

City Council Meeting Agenda

July 7, 2025

In accordance with the Open Public Meetings Act (OPMA), the Vancouver City Council meeting will be open to in-person attendance. Options for viewing and/or participating in the meeting remotely will also be accommodated. The City Council will be attending this meeting in person.

All City Council workshops and meetings are broadcast ([live closed captioning available](#)), CVTV cable channels 23 / HD 323, and on the [City's Facebook page](#).

Public testimony will be accepted regarding any matter on the agenda below. Advance registration will be required.

Unless otherwise announced by the Presiding Officer, each speaker may testify once for up to three minutes under each public testimony opportunity below and will be asked to provide their name and city of residence for the record.

Testimony will be accepted in the following manner:

- **Written comments submitted in advance:** [Email comments to the City Council](#) until 12:00 p.m. July 7, 2025. Comments will be compiled and sent to the City Council and entered into the record.
- **In-person or remote testimony during the meeting:** Register in-person at City Hall. In-person registration is open until 6:30 p.m. on July 7, 2025. Instructions will be provided on-site. Register to testify online. Online registration is open until 12:00 p.m. on July 7, 2025.

Visit the [city's website](#) for more information and to register under Public Participation or call the City Manager's Office at (360) 487-8600.

Further instructions for accessing the virtual meeting (for remote testimony) will be provided upon registration.

Upon request, printouts of agenda materials will be provided, including large print.

Workshops: 4:30-5:45 p.m.

Vancouver City Hall - Council Chambers - 415 W 6th Street, Vancouver WA

OPEIU/Miscellaneous Positions Updates

(Approximately 30 minutes)

Antoinette Gasbarre, Human Resources Director, Antoinette.Gasbarre@cityofvancouver.us

New Public Works Operations Campus Project Update

(Approximately 45 minutes, to immediately follow the previous workshop)

Jason Olson, Capital Projects Project Manager, Jason.Olson@cityofvancouver.us

Council Dinner / Executive Session Re: Threatened or Pending Litigation RCW 42.30.110(1)(i)
(30 Min)

Regular Council Meeting

6:30 PM

Vancouver City Hall - Council Chambers - 415 W 6th Street, Vancouver WA

Pledge of Allegiance

Call to Order and Roll Call

Approval of Minutes

Minutes - June 16, 2025

Minutes - June 23, 2025

Proclamations

Disability Pride Month

International Day of Hope

National Parks and Recreation Month with 70th Anniversary of Vancouver Parks and Recreation

Community Communication

This is the place on the agenda where the public is invited to speak to Council regarding any matter on the Agenda not already scheduled for Public Hearing. (Separate instructions are provided for offering testimony on Public Hearing when applicable.) This includes the option to testify about Workshops. Members of the public addressing Council are requested to give their name and city of residence for the audio record. Speakers are to limit their testimony to a total of three minutes for all items combined. RCW 42.17A.555 and City Council Policy 100-32 prohibit the use of public facilities to support or oppose any ballot measure, or to support or oppose any candidate for elective office. Any violation of these rules could result in a suspension of speaking privileges during public comment periods at City Council Meetings for 90 days or longer for multiple offenses.

Consent Agenda

The following items will be passed by a single motion to approve all listed actions and resolutions. There will be no discussion on these items unless requested by Council. If discussion is requested, the item will be moved from the Consent Agenda and considered separately – after the motion has been made and passed to approve the remaining items.

1. Contract Award - Meter Reading Services - C-101997

Staff Report: 137-25

Request: On Monday, July 7, 2025, award a contract for meter reading services to Metereaders LLC and authorize the City Manager, or designee, to finalize and execute the same.

Amy Sorenson, Utilities Administration Manager, Amy.Sorenson@cityofvancouver.us

2. Interlocal Agreement - Clark County and City of Vancouver Capital Funds for Bridge Shelter

Staff Report: 138-25

Request: On Monday, July 7, 2025, authorize the City Manager, or designee, to execute the interlocal agreement with Clark County to receive these funds to support the bridge shelter capital costs.

Lon Pluckhahn, City Manager, lon.pluckhahn@cityofvancouver.us

3. Interlocal Agreement - City of Vancouver and the Evergreen School District to Provide Law Enforcement Services at District Events

Staff Report: 139-25

Request: On Monday, July 7, 2025, authorize the City Manager, or designee, to execute the Interagency Agreement between the City of Vancouver and the Evergreen School District Relating to Law Enforcement Services Provided at Special Events.

Daphine Harris, Police Business Services Manager,
daphine.harris@cityofvancouver.us

4. Purchase Agreement - Purchase a Pre-Engineered Metal Building for the Bridge Shelter Project from Sourcewell - C-110822

Staff Report: 140-25

Request: On Monday, July 7, 2025, authorize the City Manager or designee to purchase a Pre-engineered Metal Building for the Bridge Shelter from Sourcewell under Contract #110822, up to a maximum of \$1,300,000.

John Kearns, Capital Projects Project Manager, Kevin.Kearns@cityofvancouver.us

5. 2025-2026 Collective Bargaining Agreement with the AFSCME, Local 307VC

Staff Report: 141-25

Request: On Monday, July 7, 2025, authorize the City Manager or designee to sign the January 1, 2025 to December 31, 2026 Collective Bargaining Agreement with the AFSCME by executing the same.

Antoinette Gasbarre, Human Resources Director, Lee Lofton, Deputy Human Resources Director, Antoinette.Gasbarre@cityofvancouver.us,
lee.lofton@cityofvancouver.us

6. Term Extension for Lodging Tax Advisory Committee Members

Staff Report: 142-25

Request: On Monday, Monday, July 7, 2025, approve the term extensions for all Lodging Tax Advisory Committee members to positions that will expire on December 31, 2025.

Chris Harder, Deputy Economic Development Director,
chris.harder@cityofvancouver.us

7. Amendments to Council Policy 100-06, Council Appointment of Community Members to Boards, Commission, Advisory Commissions and Work Groups

A RESOLUTION relating to City Council policies and procedures for “Councilmember Appointment to Boards and Commissions;” amending City Council Policy 100-06.

Staff Report: 062-25

Request: On Monday, July 7, 2025, adopt a resolution amending City Council Policy 100-06.

Lisa Brandl, Deputy City Manager, lisa.brandl@cityofvancouver.us

8. Multi-Family Tax Exemption Program 2-Year Application Fee Waiver

A RESOLUTION of the City of Vancouver relating to the City’s Multi-Family Housing Tax Exemption (MFTE) Program application fees contained in Section 3.22.040(E) of the Vancouver Municipal Code (VMC) to implement a limited-term two-year waiver on assessment and collection of MFTE program application fees; providing for severability; and setting an immediate effective date.

Staff Report: 143-25

Request: On Monday, July 7 2025, adopt a resolution to waive application fees for the multifamily tax exemption program for 2 years.

Bryan Monroe, Associate Housing Project Coordinator,
bryan.monroe@cityofvancouver.us

9. Multi-Family Tax Exemption Program Affordable Housing Fee In Lieu Payment Deferral

AN ORDINANCE of the City of Vancouver relating to changes to the City’s Multi-Family Housing Tax Exemption (MFTE) Program; adopting an amendment to section 3.22.040, of the Vancouver Municipal Code (VMC); allowing for a deferral of the market rate option affordable housing fee payment, providing for severability, and setting an immediate effective date.

Staff Report: 144-25

Request: On Monday, July 7 2025, advance the ordinance, setting the date for the second reading and public hearing for July 14 2025.

Bryan Monroe, Associate Housing Project Coordinator,
bryan.monroe@cityofvancouver.us

10. Building and Fire Code Commission Appointment

Request: On Monday, Monday, July 7, 2025, reappoint David Wulbers and Adrienne Linton, and appoint Nathan Morris to full-term positions on the Building and Fire Code Commission, with terms beginning on June 30, 2025, and expiring June 30, 2031, and appoint Michael Williams to a mid-term position, with a term beginning on immediately and expiring December 31, 2026.

Subcommittee 2

11. Approval of Claim Vouchers

Request: Approve claim vouchers for July 7, 2025.

Public Hearings

The following item(s) are scheduled for public hearing. Members of the public addressing Council are requested to give their name and city of residence for the audio record. Unless otherwise announced by the Presiding Officer, speakers are to limit their testimony to three minutes for each public hearing.

12. Ordinance Correcting Scrivener's Error in Chapter 5.03 of the Vancouver Municipal Code

AN ORDINANCE relating to the correction of scrivener's error in chapter 5.03 of the Vancouver Municipal Code, amending VMC 5.03.030; and providing for savings, severability, and an effective date.

Staff Report: 134-25

Request: On Monday, July 7, 2025, upon second reading and a public hearing, approve the ordinance.

Natasha Ramras, Chief Financial Officer, natasha.ramras@cityofvancouver.us

13. 2025 First Supplemental Budget

AN ORDINANCE relating to the 2025-26 Biennial Budget and making supplemental appropriations in various funds needed to meet certain necessary expenditures to be incurred in 2025-26 which were not and could not reasonably have been foreseen at the time of adoption of the 2025-26 Budget; declaring an emergency and providing for an immediate effective date.

Staff Report: 135-25

Request: On Monday, July 7, 2025, upon second reading and a public hearing, approve the ordinance.

Shannon Olsen, Budget Manager, shannon.olsen@cityofvancouver.us

14. Ordinance Removing Parking Minimums Citywide for Affordable and Attainable Housing Developments

AN ORDINANCE relating to zoning for the City of Vancouver and Vancouver Municipal Code (VMC) Title 20; amending VMC 20.945.070 Minimum Off-Street Parking Requirements and VMC 20.670.040 The Heights (HX) Plan District Design and Development Standards to reduce the required off-street parking requirement to zero spaces per unit for housing projects that provide at least 50% of dwelling units at 100% Area Median Income (AMI) or below for a minimum of 10 years, providing for severability and an effective date.

Staff Report: 133-25

Request: On Monday, July 7, 2025, upon second reading and a public hearing, approve the ordinance.

Chim Chune Ko, Principal Project Manager, Bryan Snodgrass, Principal Planner,

Communications

- A. From the Council**
- B. From the Mayor**
- C. From the City Manager**

Clark County Commission on Aging Annual Presentation

Adjournment

City Hall is served by C-TRAN. Route information and schedules are available online at www.c-tran.com. You also may reach C-TRAN at (360) 695-0123 for more information on times, fares, and routes.

Anyone needing language interpretation services or accommodations with a disability at a Vancouver City Council meeting may contact the City Manager's staff at (360) 487-8600 (RELAY: 711). Assistive listening devices and live Closed Captioning are available for the deaf, hard of hearing and general public use. Please notify a staff person if you wish to use one of the devices. Every attempt at reasonable accommodation will be made. To request this agenda in another format, please also contact the phone numbers listed above.



CITY OF
Vancouver
WASHINGTON

OPEIU and Miscellaneous Position Updates

Antoinette Gasbarre
Human Resources Director
July 7, 2025

Agenda

- 2024 market study recap
- OPEIU outcomes and position impacts
- Misc. position changes
- Next steps



2024 Market Study and OPEIU Position Changes



2024 Market Study

Recap

- Market study began July 2024; included all non-union and non-sworn union positions; approximately 400 individual jobs reviewed and priced
- Goal was to complete in advance of budget adoption
- There was a short time frame to complete, so existing job descriptions were used – many had not been updated to reflect current duties
- Most non-union position updates were made by end of 2024; a few additional changes addressed in 2025 Spring Supplemental



OPEIU Position Outcomes and Impacts

Market Study Outcomes

- Market study implementation for represented positions was part of the bargaining process with union groups; the position follow-up requested by OPEIU was not complete in advance contract tentative agreement
- To allow a tentative agreement to be reached, the city and the union entered into a Memorandum of Understanding to have position descriptions for certain jobs updated and to then re-evaluate those jobs
- In total, 39 updated position descriptions for employees in 5 distinct classifications were submitted; the re-evaluation resulted in a need to change the classifications and pay grades of several positions



OPEIU Position Outcomes and Impacts

Market Study Outcomes

- Position changes are requested to be effective July 1
- Typically, changes would wait for a supplemental budget action, but that will not occur for several months
- Because most employees impacted are at or near the top of their salary range, no interim measures allow for employees to be paid correctly between now and the next regular budget action



OPEIU Position Outcomes and Impacts

Market Study Position Impacts

- The re-evaluation of positions resulted in the need to:
 - Create an Administrative Assistant 3 position (11 employees impacted)
 - Create a Project Coordinator 2 position (2 employees impacted)
 - Change the Payroll Analyst position from a level 2 to a level 3 (2 employees impacted)
 - Reclassify an OPEIU position to a non-union Executive Assistant (1 employee impacted)
 - Move employees with position changes into already existing OPEIU positions (3 employees impacted)



Miscellaneous Position Changes



Miscellaneous Position Changes

Support Specialists, non-union

- The Support Specialist position is represented by OPEIU, except in the City Manager's Office (CMO) where it is a non-union position due to the confidential nature of the office
- Support Specialists were among the positions re-evaluated in OPEIU; that effort resulted in the realization that non-union Support Specialist positions were mapped incorrectly in the non-union salary schedule (Appendix D) approved with adoption of the 2025-2026 budget
- The outcome requested is to correct both the non-union Support Specialist 2 and Support Specialist 3 positions, moving each up to the correct salary grade



Miscellaneous Position Changes

Program and Policy Development Manager

- An Assistant City Manager (ACM) position was recently created, using the Program and Policy Development Manager FTE; however, the ACM position was intended to be additive, and the policy/program position was intended to stay in the CMO budget to work on citywide strategic projects
- The Program and Policy Development Manager position was mistakenly deleted in the Spring Supplemental
- The request will be to add the Program and Policy Development Manager position at the downward pay grade adjustment level back into the CMO budget.



Next Steps

Requested Actions

- The position change requests discussed today will be on the July 14 consent agenda for Council consideration
- Specific requests include:
 - Approving new OPEIU position creation and related actions to be effective July 1
 - Correcting non-union pay grades for Support Specialists
 - Reinstating the Program and Policy Manager position in a reduced salary grade to reflect duty changes



Questions?



Thank you



antoINETte.gasbarre@cityofvancouver.us





New Public Works Operations Campus Project Update

Jason Olson
Project Manager
Capital Projects
City of Vancouver

Albert Martin
Project Executive
Skanska USA Building, Inc.

City Council Workshop July 7, 2025



Agenda

1. Workshop Purpose
2. Skanska Approach to Project
3. Neighborhood Outreach Plan
4. Policy Alignment
5. Next Steps

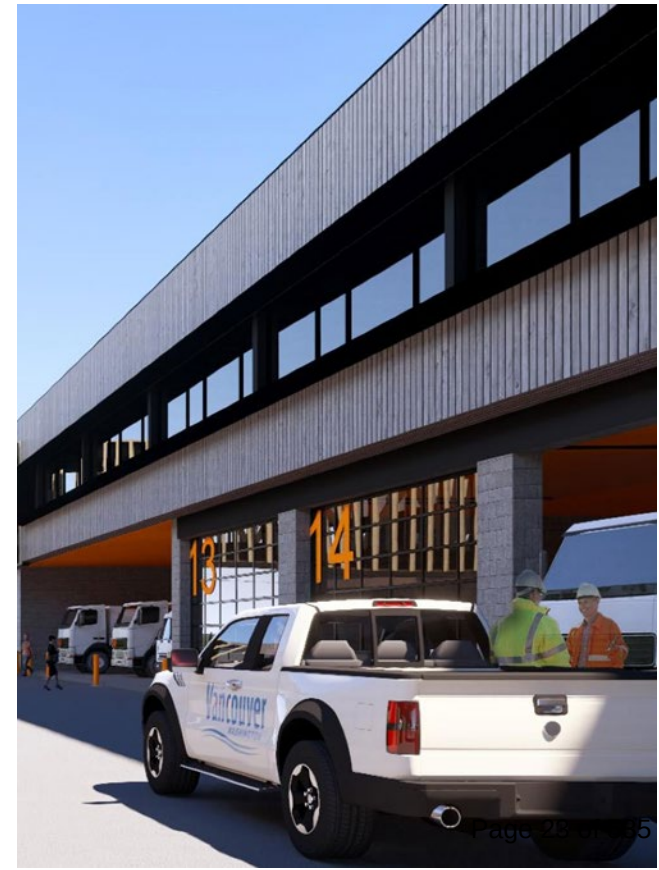


Workshop Purpose

- Update and Inform City Council on policy alignment, as outlined in the project charter, community engagement plan and GCCM (Skanska) approach to the project delivery and outreach.

Project History

- Project Purpose / Need
- 1st City GCCM Project
- Why GCCM?
- Skanska Introduction



Skanska

Approach to Project

- GCCM Project Delivery
- Risk Mitigation/Budget Stewardship
- Good Neighbors



Skanska

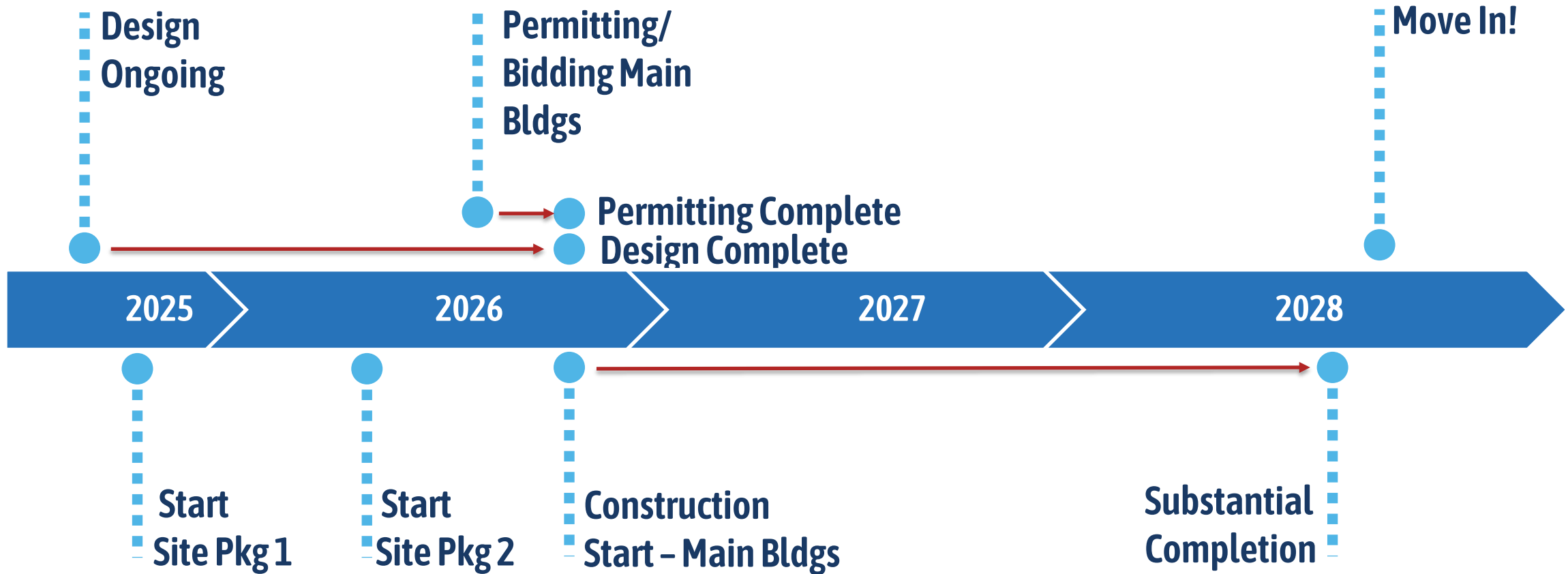
Approach to Contracting

- Approach to contracting & contractor outreach plan
- Workforce development & apprenticeship
- Our approach to cost tracking – deeper look on small and diverse firms





