA - AUGUST	\$307.94
237717	8/31/2018	114-7299940	UNITED SITE SERVICES, INC	GUEMES CHANNEL - EDWARDS WAY - AUGUST	\$82.73
237685	8/31/2018	8080123	UTILITIES UNDERGROUND LOCATION	AUGUST LOCATE TICKETS	\$241.23
237579	8/31/2018	87268	VECA ELECTRIC COMPANY, INC	OPERATIONS SHOP REMODEL - ELECTRICAL WORK 7/19/18-8/31/18	\$13,670.60
237769	9/1/2018	360-293-1900-0122885	FRONTIER COMMUNICATIONS	CITY MAIN PHONE 9/1-9/30/18	\$1,059.74
237868	9/1/2018	1026	MIN-NS	SEPTEMBER SUBSCRIPTION	\$130.20
237913	9/1/2018	530	PORT OF ANACORTES	DOCK RENTAL QD-13 QD-23 & QD-27	\$101.85
237914	9/1/2018	983	PORT OF ANACORTES	DOCK RENTAL - QD-19	\$33.95
237915	9/1/2018	984	PORT OF ANACORTES	DOCK RENTAL - QD24	\$33.95
237916	9/1/2018	985	PORT OF ANACORTES	DOCK RENTAL - QD-21	\$33.95
237917	9/1/2018	986	PORT OF ANACORTES	DOCK RENTAL - QD-22	\$33.95
237918	9/1/2018	987	PORT OF ANACORTES	DOCK RENTAL - QD-20	\$33.95
237919	9/1/2018	989	PORT OF ANACORTES	DOCK RENTAL - QD-25	\$32.96
237920	9/1/2018	8292	PORT OF ANACORTES	MOORAGE SPACE QD-01A	\$60.80
237754	9/1/2018	5054364001	RICOH USA, INC	S/N C86152062 HR COPIES 8/1-8/31/18	\$14.41
237756	9/1/2018	5054364234	RICOH USA, INC	S/N C86111493 COURT 6/1-8/31/18	\$106.73
237758	9/1/2018	505436926	RICOH USA, INC	S/N C86150637 CARNEGIE 6/1-8/31/18	\$269.31

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount
237759	9/1/2018	5054363732	RICOH USA, INC	S/N C86079893 LIBRARY PUBLIC 6/1-8/31/18	\$155.92
237892	9/1/2018	GB00100301	TRANSAMERICA LIFE INS CO	IVERSEN, ROBERT, SEPT. LEOFF LONG-TERM	\$430.86
237679	9/1/2018	112752	VENTEK INTERNATIONAL	MONTHLY CELLULAR CARRIER AND SERVER HOSTING - WA PARK PAYSTATIONS	\$135.00
237923	9/1/2018	1389581-0043-8	WASTE MANAGEMENT	AUGUST 2018 CONTRACTED SERVICES	\$104,968.45
237790	9/1/2018	094427328	XEROX CORPORATION	CLRCUBE XNE-099723 7/26-8/21/18	\$305.76
237760	9/2/2018	8498 30 017 0319913	COMCAST	LIBRARY INTERNET ACCESS 9/9-10/8/18	\$183.12
237903	9/2/2018	9358	HOW IT WORKS, INC	FALL A-TOWN PUBLICATION	\$20,148.45
237782	9/4/2018	378	BLUE COW CARWASH	JULY & AUGUST CAR WASHES- 53	\$530.00
237899	9/4/2018	10026186	GOLIS, DESIRAE	REFUND CANCELLED SOCCER REGISTRATION	\$38.00
237910	9/4/2018	42902	HERRERA ENVIRONMENTAL	HEART LAKE ALGE MANAGEMENT PROGRAM - 5/26/18-7/27/18	\$2,593.80
237681	9/4/2018	7277	OLYMPUS CONTAINERS	CONTAINER TO TEMPORARILY STORE SOCCER EQUIPMENT AT KIWANIS MEADOWS.	\$217.00
237694	9/4/2018	3-1 AUG18	STUM, MELANIE	PUB DEF CONFL	\$39.00
237695	9/4/2018	3-4 AUG18	STUM, MELANIE	PUB DEF CONFL	\$123.50
237696	9/4/2018	3-7 AUG18	STUM, MELANIE	PUB DEF CONFL	\$156.00
237697	9/4/2018	3-8 AUG18	STUM, MELANIE	PUB DEF CONFL	\$45.50
237698	9/4/2018	3-9 AUG18	STUM, MELANIE	PUB DEF CONFL	\$58.50
237699	9/4/2018	3-10 AUG18	STUM, MELANIE	PUB DEF CONFL	\$65.00
237700	9/4/2018	3-13 AUG18	STUM, MELANIE	PUB DEF CONFL	\$97.50
237701	9/4/2018	3-14 AUG18	STUM, MELANIE	PUB DEF CONFL	\$52.00
237702	9/4/2018	3-17 AUG18	STUM, MELANIE	PUB DEF CONFL	\$84.50
237704	9/4/2018	3-18 AUG18	STUM, MELANIE	PUB DEF CONFL	\$97.50
237705	9/4/2018	3-19 AUG18	STUM, MELANIE	PUB DEF CONFL	\$78.00
237706	9/4/2018	3-20 AUG18	STUM, MELANIE	PUB DEF CONFL	\$39.00
237708	9/4/2018	3-23 AUG18	STUM, MELANIE	PUB DEF CONFL	\$52.00
237709	9/4/2018	3-24 AUG18	STUM, MELANIE	PUB DEF CONFL	\$156.00
237860	9/5/2018	3494583	CARDINAL HEALTH 110, INC.	PHARMACEUTICALS	\$174.38
237861	9/5/2018	3494585	CARDINAL HEALTH 110, INC.	PHARMACEUTICALS	\$28.72
237889	9/5/2018	0188-494921	CONSOLIDATED ELECTRICAL	LED LAMPS FOR CITY HALL AND FIDALGO	\$1,586.81
237661	9/5/2018	0009131010	DEPARTMENT OF NATURAL	DNR 2018 FOREST LANDS ASSESSMENT	\$915.11
237897	9/5/2018	RefundHorchover	HORCHOVER, BOB	REFUND CANCELLED CAMPING RESERVATION	\$100.00
237753	9/5/2018	SIGURD AUG18	JULIE C. WALTERS	PUB DEF CONF	\$149.50
237755	9/5/2018	PUBDEF AUG18	JULIE C. WALTERS	PUB DEF CONF	\$169.00
237757	9/5/2018	MCGRIFF AUG8	JULIE C. WALTERS	PUB DEF CONFL	\$97.50
237898	9/5/2018	RefundMcKinney	MCKINNEY, MARK	REFUND CANCELLED CAMPING RESERVATION -	\$16.00
237659	9/5/2018	0188709-IN	NURNBERG SCIENTIFIC	MFC BROTH	\$106.15
237929	9/5/2018	198548933001	OFFICE DEPOT, INC.	OFFICE SUPPLIES - BLDG, FIN & LEGAL	\$383.64

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount
237682	9/5/2018	001-412710	PISTON SERVICE OF ANACORTES	FILTERS FOR VEH #410	\$20.31
237683	9/5/2018	001-412686	PISTON SERVICE OF ANACORTES	ZERO RUST BLACK PAINT	\$116.74
237658	9/5/2018	CICL76599	REISNER DISTRIBUTOR INC	VEHICLE FUEL - AUGUST	\$19,935.07
237895	9/5/2018	RrefundRudd	RUDD, BOB	REFUND CAMPING FEE - CAMPGROUND FULL	\$27.00
237900	9/5/2018	10011370	SMITH, RITA	REFUND CANCELLED CAMPING RESERVATION	\$39.00
237670	9/5/2018	331 0421956	UNIFIRST CORPORATION	WTP WEEKLY LAUNDRY SERVICE	\$49.52
237692	9/6/2018	1990879621	ARAMARK	APD NYLON MATS CLEANED	\$16.28
237687	9/6/2018	ReimbFrazer	FRAZER, CAMERON	REIMBURSEMENT FOR WTP OP II APPLICATION, EXAM	\$187.00
237883	9/6/2018	010699061	GALLS, LLC.	UNIFORM BOOTS; PRUIETT	\$162.74
237686	9/6/2018	130510	NORTHSTAR CHEMICAL INC.	SODIUM BISULFITE 38% SOLUTION	\$803.99
237689	9/6/2018	924139	PUBLIC SURPLUS	PUBLIC SURPLUS AUCTION FEES AUGUST	\$2,491.33
237787	9/6/2018	220013286525	PUGET SOUND ENERGY INC	HEART OF ANACORTES 8/4-9/5/18	\$33.35
237788	9/6/2018	220015523313	PUGET SOUND ENERGY INC	CAR CHARGING STATION 8/4-9/5/18	\$55.94
237879	9/6/2018	200015995380	PUGET SOUND ENERGY INC	ELECTRICITY (8/4/18-9/5/18)	\$1,896.30
237737	9/6/2018	0232292-IN	SIRENNET.COM	PARTS- VEH #014	\$82.46
237688	9/6/2018	180991	T-SHIRTS BY DESIGN	T SHIRTS - FLAG FOOTBALL CAMP	\$428.58
237732	9/6/2018	180989	T-SHIRTS BY DESIGN	COUNTY SOCCER SHIRTS	\$19.53
237671	9/6/2018	331 0421973	UNIFIRST CORPORATION	WTP WEEKLY LAUNDRY SERVICE FOR INTERN TH	\$6.19
237672	9/6/2018	114-7248918	UNITED SITE SERVICES, INC	INTAKE STATION PORTA-POTTI RENTAL	\$22.98
237684	9/6/2018	113316	WALTON BEVERAGE COMPANY, INC	COFFEE FOR THE WWTP	\$70.00
237690	9/6/2018	113314	WALTON BEVERAGE COMPANY, INC	BREAKROOM SUPPLIES - APD; DECAF GROUND COFFEE	\$18.00
237776	9/6/2018	113317	WALTON BEVERAGE COMPANY, INC	CITY HALL BREAK ROOM SUPPLIES	\$175.00
237691	9/6/2018	I19001437	WASHINGTON STATE PATROL	BACKGROUND CHECKS; AUGUST 2018	\$230.00
237774	9/6/2018	I19000941	WASHINGTON STATE PATROL	BACKGROUND CHECKS	\$36.00
237908	9/6/2018	I19000925	WASHINGTON STATE PATROL	BACKGROUN CHECKS - RECREATION COACHES	\$108.00
237718	9/7/2018	781754	BAYSHORE OFFICE PRODUCTS INC	EZ PEEL LABELS	\$34.69
237872	9/7/2018	325176	FRONTIER BUILDING SUPPLY	OPS PHASE 2 REMODEL - LUMBER	\$2,890.87
237703	9/7/2018	September 2018	KORTERUD, WAYNE D	SEPTEMBER INDIGENT SCREENING COSTS	\$375.00
237707	9/7/2018	9020577002	LANGUAGE LINE SERVICES	INTERPRETER SERVICES FOR COURT HEARINGS	\$5.22
237735	9/7/2018	113318	WALTON BEVERAGE COMPANY, INC	OPS- BREAKROOM SUPPLIES	\$122.50
237874	9/7/2018	113315	WALTON BEVERAGE COMPANY, INC	10 LBS. COFFEE - 9/6	\$87.50
237791	9/8/2018	000099E018368	UNITED PARCEL SERVICE, INC	MAIL ITEMS	\$54.82
237884	9/9/2018	010720267	GALLS, LLC.	UNIFORM BOOTS; NYBO	\$146.42
237784	9/10/2018	841422/1	ACE HARDWARE	BOX FAN	\$50.76
237785	9/10/2018	837345/1	ACE HARDWARE	PVC FITTINGS	\$12.85
237734	9/10/2018	AR111716	ELECTRONIC BUSINESS MACHINES	COPIES FOR WWTP	\$234.34
237882	9/10/2018	329245	FRONTIER BUILDING SUPPLY	MATERIALS FOR OPS PHASE 2	\$78.54
237773	9/10/2018	9657	KRIEG CONSTRUCTION, INC	3.8 HMA FOR WTP	\$2,718.11

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount
237781	9/10/2018	001-412814	PISTON SERVICE OF ANACORTES	BELTS	\$45.67
237783	9/10/2018	001-412854	PISTON SERVICE OF ANACORTES	BELTS	\$26.49
237798	9/10/2018	200000667101	PUGET SOUND ENERGY INC	LIBRARY 1220 10TH 7/7 - 8/6/2018	\$1,708.54
237909	9/10/2018	PR015	STELLAR J CORPORATION	BLUE HERON CIRCLE RESERVOIRS PROJECT - CONSTRUCTION - AUGUST 2018	\$265,119.75
237778	9/10/2018	386000156	US BANK NA - CUSTODY TREAS DIV	INVESTMENT FEES 8/1/2018 - 8/31/2018	\$63.00
237888	9/11/2018	1990883639	ARAMARK	LAUNDRY SERVICE FOR WWTP	\$71.61
237862	9/11/2018	360-293-0045-0223175	FRONTIER COMMUNICATIONS	STA 1 BACKUP LINES: 9/1 - 9/30	\$146.54
237928	9/11/2018	434	GRAY, MATTHEW	DENTAL SERVICES, IVERSEN, ROBERT	\$186.00
237896	9/11/2018	ReimbLovelett	LOVELETT, ELIZABETH	MEAL REIMB AWC CONFERENCE	\$99.00
237905	9/11/2018	18-3270	SEATTLE PUMP & EQUIPMENT CO	STANLEY PUMP MOTOR	\$1,117.31
237926	9/11/2018	1639239577	SMILES DENTAL GROUP	COUSINS, DENTAL SERVICES,	\$218.00
237911	9/11/2018	ReimbYoung	YOUNG, ANTHONY	TRAVEL REIMBURSEMENT FOR AWC WORKSHOP~	\$823.48
237947	9/12/2018	052-0010-00	CITY OF ANACORTES	AUGUST W/S/G FOR OPS. 2201 37TH ST	\$852.03
237796	9/15/2018	18-123-IDS-0011	TRINITY CONTRACTORS, INC	RETAINAGE RELEASE	\$921.66
237859	9/18/2018	300000340004	PUGET SOUND ENERGY INC	D AVE & 28TH ST ST LIGHTS, 1912 ISLAND	\$66.44
237794	9/26/2018	18-119-FAC-0011	GUYLINE CONSTRUCTION, INC	RETAINAGE RELEASE	\$143.53
237772	9/27/2018	18-006-TRN-0011	KAMPS PAINTING CO., INC	RETAINAGE RELEASE	\$1,908.00

Total

\$684,784.36



City Council Contract Agenda Bill

Meeting Date: 9/17/2018 **Agenda Item:** 5c

Subject: Contract Award - Library Generator Purchase 18-096-FAC-001

Staff Contact: Fred Buckenmeyer

Approved for Submittal to Council by: Darcy Swetnam, City Attorney
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Action Type: Contract Award

Summary Statement: City staff seeks City Council consent to award a contract in the amount of \$81,846.97 to Cummins, Inc., for the purchase of a generator for the library.

Background:

1. **History:** The library is an essential facility within the City of Anacortes and the need for an emergency generator has been on our long range plan for a number of years. The City server network is now housed at the library as well as the fiber optic telemetry system. In addition the library will be used during an emergency event as a city wide meeting and gathering place.
2. **Key Terms:**
 - Total contract price of \$81,846.97.
3. **Competitive Bidding:** This purchase order is issued under Sourcewell contract #120617-CMM contract between Cummins Inc. and the Sourcewell. Sourcewell facilitates the competitive bidding process for its members and Sourcewell is a recognized entity by the NASPO Cooperative Purchasing Committee. The City of Anacortes is a member of Sourcewell (Member No. 61871). Sourcewell is formerly NJPA.

Previous Council/Committee Action: N/A

Competing Viewpoints Considered: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign a contract 18-096-FAC-001 with Cummins, Inc. in the amount of \$81,846.97 for the Library Generator Purchase.

Alternative Actions: N/A

Attachments: Contract 18-096-FAC-001

Contractor	Cummins, Inc.
Contract Amount	\$81,846.97
Earmarked Funds	None
BARS #	356.440.594.72.64
Budget Amendment Required?	No
Start Date	Inception
End Date	8 weeks



City of Anacortes
Accounts Payable
PO Box 547
Anacortes, WA 98221

PURCHASE ORDER 18-096-FAC-001

VENDOR: Cummins, Inc.
Lockbox 138324
PO Box 398324
San Francisco, CA 94139-8324

Date: 6/13/18
Contact: Mac Jackson
Department: Public Works Department
Facilities Division
(360) 299-1961
jacksonm@cityofanacortes.org

Email: Michael.Radford@cummins.com
Phone: 206-276-7680
Quote: 27658

Ship to: Anacortes Public Library
1220 10th St
Anacortes, WA 98221

Shipment Date: 8 weeks
Terms : FOB Destination, Vendor is not responsible for offloading

Item	Qty	DESCRIPTION	U/M	Unit Price	Amount
1	1	Diesel Genset: 60Hz-250/220kW (FOB Destination) per attached Exhibit B Exhibit A, <u>General Provisions</u> , and Exhibit B, <u>Specifications</u> , are hereby incorporated by reference and made a part hereof. This purchase order is issued under Sourcewell contract #120617-CMM contract between Cummins Inc. and the Sourcewell. Sourcewell facilitates the competitive bidding process for its members and Sourcewell is a recognized entity by the NASPO Cooperative Purchasing Committee. The City of Anacortes is a member of Sourcewell (Member No. 61871). Sourcewell is formerly NJPA.	LS	\$75,435.00	\$75,435.00
		Sum Total			\$75,435.00
		Shipping & Handling			included
		Sales Tax @ 8.5%			\$ 6,411.97
		Total Price			\$81,846.97

CUMMINS INC.

CITY OF ANACORTES

Signature

MAYOR

Date

Date

1. Delivery. Advance coordination of the work shall be made with the Project Manager Mac Jackson, 360-299-1961. The Contractor shall:

- a. Deliver the items specified on the Contract to the designated "FOB Point", within the time specified by the City.
- b. When shipping item(s) to the City, Contractor shall obtain shipping insurance for the value of the item(s) through the shipping carrier with pre-approval of and at the cost of the City.
- c. Ensure all deliveries are made on a business day, during business hours (Monday through Friday, except City Council designated holidays, from 8:00 am, to 5:00 pm).
- d. Provide, at no additional charge, any equipment, labor, packaging, crating or padding necessary to load, tie down and unload the item(s) to be delivered, so that they may be transported in a normal, safe manner without damage.
- e. Be liable for all risks for the item(s) until accepted by the City. The Contractor is responsible for any freight charges incurred in delivering the item(s) to the "FOB Point." A representative of the City will sign the Contractor's delivery ticket to acknowledge receipt of the item(s) by the City. Unless the Contractor receives such signature, the City shall not be responsible for the receipt of the item(s). The City retains the right to inspect the delivered item(s) prior to acceptance, and shall not accept item(s) that do not conform to the requirements of this Contract.

2. Acceptance. Contractor acknowledges and agrees that these General Provisions are incorporated in, and are a part of, each purchase order or other agreement relating to the provision of goods and/or related services by Contractor. These General Provisions supersede all conflicting or additional terms pre-printed on any purchase order, quote, or otherwise set forth on any release, acknowledgement, confirmation, requisition, work order, shipping instruction, specification and similar document or communication.

3. Subcontracts. Contractor shall give notice reasonably in advance of placing any subcontract; preferably the Contractor shall identify subcontracts before subcontracted work begins. "Subcontract" means any contract entered into by a Sub-Contractor to furnish supplies or services for performance of the prime Contractor or a Sub-Contractor. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.

The following information shall be included (i) a description of the supplies or services to be subcontracted, (ii) identification of the type of subcontract to be used (iii) identification of the proposed Sub-Contractor, (iv) proposed subcontract price.

Unless consent or approval specifically provides otherwise, consent by the City shall not constitute a determination

- (1) of the acceptability of any subcontract terms or conditions;
- (2) Of the allowability of any cost under this contract, or
- (3) To relieve the Contractor of any responsibility for performing this Contract.

The Contractor shall give immediate written notice of any action or suit filed and prompt notice of any claim made against the Contractor by any Sub-Contractor or vendor that, in the opinion of the Contractor, may result in litigation related in any way to this contract, with respect to which the Contractor may be entitled to reimbursement from the City.

4. Taxes. The City will pay sales and use taxes imposed on goods or services acquired hereunder as required by law. The Contractor must pay all other taxes including, but not limited to: Business and Occupation Tax, taxes based on the Contractor's gross or net income, or personal property to which the City does not hold title. The City is exempt from Federal Excise Tax. Where applicable the City shall furnish a Federal Excise Tax Exemption certificate.

5. Invoicing. All invoices shall include: Company Name, Invoice Date, Due Date (30 days), Invoice Number, Invoice Period, Project Title, Agreement Number and Price, or Amended Price.

The Contractor must invoice **MONTHLY** for quantities delivered during the invoice period.

Invoices may be sent by US mail to City of Anacortes, Accounts Payable, PO Box 547, Anacortes, WA 98221, or by email to accountspayable@cityofanacortes.org. Contractors may complete a City furnished ACH/EFT form to receive electronic payments directly to their financial institution.

The City shall notify the Contractor within fifteen (15) calendar days from receipt of invoice if there are any objections or disputes with the invoice. The Contractor shall then resubmit a new invoice less the disputed amount and payment shall be made within 30 calendar days. Any disputed amounts may be submitted under the Disputes clause contained herein.

6. Withholding Payment. In the event the City determines that the Contractor has failed to perform any obligation under this Contract within the times set forth in this Contract, then the City may withhold from amounts otherwise due and payable to Contractor the amount determined by the City as necessary to cure the default, until the Contracting Officer determines that such failure to perform has been cured. Withholding under this clause shall not be deemed a breach entitling Contractor to terminate or damages, provided that the City promptly gives notice in writing to the Contractor of the nature of the default or failure to perform, and in no case more than 8 days after it determines to withhold amounts otherwise due. A determination of the Public Works Director set forth in such notice to the Contractor of the action required and/or the amount required to cure any alleged failure to perform shall be deemed conclusive, except to the extent that the Contractor acts within the times and in strict accord with the provisions of the Disputes clause of this Contract. The City may act in accordance with any determination of the Public Works Director which has become conclusive under this clause, without prejudice to any other remedy under the Contract, to take all or any of the following actions: (1) cure any failure or default, (2) to pay any amount so required to be paid and to charge the same to the account of the Contractor, (3) to set off any amount so paid or incurred from amounts due to become due the Contractor. In the event the Contractor obtains relief upon a claim under the Disputes clause, no penalty or damages shall accrue to Contractor by reason of good faith withholding by the City under this clause.

7. Final Payment: Waiver Of Claim the Contractor's acceptance of final payment (excluding withheld retainage) shall constitute a waiver of claims, except those previously and properly made and identified by the Contractor as unsettled at the time request for final payment is made.

8. Insurance Requirements

A. Insurance Term

The Supplier shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with products and materials supplied to the Public Entity.

B. No Limitation

The Supplier's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Supplier to the coverage provided by such insurance, or otherwise limit the Public Entity's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance

The Supplier shall obtain insurance of the type and coverage described below:

Commercial General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover products liability. **The City of Anacortes and its officers, elected officials, employees, agents, and volunteers shall be named as an additional insured** under the Supplier's Commercial General Liability insurance policy using ISO Additional Insured-Vendors Endorsement CG 20 15 04 13 or a substitute endorsement providing at least as broad coverage.

D. Minimum Amounts of Insurance

The Supplier shall maintain the following insurance limits:

Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and a \$2,000,000 products liability aggregate limit.

E. Other Insurance Provision

The Supplier's Commercial General Liability insurance policy or policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the Public Entity. Any insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the Supplier's insurance and shall not contribute with it.

F. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

G. Verification of Coverage

The Supplier shall furnish the Public Entity with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Supplier before goods, materials or supplies will be accepted by the Public Entity.

H. Notice of Cancellation

The Supplier shall provide the Public Entity with written notice of any policy cancellation, within two business days of their receipt of such notice.

I. Failure to Maintain Insurance

Failure on the part of the Supplier to maintain the insurance as required shall constitute a material breach of contract, upon which the Public Entity may, after giving five business days notice to the Supplier to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Public Entity on demand, or at the sole discretion of the Public Entity, offset against funds due the Supplier from the Public Entity.

9. Inspection.**A. Of the Work**

All materials furnished and work done shall be subject to inspection. The City Project Manager administering the Contract shall at all times have access to the work wherever it is in progress or being performed, and the Contractor shall provide proper facilities for such access and inspection. Such inspection shall not relieve the Contractor of the responsibility of performing the work correctly, utilizing the best labor and materials in strict accordance with the Specifications of the Contract. All material or work approved and later found to be defective shall be replaced without cost to the City.

B. Project Manager's Authority

The Project Manager shall have power to reject materials or workmanship which do not fulfill the requirements of these Specifications, but in case of dispute the Contractor may appeal to the Public Works Director whose decision shall be final. The Contract shall be carried out under the general control of the representative of the City administering the Contract, who may exercise such control over the conduct of the work as may be necessary, in his or her opinion, to safeguard the interest of the City. The Contractor shall comply with any and all orders and instructions given by the representative of the particular Department administering the Contract in accordance with the terms of the Contract. Nothing herein contained, however, shall be taken to relieve the Contractor of his/her obligations or responsibilities under the Contract.

10. Defense and Indemnity Agreement. The Contractor shall defend, indemnify and hold the City, its appointed and elective officers, officials, employees and volunteers harmless from third party claims, or suits for injuries, including death at any time resulting there from, and property damage, to the extent caused by negligent acts, errors or omissions of the Contractor in performance of this Agreement, except for injuries and damages caused by the negligence of the City.

11. Discrimination Prohibited. Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin or physical handicap.

12. Contractor is an Independent Contractor. The parties intend that an independent Contractor relationship will be created by this Agreement. No agent, employee or representative of the Contractor shall be deemed to be an agent, employee or representative of the City for any purpose. Contractor shall be solely responsible for all acts of its agents, employees, representatives and Sub-Contractors during the performance of this Agreement.

13. The City's Right to Terminate Agreement.**A. Termination for Default**

If the Contractor defaults by failing to perform any of the obligations of the Agreement or becomes insolvent or is declared bankrupt or commits any act of bankruptcy or insolvency or makes an assignment for the benefit of creditors, the City may, by depositing written notice to the Contractor in the U.S. mail, postage prepaid, terminate the Agreement, and at the City's option, obtain performance of the work elsewhere. If the Agreement is terminated for default, the Contractor shall not be entitled to receive any further payments under the Agreement until the Scope of Services under this Agreement has been fully performed. Any extra cost or damage to the City resulting from such default(s) shall be deducted from any money due or coming due to the Contractor. The Contractor shall bear any extra expenses incurred by the City in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by the City by reason of such default. If a notice of termination for default has been issued and it is later determined for any reason that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the Termination for Public Convenience paragraph hereof.

B. Termination for Public Convenience

The City may terminate the Agreement in whole or in part whenever the City determines, in its sole discretion that such termination is in the best interests of the City. Whenever the Agreement is terminated in accordance with this paragraph, the Contractor shall be entitled to payment for actual work performed at unit Agreement prices for completed items of work through the date of termination. An equitable adjustment in the Agreement price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this Agreement by the City at any time during the term, whether for default or convenience, shall not constitute a breach of Agreement by the City.

14. Changes/Additional Work. The City may engage Contractor to perform services in addition to those listed in this Agreement, and Contractor will be entitled to additional compensation for authorized additional services or materials. The City shall not be liable for additional compensation until and unless any and all additional work and compensation is approved in advance in writing and signed by both parties to this Agreement. If conditions are encountered which are not anticipated in the Scope of Services, the City understands that a revision to the Scope of Services and fees may be required. Provided, however, that nothing in this paragraph shall be interpreted to obligate the Contractor to render or the City to pay for services rendered in excess of the Scope of Services unless or until a modification to this Agreement is approved in writing by both parties.

15. Non-waiver. Waiver by the City of any provision of this Agreement or any time limitation provided for in this Agreement shall not constitute a waiver of any other provision.

16. Covenant Against Contingent Fees. The Contractor warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor, to solicit or secure this Agreement, and that he has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award of making of this Agreement. For breach or violation of this warranty, the City shall have the right to annul this Agreement without liability or, in its discretion to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

17. Disputes

A. General

Differences between the Contractor and the City, arising under and by virtue of this Agreement shall be brought to the attention of the City at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. The provisions of this Clause shall survive the expiration or termination of this Agreement.

B. Notice of Potential Claims

The Contractor shall not be entitled to additional compensation which otherwise may be payable, or to extension of time for (1) any act or failure to act by the City, or (2) the happening of any event or occurrence, unless the Contractor has given the City a written Notice of Potential Claim within 10 days of the commencement of the act, failure, or event giving rise to the claim, and before final payment by the City. The written Notice of Potential Claim shall set forth the reasons for which the Contractor believes additional compensation or extension of time is due, the nature of the cost involved, and insofar as possible, the amount of the potential claim. Contractor shall keep full and complete daily records of the Work performed, labor and all costs and additional time claimed to be additional.

C. Detailed Claim

The Contractor shall not be entitled to claim any such additional compensation, or extension of time, unless within 30 days of the accomplishment of the portion of the work from which the claim arose, and before final payment by the City, the Contractor has given the City a detailed written statement of each element of cost or other compensation requested and of all elements of additional time required, and copies of any supporting documents evidencing the amount or the extension of time claimed to be due.

D. Dispute Resolution

In the event of a dispute between the City and the Contractor arising out of this Agreement, or any obligation hereunder the dispute shall first be referred to the representatives designated by the City and the Contractor to have oversight over the administration of this Agreement. Said representatives shall meet within thirty (30) calendar days of receipt of detailed claim, and the parties shall make a good faith effort to achieve a resolution of the dispute.

In the event the parties are unable to resolve the dispute under the procedure set forth above, then the parties hereby agree that the matter shall be referred to mediation. The parties shall mutually agree upon a mediator to assist them in resolving their differences. Any expenses incidental to mediation shall be borne equally by the parties.

If either party is dissatisfied with the outcome of the mediation, that party may then pursue any available judicial remedies. In the event of any legal action filed to enforce the terms of this agreement, each party shall be liable for its own fees.

18. Force Majeure. Definition: Except for payment of sums due, neither party shall be liable to the other or deemed in default under this Agreement if and to the extent that such party's performance of this Agreement is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and could not have been avoided by exercising reasonable diligence. Force majeure shall include acts of God, war, riots, strikes, fire, floods, epidemics, or other similar occurrences. Notification: If either party is delayed by force majeure, said party shall provide written notification within forty-eight (48) hours. The notification shall

provide evidence of the force majeure to the satisfaction of the other party. Such delay shall cease as soon as practicable and written notification of same shall be provided. The time of completion shall be extended by Agreement modification for a period of time equal to the time that the results or effects of such delay prevented the delayed party from performing in accordance with this Agreement. Rights Reserved: The City reserves the right to cancel the Agreement and/or purchase materials, equipment or services from the best available source during the time of force majeure, and Contractor shall have no recourse against the City.

19. Governing Law. This Agreement shall be governed by and construed under the laws of the State of Washington. Any action brought under the Agreement or relating to the Project shall be brought in the Superior Court of the State of Washington in Skagit County Washington.