Project Timeline



Design – Permitting – Construction Project Timeline



Neighborhood Outreach

- Communication Engagement Goals
- Level of Engagement
- Communication Engagement Methods
- Schedule of Engagement





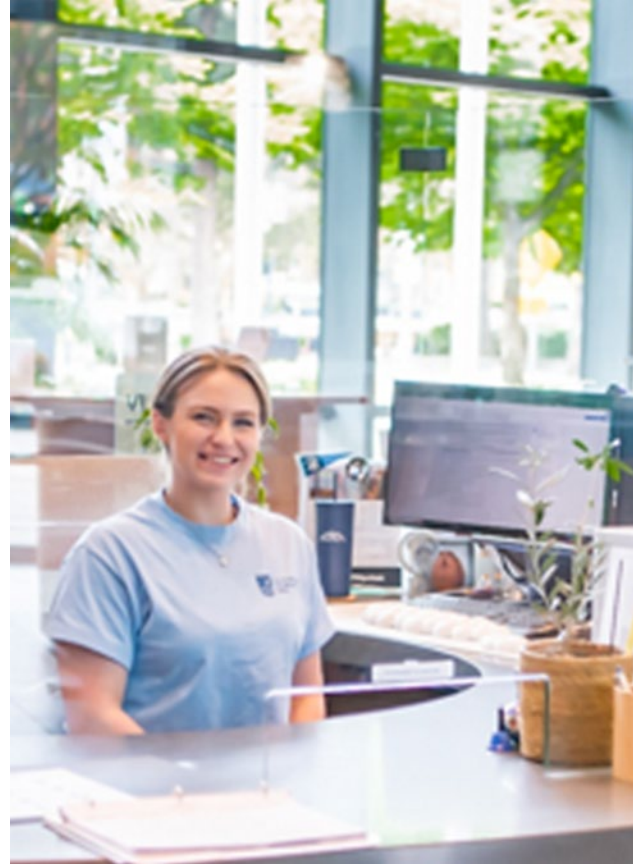
Neighborhood Outreach Timeline

- **July 9, 2025** – Meet with Neighbors
- **Fall 2025** – Site Prep Notices
- **Spring 2026** – Update Engagement Plan
- **Fall 2026** – Construction Phase Notices

Policy Alignment

Resiliency and Safety

- Operational Readiness
- Response Capabilities
- Future Readiness
- Perception of Safe & Prepared Community



Policy Alignment

Environmental Sustainability

- Climate Action Framework /Green Building Policy
- Energy Use Reduction
- Trees/Heat Islands
- Stormwater Strategies



Policy Alignment

Equity and Inclusion

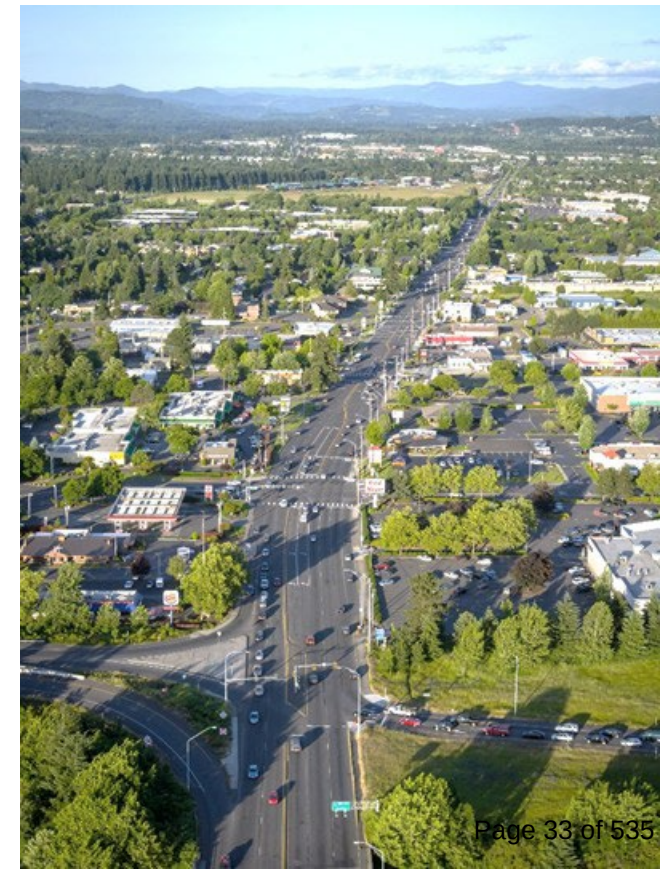
- Job creation and economic opportunities through local contracting
- Stronger emergency preparedness
- Equity-focused project updates to Sunnyside neighborhood



Policy Alignment

Capital Planning & Asset Management

- Integrated design/construction team
- Target-Value Design
- Real team cost data-based decision making
- Lifecycle costing and long-term planning





Next Steps

- Community outreach
- Construction beginning this summer
- Fall Council workshop design/budget update

June 16, 2025

Workshops: 4:00-6:00 p.m.

Vancouver City Hall - Council Chambers - 415 W 6th Street, Vancouver WA

The City Council Meeting was held on 6/16/2025 at 4:00 PM in the Vancouver City Hall, Council Chambers 415 West 6th Street, Vancouver, WA 98660.

Workshops were conducted in person in the Council Chambers of City Hall. Members of the public were invited to view the meeting in person, via the live broadcast on www.cvtv.org and CVTV cable channels 23 or HD 323, or on the City's Facebook page, or www.facebook.com/VancouverUS.

View the CVTV video recording, including presentations and discussion, for workshops at: <https://www.cvtv.org/vid/link/37989?startStreamAt=0&stopStreamAt=5781>

Rezone Application Update

(Approximately 30 minutes)

Bryan Snodgrass, Principal Planner, Rebecca Kennedy, Deputy Community Development Director, bryan.snodgrass@cityofvancouver.us, rebecca.kennedy@cityofvancouver.us

Staff led Council through a discussion of the Rezone Application Update.

Councilmembers Harless and Hansen were absent from the workshop.

Cultural Access Program

(Approximately 45 minutes, to immediately follow the previous workshop)

David Perlick, Director of Parks, Recreation and Cultural Services, david.perlick@cityofvancouver.us

Staff led Council through a discussion of the Cultural Access Program.

Councilmember Hansen was absent from the workshop.

Councilmember Harless was late to the workshop.

Citywide Electric Vehicle Infrastructure Strategy

(Approximately 45 minutes, to immediately follow previous workshop)

Stacey Dalgaard, Associate Climate Project Coordinator,
Stacey.Dalgaard@cityofvancouver.us

Staff led Council through a discussion of the Citywide Electric Vehicle Infrastructure Strategy.

Councilmember Hansen was absent from the workshop.

Council Dinner / Executive Session Re: Personnel Matters RCW 42.30.110 (1)(g) (30 minutes)

Mayor McEnerny-Ogle announced the Council would be entering into executive session from 5:36-6:06 p.m. to discuss Personnel Matters.

Regular Council Meeting

6:30 PM

Vancouver City Hall - Council Chambers - 415 W 6th Street, Vancouver WA

This meeting was conducted as a hybrid meeting with in person and remote viewing and participation over video conference utilizing a GoToMeeting platform. Members of the public were invited to view the meeting in person, via the live broadcast on www.cvtv.org and CVTV cable channels 23 or HD 323, or on the City's Facebook page, www.facebook.com/VancouverUS. Public access and testimony on Consent Agenda items and under the Community Forum were also facilitated in person and via the GoToMeeting conference call.

Vancouver City Council meeting minutes are a record of the action taken by Council. To view the CVTV video recording, including presentations, testimony and discussion, for this meeting please visit:

https://www.cvtv.org/vid_link/37991?startStreamAt=0&stopStreamAt=6808

Electronic audio recording of City Council meetings are kept on file in the office of the City Clerk for a period of six years.

Pledge of Allegiance

Call to Order and Roll Call

The regular meeting of the Vancouver City Council was called to order at 6:30 p.m. by Mayor McEnerny-Ogle. This meeting was conducted as a hybrid meeting, including both in person and remotely over video conference.

Present: Councilmember Harless, Councilmember Fox, Councilmember Paulsen, Councilmember Stober, Councilmember Hansen, Mayor McEnerny-Ogle

Absent: Councilmember Perez

Motion by Councilmember Harless, seconded by Councilmember Fox, and Yes: 6, No: 0, Abstaining: 0, to excuse Councilmember Perez from the Council meeting. Absent from vote: Councilmember Perez.

Approval of Minutes

Minutes - June 2, 2025

Motion by Councilmember Paulsen, seconded by Councilmember Harless, and Yes: 5, No: 0, Abstaining: 1, to approve the June 2, 2025 Meeting Minutes. Absent from vote: Councilmember Perez. Councilmember Stober Abstained.

Minutes - June 9, 2025

Motion by Councilmember Fox, seconded by Councilmember Paulsen, and Yes: 5, No: 0, Abstaining: 1, to approve the June 9, 2025 Meeting Minutes. Absent from vote: Councilmember Perez. Councilmember Stober Abstained.

Proclamations

Pollinator Week

Mayor McEnery-Ogle read and presented a proclamation to Kyle Roslund, Vancouver Bee Project, proclaiming June 16-22, 2025, as Pollinator Week.

Community Communication

This is the place on the agenda where the public is invited to speak to Council regarding any matter on the Agenda not already scheduled for Public Hearing. (Separate instructions are provided for offering testimony on Public Hearing when applicable.) This includes the option to testify about Workshops. Members of the public addressing Council are requested to give their name and city of residence for the audio record. Speakers are to limit their testimony to a total of three minutes for all items combined. RCW 42.17A.555 and City Council Policy 100-32 prohibit the use of public facilities to support or oppose any ballot measure, or to support or oppose any candidate for elective office. Any violation of these rules could result in a suspension of speaking privileges during public comment periods at City Council Meetings for 90 days or longer for multiple offenses.

Mayor McEnery-Ogle opened Community Communication and received testimony from the following community members regarding any matter on the agenda not scheduled for a Public Hearing:

- Carmen DeLeon, Vancouver
- Beth Landy, Vancouver

There being no further testimony, Mayor McEnerny-Ogle closed Community Communication.

Consent Agenda

The following items will be passed by a single motion to approve all listed actions and resolutions. There will be no discussion on these items unless requested by Council. If discussion is requested, the item will be moved from the Consent Agenda and considered separately – after the motion has been made and passed to approve the remaining items.

Council pulled items 3, 4, 8, 12, 13, 16, and 18 for discussion.

Council amended Item 3 to

Council approved to remand Item 4 back to staff.

Motion by Councilmember Fox, seconded by Councilmember Paulsen, and Yes: 6, No: 0, Abstaining: 0, to approve Item 3 on the Consent Agenda, as amended. Absent from vote: Councilmember Perez.

Motion by Councilmember Fox, seconded by Councilmember Stober, and Yes: 6, No: 0, Abstaining: 0, to remand Item 4 on the Cosent Agenda back to staff. Absent from vote: Councilmember Perez.

Motion by Councilmember Fox, seconded by Councilmember Harless, and Yes: 6, No: 0, Abstaining: 0, to approve Item 8 on the Consent Agenda. Absent from vote: Councilmember Perez.

Motion by Councilmember Fox, seconded by Councilmember Stober, and Yes: 6, No: 0, Abstaining: 0, to approve Items 12 and 13 on the Consent Agenda. Absent from vote: Councilmember Perez.

Motion by Councilmember Stober, seconded by Councilmember Paulsen, and Yes: 5, No: 1, Abstaining: 0, to approve Item 16 on the Consent Agenda. Absent from vote: Councilmember Perez. Councilmember Hansen voted No.

Motion by Councilmember Stober, seconded by Councilmember Harless, and Yes: 6, No: 0, Abstaining: 0, to approve Item 18 on the Consent Agenda. Absent from vote: Councilmember Perez.

Motion by Councilmember Paulsen, seconded by Councilmember Fox, and Yes:

6, No: 0, Abstaining: 0, to approve Items 1, 2, 5-7, 9-11, 14, 15, 17 and 19 on the Consent Agenda. Absent from vote: Councilmember Perez.

1. Construction Acceptance - Southside Interceptor Cured-In-Place Pipe (CIPP) Rehabilitation PH 4 & 5

Staff Report: 119-25

Request: On Monday, June 16, 2025, accept the construction of the Southside Interceptor Phase 4 & 5 CIPP project and authorize release of the contractor's retainage, subject to receipt of all documentation required by law.

Sheryl Hale, Engineering Manager, sheryl.hale@cityofvancouver.us

Motion approved the request.

2. Construction Acceptance - Fircrest Neighborhood Improvements Project for Water, Sewer, and Streets

Staff Report: 120-25

Request: On Monday, June 16th, accept the facilities as constructed by Tapani Incorporated and authorize release of the contractor's retainage, subject to receipt of all documentation required by law.

Reed Crosson, Civil Engineer 1, Reed.Crosson@cityofvancouver.us

Motion approved the request.

3. Bid Award - NE 184th Avenue Extension - ITB #25-23

Staff Report: 121-25

Request: On Monday, June 16, 2025, award a construction contract for the NE 184th Avenue Extension project to the lowest responsive and responsible bidder, Rotschy Inc, Vancouver, Washington, USA at their bid price of \$2,108,478.16, which includes Washington State sales tax, and authorize the City Manager, or designee, to finalize and execute the same.

Elaine Huber, Civil Engineer, Ryan Lopossa, Streets and Transportation Manager, elaine.huber@cityofvancouver.us, ryan.lopossa@cityofvancouver.us

Motion approved the request, as amended. The amendment the Council added was to have a safety monitor present at the worksite during the project.

4. Bid Award - Water Station 14 PFAS Treatment - ITB 25-07

Staff Report: 122-25

Request: On Monday, June 16, 2025, award a construction contract for the Water Station 14 PFAS Treatment project to the lowest responsive and responsible bidder, Rotschy Inc. of Vancouver, Washington (Rotschy), at their bid price of \$8,758,762.30, which includes Washington State sales tax, and authorize the City Manager, or designee, to finalize and execute a contract for the same.

Mehrin Selimgir, Civil Engineer, Mehrin.Selimgir@cityofvancouver.us

Item remanded back to staff.

5. Bid Award - NE 18th Street Trunk Sewer Rehabilitation - ITB 25-27

Staff Report: 123-25

Request: On Monday, June 16, 2025, award a contract for the NE 18th Street Trunk Sewer Rehabilitation project to the lowest responsive and responsible bidder, Allied Plumbing & Pumps LLC of Wenatchee, WA at their bid price of \$2,715,625.15, which includes Washington State sales tax, and authorize the City Manager, or designee, to execute the contract.

Sheryl Hale, Engineering Manager, sheryl.hale@cityofvancouver.us

Motion approved the request.

6. Contract Amendment - Motorola Solutions Inc. for Vancouver Police Department and Vancouver Fire Department - C-101017

Staff Report: 124-25

Request: On Monday, June 16, 2025, authorize the City Manager, or designee, to continue purchasing radios from Motorola Solutions, Inc, under Washington State Contract #00318, up to a maximum of \$4,000,000 through December 31, 2026.

Ron Gibson, Financial Analyst, Ron.Gibson@cityofvancouver.us

Motion approved the request.

7. Contract Amendment - Do Good Multnomah to Increase Budget for Safe Stay Community #4 - C-101254

Staff Report: 125-25

Request: On Monday, June 16th, authorize the City Manager, or designee, to execute a contract amendment for delivery of supportive services and site management at city-sanctioned Safe Stay Community #4.

Kimbra Ledbetter, Financial Analyst,
Kimbra.Ledbetter@cityofvancouver.us

Motion approved the request.

8. Contract Amendment - Live Love Outreach to Increase Budget for Safe Stay Community #2 - C-100821

Staff Report: 126-25

Request: On Monday, June 16th, authorize the City Manager, or designee, to execute a contract amendment for delivery of supportive services and site management at city-sanctioned Safe Stay Community #2.

Kimbra Ledbetter, Financial Analyst,
Kimbra.Ledbetter@cityofvancouver.us

Motion approved the request.

9. Cooperative Service Agreement Renewal - United States Department of Agriculture

Staff Report: 127-25

Request: On Monday, June 16, 2025, authorize the City Manager, or designee, to finalize and execute a Cooperative Service Agreement, and related attachments, with the United States Department of Agriculture - Animal and Plant Health Inspection Service-Wildlife Services effective July 1, 2025 through June 30, 2030.

Brian Potter, Operations Superintendent,
brian.potter@cityofvancouver.us

Motion approved the request.

10. Lease Agreement - City of Vancouver and Shin-Etsu Handotai America, Inc.

Staff Report: 128-25

Request: On Monday, June 16, 2025, authorize the City Manager, or designee, to execute and implement the Lease Agreement between City of Vancouver and Shin-Etsu Handotai America, Inc. for property located at 4400 NE 122nd Avenue and any ancillary agreements required by the Lease.

Linda Carlson, Property Management Specialist,
linda.carlson@cityofvancouver.us

Motion approved the request.

11. Memorandum of Agreement - Lower Columbia Estuary Partnership and the City of Vancouver

Staff Report: 129-25

Request: On Monday, June 9, 2025, authorize the City Manager, or designee, to finalize and execute the Memorandum of Agreement between Lower Columbia Estuary Partnership and the City of Vancouver.

Aron Rice, Senior Civil Engineer, Mark Hazuka, Civil Engineer,
aron.rice@cityofvancouver.us, mark.hazuka@cityofvancouver.us

Motion approved the request.

12. Acceptance of Peace Health Grant to fund Bridge Shelter Commercial Kitchen

Staff Report: 130-25

Request: On Monday, June 16, authorize the City Manager, or designee, to accept the PeaceHealth grant to fund a bridge shelter commercial kitchen, and to negotiate and execute a final grant agreement.

Kerry Peck, Administrative Assistant, Kerry.Peck@cityofvancouver.us

Motion approved the request.

13. Acceptance of Grant from Ed & Dollie Lynch Fund to fund HART Outreach

Staff Report: 131-25

Request: On Monday, June 16, authorize the City Manager, or designee, to accept the grant of funding from the Ed and Dollie Lynch Fund, and to negotiate and execute any necessary grant agreements.

Jamie Spinelli, Homeless Response Manager,
jamie.spinelli@cityofvancouver.us

Motion approved the request.

14. Affordable Housing Fund Temporary Shelter Awards

A RESOLUTION relating to low-income housing; providing for adoption of 2025 funding awards for the Affordable Housing Fund and authorizing the City Manager to execute agreements and other related documents on behalf of the City of Vancouver consistent with Affordable Housing Fund 2025 Council-approved funding awards.

Staff Report: 132-25

Request: On Monday, June 16, 2025, adopt a Resolution approving the 2025 Affordable Housing Fund Temporary Shelter Awards and authorize the City Manager, or designee, to negotiate and execute agreements to implement the awards.

Samantha Whitley, Housing Programs Manager,
samantha.whitley@cityofvancouver.us

Motion adopted Resolution M-4340 to approve the request.

15. Ordinance Removing Parking Minimums Citywide for Affordable and Attainable Housing Developments

AN ORDINANCE relating to zoning for the City of Vancouver and Vancouver Municipal Code (VMC) Title 20; amending VMC 20.945.070 Minimum Off-Street Parking Requirements and VMC 20.670.040 The Heights (HX) Plan District Design and Development Standards to reduce the required off-street parking requirement to zero spaces per unit for housing projects that provide at least 50% of dwelling units at 100% Area Median Income (AMI) or below for a minimum of 10 years, providing for severability and an effective date.

Staff Report: 133-25

Request: On Monday, June 9, 2025, advance the ordinance, setting the date for the second reading and public hearing for June 16, 2025.

Chim Chune Ko, Principal Project Manager, Bryan Snodgrass, Principal Planner, ChimChune.Ko@cityofvancouver.us,
bryan.snodgrass@cityofvancouver.us

Mayor McEnerny-Ogle read the title of the ordinance into the record.

Motion approved the request.

16. Adoption of Rental Registration Program Code

AN ORDINANCE of the City of Vancouver relating to the creation of a rental registration program; adopting a new Chapter 5.08 to the Vancouver Municipal Code; enacting new sections VMC 5.08.010, 5.08.020, 5.08.030, 5.08.040,

5.08.050, 5.08.060, 5.08.070, 5.08.080, 5.08.090, 5.08.100, 5.08.110, and 5.08.120; amending VMC 22.01.030; providing for the implementation of the rental registration program; providing for severability; and setting an effective date.

Staff Report: 111-25

Request: On Monday, June 16, 2025, advance the ordinance creating a Residential Rental Registration Program and set the date for the second reading and public hearing for July 14, 2025.

Patrick Quinton, Economic Development Director, Samantha Whitley, Housing Programs Manager, patrick.quinton@cityofvancouver.us, samantha.whitley@cityofvancouver.us

Mayor McEnerny-Ogle read the title of the ordinance into the record.

Motion approved the request.

17. Ordinance Correcting Scrivener's Error in Chapter 5.03 of the Vancouver Municipal Code

AN ORDINANCE relating to the correction of scrivener's error in chapter 5.03 of the Vancouver Municipal Code, amending VMC 5.03.030; and providing for savings, severability, and an effective date.

Staff Report: 134-25

Request: On Monday, June 16, 2025, advance the ordinance after first reading and on Monday, June 16, 2025, adopt the ordinance following a public hearing.

Natasha Ramras, Chief Financial Officer, natasha.ramras@cityofvancouver.us

Mayor McEnerny-Ogle read the title of the ordinance into the record.

Motion approved the request.

18. 2025 First Supplemental Budget

AN ORDINANCE relating to the 2025-26 Biennial Budget and making supplemental appropriations in various funds needed to meet certain necessary expenditures to be incurred in 2025-26 which were not and could not reasonably have been foreseen at the time of adoption of the 2025-26 Budget; declaring an emergency and providing for an immediate effective date.

Staff Report: 135-25

Request: On Monday, June 16, 2025, advance the ordinance on first reading, setting the date of second reading and public hearing for Monday, July 7, 2025.

Shannon Olsen, Budget Manager, shannon.olsen@cityofvancouver.us

Mayor McEnerny-Ogle read the title of the ordinance into the record.

Motion approved the request.

19. Approval of Claim Vouchers

Request: Approve claim vouchers for June 16, 2025.

Motion approved claim vouchers in the amount of \$2,487,356.25.

Public Hearings

The following item(s) are scheduled for public hearing. Members of the public addressing Council are requested to give their name and city of residence for the audio record. Unless otherwise announced by the Presiding Officer, speakers are to limit their testimony to three minutes for each public hearing.

20. Adoption of 2026-2031 Transportation Improvement Program

A RESOLUTION adopting the City of Vancouver's Comprehensive Six-Year Transportation Improvement Program for 2026-2031 and the City's Arterial Street System and Classification Map.

Staff Report: 136-25

Request: On Monday, June 16, 2025, adopt a resolution approving the City's 2026–2031 Transportation Improvement Program and the Arterial Street System and Classification Map.

Chris Malone, Public Works Finance and Asset Manager,
chris.malone@cityofvancouver.us

Chris Malone, Public Works Finance and Asset Manager, provided an overview of the Adoption of 2026-2031 Transportation Improvement Program.

Council discussed the item briefly with staff.

Mayor McEnerny-Ogle opened the public hearing and received testimony from the following community members:

- *Carmen DeLeon, Vancouver*

There being no further testimony, Mayor McEnerny-Ogle closed the public hearing.

Motion by Councilmember Fox, seconded by Councilmember Stober, and Yes: 6, No: 0, Abstaining: 0, to approve Resolution M-4341. Absent from vote: Councilmember Perez.

Councilmember Hansen exited the meeting.

Communications

A. From the Council

B. From the Mayor

C. From the City Manager

Homeless Situation Report

Jamie Spinelli, Homeless Response Manager, discussed the Homeless Situation Report.

Community Forum

This is the place on the agenda where the public is invited to speak to Council regarding any matter. Members of the public addressing Council are requested to give their name and city of residence for the record. Speakers are to limit their testimony to a total of three minutes. Up to 90 minutes will be allotted for the Community Forum.

Mayor McEnerny-Ogle opened the Community Forum and received testimony from the following community members regarding any matter:

- Deken Letinich, Vancouver
- Randall Friesen, Vancouver
- Carmen DeLeon, Vancouver
- Amanda Bloomfeldt, Vancouver

There being no further testimony, Mayor McEnerny-Ogle closed Community Forum.

Adjournment

8:40 p.m.

Anne McEnery-Ogle, Mayor

Attest:

Natasha Ramras, City Clerk

The written comments below are those of the submitter alone and are not representative of the views of CVTV or the City of Vancouver, its elected or appointed officials, or its employees.

From: [Jay Renaud](#)
To: [City Council](#)
Cc: [Ana From Walnut Grove](#)
Subject: NE 58th Street development proposal
Date: Monday, June 16, 2025 7:53:35 AM

You don't often get email from [REDACTED]. [Learn why this is important](#)

CAUTION: This email originated from outside of the City of Vancouver. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To: Vancouver City Council

The blocks of NE 58th St between 72d and 82d Avenues have increased drastically in densification in recent years, beginning with a large Vancouver Public Housing building and several blocks of close-packed townhomes, followed most recently by 18 rental units at 74th Ct. While we have welcomed all these projects as appropriate, and are in favor of additional projects at the R-22 zoning level, we strongly object to rezoning any of these blocks to R-50.

Jay and Mary Renaud

[REDACTED] [REDACTED] [REDACTED]
[REDACTED]

From: [CHARLES BRASHER](#)
To: [City Council](#); [Snodgrass, Bryan](#)
Subject: Fwd: Written Testimony for May 13, 2025 Public Hearing on Proposed zoning change for two lots on NE 58th street
Date: Monday, June 16, 2025 9:28:38 AM

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CAUTION: This email originated from outside of the City of Vancouver. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I am resending this because I did not see it in the workshop report attachments on the 58th street rezone proposal and City Planning Commission denial. Thank You

----- Original Message -----

From: CHARLES BRASHER
To: "bryan.snodgrass@cityofvancouver.us" ,
"planningcommission@cityofvancouver.us"
Cc: "anak27@uw.edu"
Date: 05/11/2025 2:36 PM PDT
Subject: Written Testimony for May 13, 2025 Public Hearing on Proposed zoning change for two lots on NE 58th street

I am writing in regards to the above proposed zoning change from R-22 to R-50 on 1.6 acres (2 lots) that sit directly north of the city Water Quality Storage and Treatment Facility. Before I retired I worked as an Professional Registered Environmental Engineer in the midwest. At one point in my career I handled planning and construction of Federally Funded Wastewater Treatment Plants in the midwest which included many cities large and small. Most of the treatment systems had combined sewer systems and it was not cost effective to separate them. This meant that all storm and wastewater had to be treated at a wastewater treatment plant.

The City of Vancouver was very forward thinking because the separation of the storm and sanitary sewer systems in Vancouver has been in place since 1890. By contrast, many cities, including Portland, have always allowed combined sewer systems and later found it nearly impossible, financially, to separate them. This has led them to have to capture and treat all wastewater from the combined sewer systems. This is a very costly and difficult engineering challenge, just think about Portland's Big Pipe Project, completed in 2011, cost \$1.4 billion with most of the financing from sewer ratepayers.

Many years ago storm water was mostly clean and was released to rivers and streams untreated with minimal impact. But that is no longer the case, stormwater runoff from our streets contains many petroleum products from our cars as well as other pollutants and cannot be released untreated to our waterways.

Directly south, behind the proposed project, is one of the City of Vancouver's Water Quality Storage and Treatment Facilities. The proposed 77 unit apartment building would add a large amount of

stormwater into the treatment facility and is unacceptable. The Water Quality Storage and Treatment Facility is mainly grass that is kept mowed because of wildfire concerns. In the past it was not mowed and that made it much better for storm retention, control and treatment. It was also very beneficial as wildlife habitat. Now, since it is kept mowed, it has also become a prime place for people to walk their dogs. Not everyone picks up after their dogs which causes a further strain on the treatment capacity of the facility. Another 77 apartments means at least several hundred more people would have access to the Water Quality Storage and Treatment Facility right out their backdoor. This is not acceptable, access to the Facility should be minimized and not encouraged by building such a large apartment building on a small piece of land.

In conclusion, it is my professional opinion, that the proposed zoning change should not be approved because of the unacceptable increased demand that it puts on the City of Vancouver Water Quality Storage and Treatment Facility.

Charles Brasher PE

[REDACTED]

Vancouver 98662

[REDACTED]

From: [Charles Brasher](#)
To: [City Council](#)
Subject: Fwd: Proposed zoning change at two lots on NE 58th street - Written Testimony
Date: Monday, June 16, 2025 9:43:36 AM

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CAUTION: This email originated from outside of the City of Vancouver. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Sent from my iPhone

Begin forwarded message:

From: CHARLES BRASHER
Date: May 13, 2025 at 2:12:24 PM PDT
To: bryan.snodgrass@cityofvancouver.us,
planningcommission@cityofvancouver.us
Subject: Fwd: Proposed zoning change at two lots on NE 58th street -
Written Testimony

----- Original Message -----

From: Charles Brasher

To: bryan.snodgrass@cityofvancouver.us,
planningcommission@cityofvancouver.us

Cc: Anastasiya Kozlovskyy

Date: 05/11/2025 12:16 PM PDT

Subject: Proposed zoning change at two lots on NE 58th street -
Written Testimony

Sent from my iPad

Above are pictures of the beautiful old trees that would be removed for the proposed development of the 1.6 acre site. My wife and I bought our house at [REDACTED] NE 57th Circle in 1997 in the Robins Glen Development. At the time neither 58th street nor Thurston way went all the way through as they do now. Over the years we have seen

many developments in the area. For the most part they have been well thought out and made sense for the area. Even the smaller homes on smaller lot sizes make sense because of the current housing concerns. But this new zoning change from R-22 to R-50 makes no sense at all and we are strongly against it. It will totally change the nature of our area and not for the better.

Even though we live in the city and close to the mall, the area still has a nice mix of properties that make it a good neighborhood to live in. The zoning change is totally uncalled for, R-22 is fine for the 1.6 acre site (2 lots). The new Schaffer park sits right across the street from it and a Water Quality Storage and Treatment facility directly behind it. The proposed 77 unit apartment building will totally overload the small property it is located on: not enough parking on property site, 58th street is a narrow street designated for kids and school buses and the increased traffic poses a danger for them, water quality control and treatment facility will be greatly impacted by not only a large amount additional storm water from the large 77 unit apartment building but also by a additional large number of people using it as dog walking park directly behind the property, and the removal of the beautiful old trees pictured above in a designated "Tree City".

Charles Brasher & Betty Lavis



Vancouver 98662



From: [Dollar, Sarah](#)
To: [Dollar, Sarah](#)
Subject: FW: City Council Meeting Comment Submission 6.2.2025
Date: Monday, June 2, 2025 11:51:27 AM
Attachments: [City Council Meeting 6.2.2025.pdf](#)

6-16 Written testimony.

Sarah Dollar | Executive Assistant to the City Council
Pronouns: She/Her/Hers
CITY OF VANCOUVER, WASHINGTON
City Manager's Office (CMO)
Primary (Cell): 360-624-2949 | **Desk:** 360-487-8641
www.cityofvancouver.us

From: Jack Livingston [REDACTED] >
Sent: Thursday, May 29, 2025 1:55 PM
To: City Council <council@cityofvancouver.us>
Cc: Jefferson Manager <[REDACTED]>
Subject: City Council Meeting Comment Submission 6.2.2025

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CAUTION: This email originated from outside of the City of Vancouver. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

I am submitting my comments for the City Council meeting this coming Monday.

Thank you,

Jack Livingston

Property Manager

Commercial | Residential

HSP Properties

Phone: [REDACTED]

Mobile: [REDACTED]

[REDACTED]

Vancouver, WA 98660

City Council Meeting

Monday, June 2nd, 2025

Good evening Mayor and Council members,

My name is Jack Livingston, and I am the property manager at The Jefferson, a multifamily apartment community located in downtown Vancouver, which participates in the city's affordable housing MFTE program. Prior to this community I managed Block 8 on the Waterfront Vancouver, also known as RiverWest, for the past 5+ years since its inception in the Spring of 2019. I'm here tonight on behalf of our residents—families, seniors, and working individuals—who are trying to live safely, peacefully, and with dignity in the homes they pay for and deserve to enjoy.

Across the street from our community, on Jefferson Street, a growing homeless encampment on city land has become a serious threat to that basic standard of living. In the past two months, my team & residents have documented repeated incidents of open drug use, prostitution, public defecation and urination, piles of refuse and garbage, animal abuse, unleashed aggressive dogs, property damage, fires, and ongoing verbal harassment—including aggressive yelling and obscene gestures directed at both staff and my residents. This isn't conducive to a healthy living or working environment. People should not fear walking outside their homes or taking a coffee break outside their office with the anxiety that they will be threatened or intimidated.

The presence of this camp has created a climate of fear and uncertainty. Residents report being afraid to walk to their cars, to let their kids play outside, to walk their pets & service animals, or even to open their windows. Some are considering breaking their leases to leave. Some have left already. As a housing provider, I am committed to compassion—but I'm also committed to their safety and right to quiet enjoyment of their homes to the best of my abilities. According to HART this is simply a feeling of discomfort and is not a reason to be upset. Yet, the city has no problem removing tents OVERNIGHT when they are visible on Grant Street, which leads to the Waterfront Vancouver. I can only guess that the city's tourism revenue is not to be threatened with "discomfort."

We've reported these issues multiple times through the appropriate channels with the response being less than appeasement, but downright dismissal. What we're asking for tonight is simple: **action**. The Inaction sends the message that the safety of housed residents is negotiable. That message is unacceptable. The criteria shared on the city's website in relation to HART's responsibilities regarding camp removal have been met.

I urge the Council to take meaningful, timely steps to address this camp. Help us ensure that residents of downtown Vancouver—housed or unhoused—can live with dignity and safety. Consider all your residents, as I do, not just those with clout at the new waterfront development when making your decision.

Thank you for your time and for your service to our communities.

Jack Livingston

The Jefferson | Property Manager

From: [City of Vancouver, WA](#)
To: [City Council](#)
Subject: Submission: Contact City Council
Date: Thursday, June 5, 2025 6:56:49 AM

Contact the City Council

Name
RALPH KLINE
Email
[REDACTED]
Phone
3607134967
Address
[REDACTED] vancouver, WA 98682 United States Map It
Subject
Share an Opinion of a City project or Initiative
Choose Recipient
All the Council
Message
The rental registration program will cause me to increase my rents to my very nice tenants. The city and state talk about affordable housing and they are the very ones that cause rents to go up. I now rent to older retired people and my rents are half of the fair market rents for this area but if the city keeps finding ways to burden me these people may end up homeless. This program is just a money grab and creating a problem where none exists. If this passes I will list all of you as the cause of the next rent increase as the cause. I AM AGAINST THIS PROPOSAL

From: [Jim Lee - Rotschy Inc.](#)
To: [City Council](#)
Cc: [Whitley, Samantha](#)
Subject: 2025-5-15 Samantha Whitley Email Correspondence
Date: Wednesday, June 4, 2025 10:20:24 AM
Attachments: [2025-5-15 Samantha Whitley Email Correspondence.pdf](#)

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Vancouver City Council Members,

I am following up on Samanth's recommendation.

I take care of the property management here at Rotschy's.

I have attached an email correspondence I had with Samantha.

Will this be read at the June 2nd and the June 9th meeting. Or do I need to make an appointment time for the meetings?

Thanks

Jim Lee

Rotschy, Inc.

www.rotschyinc.com



Jim Lee - Rotschy Inc.

From: Whitley, Samantha <samantha.whitley@cityofvancouver.us>
Sent: Thursday, May 15, 2025 3:02 PM
To: Jim Lee - Rotschy Inc.
Subject: RE: Vancouver Rental Registration/Inspection Program

I got bogged down with meeting this afternoon but I wanted to say thank you again! I will share your feedback with Council, and of course, you can reach out to them directly if you want to email: council@cityofvancouver.us or call: [360-487-8629](tel:360-487-8629). 😊

Have a great evening,

Sam

From: Jim Lee - Rotschy Inc. [REDACTED] >
Sent: Thursday, May 15, 2025 12:38 PM
To: Whitley, Samantha <samantha.whitley@cityofvancouver.us>
Subject: RE: Vancouver Rental Registration/Inspection Program

Samantha,

Thank you for your thoughtful and candid response — I genuinely appreciate the dialogue and the effort your team is putting into this initiative.

That said, I still have significant concerns about the rental registration program as currently described, particularly regarding its equity, implementation, and broader implications for housing providers.

While I understand the intent to focus on unregulated private-market rentals and “bad actors,” a blanket registration requirement — even with exemptions — inevitably affects responsible landlords, many of whom already operate on thin margins. The assertion that responsible owners would benefit from “regular communication from the City” may not outweigh the added compliance burden and administrative costs, especially for small-scale landlords who often provide the very affordable housing this program aims to preserve.

Additionally, relying on stakeholder input is commendable, but it's unclear how representative the committee truly was of the broader landlord community — especially the small, local property owners who make up a significant portion of the market. These owners are already under pressure from rising maintenance costs, insurance premiums, and property taxes. New regulations, even well-meaning ones, can lead to unintended consequences such as reduced investment in older units, increased rents, or even landlords exiting the market altogether.

The comparison to a business license is understandable, but housing is not a business in the traditional sense for many providers. Unlike a storefront, rental property is often a family's retirement investment or side income. We should be cautious not to conflate regulatory oversight with productive engagement,

especially if the result is further financial strain without clear evidence of improvement in housing quality.

Finally, while I agree that ensuring habitable housing is in everyone's interest, I'd encourage the City to prioritize enforcement of existing codes and consider a more targeted approach that identifies problem properties based on complaints, history, or condition — rather than requiring universal registration. The goal of addressing substandard housing is valid, but the means should be proportionate and fair.

I'm happy to continue this conversation, and I do appreciate your transparency and willingness to engage.

Thanks

Jim Lee
Rotschy, Inc.
www.rotschyinc.com
[REDACTED]
[REDACTED]

From: Whitley, Samantha <samantha.whitley@cityofvancouver.us>
Sent: Thursday, May 15, 2025 12:16 PM
To: Jim Lee - Rotschy Inc. <[REDACTED]>
Subject: RE: Vancouver Rental Registration/Inspection Program

Jim, thank you for this conversation, I'm honestly enjoying it and appreciate your dubiousness!

Yes, the registration will primarily exempt government-owned and non-profit affordable housing. These projects are already subject to regular inspections by the funders (HUD, state and City). They also have regular reporting requirements and tenant protections that private landlords aren't required to follow. The City's registration program wants to limit the cost to taxpayers by focusing its limited resources on unregulated private-market rentals, especially older and lower-cost units.

We convened a stakeholder committee for several months to help us develop this program and it consisted of landlords, property management companies, attorneys and renters. Some of the benefits that they identified were basic health and safety standards for renters who live in poorly maintained units, but can't request repairs or complain to their landlord because of fear of retaliation.

Housing owners and property managers from our committee shared that while they regularly inspected and maintained their units without City regulation, they were often undercut by irresponsible or out of town landlords who didn't maintain their housing. These 'bad actors' also decrease neighborhood stability and decrease property values and livability around them. The registration program would also help landlords by providing regular communication from the City about policies and resources available to them. We are also planning to provide increased education to tenants about how to maintain their units and their other renter responsibilities.