20. Compliance with Laws. The Contractor in the performance of this Agreement shall comply with all applicable Federal, State or local laws and ordinances, including regulations for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals, and any other standards or criteria as described in the Agreement to assure quality of services.

21. Severability. If any term or condition of this Agreement or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this Agreement are declared severable.

22. Contractor's Compliance with Warranty Provisions. Manufacturer's warranty shall apply to all materials incorporated into the work by Contractor. Contractor shall warranty its own workmanship for ninety (90) days from date of services. Obligations under this paragraph shall survive Final Acceptance.

23. Survival of Contract Termination. The provisions of the following paragraphs, the provisions of the non collusion affidavit, and the liability of the Contractor for default during the term of the Contract shall survive, notwithstanding the termination or invalidity of this Contract for any reason: Taxes; Warranty; The City's Right to Terminate Contract; Venue and Choice of Law; Defense & Indemnity Agreement.

24. Limitation of Liability. Notwithstanding anything to the contrary in the Agreement, and to the extent permitted by applicable law, the maximum liability, if any, of either Party for any damages, including without limitation, agreement damages and damages for property, whether arising from Cummins' breach of agreement, breach of warranty, negligence, strict liability, or other tort, is limited to an amount not to exceed insurance limits, which shall be the sole and exclusive remedy under the Agreement. Nothing in the Agreement excludes or limits liability for death or personal injury caused by a party's gross negligence or willful misconduct.



PURCHASE ORDER 18-096-FAC-001
SPECIFICATIONS
EXHIBIT B

Item	Notes	ID	Description	Qty
1	-		Diesel Genset: 60Hz-250/220kW	1
		US-Stat	U.S. EPA, Stationary Emergency Application	
		250DQDAA	Genset-Diesel,60Hz,250kW	
		A331-2	Duty Rating-Standby Power	
		L090-2	Listing-UL 2200	
		L228-2	Certification-Seismic, IBC2000, IBC2003, IBC2006, IBC2009, IBC2012	
		L169-2	Emissions Certification, EPA, Tier 3, NSPS CI Stationary Emergency	
		F200-2	Enclosure-Steel,Weather Prot,Base Mtd,w/ExhSys	
		C208-2	Fuel Tank-Subbase,1470 Gallon,UL142 Compliant	
		R002-2	Voltage-277/480,3 Phase,Wye,4 Wire	
		B258-2	Alternator-60 Hz, 12 Lead, Extended Range,125/105C	
		H643-2	Generator Set Control-PCC 2100	
		B184-2	Exciter/Regulator-Pmg, 3 Phase Sensor	
		A366-2	Engine Governor-Electronic, Isochronous Only	
		H536-2	Display Language-English	
		H605-2	Display-Control,Graphical	
		KA08-2	Alarm-Audible, Engine Shutdown	
		H606-2	Meters-AC Output,Analog	
		K631-2	Relays-Genset Status, User Configured	
		K796-2	Stop Switch-Emergency	
		H609-2	Control Mounting-Left Facing	
		KU94-2	CB or EB or TB-Right Only	
		KC66-2	Circuit Breaker-400A,Right CB on Right side,3- Pole,UL 600,IEC 690 100%	
		KB72-2	CB or EB or TB-Bottom Entry, Right	
		P175-2	Enclosure Color-Green,Steel Enclosure	
		L163-2	Listing, ULC-S601-07	
		C215-2	Alarm-High Fuel Fill	
		C127-2	Separator-Fuel/Water	
		A334-2	Engine Starter-24 VDC Motor	
		A333-2	Battery Charging Alternator-Normal Output	
		B786-2	Battery Charger-12 Amp, Regulated	

Item	Notes	ID	Description	Qty
		E125-2	Engine Cooling-High Ambient Air Temperature	
		H389-2	Shutdown-Low Coolant Level	
		H669-2	Engine Coolant-50% Antifreeze, 50% Water Mixture	
		H036-2	Coolant Heater-120 Volt Ac, Single Phase	
		D041-2	Engine Air Cleaner-Normal Duty	
		H706-2	Engine Oil	
		L028-2	Genset Warranty- Base	
		L050-2	Literature-English	
		A412-2	Packing-None, Base Mounted Housing	
		CP01-2	Common Parts Listing	
		SPEC-K	Product Revision - K	
		0300-5929-02	Annunciator - (RS485)	
2	-	FS10932RMM1	Mount Generator On Tank	1
3	-	AC13973RMM1	1200A SE AUTOMATIC TRANSFER SWITCH	1
4	-	FR11246RMM1	Delivery	1
5	-		Start & Test	1
			250 DQDAA:Install Batteries (grp 31 down), Start & Test, 2 Hour Load Bank Test	1
			Grand Total:	\$75,435.00
			Total Does Not Include Sales Tax	



City Council Contract Agenda Bill

Meeting Date: 9/17/2018 **Agenda Item:** 5d

Subject: Contract Modification – Sewer Cost of Service and Rate Design Study 18-099-SEW-001

Staff Contact: Fred Buckenmeyer

Approved for Submittal to Council by:
Darcy Swetnam, City Attorney

Action Type: Contract Modification

Summary Statement: City staff seeks Council consent to issue a contract modification to Financial Consulting Solutions Group, Inc. (FCS) in the amount of \$16,100.00, increasing the total contract price to \$69,500.00, to increase the scope of work to include reviewing and updating the City's existing General Facilities Charges (GFCs) as part of the Sewer Cost of Service and Rate Design Study.

Background:

1. **Reason for Contract Change:** FCS is already under contract with the City to perform a Sewer Utility Revenue Requirement and Cost of Service Study. During the kickoff meeting for this study, City staff requested that FCS review and update the City's existing General Facilities Charges (GFCs).
2. **History:** As discussed in the 2015 Sewer Comprehensive Plan (Plan), the City's sewer capital reserve is being used to fund capital projects. At the time the Plan was prepared, it was projected that without a rate increase the capital reserve balance would be completely used up by 2021. Staff recommends the City contract with FCS Group to perform a rate study that will have two main tasks, a revenue requirement update, and cost of service and rate design analysis.

A Revenue Requirement Analysis task will forecast the City's financial obligations and will compare them against rate revenues. If there is a forecasted deficiency, the City will likely need to increase rates. In that case, FCS will recommend a rate increase strategy. The Cost of Service and Rate Design Analysis task will evaluate the appropriate relationship between various customer classes (e.g. single family, multi-family, commercial, etc.), review the City's existing rate structure, and provide a recommended rate structure alternative.

Said a different way, the Revenue Requirement Analysis determines the size of the "pie" and the Cost of Service and Rate Design Analysis determines how the pie should be sliced between the various customer classes.

3. **Key Terms:** increase of \$16,100.00, no addition to the term of agreement
4. **Competitive Bidding:** Per RCW 39.80 this engineering consultant was selected from the City's MRSC Architectural, Landscape Architectural, and Engineering Service Roster to provide a proposal for this scope of work, after which a price was negotiated.

Previous Council/Committee Action: City Council awarded the [original contract](#) on [6/25/18](#).

Competing Viewpoints Considered: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign a contract modification with FCS under Contract 18-099-SEW-001, in the amount of \$16,100.00, increasing the total contract price to \$69,500.00.

Alternative Actions: N/A

Attachments: Contract 18-099-SEW-001 Modification 01

Consultant	Financial Consulting Solutions Group, Inc. (FCS)
Original Agreement Amount	\$53,400.00
Current Agreement Amount	\$53,400.00
Change Per this Modification	\$16,100.00
Total After Modification	\$69,500.00
Earmarked Funds	None
BARS #	440.750.535.14.41
Paid on Contract as of 9/10/18	\$0
Budget Amendment Required?	Yes
Start Date	Inception
End Date	12/31/18



Contract Number 18-099-SEW-001
MODIFICATION 01

Date September 18, 2018
Page 1 of 1 Pages

Project Title Sewer Cost of Service and Rate Design Study
Prime Contractor Financial Consulting Solutions Group, Inc. (FCS)

BACKGROUND

This modification increases the scope of work to include the Consultant reviewing and updating the City's existing General Facilities Charges (GFCs). The contract price will increase from \$53,400.00 by \$16,100.00 to \$69,500.00.

Accordingly, the following changes are incorporated under this contract:

Article 1. Scope of Work: Insert the following second paragraph under Article 1:

"In addition to the services described above, the Consultant shall review and update the City's existing General Facilities Charges (GFCs) as described in attached Exhibit B; an Exhibit under Modification 01 which is hereby incorporated by reference and made a part hereof."

Article 2. Price: Delete in its entirety and insert the following:

"The services provided under this Agreement shall be provided on a time-and-materials basis not-to-exceed **Sixty-Nine Thousand Five Hundred Dollars (\$69,500.00)**. Payment terms are set forth under Article 4 Payment Terms."

Article 2. Price: Delete in its entirety and insert the following:

"Payment shall be on a time-and-materials basis not to exceed the Price stated under Article 2, Price. Payments shall be made in accordance with attached Exhibit A, Page 4 section entitled "Budget Estimate", and Exhibit B, Page 2 section entitled "Budget Estimate", which are hereby incorporated into this Agreement by reference.

Other direct costs and Subconsultant costs shall be invoiced at actual costs."

All other terms of the contract remain unchanged.

CITY OF ANACORTES

FINANCIAL CONSULTING SOLUTIONS GROUP, INC

By _____
Laurie Gere, Mayor

By _____
Signature

Date _____

Printed Name _____

Title _____

Date _____

Original Agreement Amount	<u>\$53,400.00</u>	Original Contract Completion Date	<u>12/31/18</u>
Current Agreement Amount	<u>\$53,400.00</u>	Current Contract Completion Date	<u>12/31/18</u>
Change Per this Modification	<u>\$16,100.00</u>	Net Change	<u>0 Days</u>
Total After Modification	<u>\$69,500.00</u>	Contract Completion Date After Change	<u>12/31/18</u>

COA Contract 18-099-SEW-001 EXHIBIT B

SCOPE OF WORK & BUDGET

INTRODUCTION & APPROACH

FCS GROUP is already under contract with the City to perform a Sewer Utility Revenue Requirement and Cost of Service Study. During the kickoff meeting for this study, City staff requested that FCS GROUP review and update the City's existing General Facilities Charges (GFCs). This scope and budget amendment request outlines the approach and cost to perform this task.

General Facilities Charge – Water & Sewer Update

GFCs are imposed on newly connecting customers and are intended to recover a proportionate share of the utility's investment in capital capacity — both the historical cost of existing capital assets and the planned cost of future capital improvements. GFCs serve two main purposes: to provide equity between existing and new customers, and to provide a source of utility capital funding. In addition, GFCs help ensure that growth helps pay for the cost of growth. The charge is imposed on both new development and redevelopment that increases demand for system capacity (net of any existing developed area).

GENERAL FACILITIES CHARGES UPDATE

Task 1: Data Collection & Validation

Submit a written data request for the data needed to complete the GFC analysis. Review and validate data, and follow-up with City staff as necessary.

Task 2 & 3: Water & Sewer GFC Analysis

Calculate the historical portion of the charges, as allowed and applicable, from information on the cost of existing infrastructure. Calculate the future portion of the charges, again as allowed and applicable, from information on the cost of planned future facilities in each utility.

This task will update the single family charge for water and sewer, and it is assumed that the charges for larger developments will be scaled up in the same way they have historically been scaled up.

Review of Results & Presentation to City Council

It is assumed that the review of the GFC results with City Staff will be incorporated to existing meetings in the existing contract. It is also assumed that communication of results to City Council would also occur during a meeting already budgeted for in the existing contract.

If the timing of the study does not allow for the overlap discussed above (for both the staff review and presentation to City Council), additional budget may be needed at that time.

Task 4: Documentation

The documentation task will include the following:

- Prepare a draft report for review by the City that documents the methodology, assumptions, and results of the GFC analysis. This documentation may be added to the documentation of the sewer utility rate study.
- Complete and provide a final report integrating City review comments.

BUDGET ESTIMATE

The table below notes the existing budget under contract: \$53,400.

Performing the Water & Sewer GFC Update would add: **\$16,100**.

The total requested budget would be: **\$69,500**.

City of Anacortes Water & Sewer GFCs Update Hourly Billing Rates:	Consultant Hours				Total Labor Hours	Budget
	Principal	Senior Program Manager	Manager	Analyst		
	Ghilarducci \$260	Wilson \$210	Aaker \$175	TBD \$130		
Water & Sewer GFC Update						
Technical Tasks						
Task 1: Additional Data Collection & Validation		0	4	8	12	\$ 1,740
Task 2: Update Water GFC	1	4	8	24	37	\$ 5,620
Task 3: Update Sewer GFC	1	4	8	24	37	\$ 5,620
Task 4: Documentation	2	4	4	8	18	\$ 3,100
						\$ 16,100
Total Existing Budget Under Contract						\$ 53,400
Total Water & Sewer GFC Update	<u>4</u>	<u>12</u>	<u>24</u>	<u>64</u>	<u>104</u>	\$ 16,100
Total Project Cost						\$ 69,500



City Council Contract Agenda Bill

Meeting Date: 9/17/2018 **Agenda Item:** 5e

Subject: Resolution 2021 – Nokia as a Single Source Supplier for Gigabit Passive Optical Network (GPON) Equipment

Staff Contact: Fred Buckenmeyer

Approved for Submittal to Council by: Darcy Swetnam, City Attorney
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Action Type: Resolution

Summary Statement: City staff seeks City Council approval of Resolution 2021 designating Nokia as a single source supplier of Gigabit Passive Optical Network (GPON) equipment for the public works telemetry system.

Background:

1. The City entered into [Interlocal 232](#) with Northwest Open Access Network (“NoaNet”) on 9/26/16 to facilitate the implementation of a public works telemetry system, including the City’s use of the NoaNet Network Operations Center (NOC) for monitoring and maintaining the public works telemetry system within Anacortes
2. The NOC currently monitors and manages one of the largest Gigabit Passive Optical Network GPON deployments in the state of Washington, which utilizes Nokia GPON equipment. NoaNet’s staff has been trained on the management systems for monitoring, configuring and upgrading the Nokia GPON equipment.
3. Installing a different brand of GPON would result in a significant additional cost to the City for NoaNet’s staff training, and continue to require training on multiple systems in the long term, as well as require NoaNet to add a second monitoring system that would create more overhead for NoaNet and cost to the City.
4. Nokia also has a very limited VAR network (only one in the US that offers the GPON product) and they cannot meet the same discounted pricing levels as a direct purchase from Nokia, and therefore the City is clearly and legitimately limited to a sole source contractor for this project.

Previous Council/Committee Action: N/A

Competing Viewpoints Considered: N/A

Recommended Motion: I move that Resolution 2021 be approved and adopted designating Nokia as the single source for Gigabit Passive Optical Network (GPON) equipment for the public works telemetry system.

Alternative Actions: N/A

Attachments: Resolution 2021

RESOLUTION 2021

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANACORTES, WASHINGTON, waiving the state competitive bidding requirement for the purchase of Gigabit Passive Optical Network (GPON) equipment, pursuant to RCW 39.04.280.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ANACORTES, WASHINGTON, AS FOLLOWS:

Section 1. Recitals and Findings

- 1.1 RCW 39.04.280 provides that the City, by resolution, may waive competitive bidding requirements when a purchase is clearly and legitimately limited to a single source of supply, or when the purchase involves special facilities or market conditions.
- 1.2 The City entered into Interlocal 232 with Northwest Open Access Network (“NoaNet”) on 9/26/16 to facilitate the implementation of a telemetry system, including the City’s use of the NoaNet Network Operations Center (NOC) for monitoring and maintaining the telemetry system within Anacortes.
- 1.3 The NOC currently monitors and manages one of the largest Gigabit Passive Optical Network GPON deployments in the state of Washington, which utilizes Nokia GPON equipment.
- 1.4 This required NoaNet’s NOC to be trained on the management systems for monitoring, configuring and upgrading the Nokia GPON equipment. The GPON equipment also integrates seamlessly into the Nokia MPLS network due to the common platforms on which they are based.
- 1.5 Installing a different brand of GPON would result in a significant additional cost to the City for NoaNet’s staff training, and continue to require training on multiple systems in the long term, as well as require NoaNet to add a second monitoring system that would create more overhead for NoaNet and cost to the City.

1.6 Nokia also has a very limited VAR network (only one in the US that offers the GPON product) and they cannot meet the same discounted pricing levels as a direct purchase from Nokia, and therefore the City is clearly and legitimately limited to a sole source contractor for this project.

Section 2. Designation of Single Source Purchase. Based on the findings above, it is appropriate for the City to waive the competitive bidding requirements as to the purchase of Gigabit Passive Optical Network (GPON) equipment from Nokia for the public works telemetry system.

Section 3. Ratification and Confirmation. Any actions of the City or its officers prior to the date hereof and consistent with the terms of this Resolution are ratified and confirmed.

Section 4. Effective Date. This Resolution shall be in full force and effect from the after its adoption and approval.

The foregoing resolution was ADOPTED by the City Council of the City of Anacortes, Washington, at a regular, open public meeting thereof this 17th day of September, 2018.

Laurie Gere, Mayor

ATTEST:

Steve D. Hoglund, City Clerk/Treasurer

APPROVED AS TO FORM:

By:_____
Darcy Swetnam, City Attorney



City Council Agenda Bill

Meeting Date: 9/17/2018

Agenda Item: 5f

Subject: Resolution updating petty cash and change funds

Staff Contact: Philip Steffen

Approved for Submittal to Council by	
	Laurie Gere, Mayor
X	Steve Hoglund, Finance Director
X	Darcy Swetnam, City Attorney

Action Type	
	Ordinance No.
	Code Revision?
X	Resolution No. 2020
	Contract
	Public Hearing
	Staff Report

Summary Statement: By resolution the City Council authorizes City staff to hold petty cash and change funds at various city locations, and periodically these cash funds need to be updated. We are requesting to eliminate \$380 of library change funds, and to increase the library petty cash by \$50 to \$100. Resolution 1967 was the last Petty Cash update on July 18, 2016, with funds totaling \$3,970. The attached resolution totals \$3,640.

Background: The library was using six different change funds for six different staff positions. This was consolidated into one and a new procedure was established to increase customer service and staff flexibility. New auditing procedures and reporting levels have been established to ensure the security of city funds.

Budget Impact	
Amount Budgeted	
Budget Account (BARS)	
Proposed Expenditure	
Budget Amendment Required?	No
Revenue Source	

Proposed Contract	
Contractor	
Amount	
Start Date	
End Date	

Previous Council/Committee Action: The last resolution to update petty cash and change funds was [Resolution 1967](#) in [July 2016](#).

Competing Viewpoints Considered: NA

Recommended Motion: I move to approve Resolution 2020 authorizing revisions to city change funds.

Alternative Actions: If this is not approved, cash from the library will be locked up and remain at City Hall instead of in the bank.

Attachments (listed in order presented): Resolution 2020

RESOLUTION NO. 2020

Updating Petty Cash and Change Funds and Repealing Resolution No. 1967, Passed and Approved July 18, 2016

WHEREAS, it is desired to decrease and consolidate the library Change Fund, and

WHEREAS, it is desired to increase the library Petty Cash Fund,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Anacortes, Washington as follows:

Section 1. The following summarizes all of the City's Petty Cash/Change fund authorizations, including an increase to the Library petty cash from \$50 to \$100 and decrease of the Library Change fund from \$520 to \$140.

Custodian	Petty Cash	Change Fund	Total
Municipal Court	-	450.00	450.00
Finance	500.00	800.00	1,300.00
Library	100.00	140.00	240.00
Parks			
Museum	50.00	200.00	250.00
Police	1,200.00	200.00	1,400.00
Totals	1,850.00	1,790.00	3,640.00

Section 2. Resolution No. 1967, passed and approved July 18, 2016, is hereby repealed.

DATED this 17th day of September, 2018.

CITY OF ANACORTES WASHINGTON

BY _____
Laurie Gere, Mayor

ATTEST:

Steve Hoglund, City Clerk



City Council Agenda Bill

Meeting Date: 9/17/2018 **Agenda Item:** 7a

Subject: Teamster Local 231 Collective Bargaining Agreement Update
for Accretion of Library and Museum Employees

Staff Contact: Emily Schuh, Admin Services Director

Approved for Submittal to Council by	
	Laurie Gere, Mayor
	Steve Hoglund, Finance Director
	Darcy Swetnam, City Attorney

Action Type	
	Ordinance No.
	Code Revision?
X	Resolution No. 2022
	Contract
	Public Hearing
	Staff Report

Summary Statement:

On June 26, 2017, Teamster Local 231 filed a petition with WA Public Employment Relations Commission (PERC) under [WAC 391-25-440](#) to add the Library and Museum employees working for the City of Anacortes into its existing non-supervisory bargaining unit.

On November 22, 2017 PERC issued [Decision 12782-A](#) determining it appropriate for the Library and Museum employees to join the City's established Teamster Collective Bargaining group.

Negotiations began in early 2018 to address wages, hours, and working conditions for the library and museum employees and to determine how to incorporate these staff, many of whom are part time, into the current collective bargaining agreement. Through a collaborative process we drafted language and developed a tentative agreement. Job descriptions were revised for museum staff and the City committed to a classification and compensation study for the library staff in 2019.

Library and museum staff voted on the collective bargaining agreement and ratified it. On September 18, the proposed bargaining agreement will be brought to council. If ratified by City Council, the effective date of the collective bargaining agreement for the museum and library staff will be October 1, 2018. Negotiations will open up the summer of 2019 for the successor contract with the entire Teamster Local 231 Unit.

Background:

Budget Impact	
Amount Budgeted	

Budget Account (BARS)	
Proposed Expenditure	There are no additional changes in 2018 salary budget. Bargaining agreement update will trigger a special open enrollment period for museum and library employees. \$22,860 is being incorporated into 2019 salary budget planning for 2019 budget..
Budget Amendment Required?	No
Revenue Source	

Proposed Contract	
Contractor	
Amount	
Start Date	
End Date	

Previous Council/Committee Action:

Competing Viewpoints Considered:

Recommended Motion: I move to approve Resolution 2022 ratifying the addition of the library and museum employees to the current collective bargaining agreement with Teamster Local 231 and to supersede [Resolution 1983](#) in its entirety, passed and approved on [February 6, 2017](#).

Alternative Actions:

Attachments (listed in order presented): Resolution 2022; Collective Bargaining Agreement, Tracking Changes; Collective Bargaining Agreement, Clean Copy

RESOLUTION NO. 2022

A RESOLUTION AUTHORIZING EXECUTION OF A BARGAINING AGREEMENT BY AND BETWEEN THE CITY OF ANACORTES AND THE INTERNATIONAL BROTHERHOOD OF TEAMSTERS LOCAL 231 WHICH INCLUDES LIBRARY AND MUSEUM EMPLOYEES AND TO SUPERSEDE RESOLUTION 1983 IN ITS ENTIRETY, PASSED AND APPROVED ON FEBRUARY 6, 2017.

WHEREAS, the City of Anacortes and the Teamsters Local 231 have a Collective Bargaining Agreement in place effective January 1, 2017 through December 31, 2019; and,

WHEREAS, On June 26, 2017, Teamster Local 231 filed a petition with WA Public Employment Relations Commission (PERC) under [WAC 391-25-440](#) to add the Library and Museum employees working for the City of Anacortes into its existing non-supervisory bargaining unit; and

WHEREAS, On November 22, 2017 PERC issued [Decision 12782-A](#) determining it appropriate for the Library and Museum employees to join the City's established Teamster Collective Bargaining group.

WHEREAS, the City of Anacortes and the Teamsters Local 231 were able to reach agreement through negotiation on language to incorporate the library and museum staff into the bargaining agreement;

NOW, THEREFORE BE IT RESOLVED by the Anacortes City Council that the Mayor and City Clerk be authorized and directed to execute the attached collective bargaining agreement effective October 1, 2018 by and between the City of Anacortes and the Teamster Local 231.

PASSED AND APPROVED this 17th day of September 2018.

CITY OF ANACORTES:

By: _____
Laurie M. Gere, Mayor

ATTEST:

Steve Hoglund, City Clerk Treasurer

APPROVED AS TO FORM:

Darcy Swetnam, City Attorney

LABOR AGREEMENT

BETWEEN

The CITY OF ANACORTES

AND

TEAMSTERS UNION LOCAL NO. 231

REPRESENTING

ANACORTES MUNICIPAL EMPLOYEES
Addendum to include library and museum staff

TENTATIVE AGREEMENTS

JANUARY 1, 2017 – DECEMBER 31, 2019
ratified September __, 2018 and effective October 1, 2018

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ARTICLE 1 - RECOGNITION

1.01 The Employer agrees to recognize the Union as the sole collective bargaining agency for the bargaining unit as described in the certification of representation issued by the Public Employee Relations Committee of the State of Washington dated February 1, 1982, for Regular Full-time and Regular Part-time non-uniformed employees, excluding supervisors and confidential employees, of the City of Anacortes, to include all regular full-time and regular part-time non-supervisory employees of the City of Anacortes including library and museum employees, excluding uniformed employees, supervisors, confidential employees, and all others historically excluded employees.

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ARTICLE 2 – DEFINITIONS

2.01 The following definitions are provided for clarity:

Full-Time Employee: is an individual who works a normal forty-hour workweek and is hired for an indefinite period. A full-time employee may be classified as either exempt or nonexempt.

Part-Time Employee: is an individual who works less than a normal workweek and is hired for an indefinite period. A part-time employee may be classified as either exempt or nonexempt.

Provisional Part-Time Employee (library and museum only): An employee with a FTE of less than 50% who typically works less than twenty (20) hours per week. Employees classified as provisional part-time are eligible for bereavement leave and personal holiday accrual proportionate to their FTE.

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Temporary Employee: generally is an individual who is hired either part-time or full-time for a specified, limited period. A temporary employee may be classified as either exempt or nonexempt. A temporary employee who works more than one thousand, forty regular hours (1040) in a work year may be required to join the applicable bargaining unit.

ARTICLE 3 - UNION SECURITY

3.01 It shall be a condition of employment that all employees of the Employer covered by this Agreement shall be members of the Union in good standing and those who are not members on the execution date of this Agreement shall, on or before the thirtieth (30th) day following the execution date of this Agreement, become and remain members in good standing in the Union.

3.02 It shall also be a condition of employment that all employees covered by this Agreement and hired on or after its execution shall, no later than the thirtieth (30th) day following the beginning of such employment, become and remain members in good standing in the Union. PROVIDED, no objections are made to joining the Union and which are based on bona fide religious tenets or teachings of a church, or religious body of which such employee is a member. Such employee shall pay an amount of money equivalent to regular Union dues and initiation fee to a non-religious charity or to another charitable organization mutually agreed upon by the

employee affected and the bargaining representative to which such employee would otherwise pay the dues and initiation fee. The employee shall furnish written proof that such payment has been made. If the employee and the bargaining representative do not reach agreement on such matter, the Public Employment Relations Commission shall designate the charitable organization.

- 3.03 The Employer agrees to deduct from the wages of all employees' dues and initiation fees hereafter becoming due from such employees to the Union. Any employee desiring that such deductions be made shall sign the proper form requesting such deduction. The Employer, upon receipt of the form properly executed, shall honor the request in accordance with its terms. Union dues will be deducted two times per month. One half of the appropriate monthly dues will be deducted the first payroll of each month and the second half of the dues will be deducted the second payroll of each month. The Union will indemnify, defend, and hold the Employer harmless against any claims made and against any suit instituted against the Employer on account of any check off of Union dues and the Union security provisions of this Agreement. The Employer shall transmit to the Union the money so deducted and shall make the deductions at the times and in the manner mutually agreed upon by the Employer and the Union.

ARTICLE 4 - PROTECTION OF RIGHTS

- 4.01 **PICKET LINES:** It shall not be a violation of this Agreement, and it shall not be cause for discharge or disciplinary action in the event a City of Anacortes employee refuses to enter upon any private property involved in a sanctioned labor dispute, or refuses to go through or work behind any sanctioned picket line of Union parties to this Agreement, and including sanctioned picket lines at the Employer's place of business. Sanitation employees shall make pickups that are located on the public right-of-way.

ARTICLE 5 - MANAGEMENT RIGHTS

- 5.01 The right to hire, promote, discipline or discharge for just cause, improve efficiency, and determine the work schedules and location of department headquarters are examples of management prerogatives. It is also understood that the City retains its right to manage and operate its departments except as may be limited by an express provision of this Agreement. This Agreement shall not limit the right of the City to contract for services of any and all types.
- 5.02 Delivery of municipal services in the most efficient, effective and courteous manner is of paramount importance to the City, and as such, maximized performance is recognized to be an obligation of employees covered by this Agreement. In order to achieve this goal, the parties hereby recognize the City's right to determine the methods, processes and means of providing municipal services, to increase, diminish, or change municipal equipment, including the introduction of any and all new, improved or automated methods or equipment, and the assignment of employees to specific jobs within the bargaining unit in accordance with their job classification or title.
- 5.03 The Union recognizes the City's right to establish and/or revise performance standards. Such standards may be used to determine acceptable performance levels, prepare work schedules, and measure the performance of employees. In

establishing new and/or revising existing performance standards, the City shall meet, prior to implementation, with the Union to jointly discuss such performance standards.

- 5.04 Nothing contained in this Agreement shall prevent the City from proceeding in accordance with Personnel Policies formally adopted by the City Council; provided that these rules do not conflict with items covered by this Agreement.
- 5.05 The City reserves the right to place new employees within the salary grid appropriate to their experience as determined by the hiring department head.
- 5.06 Cross training may be assigned outside of an employee's general work assignment by mutual agreement of the City and the employee. If an assignment is reasonably related to the employee's general areas of work, training, and capabilities the City may assign an employee. During times of emergencies or when it is necessary for work to progress, the City reserves the right to reassign employees as necessary.

5.07 Use of Volunteers (Museum & Library)

The use of volunteers support the ongoing mission of the Library and Museum and the evolving needs of the community. Volunteers will work under a defined volunteer program and will be assigned specific projects to complete while under staff supervision. The use of volunteers is to supplement staff and not to replace or supplant paid staff.

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ARTICLE 6 - EMPLOYEE RIGHTS

- 6.01 The Employer appreciates and strives to recognize quality performance and length of service. Both contribute greatly to the service the Employer and employees are able to provide customers.
- 6.02 The Employer shall decide all questions as to layoffs, subject to the right of the Union to request and discuss with the Employer the reason for any layoffs involving bargaining unit positions. If a layoff or reduction in force becomes necessary, consideration will be given to each employee's qualifications, job performance, and seniority before a decision regarding such layoff or reduction in force is made. For the purpose of these incidents, employees will be grouped together with, and compared to, others in the same job classification. Seniority will be determined by adding all of the employee's time within the classification to half of the employee's time spent in another City classification or classifications. For example, if an employee has five years in the classification being reduced and two years in a prior classification, the employee would be awarded six years of seniority.
- 6.03 Decisions to rehire laid-off employees will be made using the same criteria; qualifications, job performance and seniority.
- 6.04 In the case of layoffs, the employee's position and seniority shall be held up to, but not exceeding twelve (12) months.
- 6.05 Medical Leaves of Absence are generally limited to a maximum of six months in duration. However, if the prognosis from the health care professionals is that the

employee will never be able to return to employment, the leave may be shorter. Conversely, if the prognosis from the health care professionals near the end of the six month period is a more likely than not return to duty within a reasonable period of time beyond the six months, the City agrees to consider such extension.

- 6.06 If a vacancy or new position occurs in any job within the bargaining unit, the City, before hiring a new employee, agrees to give consideration to any bargaining unit applicants who meet the minimum requirements of the position (NOTE: Consideration is defined as a thorough review of the internal applicant's qualifications and work performance.)
- 6.07 In a position covered by this Agreement, twelve months shall be considered to be a trial period during which time the employer decides the capability and desirability of retaining the new employee, and shall do so in formal, written evaluations completed every three months. During the initial probationary period, the employee cannot transfer between departments. Current employees who transfer to another Teamster position shall be placed on a 6-month probationary period. A ~~part-time~~temporary nonrepresented employee shall become a member of the bargaining unit once the employee has accumulated one thousand forty (1,040) hours within a twelve (12) month period from the date of hire provided the employee is not terminated.
- 6.08 Temporary nonrepresented pPart-time employees shall not be terminated for the purpose of avoiding accumulation of one thousand forty (1,040) hours from date of hire.

ARTICLE 7 - NON-DISCRIMINATION

- 7.01 In accordance with applicable law, neither the City nor the Union shall discriminate against any employee covered by this agreement on the basis of race, color, national origin, creed, religion, sex, age (over 40), marital status, physical or mental disability, genetic information, gender identification, or status as an honorably discharged veteran, or any other class protected by federal, state, or local law. Other than union membership, any dispute concerning the interpretation and application of this article shall be processed through the appropriate federal or state agency or court.
- 7.02 The Union recognizes that the City is an Equal Opportunity Employer.

ARTICLE 8 - NEGOTIATIONS

- 8.01 Bargaining unit employees shall be allowed to meet as a committee with City representatives to conduct collective bargaining negotiations during regular working hours provided that such Union Bargaining Committee shall not exceed ~~two (2)~~three (3) members. With concurrence from the Mayor and the Union, the Union Bargaining Committee may be increased to a maximum of ~~four-six (64)~~ members.
- 8.02 The City agrees that compensatory time off at time and one-half (1½) rate of pay shall be paid to Union Bargaining Committee members for the hours spent in negotiations beyond the employee's regular workday.

- 8.03 No union activity, except for a bona fide grievance or investigation meeting or disciplinary hearing with a supervisor shall be conducted during the paid workday.

ARTICLE 9 - HOURS OF WORK AND OVERTIME

- 9.01 The workday, for the purpose of this Agreement, shall be an eight (8) hour workday within a twenty-four (24) hour period, except Waste Water Treatment Plant Operators and Water Treatment Plant Operators.
- 9.02 The meal period shall be one (1) hour of unpaid time. Water and Wastewater employees meal period shall be one half (1/2) hour of paid time during the scheduled working shift. This one (1) hour provision may be changed by mutual agreement between a majority of the employees in a department and their supervisor. Only operators are subject to the paid lunch period due to the requirement to manage the plant.
- 9.03 Employees working three (3) or more hours longer than a standard eight 8-hour day shall be allowed one (1) additional paid thirty (30) minute meal period just prior to, or during, the work period that exceeds eight (8) hours. The meal period cannot be taken as the last 30 minutes of an extended shift.
- 9.04 Employees working unscheduled overtime for three or more hours who are not able or allowed to leave the job site will be provided a meal at city expense, consistent with the meal allowance in the City's travel policy.
- 9.05 Employees, where the duties and the operation require twenty-four (24) hour coverage at the job location, are considered shift workers.
- 9.06 The workweek shall consist of five (5) consecutive eight (8) hour periods during seven (7) consecutive days, except for Water Treatment Operators and Waste Water Treatment Operators, unless mutually agreed upon between the majority of affected employees in that department and the department head. The normal workweek is Sunday through Saturday, beginning and ending at midnight on Saturday and consisting of forty (40) hours except for Water Treatment Operators and Waste Water Treatment Operators.
- 9.07 Overtime pay at the rate of one and one-half (1-1/2) times the minimum straight-time hourly rate of pay shall be paid for time worked beyond an employee's normal assigned hours of labor within a twenty-four (24) hour period; and for time worked in excess of forty (40) hours within seven (7) consecutive day period, and for time worked on listed holidays.
- 9.07.01 Water Treatment Plant Operators working shifts shall work a maximum of eighty (80) hours during any two (2) week period, and shall be paid straight-time pay for eighty hours in every two-week period, although their hours in any one workweek may fluctuate. If an operator works in excess of a scheduled shift, more than fifty-six (56) hours in a workweek, more than eighty 80 hours in the two (2) week period, more than two thousand eighty (2,080) hours in a year including listed holidays, the employee will be compensated at time and one-half (1½); provided, however, that the employee shall not be compensated twice for the same overtime hours.

9.07.02 If a Water Treatment Plant operator receives less than twelve (12) hours notice before the start of an open shift, overtime will be paid for the additional hours beyond the original scheduled shift. If a Water Treatment Plant operator is notified more than twelve (12) hours in advance of the open shift, the operator will adjust their schedule to eliminate overtime.

9.07.03 Waste Water Treatment Operators working ten (10) hour shifts shall work a maximum of one hundred twenty (120) hours during any three (3) week period, and shall be paid straight time pay for one hundred twenty (120) hours in every three (3) week period although their hours in any one workweek may fluctuate. If an operator works in excess of a scheduled ten (10) hour shift, more than one hundred twenty (120) hours in a three (3) week period, or more than two thousand eighty (2,080) hours in a year including listed holidays, the employee shall be compensated at time and one-half (1½) provided, however, that the employee shall not be compensated twice for the same overtime hours.

9.08 Compensatory Time: Teamster employees shall be allowed to accumulate compensatory time to a maximum balance of 40½ hours. For example, twenty-seven (27) hours at time and one-half equates to a total of forty and one half (40½) hours. Compensatory time in lieu of overtime pay shall be taken at the convenience of the Employer and the Employee, consistent with the Fair Labor Standards Act. Employee's compensatory time balance will be cashed out on the December 5 payday.

9.09 For the purpose of payroll calculation, the minimum straight-time hourly rate of pay shall be calculated in the following manner: the annual rate of pay shall be divided by two thousand eighty (2,080) hours, which constitute the total number of regular hours in a year and is reached by multiplying the forty (40) hours per week times fifty-two (52) weeks.

9.10 Callouts:
Employees may opt to be included on a rotating callout list that will be posted by seniority for each division in public works operations and parks maintenance. Employees are responsible for ensuring their supervisor has the employee's preferred phone number. To be eligible to receive a callout an employee must be fit for duty and able to respond onsite within 60 minutes. Once an employee is contacted for callout they will be moved to the bottom of the list whether they accept or refuse the callout. If no employees on the established callout list are available, management retains the right to request other city staff to assist with the callout. Probationary employees are not eligible for the callout rotation until they have successfully completed their probationary period.

A supervisor may assist with a callout to contain an emergent situation and work with bargaining unit members.

9.10.01 Callouts are to be compensated as follows: Employees called back to duty after completing their required shift and having left the place of employment shall be paid a minimum of two (2) hours at one and one half

(1½) times the minimum straight time hourly rate of pay portal to portal. If an employee receives an additional callout request while on a callout and has been performing the work for less than two (2) hours, the employee shall not receive an additional callout pay for the second callout. Employees, who have responded to a callout, returned to their initial portal and then receive another callout, will receive compensation for a new callout.

- 9.10.02 Holiday Callouts: Defined as callouts that occur on the recognized dates as defined in Article 12.01. Employees shall be paid a minimum of four (4) hours at one and one half (1 1/2) times the minimum straight time hourly rate of pay portal to portal. If an employee receives an additional callout request while on a callout and has been performing the work for less than two (2) hours, the employee shall not receive an additional callout pay for the second callout. Employees who have responded to a callout, returned to their initial portal and then receive another callout, will receive compensation for a new callout.

On January 1st, July 4th, November 11th and December 25th only, if the holiday falls on a Saturday or Sunday and the employee receives a callout on the weekend, holiday callout pay will apply. If an employee is called out on the observed holiday, holiday callout pay will apply as well.

- 9.10.03 Employees receiving an authorized call at their home pertaining to work but not requiring them to return to duty, shall be paid in fifteen (15) minute increments at one and one half (1½) times the minimum straight time hourly rate of pay for the time they spend responding from home.

9.11 Management retains the rights outlined in Article 5 which specifically addresses the right to determine work schedules. Management and staff may propose changes in work schedules for groups of employees holding the same classification. Management retains the right to determine whether or not the proposed change meets the business needs of the department. If it does and with 60 calendar days' advance notice, staff will transition on a trial basis to the new schedule for a minimum of 90 calendar days to allow time to understand the pros and cons of the schedule. Following the trial period, staff who are impacted by the schedule change will vote on whether or not to transition to the new schedule permanently. Trial schedule changes shall be limited to one per calendar year. Schedules must conform to FLSA requirements and City ordinances.

9.12 Alternative Work Schedules

Employees are eligible to pursue an alternative work schedule. Final decisions for participation will be based upon an objective review of the individual circumstances and the demands of the position. An alternative work schedule will be implemented for an eligible employee who can satisfactorily demonstrate that the proposed schedule will not materially interfere with regular business operations of the City and will not compromise the City's existing service to citizens.

An employee with a documented performance problem may be denied their request for an alternative work schedule, depending on the nature of the performance problem.

Alternative schedules for non-exempt employees should be developed carefully and must comply with the Fair Labor Standards Act (FLSA).

Changes on workload, funding, legal mandates, changing legal interpretations or other needs of the City and/or individual departments could cause the City to revise or cancel the alternative work schedule options offered at any time and without notice. An employee may request cancellation of the 'alternative work schedule' by providing reasonable notice to the City. Such reasonable notice shall not be less than 30 days advance notice of the requested termination date of the alternative schedule.

9.12.01 Sample Alternate Work Schedules

Flex-time: Flex-time is a work schedule that permits flexible starting times and quitting times for employees other than the standard work day, with a standard number of core hours which must be worked. The following is the flex-time model adopted for the City:

FLEXIBLE TIME	CORE TIME	FLEXIBLE TIME
7 am—9 am	9 am – 3 pm	3 pm – 6 pm

Compressed Work Week/Modified Compressed Work Week: Employees work a standard number of hours within fewer days during the same week, or each work day is an extra 30 - 60 minutes longer, with one day off, every other two or three weeks. Possibilities include:

- 4/40 – Four 10 – hour days each week.
- 9/80 – The 80 hours in a two week period are scheduled over 9 working days. Example: the normal work day is extended by one-hour five days one week and three days the next week, with one regular eight-hour day. This produces one extra day off every two weeks.

9.12.02 Application Process The interested employee will complete a standard written application, which will include the proposed alternative work schedule, the employee circumstances leading up to the request, potential problems identified and recommended solutions.

The department head and supervisor, within 10 working days, will review the application and recommended approval or denial. The application will then be forwarded to Human Resources. Prior to approval, Human Resources will ensure that the proposed schedule is in compliance with the Fair Labor Standards Act (FLSA). If approved, the individual will work with Human Resources and the department to implement the approved schedule. If the application is not approved, the written decision will include the reasons for the decision.

The decision should be considered final. Should circumstances change significantly, the employee may submit a new request, which includes the justification for reconsideration.

9.12.03 Trial Period All approved applications will be implemented for a trial period, not to exceed three months. At the conclusion of three months, the

department director and Human Resources will reevaluate the situation, and will recommend whether the alternative work schedule should or should not be continued.

At the conclusion of the trial period, the involved department director may discontinue the alternative work schedule then or at any later time, providing a thirty day written notice to the employee, and including reasons for the discontinuation. If the alternative work schedule is discontinued, the employee may submit a new application if circumstances (of the employee, the department, or position) change significantly.

9.12.04 Accruing and Using Sick and Vacation Leave and Holiday Pay Sick leave and vacation leave will continue to accrue at the regular rate. When an employee takes a full day of sick or vacation leave, the time charged will be equivalent to the full number of hours the employee was scheduled to work. This compensates for actual time absent for regularly scheduled work hours. When a paid holiday falls on an employee's regularly scheduled work day, the employee will be paid eight hours of holiday pay. If the regularly scheduled work day is greater than 8 hours, the employee is required to use either vacation, compensatory time earned, or personal holiday to make up for the additional time the employee was scheduled to work in excess of the 8 hours of holiday pay.

9.12.05 Standards Employees will schedule personal appointments (doctor, dentist, etc.) on their scheduled day off, whenever possible. Employees may be asked to fill in on their regularly scheduled day off for employees who are absent *and such employees shall be compensated at his/her appropriate rate of pay.* Supervisors and employees will provide as much advance notice as possible and will be flexible in working out an alternative schedule for the employee asked to work on their regular day off.

ARTICLE 9a - HOURS OF WORK AND OVERTIME (Museum)

9a.01 Museum employees regular work schedules are assigned by the director. Employees will be notified of changes to the assigned schedules with as much notice as practicable.

9a.02 Meal & Break Periods

Shift Length	Break	Meal Period
4 hour shift	One 15 minute break	None
4+ to less than 8 hour shift	One 15 minute break	One 30 minute unpaid meal period
8 hour shift	Two 15 minutes breaks	One 30 minute unpaid meal period

When required to work alone for facility coverage, breaks and meal periods shall be as follows:

Shift Length	Break	Meal Period
4 hour shift	One 15 minute break	None

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<u>4+ to less than 8 hour shift</u>	<u>One 15 minute break</u>	<u>One 30 minute paid meal period</u>
<u>8 hour shift</u>	<u>Two 15 minutes breaks</u>	<u>One 30 minute paid meal period</u>

ARTICLE 9b - HOURS OF WORK AND OVERTIME (Library)

9b.01 Library staff hours of work are established to meet the needs of the library.

9b.02 Staff will be scheduled with a minimum of 2 consecutive days off during the workweek, although the two days off may not fall on a traditional Saturday-Sunday configuration. Staff may opt out of the two-day weekend schedule with their supervisor's approval.

9b.03 Meal & Break Periods

<u>Shift Length</u>	<u>Break</u>	<u>Meal Period</u>
<u>4 hour shift</u>	<u>One 15 minute break</u>	<u>None</u>
<u>4+ to less than 8 hour shift</u>	<u>One 15 minute break</u>	<u>One 30 minute unpaid meal period</u>
<u>8 hour shift</u>	<u>Two 15 minutes breaks</u>	<u>One 30 minute unpaid meal period</u>

Following a vote of library bargaining unit members, it will be determined if paid break(s) and unpaid meal period will be combined to be taken at the same time.

9b.04 Scheduled Facility Closures

If the library facility is closed for facility maintenance or an extended holiday period as approved by the library board, an employee may request that the hours be rescheduled during the same pay period so long as it does not result in overtime.

ARTICLE 10 – WAGES

The City commits to undertake a classification and compensation study at the Anacortes Public Library. The City agrees for the Union Business Representative to be included in the final presentation of the results of the class and comp study. The Union and the City agree to meet, review, and discuss the study results prior to final determination by the City. Any wage adjustments resulting from the study will be subject to a wage reopener.

Any wage adjustment resulting from the analysis will be effective January 1, 2019. No employee shall suffer a reduction of wages as a result of the study findings.

10.01 Employees are paid on the 5th and the 20th of the month. If the regular payday occurs on a Saturday, Sunday, or a holiday, employees is paid on the last working day before the regular payday.

10.02 Wages shall be set forth in Addendum A. The salary schedule will reflect no less than the following wage increases over each previous year:

1/1/2017	2.0%
1/1/2018	2.0%
1/1/2019	2.0%

- 10.03 Employees cost of living and merit “step” increase (assuming positive performance) wage increases will be applied on January 1st of each year.
- 10.04 Employees who discover a mistake in their paycheck, lose their paycheck, or have it stolen should notify their supervisor immediately. In the case of a mistake made by the City the error will be remedied promptly.
- 10.04.01 Errors, which overpay the employee, shall be corrected within six (6) months of their discovery by either the employee or the City. If necessary, and whenever possible, the overpayment can be paid back to the City in installments. Repayment schedules shall not extend beyond the end of the year in which the overpayment was made.
- 10.05 It is agreed by the parties hereto that should a state or federal agency require changes to be made in the manner in which wages are computed and paid pursuant to this Section 10.02 that such required changes will be implemented. Employer agrees to give the Union immediate notice of any required changes and further agrees to meet and discuss with Union the effect of such required changes and further agrees to provide notice of any such requirements immediately upon receipt from the state or federal agency.
- 10.06 If any employee is temporarily shifted for a period of ten (10) or more working days to any other position, union or non-represented, paying a higher wage than the rate of the employee's regular position, the employee shall be paid at step one of the wage scale for the position whose wage they are assuming, or a minimum of a 6% increase, whichever is greater. The employee must be able to assume the majority of the duties of the higher classification and have the education and/or certificate requirements stated in the job description. No employee shall be subject to censure when assigned to a position for which the employee has not been properly trained. In the event any employee is temporarily shifted for the City's convenience to a position paying a lesser wage than the rate for the employee's regular position, no reduction in the employee's wage shall be made, but in case the employee's services are not required in the employee's class of employment, the City may, with the employee's consent, instead of laying the employee off, transfer the employee to another job which is vacant and pay the employee the regular rate for that position. If the former position is renewed, the City shall automatically reinstate the employee in the employee's former position.
- 10.07 Longevity pay shall start after five (5) years employment at the rate of two dollars (\$2.00) per month for every year worked to a maximum of twenty (20) years. After five (5) years, longevity pay would be ten dollars (\$10.00) with two dollars (\$2.00) per month added every year until a total of forty dollars (\$40.00) longevity per month is reached.

- 10.08 Shift differential pay shall be added to the basic monthly wage of any water treatment plant operators assigned to a regular shift between the hours of 4:00 p.m. and 12:00 a.m. at the rate of fifty-four cents (\$.54) per hour in addition to their minimum straight-time hourly rate of pay. Between the hours of 12:01 a.m. and 8:00 a.m. an employee shall receive seventy-four cents (\$.74) per hour in addition to their minimum straight-time hourly rate of pay.
- 10.09 Progression through the Proficiency Levels of a salary range will be based upon the employee's satisfactory performance as rated in the yearly performance evaluation in connection with time in a job classification. Each employee will be eligible for and receive a yearly evaluation in December of each year, for a step increase (if appropriate) to be effective on January 1st each year.
- 10.10 For the water and wastewater plants, progression between levels is tied to an employee's experience and level of certification as outlined in the job description.
- 10.11 Teamsters employees who were classified as a Water Treatment Plant Operator IV prior to January 1, 2017 will be grandfathered into a wage scale that is 9% higher than the Water Treatment Plant Operator III wage scale. (Wage scale will reflect the level IV classification but state that it only applies to employees who are city employees who were level IV operators on or before 12/31/2016.)
- 10.12 WTP and WWTP Operators shall be responsible for carrying cell phones during their off-duty hours to accommodate the services of the City.
- 10.12 Effective January 1, 2014 WTP and WWTP operators shall be compensated two dollars and forty cents (\$2.40) per hour for on call pay. The "on-call" pay serves to compensate the employees for being available to receive telephone directions that may be required. Management shall determine which operators are qualified and shall assign the qualified operators to the "on-call" schedule as necessary. As the employees assigned to the "on-call" schedule are not confined to their homes or to any particular place, but may come and go as they please, provided they carry cell phones that allow them to be reached, the hours spent "on-call" are not to be considered as hours worked. The City reserves the right to suspend or discontinue the "on-call" system. On call operators must be fit for duty and able to respond to the assigned facility within 60 minutes.
- 10.13 **Lead Assignment:** An employee selected by the City to act as a lead, shall receive a 9% premium above the base wage.

ARTICLE 11 - HEALTH AND WELFARE

1) Medical Insurance Plans

- (a) The City will provide employees with the following plans: AWC Healthfirst High Deductible Health Plan, Group Health Cooperative High Deductible Health Plan, AWC Healthfirst \$250 plan, or Group Health Access PPO, all as offered through the Association of Washington Cities Benefit Trust.

2) Medical Plan Transition

- (a) In consideration of healthcare plan changes, employees hired no later than January 1, 2017 (i.e. grandfathered employees) will receive a \$109.00 monthly stipend. This benefit will go into effect at the 1st of the month coinciding with plan change enrollment.
- (b) For employees choosing the HealthFirst \$250 deductible plan, the City will pay 100% of the premiums for the employee and 90% of the premiums for dependents.
- (c) For employees choosing the Group Health PPO \$250 deductible plan, the City will pay 100% of the premiums for the employee and 90% of the premiums for dependents. The City will share fifty percent (50%) of the premium cost savings difference between the Group Health PPO \$250 plan and the Healthfirst \$250 plan to be paid on each pay period.
- (d) In 2017, 2018, and 2019, the City will pay 100% of the premium costs of medical insurance for employees and their dependents who select an AWC High Deductible Health Plan.
- (e) For employees enrolled on an AWC High Deductible Health Plan, the City will contribute fifty percent (50%) of the premium cost savings between the AWC High Deductible Plan and the Healthfirst \$250 plan to be contributed into the employee's HSA on each pay period.
- (f) An employee may elect to have up to \$1000 (employee only) or \$2000 (family) cashed out from accrued vacation and transferred into the HSA on the January 5 payday so long as the employee's vacation balance does not fall below 40 hours. The IRS determines the inflation adjusted HSA contribution maximum.
- (g) For employees enrolled on **Dual Insurance**, the employee will receive an incentive equivalent to 50% of the Group Health Access PPO Healthcare premiums that the City would otherwise contribute to health insure the dependents.

3. Dental Insurance. The City agrees to provide dental insurance for employees and their dependents. The City shall pay 100% of the premium for dental coverage. The dental insurance plan in effect at the time of this Agreement is Washington Dental Service Plan E, as offered through the Association of Washington Cities.

4. Orthodontia Insurance. The City agrees to pay 100% of the premium for orthodontia coverage for the employee's dependent children. The orthodontia plan in effect at the time of this Agreement is Washington Dental Service Plan IV, as offered through the Association of Washington Cities.

5. Vision Insurance. The City agrees to pay 100% of the premium for a separate vision plan for employees and their dependents. The vision plan in effect at the time of this Agreement is Vision Service \$10 copay Plan, as offered through the Association of Washington Cities.

6. Life Insurance. The City agrees to pay 100% of the premium for a group term life, accidental death and dismemberment insurance policy for each employee in the amount

\$10,000 and \$1000 for dependents 6 months and older as offered through the Association of Washington Cities. The life plan in effect at the time of this Agreement is through Standard as offered through the Association of Washington Cities.

7. Short Term Disability. The City agrees to pay 100% of the premium for a group short term disability insurance policy. The short term disability plan in effect at the time of this Agreement is with Sun Life.

8. Long Term Disability. The City agrees to pay 100% of the premium for a long term disability insurance policy. The short term disability plan in effect at the time of this Agreement is with Standard Life Insurance.

9. Any changes required by the provider of insurance coverage that are beyond control of the City shall be implemented. These include, but are not limited to changes in required copays, deductibles, and plan administration procedures. The City shall give the Union notice of the proposed changes at least 60 days before the effective date, or as much time is reasonably practicable, and an opportunity for input before the changes are finalized and to bargain any impact.

10. Part-time Employees:

Regular part time employees hired after January 1, 2014 and who are classified as 50% - 79% FTE are eligible for their FTE equivalent of the employee-only medical insurance premiums provided by the City. Regular part time employees have the option of enrolling eligible dependents on the City's medical insurance plan during open enrollment or for a qualifying event; however, the employee is responsible for dependent's premium expenses.

Regular part time employees hired prior to December 31, 2013 who are classified as 50%-79% FTE are eligible for health insurance coverage once the employee has worked one thousand forty (1,040) hours within a twelve (12) month period from the date of hire. Health insurance coverage includes medical, dental, vision, and drug coverage for the employee only. Regular part time employees have the option of enrolling eligible dependents on the City's medical insurance plan during open enrollment or for a qualifying event; however, the employee is responsible for dependent's premium expenses.

Application to Library and Museum Represented Employees

Regular part time represented library and museum employees who are classified as 50% - under 75% FTE are eligible for their FTE equivalent of the employee-only medical insurance premiums for the lowest cost (non high deductible plan) provided by the City. Regular part time employees have the option of enrolling eligible dependents on the City's medical insurance plan during open enrollment or for a qualifying event; however, the employee is responsible for dependent's premium expenses.

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ARTICLE 12 - HOLIDAYS

12.01 The following shall be considered holidays:

New Year's Day	January 1st
Martin Luther King Day	Third Monday of January
President's Day	Third Monday of February
Memorial Day	Last Monday of May
Independence Day	July 4th
Labor Day	First Monday of September
Veteran's Day	November 11th
Thanksgiving Day	Fourth Thursday of November
Day after Thanksgiving	Day immediately following Thanksgiving
Christmas Day	December 25th

A holiday shall be deemed to start at twelve o'clock (12:00) a.m. on the day of the holiday and end at eleven fifty-nine (11:59) p.m. on the day of the holiday.

12.02 In addition to the ten (10) designated holidays above, the employee may take additional three (3) personal days (at eight (8) hours each) of the employee's choosing to be taken at straight-time compensation, subject to the department requirements and subject to one (1) week written notice given to the department head prior to the requested personal day; and any day designated by public proclamation of the chief executive of the state as a legal holiday.

12.03 If any of the stated holiday dates are changed by the state legislature, said change would be affected in this Agreement. The City may declare or affirm other days as holidays for its employees as long as it does not reduce, in number, the currently negotiated total.

12.04 Non-Shift Workers: When a holiday falls on Saturday, the preceding Friday shall be declared the legal holiday. When a holiday falls on Sunday, the following Monday shall be declared the legal holiday.

12.05 Shift Workers: Where a holiday falls on their scheduled day off employees shall be paid their regular salary plus eight (8) hours at the minimum straight-time hourly rate of pay. Shift workers have the actual day the holiday falls on.

12.06 For holiday callouts, refer to Article 9.10.02.

12.07 ~~Full-time employees~~Employees shall have their personal days pro-rated in the event of their termination. Those personal days used but not accrued will be deducted from their final paycheck.

12.08 **Holidays Worked** Employees who work on an observed holiday or shift workers who work on an actual holiday shall receive overtime for their hours worked in addition to straight time holiday pay.

12.08.01 **Application to library and museum represented employees** The City may assign employees to work an observed or actual holiday as it deems necessary.

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Employees who work will receive overtime pay for hours worked on the actual holiday.

12.09 Full-time employees are eligible to receive their regular rate of pay for each observed holiday. Part-time employees with a FTE of 50% or greater who are scheduled to work at least 20 hours per week (1,040 per year) are entitled to holidays. The amount of ~~holiday~~ pay is determined on the same basis as for full-time employees, but is based on the employee's full time equivalency (FTE) budget allocation. For example, an employee allocated at sixty-five (65%) percent FTE will receive five point two (5.2) hours of holiday pay on each City approved holiday. ~~Temporary employees and E~~employees on unpaid leaves of absence or on layoff are not eligible to receive holiday pay. Provisional part-time employees with a FTE of less than 50% and temporary employees do not receive paid holidays.

12.10. In lieu of paid holidays, provisional part time employees working in the Library and Museum with a FTE of less than 50% are eligible to receive three personal holidays. Personal holidays are prorated according to the employee's full time equivalency. Personal holidays accrue on January 1 of each year but are prorated. See Article 12.07.

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ARTICLE 13 - VACATION LEAVE

13.01 Vacation leave with full pay shall accrue per month and per year to all full-time employees as follows:

Service Period	Vacation Accrual	Maximum Accrual
First month through 48 months	8 hours per month	176 hours
Months 49 through 108	10 hours per month	200 hours
Months 109 through 168	14 hours per month	240 hours
169 months and beyond	17 hours per month	240 hours

13.02 Vacation leave shall be taken at times when it will least interfere with the work of the Employer. The Employer shall determine the period, by seniority, when leave may be taken, subject to the right of the Union to discuss the matter with the Employer. Once the Employer has approved a vacation request in writing, the time shall not be canceled except in the case of emergency.

13.03 Vacation leave shall be computed exclusive of holidays or sick leave testified to by a physician's written statement.

13.04 Part-time employees who are scheduled to work at least twenty (20) hours per week one thousand forty (1,040) hours per year are entitled to vacation on a pro-rata basis. The length of the vacation will be determined on the same basis as for full-time employees but part-time employees shall earn vacation leave hours proportionate to the number of hours they regularly work in a month. Part-time employees working less than twenty (20) hours per week and temporary employees do not receive paid vacation.

ARTICLE 14 – SICK LEAVE

Effective January 1, 2018 Washington Paid Sick Leave went into effect. The City addressed the accrual of WPSL in the personnel policies and both parties agree to bargain the effects during the next contract negotiations.

- 14.01 Each full-time employee shall accrue eight (8) hours of sick leave per calendar month. The maximum accrual is one thousand four hundred forty (1440) hours. Part-time employees shall earn sick leave hours proportionate to the number of hours they regularly work in a month. For example, a part-time employee working twenty (20) hours per week would be eligible for one half (1/2) the paid time-off that a full-time employee receives.
- 14.02 Sick leave cannot be taken before it is accrued.
- 14.03 Notification: Notification of absence due to sickness shall be given to the employee's immediate supervisor or department head four (4) hours prior to start of shift unless it is shown that such notification was impossible. Failure to properly report an illness may be considered as an absence without pay and may subject the employee to discipline as well.
- 14.04 Medical Verification. The City may, at its discretion, require an employee to submit a physician's verification of illness following three (3) days or more of absence.
- 14.05 Medical Examination. Additionally the City may, at its discretion, require an employee seeking to utilize sick leave to submit at any time during such leave to an examination by a doctor or nurse designated by the City, at the City's expense, except that any required examination of the employee during the period the employee is sick shall, if so requested by the employee, be at the employee's residence if the employee is too sick to travel.
- 14.06 Abuse of Sick Leave: Abuse of sick leave is a serious matter. If proper notification is not given, or abuse is observed, any absence may be charged as leave without pay and/or may constitute cause for discipline up to and including discharge for a repeated occurrence at the discretion of the City.
- 14.07 Union Cooperation: The Union agrees that abuse of sick leave is a serious matter and the Union shall join the City in locating and reporting abuse of sick leave whenever or wherever it may occur.
- 14.08 Multiple Benefits: Sick leave is intended for use in cases of actual illness or injury. In case of any illness or injury which is covered by the State Industrial Insurance Act or any other state or federal act whereby benefits are paid to an employee for sickness or injury, sick benefits herein provided shall apply; provided, however, that in no case shall the total of all such benefits exceed the employee's scheduled straight-time pay.
- 14.09 Unused Sick Leave & Reimbursement
Upon retirement, employees are eligible for reimbursement of a portion of their unused sick leave proportionate to their sick leave balance:

Sick Leave Balance at Retirement	Percent Reimbursement
0-800 hours	0%
801-1251 hours	18%
1251-1440 hours	25%

ARTICLE 15 - FUNERAL LEAVE

- 15.01 In the event of the death of an employee's immediate family member, time off with pay for the employee's regular scheduled workday will be granted to regular full time employees. The phrase "immediate family" for the purposes of the bereavement includes the employee's spouse (or domestic partner), brother, sister, father, mother, stepfather, stepmother, grandparent, grandchildren, children, stepchildren, father-in-law, mother-in-law, grandparent-in-law, sister-in-law, brother-in-law, daughter-in-law, and son-in-law.
- 15.02 Three (3) consecutive days off with pay will be approved to attend the funeral or memorial service (maximum twenty-four (24) hours).
- 15.03 Two (2) additional consecutive days off with pay will be approved for travel from the employee's home to the funeral or memorial service if the travel exceeds two hundred (200) miles each way (maximum sixteen (16) hours).
- 15.04 Regular and provisional part-time employees ~~who are scheduled to work twenty (20) or more hours per week~~ are eligible to receive Bereavement Leave. The amount of leave allowed will be ~~based on a pro rata basis that relates the average number of hours per week worked to a regular forty (40) hour week~~ prorated according to the employee's FTE. For example, a 50% part-time employee working twenty (20) hours per week would be eligible for one half (1/2) the paid time-off that a full-time employee receives.