Overall for taxpayers, I see a benefit in preventing costly emergency services, such as fire, emergency housing relocation and code enforcement staff time. There are also costs saved by taxpayers for other public systems (like healthcare or homeless services) when people live in safe and habitable units.

I'm not an attorney nor an accountant, but it's my understanding that cities are allowed to pass fees through council action to support regulatory functions, this would be similar to requiring that businesses maintain an annual business license.

Our goal isn't to punish landlords or raise revenue.. it's to make sure that basic housing standards are met citywide and that we understand the rental housing market and can focus City efforts and investments on housing that needs the most attention.

Thanks,

Sam

From: Jim Lee - Rotschy Inc. [REDACTED] >
Sent: Thursday, May 15, 2025 11:32 AM
To: Whitley, Samantha <samantha.whitley@cityofvancouver.us>
Subject: RE: Vancouver Rental Registration/Inspection Program

Samantha,

Ok, so the only units that would be exempt would-be government owned and non-profit or subsidized properties...correct?

So, in fact you & I are paying for the subsidized housing, then the tenants that make more than 60% of the median income are providing revenue stream to operate the Vancouver Rental Registration/Inspection Program that your advocacy group is promoting for the housing benefit.

I still am not seeing the benefit.

-How is this benefiting you?

-How is this benefiting the taxpayers?

Is not this a "tax" put on the residents without a vote?

Thanks

Jim Lee
Rotschy, Inc.
www.rotschyinc.com

[REDACTED]
[REDACTED]

From: Whitley, Samantha <samantha.whitley@cityofvancouver.us>
Sent: Thursday, May 15, 2025 11:16 AM
To: Jim Lee - Rotschy Inc. [REDACTED]
Subject: RE: Vancouver Rental Registration/Inspection Program

Correct, we are exempting units that are restricted to tenants earning 60% AMI, this means that their rents are also capped at what is affordable to these tenants. Units that do not have restrictions on tenant household income and do not cap their rents at this level, will not be exempted from paying the fee.

The units that are reserved for 60% AMI households are typically housing developments owned by the VHA or nonprofit partners, and have state or federal rental subsidies to ensure affordability. I agree that 60% AMI household cannot afford units that rent for \$2,500 per month.

Thanks!

Sam

From: Jim Lee - Rotschy Inc. [REDACTED]
Sent: Thursday, May 15, 2025 11:10 AM
To: Whitley, Samantha <samantha.whitley@cityofvancouver.us>
Subject: RE: Vancouver Rental Registration/Inspection Program

Samantha, This will help you understand. Thanks much

		Monthly minimum income requirement
Renter income qualification is 2.5 times the income	\$ 2.50	\$ 6,250.00
Rent	\$ 2,500.00	
Median income p/yr	\$ 78,156.00	\$ 6,513.00
60% of median income p/yr	\$ 46,893.60	\$ 3,907.80
Someone that makes less than 60% of the median income would not qualify for \$2500 rental. So how many units would be exempt and how many renters will this "help" This is the Catch-22. All it does is create an agency that requires a revenue stream the tenants would need to pay for.		

Jim Lee
Rotschy, Inc.
www.rotschyinc.com
[REDACTED]
[REDACTED]

From: Whitley, Samantha <samantha.whitley@cityofvancouver.us>
Sent: Thursday, May 15, 2025 10:46 AM
To: Jim Lee - Rotschy Inc. [REDACTED]
Subject: RE: Vancouver Rental Registration/Inspection Program

I'm sorry, I'm not sure I understand the question to provide an example based on those numbers. The registration fee is \$30 per year, or \$2.50 per month, this would be an increase in cost to the tenant of 0.1% if they are paying \$2,500 per month in rent.

There are some cost projections and additional funding detail in a memo posted on our Be Heard site to review if you'd like: [9a89782152a7960ba42162d1cd4c2656_CMO_Habitability_Update_October_2024.docx](#)

Please let me know if that answers your question!

Thanks,

Sam

From: Jim Lee - Rotschy Inc. [REDACTED]
Sent: Thursday, May 15, 2025 10:08 AM
To: Whitley, Samantha <samantha.whitley@cityofvancouver.us>
Subject: RE: Vancouver Rental Registration/Inspection Program

Samantha,

Thanks for the information,
Can you please provide an example as per requested in my previous email below?
Also provide the beginning (income) to end (expense) of the projected revenue stream.
I appreciate your help.
Thanks much

Jim Lee
Rotschy, Inc.
www.rotschyinc.com

From: Whitley, Samantha <samantha.whitley@cityofvancouver.us>
Sent: Thursday, May 15, 2025 10:02 AM
To: Jim Lee - Rotschy Inc. [REDACTED]
Subject: RE: Vancouver Rental Registration/Inspection Program

Sure, here are the benefits of a rental registration program, as we've explained them in our staff report:

1. Creates a rental housing database to provide a more comprehensive picture of Vancouver's rental housing stock.
2. Improves data collection and transparency for Vancouver's rental stock.
3. Allows for regular communication with, and education for, housing providers.
4. Establishes a platform for future program components, including inspections.
5. Creates a revenue stream to operate registration program, offer relocation assistance for tenants displaced due to unsafe housing conditions and manage an inspection program in the future.

Thanks again!

Sam

From: Jim Lee - Rotschy Inc. [REDACTED] >
Sent: Thursday, May 15, 2025 9:59 AM
To: Whitley, Samantha <samantha.whitley@cityofvancouver.us>
Subject: RE: Vancouver Rental Registration/Inspection Program

You don't often get email from [REDACTED]. [Learn why this is important](#)

Samantha,

There is no need to be sorry for me. I do believe it is your responsibility to show the public how this does benefit.

I would appreciate if you can provide me an example of how this would help.
For an example, please use a rental unit of \$2500 p/mo. with an applicant income requirement to be at least 2.5 times the rent to qualify.
Vancouver median income, \$78,156 p/yr.

I believe a Catch-22 is created here.

Thanks

Jim Lee
Rotschy, Inc.
www.rotschyinc.com

From: Whitley, Samantha <samantha.whitley@cityofvancouver.us>
Sent: Thursday, May 15, 2025 9:18 AM
To: Jim Lee - Rotschy Inc. <[REDACTED]>
Subject: RE: Vancouver Rental Registration/Inspection Program

Hi Jim,

Thanks for reaching out with your feedback. I agree that rental rates are high! In our proposed Rental Registration program, we have exempted units that house tenants earning less than 60% of area median income from paying the fee. I hope that's helpful and I'm sorry that you don't see the benefit.

Thanks,

Sam

Samantha Whitley | Housing Programs Manager
Pronouns: she/her/hers
City of Vancouver
Economic Prosperity and Housing
Office: [REDACTED] | Cell: [REDACTED] | Relay: 711
cityofvancouver.us



From: Jim Lee - Rotschy Inc. <[REDACTED]>
Sent: Thursday, May 15, 2025 9:11 AM
To: Whitley, Samantha <samantha.whitley@cityofvancouver.us>
Subject: Vancouver Rental Registration/Inspection Program

You don't often get email from [REDACTED]. [Learn why this is important](#)

CAUTION: This email originated from outside of the City of Vancouver. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Samantha,

They are reporting that rental rates are high in Clark County Washington.

All the cost for this program would need to be passed on to the tenant.

I see no benefit to anyone with this.

Do you personally rent in the City of Vancouver?

Thanks

Jim Lee

Rotschy, Inc.

www.rotschyinc.com

[REDACTED]
[REDACTED]

From: [Carter Nelson](#)
To: [City Council](#)
Cc: [Nick Marin](#)
Subject: Washington Multi-Family Housing Association- City Council Item #8
Date: Monday, June 2, 2025 3:32:07 PM
Attachments: [image001.png](#)
[WMFHA Vancouver Letter.pdf](#)

You don't often get email from [REDACTED]. [Learn why this is important](#)

CAUTION: This email originated from outside of the City of Vancouver. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon Honorable Mayor and Councilmembers,
Please find the attached letter from the Washington Multifamily Housing Association regarding agenda item #8 for tonight's meeting: Adoption of Rental Registration Program Code.
WMFHA looks forward to the opportunity to work together on this issue.
Thank you for your consideration,
Carter



From: [Carter Nelson](#)
To: [City Council](#)
Cc: [Nick Marin](#)
Subject: Washington Multi-Family Housing Association- City Council Item #8
Date: Monday, June 2, 2025 3:32:07 PM
Attachments: [image001.png](#)
[WMFHA Vancouver Letter.pdf](#)

You don't often get email from carter@wmfha.org. [Learn why this is important](#)

CAUTION: This email originated from outside of the City of Vancouver. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon Honorable Mayor and Councilmembers,
Please find the attached letter from the Washington Multifamily Housing Association regarding agenda item #8 for tonight's meeting: Adoption of Rental Registration Program Code.
WMFHA looks forward to the opportunity to work together on this issue.
Thank you for your consideration,
Carter





Honorable Anne McEnerny-Ogle
City of Vancouver
June 2, 2025

Dear Mayor and Members of the Vancouver City Council,

Thank you for including the Washington Multi-Family Housing Association (WMFHA) and our members in the stakeholder process for Vancouver's proposed Rental Registration Program. We appreciate the City's goal of addressing poorly maintained rental housing and share your commitment to ensuring safe, quality homes for all residents.

WMFHA represents owners and operators of more than **350,000 rental homes** across Washington, including over **16,000 units in Vancouver**. Our members care deeply about their communities and already follow robust internal inspection, maintenance, and compliance procedures.

That said, we must express serious concern about the proposed \$30 per-unit registration fee and broad new reporting and compliance requirements. As you know, the 2025 state legislative session introduced a host of new regulations for housing providers, particularly around notice requirements and allowable rent increases, which have created significant confusion and operational burden across the industry. Our members are still working to implement these changes and absorb the associated costs.

Adding local regulations on top of this, particularly with a per-unit fee, will only make matters worse. It will:

- Drive up operational costs at a time of high inflation and economic uncertainty;
- Force providers to increase rents to offset compliance expenses;
- Further discourage new investment in Vancouver's rental housing market.

We understand and support the City's intent but now is not the time to add another layer of cost and regulation. A more targeted, complaint-driven approach would be more effective in addressing problem properties—without penalizing responsible operators or harming renters through higher costs.

We urge the Council to:

- Reevaluate the \$30/unit fee;
- Streamline registration requirements;



- Focus enforcement efforts on properties with substantiated issues;
- Delay implementation until the full impact of recent state legislation is better understood.

Thank you again for engaging with WMFHA. We remain ready to collaborate on solutions that support both residents and responsible housing providers.

Thank you for your consideration,
Carter Nelson
Director of Government Affairs, WMFHA

CC: Councilmember Kim. D Harless
Mayor Pro Tem Erik Paulsen
Councilmember Diana H. Perez
Councilmember Bart Hansen
Councilmember Ty Stober
Councilmember Sarah J. Fox

From: [Craig Angelo](#)
To: [City Council](#)
Subject: RE: Submission: Contact City Council
Date: Monday, June 2, 2025 12:09:44 PM
Attachments: [Message from Scan PPMG.msg](#)

CAUTION: This email originated from outside of the City of Vancouver. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Sarah,
Asking you to distribute copy of attached letter to each Council member, Mayor and City Atty.
I've tried to reach them but they have no contact.
Thanks,
Craig E. Angelo

From: City Council
Sent: Monday, June 2, 2025 11:53 AM
To: Craig Angelo
Subject: RE: Submission: Contact City Council

You don't often get email from council@cityofvancouver.us. [Learn why this is important](#)

Thank you for your email. Your correspondence has been received and will be included in the written comments for the June 2, 2025, City Council meeting.

Sarah Dollar | Executive Assistant to the City Council
Pronouns: She/Her/Hers
CITY OF VANCOUVER, WASHINGTON
City Manager's Office (CMO)
Primary (Cell): 360-624-2949 | **Desk:** 360-487-8641
www.cityofvancouver.us

From: City of Vancouver, WA <noreply@cityofvancouver.us>
Sent: Monday, June 2, 2025 11:50 AM
To: City Council <council@cityofvancouver.us>
Subject: Submission: Contact City Council

Contact the City Council

Name
Craig Angelo
Email
[REDACTED]
Phone
[REDACTED]
Address


Vancouver WA,, WA 98660
United States
[Map It](#)

Subject

Share an Opinion of a City project or Initiative

Choose Recipient

All the Council

Message

The Al Angelo Co. is expressing our opposition to the Proposed Rental Registration Program and have submitted our rebuttal to all Council members and Mayor.

Craig E. Angelo

Craig Angelo

From: Craig Angelo
Sent: Monday, June 2, 2025 11:35 AM
To: council@cityofvancouver.com; vanlaw@cityofvancouver.us
Subject: FW: Update on City's proposed Rental Registration Program

All...please be advised of Notice of Rebuttal. Thanks, Craig E. Angelo

On behalf of The Al Angelo Company we are writing the Vancouver City Council to express our opposition to the Proposed Rental Registration Program. City leadership has expressed concern about the cost and availability of housing. This proposed ordinance will only drive prices up for rental housing and will not be effective in reigning in problematic landlords.

The annual \$30 per unit fee to the City for the program will be expensive for landlords, as will the fees to hire the inspectors to conduct the inspection. Those costs will inevitably be passed on to the Tenants. As for the program itself, The Al Angelo Company prides itself in having well managed and maintained properties. The proposed program will require inspections every 3 or 4 years depending on the age of the units and will only require inspections of a percentage of the units. This will do little to correct the behavior of the few bad actors and will put a burden on the Tenants and responsible landlords.

The City is aware of the landlords who are repeat offenders and there are already processes in place to deal with code and other violations by landlords. It seems that a more effective and less costly approach is to increase vigilance with Tenant complaints and then focus inspections on complexes with repeat problems.

In summary we urge you to not approve the proposed ordinance and to take a more effective and less costly approach

Albert Schlotfeldt
The Schlotfeldt Law Firm

[REDACTED]
Vancouver, WA 98660

[REDACTED]
Office: [REDACTED]

Mobile: [REDACTED]

From: [Anna Miller](#)
To: [City Council](#)
Subject: Arts hub funding
Date: Thursday, June 12, 2025 3:24:21 PM

You don't often get email from [REDACTED]. [Learn why this is important](#)

CAUTION: This email originated from outside of the City of Vancouver. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I am writing this as a community member who deeply appreciates the arts hub. I was so excited when I heard about this project because there is nothing else like it in Vancouver. It's a place to build community when so many people are stuck to their phone screens. We need connections in our community, people are so divided right now and art literally brings people together.

The building itself is beautiful and should be preserved for the people.

I personally plan to teach classes at the hub. I had a maker space on 15th and Broadway that was a victim of the pandemic. I can't tell you how many people were so excited to have a place to come and use the space to create and to meet other human beings. Now that we have so many tiny apartments in downtown we need public art spaces more than ever.

I sincerely want my tax dollars going to support the arts.

Thanks for reading.

Anna Miller

From: jennifer.jenniferwilliamsfineart.com
To: [City Council](#)
Subject: Arts Hub Interim Activation Funding Support
Date: Thursday, June 12, 2025 3:24:25 PM

You don't often get email from [REDACTED]. [Learn why this is important](#)

CAUTION: This email originated from outside of the City of Vancouver. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear City Council Members,

I'm writing to express my strong support for continuing the funding necessary to keep the doors of the Arts Hub open during this critical interim period while we await the start of construction upgrades.

The Arts Hub has quickly become an essential community space — a vibrant, inclusive gathering place for artists and cultural groups across Clark County. It's not just a building; it's a living, breathing example of what a community-rooted arts center can and should be. Each week, the space hosts a diverse range of activities, from Vietnamese lion dance classes to Vancouver Ballet Folklorico rehearsals, from poetry readings to art therapy sessions. These programs bring people together across cultural and generational lines, creating something rare and deeply needed: shared connection through the arts.

On First Fridays, the Hub opens its doors to the public, showcasing the incredible work being done inside. These events are more than exhibitions — they're celebrations of the community's creativity and resilience. It's inspiring to see artists and audiences connect and collaborate in real time, reinforcing how vital this space is.

The City has already invested in feasibility studies and long-term planning for an official arts center. But thanks to Christine's leadership, that vision is already being realized in a tangible, meaningful way. She's transformed a concept into a proof of concept, one that can be backed by real usage numbers, real partnerships, and real experiences from community members like myself.

Last year, I held an open studios artist meeting at the Hub. 50 artists gathered in the large communal space before breaking out into smaller groups to network and plan strategic marketing in their neighborhoods. Many of those artists were visiting the Hub for the first time — and they left feeling excited, inspired, and connected. Several have since returned to teach classes, offer workshops, and exhibit their work, often in collaboration with The Art Centered. This momentum is only growing.

Most recently, after several years of holding our board meetings in the community room at Umpqua Bank, we were notified that the bank will no longer be offering its space for outside

use. This left Artstra without a meeting space — until now. I'm pleased to share that our board meetings will begin taking place at the Arts Hub starting next month. For our group, the ample parking and accessible location on the quieter side of downtown are a welcome relief, especially for older members and when transporting supplies. The idea of a shared home — a consistent, reliable space — is incredibly meaningful for small nonprofits like ours that often bounce from venue to venue.

While the City finalizes plans to replace the roof and upgrade the sprinkler system, it is essential that the Arts Hub continues to grow in use and value as this necessary construction work is phased in. Continuing the activation throughout the phased construction is key to Christine's plan and will benefit both the city and the community. There are visions for its future that include flexible performance spaces, studios, and galleries. The space will continue to evolve to meet the needs of the community, but the core mission remains the same: to center arts and culture and provide a platform for creative expression.

Please continue to support this essential community asset. Your investment now ensures the success of what's to come—not just in future plans but also in the real work already underway.

Thank you for your time and thoughtful consideration.

Sincerely,

Jennifer Williams

Clark County Open Studios Director

From: [Nha-Hoa Nguyen](#)
To: [City Council](#)
Subject: Arts Hub Interim Activation Funding Support
Date: Thursday, June 12, 2025 3:24:27 PM

You don't often get email from [REDACTED]. [Learn why this is important](#)

CAUTION: This email originated from outside of the City of Vancouver. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and City Council Members,

I am writing to express my strong support for continued funding of the interim activation of the Arts Hub building, specifically for programs like the martial arts classes, senior clubs and cultural exhibition and performances offered through TheARTScentered.

This building has become a vital part of our community. My children attend traditional martial arts classes there, and it has provided more than just physical training. It has offered discipline, confidence, belonging, and a space for connection. For us, and many other families, this space is not just a building—it is where our children grow, seniors find support, connection, and culture thrives.

In addition, TheARTScentered has provided an incredible platform for cultural enrichment. The Vietnamese Community of Clark County was fortunate to host several community events in the space, including celebrations of Lunar New Year (Tết). These events gave our youth a chance to showcase traditional Vietnamese costumes, musical instruments, and art forms. It has been a rare and meaningful opportunity to introduce our heritage to a wider community in a welcoming and supportive environment.

The work being done in that space is meaningful and impactful. It would be a disservice to our community to allow these programs to disappear simply because of a gap in short-term funding while the long-term renovations are already in motion.

Please allow the current use of the building to continue through appropriate funding. Let these programs, students, and traditions continue to thrive while the city moves forward with the long-term remodeling project. This support will directly contribute to the vibrancy, health, and well-being of our city.

Thank you for your time and service to Vancouver.