ARTICLE 16 - LEAVE OF ABSENCE

- 16.01 Employees desiring a leave of absence must submit their request for such leave in writing within a reasonable period of time prior to its commencement. The City must approve all leaves of absence, in writing. Employees shall not accrue sick leave or vacation during such approved leave of absence.

ARTICLE 17 - GRIEVANCE PROCEDURE

- 17.01 Any disputes or claims of wrongful action on the part of the Employer, which may arise under this Agreement, including interpretation and application of this Agreement, shall be settled as stated in this Article. A bargaining unit member who is the subject of disciplinary action, including oral reprimand, written reprimand or discharge and who feels such action is improper, may appeal to the Union within ten (10) business days of the reprimand or discharge. New probationary employees may not contest discipline or termination decisions through the grievance procedure.

Union Defined: For the purpose of this article, Union shall mean, Secretary-Treasurer, Business Representative, and/or Shop Steward.

Business Day Defined: For the purpose of this article, a calendar day shall be exclusive of Saturdays, Sundays and holidays.

17.02 A grievance filed against the City shall be processed in the following manner:

Step 1: Any employee and/or steward who have a grievance shall present the grievance to the immediate supervisor, either orally or in writing. All grievances must be presented no later than ten (10) business days from the date of the occurrence of the matter giving rise to the grievance or within ten (10) business days after the employee, through the use of reasonable diligence, could have obtained knowledge of the occurrence of the event giving rise to the grievance. The immediate supervisor shall render a written response to the grievant and Union within ten (10) business days after the grievance is presented. Every effort shall be made to settle the grievance at Step 1.

Step 2: If the grievance is not settled at Step 1, then it shall be submitted in writing to the department head or designee. The grievance shall contain a complete statement of the facts, the contractual provisions allegedly violated, and the relief requested. The department head or designee shall investigate the grievance and, in the course of such investigation, shall offer to discuss the grievance within ten (10) business days with the grievant and Union if requested by the employee, at a time mutually agreeable to the parties. If no settlement of the grievance is reached, the department head or designee shall provide a written response to the grievant and Union, within ten (10) business days following their meeting.

Step 3: If the grievance is not settled at Step 2 and the Union desires to appeal, it shall be referred by the Union in writing to the Mayor within ten (10) business days after receipt of the City answer in Step 2. Thereafter, the Mayor or designee and the department head or designee, shall meet with the grievant and Union within ten (10) business days of receipt of the Union's appeal, if at all possible. If no agreement is reached, the Mayor or designee shall submit a written answer to the Union within ten (10) business days following the meeting.

Step 4: Arbitration: If the grievance is not settled in Step 3 and the Union wishes to appeal the grievance from Step 3, the Union may refer the grievance to arbitration, as described below, within ten (10) business days of receipt of the written answer as provided to the Union at Step 3.

The parties shall attempt to agree upon an arbitrator within ten (10) business days after receipt of the notice of referral. In the event the parties are unable to agree upon the arbitrator within said ten (10) day period, the parties shall jointly request the Federal Mediation and Conciliation Service to submit a panel of ten (10) arbitrators from which list the arbitrator shall be selected by the Union and the Employer alternately striking one (1) name from the list until only one (1) name shall remain.

More than one grievance may be submitted to the same arbitrator if both parties mutually agree in writing.

Any decision rendered by the arbitrator will be final and binding upon all parties.

The fees and expenses of the arbitrator and all other mutually incurred expenses of the arbitration shall be divided equally between the City and the Union; provided, however, that each party shall be responsible for compensating its own representatives and witnesses.

Limitations on Authority of Arbitrator: Any decision rendered shall be within the scope of this Agreement and shall not add to or subtract from any of the terms of the Agreement.

17.03 Reinstatement: In the case of reinstatement, no time loss or salary reduction will be made, nor will any seniority be taken away from the employee.

17.04 If a grievance is not appealed to the next step, by the Union, within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the City's last answer. If the City does not answer a grievance or an appeal thereof within the specified time limits, the aggrieved employee and/or the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step.

ARTICLE 18 – EQUIPMENT AND SAFETY

18.01 Tools: The City will supply hand tools to equipment mechanics for on-the-job usage. The City agrees, at its discretion, to replace tools that are broken or damaged on the job.

18.02 Rain gear: Shall be provided by the City for outside workers as deemed necessary by the supervisor.

18.03 Boots: The City will contribute into an account a boot allowance of five dollars (\$5.00) per pay period for the positions listed in 18.03.01. The boot allowance account balance shall be capped at \$240. Employees will submit a receipt for their boots and it will be drafted from their account balance or if the employee prefers they may select from one of the City's pre-approved boot vendors. A voucher with the amount the vendor can invoice to the city (not to exceed the balance in the employee's account at the time of purchase). Any overages beyond the account balance will be the employee's responsibility.

The City will allow a new employee to purchase boots using a one-time draft of up to \$120.00. If the probationary employee is separated from the City, all costs of the boots will be recovered from the final paycheck, less any amounts already accrued to the boot allowance.

18.03.01 The City agrees to furnish steel-toed boots for the following positions:

Building Inspector
Engineering Technician
Equipment Mechanic
Park Maintenance Worker
Sanitation Worker

Service Mechanic
Street Maintenance Worker
Waste Water Treatment Plant Operator
Water Maintenance Worker
Water Treatment Plant Instrumentation Maintenance Technician
Water Treatment Plant Operator

- 18.03.02 Employees shall be held accountable for the boots assigned to the employee by the City. Boots lost or destroyed on the job shall be replaced by the City where said loss or destruction was incurred as a direct result of an occurrence not due to the employee's intentional act or negligence. The employee shall replace boots assigned to an employee that are lost or mutilated as a direct result of the employee's negligence. The employee shall replace boots lost or mutilated off the job.

ARTICLE 19 - WORK CONTINUATION

- 19.01 The Union recognizes that the Employer is engaged in a vital public service requiring continuous operation and, hence, recognizes its obligation, together with the Employer to work toward continuous service to the City during the term of this Agreement in strict compliance with RCW 41.56.120.

ARTICLE 20 - FRINGE BENEFITS

- 20.01 The Employer shall provide the Union with designated space on an available bulletin board at each work building. The Union may post its notices, of a non-political, non-inflammatory nature. The Union will limit the posting of Union notices to such bulletin board. The Union shall provide a copy of all postings to the Employer at least two (2) hours prior to posting, unless approved for immediate posting by the department head. The Union will remove dated material. All costs incident to preparing and posting of Union material will be borne by the Union and the union will be responsible for maintaining its portion of the bulletin board in an orderly and neat fashion.
- 20.02 Prior to the City contracting out for any services presently provided by bargaining unit employees, the City will meet with the Union to discuss the issue. If, however, the City elects to privatize any utility, the affected employees will be given four (4) week's notice.
- 20.03 Should the City contract out any services, presently provided by bargaining unit employees, the City will make a good faith effort to relocate these employees within the bargaining unit, and in the event is unable to do so, the City agrees to provide severance pay for each laid-off/terminated employee in the following manner:

<u>Years of Service</u>	<u>Severance Pay</u>
00 – 04	4 weeks
05 – 09	5 weeks
10+	6 weeks

However, if the awarded contractor hires these same employees, the severance pay will be waived.

20.04 The City agrees to furnish breakroom supplies for the bargaining unit employees, including coffee, tea, and hot chocolate mix.

ARTICLE 21 - DRUG AND ALCOHOL TESTING

21.01 It is the intent of the City and the Union to maintain a workplace that is free from the effects of drug and alcohol abuse. Therefore, no employee shall unlawfully manufacture, distribute, dispense, possess or use any illegal controlled substance or alcohol in any City workplace. Nor shall any employee report to work or work under the influence of alcohol or an illegal controlled substance. A sustained finding will result in disciplinary action, up to and including dismissal.

Employees must report their use of over-the-counter or prescribed medications to their supervisor if the use might impair their ability to perform their job safely and effectively. A determination will then be made as to whether the employee should be able to perform the essential functions of the job safely and properly.

Union Members follow the city's drug and alcohol testing policies and procedures found in the most current personnel policies.

21.02 **Union Held Harmless:** The City assumes the sole responsibility for the administration of this Policy and shall be solely liable for any legal obligations and costs arising out of the provisions and/or application of this collective bargaining agreement related to drug and alcohol testing. The Union shall be held harmless for the violation of any worker rights arising from the administration of the drug and alcohol-testing program.

21.03 **Conflict With Other Law:** This Article is not intended to supersede or waive any constitutional or other rights that employee may be entitled to under federal, state or local statutes.

ARTICLE 22 – COMPLETE AGREEMENT CLAUSE

22.01 The Employer and the Union acknowledge, that during the negotiations which resulted in this Agreement, each party had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining. This Agreement shall constitute the sole agreement between the parties and no other stipulation, understanding or past practice shall qualify its terms; provided, however, this Agreement shall be subject to modification by mutual written agreement of the parties hereto.

ARTICLE 23 – TERM OF AGREEMENT

23.01 If an article or section of this Agreement should be held invalid by operation of law or by any tribunal of competent jurisdiction, the balance of this Agreement shall continue in full force and effect. The article or section held invalid shall be modified as required by law or the tribunal of competent jurisdiction or renegotiated for the purpose of adequate replacement.

- 23.02 All terms and conditions specified within this Agreement shall remain in effect until the effective date of a subsequent agreement, not to exceed one (1) year from the termination date stated in this Agreement. Thereafter, the Employer may unilaterally implement according to law.
- 23.03 This Agreement shall become effective on January 1, 2017 following ratification, and shall remain in full force and effect until and through December 31, 2019. Should any party desire to change, modify or terminate the Agreement, written notice must be given to the other party at least sixty (60) days prior to December 31, 2019. In the event of written notice of a desire to change or modify the Agreement by either or both parties, negotiations shall commence without undue delay. Written notice by either party of a desire to change or modify the Agreement prior to sixty (60) days prior to December 31, 2019, is subject to negotiations by mutual agreement only.

EXECUTED THIS 6th DAY of FEBRUARY, 2017.

REVISIONS TO INCLUDE LIBRARY AND MUSEUM EXECUTED THIS th DAY OF SEPTEMBER 2018

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Rich Ewing
Secretary-Treasurer

Laurie M. Gere
Mayor

Jennifer Thompson
Business Representative

Emily Schuh
Administrative Services Director

ATTEST

Steve Hoglund
City Clerk/Treasurer

ADDENDUM A- SALARY SCHEDULE Effective 1/1/2017

Position	Monthly Rate 1.03					Hourly Rate					Annual Salary				
	3.0% between each level														
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
Custodian, Department Secretary I	Level 11 3,294.79	3,301.64	3,495.45	3,600.31	3,705.52	11	15.01	15.51	20.17	20.77	21.29	11	\$39,537.53	\$40,223.68	\$41,945.36
Permit Tech I	Level 12 3,393.64	3,495.45	3,600.31	3,705.52	3,819.57	12	19.58	20.17	20.77	21.39	22.04	12	\$40,723.65	\$41,945.36	\$43,203.72
Accounting Technician II, Permit Technician II	Level 13 3,495.45	3,600.31	3,705.52	3,819.57	3,934.16	13	20.17	20.77	21.39	22.04	22.70	13	\$41,945.36	\$43,203.72	\$44,499.83
Building Inspector, Engineering Technician II	Level 14 3,600.31	3,705.52	3,819.57	3,934.16	4,052.18	14	20.77	21.39	22.04	22.70	23.38	14	\$43,203.72	\$44,499.83	\$45,834.83
Equipment Mechanic, WTP I, WWTP I	Level 15 3,705.52	3,819.57	3,934.16	4,052.18	4,173.75	15	21.39	22.04	22.70	23.38	24.08	15	\$44,499.83	\$45,834.83	\$47,209.87
Sanitation Worker, Street/Sewer Worker, Water Maintenance Worker, Water Utilities Worker, WTP I, WWTP I, WTP Instrumentation Maintenance Technician	Level 16 3,819.57	3,934.16	4,052.18	4,173.75	4,298.96	16	22.04	22.70	23.38	24.08	24.80	16	\$45,834.83	\$47,209.87	\$48,626.11
Department Secretary II	Level 17 3,934.16	4,052.18	4,173.75	4,298.96	4,427.93	17	22.70	23.38	24.08	24.80	25.55	17	\$47,209.87	\$48,626.11	\$50,084.98
WTP Off, WWTP Off	Level 18 4,052.18	4,173.75	4,298.96	4,427.93	4,560.77	18	23.38	24.08	24.80	25.55	26.31	18	\$48,626.11	\$50,084.98	\$51,587.50
Administrative Assistant, Contract Specialist	Level 19 4,173.75	4,298.96	4,427.93	4,560.77	4,697.59	19	24.08	24.80	25.55	26.31	27.10	19	\$50,084.98	\$51,587.50	\$53,135.13
Accounting Technician II, Permit Technician II	Level 20 4,298.96	4,427.93	4,560.77	4,697.59	4,838.52	20	24.80	25.55	26.31	27.10	27.91	20	\$51,587.50	\$53,135.13	\$54,729.18
Engineering Technician I, Land Use Permit Manager, Park Maintenance Worker, PW Inspector, Recreation Coordinator, Sanitation Worker, Street/Sewer Worker, Water Maintenance Worker, Water Utilities Worker, WTP I, WWTP I, WTP Instrumentation Maintenance Technician	Level 21 4,427.93	4,560.77	4,697.59	4,838.52	4,983.67	21	25.55	26.31	27.10	27.91	28.75	21	\$53,135.13	\$54,729.18	\$56,371.06
Building Inspector, Engineering Technician II	Level 22 4,560.77	4,697.59	4,838.52	4,983.67	5,133.18	22	26.31	27.10	27.91	28.75	29.63	22	\$54,729.18	\$56,371.06	\$58,062.19
Equipment Mechanic, WTP II, WWTP II	Level 23 4,697.59	4,838.52	4,983.67	5,133.18	5,287.10	23	27.10	27.91	28.75	29.63	30.50	23	\$56,371.06	\$58,062.19	\$59,804.05
Building Plans Examiner, Engineering Technician III, GIS Coordinator I, Park Maintenance Foreperson	Level 24 4,838.52	4,983.67	5,133.18	5,287.10	5,445.79	24	27.91	28.75	29.63	30.50	31.42	24	\$58,062.19	\$59,804.05	\$61,598.18
WTP II, WWTP II	Level 25 4,983.67	5,133.18	5,287.10	5,445.79	5,609.17	25	28.75	29.63	30.50	31.42	32.36	25	\$59,804.05	\$61,598.18	\$63,446.12
Engineering Technician IV, GIS Coordinator II, Senior Planner, WTP IV (limited to level IV operators in class by 12/31/20)	Level 26 5,133.18	5,287.10	5,445.79	5,609.17	5,774.44	26	29.63	30.50	31.42	32.36	33.33	26	\$61,598.18	\$63,446.12	\$65,349.51
Building Inspector, Engineering Technician II	Level 27 5,287.10	5,445.79	5,609.17	5,774.44	5,950.76	27	30.50	31.42	32.36	33.33	34.33	27	\$63,446.12	\$65,349.51	\$67,309.95
Sanitation Worker, Street/Sewer Worker, Water Maintenance Worker, Water Utilities Worker, WTP I, WWTP I, WTP Instrumentation Maintenance Technician	Level 28 5,445.79	5,609.17	5,774.44	5,950.76	6,129.29	28	31.42	32.36	33.33	34.33	35.36	28	\$65,349.51	\$67,309.95	\$69,329.29
WTP II, WWTP II	Level 29 5,609.17	5,774.44	5,950.76	6,129.29	6,313.17	29	32.36	33.33	34.33	35.36	36.42	29	\$67,309.95	\$69,329.29	\$71,409.17
Engineering Technician IV, GIS Coordinator II, Senior Planner, WTP IV (limited to level IV operators in class by 12/31/20)	Level 30 5,774.44	5,950.76	6,129.29	6,313.17	6,502.56	30	33.33	34.33	35.36	36.42	37.51	30	\$69,329.29	\$71,409.17	\$73,551.44
Building Inspector, Engineering Technician II	Level 31 5,950.76	6,129.29	6,313.17	6,502.56	6,697.64	31	34.33	35.36	36.42	37.51	38.64	31	\$71,409.17	\$73,551.44	\$75,757.99
Sanitation Worker, Street/Sewer Worker, Water Maintenance Worker, Water Utilities Worker, WTP I, WWTP I, WTP Instrumentation Maintenance Technician	Level 32 6,129.29	6,313.17	6,502.56	6,697.64	6,898.57	32	35.36	36.42	37.51	38.64	39.80	32	\$73,551.44	\$75,757.99	\$78,030.73
WTP II, WWTP II	Level 33 6,313.17	6,502.56	6,697.64	6,898.57	7,105.52	33	36.42	37.51	38.64	39.80	40.99	33	\$75,757.99	\$78,030.73	\$80,371.65
Engineering Technician IV, GIS Coordinator II, Senior Planner, WTP IV (limited to level IV operators in class by 12/31/20)	Level 34 6,502.56	6,697.64	6,898.57	7,105.52	7,318.69	34	37.51	38.64	39.80	40.99	42.22	34	\$78,030.73	\$80,371.65	\$82,782.80
Building Inspector, Engineering Technician II	Level 35 6,697.64	6,898.57	7,105.52	7,318.69	7,535.25	35	38.64	39.80	40.99	42.22	43.49	35	\$80,371.65	\$82,782.80	\$85,266.28
Sanitation Worker, Street/Sewer Worker, Water Maintenance Worker, Water Utilities Worker, WTP I, WWTP I, WTP Instrumentation Maintenance Technician	Level 36 6,898.57	7,105.52	7,318.69	7,535.25	7,764.40	36	39.80	40.99	42.22	43.49	44.79	36	\$82,782.80	\$85,266.28	\$87,824.27
WTP II, WWTP II	Level 37 7,105.52	7,318.69	7,535.25	7,764.40	7,997.33	37	40.99	42.22	43.49	44.79	46.14	37	\$85,266.28	\$87,824.27	\$90,493.00
Engineering Technician IV, GIS Coordinator II, Senior Planner, WTP IV (limited to level IV operators in class by 12/31/20)	Level 38 7,318.69	7,535.25	7,764.40	7,997.33	8,237.25	38	42.22	43.49	44.79	46.14	47.55	38	\$87,824.27	\$90,493.00	\$93,172.77
Building Inspector, Engineering Technician II	Level 39 7,535.25	7,764.40	7,997.33	8,237.25	8,484.37	39	43.49	44.79	46.14	47.55	48.95	39	\$90,493.00	\$93,172.77	\$95,967.95
Sanitation Worker, Street/Sewer Worker, Water Maintenance Worker, Water Utilities Worker, WTP I, WWTP I, WTP Instrumentation Maintenance Technician	Level 40 7,764.40	7,997.33	8,237.25	8,484.37	8,738.90	40	44.79	46.14	47.55	48.95	50.42	40	\$93,172.77	\$95,967.95	\$98,846.99
WTP II, WWTP II	Level 41 7,997.33	8,237.25	8,484.37	8,738.90	9,001.06	41	46.14	47.55	48.95	50.42	51.93	41	\$95,967.95	\$98,846.99	\$101,812.40
Engineering Technician IV, GIS Coordinator II, Senior Planner, WTP IV (limited to level IV operators in class by 12/31/20)	Level 42 8,237.25	8,484.37	8,738.90	9,001.06	9,271.10	42	47.55	48.95	50.42	51.93	53.49	42	\$98,846.99	\$101,812.40	\$104,866.77
Building Inspector, Engineering Technician II	Level 43 8,484.37	8,738.90	9,001.06	9,271.10	9,549.23	43	48.95	50.42	51.93	53.49	55.09	43	\$101,812.40	\$104,866.77	\$108,012.78
Sanitation Worker, Street/Sewer Worker, Water Maintenance Worker, Water Utilities Worker, WTP I, WWTP I, WTP Instrumentation Maintenance Technician	Level 44 8,738.90	9,001.06	9,271.10	9,549.23	9,835.71	44	50.42	51.93	53.49	55.09	56.74	44	\$104,866.77	\$108,012.78	\$111,253.10
WTP II, WWTP II	Level 45 9,001.06	9,271.10	9,549.23	9,835.71	10,130.78	45	51.93	53.49	55.09	56.74	58.45	45	\$108,012.78	\$111,253.10	\$114,590.75
Engineering Technician IV, GIS Coordinator II, Senior Planner, WTP IV (limited to level IV operators in class by 12/31/20)	Level 46 9,271.10	9,549.23	9,835.71	10,130.78	10,436.23	46	53.49	55.09	56.74	58.45	60.20	46	\$111,253.10	\$114,590.75	\$118,028.48
Building Inspector, Engineering Technician II	Level 47 9,549.23	9,835.71	10,130.78	10,436.23	10,752.25	47	55.09	56.74	58.45	60.20	62.00	47	\$114,590.75		

ADDENDUM A- SALARY SCHEDULES effective 1/1/2018

1/1/2018 2.0% COLA Adjustment to Wage Scale																
Position	3.0% between each level	Monthly Rate 1.0%					Hourly Rate					Annual Salary				
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
		Level 11	3,360.69	3,461.11	3,565.39	3,673.23	3,782.49	19.39	19.97	20.57	21.19	21.82	\$40,328.28	\$41,538.13	\$42,784.27	\$44,067.80
Custodian, Department Secretary I	Level 12	3,461.51	3,565.96	3,672.32	3,782.49	3,895.90	19.97	20.57	21.19	21.82	22.48	\$41,538.13	\$42,784.27	\$44,067.80	\$45,389.83	\$46,751.53
	Level 13	3,565.39	3,672.32	3,782.49	3,895.90	4,012.84	20.57	21.19	21.82	22.48	23.15	\$42,784.27	\$44,067.80	\$45,389.83	\$46,751.53	\$48,154.00
	Level 14	3,672.29	3,782.49	3,895.90	4,012.84	4,133.23	21.19	21.82	22.48	23.15	23.89	\$44,067.80	\$45,389.83	\$46,751.53	\$48,154.00	\$49,596.70
Permit Tech I	Level 15	3,782.49	3,895.90	4,012.84	4,133.23	4,257.22	21.82	22.48	23.15	23.89	24.56	\$45,389.83	\$46,751.53	\$48,154.00	\$49,596.70	\$51,086.60
	Level 16	3,895.90	4,012.84	4,133.23	4,257.22	4,384.54	22.48	23.15	23.89	24.56	25.30	\$46,751.53	\$48,154.00	\$49,596.70	\$51,086.60	\$52,619.29
	Level 17	4,012.84	4,133.23	4,257.22	4,384.54	4,516.49	23.15	23.89	24.56	25.30	26.06	\$48,154.00	\$49,596.70	\$51,086.60	\$52,619.29	\$54,197.91
Department Secretary II	Level 18	4,133.23	4,257.22	4,384.54	4,516.49	4,651.98	23.89	24.56	25.30	26.06	26.84	\$49,596.70	\$51,086.60	\$52,619.29	\$54,197.91	\$55,823.77
	Level 19	4,257.22	4,384.54	4,516.49	4,651.98	4,793.54	24.56	25.30	26.06	26.84	27.64	\$51,086.60	\$52,619.29	\$54,197.91	\$55,823.77	\$57,498.48
	Level 20	4,384.54	4,516.49	4,651.98	4,793.54	4,935.29	25.30	26.06	26.84	27.64	28.47	\$52,619.29	\$54,197.91	\$55,823.77	\$57,498.48	\$59,223.44
Administrative Assistant, Contract Specialist	Level 11	4,516.49	4,651.98	4,793.54	4,935.29	5,083.35	26.06	26.84	27.64	28.47	29.33	\$54,197.91	\$55,823.77	\$57,498.48	\$59,223.44	\$61,000.14
	Level 12	4,651.98	4,793.54	4,935.29	5,083.35	5,238.85	26.84	27.64	28.47	29.33	30.23	\$55,823.77	\$57,498.48	\$59,223.44	\$61,000.14	\$62,820.33
	Level 13	4,793.54	4,935.29	5,083.35	5,238.85	5,392.93	27.64	28.47	29.33	30.23	31.11	\$57,498.48	\$59,223.44	\$61,000.14	\$62,820.33	\$64,715.09
Accounting Technician II, Permit Technician II	Level 14	4,935.29	5,083.35	5,238.85	5,392.93	5,564.71	28.47	29.33	30.23	31.11	32.05	\$59,223.44	\$61,000.14	\$62,820.33	\$64,715.09	\$66,656.20
	Level 15	5,083.35	5,238.85	5,392.93	5,564.71	5,723.35	29.33	30.23	31.11	32.05	33.03	\$61,000.14	\$62,820.33	\$64,715.09	\$66,656.20	\$68,656.20
	Level 16	5,238.85	5,392.93	5,564.71	5,723.35	5,892.99	30.23	31.11	32.05	33.03	34.00	\$62,820.33	\$64,715.09	\$66,656.20	\$68,656.20	\$70,715.88
Building Plans Examiner, Engineering Technician II, GIS Coordinator I, Park Maintenance Foreperson	Level 17	5,392.93	5,564.71	5,723.35	5,892.99	6,069.78	31.11	32.05	33.03	34.00	35.02	\$64,715.09	\$66,656.20	\$68,656.20	\$70,715.88	\$72,837.38
	Level 18	5,564.71	5,723.35	5,892.99	6,069.78	6,251.87	32.05	33.03	34.00	35.02	36.07	\$66,656.50	\$68,656.20	\$70,715.88	\$72,837.38	\$75,022.48
	Level 19	5,723.35	5,892.99	6,069.78	6,251.87	6,439.43	33.03	34.00	35.02	36.07	37.15	\$68,656.50	\$70,715.88	\$72,837.38	\$75,022.48	\$77,273.13
WTP II, WWTP II	Level 20	5,892.99	6,069.78	6,251.87	6,439.43	6,632.61	34.00	35.02	36.07	37.15	38.27	\$70,715.88	\$72,837.38	\$75,022.48	\$77,273.13	\$79,569.26
	Level 21	6,069.78	6,251.87	6,439.43	6,632.61	6,831.59	35.02	36.07	37.15	38.27	39.41	\$72,837.38	\$75,022.48	\$77,273.13	\$79,569.26	\$81,979.99
	Level 22	6,251.87	6,439.43	6,632.61	6,831.59	7,036.54	36.07	37.15	38.27	39.41	40.60	\$75,022.48	\$77,273.13	\$79,569.26	\$81,979.99	\$84,438.48
Engineering Technician III, GIS Coordinator II, Senior Planner; WTP IV (limited to level IV operators in class by 1/21/20)	Level 23	6,439.43	6,632.61	6,831.59	7,036.54	7,247.63	37.15	38.27	39.41	40.60	41.81	\$77,273.13	\$79,569.26	\$81,979.99	\$84,438.48	\$86,971.63
	Level 24	6,632.61	6,831.59	7,036.54	7,247.63	7,465.08	38.27	39.41	40.60	41.81	43.07	\$79,569.26	\$81,979.99	\$84,438.48	\$86,971.63	\$89,560.70
	Level 25	6,831.59	7,036.54	7,247.63	7,465.08	7,689.02	39.41	40.60	41.81	43.07	44.36	\$81,979.99	\$84,438.48	\$86,971.63	\$89,560.70	\$92,208.10
Permit Tech II	Level 26	7,036.54	7,247.63	7,465.08	7,689.02	7,919.69	40.60	41.81	43.07	44.36	45.69	\$84,438.48	\$86,971.63	\$89,560.70	\$92,208.10	\$95,036.23
	Level 27	7,247.63	7,465.08	7,689.02	7,919.69	8,147.23	41.81	43.07	44.36	45.69	47.06	\$86,971.63	\$89,560.70	\$92,208.10	\$95,036.23	\$97,977.33
	Level 28	7,465.08	7,689.02	7,919.69	8,147.23	8,402.00	43.07	44.36	45.69	47.06	48.47	\$89,560.70	\$92,208.10	\$95,036.23	\$97,977.33	\$100,973.94
Permit Tech III	Level 29	7,689.02	7,919.69	8,147.23	8,402.00	8,654.05	44.36	45.69	47.06	48.47	49.93	\$92,208.10	\$95,036.23	\$97,977.33	\$100,973.94	\$103,948.66
	Level 30	7,919.69	8,147.23	8,402.00	8,654.05	8,913.68	45.69	47.06	48.47	49.93	51.43	\$95,036.23	\$97,977.33	\$100,973.94	\$103,948.66	\$106,964.12
	Level 31	8,147.23	8,402.00	8,654.05	8,913.68	9,181.09	47.06	48.47	49.93	51.43	52.97	\$97,977.33	\$100,973.94	\$103,948.66	\$106,964.12	\$110,073.04
Permit Tech IV	Level 32	8,402.00	8,654.05	8,913.68	9,181.09	9,456.52	48.47	49.93	51.43	52.97	54.56	\$100,973.94	\$103,948.66	\$106,964.12	\$110,073.04	\$113,147.23
	Level 33	8,654.05	8,913.68	9,181.09	9,456.52	9,740.21	49.93	51.43	52.97	54.56	56.19	\$103,948.66	\$106,964.12	\$110,073.04	\$113,147.23	\$116,286.76
	Level 34	8,913.68	9,181.09	9,456.52	9,740.21	10,032.42	51.43	52.97	54.56	56.19	57.88	\$106,964.12	\$110,073.04	\$113,147.23	\$116,286.76	\$120,389.00
Permit Tech V	Level 35	9,181.09	9,456.52	9,740.21	10,032.42	10,333.59	52.97	54.56	56.19	57.88	59.62	\$110,073.04	\$113,147.23	\$116,286.76	\$120,389.00	\$124,000.73