Sincerely,

Hoa Tran

Member of Vietnamese Community of Clark County

From: [Derek Klein](#)
To: [City Council](#)
Subject: Arts Hub Interim Activation Funding Support
Date: Thursday, June 12, 2025 3:24:29 PM

You don't often get email from [REDACTED]. [Learn why this is important](#)

CAUTION: This email originated from outside of the City of Vancouver. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To whom it may concern:

My name is Derek Klein. I am a poet and film photographer who has been living in Vancouver since 2015. The Arts Hub has quickly become an essential part of the community here, and no doubt it will only become more relevant and needed as the years go on. To slash their funding now would be to take away a critical social, communal, and cultural boon. Memory fades fast; the community needs the Arts Hub to remain open leading up to the big ambitious improvements to the building it lives in so that there are people ready and happy to take advantage of the programs and offerings when the construction is one day complete.

Make the right decision for Vancouver and the greater area at large.

With gratitude,
Derek Klein

--

Derek Klein
Poetry Moves Manager, ARTSTRA

[REDACTED]

From: [D. Wolf](#)
To: [City Council](#)
Subject: Arts Hub Interim Activation Funding Support
Date: Thursday, June 12, 2025 3:24:32 PM

You don't often get email from [REDACTED]. [Learn why this is important](#)

CAUTION: This email originated from outside of the City of Vancouver. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear City Council Members,

I am writing to you today to share that I support the continued funding for the current activation of the arts hub building. Decades ago I attended the Vancouver Arts Summit to discuss the creation of an arts hub in the Vancouver area. Our dream was to support the creation of all art, give voice to youth, and to create synergy in the art community by having a dynamic central meeting point.

The dream has been realized with the current Art Center/Hub and I ask that you continue to support its development.

I am currently an instructor with Vancouver Ballet Folklórico. I teach my students almost weekly at the Hub. This space has been invaluable in their development. Having a true studio with mirrors and proper flooring has assisted students in gaining experience in a true dance studio rather than dancing in a hallway or kitchen dining area. Students also get exposed to visual art while utilizing the space. I've provided an art walk for them to discuss the rotating displays, something that they may not get exposed to outside of our practice sessions.

Our non profit dance group is culturally centered and serves over 40 Latino families in the Vancouver/Clark County area. The hub offers us a location to share this culture with the general public during proposed community events and performances. The central location on bus and mass transit lines, ample off street parking, and future non profit offices means this space is accessible and a one-stop shopping for the arts opportunity regardless of income and social barriers.

Please help us continue this dream with your ongoing support.

Thank you
Deborah Wolf

From: [suzanne green](#)
To: [City Council](#)
Subject: Attention Arts Hub Interim Activation Funding Support
Date: Monday, June 9, 2025 3:52:19 PM

You don't often get email from [REDACTED]. [Learn why this is important](#)

CAUTION: This email originated from outside of the City of Vancouver. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear City Council Members,

I am writing to express strong support for allowing arts community members to continue using the Vancouver Arts Center at the old central library building for activities before the renovations and after the upgrades. I believe that stopping or even pausing the progress that has been made would set back the arts community participation and waste the efforts and momentum, increasing the costs in the long run.

I am a member of the Freemodel Drawing Guild, which has been active in the Vancouver area for almost 20 years. The group welcomes all ages and skill levels. from novice to professional. It has become more and more difficult the find venues to accommodate our group, particularly after COVID. The Vancouver area has many arts and cultural groups, but those groups have never had a central meeting place to share our ideas and talents. The Vancouver Arts Center will allow us to do that. After working through obstacles to begin using the center, it will cause our group frustration and disappointment to be searching again for an appropriate venue.

For those new to Vancouver, you would not recall that the art galleries and a few cultural venues like the Academy helped keep the downtown area alive during previous economic downturns. It is hard to imagine now. The Farmers Market, First Fridays, and the yearly artists open studios also bring people to downtown Vancouver.

Prior to the COVID epidemic there were two studio spaces available for artists to use for a reasonable fee. The North Bank closed before COVID and the Loft closed during COVID. I believe the Loft closing was because of COVID. For an area with the population of Vancouver, not having a cultural and arts center is remarkable. Studies show that having a vibrant arts and culture community helps the economy.

I saw how the activities of Aspire in Tacoma revitalized that city. I believe that kind of energy is possible in Vancouver. Having a cultural center needs to be part of that. In my opinion, using the old central library building now instead of later, will start us in that direction before we face another economic downturn.

Regards,

Suzanne Green
[REDACTED]

Sent from my iPad

From: [michelle tomblison](#)
To: [City Council](#)
Subject: Don't cut funding ! Arts bring the community together
Date: Monday, June 9, 2025 1:15:11 PM

You don't often get email from [REDACTED]. [Learn why this is important](#)

CAUTION: This email originated from outside of the City of Vancouver. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Councilmembers,

Please maintain funding for the current activation of arts hub at the former library. Since theARTScentered took the lead in early 2024, the space has been reactivated as a vital center for creativity, collaboration, and community. It is drawing diverse participants and fostering cultural engagement that Vancouver residents clearly want and need. Christine's community-driven leadership and deep understanding of the arts have made this work both meaningful and efficient. Cutting support now would undo hard-won progress and eliminate a key asset for the city's cultural future.

Michelle Tomblison
Sent from my iPhone

From: orchplayers@wans.net
To: [City Council](#)
Subject: Email in support of the Arts Hub at the original FVRL
Date: Monday, June 9, 2025 12:33:51 PM

You don't often get email from [REDACTED]. [Learn why this is important](#)

CAUTION: This email originated from outside of the City of Vancouver. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To Whom It May Concern:

The Vancouver Arts Hub at the site of the previous Fort Vancouver Library is an important addition to all the artists in our community, as well as the general community itself! Because of the extraordinary vision of Christine Richardson, an unused building has become a much-needed space for dance companies, visual artists, musicians, poetry, theater, etc. As the Co-Founder and General Manager of the Junior Symphony of Vancouver, I know how EXTREMELY difficult it can be to find a rehearsal and/or performance venue in SW Washington – and once one is found, affordability is a major issue. The JSV has been in SEVERAL churches since our debut in 1999, and we were actually the first group to get back into the Columbia Arts Center downtown for performances for our 2003 Season through 2007. Having a space in the downtown area was wonderful for us, as well as for the local businesses, as our performances brought people to the area that wouldn't be there normally! Local businesses, especially restaurants, always benefit from having arts events in their proximity, and the old Fort Vancouver Library is placed close enough to downtown to also offer those kinds of benefits.

After decades of people talking about it, Christine has actually created a space where the arts can thrive, but needs support from our city for it to continue. Please assist her in making this formerly 'discarded' building resonate with the sound of music, dancing feet, glorious artwork, and meaningful words of poets and other visionaries.

A short list of some of the groups that have benefited include Cottage Dance Academy, Above and Below Art Studio, Starbird Theatre, Ballet Folklorico; as well as workshops for poetry, fiber arts, writing, etc. Christine and I have also been in contact about having the Junior Symphony of Vancouver perform there at some point, and that is something we hope to have happen!

Musically Yours,

Victoria Racz

<https://www.oregonchamberplayers.org/junior-symphony-of-vancouver>

From: [Pamela Johnson](#)
To: [City Council](#)
Subject: Arts Hub Interim Activation Funding Support
Date: Monday, June 9, 2025 12:04:41 PM

You don't often get email from [REDACTED] [Learn why this is important](#)

CAUTION: This email originated from outside of the City of Vancouver. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I am writing to inspire you to continue funding for The Arts Hub project.

As a local artist, I have observed many communities beyond Vancouver enjoy dedicated space for community art and culture. This has been absent in Vancouver, and though there is vibrant creative life in our town and it is growing more and more, there is no central hub that artists and community members can claim as a **true art center**, a place that actively reflects the diversity, vitality, and imagination of our citizens.

The Arts Hub has begun to fill this long-standing gap. It is more than a venue, it is a gathering ground, a creative incubator, and a healing space.

As someone who teaches, I've witnessed firsthand the transformation that happens when people are given space to create, connect, and express themselves. It is intergenerational, inclusive, and accessible.

As a teaching artist, I have had the honor of leading many in our community into meaningful creative experiences in my workshops. Art making is story telling. It is self-expression that helps us reclaim our voice and vision. Just recently a woman attended one of my workshops at The Arts Hub who has not made art since she was in her teens. She glowed with creative joy as we stood in a circle for show and tell, each student showcasing their work, being seen and celebrated.

There is a kind of camaraderie that art of any kind can instantly create bringing people together. Shared creative endeavors collapse the distance that has grown wider in these volatile times.

The Arts Hub has a vital role more than ever in our city. As a teaching artist with no dedicated space to lead, I have been especially grateful for the access to The Arts Hub where I have successfully been attracting new students from Vancouver and Clark county as well as Portland and beyond.

The Arts Hub needs steady uninterrupted support from our city leadership.

I have been in the building leading workshops all month long. I saw a group for Vietnamese people gathered and watched a daughter guide her elderly mother through the door to join the group for the first time. I overheard her say, "My mom would like to meet others her age."

I saw another group gathered together to learn oil painting from a local artist who had been guiding them for nine weeks in a workshop that was priced far lower than they would have had to pay anywhere else, making his workshop highly accessible. This was doable for him

because of the model The Arts Hub is building making plenty of room for creative educators and groups to use the space.

As I taught over the weekend, my students and I were **ENTHRALLED** as a music teacher in a nearby room was giving voice lessons. We enjoyed a background of being serenaded as we made our artworks. Each of us reveled in the creative magic that was tangible making our workshop experience more connection with the local creative community.

The Arts Hub is pulsing with vitality that is growing and steadily flourishing.

Continued funding will help this flourishing to continue.

I want to also say that on a personal note, The Arts Hub has inspired my vision to provide as much in-person art education as I can. As a dedicated teaching artist, I of course teach online and do LIVEstreams which are good, yet nothing can ever replace the need for being together in person. With an epidemic of loneliness plaguing communities around the world, dedicated gathering spaces address a real felt need. And art, has again and again demonstrated its power to help people cope with anxiety, stress, isolation and depression. Art is medicine.

Thank you for this opportunity to voice my support for The Arts Hub.

(attached are a few photos of my students making art at The Arts Hub)

Living Inspired,

Pamela Sue Johnson



Vancouver, WA 98660

<https://www.pamelasuejohnson.com/workshops-events>



From: [Wynn Grcich](#)
To: [Rebecca Messinger](#); [City Council](#)
Subject: Public record
Date: Wednesday, June 11, 2025 8:09:59 AM

CAUTION: This email originated from outside of the City of Vancouver. Do not click links or open attachments unless you recognize the sender and know the content is safe.

https://metrozone.newsroomlabs.com/article-summary/24769972?brid=2861ea0a&lang=en&selected_label=all. Please send to council members and Melnick. Put on public record and confirm that you did. Thanks from Wynn.

From: [Wynn Grcich](#)
To: [Rebecca Messinger](#); [City Council](#)
Subject: Watch "Dr. Aseem Malhotra: What 1000s of Doctors Are Saying About The COVID Vaccine Safety Data | TUH #173" on YouTube
Date: Wednesday, June 11, 2025 11:49:28 PM

CAUTION: This email originated from outside of the City of Vancouver. Do not click links or open attachments unless you recognize the sender and know the content is safe.

https://youtu.be/RtSPelw3iEw?si=xhIOR_JKyEVfPelj. Please send to council members and Melnick. Put on public record and confirm that you did. Thanks from Wynn

From: [Wynn Grcich](#)
To: [Rebecca Messinger](#); [City Council](#)
Subject: Watch "Doctor reveals undisclosed risks of COVID-19 vaccine" on YouTube
Date: Thursday, June 12, 2025 12:05:36 AM

CAUTION: This email originated from outside of the City of Vancouver. Do not click links or open attachments unless you recognize the sender and know the content is safe.

<https://youtu.be/AaER9tkgdqs?si=5xxImaadJnl8MTjQ>. Share this with council members and Melnick. Put on public record and confirm that you did. Thanks from Wynn

From: [Wynn Grcich](#)
To: [Rebecca Messinger](#); [City Council](#)
Subject: Watch "Biden officials knew of deadly COVID vax health risks, did not warn public" on YouTube
Date: Thursday, June 12, 2025 12:12:35 AM

CAUTION: This email originated from outside of the City of Vancouver. Do not click links or open attachments unless you recognize the sender and know the content is safe.

<https://youtu.be/BDk7ShdHdVc?si=q-PFvW7mhpiQ4kul>. Please send to council members and Melnick. Put on public record and confirm that you did. Thanks from Wynn

From: [Wynn Grcich](#)
To: [Rebecca Messinger](#); [City Council](#); electmichellebelkot@gmail.com; Victoraleeferrer@gmail.com; [Cemal Richards](#); [Harris, Rep. Paul](#)
Subject: Bird flu jabs cancelled
Date: Friday, June 13, 2025 9:23:56 PM

CAUTION: This email originated from outside of the City of Vancouver. Do not click links or open attachments unless you recognize the sender and know the content is safe.

<https://t.me/DrJudyMikovitsHealthSecrets/1088>. Please send to council members and Melnick. Put on public record and confirm that you did. Thanks from Wynn

From: [Wynn Grcich](#)
To: [Rebecca Messinger](#); [City Council](#)
Subject: Covid
Date: Friday, June 13, 2025 1:48:45 PM

CAUTION: This email originated from outside of the City of Vancouver. Do not click links or open attachments unless you recognize the sender and know the content is safe.

<https://t.me/dailyexpose/12092> pleased share with council and Melnick. Put on public record and confirm that you did. Thanks from Wynn



City Council Meeting Minutes

Vancouver City Hall | Council Chambers | 415 W. 6th St.
PO Box 1995 | Vancouver, WA 98668-1995
cityofvancouver.us

Anne McEnery-Ogle, Mayor • Bart Hansen • Ty Stober • Erik Paulsen • Sarah J. Fox • Diana H. Perez • Kim D. Harless

June 23, 2025

Council Dinner / Administrative Updates (6:00 - 6:30 PM)

Community Forum (6:30 - 8:00 p.m.)

6:30 PM

McLoughlin Middle School, 5802 MacArthur Blvd, Vancouver, WA

This is the place on the agenda where the public is invited to speak to Council regarding any matter. Members of the public addressing Council are requested to give their name and city of residence for the record. Speakers are to limit their testimony to a total of three minutes. Up to 90 minutes will be allotted for the Community Forum.

The June 23, 2025, City Council Community Forum was held at McLoughlin Middle School from 6:30 p.m. to 8:00 p.m.

The Community Forum of the Vancouver City Council was called to order at 6:30 p.m. by Mayor McEnery-Ogle. This meeting was conducted in person.

Present: Councilmember Harless, Councilmember Perez, Councilmember Fox, Councilmember Paulsen, Councilmember Stober, Mayor McEnery-Ogle

Absent: Councilmember Hansen

During the Community Forum, the following action was taken. Discussion with community members on any topic(s) related to City business.

[Public Notice](#)

Anne McEnery-Ogle, Mayor

Attest:

Natasha Ramras, City Clerk

The written comments below are those of the submitter alone and are not representative of the views of CVTV or the City of Vancouver, its elected or appointed officials, or its employees.

Staff Report: 137-25

To: Mayor and City Council
From: City Manager
Date: July 7, 2025

Subject

Contract Award - Meter Reading Services - C-101997

Key Points

- The City of Vancouver has contracted for meter reading services for over two decades.
- The contract with our current water meter reading contract expires July 31, 2025.
- A request for proposals was issued, responses were received and evaluated, and staff is recommending Metereaders LLC of Lake Oswego be awarded the contract.
- Current costs for meter reading are \$0.701 per residential read and \$1.452 for commercial reads. Costs in the first year of the proposed contract with Metereaders LLC would increase to \$0.90 and \$1.65, respectively.

Strategic Plan Alignment

High Performing Government – a government that is reliable, fiscally responsible, equitable, and open to compromise.

Present Situation

Since July 2005, the City has been using a contractor to read nearly all water meters within the City's water utility service area. The City has approximately 79,000 water accounts and there are only a handful of custom accounts currently read by City staff. There are approximately 468,813 residential and 16,624 commercial meter reads per year. The approach of using contracted services has resulted in cost savings for the water utility while continuing to provide for high-quality and timely reads. The existing contract expires July 31, 2025.

The City requested new proposals for water meter reading services (RFP 32-25). Along with standard advertising, solicitations for proposals were requested from firms on the Municipal Research and Service Center (MRSC) roster, which includes veteran, minority, and women-owned firms. On May 14, 2025, responses were received from four companies. After reviewing all the proposals, Metereaders LLC of Lake Oswego, Oregon was selected.

It is recommended that the City enter into a new contract with Metereaders LLC. For reference, Metereaders LLC is also the current contractor.

With the implementation of the new contract, the City will pay \$.90 per residential read and \$1.65 per commercial read during the first year of the contract. The proposed contract is for a maximum of five years with anniversary dates occurring on August 1st every year, upon which compensation may be adjusted as supported by the Consumer Price Index for the Seattle-Tacoma area for the previous four quarters.

Advantage(s)

Using outsourced meter reading services has proven cost-effective while retaining quality and timely reads. By retaining the current contractor, the City does not incur any additional expenses in bringing on and training a new contractor and customers do not experience any disruptions in their billing schedule.

Challenge(s)

None

Budget Impact

The majority of funding for this contract is included in the Water Fund 2025-2025 adopted budget. However, due to the increased meter reading costs, staff will be asking for approximately \$100,000/year increase for meter reading services as part of the Fall Supplemental. Staff does not anticipate additional water rate increases above the currently adopted 4.5% in 2025 and 2026 due to this contract.

Prior Council Review

None

Action Requested

On Monday, July 7, 2025, award a contract for meter reading services to Metereaders LLC and authorize the City Manager, or designee, to finalize and execute the same.

Staff Contact

Amy Sorenson, Utilities Administration Manager, Amy.Sorenson@cityofvancouver.us

Attachments:

1. Services Contract - C-101997



**CITY OF VANCOUVER
SERVICES AGREEMENT
No. C-101997
METER READING SERVICES**

This Services Agreement ("Agreement"), effective on the date last signed below (the "Effective Date") is entered by the City of Vancouver, Washington, a municipal corporation organized under the laws of the State of Washington ("City") and Metereaders, LLC a limited liability company organized under the laws of the State of Oregon ("Contractor"). The City and Contractor are collectively referred to as the "Parties" or individually as a "Party".

RECITALS

- A. The City desires to engage the Contractor to perform Services as described in this Agreement; and
- B. The City advertised and issued a request for proposals, numbered 32-25 ("Solicitation") and after evaluation of the Contractor's responsive proposal, found the Contractor capable of performing the required Services.

AGREEMENT

In consideration of the terms and conditions in this Agreement, the Parties agree as follows:

- 1. SCOPE OF SERVICES:** The Contractor agrees to provide the City with all services and materials provided in the Scope of Services, attached as Exhibit A, and in the City's Solicitation, if any, and the Contractor's responsive proposal to the City's Solicitation, if any (the "Services"). Contractor shall obtain City Project Manager's written approval prior to starting the Services.
- 2. COMPENSATION:** Payment to the Contractor for the Services described in this Agreement shall not exceed \$1,200,000.00 USD.

This payment shall be the maximum compensation for all Services including labor, materials, supplies, equipment, and incidentals necessary to complete the Services. And it shall not be exceeded without the City's prior written authorization in the form of a

negotiated and executed amendment. Contractor agrees this compensation is adequate and sufficient for the timely provision of all Services under this Agreement.

- 3. PAYMENT FOR CONTRACTOR SERVICES:** The Contractor shall submit monthly invoices to City covering both professional fees and project expenses, if any, from the previous month. Invoices must be submitted to the Project Manager, Amy Sorenson, by email to amy.sorenson@cityofvancouver.us and accpay@cityofvancouver.us or by mail to City of Vancouver, Amy Sorenson, PO Box 1995, Vancouver, WA 98668.

City shall pay Contractor within 30 days of receipt of Contractor's invoice. The City will pay Contractor pursuant to Exhibit "B." The City may correct any invoice overpaid in error.

During the life of this Agreement, and in consideration of the City's business needs, the Contractor may make requests for compensation adjustments. In consideration of market conditions, the City may allow an annual adjustment to compensation paid supported by the Consumer Price Index for the Seattle-Tacoma-Bellevue area for the previous four quarters. Contractor shall submit the request for consideration, together with supporting documentation, before the anniversary date of this Agreement. The City will review the request and, at its sole discretion, make a decision. If accepted, the adjustment shall become effective on the anniversary date of the Agreement and will be firm for the remainder of the contracted period. All adjustments will be authorized by written contract amendment. Adjustments to Contractor cost per meter read rates shall be made in units of \$0.01, rounded to the nearest whole cent.

The Parties agree that any amount paid in error by City does not alter the fee schedule. City's contract/purchase order (PO) number on the notice to proceed must be referenced on any invoice submitted for payment.

- 4. TERM OF AGREEMENT:** The term of this Agreement begins on August 1, 2025 ("Effective Date") and continues until July 31, 2030. The total term shall not exceed five years.

5. CITY DATA; DATA SECURITY

- 5.1 City Data.** Contractor may obtain and process City Data in connection with the Services. "City Data" means the data City provides to Contractor in connection with the receipt of the Services and any data generated by Contractor in connection with providing the Services to City. City owns all City Data. City licenses City Data to Contractor solely for the purposes of providing the Services to City or improving the Services for City. Contractor shall not use City Data for any other purpose, including as artificial intelligence training data. Contractor acknowledges that compliance with Applicable Laws under Section 17

of the Agreement includes compliance with all applicable federal, state, and local data protection laws in its provision of the Services.

5.2 Data Security. If Contractor maintains City Data on Contractor systems it will comply with the following data security requirements.

5.2.1 Security Practices. Contractor shall develop, implement, and maintain appropriate administrative, physical, and technical safeguards that are designed to ensure the confidentiality, integrity and availability of City Data. Contractor will enact safeguards that are compliant with industry best practices for the specific City Data obtained by Contractor in connection with the Services.

5.2.2 Location of City Data. Contractor shall maintain City Data solely in data centers located in the United States.

5.2.3 Security Breaches. A “Security Breach” is any suspected or actual unauthorized access to or use of City Data in Contractor’s possession.

- a. Notice. Contractor will notify City within 24 hours of any Security Breach. Notice will include details regarding the Security Breach including impacted parties, specific data, and mitigation. Contractor will call 360.487.8888 (if after hours, follow prompt to connect to on-call personnel); email City with a read receipt to help.desk@cityofvancouver.us; and email to the City personnel contact for the Agreement.
- b. Coordination. Immediately after Contractor provides notification of a Security Breach the Parties will begin working together to contain, mitigate, investigate, respond to and remediate the Security Breach. Contractor will cooperate with all City requests in relation to the Security Breach in compliance with Applicable Law.
- c. Root Cause Analysis. As soon as possible following the Security Breach, Contractor will complete a root cause analysis and will provide a plan to City for remediation and prevention.
- d. Third-Party Notice. Contractor will work together with City to ensure compliance with RCW 19.255.010 if necessary and will make no statement or send notice to any third party regarding the Security Breach without City’s prior written consent.
- e. Costs. In addition to its indemnification obligations, Contractor will reimburse City for all costs City incurs associated with any Security Breach, including forensic investigation, costs of providing notice to impacted parties, call centers and credit monitoring as applicable. Contractor will pay or reimburse City for all regulatory fines and other legal costs the City incurs associated with the Security Breach.

- 6. DELIVERABLES - INTELLECTUAL PROPERTY** Contractor may create documents or other work product in connection with providing the Services (“Deliverables”). Contractor assigns and will assign to City all right, title, and interest in and to any Deliverables it creates in connection with providing the Services. Contractor may retain a copy of any Deliverable for its internal business purposes. Contractor’s know-how, methodologies and processes are Contractor intellectual property. Contractor grants City a perpetual, irrevocable, royalty-free, worldwide license to use all Contractor intellectual property in connection with the Deliverables for any City purpose.
- 7. AUDIT RIGHTS:** Contractor shall maintain records of all matters related to this Agreement in accordance with generally accepted accounting principles. Contractor shall provide the records to City or any other governmental agency with jurisdiction for audit, at such reasonable times and places as City designates.
- 8. PUBLIC DISCLOSURE COMPLIANCE:** Records relating to Agreement are subject to the following:
- 8.1 Confidential Information.** Any record of City business, including this Agreement, related records, and City Data, is a public record under the Washington Public Records Act, codified at chapter 42.56 RCW (“PRA”). City may be required to disclose this Agreement or related records, including records in Contractor’s possession, pursuant to a public disclosure request. City will provide third-party notice to Contractor before disclosing records. Public records may be subject to exemptions from disclosure under the PRA. City agrees to withhold its release of the requested records in dispute for a reasonable amount of time (approximately 10 days) to allow Contractor an opportunity to seek judicial protection pursuant to RCW 42.56.540 as adopted or amended.
- 8.2 Public Disclosure Compliance.** City will comply with the PRA in its receipt of and response to any public disclosure request for responsive records related to this Agreement, subject to applicable exemptions. Under RCW 42.56.060, City will have no liability to Contractor for disclosure of Contractor information acting in good faith pursuant to its obligations under the PRA.
- 8.3 Subpoenas.** If either Party receives a subpoena requiring the disclosure of the other Party’s information, that Party will notify the other party and provide a reasonable time for the affected party to obtain a protective order prior to disclosing information. If a Party is prohibited by a court with jurisdiction over the matter from disclosing the subpoena, that Party will provide only the specific information required to be released under the subpoena on the advice of counsel.
- 8.4 City Data Confidentiality.** Notwithstanding Section 8.1-3, Contractor will maintain the confidentiality of all City Data in its possession in conformance with Section 8.

- 9. STANDARD OF CARE:** Contractor shall exercise the degree of skill and diligence normally employed by consultants in the same industry, performing the same or similar services. Contractor will re-perform any Services that breach this provision at no cost to City.
- 10. DISPUTE RESOLUTION:** City and Contractor agree to negotiate in good faith for a period of 30 days from the date of notice of all disputes between them prior to exercising their rights under this Agreement or under law. All disputes between City and Contractor not resolved by negotiation between the Parties may be mediated only by mutual agreement of both Parties. If not mutually agreed to resolve the claim by mediation, the claim will be resolved by legal action. The Parties agree that if litigation is necessary to enforce any of the provisions of this Agreement, each party shall pay all of their own attorney fees and costs related to the litigation.
- 11. TERMINATION FOR CONVENIENCE:** City may terminate this Agreement at any time for convenience. City will pay Contractor for all Services completed up to the date of termination for convenience. A decision by City to terminate for convenience does not waive any legal rights City has to enforce the Agreement.
- 12. TERMINATION FOR MATERIAL BREACH:** If Contractor materially breaches by failing to perform any of the obligations of the Agreement, including violating any law, regulation, rule, or ordinance applicable to this Agreement, or becomes insolvent or declares bankruptcy, or makes an assignment for the benefit of creditors, Contractor shall not be entitled to receive any further payments under the Agreement until the Services are completed to City's satisfaction. City may provide Contractor a cure period in its sole discretion or may terminate the Agreement and, at City's option, obtain performance of the Services elsewhere.
- 13. INDEMNIFICATION:** Contractor shall indemnify, defend, and hold harmless City and its officers, councilmembers, commissioners, employees, volunteers, and agents, from any claim, liability, loss, cost, expense, suit, and damages, including attorney's fees and consulting fees relating to (a) a third party claim for intellectual property infringement relating to the Contractor's Services or the Deliverables; (b) Contractor's negligence or willful misconduct; (c) Contractor's material breach of the Agreement; (d) Contractor's non-compliance with applicable law; (e) a third-party Washington Public Records Act claim involving Contractor information; and (f) Contractor's court action to enjoin release of Contractor information under the Washington Public Records Act.

City will promptly notify Contractor of a claim under this Section 13 and will provide reasonable cooperation to Contractor in the defense of the claim. Contractor will have

control over defense and settlement of the claim, except that Contractor will not enter any settlement or related agreement without City's prior written consent. Notwithstanding the preceding sentence, City may participate in the defense or settlement of any claim with counsel of its own choosing.

Solely for negligence indemnification claims under (b) above, if Contractor is providing architectural, landscape architectural, engineering, or land surveying services as the Services under this Agreement, and Contractor and City are concurrently negligent, then Contractor will be required to indemnify City only to the extent of Contractor's negligence and will have no obligation to indemnify City for City's sole negligence, pursuant to RCW 4.24.115.

If Contractor or Contractor's employee is a licensed architect, professional engineer, land surveyor, or landscape architect and the Services are related to a construction project, Contractor expressly waives its industrial insurance immunity under the Washington Industrial Insurance Act Title 51 RCW. Contractor acknowledges this waiver has been mutually negotiated and the Parties desire to incorporate this waiver pursuant to RCW 4.24.115(1)(b).

14. INSURANCE: Contractor shall maintain liability insurance for all claims for damages to the City, persons or property that arise from Contractor's performance during the Term of this Agreement.

Contractor shall maintain the following insurance coverage.

COVERAGE	LIMITS OF LIABILITY
I. Commercial General Liability:	
Policy shall include Bodily Injury, Property Damage, Personal Injury and Broad Form Contractual Liability	
Each Occurrence	\$1,000,000
General Aggregate Per Occurrence	\$2,000,000
Products & Completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000
Blanket Contractual Liability	\$1,000,000
II. Commercial Automobile Liability	
Policy shall include Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles arising from the performance of this Agreement.	
Combined Single Limit	\$1,000,000
III. Workers' Compensation (applicable to the State of Washington)	
Per Occurrence	

Employer's Liability	\$1,000,000
Disease Each Employee	\$1,000,000
Disease Policy Limit	\$1,000,000
Each Claim	\$1,000,000
Annual Aggregate	\$1,000,000
IV. Umbrella Liability	
	\$5,000,000

In addition to the coverage and limits listed above the Contractor's insurance must all contain the following:

- a. Compliance with other Insurance Policies - Contractor will remain compliant with all other insurance obligations it may have pursuant to its personnel or applicable law.
- b. Coverage Trigger - Contractor's insurance must be on an "occurrence" basis rather than claims made. This type of coverage must be indicated on the Certificate of Insurance.
- c. Additional Insured Requirement - The City of Vancouver, its Agents, Representatives, Officers, Directors, Elected and Appointed Officials, and Employees must be named as additional insureds where permissible under applicable law. The required Additional Insured endorsements shall be at least as broad as ISO CG 20 10 11 85, or its equivalent CG 20 10 07 04 and CG 20 37 07 04 must be included with the Certificate of Insurance.
- d. Certificates - The City of Vancouver shall be listed on the Certificate of Insurance as the Certificate Holder. Contractor will provide the Certificate of Insurance to City upon request on an ACORD or comparable form.

All policies shall be issued by an insurance company authorized to do business as an insurance company in the State of Washington.

15. RELATIONSHIP OF THE PARTIES. The relationship of the Parties under this Agreement is that of independent contractors. Contractor is solely responsible for the manner, method, and means of providing the Services. Contractor and its employees are not City employees and will not be entitled to or receive any benefits under this Agreement. Contractor will pay all Contractor personnel and pay all taxes, contributions, and benefits that may be required related to its personnel. Neither Party may bind the other except as expressly stated in this Agreement.

- 16.SUBCONTRACTING:** Contractor may subcontract for Services with City's prior written approval in its sole discretion. Contractor is solely responsible for its subcontractors' compliance with this Agreement and will pass through the terms of this Agreement to all subcontractors.
- 17.COMPLIANCE WITH APPLICABLE LAW:** Contractor shall comply with all applicable federal, state, and local laws, rules, and regulations ("Applicable Laws"). Contractor shall modify the Services as necessary to comply with Applicable Laws.
- 18.E-VERIFY:** Contractor shall enter into and register a Memorandum of Understanding with the Department of Homeland Security E-Verify program within 60 days of executing this Agreement. Contractor shall ensure all Contractor employees and any subcontractors assigned to perform Services under this Agreement are eligible to work in the United States. Contractor shall provide compliance verification upon City's request.
- 19.TITLE VI COMPLIANCE:** Depending on the Services Contractor provides, the City may use federal funds to compensate Contractor. If federal funds are used, the City, Contractor, and any approved subcontractor must comply with the provisions of Title VI of the Civil Rights Act of 1964, (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) (CRA) and the Civil Rights Restoration Act of 1987, Pub. L. No. 100-259, 102 Stat. 28 (1988) (CRRRA). Contractor must confirm with City whether Title VI is applicable under this Agreement.
- 20.EQUAL EMPLOYMENT OPPORTUNITY:** The City is an equal opportunity employer. Contractor shall not discriminate against any of its employees or applicants for employment on the basis of race, color, creed, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, citizenship or immigration status, age (40 or older), the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, genetic information, honorably discharged veteran or military status, or any other class protected by federal, state, or local employment discrimination laws.
- 21.ANTI-KICKBACK.** City officers and employees shall not have or acquire an interest in the Agreement or solicit, accept, or give any item of value from a person or entity with an interest in this Agreement.
- 22.PERMITS, LICENSES, AND CERTIFICATIONS.** Contractor is solely responsible for any license, permit or certificate that may be required by any federal, state or local law in connection with the performance of Contractor's obligations under this Agreement, including any business license. Contractor may contact the State of Washington Business

License Service (BLS) at: 800-451-7985, www.bls.dor.wa.gov/cities/vancouver.aspx or visit the City's website found at www.cityofvancouver.us/businesslicense for assistance with the determination.

23.COOPERATIVE PURCHASING: The Washington State Interlocal Cooperation Act, chapter 39.34 RCW, authorizes public agencies to cooperatively purchase goods and services if all parties agree. By executing this Agreement, Contractor agrees that other public agencies may purchase goods and services under this Agreement at their own cost. City will have no liability or obligation related to Contractor related to that separate agency agreement. Therefore, City agrees to allow other public agencies to purchase services under this Agreement so long as City is not held financially or legally liable for any separate agency services received pursuant to the Agreement, and that any public agency purchasing under this Agreement file a copy of it in accordance with RCW 39.34.040.

24.DEBARMENT: Contractor certifies that it is not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any federal, state or local department or agency.

25.NOTICES: All notices will be hand delivered, certified mail, or sent by electronic mail if agreed by the Parties. Notice will be effective when received if hand delivered, on the delivery date if certified mail, or when an email is sent. Notice must be addressed to the Parties at:

For the City:
Anna Vogel
City of Vancouver
415 W 6th Street
P O Box 1995
Vancouver WA 98668-1995
Email: anna.vogel@cityofvancouver.us

For the Contractor:
Scott Anderson
Metereaders, LLC
18167 SW Boones Ferry Rd
Portland, OR 97224
Email: coordinator@metereaders.com

Either Party may update its address for notice by giving written notice to the other Party.

26.ASSIGNMENT. Contractor shall not assign this Agreement without the express written consent of City. Any assignment in violation of this subsection is void. All terms of this Agreement are binding on any assignee.

27.ORDER OF PRECEDENCE: If there is a conflict between the terms of any document, the order of precedence is as follows: Amendments to this Agreement; this Agreement;;

Contractor's responsive proposal to City's solicitation; and City's solicitation. The Parties agree that terms included on any Purchase Order or other document provided by Contractor are not part of this Agreement.

28.SURVIVAL. Sections 15 - 35 will survive any termination of this Agreement.

29.WAIVER. A Party's waiver of any term of this Agreement must be in writing and signed by the Party waiving compliance.

30.THIRD PARTY BENEFICIARIES. There are no third-party beneficiaries under this Agreement.

31.GOVERNING LAW: This Agreement is governed by the laws of the State of Washington without regard to its conflicts of laws provisions. Venue for any action arising under this Agreement will be the state or federal courts for Clark County, Washington. The Parties waive any claim of inconvenient forum.

32.SEVERABILITY. If a court with jurisdiction over the matter determines any clause of this Agreement is unenforceable, it shall revise the clause to reflect the intent of the Parties as closely as possible. If revision is not possible, the Court shall strike the clause and the remainder of the Agreement will remain in full force and effect.

33.AMENDMENTS: Any amendments to this Agreement must be in writing and signed by all Parties to this Agreement.

34.ENTIRE AGREEMENT: This Agreement, together with any amendments, is the entire agreement between the Parties, and supersedes any other agreement or discussion between them, whether written or oral in nature.

35.COUNTERPARTS. This Agreement may be signed in counterparts. Each counterpart will be deemed an original and together the separate parts will form one Agreement.

City and Contractor enter the Agreement as of the Effective Date.

CITY OF VANCOUVER
A municipal corporation

CONTRACTOR:
Metereaders, LLC

Lon Pluckhahn, City Manager

Signature

Date

Printed Name /Title

Attest:

Date

Natasha Ramras, City Clerk

Approved as to form:

Nena Cook, City Attorney

EXHIBIT "A":

Scope of Work

Contractor will read designated water meters and submit meter readings, and other account information, to the City within a time frame that meets the City's current billing cycle. In addition, meter reading data and other account information must be transferred to the City in an appropriate electronic format.

Duties of Contractor

1. Contractor shall read all water meters in the service area on a timely basis and in an efficient manner, as specified by the City.
2. Contractor shall report such readings and meter conditions electronically to the City, following a predetermined schedule. Using the internet and standard File Transfer Protocol (FTP), the Contractor and City will exchange data containing relevant meter reading information.
3. The Contractor will timely inform the City of any obvious problems discovered in the course of reading meters; i.e. broken meters, dead meters, leakage, high consumption, etc. through the use of pre-determined meter condition codes.
4. The Contractor shall report all emergency situations such as leaking water lines or meters causing property damage or safety (trip) hazards around the meter box. The Contractor shall also report any other emergency maintenance or other issues needing the Operations Centers immediate attention, to the City by cell phone or email upon discovery.
5. The Contractor will notify customers at the time of reading by a door notification of any predetermined condition requiring a customer response at the time of the meter or dial read. Such conditions may include the need to trim shrubs or contact the City's Operations Center concerning a high consumption review.
6. Contractor shall meet periodically with the City as needed to review performance or discuss any changes in service issues.
7. The Contractor will conform to a dress code approved by the City and conduct themselves in a professional manner. Contractor will wear appropriate PPEs and

carry a City issued identification badge. Work attire should be clean and in good condition as Contractor is representing the City. Contractor vehicles shall be kept in good mechanical repair; neat and clean.

8. The Contractor shall be courteous, refrain from loud or obscene language, exercise due care, perform their work without delay, minimize noise, and avoid damage to public or private property. If on private property, employees shall follow the regular pedestrian walkways and paths. Contractor shall not trespass or loiter; cross flowerbeds, hedges, or property to adjoining premises; or disturb property that is not necessary to carry out the Contractor's duties.
9. The Contractor will respond to all inquiries within 1-2 business days. The Contractor will have a local business representative in the Greater Portland-Vancouver area to allow telephone and inter-personal communication.
10. The Contractor shall obey all state and municipal laws and regulations in the operation of any motorized vehicle used in the performance of the Contractor's duties. This would include refraining from driving on private property or curbs or sidewalks.
11. The Contractor will not be responsible for meter readings concerning the opening or closing of customer accounts, or checking for vacancies, or for pumping flooded vaults.
12. The Contractor will provide its own meter readers 'touch pad readers' for remote meter reading.
13. The Contractor is expected to meet the following performance standards, as well as charge backs indicated for performance below expectations:

Current quality standards are agreed to be at 99.94% or stated in the reverse, misreads currently run about 6 per 10,000 reads. The Contractor will maintain the same quality standard. Errors due to miss-reads will be tracked monthly. If miss-reads exceed 10 per 10,000, the city will charge back (to the Contractor) \$25.00 for the miss-reads over 10 per 10,000. Miss-reads under the allowance of 10 per 10,000 will be corrected at the City's cost.'