ADDENDUM A- SALARY SCHEDULES effective 1/1/2019

1/1/2019 2.0% COLA Adjustment to Wage Scale		Monthly Rate 1.03					Hourly Rate					Annual Salary					
Position	3.0% between each level	Step					Step					Step					
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	
Custodian, Department Secretary I	Level 11	3,427.80	3,520.74	3,613.68	3,706.62	3,799.57	11.78	20.37	20.98	21.61	22.26	11	\$41,134.60	\$42,368.84	\$43,639.93	\$44,949.11	\$46,297.50
	Level 12	3,520.74	3,613.68	3,706.62	3,799.57	3,892.51	20.37	20.98	21.61	22.26	22.93	12	\$42,368.84	\$43,639.93	\$44,949.11	\$46,297.50	\$47,686.53
	Level 13	3,613.68	3,706.62	3,799.57	3,892.51	3,985.46	20.98	21.61	22.26	22.93	23.61	13	\$43,639.93	\$44,949.11	\$46,297.50	\$47,686.53	\$49,117.10
Permit Tech I	Level 14	3,706.62	3,799.57	3,892.51	3,985.46	4,078.41	21.61	22.26	22.93	23.61	24.32	14	\$44,949.11	\$46,297.50	\$47,686.53	\$49,117.10	\$50,590.62
	Level 15	3,799.57	3,892.51	3,985.46	4,078.41	4,171.36	22.26	22.93	23.61	24.32	25.05	15	\$46,297.50	\$47,686.53	\$49,117.10	\$50,590.62	\$52,108.33
	Level 16	3,892.51	3,985.46	4,078.41	4,171.36	4,264.31	22.93	23.61	24.32	25.05	25.80	16	\$47,686.53	\$49,117.10	\$50,590.62	\$52,108.33	\$53,671.58
Department Secretary II	Level 17	3,985.46	4,078.41	4,171.36	4,264.31	4,357.26	23.61	24.32	25.05	25.80	26.58	17	\$49,117.10	\$50,590.62	\$52,108.33	\$53,671.58	\$55,281.73
	Level 18	4,078.41	4,171.36	4,264.31	4,357.26	4,450.21	24.32	25.05	25.80	26.58	27.38	18	\$50,590.62	\$52,108.33	\$53,671.58	\$55,281.73	\$56,940.10
	Level 19	4,171.36	4,264.31	4,357.26	4,450.21	4,543.16	25.05	25.80	26.58	27.38	28.20	19	\$52,108.33	\$53,671.58	\$55,281.73	\$56,940.10	\$58,648.39
WTP OIT, WWTP OIT	Level 20	4,264.31	4,357.26	4,450.21	4,543.16	4,636.11	25.80	26.58	27.38	28.20	29.04	20	\$53,671.58	\$55,281.73	\$56,940.10	\$58,648.39	\$60,407.84
	Level 21	4,357.26	4,450.21	4,543.16	4,636.11	4,729.06	26.58	27.38	28.20	29.04	29.93	21	\$55,281.73	\$56,940.10	\$58,648.39	\$60,407.84	\$62,220.08
	Level 22	4,450.21	4,543.16	4,636.11	4,729.06	4,822.01	27.38	28.20	29.04	29.93	30.81	22	\$56,940.10	\$58,648.39	\$60,407.84	\$62,220.08	\$64,086.68
Engineering Technician I; Land Use Permit Manager; Park Maintenance Worker; PW Inspector; Recreation Coordinator; Sanitation Worker; Street/Sewer Worker; Water Maintenance Worker; Water Utilities Worker; WTP I, WWTP I, WTP Instrumentation Maintenance Technician	Level 23	4,543.16	4,636.11	4,729.06	4,822.01	4,915.00	28.20	29.04	29.93	30.81	31.74	23	\$58,648.39	\$60,407.84	\$62,220.08	\$64,086.68	\$65,929.28
	Level 24	4,636.11	4,729.06	4,822.01	4,915.00	5,008.00	29.04	29.93	30.81	31.74	32.69	24	\$60,407.84	\$62,220.08	\$64,086.68	\$65,929.28	\$67,889.50
	Level 25	4,729.06	4,822.01	4,915.00	5,008.00	5,101.00	29.93	30.81	31.74	32.69	33.67	25	\$62,220.08	\$64,086.68	\$65,929.28	\$67,889.50	\$69,829.24
Building Plans Examiner; Engineering Technician II; GIS Coordinator I; Park Maintenance Foreperson	Level 26	4,822.01	4,915.00	5,008.00	5,101.00	5,194.00	30.81	31.74	32.69	33.67	34.68	26	\$64,086.68	\$65,929.28	\$67,889.50	\$69,829.24	\$71,730.17
	Level 27	4,915.00	5,008.00	5,099.00	5,194.00	5,287.00	31.74	32.69	33.67	34.68	35.72	27	\$65,929.28	\$67,889.50	\$69,829.24	\$71,730.17	\$73,694.00
	Level 28	5,008.00	5,099.00	5,194.00	5,287.00	5,380.00	32.69	33.67	34.68	35.72	36.79	28	\$67,889.50	\$69,829.24	\$71,730.17	\$73,694.00	\$75,622.85
WTP II, WWTP II	Level 29	5,099.00	5,194.00	5,287.00	5,380.00	5,473.00	33.67	34.68	35.72	36.79	37.89	29	\$69,829.24	\$71,730.17	\$73,694.00	\$75,622.85	\$77,618.53
	Level 30	5,194.00	5,287.00	5,380.00	5,473.00	5,566.00	34.68	35.72	36.79	37.89	39.03	30	\$71,730.17	\$73,694.00	\$75,622.85	\$77,618.53	\$79,651.09
	Level 31	5,287.00	5,380.00	5,473.00	5,566.00	5,659.00	35.72	36.79	37.89	39.03	40.20	31	\$73,694.00	\$75,622.85	\$77,618.53	\$79,651.09	\$81,733.88
Engineering Technician III; GIS Coordinator II; Senior Planner; WTP IV (limited to level IV operators in class by 12/31/18)	Level 32	5,380.00	5,473.00	5,566.00	5,659.00	5,752.00	36.79	37.89	39.03	40.20	41.41	32	\$75,622.85	\$77,618.53	\$79,651.09	\$81,733.88	\$83,867.14
	Level 33	5,473.00	5,566.00	5,659.00	5,752.00	5,845.00	37.89	39.03	40.20	41.41	42.65	33	\$77,618.53	\$79,651.09	\$81,733.88	\$83,867.14	\$86,027.19
	Level 34	5,566.00	5,659.00	5,752.00	5,845.00	5,938.00	39.03	40.20	41.41	42.65	43.93	34	\$79,651.09	\$81,733.88	\$83,867.14	\$86,027.19	\$88,217.28
Equipment Mechanic; WTP II, WWTP II	Level 35	5,659.00	5,752.00	5,845.00	5,938.00	6,031.00	40.20	41.41	42.65	43.93	45.25	35	\$81,733.88	\$83,867.14	\$86,027.19	\$88,217.28	\$90,417.43
	Level 36	5,752.00	5,845.00	5,938.00	6,031.00	6,124.00	41.41	42.65	43.93	45.25	46.60	36	\$83,867.14	\$86,027.19	\$88,217.28	\$90,417.43	\$92,636.85
	Level 37	5,845.00	5,938.00	6,031.00	6,124.00	6,217.00	42.65	43.93	45.25	46.60	48.00	37	\$86,027.19	\$88,217.28	\$90,417.43	\$92,636.85	\$94,844.96
Building Plans Examiner; Engineering Technician III; GIS Coordinator I; Park Maintenance Foreperson	Level 38	5,938.00	6,031.00	6,124.00	6,217.00	6,310.00	43.93	45.25	46.60	48.00	49.44	38	\$88,217.28	\$90,417.43	\$92,636.85	\$94,844.96	\$97,065.30
	Level 39	6,031.00	6,124.00	6,217.00	6,310.00	6,403.00	45.25	46.60	48.00	49.44	50.93	39	\$90,417.43	\$92,636.85	\$94,844.96	\$97,065.30	\$99,285.53
	Level 40	6,124.00	6,217.00	6,310.00	6,403.00	6,496.00	46.60	48.00	49.44	50.93	52.45	40	\$92,636.85	\$94,844.96	\$97,065.30	\$99,285.53	\$101,505.53
WTP III, WWTP III	Level 41	6,217.00	6,310.00	6,403.00	6,496.00	6,589.00	48.00	49.44	50.93	52.45	54.03	41	\$94,844.96	\$97,065.30	\$99,285.53	\$101,505.53	\$103,725.38
	Level 42	6,310.00	6,403.00	6,496.00	6,589.00	6,682.00	49.44	50.93	52.45	54.03	55.65	42	\$97,065.30	\$99,285.53	\$101,505.53	\$103,725.38	\$105,944.61
	Level 43	6,403.00	6,496.00	6,589.00	6,682.00	6,775.00	50.93	52.45	54.03	55.65	57.32	43	\$99,285.53	\$101,505.53	\$103,725.38	\$105,944.61	\$108,164.61
Engineering Technician IV; GIS Coordinator II; Senior Planner; WTP IV (limited to level IV operators in class by 12/31/18)	Level 44	6,496.00	6,589.00	6,682.00	6,775.00	6,868.00	52.45	54.03	55.65	57.32	59.04	44	\$101,505.53	\$103,725.38	\$105,944.61	\$108,164.61	\$110,384.61
	Level 45	6,589.00	6,682.00	6,775.00	6,868.00	6,961.00	54.03	55.65	57.32	59.04	60.83	45	\$103,725.38	\$105,944.61	\$108,164.61	\$110,384.61	\$112,604.61
	Level 46	6,682.00	6,775.00	6,868.00	6,961.00	7,054.00	55.65	57.32	59.04	60.83	62.67	46	\$105,944.61	\$108,164.61	\$110,384.61	\$112,604.61	\$114,824.61

ADDENDUM B- SALARY SCHEDULE WITH LIBRARY & MUSEUM EFFECTIVE 1/1/2019

Position	Monthly Rate					Hourly Rate					Annual Salary				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
Library Page, Museum Docents & Museum Docent \$1.00/hr Above minimum wage															
Museum Aide	A	2,627.20	2,706.02	2,787.20	2,870.81	2,956.94	329.74	A	15.18	15.61	16.08	16.56	17.06	A	\$31,526.40
Library Assistant I	B	2,706.02	2,787.20	2,870.81	2,956.94	3,045.64	339.63	B	15.61	16.08	16.56	17.06	17.57	B	\$32,472.18
	C	2,787.20	2,870.81	2,956.94	3,045.64	3,137.01	349.82	C	16.08	16.56	17.06	17.57	18.10	C	\$33,446.38
	D	2,870.81	2,956.94	3,045.64	3,137.01	3,231.12	360.31	D	16.56	17.06	17.57	18.10	18.64	D	\$34,449.78
	E	2,956.94	3,045.64	3,137.01	3,231.12	3,328.06	371.12	E	17.06	17.57	18.10	18.64	19.20	E	\$35,483.24
	F	3,045.64	3,137.01	3,231.12	3,328.06	3,427.95	382.26	F	17.57	18.10	18.64	19.20	19.78	F	\$36,547.74
Library Assistant II, Museum Curator, Museum Educator, Museum Admin Asst	G	3,137.01	3,231.12	3,328.06	3,427.95	3,530.74	393.72	G	18.10	18.64	19.20	19.78	20.37	G	\$37,644.11
	H	3,231.12	3,328.06	3,427.95	3,530.74	3,636.66	405.50	H	18.64	19.20	19.78	20.37	20.98	H	\$38,773.50
	I	3,328.06	3,427.95	3,530.74	3,636.66	3,745.76	417.70	I	19.20	19.78	20.37	20.98	21.61	I	\$39,936.70
Custodian, Department Secretary I	Level T1	3,427.95	3,530.74	3,636.66	3,745.76	3,860.13	430.20	T1	19.78	20.37	20.98	21.61	22.26	T1	\$41,134.89
	Level T2	3,530.74	3,636.66	3,745.76	3,860.13	3,977.88	443.14	T2	20.37	20.98	21.61	22.26	22.93	T2	\$42,369.84
	Level T3	3,636.66	3,745.76	3,860.13	3,977.88	4,099.09	456.43	T3	20.98	21.61	22.26	22.93	23.61	T3	\$43,639.91
Permit Tech I, Library Admin Asst	Level T4	3,745.76	3,860.13	3,977.88	4,099.09	4,215.88	470.13	T4	21.61	22.26	22.93	23.61	24.32	T4	\$44,949.11
Accounting Technician I, Court Clerk	Level T5	3,860.13	3,977.88	4,099.09	4,215.88	4,342.38	484.23	T5	22.26	22.93	23.61	24.32	25.08	T5	\$46,297.58
	Level T6	3,977.88	4,099.09	4,215.88	4,342.38	4,472.63	498.76	T6	22.93	23.61	24.32	25.08	25.86	T6	\$47,686.51
Department Secretary II	Level T7	4,099.09	4,215.88	4,342.38	4,472.63	4,606.81	513.72	T7	23.61	24.32	25.08	25.86	26.68	T7	\$49,117.10
	Level T8	4,215.88	4,342.38	4,472.63	4,606.81	4,745.02	529.13	T8	24.32	25.08	25.86	26.68	27.54	T8	\$50,590.62
Permit Tech II, Library Admin Asst	Level T9	4,342.38	4,472.63	4,606.81	4,745.02	4,887.21	545.00	T9	25.08	25.86	26.68	27.54	28.46	T9	\$52,109.33
WTP OIT, WWTP OIT	Level T10	4,472.63	4,606.81	4,745.02	4,887.21	5,033.99	561.35	T10	25.86	26.68	27.54	28.46	29.44	T10	\$53,671.58
Administrative Assistant, Contract Specialist	Level T11	4,606.81	4,745.02	4,887.21	5,033.99	5,185.01	578.20	T11	26.68	27.54	28.46	29.44	30.47	T11	\$55,281.73
Accounting Technician II, Permit Technician II	Level T12	4,745.02	4,887.21	5,033.99	5,185.01	5,346.56	595.54	T12	27.54	28.46	29.44	30.47	31.55	T12	\$56,946.18
Engineering Technician I, Land Use Permit Manager, Park Maintenance Worker, PW Inspector, Recreation Coordinator, Sanitation Worker, Street/Sewer Worker, Water Maintenance Worker, Water Utilities Worker, WTP I, WWTP I, WTP Instrumentation Maintenance Technician, Associate Planner, Facilities Maintenance	Level T13	4,887.21	5,033.99	5,185.01	5,346.56	5,500.77	613.41	T13	28.46	29.44	29.91	30.81	31.74	T13	\$58,648.39
	Level T14	5,033.99	5,185.01	5,346.56	5,500.77	5,665.80	631.81	T14	29.04	29.91	30.81	31.74	32.69	T14	\$60,407.84
Building Inspector, Engineering Technician II	Level T15	5,185.01	5,346.56	5,500.77	5,665.80	5,835.77	650.73	T15	29.91	30.81	31.74	32.69	33.67	T15	\$62,220.08
Equipment Mechanic, WTP II, WWTP II	Level T16	5,346.56	5,500.77	5,665.80	5,835.77	6,010.84	670.29	T16	30.81	31.74	32.69	33.67	34.68	T16	\$64,086.68
	Level T17	5,500.77	5,665.80	5,835.77	6,010.84	6,191.17	690.40	T17	31.74	32.69	33.67	34.68	35.72	T17	\$66,009.28
Building Plans Examiner, Engineering Technician III, GIS Coordinator I, Park Maintenance Foreperson	Level T18	5,665.80	5,835.77	6,010.84	6,191.17	6,376.90	711.11	T18	32.69	33.67	34.68	35.72	36.78	T18	\$67,989.56
WTP III, WWTP III	Level T19	5,835.77	6,010.84	6,191.17	6,376.90	6,568.21	732.44	T19	33.67	34.68	35.72	36.78	37.88	T19	\$70,029.24
	Level T20	6,010.84	6,191.17	6,376.90	6,568.21	6,765.26	754.41	T20	34.68	35.72	36.78	37.88	39.03	T20	\$72,130.11
Engineering Technician IV, GIS Coordinator II, Senior Planner, WTP IV (limited to level IV operators in class by 12/31/18)	Level T21	6,191.17	6,376.90	6,568.21	6,765.26	6,969.21	777.08	T21	35.72	36.78	37.88	39.03	40.20	T21	\$74,294.60
	Level T22	6,376.90	6,568.21	6,765.26	6,969.21	7,177.26	800.36	T22	36.78	37.88	39.03	40.20	41.41	T22	\$76,522.85
	Level T23	6,568.21	6,765.26	6,969.21	7,177.26	7,392.58	824.37	T23	37.88	39.03	40.20	41.41	42.66	T23	\$78,818.53
	Level T24	6,765.26	6,969.21	7,177.26	7,392.58	7,614.36	849.10	T24	39.03	40.20	41.41	42.66	43.93	T24	\$81,183.09
	Level T25	6,969.21	7,177.26	7,392.58	7,614.36	7,842.79	874.57	T25	40.20	41.41	42.66	43.93	45.26	T25	\$83,618.56
	Level T26	7,177.26	7,392.58	7,614.36	7,842.79	8,078.07	900.81	T26	41.41	42.66	43.93	45.26	46.60	T26	\$86,127.14
	Level T27	7,392.58	7,614.36	7,842.79	8,078.07	8,320.41	927.80	T27	42.66	43.93	45.26	46.60	48.00	T27	\$88,710.95
	Level T28	7,614.36	7,842.79	8,078.07	8,320.41	8,570.03	956.67	T28	43.93	45.26	46.60	48.00	49.44	T28	\$91,372.28
	Level T29	7,842.79	8,078.07	8,320.41	8,570.03	8,827.13	984.34	T29	45.26	46.60	48.00	49.44	50.93	T29	\$94,113.45
	Level T30	8,078.07	8,320.41	8,570.03	8,827.13	9,091.94	1,013.87	T30	46.60	48.00	49.44	50.93	52.46	T30	\$96,936.85
	Level T31	8,320.41	8,570.03	8,827.13	9,091.94	9,364.70	1,044.26	T31	48.00	49.44	50.93	52.46	54.03	T31	\$99,844.96
	Level T32	8,570.03	8,827.13	9,091.94	9,364.70	9,645.64	1,075.61	T32	49.44	50.93	52.46	54.03	55.66	T32	\$102,840.30
	Level T33	8,827.13	9,091.94	9,364.70	9,645.64	9,931.01	1,107.88	T33	50.93	52.46	54.03	55.66	57.32	T33	\$105,925.51
	Level T34	9,091.94	9,364.70	9,645.64	9,931.01	10,221.11	1,141.11	T34	52.46	54.03	55.66	57.32	59.04	T34	\$109,103.28
	Level T35	9,364.70	9,645.64	9,931.01	10,221.11	10,515.35	1,175.35	T35	54.03	55.66	57.32	59.04	60.81	T35	\$112,376.38

NOTICE TO ALL MEMBERS

If you become unemployed or are not working due to an on-the-job injury, within the jurisdiction of the Local Union, you will be put on withdrawal status per **your request**. This will be done provided all dues and other financial obligations owed to the Local Union are paid, including the dues for the month in which the withdrawal status is to go into effect.

WEINGARTEN RIGHTS

The Union recommends employees exercise their Weingarten rights as follows:

1. If you are asked to attend a meeting with the Employer which you believe may lead to discipline, ask to have a Union Shop Steward or Union Business Representative present. Notify the Union Steward or Business Representative of the meeting immediately or as soon as possible. You may ask for this representation at any time prior to or during the meeting.
2. If you are unable to obtain representation before entering the meeting, you should:
 - a) Ask whether you are free to leave the room if you choose to do so;
 - b) Ask whether anything said at the interview could lead to disciplinary action or discharge;
 - c) If so, ask that a Union Steward or Business Representative be contacted and brought to the meeting place before any questioning occurs, and you be permitted to speak to the Union Steward or Business Representative in private prior to the questioning;
 - d) The Employer must then choose from among three options:
 1. Grant the request and delay questioning until the Union Representative arrives;
 2. Deny the request and end the interview immediately; or
 3. Give the employee a choice of: (a) having the interview without representation or (b) ending the interview.

IF THE EMPLOYER DENIES ANY OR ALL OF THE FOREGOING REQUESTS, THE UNION RECOMMENDS THAT YOU ATTEND THE MEETING BUT EXERCISE YOUR RIGHT TO REFUSE TO ANSWER ANY QUESTIONS THAT MAY LEAD TO DISCIPLINARY ACTION OR DISCHARGE.

These recommendations do not apply when an employee faces possible criminal charges. Such employee(s) should obtain the advice of an attorney.

LABOR AGREEMENT

BETWEEN

The CITY OF ANACORTES

AND

TEAMSTERS UNION LOCAL NO. 231

REPRESENTING

**ANACORTES MUNICIPAL EMPLOYEES
Addendum to include library and museum staff**

**JANUARY 1, 2017 – DECEMBER 31, 2019
ratified September 17, 2018 and effective October 1, 2018**

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ARTICLE 1 - RECOGNITION

- 1 The Employer agrees to recognize the Union as the sole collective bargaining agency for the bargaining unit as described in the certification of representation to include all regular full-time and regular part time non-supervisory employees of the City of Anacortes including library and museum employees, excluding uniformed employees, supervisors, confidential employees, and all others historically excluded employees.

ARTICLE 2 – DEFINITIONS

- 2.01 The following definitions are provided for clarity:

Full-Time Employee: is an individual who works a normal forty-hour workweek and is hired for an indefinite period. A full-time employee may be classified as either exempt or nonexempt.

Part-Time Employee: is an individual who works less than a normal workweek and is hired for an indefinite period. A part-time employee may be classified as either exempt or nonexempt.

Provisional Part-Time Employee **(library and museum only)**: An employee with a FTE of less than 50% who typically works less than twenty (20) hours per week. Employees classified as provisional part-time are eligible for bereavement leave and personal holiday accrual proportionate to their FTE.

Temporary Employee: generally is an individual who is hired either part-time or full-time for a specified, limited period. A temporary employee may be classified as either exempt or nonexempt. A temporary employee who works more than one thousand, forty regular hours (1040) in a work year may be required to join the applicable bargaining unit.

ARTICLE 3 - UNION SECURITY

- 3.01 It shall be a condition of employment that all employees of the Employer covered by this Agreement shall be members of the Union in good standing and those who are not members on the execution date of this Agreement shall, on or before the thirtieth (30th) day following the execution date of this Agreement, become and remain members in good standing in the Union.
- 3.02 It shall also be a condition of employment that all employees covered by this Agreement and hired on or after its execution shall, no later than the thirtieth (30th) day following the beginning of such employment, become and remain members in good standing in the Union. PROVIDED, no objections are made to joining the Union and which are based on bona fide religious tenets or teachings of a church, or religious body of which such employee is a member. Such employee shall pay an amount of money equivalent to regular Union dues and initiation fee to a non-religious charity or to another charitable organization mutually agreed upon by the employee affected and the bargaining representative to which such employee would otherwise pay the dues and initiation fee. The employee shall furnish written proof that such payment has been made. If the employee and the bargaining

representative do not reach agreement on such matter, the Public Employment Relations Commission shall designate the charitable organization.

- 3.03 The Employer agrees to deduct from the wages of all employees' dues and initiation fees hereafter becoming due from such employees to the Union. Any employee desiring that such deductions be made shall sign the proper form requesting such deduction. The Employer, upon receipt of the form properly executed, shall honor the request in accordance with its terms. Union dues will be deducted two times per month. One half of the appropriate monthly dues will be deducted the first payroll of each month and the second half of the dues will be deducted the second payroll of each month. The Union will indemnify, defend, and hold the Employer harmless against any claims made and against any suit instituted against the Employer on account of any check off of Union dues and the Union security provisions of this Agreement. The Employer shall transmit to the Union the money so deducted and shall make the deductions at the times and in the manner mutually agreed upon by the Employer and the Union.

ARTICLE 4 - PROTECTION OF RIGHTS

- 4.01 PICKET LINES: It shall not be a violation of this Agreement, and it shall not be cause for discharge or disciplinary action in the event a City of Anacortes employee refuses to enter upon any private property involved in a sanctioned labor dispute, or refuses to go through or work behind any sanctioned picket line of Union parties to this Agreement, and including sanctioned picket lines at the Employer's place of business. Sanitation employees shall make pickups that are located on the public right-of-way.

ARTICLE 5 - MANAGEMENT RIGHTS

- 5.01 The right to hire, promote, discipline or discharge for just cause, improve efficiency, and determine the work schedules and location of department headquarters are examples of management prerogatives. It is also understood that the City retains its right to manage and operate its departments except as may be limited by an express provision of this Agreement. This Agreement shall not limit the right of the City to contract for services of any and all types.
- 5.02 Delivery of municipal services in the most efficient, effective and courteous manner is of paramount importance to the City, and as such, maximized performance is recognized to be an obligation of employees covered by this Agreement. In order to achieve this goal, the parties hereby recognize the City's right to determine the methods, processes and means of providing municipal services, to increase, diminish, or change municipal equipment, including the introduction of any and all new, improved or automated methods or equipment, and the assignment of employees to specific jobs within the bargaining unit in accordance with their job classification or title.
- 5.03 The Union recognizes the City's right to establish and/or revise performance standards. Such standards may be used to determine acceptable performance levels, prepare work schedules, and measure the performance of employees. In establishing new and/or revising existing performance standards, the City shall meet, prior to implementation, with the Union to jointly discuss such performance standards.

- 5.04 Nothing contained in this Agreement shall prevent the City from proceeding in accordance with Personnel Policies formally adopted by the City Council; provided that these rules do not conflict with items covered by this Agreement.
- 5.05 The City reserves the right to place new employees within the salary grid appropriate to their experience as determined by the hiring department head.
- 5.06 Cross training may be assigned outside of an employee's general work assignment by mutual agreement of the City and the employee. If an assignment is reasonably related to the employee's general areas of work, training, and capabilities the City may assign an employee. During times of emergencies or when it is necessary for work to progress, the City reserves the right to reassign employees as necessary.
- 5.07 Use of Volunteers (Museum & Library)
The use of volunteers support the ongoing mission of the Library and Museum and the evolving needs of the community. Volunteers will work under a defined volunteer program and will be assigned specific projects to complete while under staff supervision. The use of volunteers is to supplement staff and not to replace or supplant paid staff.

ARTICLE 6 - EMPLOYEE RIGHTS

- 6.01 The Employer appreciates and strives to recognize quality performance and length of service. Both contribute greatly to the service the Employer and employees are able to provide customers.
- 6.02 The Employer shall decide all questions as to layoffs, subject to the right of the Union to request and discuss with the Employer the reason for any layoffs involving bargaining unit positions. If a layoff or reduction in force becomes necessary, consideration will be given to each employee's qualifications, job performance, and seniority before a decision regarding such layoff or reduction in force is made. For the purpose of these incidents, employees will be grouped together with, and compared to, others in the same job classification. Seniority will be determined by adding all of the employee's time within the classification to half of the employee's time spent in another City classification or classifications. For example, if an employee has five years in the classification being reduced and two years in a prior classification, the employee would be awarded six years of seniority.
- 6.03 Decisions to rehire laid-off employees will be made using the same criteria; qualifications, job performance and seniority.
- 6.04 In the case of layoffs, the employee's position and seniority shall be held up to, but not exceeding twelve (12) months.
- 6.05 Medical Leaves of Absence are generally limited to a maximum of six months in duration. However, if the prognosis from the health care professionals is that the employee will never be able to return to employment, the leave may be shorter. Conversely, if the prognosis from the health care professionals near the end of the six month period is a more likely than not return to duty within a reasonable period

of time beyond the six months, the City agrees to consider such extension.

- 6.06 If a vacancy or new position occurs in any job within the bargaining unit, the City, before hiring a new employee, agrees to give consideration to any bargaining unit applicants who meet the minimum requirements of the position (NOTE: Consideration is defined as a thorough review of the internal applicant's qualifications and work performance.)
- 6.07 In a position covered by this Agreement, twelve months shall be considered to be a trial period during which time the employer decides the capability and desirability of retaining the new employee, and shall do so in formal, written evaluations completed every three months. During the initial probationary period, the employee cannot transfer between departments. Current employees who transfer to another Teamster position shall be placed on a 6-month probationary period. A temporary nonrepresented employee shall become a member of the bargaining unit once the employee has accumulated one thousand forty (1,040) hours within a twelve (12) month period from the date of hire provided the employee is not terminated.
- 6.08 Temporary nonrepresented part-time employees shall not be terminated for the purpose of avoiding accumulation of one thousand forty (1,040) hours from date of hire.

ARTICLE 7 - NON-DISCRIMINATION

- 7.01 In accordance with applicable law, neither the City nor the Union shall discriminate against any employee covered by this agreement on the basis of race, color, national origin, creed, religion, sex, age (over 40), marital status, physical or mental disability, genetic information, gender identification, or status as an honorably discharged veteran, or any other class protected by federal, state, or local law. Other than union membership, any dispute concerning the interpretation and application of this article shall be processed through the appropriate federal or state agency or court.
- 7.02 The Union recognizes that the City is an Equal Opportunity Employer.

ARTICLE 8 - NEGOTIATIONS

- 8.01 Bargaining unit employees shall be allowed to meet as a committee with City representatives to conduct collective bargaining negotiations during regular working hours provided that such Union Bargaining Committee shall not exceed three (3) members. With concurrence from the Mayor and the Union, the Union Bargaining Committee may be increased to a maximum of six (6) members.
- 8.02 The City agrees that compensatory time off at time and one-half (1½) rate of pay shall be paid to Union Bargaining Committee members for the hours spent in negotiations beyond the employee's regular workday.
- 8.03 No union activity, except for a bona fide grievance or investigation meeting or disciplinary hearing with a supervisor shall be conducted during the paid workday.

ARTICLE 9 - HOURS OF WORK AND OVERTIME

- 9.01 The workday, for the purpose of this Agreement, shall be an eight (8) hour workday within a twenty-four (24) hour period, except Waste Water Treatment Plant Operators and Water Treatment Plant Operators.
- 9.02 The meal period shall be one (1) hour of unpaid time. Water and Wastewater employees meal period shall be one half (1/2) hour of paid time during the scheduled working shift. This one (1) hour provision may be changed by mutual agreement between a majority of the employees in a department and their supervisor. Only operators are subject to the paid lunch period due to the requirement to manage the plant.
- 9.03 Employees working three (3) or more hours longer than a standard eight 8-hour day shall be allowed one (1) additional paid thirty (30) minute meal period just prior to, or during, the work period that exceeds eight (8) hours. The meal period cannot be taken as the last 30 minutes of an extended shift.
- 9.04 Employees working unscheduled overtime for three or more hours who are not able or allowed to leave the job site will be provided a meal at city expense, consistent with the meal allowance in the City's travel policy.
- 9.05 Employees, where the duties and the operation require twenty-four (24) hour coverage at the job location, are considered shift workers.
- 9.06 The workweek shall consist of five (5) consecutive eight (8) hour periods during seven (7) consecutive days, except for Water Treatment Operators and Waste Water Treatment Operators, unless mutually agreed upon between the majority of affected employees in that department and the department head. The normal workweek is Sunday through Saturday, beginning and ending at midnight on Saturday and consisting of forty (40) hours except for Water Treatment Operators and Waste Water Treatment Operators.
- 9.07 Overtime pay at the rate of one and one-half (1-1/2) times the minimum straight-time hourly rate of pay shall be paid for time worked beyond an employee's normal assigned hours of labor within a twenty-four (24) hour period; and for time worked in excess of forty (40) hours within seven (7) consecutive day period, and for time worked on listed holidays.
- 9.07.01 Water Treatment Plant Operators working shifts shall work a maximum of eighty (80) hours during any two (2) week period, and shall be paid straight-time pay for eighty hours in every two-week period, although their hours in any one workweek may fluctuate. If an operator works in excess of a scheduled shift, more than fifty-six (56) hours in a workweek, more than eighty 80 hours in the two (2) week period, more than two thousand eighty (2,080) hours in a year including listed holidays, the employee will be compensated at time and one-half (1½); provided, however, that the employee shall not be compensated twice for the same overtime hours.
- 9.07.02 If a Water Treatment Plant operator receives less than twelve (12) hours notice before the start of an open shift, overtime will be paid for the

additional hours beyond the original scheduled shift. If a Water Treatment Plant operator is notified more than twelve (12) hours in advance of the open shift, the operator will adjust their schedule to eliminate overtime.