14. If the meter reading is delayed beyond the contracted reading period (7 days), both the City and the Contractor shall decide when or if the reading shall be done by the Contractor for that certain reading period. Severe weather such as an extended snow and/or ice event might cause such delays.
15. The Contractor shall route all regular and new accounts within the service area after notification from the City.
 - a. The City will not maintain meter reading sequence information.
 - b. The City will provide service sub-area and billing route identification for all meters to be routed and read by the Contractor.
 - c. The Contractor will update their handheld devices to reflect current file data prior to reading and returning the file.
16. All meter readings and specific reading related information produced by the Contractor in the course of performing the Contract shall become the joint property of the City and the Contractor.
17. All records and files developed or specifically acquired for the performance of the Contract; and any confidential and proprietary information related to the performance of the contract, shall remain the exclusive property of the Contractor.

Duties of the City

City agrees to maintain all meters and meter enclosures, in the service area, in a safe and readable condition. Meter box dig outs are not included within the City's definition of a safe and readable condition.

1. The City will provide all information and records necessary to identify the meters to be read inside the service area.

EXHIBIT "B":
Fee Schedule

Residential Accounts

Cost per residential meter read: \$0.90

Commercial Accounts

Cost per commercial dial read: \$1.65

These proposed rates represent the total contract price for reading water meters for the City of Vancouver. No additional fees will be charged. Metereaders, LLC reserves the right to request adjustments to compensation based on the Consumer Price Index (CPI), subject to City approval, as outlined in RFP 32-25, Page 8.

Staff Report: 138-25

To: Mayor and City Council
From: City Manager
Date: July 7, 2025

Subject

Interlocal Agreement - Clark County and City of Vancouver Capital Funds for Bridge Shelter

Key Points

- In fall of 2023, the City of Vancouver declared an emergency to protect the public peace, safety and welfare associated with the humanitarian crisis of unsheltered homelessness in the City of Vancouver. The construction of a congregate bridge shelter was identified as one of the key strategies to address the declared emergency.
- In the Spring of 2025, the Clark County Council directed their staff to provide capital funds in support of the City's construction of the bridge shelter.
- The County's funding comes from a sales and use tax for chemical dependency or mental treatment services or therapeutic courts (RCW 82.14.40).
- This Interlocal Agreement is for the County to provide \$2,100,000 of Mental Health Sales Tax funds.

Strategic Plan Alignment

Housing and Human Needs – meeting basic needs and partnering with organizations to support the community

Safe and Prepared Community – a safe place to live, work, learn and play

Present Situation

The City of Vancouver sought funding from Clark County's Mental Health Sales Tax fund to help cover capital costs for the City's bridge shelter. Both the City and County share an interest in reducing unsheltered homelessness in the community and recognize the importance of increasing shelter bed capacity to provide additional resources to individuals experiencing homelessness.

In return for the County providing \$2.1 million to the City, the City agrees to allow County residents from outside the City of Vancouver access to the bridge shelter, with up to 30% of total shelter beds reserved for such residents, for the first four years of the shelter's operation. The City also commits to utilizing the building as a shelter facility for a minimum of ten years.

Advantage(s)

1. Provides needed capital funds to support construction of the bridge shelter.
2. Allows Clark County residents, outside the City of Vancouver, who are experiencing unsheltered homelessness to have access to shelter beds.

Challenge(s)

The bridge shelter will require ongoing operations and maintenance funds as a City-owned capital facility.

Budget Impact

This Interlocal Agreement will contribute \$2.1 million to the capital costs of the bridge shelter. The additional appropriation has been included in the Spring Supplemental budget.

Prior Council Review

- December 16, 2024 – City Council Meeting
- December 9, 2024 – Council Workshop: Homelessness Emergency Response Update
- December 2, 2024 – City Council Meeting
- November 18, 2024 – City Council Meeting
- Monthly Homelessness Situation Reports

Action Requested

On Monday, July 7, 2025, authorize the City Manager, or designee, to execute the interlocal agreement with Clark County to receive these funds to support the bridge shelter capital costs.

Staff Contact

Lon Pluckhahn, City Manager, lon.pluckhahn@cityofvancouver.us

Attachments:

1. ILA - Bridge Shelter MHST Funds

INTERLOCAL AGREEMENT
BETWEEN
CLARK COUNTY AND THE CITY OF VANCOUVER
FOR THE PURPOSE OF ALLOCATING CHEMICAL DEPENDENCY AND MENTAL
HEALTH TREATMENT FUNDS TO SUPPORT BRIDGE SHELTER

This agreement is entered into by Clark County, a subdivision of the State of Washington, hereinafter referred to as the COUNTY, acting by and through its governing body, the Clark County Council; and the City of Vancouver, a City of the State of Washington, hereinafter referred to as the CITY, acting by and through its governing body, the Vancouver City Council; hereinafter referred to as the PARTIES, all of the State of Washington, witnesseth:

WHEREAS, this Agreement is made under the authority of the Interlocal Cooperation Act, Chapter 39.24 RCW; and

WHEREAS, the parties share an interest in reducing unsheltered homelessness; and

WHEREAS, RCW 82.14.460 establishes a sales and use tax for chemical dependency or mental health treatment services or therapeutic courts and requires that funds collected be used for specific purposes, including new construction of facilities necessary for the provision, operation, or delivery of chemical dependency or mental health treatment and related programs and services; and

WHEREAS, the City is building a congregate shelter facility to provide temporary shelter and interim housing to residents experiencing homelessness; and

WHEREAS, the County wishes to provide financial support to expand local shelter capacity and provide access to all county residents experiencing homelessness;

NOW, THEREFORE, in consideration of the mutual benefits for persons experiencing unsheltered homelessness living in Vancouver and throughout Clark County, the Parties agree as follows:

1. Clark County agrees to provide \$2.1 million to the City of Vancouver from County revenues collected under RCW 82.14.460. The County will remit payment to the City for the full amount within thirty (30) days of this ILA being signed by both parties.
2. These funds shall be used to support capital costs related to the construction of a City owned and operated shelter facility to provide temporary emergency and interim housing at 5313 N.E. 94th Ave in Vancouver.

3. During the first four (4) years of the shelter's operation, eligible Clark County residents from outside the City of Vancouver shall have access to the bridge shelter, with up to 30% of total shelter beds reserved for such residents. Following this four-year period, Clark County residents from outside the City of Vancouver may have access to the shelter, but such access shall be limited to available space with priority given to residents of the City of Vancouver.
4. The City will produce an annual report on shelter outcomes, including (but not limited to):
 - a. Number of people served;
 - b. Number of people served with reported mental health, opioid use, and/or substance use disorders;
 - c. Percentage of persons entering from an unsheltered status;
 - d. Bed utilization rate;
 - e. Demographic information of population served, as available;
 - f. Number of sheltered residents accessing treatment and services provided at the bridge shelter and/or connected to available/accessible treatment options that a participant needs, desires, or prefers. Services could include, but are not limited to: case management, behavioral health services, housing navigation, job training, employment search, Peer Support, ID/documentation assistance, transportation, and other social services or supports aimed at client health, stability and housing;
 - g. Percentage of successful exits into stable housing. Stable housing could include, but is not limited to: housing that is owned or rented by a client with or without an ongoing or temporary subsidy (e.g., Permanent Supportive Housing, Rapid Rehousing, VASH), living with family or friends, recovery or transitional housing;
 - h. Percentage of those returning to unsheltered homelessness directly from the bridge shelter; and
 - i. Average length of stay in shelter

The annual report will be posted on the City's website and will be available for download by the County, other project funders, and other interested parties.

5. The City of Vancouver commits to utilizing the building as a shelter facility to provide temporary emergency and interim housing for a minimum of ten (10) years.
6. The Parties do not intend to create a separate entity by entering into this agreement.

7. Parties to this agreement may request modifications to the terms of conditions of this Agreement. Proposed modifications that are mutually agreed upon shall be incorporated by written amendment to this Agreement.
8. The City agrees to indemnify, and hold harmless the County, its elected officials, officers, employees, and agents from and against any and all liability, loss, damages, expense, action, and claims arising out of the City's performance of this agreement or operation of the shelter. This includes costs and reasonable attorney's fees incurred by the County, its elected officials, officers, employees and agents in defense thereof.
9. The City specifically agrees to indemnify and hold harmless the County from any and all bodily injury claims brought by employees of the City or any contractor they hire or employ and expressly waives its immunity under the Industrial Insurance Act as to those claims that are brought against the County.
10. This section does not purport to defend or indemnify the County for any liability, loss, damages, expense, action or claim caused by or resulting from the negligence of the County, its elected officials, officers, employees, and agents.
11. The City shall maintain books, records, documents, and other evidence which sufficiently and properly reflect all costs related to this agreement. All material relevant to this Agreement shall be retained in compliance with applicable laws and policies.

Clark County

Approved as to Form Only

Kathleen Otto
County Manager

Amanda Migchelbrink
Deputy Prosecuting Attorney

Date: _____

City of Vancouver

Attest:

Rebecca Messinger
County Council Clerk

Lon Pluckhahn
City Manager

Date: _____

Attest:

Natasha Ramras, City Clerk

Approved as to Form Only

Nena Cook, City Attorney

Staff Report: 139-25

To: Mayor and City Council
From: City Manager
Date: July 7, 2025

Subject

Interlocal Agreement - City of Vancouver and the Evergreen School District to Provide Law Enforcement Services at District Events

Key Points

- Vancouver Police Department to provide scheduled, on-site law enforcement services at Evergreen School District events.
- Police services provided will be within the city limits of Vancouver.
- Events will be offered to Vancouver Police officers on a voluntary overtime basis.

Strategic Plan Alignment

Safe and Prepared Community – a safe place to live, work, learn and play

Present Situation

The Evergreen School District has requested that the Vancouver Police Department provide scheduled, on-site law enforcement services at various District Events. These events include graduations, athletic events, dances, theater productions, and other similar activities. In order to proceed, Evergreen School District requires a signed interlocal agreement with the City of Vancouver. The proposed interlocal agreement permits Vancouver Police Department to recover full costs associated with providing law enforcement services. All requested police services will be limited to events occurring within the city limits of Vancouver. To meet staffing needs for these events, Vancouver Police will offer these assignments to officers on a voluntary overtime basis. Officers will be assigned to these events as resources allow, ensuring regular law enforcement operations are not impacted.

Advantage(s)

The City of Vancouver will fully recover costs for scheduled, on-site law enforcement services provided for the Evergreen School District.

Challenge(s)

None

Budget Impact

The Evergreen School District will reimburse the City of Vancouver for police services rendered.

Prior Council Review

None

Action Requested

On Monday, July 7, 2025, authorize the City Manager, or designee, to execute the Interagency Agreement between the City of Vancouver and the Evergreen School District Relating to Law Enforcement Services Provided at Special Events.

Staff Contact

Daphne Harris, Police Business Services Manager, daphne.harris@cityofvancouver.us

Attachments:

1. Interlocal Agreement City of Vancouver and EPS 2025-26

**INTERLOCAL AGREEMENT BETWEEN
CITY OF VANCOUVER AND EVERGREEN SCHOOL DISTRICT NO. 114
FOR POLICE OFFICERS AT
DISTRICT SPONSORED EXTRACURRICULAR EVENTS**

THIS INTERLOCAL AGREEMENT ("Agreement") is made and entered into by and between the City of Vancouver (the "City"), a Washington state municipal corporation, and the Evergreen School District No. 114 (the "District"), a Washington state municipal corporation. The City and the District are sometimes referred to individually as a "Party" or together as the "Parties."

RECITALS

WHEREAS, the Parties are public agencies as defined in the Interlocal Cooperation Act (Chapter 39.34 RCW); and

WHEREAS, the District desires to utilize the City's law enforcement services to provide safety and help maintain a positive environment for everyone at any District sponsored extracurricular event ("District Event"), which includes but is not limited to athletic events, dances, graduations, concerts, theater productions, and similar events; provided that the District Event occurs within the City limits; and

WHEREAS, for the mutual benefit of the Parties, it is convenient and economical for the Parties to enter into this Agreement.

NOW, THEREFORE, the Parties agree as follows:

AGREEMENT

1. Purpose.

The purpose of this Agreement is for the City to periodically assign police officers ("officers") to the District to provide law enforcement services at a District Event in order to provide safety and help maintain a positive environment for everyone. The officers assigned under this Agreement by the City are not "safety and security staff" or "school resource officers" as those terms are defined in RCW 28A.320.124.

2. Duration and Termination.

2.1 This Agreement shall become effective upon the full execution by the Parties; and the recording of this Agreement with the Clark County Auditor, or alternatively the posting of this Agreement to each Party's website.

2.2 This Agreement shall remain in effect until terminated as provided for herein.

2.3 Either Party may terminate the Agreement for any reason, with or without cause, by giving thirty (30) calendar days written notice thereof to the other Party.

2.4 Notice of intent to terminate or termination of this Agreement shall be served personally or by certified mail, return receipt requested, postage prepaid. Notice shall be effective starting on the date of the receipt. If service is done by certified mail, receipt shall be deemed to have occurred on the third business day after mailing.

3. Services.

3.1 The District shall notify the City's Chief of Police no later than seven (7) calendar days prior to the District Event of the number of police officers that the District is requesting to be assigned to the District Event. The District is under no obligation to request officers be assigned to a District Event.

3.2 The City has the authority to assign the number of officers that it deems, in its sole discretion, appropriate for the District Event and based upon the City's needs. The City is under no obligation to assign officers to a District Event. Approval of the District's request for officers will be based upon factors that include, but are not limited to, the City's workload, availability of officers, and the law enforcement needs of the City.

3.3 The City shall prohibit any employee of the City from working at a public school who has contact with children at a public school during the course of their employment, if such individual has pled guilty to or been convicted of any felony crime specified under RCW 28A.400.322. The City shall engage in due diligence to learn whether any of such employees have pled guilty or been convicted of any such crime and shall require their employees to self-report to the City any such plea or conviction. Any failure to comply with this section shall be grounds for immediate termination of this Agreement by the District, notwithstanding any other provision in this Agreement.

4. Compensation.

4.1 In consideration of the services provided herein by the City, the District shall pay the City **\$102.76/hour** (overtime rate calculated each calendar year and will be shared with Safety Dept if/when rate changes) per assigned officer for each District Event that services are provided under this Agreement. The cost of services provided herein is a reasonable estimate of the expenses incurred by the City for each officer's wages, benefits, and taxes.

4.2 The hourly rate for the assigned officers will be reviewed on a yearly basis beginning January 1, 2024 and every January 1st thereafter, to determine if the amount should be increased based upon the City's then estimated expense for an officer's wages, benefits, and taxes. The new hourly rate, if any, shall go into effect each September 1st beginning September 1, 2023. The new hourly rate, if any, shall be acknowledged in writing and signed by both Parties.

4.3 The City shall invoice the District on a monthly basis. The District shall pay the invoice within thirty (30) calendar days of the invoice being sent to the District.

5. Administration.

5.1 No separate legal or administrative entity is created by this Agreement.

5.2 For purposes of RCW 39.34.030(4)(a), the administrators of this Agreement shall be the Chief of Police for the City and the Superintendent for the District.

5.3 The following shall be the Parties' authorized representatives and contact persons for administration of this Agreement and any notices required by this Agreement shall be provided to:

City: City of Vancouver
Attn: City Manager
415 West 6th Street
Vancouver, WA 98660

With a copy to: City of Vancouver
Attn: Police Chief
605 East Evergreen Boulevard
Vancouver, WA 98661

District: Evergreen School District No. 114
Attn: Superintendent
13501 N.E. 28th Street
Vancouver, WA 98682

6. Financing, Budget, and Expenses.

No separate budget or financing method is created by this Agreement.

7. Property.

The Parties do not anticipate acquiring jointly-owned personal or real property under this Agreement. Any personal property of a party used in the performance of this Agreement in the possession of the other party shall be returned to the owner promptly upon completion of each requested task that utilized the property.

8. Maintenance and Audit of Records.

8.1 Each Party shall maintain books, records, documents, and other materials relevant to its performance under this Agreement. Records created by the officers shall be records of the City and shall be maintained by the City. Records created by the District shall be records of the District and shall be maintained by the District.

8.2 These records shall be subject to inspection, review, and audit by either Party, the Washington State Auditor's Office, or any other entity as required by law.

8.3 Each Party shall retain all such books, records, documents, and other materials for at least the applicable retention period under federal and Washington state law.

9. Legal Relations.

9.1 The City and the District are separate and independent governmental entities in all respects. The City and the assigned officers shall have the status of an independent contractor for purposes of this Agreement. The officers assigned to the District shall be considered to be employees of the City and shall be subject to the City's control and supervision. The assigned officers will be subject to current procedures in effect for City of Vancouver police officers, including attendance at all mandated training and testing to maintain state law enforcement officer certification. This Agreement is not intended to and will not constitute, create, give rise to, or otherwise recognize a joint venture, partnership, or formal business association or organization of any kind between the Parties, and the rights and obligations of the Parties shall be only those expressly set forth in this Agreement.

9.2 Nothing in this Agreement shall be construed to permit anyone other than the Parties and their successors to rely upon the covenants and agreements contained in this Agreement, nor to give any such third party a cause of action, as a third-party beneficiary or otherwise, on account of any nonperformance of the provisions of this Agreement.

10. Enforcement.

10.1 In the event a dispute arises regarding any matter addressed in or related to this Agreement, the Parties agree that before taking any court action or seeking any other legal remedy, the Parties' authorized contact persons listed in Section 5.3, or their authorized designees, will participate in a good faith in-person negotiation to resolve any such dispute.

10.2 If any legal action, arbitration, or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any of the provisions of this Agreement, each Party shall pay its own attorney's fees incurred in that legal action, arbitration, or other proceeding.

10.3 This Agreement shall be governed exclusively by the laws of the State of Washington. Venue for any legal action shall be in the Clark County Superior Court.

11. Applicable Laws.

The Parties, in performance of the work under this Agreement, shall abide by all applicable local, state and federal laws, regulations, and requirements.

12. Interpretation.

12.1 This Agreement has been submitted to the scrutiny of the Parties and their legal counsel, if desired, and it shall be given a fair and reasonable interpretation in accordance with its words, without consideration or weight given to its being drafted by any Party or its legal counsel.

12.2 Nothing contained in this Agreement shall be interpreted or construed to permit the assignment

by either Party of any rights or obligations in this Agreement and such assignment is expressly prohibited without the prior written consent of the other Party.

13. Indemnification.

13.1 The City agrees to defend, indemnify, and hold harmless the District and its agents from and against claims, damages, losses, and expenses, including, but not limited to, attorney's fees and costs and expenses, arising out of or resulting from its performance of this Agreement, except for injuries and damages caused by the sole actions of the District.

13.2 The District agrees to defend, indemnify, and hold harmless the City and its agents from and against claims, damages, losses, and expenses, including, but not limited to, attorney's fees and costs and expenses, arising out of or resulting from its performance of this Agreement, except for injuries and damages caused by the sole actions of the City.

14. Waiver of Breach.

The waiver by either Party of the breach of any provision of this Agreement by the other Party must be in writing and shall not operate or be construed as a waiver of any subsequent breach by such other Party.

15. Recitals.

The recitals in the preamble to this Agreement are incorporated by this reference and are a part of this Agreement.

16. Severability.

In the event any term, provision, or condition of this Agreement or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other terms, provisions, conditions, or applications of this Agreement which shall be given effect without the invalid term, provision, condition, or application. To this end, the terms, provisions, and conditions of this Agreement are declared severable.

17. Posting of the Agreement.

Pursuant to RCW 39.34.040, this Agreement shall be recorded with the Clark County Auditor, or posted to each Party's website.