- 9.07.03 Waste Water Treatment Operators working ten (10) hour shifts shall work a maximum of one hundred twenty (120) hours during any three (3) week period, and shall be paid straight time pay for one hundred twenty (120) hours in every three (3) week period although their hours in any one workweek may fluctuate. If an operator works in excess of a scheduled ten (10) hour shift, more than one hundred twenty (120) hours in a three (3) week period, or more than two thousand eighty (2,080) hours in a year including listed holidays, the employee shall be compensated at time and one-half (1½) provided, however, that the employee shall not be compensated twice for the same overtime hours.
- 9.08 Compensatory Time: Teamster employees shall be allowed to accumulate compensatory time to a maximum balance of 40½ hours. For example, twenty-seven (27) hours at time and one-half equates to a total of forty and one half (40½) hours. Compensatory time in lieu of overtime pay shall be taken at the convenience of the Employer and the Employee, consistent with the Fair Labor Standards Act. Employee's compensatory time balance will be cashed out on the December 5 payday.
- 9.09 For the purpose of payroll calculation, the minimum straight-time hourly rate of pay shall be calculated in the following manner: the annual rate of pay shall be divided by two thousand eighty (2,080) hours, which constitute the total number of regular hours in a year and is reached by multiplying the forty (40) hours per week times fifty-two (52) weeks.
- 9.10 Callouts:
Employees may opt to be included on a rotating callout list that will be posted by seniority for each division in public works operations and parks maintenance. Employees are responsible for ensuring their supervisor has the employee's preferred phone number. To be eligible to receive a callout an employee must be fit for duty and able to respond onsite within 60 minutes. Once an employee is contacted for callout they will be moved to the bottom of the list whether they accept or refuse the callout. If no employees on the established callout list are available, management retains the right to request other city staff to assist with the callout. Probationary employees are not eligible for the callout rotation until they have successfully completed their probationary period.
- A supervisor may assist with a callout to contain an emergent situation and work with bargaining unit members.
- 9.10.01 Callouts are to be compensated as follows: Employees called back to duty after completing their required shift and having left the place of employment shall be paid a minimum of two (2) hours at one and one half (1½) times the minimum straight time hourly rate of pay portal to portal. If an employee receives an additional callout request while on a callout and has been performing the work for less than two (2) hours, the employee

shall not receive an additional callout pay for the second callout. Employees, who have responded to a callout, returned to their initial portal and then receive another callout, will receive compensation for a new callout.

- 9.10.02 Holiday Callouts: Defined as callouts that occur on the recognized dates as defined in Article 12.01. Employees shall be paid a minimum of four (4) hours at one and one half (1 1/2) times the minimum straight time hourly rate of pay portal to portal. If an employee receives an additional callout request while on a callout and has been performing the work for less than two (2) hours, the employee shall not receive an additional callout pay for the second callout. Employees who have responded to a callout, returned to their initial portal and then receive another callout, will receive compensation for a new callout.

On January 1st, July 4th, November 11th and December 25th only, if the holiday falls on a Saturday or Sunday and the employee receives a callout on the weekend, holiday callout pay will apply. If an employee is called out on the observed holiday, holiday callout pay will apply as well.

- 9.10.03 Employees receiving an authorized call at their home pertaining to work but not requiring them to return to duty, shall be paid in fifteen (15) minute increments at one and one half (1½) times the minimum straight time hourly rate of pay for the time they spend responding from home.

9.11 Management retains the rights outlined in Article 5 which specifically addresses the right to determine work schedules. Management and staff may propose changes in work schedules for groups of employees holding the same classification. Management retains the right to determine whether or not the proposed change meets the business needs of the department. If it does and with 60 calendar days' advance notice, staff will transition on a trial basis to the new schedule for a minimum of 90 calendar days to allow time to understand the pros and cons of the schedule. Following the trial period, staff who are impacted by the schedule change will vote on whether or not to transition to the new schedule permanently. Trial schedule changes shall be limited to one per calendar year. Schedules must conform to FLSA requirements and City ordinances.

9.12 Alternative Work Schedules

Employees are eligible to pursue an alternative work schedule. Final decisions for participation will be based upon an objective review of the individual circumstances and the demands of the position. An alternative work schedule will be implemented for an eligible employee who can satisfactorily demonstrate that the proposed schedule will not materially interfere with regular business operations of the City and will not compromise the City's existing service to citizens.

An employee with a documented performance problem may be denied their request for an alternative work schedule, depending on the nature of the performance problem.

Alternative schedules for non-exempt employees should be developed carefully and must comply with the Fair Labor Standards Act (FLSA).

Changes on workload, funding, legal mandates, changing legal interpretations or other needs of the City and/or individual departments could cause the City to revise or cancel the alternative work schedule options offered at any time and without notice. An employee may request cancellation of the 'alternative work schedule' by providing reasonable notice to the City. Such reasonable notice shall not be less than 30 days advance notice of the requested termination date of the alternative schedule.

9.12.01 Sample Alternate Work Schedules

Flex-time: Flex-time is a work schedule that permits flexible starting times and quitting times for employees other than the standard work day, with a standard number of core hours which must be worked. The following is the flex-time model adopted for the City:

FLEXIBLE TIME	CORE TIME	FLEXIBLE TIME
7 am—9 am	9 am – 3 pm	3 pm – 6 pm

Compressed Work Week/Modified Compressed Work Week: Employees work a standard number of hours within fewer days during the same week, or each work day is an extra 30 - 60 minutes longer, with one day off, every other two or three weeks. Possibilities include:

- 4/40 – Four 10 – hour days each week.
- 9/80 – The 80 hours in a two week period are scheduled over 9 working days. Example: the normal work day is extended by one-hour five days one week and three days the next week, with one regular eight-hour day. This produces one extra day off every two weeks.

9.12.02 Application Process The interested employee will complete a standard written application, which will include the proposed alternative work schedule, the employee circumstances leading up to the request, potential problems identified and recommended solutions.

The department head and supervisor, within 10 working days, will review the application and recommended approval or denial. The application will then be forwarded to Human Resources. Prior to approval, Human Resources will ensure that the proposed schedule is in compliance with the Fair Labor Standards Act (FLSA). If approved, the individual will work with Human Resources and the department to implement the approved schedule. If the application is not approved, the written decision will include the reasons for the decision.

The decision should be considered final. Should circumstances change significantly, the employee may submit a new request, which includes the justification for reconsideration.

9.12.03 Trial Period All approved applications will be implemented for a trial period, not to exceed three months. At the conclusion of three months, the department director and Human Resources will reevaluate the situation, and will

recommend whether the alternative work schedule should or should not be continued.

At the conclusion of the trial period, the involved department director may discontinue the alternative work schedule then or at any later time, providing a thirty day written notice to the employee, and including reasons for the discontinuation. If the alternative work schedule is discontinued, the employee may submit a new application if circumstances (of the employee, the department, or position) change significantly.

9.12.04 Accruing and Using Sick and Vacation Leave and Holiday Pay Sick leave and vacation leave will continue to accrue at the regular rate. When an employee takes a full day of sick or vacation leave, the time charged will be equivalent to the full number of hours the employee was scheduled to work. This compensates for actual time absent for regularly scheduled work hours. When a paid holiday falls on an employee's regularly scheduled work day, the employee will be paid eight hours of holiday pay. If the regularly scheduled work day is greater than 8 hours, the employee is required to use either vacation, compensatory time earned, or personal holiday to make up for the additional time the employee was scheduled to work in excess of the 8 hours of holiday pay.

9.12.05 Standards Employees will schedule personal appointments (doctor, dentist, etc.) on their scheduled day off, whenever possible. Employees may be asked to fill in on their regularly scheduled day off for employees who are absent *and such employees shall be compensated at his/her appropriate rate of pay.* Supervisors and employees will provide as much advance notice as possible and will be flexible in working out an alternative schedule for the employee asked to work on their regular day off.

ARTICLE 9a - HOURS OF WORK AND OVERTIME (Museum)

9a.01 Museum employees regular work schedules are assigned by the director. Employees will be notified of changes to the assigned schedules with as much notice as practicable.

9a.02 Meal & Break Periods

Shift Length	Break	Meal Period
4 hour shift	One 15 minute break	None
4+ to less than 8 hour shift	One 15 minute break	One 30 minute unpaid meal period
8 hour shift	Two 15 minutes breaks	One 30 minute unpaid meal period

When required to work alone for facility coverage, breaks and meal periods shall be as follows:

Shift Length	Break	Meal Period
4 hour shift	One 15 minute break	None
4+ to less than 8 hour shift	One 15 minute break	One 30 minute paid meal period
8 hour shift	Two 15 minutes breaks	One 30 minute paid meal period

ARTICLE 9b - HOURS OF WORK AND OVERTIME (Library)

9b.01 Library staff hours of work are established to meet the needs of the library.

9b.02 Staff will be scheduled with a minimum of 2 consecutive days off during the workweek, although the two days off may not fall on a traditional Saturday-Sunday configuration. Staff may opt out of the two-day weekend schedule with their supervisor's approval.

9b.03 Meal & Break Periods

Shift Length	Break	Meal Period
4 hour shift	One 15 minute break	None
4+ to less than 8 hour shift	One 15 minute break	One 30 minute unpaid meal period
8 hour shift	Two 15 minutes breaks	One 30 minute unpaid meal period

Following a vote of library bargaining unit members, it will be determined if paid break(s) and unpaid meal period will be combined to be taken at the same time.

9b.04 Scheduled Facility Closures

If the library facility is closed for facility maintenance or an extended holiday period as approved by the library board, an employee may request that the hours be rescheduled during the same pay period so long as it does not result in overtime.

ARTICLE 10 – WAGES

The City commits to undertake a classification and compensation study at the Anacortes Public Library. The City agrees for the Union Business Representative to be included in the final presentation of the results of the class and comp study. The Union and the City agree to meet, review, and discuss the study results prior to final determination by the City. Any wage adjustments resulting from the study will be subject to a wage reopener.

Any wage adjustment resulting from the analysis will be effective January 1, 2019. No employee shall suffer a reduction of wages as a result of the study findings.

10.01 Employees are paid on the 5th and the 20th of the month. If the regular payday occurs on a Saturday, Sunday, or a holiday, employees is paid on the last working day before the regular payday.

10.02 Wages shall be set forth in Addendum A. The salary schedule will reflect no less than the following wage increases over each previous year:

1/1/2017	2.0%
1/1/2018	2.0%
1/1/2019	2.0%

10.03 Employees cost of living and merit “step” increase (assuming positive performance) wage increases will be applied on January 1st of each year.

10.04 Employees who discover a mistake in their paycheck, lose their paycheck, or have it stolen should notify their supervisor immediately. In the case of a mistake made by the City the error will be remedied promptly.

10.04.01 Errors, which overpay the employee, shall be corrected within six (6) months of their discovery by either the employee or the City. If necessary, and whenever possible, the overpayment can be paid back to the City in installments. Repayment schedules shall not extend beyond the end of the year in which the overpayment was made.

10.05 It is agreed by the parties hereto that should a state or federal agency require changes to be made in the manner in which wages are computed and paid pursuant to this Section 10.02 that such required changes will be implemented. Employer agrees to give the Union immediate notice of any required changes and further agrees to meet and discuss with Union the effect of such required changes and further agrees to provide notice of any such requirements immediately upon receipt from the state or federal agency.

10.06 If any employee is temporarily shifted for a period of ten (10) or more working days to any other position, union or non-represented, paying a higher wage than the rate of the employee’s regular position, the employee shall be paid at step one of

the wage scale for the position whose wage they are assuming, or a minimum of a 6% increase, whichever is greater. The employee must be able to assume the majority of the duties of the higher classification and have the education and/or certificate requirements stated in the job description. No employee shall be subject to censure when assigned to a position for which the employee has not been properly trained. In the event any employee is temporarily shifted for the City's convenience to a position paying a lesser wage than the rate for the employee's regular position, no reduction in the employee's wage shall be made, but in case the employee's services are not required in the employee's class of employment, the City may, with the employee's consent, instead of laying the employee off, transfer the employee to another job which is vacant and pay the employee the regular rate for that position. If the former position is renewed, the City shall automatically reinstate the employee in the employee's former position.

- 10.07 Longevity pay shall start after five (5) years employment at the rate of two dollars (\$2.00) per month for every year worked to a maximum of twenty (20) years. After five (5) years, longevity pay would be ten dollars (\$10.00) with two dollars (\$2.00) per month added every year until a total of forty dollars (\$40.00) longevity per month is reached.
- 10.08 Shift differential pay shall be added to the basic monthly wage of any water treatment plant operators assigned to a regular shift between the hours of 4:00 p.m. and 12:00 a.m. at the rate of fifty-four cents (\$.54) per hour in addition to their minimum straight-time hourly rate of pay. Between the hours of 12:01 a.m. and 8:00 a.m. an employee shall receive seventy-four cents (\$.74) per hour in addition to their minimum straight-time hourly rate of pay.
- 10.09 Progression through the Proficiency Levels of a salary range will be based upon the employee's satisfactory performance as rated in the yearly performance evaluation in connection with time in a job classification. Each employee will be eligible for and receive a yearly evaluation in December of each year, for a step increase (if appropriate) to be effective on January 1st each year.
- 10.10 For the water and wastewater plants, progression between levels is tied to an employee's experience and level of certification as outlined in the job description.
- 10.11 Teamsters employees who were classified as a Water Treatment Plant Operator IV prior to January 1, 2017 will be grandfathered into a wage scale that is 9% higher than the Water Treatment Plant Operator III wage scale. (Wage scale will reflect the level IV classification but state that it only applies to employees who are city employees who were level IV operators on or before 12/31/2016.)
- 10.12 WTP and WWTP Operators shall be responsible for carrying cell phones during their off-duty hours to accommodate the services of the City.
- 10.12 Effective January 1, 2014 WTP and WWTP operators shall be compensated two dollars and forty cents (\$2.40) per hour for on call pay. The "on-call" pay serves to compensate the employees for being available to receive telephone directions that may be required. Management shall determine which operators are qualified and shall assign the qualified operators to the "on-call" schedule as necessary. As

the employees assigned to the "on-call" schedule are not confined to their homes or to any particular place, but may come and go as they please, provided they carry cell phones that allow them to be reached, the hours spent "on-call" are not to be considered as hours worked. The City reserves the right to suspend or discontinue the "on-call" system. On call operators must be fit for duty and able to respond to the assigned facility within 60 minutes.

- 10.13 **Lead Assignment:** An employee selected by the City to act as a lead, shall receive a 9% premium above the base wage.

ARTICLE 11 - HEALTH AND WELFARE

1) Medical Insurance Plans

- (a) The City will provide employees with the following plans: AWC Healthfirst High Deductible Health Plan, Group Health Cooperative High Deductible Health Plan, AWC Healthfirst \$250 plan, or Group Health Access PPO, all as offered through the Association of Washington Cities Benefit Trust.

2) Medical Plan Transition

- (a) In consideration of healthcare plan changes, employees hired no later than January 1, 2017 (i.e. grandfathered employees) will receive a \$109.00 monthly stipend. This benefit will go into effect at the 1st of the month coinciding with plan change enrollment.
- (b) For employees choosing the HealthFirst \$250 deductible plan, the City will pay 100% of the premiums for the employee and 90% of the premiums for dependents.
- (c) For employees choosing the Group Health PPO \$250 deductible plan, the City will pay 100% of the premiums for the employee and 90% of the premiums for dependents. The City will share fifty percent (50%) of the premium cost savings difference between the Group Health PPO \$250 plan and the Healthfirst \$250 plan to be paid on each pay period.
- (d) In 2017, 2018, and 2019, the City will pay 100% of the premium costs of medical insurance for employees and their dependents who select an AWC High Deductible Health Plan.
- (e) For employees enrolled on an AWC High Deductible Health Plan, the City will contribute fifty percent (50%) of the premium cost savings between the AWC High Deductible Plan and the Healthfirst \$250 plan to be contributed into the employee's HSA on each pay period.
- (f) An employee may elect to have up to \$1000 (employee only) or \$2000 (family) cashed out from accrued vacation and transferred into the HSA on the January 5 payday so long as the employee's vacation balance does not fall below 40 hours. The IRS determines the inflation adjusted HSA contribution maximum.

- (g) For employees enrolled on **Dual Insurance**, the employee will receive an incentive equivalent to 50% of the Group Health Access PPO Healthcare premiums that the City would otherwise contribute to health insure the dependents.

3. Dental Insurance. The City agrees to provide dental insurance for employees and their dependents. The City shall pay 100% of the premium for dental coverage. The dental insurance plan in effect at the time of this Agreement is Washington Dental Service Plan E, as offered through the Association of Washington Cities.

4. Orthodontia Insurance. The City agrees to pay 100% of the premium for orthodontia coverage for the employee's dependent children. The orthodontia plan in effect at the time of this Agreement is Washington Dental Service Plan IV, as offered through the Association of Washington Cities.

5. Vision Insurance. The City agrees to pay 100% of the premium for a separate vision plan for employees and their dependents. The vision plan in effect at the time of this Agreement is Vision Service \$10 copay Plan, as offered through the Association of Washington Cities.

6. Life Insurance. The City agrees to pay 100% of the premium for a group term life, accidental death and dismemberment insurance policy for each employee in the amount \$10,000 and \$1000 for dependents 6 months and older as offered through the Association of Washington Cities. The life plan in effect at the time of this Agreement is through Standard as offered through the Association of Washington Cities.

7. Short Term Disability. The City agrees to pay 100% of the premium for a group short term disability insurance policy. The short term disability plan in effect at the time of this Agreement is with Sun Life.

8. Long Term Disability. The City agrees to pay 100% of the premium for a long term disability insurance policy. The short term disability plan in effect at the time of this Agreement is with Standard Life Insurance.

9. Any changes required by the provider of insurance coverage that are beyond control of the City shall be implemented. These include, but are not limited to changes in required copays, deductibles, and plan administration procedures. The City shall give the Union notice of the proposed changes at least 60 days before the effective date, or as much time is reasonably practicable, and an opportunity for input before the changes are finalized and to bargain any impact.

10. Part-time Employees:

Regular part time employees hired after January 1, 2014 and who are classified as 50% - 79% FTE are eligible for their FTE equivalent of the employee-only medical insurance premiums provided by the City. Regular part time employees have the option of enrolling eligible dependents on the City's medical insurance plan during open enrollment or for a qualifying event; however, the employee is responsible for dependent's premium expenses.

Regular part time employees hired prior to December 31, 2013 who are classified as 50%-79% FTE are eligible for health insurance coverage once the employee has worked one thousand forty (1,040) hours within a twelve (12) month period from the date of hire. Health insurance coverage includes medical, dental, vision, and drug coverage for the employee only. Regular part time employees have the option of enrolling eligible dependents on the City's medical insurance plan during open enrollment or for a qualifying event; however, the employee is responsible for dependent's premium expenses.

Application to Library and Museum Represented Employees

Regular part time represented library and museum employees who are classified as 50% - under 75% FTE are eligible for their FTE equivalent of the employee-only medical insurance premiums for the lowest cost (non high deductible plan) provided by the City. Regular part time employees have the option of enrolling eligible dependents on the City's medical insurance plan during open enrollment or for a qualifying event; however, the employee is responsible for dependent's premium expenses.

ARTICLE 12 - HOLIDAYS

12.01 The following shall be considered holidays:

New Year's Day	January 1st
Martin Luther King Day	Third Monday of January
President's Day	Third Monday of February
Memorial Day	Last Monday of May
Independence Day	July 4th
Labor Day	First Monday of September
Veteran's Day	November 11th
Thanksgiving Day	Fourth Thursday of November
Day after Thanksgiving	Day immediately following Thanksgiving
Christmas Day	December 25th

A holiday shall be deemed to start at twelve o'clock (12:00) a.m. on the day of the holiday and end at eleven fifty-nine (11:59) p.m. on the day of the holiday.

12.02 In addition to the ten (10) designated holidays above, the employee may take additional three (3) personal days (at eight (8) hours each) of the employee's choosing to be taken at straight-time compensation, subject to the department requirements and subject to one (1) week written notice given to the department head prior to the requested personal day; and any day designated by public proclamation of the chief executive of the state as a legal holiday.

12.03 If any of the stated holiday dates are changed by the state legislature, said change would be affected in this Agreement. The City may declare or affirm other days as holidays for its employees as long as it does not reduce, in number, the currently negotiated total.

12.04 Non-Shift Workers: When a holiday falls on Saturday, the preceding Friday shall be declared the legal holiday. When a holiday falls on Sunday, the following Monday shall be declared the legal holiday.

- 12.05 Shift Workers: Where a holiday falls on their scheduled day off employees shall be paid their regular salary plus eight (8) hours at the minimum straight-time hourly rate of pay. Shift workers have the actual day the holiday falls on.
- 12.06 For holiday callouts, refer to Article 9.10.02.
- 12.07 Employees shall have their personal days pro-rated in the event of their termination. Those personal days used but not accrued will be deducted from their final paycheck.
- 12.08 Holidays Worked Employees who work on an observed holiday or shift workers who work on an actual holiday shall receive overtime for their hours worked in addition to straight time holiday pay.
- 12.08.01 **Application to library and museum represented employees** The City may assign employees to work an observed or actual holiday as it deems necessary. Employees who work will receive overtime pay for hours worked on the actual holiday.
- 12.09 Full-time employees are eligible to receive their regular rate of pay for each observed holiday. Part-time employees with a FTE of 50% or greater are entitled to holidays. The amount of pay is determined on the same basis as for full-time employees, but is based on the employee's full time equivalency (FTE) budget allocation. For example, an employee allocated at sixty-five (65%) percent FTE will receive five point two (5.2) hours of holiday pay on each City approved holiday. Employees on unpaid leaves of absence or on layoff are not eligible to receive holiday pay. Provisional part-time employees with a FTE of less than 50% and temporary employees do not receive paid holidays.
- 12.10. In lieu of paid holidays, provisional part time employees working in the Library and Museum with a FTE of less than 50% are eligible to receive three personal holidays. Personal holidays are prorated according to the employee's full time equivalency. Personal holidays accrue on January 1 of each year but are prorated. See Article 12.07.

ARTICLE 13 - VACATION LEAVE

- 13.01 Vacation leave with full pay shall accrue per month and per year to all full-time employees as follows:

Service Period	Vacation Accrual	Maximum Accrual
First month through 48 months	8 hours per month	176 hours
Months 49 through 108	10 hours per month	200 hours
Months 109 through 168	14 hours per month	240 hours
169 months and beyond	17 hours per month	240 hours

- 13.02 Vacation leave shall be taken at times when it will least interfere with the work of the Employer. The Employer shall determine the period, by seniority, when leave

may be taken, subject to the right of the Union to discuss the matter with the Employer. Once the Employer has approved a vacation request in writing, the time shall not be canceled except in the case of emergency.

- 13.03 Vacation leave shall be computed exclusive of holidays or sick leave testified to by a physician's written statement.
- 13.04 Part-time employees who are scheduled to work at least twenty (20) hours per week one thousand forty (1,040) hours per year are entitled to vacation on a pro-rata basis. The length of the vacation will be determined on the same basis as for full-time employees but part-time employees shall earn vacation leave hours proportionate to the number of hours they regularly work in a month. Part-time employees working less than twenty (20) hours per week and temporary employees do not receive paid vacation.

ARTICLE 14 – SICK LEAVE

Effective January 1, 2018 Washington Paid Sick Leave went into effect. The City addressed the accrual of WPSL in the personnel policies and both parties agree to bargain the effects during the next contract negotiations.

- 14.01 Each full-time employee shall accrue eight (8) hours of sick leave per calendar month. The maximum accrual is one thousand four hundred forty (1440) hours. Part-time employees shall earn sick leave hours proportionate to the number of hours they regularly work in a month. For example, a part-time employee working twenty (20) hours per week would be eligible for one half (1/2) the paid time-off that a full-time employee receives.
- 14.02 Sick leave cannot be taken before it is accrued.
- 14.03 Notification: Notification of absence due to sickness shall be given to the employee's immediate supervisor or department head four (4) hours prior to start of shift unless it is shown that such notification was impossible. Failure to properly report an illness may be considered as an absence without pay and may subject the employee to discipline as well.
- 14.04 Medical Verification. The City may, at its discretion, require an employee to submit a physician's verification of illness following three (3) days or more of absence.
- 14.05 Medical Examination. Additionally the City may, at its discretion, require an employee seeking to utilize sick leave to submit at any time during such leave to an examination by a doctor or nurse designated by the City, at the City's expense, except that any required examination of the employee during the period the employee is sick shall, if so requested by the employee, be at the employee's residence if the employee is too sick to travel.
- 14.06 Abuse of Sick Leave: Abuse of sick leave is a serious matter. If proper notification is not given, or abuse is observed, any absence may be charged as leave without pay and/or may constitute cause for discipline up to and including discharge for a repeated occurrence at the discretion of the City.

14.07 Union Cooperation: The Union agrees that abuse of sick leave is a serious matter and the Union shall join the City in locating and reporting abuse of sick leave whenever or wherever it may occur.

14.08 Multiple Benefits: Sick leave is intended for use in cases of actual illness or injury. In case of any illness or injury which is covered by the State Industrial Insurance Act or any other state or federal act whereby benefits are paid to an employee for sickness or injury, sick benefits herein provided shall apply; provided, however, that in no case shall the total of all such benefits exceed the employee's scheduled straight-time pay.

14.09 Unused Sick Leave & Reimbursement

Upon retirement, employees are eligible for reimbursement of a portion of their unused sick leave proportionate to their sick leave balance:

Sick Leave Balance at Retirement	Percent Reimbursement
0-800 hours	0%
801-1251 hours	18%
1251-1440 hours	25%

ARTICLE 15 - BEREAVEMENT LEAVE

15.01 In the event of the death of an employee's immediate family member, time off with pay for the employee's regular scheduled workday will be granted to regular full time employees. The phrase "immediate family" for the purposes of the bereavement includes the employee's spouse (or domestic partner), brother, sister, father, mother, stepfather, stepmother, grandparent, grandchildren, children, stepchildren, father-in-law, mother-in-law, grandparent-in-law, sister-in-law, brother-in-law, daughter-in-law, and son-in-law.

15.02 Three (3) consecutive days off with pay will be approved to attend the funeral or memorial service (maximum twenty-four (24) hours).

15.03 Two (2) additional consecutive days off with pay will be approved for travel from the employee's home to the funeral or memorial service if the travel exceeds two hundred (200) miles each way (maximum sixteen (16) hours).

15.04 Regular and provisional part-time employees are eligible to receive Bereavement Leave. The amount of leave allowed will be prorated according to the employee's FTE. For example, a 50% part-time employee working twenty (20) hours per week would be eligible for one half (1/2) the paid time-off that a full-time employee receives.

ARTICLE 16 - LEAVE OF ABSENCE

16.01 Employees desiring a leave of absence must submit their request for such leave in writing within a reasonable period of time prior to its commencement. The City

must approve all leaves of absence, in writing. Employees shall not accrue sick leave or vacation during such approved leave of absence.

ARTICLE 17 - GRIEVANCE PROCEDURE

17.01 Any disputes or claims of wrongful action on the part of the Employer, which may arise under this Agreement, including interpretation and application of this Agreement, shall be settled as stated in this Article. A bargaining unit member who is the subject of disciplinary action, including oral reprimand, written reprimand or discharge and who feels such action is improper, may appeal to the Union within ten (10) business days of the reprimand or discharge. New probationary employees may not contest discipline or termination decisions through the grievance procedure.

Union Defined: For the purpose of this article, Union shall mean, Secretary-Treasurer, Business Representative, and/or Shop Steward.

Business Day Defined: For the purpose of this article, a calendar day shall be exclusive of Saturdays, Sundays and holidays.

17.02 A grievance filed against the City shall be processed in the following manner:

Step 1: Any employee and/or steward who have a grievance shall present the grievance to the immediate supervisor, either orally or in writing. All grievances must be presented no later than ten (10) business days from the date of the occurrence of the matter giving rise to the grievance or within ten (10) business days after the employee, through the use of reasonable diligence, could have obtained knowledge of the occurrence of the event giving rise to the grievance. The immediate supervisor shall render a written response to the grievant and Union within ten (10) business days after the grievance is presented. Every effort shall be made to settle the grievance at Step 1.

Step 2: If the grievance is not settled at Step 1, then it shall be submitted in writing to the department head or designee. The grievance shall contain a complete statement of the facts, the contractual provisions allegedly violated, and the relief requested. The department head or designee shall investigate the grievance and, in the course of such investigation, shall offer to discuss the grievance within ten (10) business days with the grievant and Union if requested by the employee, at a time mutually agreeable to the parties. If no settlement of the grievance is reached, the department head or designee shall provide a written response to the grievant and Union, within ten (10) business days following their meeting.

Step 3: If the grievance is not settled at Step 2 and the Union desires to appeal, it shall be referred by the Union in writing to the Mayor within ten (10) business days after receipt of the City answer in Step 2. Thereafter, the Mayor or designee and the department head or designee, shall meet with the grievant and Union within ten (10) business days of receipt of the Union's appeal, if at all possible. If no agreement is reached, the Mayor or designee shall submit a written answer to the Union within ten (10) business days following the meeting.

Step 4: Arbitration: If the grievance is not settled in Step 3 and the Union wishes to appeal the grievance from Step 3, the Union may refer the grievance to arbitration, as described below, within ten (10) business days of receipt of the written answer as provided to the Union at Step 3.

The parties shall attempt to agree upon an arbitrator within ten (10) business days after receipt of the notice of referral. In the event the parties are unable to agree upon the arbitrator within said ten (10) day period, the parties shall jointly request the Federal Mediation and Conciliation Service to submit a panel of ten (10) arbitrators from which list the arbitrator shall be selected by the Union and the Employer alternately striking one (1) name from the list until only one (1) name shall remain.

More than one grievance may be submitted to the same arbitrator if both parties mutually agree in writing.

Any decision rendered by the arbitrator will be final and binding upon all parties.

The fees and expenses of the arbitrator and all other mutually incurred expenses of the arbitration shall be divided equally between the City and the Union; provided, however, that each party shall be responsible for compensating its own representatives and witnesses.

Limitations on Authority of Arbitrator: Any decision rendered shall be within the scope of this Agreement and shall not add to or subtract from any of the terms of the Agreement.

- 17.03 Reinstatement: In the case of reinstatement, no time loss or salary reduction will be made, nor will any seniority be taken away from the employee.
- 17.04 If a grievance is not appealed to the next step, by the Union, within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the City's last answer. If the City does not answer a grievance or an appeal thereof within the specified time limits, the aggrieved employee and/or the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step.

ARTICLE 18 – EQUIPMENT AND SAFETY

- 18.01 Tools: The City will supply hand tools to equipment mechanics for on-the-job usage. The City agrees, at its discretion, to replace tools that are broken or damaged on the job.
- 18.02 Rain gear: Shall be provided by the City for outside workers as deemed necessary by the supervisor.
- 18.03 Boots: The City will contribute into an account a boot allowance of five dollars (\$5.00) per pay period for the positions listed in 18.03.01. The boot allowance account balance shall be capped at \$240. Employees will submit a receipt for their boots and it will be drafted from their account balance or if the employee prefers

they may select from one of the City's pre-approved boot vendors. A voucher with the amount the vendor can invoice to the city (not to exceed the balance in the employee's account at the time of purchase). Any overages beyond the account balance will be the employee's responsibility.

The City will allow a new employee to purchase boots using a one-time draft of up to \$120.00. If the probationary employee is separated from the City, all costs of the boots will be recovered from the final paycheck, less any amounts already accrued to the boot allowance.

18.03.01 The City agrees to furnish steel-toed boots for the following positions:

Building Inspector
Engineering Technician
Equipment Mechanic
Park Maintenance Worker
Sanitation Worker
Service Mechanic
Street Maintenance Worker
Waste Water Treatment Plant Operator
Water Maintenance Worker
Water Treatment Plant Instrumentation Maintenance Technician
Water Treatment Plant Operator

18.03.02 Employees shall be held accountable for the boots assigned to the employee by the City. Boots lost or destroyed on the job shall be replaced by the City where said loss or destruction was incurred as a direct result of an occurrence not due to the employee's intentional act or negligence. The employee shall replace boots assigned to an employee that are lost or mutilated as a direct result of the employee's negligence. The employee shall replace boots lost or mutilated off the job.

ARTICLE 19 - WORK CONTINUATION

19.01 The Union recognizes that the Employer is engaged in a vital public service requiring continuous operation and, hence, recognizes its obligation, together with the Employer to work toward continuous service to the City during the term of this Agreement in strict compliance with RCW 41.56.120.

ARTICLE 20 - FRINGE BENEFITS

20.01 The Employer shall provide the Union with designated space on an available bulletin board at each work building. The Union may post its notices, of a non-political, non-inflammatory nature. The Union will limit the posting of Union notices to such bulletin board. The Union shall provide a copy of all postings to the Employer at least two (2) hours prior to posting, unless approved for immediate posting by the department head. The Union will remove dated material. All costs incident to preparing and posting of Union material will be borne by the Union and

the union will be responsible for maintaining its portion of the bulletin board in an orderly and neat fashion.

20.02 Prior to the City contracting out for any services presently provided by bargaining unit employees, the City will meet with the Union to discuss the issue. If, however, the City elects to privatize any utility, the affected employees will be given four (4) week's notice.

20.03 Should the City contract out any services, presently provided by bargaining unit employees, the City will make a good faith effort to relocate these employees within the bargaining unit, and in the event is unable to do so, the City agrees to provide severance pay for each laid-off/terminated employee in the following manner:

<u>Years of Service</u>	<u>Severance Pay</u>
00 – 04	4 weeks
05 – 09	5 weeks
10+	6 weeks

However, if the awarded contractor hires these same employees, the severance pay will be waived.

20.04 The City agrees to furnish breakroom supplies for the bargaining unit employees, including coffee, tea, and hot chocolate mix.

ARTICLE 21 - DRUG AND ALCOHOL TESTING

21.01 It is the intent of the City and the Union to maintain a workplace that is free from the effects of drug and alcohol abuse. Therefore, no employee shall unlawfully manufacture, distribute, dispense, possess or use any illegal controlled substance or alcohol in any City workplace. Nor shall any employee report to work or work under the influence of alcohol or an illegal controlled substance. A sustained finding will result in disciplinary action, up to and including dismissal.

Employees must report their use of over-the-counter or prescribed medications to their supervisor if the use might impair their ability to perform their job safely and effectively. A determination will then be made as to whether the employee should be able to perform the essential functions of the job safely and properly.

Union Members follow the city's drug and alcohol testing policies and procedures found in the most current personnel policies.

21.02 **Union Held Harmless:** The City assumes the sole responsibility for the administration of this Policy and shall be solely liable for any legal obligations and costs arising out of the provisions and/or application of this collective bargaining agreement related to drug and alcohol testing. The Union shall be held harmless for the violation of any worker rights arising from the administration of the drug and alcohol-testing program.

- 21.03 **Conflict With Other Law:** This Article is not intended to supersede or waive any constitutional or other rights that employee may be entitled to under federal, state or local statutes.

ARTICLE 22 – COMPLETE AGREEMENT CLAUSE

- 22.01 The Employer and the Union acknowledge, that during the negotiations which resulted in this Agreement, each party had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining. This Agreement shall constitute the sole agreement between the parties and no other stipulation, understanding or past practice shall qualify its terms; provided, however, this Agreement shall be subject to modification by mutual written agreement of the parties hereto.

ARTICLE 23 – TERM OF AGREEMENT

- 23.01 If an article or section of this Agreement should be held invalid by operation of law or by any tribunal of competent jurisdiction, the balance of this Agreement shall continue in full force and effect. The article or section held invalid shall be modified as required by law or the tribunal of competent jurisdiction or renegotiated for the purpose of adequate replacement.
- 23.02 All terms and conditions specified within this Agreement shall remain in effect until the effective date of a subsequent agreement, not to exceed one (1) year from the termination date stated in this Agreement. Thereafter, the Employer may unilaterally implement according to law.
- 23.03 This Agreement shall become effective on January 1, 2017 following ratification, and shall remain in full force and effect until and through December 31, 2019. Should any party desire to change, modify or terminate the Agreement, written notice must be given to the other party at least sixty (60) days prior to December 31, 2019. In the event of written notice of a desire to change or modify the Agreement by either or both parties, negotiations shall commence without undue delay. Written notice by either party of a desire to change or modify the Agreement prior to sixty (60) days prior to December 31, 2019, is subject to negotiations by mutual agreement only.

EXECUTED THIS 6th DAY of FEBRUARY, 2017.

REVISIONS TO INCLUDE LIBRARY AND MUSEUM EXECUTED THIS 17th DAY OF SEPTEMBER 2018

Rich Ewing
Secretary-Treasurer

Laurie M. Gere
Mayor

Jennifer Thompson
Business Representative

Emily Schuh
Administrative Services Director

ATTEST

Steve Hoglund
City Clerk/Treasurer

ADDENDUM A- SALARY SCHEDULE Effective 1/1/2017

1/1/2017 2.0% COLA Adjustment to Wage Scale		Monthly Rate					Hourly Rate					Annual Salary				
Position	3.0% between each level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
		Level T1	Level T2	Level T3	Level T4	Level T5	Level T6	Level T7	Level T8	Level T9	Level T10	Level T11	Level T12	Level T13	Level T14	Level T15
		3,294.79	3,393.64	3,495.45	3,600.31	3,708.32	3,819.57	3,934.16	4,052.18	4,173.75	4,298.96	4,427.93	4,560.77	4,697.59	4,838.52	4,983.67
		3,393.64	3,495.45	3,600.31	3,708.32	3,819.57	3,934.16	4,052.18	4,173.75	4,298.96	4,427.93	4,560.77	4,697.59	4,838.52	4,983.67	5,133.18
Custodian; Department Secretary I		3,495.45	3,600.31	3,708.32	3,819.57	3,934.16	4,052.18	4,173.75	4,298.96	4,427.93	4,560.77	4,697.59	4,838.52	4,983.67	5,133.18	5,287.18
Permit Tech I		3,600.31	3,708.32	3,819.57	3,934.16	4,052.18	4,173.75	4,298.96	4,427.93	4,560.77	4,697.59	4,838.52	4,983.67	5,133.18	5,287.18	5,445.79
Accounting Technician I; Court Clerk		3,819.57	3,934.16	4,052.18	4,173.75	4,298.96	4,427.93	4,560.77	4,697.59	4,838.52	4,983.67	5,133.18	5,287.18	5,445.79	5,609.17	5,777.44
Department Secretary II		3,934.16	4,052.18	4,173.75	4,298.96	4,427.93	4,560.77	4,697.59	4,838.52	4,983.67	5,133.18	5,287.18	5,445.79	5,609.17	5,777.44	5,950.76
WTP OIT, WWTP OIT		4,173.75	4,298.96	4,427.93	4,560.77	4,697.59	4,838.52	4,983.67	5,133.18	5,287.18	5,445.79	5,609.17	5,777.44	5,950.76	6,129.29	6,313.17
Administrative Assistant, Contract Specialist		4,298.96	4,427.93	4,560.77	4,697.59	4,838.52	4,983.67	5,133.18	5,287.18	5,445.79	5,609.17	5,777.44	5,950.76	6,129.29	6,313.17	6,502.56
Accounting Technician II; Permit Technician II		4,427.93	4,560.77	4,697.59	4,838.52	4,983.67	5,133.18	5,287.18	5,445.79	5,609.17	5,777.44	5,950.76	6,129.29	6,313.17	6,502.56	6,697.64
Engineering Technician I; Land Use Permit Manager; Park Maintenance Worker; PW Inspector; Recreation Coordinator; Sanitation Worker; StreetSewer Worker; Water Maintenance Worker; Water Utilities Worker; WTP I; WWTP I; WTP Instrumentation Maintenance Technician		4,560.77	4,697.59	4,838.52	4,983.67	5,133.18	5,287.18	5,445.79	5,609.17	5,777.44	5,950.76	6,129.29	6,313.17	6,502.56	6,697.64	6,898.57
Building Inspector; Engineering Technician II		4,697.59	4,838.52	4,983.67	5,133.18	5,287.18	5,445.79	5,609.17	5,777.44	5,950.76	6,129.29	6,313.17	6,502.56	6,697.64	6,898.57	7,105.52
Equipment Mechanic; WTP II; WWTP II		4,838.52	4,983.67	5,133.18	5,287.18	5,445.79	5,609.17	5,777.44	5,950.76	6,129.29	6,313.17	6,502.56	6,697.64	6,898.57	7,105.52	7,318.69
Building Plans Examiner; Engineering Technician III; GIS Coordinator I; Park Maintenance Forperson		4,983.67	5,133.18	5,287.18	5,445.79	5,609.17	5,777.44	5,950.76	6,129.29	6,313.17	6,502.56	6,697.64	6,898.57	7,105.52	7,318.69	7,538.25
WTP III; WWTP III		5,133.18	5,287.18	5,445.79	5,609.17	5,777.44	5,950.76	6,129.29	6,313.17	6,502.56	6,697.64	6,898.57	7,105.52	7,318.69	7,538.25	7,764.40
Engineering Technician IV; GIS Coordinator II; Senior Planner; WTP IV (limited to level IV operators in class by 12/31/16)		5,287.18	5,445.79	5,609.17	5,777.44	5,950.76	6,129.29	6,313.17	6,502.56	6,697.64	6,898.57	7,105.52	7,318.69	7,538.25	7,764.40	7,997.33
		5,445.79	5,609.17	5,777.44	5,950.76	6,129.29	6,313.17	6,502.56	6,697.64	6,898.57	7,105.52	7,318.69	7,538.25	7,764.40	7,997.33	8,237.25
		5,609.17	5,777.44	5,950.76	6,129.29	6,313.17	6,502.56	6,697.64	6,898.57	7,105.52	7,318.69	7,538.25	7,764.40	7,997.33	8,237.25	8,484.37
		5,777.44	5,950.76	6,129.29	6,313.17	6,502.56	6,697.64	6,898.57	7,105.52	7,318.69	7,538.25	7,764.40	7,997.33	8,237.25	8,484.37	8,738.90
		5,950.76	6,129.29	6,313.17	6,502.56	6,697.64	6,898.57	7,105.52	7,318.69	7,538.25	7,764.40	7,997.33	8,237.25	8,484.37	8,738.90	9,001.06
		6,129.29	6,313.17	6,502.56	6,697.64	6,898.57	7,105.52	7,318.69	7,538.25	7,764.40	7,997.33	8,237.25	8,484.37	8,738.90	9,001.06	9,271.10
		6,313.17	6,502.56	6,697.64	6,898.57	7,105.52	7,318.69	7,538.25	7,764.40	7,997.33	8,237.25	8,484.37	8,738.90	9,001.06	9,271.10	9,549.23
		6,502.56	6,697.64	6,898.57	7,105.52	7,318.69	7,538.25	7,764.40	7,997.33	8,237.25	8,484.37	8,738.90	9,001.06	9,271.10	9,549.23	9,835.71
		6,697.64	6,898.57	7,105.52	7,318.69	7,538.25	7,764.40	7,997.33	8,237.25	8,484.37	8,738.90	9,001.06	9,271.10	9,549.23	9,835.71	10,130.76
		6,898.57	7,105.52	7,318.69	7,538.25	7,764.40	7,997.33	8,237.25	8,484.37	8,738.90	9,001.06	9,271.10	9,549.23	9,835.71	10,130.76	10,421.56
		7,105.52	7,318.69	7,538.25	7,764.40	7,997.33	8,237.25	8,484.37	8,738.90	9,001.06	9,271.10	9,549.23	9,835.71	10,130.76	10,421.56	10,712.36
		7,318.69	7,538.25	7,764.40	7,997.33	8,237.25	8,484.37	8,738.90	9,001.06	9,271.10	9,549.23	9,835.71	10,130.76	10,421.56	10,712.36	11,003.16
		7,538.25	7,764.40	7,997.33	8,237.25	8,484.37	8,738.90	9,001.06	9,271.10	9,549.23	9,835.71	10,130.76	10,421.56	10,712.36	11,003.16	11,293.96
		7,764.40	7,997.33	8,237.25	8,484.37	8,738.90	9,001.06	9,271.10	9,549.23	9,835.71	10,130.76	10,421.56	10,712.36	11,003.16	11,293.96	11,584.76
		7,997.33	8,237.25	8,484.37	8,738.90	9,001.06	9,271.10	9,549.23	9,835.71	10,130.76	10,421.56	10,712.36	11,003.16	11,293.96	11,584.76	11,875.56
		8,237.25	8,484.37	8,738.90	9,001.06	9,271.10	9,549.23	9,835.71	10,130.76	10,421.56	10,712.36	11,003.16	11,293.96	11,584.76	11,875.56	12,166.36
		8,484.37	8,738.90	9,001.06	9,271.10	9,549.23	9,835.71	10,130.76	10,421.56	10,712.36	11,003.16	11,293.96	11,584.76	11,875.56	12,166.36	12,457.16
		8,738.90	9,001.06	9,271.10	9,549.23	9,835.71	10,130.76	10,421.56	10,712.36	11,003.16	11,293.96	11,584.76	11,875.56	12,166.36	12,457.16	12,747.96
		9,001.06	9,271.10	9,549.23	9,835.71	10,130.76	10,421.56	10,712.36	11,003.16	11,293.96	11,584.76	11,875.56	12,166.36	12,457.16	12,747.96	13,038.76

ADDENDUM A- SALARY SCHEDULES effective 1/1/2018

1/1/2018 2.0% COLA Adjustment to Wage Scale		Monthly Rate					Hourly Rate					Annual Salary				
Position	3.0% between each level	1.03														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
Level T1		3,360.69	3,461.51	3,565.36	3,672.32	3,782.49	T1	19.39	19.97	20.57	21.19	21.82	T1	\$40,328.28	\$41,538.13	\$42,784.27
Level T2		3,461.51	3,565.36	3,672.32	3,782.49	3,895.96	T2	19.97	20.57	21.19	21.82	22.48	T2	\$41,538.13	\$42,784.27	\$44,067.80
Custodian; Department Secretary I		3,565.36	3,672.32	3,782.49	3,895.96	4,012.84	T3	20.57	21.19	21.82	22.48	23.15	T3	\$42,784.27	\$44,067.80	\$45,389.83
Level T4		3,672.32	3,782.49	3,895.96	4,012.84	4,133.22	T4	21.19	21.82	22.48	23.15	23.85	T4	\$44,067.80	\$45,389.83	\$46,751.53
Permit Tech I		3,782.49	3,895.96	4,012.84	4,133.22	4,257.22	T5	21.82	22.48	23.15	23.85	24.56	T5	\$45,389.83	\$46,751.53	\$48,154.08
Accounting Technician I; Court Clerk		3,895.96	4,012.84	4,133.22	4,257.22	4,384.94	T6	22.48	23.15	23.85	24.56	25.30	T6	\$46,751.53	\$48,154.08	\$49,598.70
Level T7		4,012.84	4,133.22	4,257.22	4,384.94	4,516.49	T7	23.15	23.85	24.56	25.30	26.06	T7	\$48,154.08	\$49,598.70	\$51,086.66
Department Secretary II		4,133.22	4,257.22	4,384.94	4,516.49	4,651.98	T8	23.85	24.56	25.30	26.06	26.84	T8	\$49,598.70	\$51,086.66	\$52,619.26
Level T9		4,257.22	4,384.94	4,516.49	4,651.98	4,791.54	T9	24.56	25.30	26.06	26.84	27.64	T9	\$51,086.66	\$52,619.26	\$54,197.84
WTP OIT, WWTP OIT		4,384.94	4,516.49	4,651.98	4,791.54	4,935.29	T10	25.30	26.06	26.84	27.64	28.47	T10	\$52,619.26	\$54,197.84	\$55,823.77
Administrative Assistant, Contract Specialist		4,516.49	4,651.98	4,791.54	4,935.29	5,083.35	T11	26.06	26.84	27.64	28.47	29.33	T11	\$54,197.84	\$55,823.77	\$57,498.48
Accounting Technician II; Permit Technician II		4,651.98	4,791.54	4,935.29	5,083.35	5,235.85	T12	26.84	27.64	28.47	29.33	30.21	T12	\$55,823.77	\$57,498.48	\$59,223.44
Engineering Technician I; Land Use Permit Manager; Park Maintenance Worker; PW Inspector; Recreation Coordinator; Sanitation Worker; Street/Sewer Worker; Water Maintenance Worker; Water Utilities Worker; WTP I; WWTP I; WTP Instrumentation Maintenance Technician		4,791.54	4,935.29	5,083.35	5,235.85	5,392.92	T13	27.64	28.47	29.33	30.21	31.11	T13	\$57,498.48	\$59,223.44	\$61,000.14
Level T14		4,935.29	5,083.35	5,235.85	5,392.92	5,554.71	T14	28.47	29.33	30.21	31.11	32.05	T14	\$59,223.44	\$61,000.14	\$62,830.15
Building Inspector; Engineering Technician II		5,083.35	5,235.85	5,392.92	5,554.71	5,721.35	T15	29.33	30.21	31.11	32.05	33.01	T15	\$61,000.14	\$62,830.15	\$64,715.05
Equipment Mechanic; WTP II; WWTP II		5,235.85	5,392.92	5,554.71	5,721.35	5,892.99	T16	30.21	31.11	32.05	33.01	34.00	T16	\$62,830.15	\$64,715.05	\$66,656.50
Level T17		5,392.92	5,554.71	5,721.35	5,892.99	6,069.78	T17	31.11	32.05	33.01	34.00	35.02	T17	\$64,715.05	\$66,656.50	\$68,656.50
Building Plans Examiner; Engineering Technician III; GIS Coordinator I; Park Maintenance Foreperson		5,554.71	5,721.35	5,892.99	6,069.78	6,251.87	T18	32.05	33.01	34.00	35.02	36.07	T18	\$66,656.50	\$68,656.50	\$70,715.88
Level T19		5,721.35	5,892.99	6,069.78	6,251.87	6,439.43	T19	33.01	34.00	35.02	36.07	37.15	T19	\$68,656.50	\$70,715.88	\$72,837.36
WTP III; WWTP III		5,892.99	6,069.78	6,251.87	6,439.43	6,632.61	T20	34.00	35.02	36.07	37.15	38.27	T20	\$70,715.88	\$72,837.36	\$75,022.48
Level T21		6,069.78	6,251.87	6,439.43	6,632.61	6,831.59	T21	35.02	36.07	37.15	38.27	39.41	T21	\$72,837.36	\$75,022.48	\$77,273.15
Engineering Technician IV; GIS Coordinator II; Senior Planner; WTP IV (limited to level IV operators in class by 12/31/16)		6,251.87	6,439.43	6,632.61	6,831.59	7,036.54	T22	36.07	37.15	38.27	39.41	40.60	T22	\$75,022.48	\$77,273.15	\$79,591.35
Level T23		6,439.43	6,632.61	6,831.59	7,036.54	7,247.63	T23	37.15	38.27	39.41	40.60	41.81	T23	\$77,273.15	\$79,591.35	\$81,979.09
Level T24		6,632.61	6,831.59	7,036.54	7,247.63	7,465.06	T24	38.27	39.41	40.60	41.81	43.07	T24	\$79,591.35	\$81,979.09	\$84,438.46
Level T25		6,831.59	7,036.54	7,247.63	7,465.06	7,689.02	T25	39.41	40.60	41.81	43.07	44.36	T25	\$81,979.09	\$84,438.46	\$86,971.62
Level T26		7,036.54	7,247.63	7,465.06	7,689.02	7,919.69	T26	40.60	41.81	43.07	44.36	45.69	T26	\$84,438.46	\$86,971.62	\$89,580.76
Level T27		7,247.63	7,465.06	7,689.02	7,919.69	8,157.28	T27	41.81	43.07	44.36	45.69	47.06	T27	\$86,971.62	\$89,580.76	\$92,268.19
Level T28		7,465.06	7,689.02	7,919.69	8,157.28	8,402.00	T28	43.07	44.36	45.69	47.06	48.47	T28	\$89,580.76	\$92,268.19	\$95,036.23
Level T29		7,689.02	7,919.69	8,157.28	8,402.00	8,654.05	T29	44.36	45.69	47.06	48.47	49.93	T29	\$92,268.19	\$95,036.23	\$97,887.32
Level T30		7,919.69	8,157.28	8,402.00	8,654.05	8,913.68	T30	45.69	47.06	48.47	49.93	51.43	T30	\$95,036.23	\$97,887.32	\$100,823.94
Level T31		8,157.28	8,402.00	8,654.05	8,913.68	9,181.09	T31	47.06	48.47	49.93	51.43	52.97	T31	\$97,887.32	\$100,823.94	\$103,848.66
Level T32		8,402.00	8,654.05	8,913.68	9,181.09	9,456.52	T32	48.47	49.93	51.43	52.97	54.56	T32	\$100,823.94	\$103,848.66	\$106,964.12
Level T33		8,654.05	8,913.68	9,181.09	9,456.52	9,740.21	T33	49.93	51.43	52.97	54.56	56.19	T33	\$103,848.66	\$106,964.12	\$110,173.04
Level T34		8,913.68	9,181.09	9,456.52	9,740.21	10,032.42	T34	51.43	52.97	54.56	56.19	57.88	T34	\$106,964.12	\$110,173.04	\$113,478.23
Level T35		9,181.09	9,456.52	9,740.21	10,032.42	10,333.39	T35	52.97	54.56	56.19	57.88	59.62	T35	\$110,173.04	\$113,478.23	\$116,882.58
																\$120,389.06
																\$124,000.73

ADDENDUM A- SALARY SCHEDULES effective 1/1/2019

1/1/2019 2.0% COLA Adjustment to Wage Scale		Monthly Rate 1.03					Hourly Rate					Annual Salary				
Position	3.0% between each level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
	Level T1	3,427.90	3,530.74	3,636.66	3,745.76	3,858.13	T1	19.78	20.37	20.98	21.61	T1	\$41,134.80	\$42,368.84	\$43,639.91	\$44,949.11
	Level T2	3,530.74	3,636.66	3,745.76	3,858.13	3,973.88	T2	20.37	20.98	21.61	22.26	T2	\$42,368.84	\$43,639.91	\$44,949.11	\$46,297.58
Custodian; Department Secretary I	Level T3	3,636.66	3,745.76	3,858.13	3,973.88	4,093.09	T3	20.98	21.61	22.26	22.93	T3	\$43,639.91	\$44,949.11	\$46,297.58	\$47,686.51
	Level T4	3,745.76	3,858.13	3,973.88	4,093.09	4,215.88	T4	21.61	22.26	22.93	23.61	T4	\$44,949.11	\$46,297.58	\$47,686.51	\$49,117.10
Permit Tech I	Level T5	3,858.13	3,973.88	4,093.09	4,215.88	4,342.36	T5	22.26	22.93	23.61	24.32	T5	\$46,297.58	\$47,686.51	\$49,117.10	\$50,590.62
Accounting Technician I; Court Clerk	Level T6	3,973.88	4,093.09	4,215.88	4,342.36	4,472.63	T6	22.93	23.61	24.32	25.05	T6	\$47,686.51	\$49,117.10	\$50,590.62	\$52,108.33
	Level T7	4,093.09	4,215.88	4,342.36	4,472.63	4,606.81	T7	23.61	24.32	25.05	25.80	T7	\$49,117.10	\$50,590.62	\$52,108.33	\$53,671.58
Department Secretary II	Level T8	4,215.88	4,342.36	4,472.63	4,606.81	4,745.02	T8	24.32	25.05	25.80	26.58	T8	\$50,590.62	\$52,108.33	\$53,671.58	\$55,281.73
	Level T9	4,342.36	4,472.63	4,606.81	4,745.02	4,887.37	T9	25.05	25.80	26.58	27.38	T9	\$52,108.33	\$53,671.58	\$55,281.73	\$56,940.18
WTP OIT, WWTP OIT	Level T10	4,472.63	4,606.81	4,745.02	4,887.37	5,033.99	T10	25.80	26.58	27.38	28.20	T10	\$53,671.58	\$55,281.73	\$56,940.18	\$58,648.39
Administrative Assistant, Contract Specialist	Level T11	4,606.81	4,745.02	4,887.37	5,033.99	5,185.01	T11	26.58	27.38	28.20	29.04	T11	\$55,281.73	\$56,940.18	\$58,648.39	\$60,407.84
Accounting Technician II; Permit Technician II	Level T12	4,745.02	4,887.37	5,033.99	5,185.01	5,340.56	T12	27.38	28.20	29.04	29.91	T12	\$56,940.18	\$58,648.39	\$60,407.84	\$62,220.08
Engineering Technician I; Land Use Permit Manager; Park Maintenance Worker; PW Inspector; Recreation Coordinator; Sanitation Worker; Street/Sewer Worker; Water Maintenance Worker; Water Utilities Worker; WTP I; WWTP I; WTP Instrumentation Maintenance Technician	Level T13	4,887.37	5,033.99	5,185.01	5,340.56	5,500.77	T13	28.20	29.04	29.91	30.81	T13	\$58,648.39	\$60,407.84	\$62,220.08	\$64,086.68
	Level T14	5,033.99	5,185.01	5,340.56	5,500.77	5,665.80	T14	29.04	29.91	30.81	31.74	T14	\$60,407.84	\$62,220.08	\$64,086.68	\$66,009.28
Building Inspector; Engineering Technician II	Level T15	5,185.01	5,340.56	5,500.77	5,665.80	5,835.77	T15	29.91	30.81	31.74	32.69	T15	\$62,220.08	\$64,086.68	\$66,009.28	\$67,989.56
Equipment Mechanic; WTP II; WWTP II	Level T16	5,340.56	5,500.77	5,665.80	5,835.77	6,010.84	T16	30.81	31.74	32.69	33.67	T16	\$64,086.68	\$66,009.28	\$67,989.56	\$70,029.24
	Level T17	5,500.77	5,665.80	5,835.77	6,010.84	6,191.17	T17	31.74	32.69	33.67	34.68	T17	\$66,009.28	\$67,989.56	\$70,029.24	\$72,130.12
Building Plans Examiner; Engineering Technician III; GIS Coordinator I; Park Maintenance Foreperson	Level T18	5,665.80	5,835.77	6,010.84	6,191.17	6,376.90	T18	32.69	33.67	34.68	35.72	T18	\$67,989.56	\$70,029.24	\$72,130.12	\$74,294.02
WTP II; WWTP II	Level T19	5,835.77	6,010.84	6,191.17	6,376.90	6,568.21	T19	33.67	34.68	35.72	36.79	T19	\$70,029.24	\$72,130.12	\$74,294.02	\$76,522.85
	Level T20	6,010.84	6,191.17	6,376.90	6,568.21	6,765.26	T20	34.68	35.72	36.79	37.89	T20	\$72,130.12	\$74,294.02	\$76,522.85	\$78,818.53
WTP III; WWTP III	Level T21	6,191.17	6,376.90	6,568.21	6,765.26	6,968.21	T21	35.72	36.79	37.89	39.03	T21	\$74,294.02	\$76,522.85	\$78,818.53	\$81,183.09
Engineering Technician IV; GIS Coordinator II; Senior Planner; WTP IV (limited to level IV operators in class by 12/31/16)	Level T22	6,376.90	6,568.21	6,765.26	6,968.21	7,177.26	T22	36.79	37.89	39.03	40.20	T22	\$76,522.85	\$78,818.53	\$81,183.09	\$83,618.58
	Level T23	6,568.21	6,765.26	6,968.21	7,177.26	7,392.58	T23	37.89	39.03	40.20	41.41	T23	\$78,818.53	\$81,183.09	\$83,618.58	\$86,127.14
	Level T24	6,765.26	6,968.21	7,177.26	7,392.58	7,614.36	T24	39.03	40.20	41.41	42.65	T24	\$81,183.09	\$83,618.58	\$86,127.14	\$88,710.95
	Level T25	6,968.21	7,177.26	7,392.58	7,614.36	7,842.79	T25	40.20	41.41	42.65	43.93	T25	\$83,618.58	\$86,127.14	\$88,710.95	\$91,372.28
	Level T26	7,177.26	7,392.58	7,614.36	7,842.79	8,078.07	T26	41.41	42.65	43.93	45.25	T26	\$86,127.14	\$88,710.95	\$91,372.28	\$94,113.45
	Level T27	7,392.58	7,614.36	7,842.79	8,078.07	8,320.41	T27	42.65	43.93	45.25	46.60	T27	\$88,710.95	\$91,372.28	\$94,113.45	\$96,936.85
	Level T28	7,614.36	7,842.79	8,078.07	8,320.41	8,570.03	T28	43.93	45.25	46.60	48.00	T28	\$91,372.28	\$94,113.45	\$96,936.85	\$99,844.96
	Level T29	7,842.79	8,078.07	8,320.41	8,570.03	8,827.13	T29	45.25	46.60	48.00	49.44	T29	\$94,113.45	\$96,936.85	\$99,844.96	\$102,840.30
	Level T30	8,078.07	8,320.41	8,570.03	8,827.13	9,091.94	T30	46.60	48.00	49.44	50.93	T30	\$96,936.85	\$99,844.96	\$102,840.30	\$105,925.51
	Level T31	8,320.41	8,570.03	8,827.13	9,091.94	9,364.70	T31	48.00	49.44	50.93	52.45	T31	\$99,844.96	\$102,840.30	\$105,925.51	\$109,103.28
	Level T32	8,570.03	8,827.13	9,091.94	9,364.70	9,645.64	T32	49.44	50.93	52.45	54.03	T32	\$102,840.30	\$105,925.51	\$109,103.28	\$112,376.38
	Level T33	8,827.13	9,091.94	9,364.70	9,645.64	9,935.01	T33	50.93	52.45	54.03	55.65	T33	\$105,925.51	\$109,103.28	\$112,376.38	\$115,747.67
	Level T34	9,091.94	9,364.70	9,645.64	9,935.01	10,233.06	T34	52.45	54.03	55.65	57.32	T34	\$109,103.28	\$112,376.38	\$115,747.67	\$119,220.10
	Level T35	9,364.70	9,645.64	9,935.01	10,233.06	10,540.05	T35	54.03	55.65	57.32	59.04	T35	\$112,376.38	\$115,747.67	\$119,220.10	\$122,796.70

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NOTICE TO ALL MEMBERS

If you become unemployed or are not working due to an on-the-job injury, within the jurisdiction of the Local Union, you will be put on withdrawal status per **your request**. This will be done provided all dues and other financial obligations owed to the Local Union are paid, including the dues for the month in which the withdrawal status is to go into effect.

WEINGARTEN RIGHTS

The Union recommends employees exercise their Weingarten rights as follows:

1. If you are asked to attend a meeting with the Employer which you believe may lead to discipline, ask to have a Union Shop Steward or Union Business Representative present. Notify the Union Steward or Business Representative of the meeting immediately or as soon as possible. You may ask for this representation at any time prior to or during the meeting.
2. If you are unable to obtain representation before entering the meeting, you should:
 - a) Ask whether you are free to leave the room if you choose to do so;
 - b) Ask whether anything said at the interview could lead to disciplinary action or discharge;
 - c) If so, ask that a Union Steward or Business Representative be contacted and brought to the meeting place before any questioning occurs, and you be permitted to speak to the Union Steward or Business Representative in private prior to the questioning;
 - d) The Employer must then choose from among three options:
 1. Grant the request and delay questioning until the Union Representative arrives;
 2. Deny the request and end the interview immediately; or
 3. Give the employee a choice of: (a) having the interview without representation or (b) ending the interview.

IF THE EMPLOYER DENIES ANY OR ALL OF THE FOREGOING REQUESTS, THE UNION RECOMMENDS THAT YOU ATTEND THE MEETING BUT EXERCISE YOUR RIGHT TO REFUSE TO ANSWER ANY QUESTIONS THAT MAY LEAD TO DISCIPLINARY ACTION OR DISCHARGE.

These recommendations do not apply when an employee faces possible criminal charges. Such employee(s) should obtain the advice of an attorney.

Skagit County EMS Transition Update

SEPTEMBER 17, 2018



Transition Overview

- County will transition to fire-based EMS services beginning January 1, 2019
- Currently, there are three ALS (Advanced Life Support) providers:
 - Aero-Skagit (eastern county)
 - Central Valley Ambulance Authority (central county)
 - City of Anacortes Fire (Fidalgo and Guemes Islands)
- Under the new system:
 - County will disband CVAA
 - The 4 Skagit Cities + Aero Skagit will provide ALS transports

EMS Agreement timeline

**September
21, 2018**

- **Deadline for finalization of draft agreement with attorneys**

**September
24, 2018**

- **City Council meeting: Presentation of draft agreement**

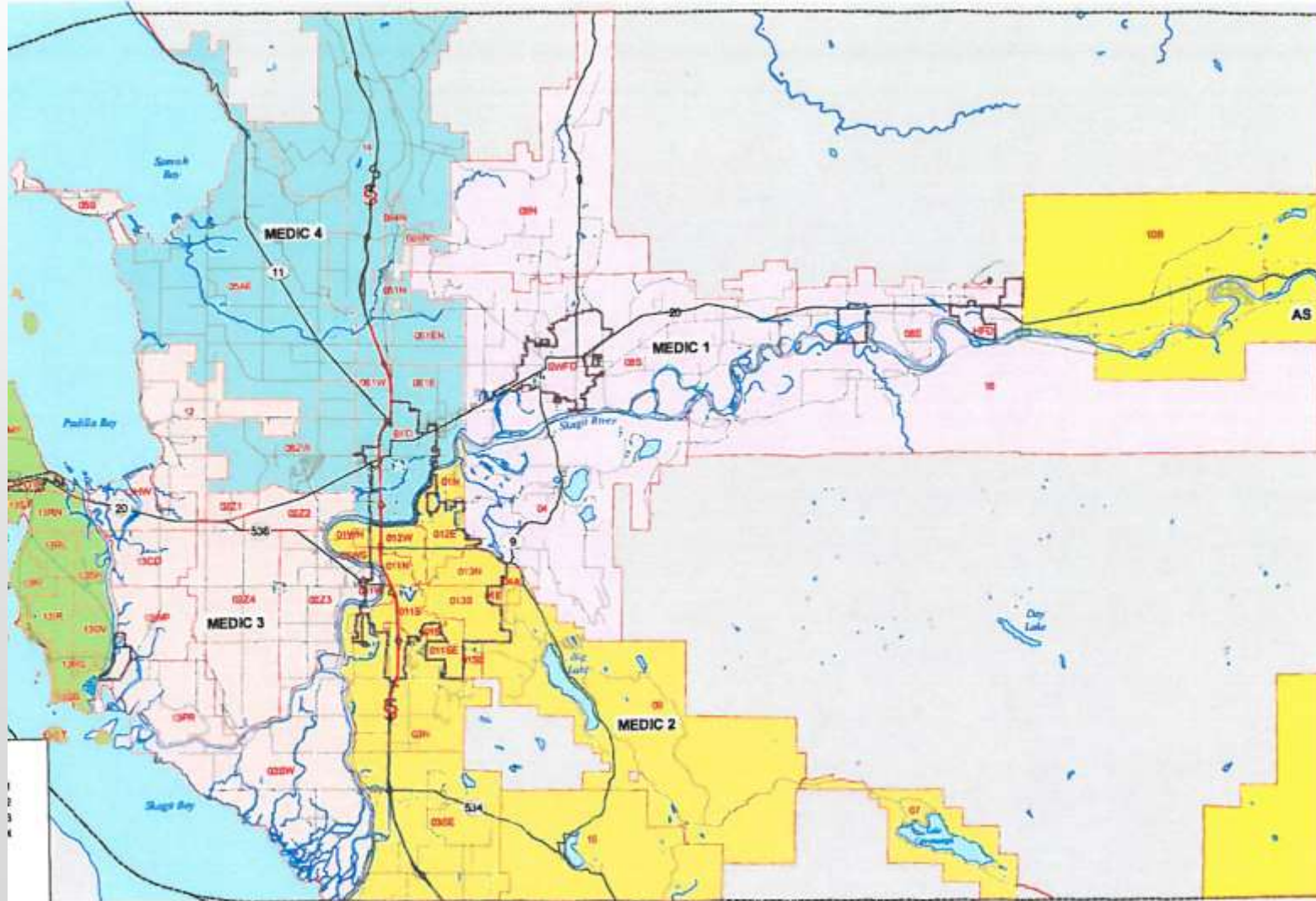
**October 1,
2018**

- **Consolidated oral board process for Cities to hire CVAA staff begins**

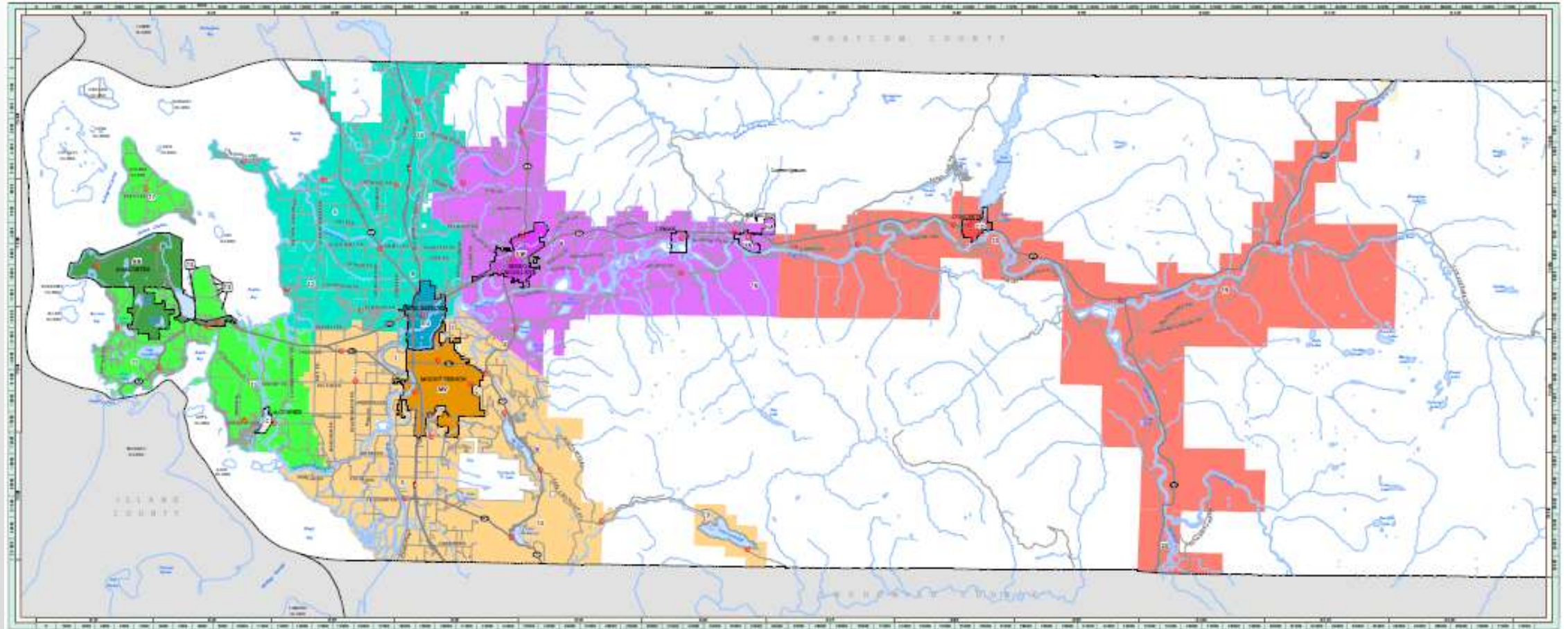
**January 1,
2019**

- **Fire-based EMS operations begin**

Current System: CVAA coverage area



New System: City service areas



Services System Delivery Agreement - Structure

- Delivery Agreement, with attached:
 - Scope of Work
 - Financing Structure
- Key Terms
 - Term: 6 years, to align with levy cycle
 - City is independent contractor
 - Failure to meet response times in SOW leads to quality improvement plan process
 - Termination provisions currently under negotiation

Scope of Work

- Cities are responsible for responding within primary and secondary service areas
- Requirements structured around response times:
 - Primary Service Area: under 8 min 90% of the time
 - Secondary Service Area: under 12 min 90% of the time
- Parties will work together to develop and then follow EMS Delivery Standard Operating Guidelines
- Parties want to move towards closest unit and criteria-based dispatch when available
- Cities will take responsibility for all equipment and supplies
- Cities will provide information and participate in annual meeting to set rates for next calendar year

Operational & Financial Considerations

- To meet response times, staff will propose:
 - Hiring four (4) additional FTE firefighter/paramedics
 - The goal is to stand up March's Point station 24/7 (which may require additional staffing or brown-outs)
 - Approximate cost for 4 additional firefighter/paramedics: \$588,000
- Additional considerations:
 - ER&R for each of the three ambulances is \$35,000 each, for an annual total of \$105,000
 - Purchase additional equipment for staff
 - Remodel FS 3 to provide quarters for 24/7 staffing
 - City currently bills for approximately 1,900 transports annually

Revenue Overview

	2018 – current levy	2019	2020	2021	2022	2023	2024
Levy Funding	\$885,000	\$1,518,000	\$1,349,000	\$1,389,779	\$1,431,472	\$1,474,417	\$1,518,649
Insurance Billings	\$850,000						
Property & Sales Tax	\$628,000						
Total	\$2,363,000						

Startup Transfers to City in 2019

- **Assets:**
 - **\$150,000:** seed money for ER&R (equalization payment based on distribution of CVAA assets)
- **Funds:**
 - **\$1,310,000:** Levy funding for 2019
 - **\$208,000:** One-time startup costs

Staffing transitions (Not in the Agreement)

- CVAA currently has 35 full-time and 2 part-time employees
- Cities have developed a coordinated recruitment process for current CVAA staff:
 - CVAA staff recruitment system is open 9/17-9/24
 - Candidates submit one application and identify City preferences
 - Oral board process will include reps from all cities: 10/1 - 10/4
 - Physical ability test: 10/11-10/12
 - One eligibility list will be prepared
 - Chiefs Interviews: 10/8 – 10/12
 - Conditional Offers: 10/16
- Each City is working with its civil service commission and local union

- Staff will work to negotiate remaining terms of Agreement on behalf of City
- Staff will present Agreement at next Monday's meeting, and Council will have an opportunity to vote on the proposal
- If approved, budget will be developed with new requirements and funding
- If approved, City will participate in oral board process and consider hiring additional staff

Next Steps

Questions?

THANK YOU!



City Council Agenda Bill

Meeting Date: 9/17/2018

Agenda Item: 7b

Subject: EMS Transition Update

Staff Contact: Darcy Swetnam, Jack Kennedy, Steve Hoglund, Emily Schuh

Approved for Submittal to Council by	
x	Laurie Gere, Mayor
x	Steve Hoglund, Finance Director
x	Darcy Swetnam, City Attorney

Action Type	
	Ordinance No.
	Code Revision?
	Resolution No.
	Contract
	Public Hearing
x	Staff Report

Summary Statement: City staff is providing an update on the County EMS transition process.

Background: The County approved transition to a fire-based EMS model, to begin January 1, 2019. To meet this deadline, the County, Anacortes, Burlington, Mount Vernon, Sedro-Woolley, and other providers have been meeting regularly to work out an agreement to identify the terms of the transition and a process for reallocation of staff and assets. Staff anticipate presenting a proposed agreement at the September 24, 2018 City Council meeting and tonight's discussion is intended to introduce as many components of that agreement as are available at this point.

Budget Impact	
Amount Budgeted	
Budget Account (BARS)	
Proposed Expenditure	
Budget Amendment Required?	
Revenue Source	

Proposed Contract	
Contractor	
Amount	
Start Date	
End Date	

Previous Council/Committee Action: N/A

Competing Viewpoints Considered: N/A

Alternative Actions: N/A

Attachments (listed in order presented): Draft proposed scope of work, proposed budget

EXHIBIT "A"

SCOPE OF WORK

Contractor shall provide trauma verified ambulance services on a twenty-four (24) hours per day, seven (7) days per week basis, with appropriate ambulances and equipment in accordance with WAC Chapter 246-976, North Region EMS & Trauma Care Council, and other applicable laws, regulations, ordinances and established policies of the Skagit County Medical Program Director when authorized by state law.

A. Definitions

- a. "Call" is defined as a unique call ID assigned by Skagit 911. If the Contractor responds with more than one unit, it will be counted as only one call.
- b. "In-service unit" is defined as a unit that is appropriately staffed per Washington State standards, is appropriately equipped per Washington State and Skagit County standards and is available for immediate dispatch and response.
- c. "Time on task" is defined as the time from when a unit is assigned to call until that unit is available for another response. If the unit remains out of service for any reason other than patient care or call related (reasons like mechanical issues or crew change), the time on task will be calculated to the point when the unit went out of service for the other reason.
- d. "Primary Service Area" is defined as the City in the Contractor's Response Zone as shown in Exhibit B.
- e. "Secondary Service Area" is defined as the remainder in the Contractor's Response Zone as shown in Exhibit B.
- f. "QI" is Quality Improvement.
- g. "QA" is Quality Assurance.
- h. "MPD" is the Skagit County Medical Program Director.
- i. "Unavailable" is when a Contractor unit is not able to respond to an ALS or BLS call due to any unforeseeable reason, such as, mechanical failure of the unit, the unit being involved in a vehicle accident, or otherwise unable to respond due to an act of god.
- j. "Criteria Based Dispatch" is an emergency medical dispatch triage program that is based on patient signs and symptoms collected by 911 dispatchers or other dispatch protocols established by the MPD.
- k. "Closest Unit Dispatch" is sending the unit that fits the call type based on Criteria Based Dispatch that is the closest unit to respond to the incident.

B. Response and Coverage Plan:

1. Unless all the Contractor's units are unavailable in the CAD system or assigned to an emergency response incident Contractor shall respond to ALS and BLS calls

they are dispatched to in their portion of Skagit County designated as response areas on the Service Provider map attached as (EXHIBIT B) and other areas of Skagit County as dispatched frequent instances of unit unavailability or inadequate resources to respond to dispatch calls can result in a request for a corrective action plan to address nonperformance, and if not sufficiently resolved in a timely manner could be grounds for default. Response times outside Contractor's designated zones shall be evaluated separately from primary and secondary zones.

2. Contractor shall participate in the creation and implementation of a county wide response and coverage plan, to include all trauma verified providers and other available transportation resources. Annually on the second Tuesday of December at 13:00 or as soon thereafter as practical, the plan will evaluate and modified as necessary. Either party may call for a plan modification at any time and within 30 days of such call, the County will convene all trauma verified providers and other available transportation resources to evaluate and consider modifications to the plan. All parties will work in good faith to implement closest unit dispatch and criteria based dispatch protocols.

C. Operations:

1. Contractor agrees that they are responsible to meet all state, local and federal requirements for records retention and that the County possessing copies of any records does not release the Contractor from that responsibility.
2. Contractor, on reasonable request, will make available proof that the Contractor is in compliance with any or all State, local or federal rules and regulations of laws pertaining to operation of their agency, as it pertains to this contract.
3. Contractor shall notify the County's EMS Director within 3 business days in writing when a certified individual is disciplined for circumstances that would be unprofessional conduct under RCW 18.130.180 of the Uniform Disciplinary Act.
4. Contractor shall participate in the creation and implementation of a county wide EMS Delivery Standard Operating Guidelines manual. In the event Contractors of EMS services in Skagit County (i.e. the cities of Sedro Woolley, Anacortes, Burlington, Mount Vernon, and Aero Skagit Emergency Services) reach agreement with the County in the creation of a county wide EMS Delivery Standard Operating Guidelines manual, then the Contractor shall operate under the EMS Delivery Standard Operating Guidelines. Contractors agree to work with the county and other Contractors in good faith to reach agreement on a county wide EMS Delivery Standard Operating Guideline. Contractor objections to guidelines shall be limited to specific guidelines on the grounds that the guideline results in unreasonable increased legal risk, unreasonable increased financial risk or unduly interferes with Contractor's right to control means and

methods of the contracted work . In the event that Contractor objects to a specific guideline pursuant to this paragraph, Contractor shall be obligated to operate and perform in compliance with all other Guidelines which are not objected to contained in the Standard Operating Guidelines and shall be obligates to negotiate with the County and other Contractors to resolve the objection.

The EMS Delivery Standard Operating Guidelines may contain but are not limited to:

- System specific definitions
- Standardized supply minimums
- System specific recertification procedures
- System specific record keeping procedures
- System specific response requirements

Failure of the Contractor to participate in the creation of the EMS Delivery Standard Operating Guidelines manual does not eliminate the Contractor's responsibility to function under all or part of the manual in the event all providers reach agreement.

D. Reporting and Audits:

1. For each month, the Contractor shall provide the County with a report detailing its call volume, response fractals by individual Primary and Secondary Service Areas and combined service areas, transport number and financial performance for each month, as well as year-to-date. Additionally, Contractor on a monthly basis shall report response times to all calls dispatched. Upon commencement of services pursuant to this Agreement, Contractors shall in good faith work toward meeting the response time and targeted percentages listed below. By, April 1, 2020 Contractor must meet the below listed response time targeted percentages. In the event, Contractor does not make sufficient efforts to work toward meeting the below listed targeted response time percentage or if by April 1, 2020, Contractor does not meet the targeted response time percentages then County can request a corrective action plan to address nonperformance.
 - a. Primary Service Area Response Times and Targeted Percentage.
Percentage of time first transport capable unit arrives in under 8 min from toned time in primary service area, target is 90 percent, evaluated on a monthly basis
 - b. Secondary Service Area Response Times and Targeted Percentages.
Percentage of time first transport capable unit arrives in under 12 min

from toned time in secondary service area, target is 90 percent, evaluated on a monthly basis.

- c. Closest and Criteria- Based Dispatch. Upon implementation of closest unit and criteria based dispatch, the primary and secondary response area response times and targeted percentages may be adjusted upon agreement by the Parties.
1. Yearly Contractor will provide an annual report summarizing their activities from the last year and describing innovations and efficiencies to the ems delivery in the upcoming year
 2. Weekly, Contractor shall provide the County and the MPD with completed Advanced Airway Audit Forms (Exhibit C), for all calls on which advanced airway procedures were performed including the video information from the video laryngoscope.
 3. Contractor shall complete by Skagit county MPD standards electronic Patient Care Reports ("ePCR") documenting all incidents where patient contact happens, on all calls received by Contractor from Skagit 911 to create a single uniform county-wide ePCR and Data Collection System and close the record prior to the end of the provider's shift.
 4. Contractor will work towards a QA and improvement process within the first 24 months of the contract. This will include:
 - a. Monthly reporting with templated reviews for
 - All Patients requiring Advanced Airway Management (Supraglottic airway, CPAP, Intubation, and/or Surgical Airway attempts)
 - All STEMI patients (ST-Elevation Myocardial Infarction)
 - All Trauma Activation Patients as defined by Washington State Department of Health DOH 689-164 July 2016
 - All Cardiac Arrests
 - NOTE: All Cardiac Arrests involving a shockable rhythm should require a Zoll Data Code Review
 - All Code Stroke Activation Patients
 - All Sentinel Events as defined by Version 1.22 Skagit County EMS Sentinel Events Implementation Date: 4/13/17
 - Identified QA/QI and/or Unusual Event Calls
 - ADDITIONAL NOTE: In the setting of an MPD requested review of a specific call or incident, Contractor will provide the initial review within (4) weeks of the official request.
 - b. At least quarterly reporting of reviews for the following:
 - A random selection of charts for documentation review (NOTE: no less than 15% of patient transports per month should be

reviewed. This 15% total can include the special patient categories reviewed above)

- Special Topic Reviews (Once a quarter a special topic shall be identified for review (e.g., diabetic emergencies, seizures, etc...))
 - New Project Rollout or Issue Identification Reviews (When a new project is developed or an issue of concern developed, a period of initial intense reviews followed by periodic follow up reviews will be developed and approved by the MPD)
- c. When an agency begins transporting with BLS providers the Contractor will review 25% of BLS transports for the first six months of providing BLS transports
 - d. QA/QI personnel will be expected to participate in case and educational presentations. (OTEP credit will be awarded.)
 - e. County reserves the right at the MPD's discretion to require additional provider quality assurance checks.

E. Medical Protocols:

1. Contractor shall follow the Skagit County EMS Sentinel Events Protocol and provide information as described in Exhibit D for all incidents meeting any portion of this protocol.
2. All Contractor field personnel shall be under the direct medical control and supervision of the Skagit County Medical Program Director (MPD) or its designee, and shall comply with medical protocols, online medical control, and other requirements as established by the MPD, the county and the state.

F. Licensing and Accreditation:

1. At all times Contractor personnel performing medical services under this Agreement shall be certified to practice in the State of Washington and Skagit County when required or allowed by law.
2. In the current levy cycle, the Contractor shall pursue CAAS accreditation or approved similar option.

G. Equipment and Supplies:

1. Contractor is responsible to purchase all equipment, vehicles, and supplies needed to provide services to fulfill the contract.
2. Contractor is responsible for maintenance and replacement of their equipment and vehicles.
3. Contractor will make available, upon reasonable request, service and maintenance records for equipment and vehicles use for fulfilling this contract.

H. Federal Funding and HIPAA:

1. Contractor is responsible for complying with all current rules and regulations associated with providing services for recipients of and being reimbursed by Medicare, Medicaid and other state and federally funded programs, and any amendment there to.
2. The County and Contractor will comply with all applicable rules and regulations. The County and Contractor agrees to adhere to any specific HIPAA protocols, including any required training related to transmitting, storing, and using HIPAA information pursuant to this Agreement.
3. Any suspected or actual violations of HIPAA rules and regulations, including a breach of PHI, shall be reported within three business days to the other party's designated official, along with their actions to mitigate the effect of such violations.

I. Billing:

1. Contractor agrees to use the approved User Fees Schedule as set forth in EXHIBIT E at all times.
2. It is contractor's obligation to expend reasonable efforts to maximize allowable reimbursement to offset their ems expenses.
3. Contractor shall participate in an annual meeting to be scheduled in the month of May by the EMS Department to discuss ambulance rate setting, billing and collection services for the following calendar year. Contractor shall bring rate recommendations and all supporting documentation to the meeting. The Contractor shall present rate recommendations and their financial impacts. The County will review all presented information and issue rates for the next calendar year no later than August 1.



Skagit County

Emergency Medical Services

6 years Revenue, 6 Years Expense, 6 month Reserves

	2018	2019	2020	2021	2022	2023	2024
Assessed Value (5% over 2017)	18,634,574,726	19,193,611,968	19,769,420,327	20,362,502,937	20,973,378,025	21,602,579,366	22,250,656,747
New Construction Rev			85,000	85,000	85,000	85,000	85,000
Levy Rate		0.44					
Annual % increase (Max 1%)			1.00%	1.00%	1.00%	1.00%	1.00%
REVENUES							
EMS Levy	\$6,005,642	\$8,190,525	\$8,357,430	\$8,526,005	\$8,696,265	\$8,868,227	\$9,041,910
Other Revenues		449,570	449,570	449,570	449,570	449,570	449,570
Total REVENUE		\$8,640,095	\$8,807,000	\$8,975,574	\$9,145,835	\$9,317,797	\$9,491,479
ADMIN							
Salaries/Benefits/Supplies/Training		\$282,367	\$280,005	\$289,230	\$298,785	\$308,680	\$318,930
MPD - Dr. Russell & Dr. Mank		112,000	114,800	117,670	120,612	123,627	126,718
Other		100,000	102,500	105,063	107,689	110,381	113,141
IT, Cost Allocation		165,000	171,600	178,464	185,603	193,027	200,748
Equipment		25,000	4,166	4,291	4,420	40,552	9,369
Subtotal		\$684,367	\$673,071	\$694,718	\$717,108	\$776,267	\$768,905
TRAINING							
Salaries/Benefits/Supplies		\$175,619	\$180,892	\$186,341	\$191,973	\$197,795	\$203,813
SVC EMT Courses		53,100	54,428	55,788	57,183	58,612	60,078
Training Hubs		108,530	100,743	103,262	105,843	108,489	111,202
National Approved Curriculum		28,957	29,681	30,423	31,184	31,963	32,762
Continuing Ed Software		44,200	45,084	45,986	46,905	47,844	48,800
Subtotal		\$410,406	\$410,827	\$421,799	\$433,088	\$444,703	\$456,656
Other							
BLS Supplies		\$125,333	\$125,333	\$125,333	\$125,333	\$125,333	\$125,333
BLS Services		87,000	88,740	90,515	266,325	271,652	277,085
Skagit E911		555,369	580,361	606,477	633,768	662,288	692,091
CAD Upgrade		250,000					
CVAA Dissolution		660,000					
CVAA LEOFF Liability		706,000					
CVAA Ops thru July 2019		400,000					
CVAA collections in 2019		(360,435)					
Transition Contingency		150,000					
EKGs & Video scopes		120,000					
Capital Equalization		298,543		103,564	55,294		
One-Time Startup Anacortes		208,000					
One-Time Startup Burlington		184,800					
One-Time Startup Mount Vernon		222,400					
One-Time Startup Sedro-Woolley		184,800					
New Initiatives		100,000	100,000	100,000	100,000	100,000	100,000
Subtotal		\$3,891,810	\$894,434	\$1,025,889	\$1,180,721	\$1,159,273	\$1,194,509
Revenues less Admin/Training/Other		\$3,653,512	\$6,828,667	\$6,833,168	\$6,814,918	\$6,937,554	\$7,071,410
ALS SERVICES							
Aero-Skagit		\$964,000	\$992,920	\$1,022,708	\$1,053,389	\$1,084,990	\$1,117,540
Anacortes		\$1,310,000	\$1,349,300	\$1,389,779	\$1,431,472	\$1,474,417	\$1,518,649
Burlington		\$1,138,000	\$1,172,140	\$1,207,304	\$1,243,523	\$1,280,829	\$1,319,254
Mount Vernon		\$1,446,000	\$1,489,380	\$1,534,061	\$1,580,083	\$1,627,486	\$1,676,310
Sedro-Woolley		\$1,137,000	\$1,171,110	\$1,206,243	\$1,242,431	\$1,279,704	\$1,318,095
Subtotal		\$5,995,000	\$6,174,850	\$6,360,096	\$6,550,898	\$6,747,425	\$6,949,848
Total Rev less Total Exp		(\$2,341,488)	\$653,817	\$473,073	\$264,020	\$190,129	\$121,562
Estimated Fund Balance	\$5,530,180	\$3,188,692	\$3,842,509	\$4,315,582	\$4,579,602	\$4,769,731	\$4,891,293



Anacortes City Council

Proposed Agenda Items for the Next Eight Weeks Beginning September 24, 2018

Subjects listed below have been tentatively suggested for consideration by the Anacortes City Council on the dates indicated. Items may be added to, removed from or rearranged on this list. Routine business such as approval of minutes and vouchers are not included. The complete Preliminary Agenda for each meeting is published at 3:00 on the Wednesday prior to the meeting. Published Agendas are subject to change and may be updated following the posting period. For additional information on agenda topics, please contact the City Clerk's office at 360-299-1960 to be directed to the sponsoring staff member.

September 24, 2018

- Contract Award: City Hall Windows 17-054-FAC-002
- Contract Award: Operations Facility HVAC 18-134-FAC-001
- Contract Award: Senior Center Roof 18-139-FAC-001
- Interlocal Agreement with Skagit County Jurisdictions: Emergency Medical Service (Action)
- Waste Management Recycling (Discussion)

October 1, 2018

- Contract Award: WWTP Chemicals 18-143-IDS
- 2019-2024 Capital Facilities Plan (Discussion)

October 8, 2018

- Public Hearing on Budgeted Revenue Sources, including 1% Property Tax Increase (Discussion)

October 15, 2018

- Review of Budget - Public Works (Discussion)

October 22, 2018

- Review of Budget - Non Public Works Departments (Discussion)
- Sewer Rate Discussion - FCS Group (Discussion)
- Storvik Park Spray Pad - Summer Use Recap/Updates (Discussion)

November 5, 2018

- Public Hearing: 2019/2020 Biennial Budget

November 13, 2018

November 19, 2018

- Resolution ____: Authorizing a 1% Property Tax Increase (Discussion/Possible Action)
- Ordinance ____: Adopting the 2019-2024 Capital Facilities Plan (Discussion/Possible Action)
- Ordinance ____: Adopting the 2019/2020 Biennial Budget (Discussion/Possible Action)

Upcoming City Council Committee Meetings

The public is welcome to attend City Council Committee Meetings.

- Public Works, Monday, Sep 17, 2018, 5:00 PM, Main Conference Room, City Hall
- Planning, Monday, Sep 24, 2018, 5:00 PM, Main Conference Room, City Hall
- Finance, Wednesday, Sep 26, 2018, 5:00 PM, Main Conference Room, City Hall
- Public Works, Monday, Oct 1, 2018, 5:00 PM, Main Conference Room, City Hall
- Port/City Liaison, Tuesday, Oct 2, 2018, 8:30 AM, City Hall
- Housing Affordability & Community Services, Thursday, Oct 4, 2018, 1:30 PM, City Hall
- Planning, Monday, Oct 8, 2018, 5:00 PM, Main Conference Room, City Hall