18. Entire Agreement.

This Agreement contains all the terms and conditions agreed upon by and between the Parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the Parties hereto. Any modification of this Agreement must be in writing and executed by both Parties. This Agreement may be executed simultaneously or in counterparts each of which shall be deemed an original, but all of which shall be identical and constitute one and the same agreement. This Agreement shall be binding upon the Parties, their successors and assigns.

IN WITNESS WHEREOF, the City of Vancouver and the Evergreen School District No. 114 have executed this Agreement on the dates below.

CITY OF VANCOUVER	EVERGREEN SCHOOL DISTRICT NO. 114
_____ Chief of Police Date: _____ _____ City Manager Date: _____	_____ Superintendent: Christine Moloney Date: _____
Attest: _____ _____, City Clerk Approved as to form: _____ _____, City Attorney	

Staff Report: 140-25

To: Mayor and City Council
From: City Manager
Date: July 7, 2025

Subject

Purchase Agreement - Purchase a Pre-Engineered Metal Building for the Bridge Shelter Project from Sourcewell - C-110822

Key Points

- In response to the homelessness emergency, the City has prioritized the development of a Bridge Shelter to help unhoused adults 'bridge' between unsheltered homelessness and more permanent housing.
- To shorten the construction schedule and reduce construction costs for the project, the City is using a Pre-Engineered Metal Building (PEMB) manufactured by BlueScope for the Bridge Shelter building shells.
- The Sourcewell (cooperative purchasing entity) contract with BlueScope to supply the PEMB was competitively bid and conforms with the bidding requirements set forth by the State of Washington.
- The project team has been working with BlueScope to include their requirements in Scott Edwards Architecture's (SEA's) designs. To complete the PEMB design and begin fabrication, the City needs to contract with BlueScope.

Strategic Plan Alignment

Housing and Human Needs – meeting basic needs and partnering with organizations to support the community

Present Situation

On November 6, 2023 multiple emergency orders were ratified by Vancouver City Council to address the critical health and safety issues associated with chronic unsheltered homelessness. Following this ratification, the City adopted a Homelessness Emergency Action Plan, which identified the establishment of a bridge shelter as a critical component of Vancouver's comprehensive strategy to address homelessness and its impacts.

This shelter is planned to be low-barrier emergency housing, providing those experiencing homelessness with a safe and supportive place to stay as they "bridge" between living outside and the next step on their journey to permanent housing. This interim/emergency housing will play a crucial role in providing immediate safety and support to individuals experiencing homelessness.

Some of the recent Bridge Shelter project activities:

- The City identified a potential location for the Bridge Shelter at 5313 NE 94th Ave.
- The City undertook public consultation to confirm this location for the Bridge Shelter.
- The City has contracted with Do Good Multnomah, the future facility operator, to consult with the design team during the facility design.

- The City contracted with Scott Edwards Architecture (SEA) to lead the design of the Bridge Shelter.
- The design team completed the 100% Design Development design package and is working on the Construction Documentation to be used to submit for building permits and to issue an Invitation to Bid to construct the Bridge Shelter.

After research into multiple building types, in February 2024, the City decided to move forward with a Pre-Engineered Metal Building for the Bridge Shelter. In March, the City reached out to BlueScope to explore the potential for them to supply the Pre-engineered Metal Building to the Project under a Sourcewell contract. In April, BlueScope agreed to work with SEA to develop a proposal and develop the design for the PEMB. In May, the City received a \$1.3 million proposal from BlueScope to supply the PEMB. SEA has since been working with BlueScope to refine the design.

Advantage(s)

Utilizing the Sourcewell contract to purchase the Pre-engineered Metal Building from BlueScope allows us to take advantage of competitive pricing.

Challenge(s)

1. Failure to approve would increase the construction timeline and would increase the construction budget risk.
2. Failure to approve would require the redesign of the Bridge Shelter and increase the design schedule and fees.

Budget Impact

There is sufficient appropriation in the 2025-2026 Biennial Capital Budget to cover the purchase of the building.

Prior Council Review

- On November 6, 2026, City Council ratified Emergency Orders 2023-01, 2023,-02 and 2023-03.
- Since the ratification of the emergency orders, the Homeless Response Manager has been presenting monthly Homeless Emergency Situation Reports.

Action Requested

On Monday, July 7, 2025, authorize the City Manager or designee to purchase a Pre-engineered Metal Building for the Bridge Shelter from Sourcewell under Contract #110822, up to a maximum of \$1,300,000.

Staff Contact

John Kearns, Capital Projects Project Manager, Kevin.Kearns@cityofvancouver.us

Attachments:

1. BlueScope Contract 110822
2. C-102012 WD

**Solicitation Number: RFP #110822****CONTRACT**

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and BlueScope Construction, Inc., 1540 Genessee Street, Kansas City, MO 64102 (Supplier).

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to eligible federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Pre-Engineered Buildings with Related Materials and Services from which Supplier was awarded a contract.

Supplier desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

1. TERM OF CONTRACT

- A. **EFFECTIVE DATE.** This Contract is effective upon the date of the final signature below.
- B. **EXPIRATION DATE AND EXTENSION.** This Contract expires January 6, 2027, unless it is cancelled sooner pursuant to Article 22. This Contract may be extended one additional year upon the request of Sourcewell and written agreement by Supplier.
- C. **SURVIVAL OF TERMS.** Notwithstanding any expiration or termination of this Contract, all payment obligations incurred prior to expiration or termination will survive, as will the following: Articles 11 through 14 survive the expiration or cancellation of this Contract. All other rights will cease upon expiration or termination of this Contract.

2. EQUIPMENT, PRODUCTS, OR SERVICES

- A. **EQUIPMENT, PRODUCTS, OR SERVICES.** Supplier will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above.

Supplier's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All Equipment and Products provided under this Contract must be new and the current model. Supplier may offer close-out or refurbished Equipment or Products if they are clearly indicated in Supplier's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. **WARRANTY.** Supplier warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Supplier warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for which they are intended. Supplier's dealers and distributors must agree to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that extends beyond the expiration of the Supplier's warranty will be passed on to the Participating Entity.

C. **DEALERS, DISTRIBUTORS, AND/OR RESELLERS.** Upon Contract execution and throughout the Contract term, Supplier must provide to Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers relative to the Equipment, Products, and Services offered under this Contract, which will be incorporated into this Contract by reference. It is the Supplier's responsibility to ensure Sourcewell receives the most current information.

3. PRICING

All Equipment, Products, or Services under this Contract will be priced at or below the price stated in Supplier's Proposal.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

A. **SHIPPING AND SHIPPING COSTS.** All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Supplier must permit the Equipment and Products to be

returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Equipment and Products at a reasonable time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Supplier as soon as possible and the Supplier will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Participating Entity.

Supplier must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcewell may declare the Supplier in breach of this Contract if the Supplier intentionally delivers substandard or inferior Equipment or Products.

B. SALES TAX. Each Participating Entity is responsible for supplying the Supplier with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. HOT LIST PRICING. At any time during this Contract, Supplier may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Supplier determines it will offer Hot List Pricing, it must be submitted electronically to Sourcewell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcewell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

4. PRODUCT AND PRICING CHANGE REQUESTS

Supplier may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcewell Price and Product Change Request Form to the assigned Sourcewell Supplier Development Administrator. This approved form is available from the assigned Sourcewell Supplier Development Administrator. At a minimum, the request must:

- Identify the applicable Sourcewell contract number;
- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;

- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Request Form will become an amendment to this Contract and will be incorporated by reference.

5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS

A. PARTICIPATION. Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Supplier understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

Supplier is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential participating entities to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Supplier's employees may be required to perform work at government-owned facilities, including schools. Supplier's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

6. PARTICIPATING ENTITY USE AND PURCHASING

A. ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Supplier that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Supplier. Typically, a Participating Entity will issue an order directly to Supplier or its authorized subsidiary, distributor, dealer, or reseller. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell

contract number. All Participating Entity orders under this Contract must be issued prior to expiration or cancellation of this Contract; however, Supplier performance, Participating Entity payment obligations, and any applicable warranty periods or other Supplier or Participating Entity obligations may extend beyond the term of this Contract.

Supplier's acceptable forms of payment are included in its attached Proposal. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

B. ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM. Additional terms and conditions to a purchase order, or other required transaction documentation, may be negotiated between a Participating Entity and Supplier, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum, the terms of which will be negotiated directly between the Participating Entity and the Supplier or its authorized dealers, distributors, or resellers, as applicable. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

C. SPECIALIZED SERVICE REQUIREMENTS. In the event that the Participating Entity requires service or specialized performance requirements not addressed in this Contract (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements), the Participating Entity and the Supplier may enter into a separate, standalone agreement, apart from this Contract. Sourcewell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

D. TERMINATION OF ORDERS. Participating Entities may terminate an order, in whole or in part, immediately upon notice to Supplier in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the equipment, products, or services to be purchased; or
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements.

E. GOVERNING LAW AND VENUE. The governing law and venue for any action related to a Participating Entity's order will be determined by the Participating Entity making the purchase.

7. CUSTOMER SERVICE

A. PRIMARY ACCOUNT REPRESENTATIVE. Supplier will assign an Account Representative to Sourcewell for this Contract and must provide prompt notice to Sourcewell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcewell and Participating Entity inquiries; and
- Business reviews to Sourcewell and Participating Entities, if applicable.

B. BUSINESS REVIEWS. Supplier must perform a minimum of one business review with Sourcewell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, sales data reports, performance issues, supply issues, customer issues, and any other necessary information.

8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT

A. CONTRACT SALES ACTIVITY REPORT. Each calendar quarter, Supplier must provide a contract sales activity report (Report) to the Sourcewell Supplier Development Administrator assigned to this Contract. Reports are due no later than 45 days after the end of each calendar quarter. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);
- Participating Entity Physical Street Address;
- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Participating Entity Contact Name;
- Participating Entity Contact Email Address;
- Participating Entity Contact Telephone Number;
- Sourcewell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Supplier.

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcewell, the Supplier will pay an administrative fee to Sourcewell on all Equipment, Products, and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Supplier may not charge Participating Entities more than the contracted price to offset the Administrative Fee.

The Supplier will submit payment to Sourcewell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment, Products, and Services purchased

by Participating Entities under this Contract during each calendar quarter. Payments should note the Supplier's name and Sourcewell-assigned contract number in the memo; and must be mailed to the address above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions. Payments must be received no later than 45 calendar days after the end of each calendar quarter.

Supplier agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Supplier is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Supplier in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

9. AUTHORIZED REPRESENTATIVE

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Supplier's Authorized Representative is the person named in the Supplier's Proposal. If Supplier's Authorized Representative changes at any time during this Contract, Supplier must promptly notify Sourcewell in writing.

10. AUDIT, ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

A. **AUDIT.** Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Contract are subject to examination by Sourcewell or the Minnesota State Auditor for a minimum of six years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

B. **ASSIGNMENT.** Neither party may assign or otherwise transfer its rights or obligations under this Contract without the prior written consent of the other party and a fully executed assignment agreement. Such consent will not be unreasonably withheld. Any prohibited assignment will be invalid.

C. **AMENDMENTS.** Any amendment to this Contract must be in writing and will not be effective until it has been duly executed by the parties.

D. **WAIVER.** Failure by either party to take action or assert any right under this Contract will not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right. Any such waiver must be in writing and signed by the parties.

E. **CONTRACT COMPLETE.** This Contract represents the complete agreement between the parties. No other understanding regarding this Contract, whether written or oral, may be used to bind either party. For any conflict between the attached Proposal and the terms set out in Articles 1-22 of this Contract, the terms of Articles 1-22 will govern.

F. **RELATIONSHIP OF THE PARTIES.** The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

11. INDEMNITY AND HOLD HARMLESS

Supplier must indemnify, defend, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell or its Participating Entities, arising out of any act or omission in the performance of this Contract by the Supplier or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.

12. GOVERNMENT DATA PRACTICES

Supplier and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, maintained, or disseminated by the Supplier under this Contract.

13. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT

A. INTELLECTUAL PROPERTY

1. *Grant of License.* During the term of this Contract:
 - a. Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use the trademark(s) provided to Supplier by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Supplier.
 - b. Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising and promotional materials for the purpose of marketing Supplier's relationship with Sourcewell.
2. *Limited Right of Sublicense.* The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers,

resellers, marketing representatives, and agents (collectively “Permitted Sublicensees”) in advertising and promotional materials for the purpose of marketing the Parties’ relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.

3. *Use; Quality Control.*

- a. Neither party may alter the other party’s trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.
- b. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party’s trademarks only in good faith and in a dignified manner consistent with such party’s use of the trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

4. *Termination.* Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party’s name or logo (excepting Sourcewell’s pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell’s written directions.

B. PUBLICITY. Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Supplier individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. MARKETING. Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Send all approval requests to the Sourcewell Supplier Development Administrator assigned to this Contract.

D. ENDORSEMENT. The Supplier must not claim that Sourcewell endorses its Equipment, Products, or Services.

14. GOVERNING LAW, JURISDICTION, AND VENUE

The substantive and procedural laws of the State of Minnesota will govern this Contract. Venue for all legal proceedings arising out of this Contract, or its breach, must be in the appropriate state court in Todd County, Minnesota or federal court in Fergus Falls, Minnesota.

15. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

16. SEVERABILITY

If any provision of this Contract is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Contract is capable of being performed, it will not be affected by such determination or finding and must be fully performed.

17. PERFORMANCE, DEFAULT, AND REMEDIES

A. **PERFORMANCE.** During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Supplier will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Supplier may escalate the resolution of the issue to a higher level of management. The Supplier will have 30 calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending.* Notwithstanding the existence of a dispute, the Supplier must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Supplier fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, the Supplier will bear any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed.

B. **DEFAULT AND REMEDIES.** Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

The party claiming default must provide written notice of the default, with 30 calendar days to cure the default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

18. INSURANCE

A. REQUIREMENTS. At its own expense, Supplier must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*

Workers' Compensation: As required by any applicable law or regulation.

Employer's Liability Insurance: must be provided in amounts not less than listed below:

Minimum limits:

\$500,000 each accident for bodily injury by accident

\$500,000 policy limit for bodily injury by disease

\$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Supplier will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.

Minimum Limits:

\$1,000,000 each occurrence Bodily Injury and Property Damage

\$1,000,000 Personal and Advertising Injury

\$2,000,000 aggregate for products liability-completed operations

\$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Supplier will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:

\$1,000,000 each accident, combined single limit

4. *Umbrella Insurance*. During the term of this Contract, Supplier will maintain umbrella coverage over Employer's Liability, Commercial General Liability, and Commercial Automobile.

Minimum Limits:

\$2,000,000

5. *Professional/Technical, Errors and Omissions, and/or Miscellaneous Professional Liability*. During the term of this Contract, Supplier will maintain coverage for all claims the Supplier may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to Supplier's professional services required under this Contract.

Minimum Limits:

\$2,000,000 per claim or event

\$2,000,000 – annual aggregate

6. *Network Security and Privacy Liability Insurance*. During the term of this Contract, Supplier will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Supplier's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:

\$2,000,000 per occurrence

\$2,000,000 annual aggregate

Failure of Supplier to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Supplier must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Supplier Development Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf.

Failure to request certificates of insurance by Sourcewell, or failure of Supplier to provide certificates of insurance, in no way limits or relieves Supplier of its duties and responsibilities in this Contract.

C. ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE. Supplier agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Supplier's commercial

general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Supplier, and products and completed operations of Supplier. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. **WAIVER OF SUBROGATION.** Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Supplier or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier or its subcontractors. Where permitted by law, Supplier must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. **UMBRELLA/EXCESS LIABILITY/SELF-INSURED RETENTION.** The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

19. COMPLIANCE

A. **LAWS AND REGULATIONS.** All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. **LICENSES.** Supplier must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Supplier conducts with Sourcewell and Participating Entities.

20. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION

Supplier certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Supplier declares bankruptcy, Supplier must immediately notify Sourcewell in writing.

Supplier certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Supplier certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Supplier further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time.

21. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may have additional requirements based on specific funding source terms or conditions. Within this Article, all references to “federal” should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Supplier’s Equipment, Products, or Services with United States federal funds.

A. **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of “federally assisted construction contract” in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 C.F.R. § 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.” The equal opportunity clause is incorporated herein by reference.

B. **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report

all suspected or reported violations to the federal awarding agency. Supplier must be in compliance with all applicable Davis-Bacon Act provisions.

C. **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708).** Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

D. **RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT.** If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

E. **CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387).** Contracts and subgrants of amounts in excess of \$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Supplier certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. **DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689).** A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R.

§180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Suppliers must file any required certifications. Suppliers must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Suppliers must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Suppliers must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Supplier must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Supplier further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Supplier must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Supplier must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Supplier agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Supplier that are directly pertinent to Supplier's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Supplier's personnel for the purpose of interview and discussion relating to such documents.

L. **PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322).** A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

M. **FEDERAL SEAL(S), LOGOS, AND FLAGS.** The Supplier cannot use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.

N. **NO OBLIGATION BY FEDERAL GOVERNMENT.** The U.S. federal government is not a party to this Contract or any purchase by a Participating Entity and is not subject to any obligations or liabilities to the Participating Entity, Supplier, or any other party pertaining to any matter resulting from the Contract or any purchase by an authorized user.

O. **PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS.** The Contractor acknowledges that 31 U.S.C. 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Contract or any purchase by a Participating Entity.

P. **FEDERAL DEBT.** The Supplier certifies that it is non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowance, and benefit overpayments.

Q. **CONFLICTS OF INTEREST.** The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Contract or any aspect related to the anticipated work under this Contract raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Supplier must explain the actual or potential conflict in writing in sufficient detail so that the U.S. Office of General Services, Sourcewell, and Participating Entity are able to assess the actual or potential conflict; and provide any additional information as necessary or requested.

R. **U.S. EXECUTIVE ORDER 13224.** The Supplier, and its subcontractors, must comply with U.S. Executive Order 13224 and U.S. Laws that prohibit transactions with and provision of resources and support to individuals and organizations associated with terrorism.

S. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT. To the extent applicable, Supplier certifies that during the term of this Contract it will comply with applicable requirements of 2 C.F.R. § 200.216.

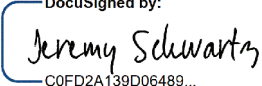
T. DOMESTIC PREFERENCES FOR PROCUREMENTS. To the extent applicable, Supplier certifies that during the term of this Contract will comply with applicable requirements of 2 C.F.R. § 200.322.

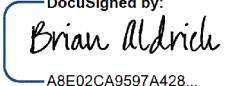
22. CANCELLATION

Sourcwell or Supplier may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcwell may cancel this Contract immediately upon discovery of a material defect in any certification made in Supplier's Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.

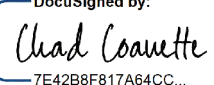
Sourcwell

BlueScope Construction, Inc.

DocuSigned by:

C0FD2A139D06489...
By: _____
Jeremy Schwartz
Title: Chief Procurement Officer
Date: 1/8/2023 | 10:28 PM CST

DocuSigned by:

A8E02CA9597A428...
By: _____
Brian Aldrich
Title: Director of Government Services
Date: 1/3/2023 | 1:17 PM CST

Approved:

DocuSigned by:

7E42B8F817A64CC...
By: _____
Chad Coauette
Title: Executive Director/CEO
Date: 1/9/2023 | 6:22 AM CST

RFP 110822 - Pre-Engineered Buildings with Related Materials and Services

Vendor Details

Company Name: BlueScope Construction, Inc.
Address: 1540 Genessee Street
Kansas City, MO 64102
Contact: Brian Aldrich
Email: bnaldrich@bluescopeconstruction.com
Phone: 816-589-3761
HST#: 43-0949971

Submission Details

Created On: Tuesday September 27, 2022 15:14:44
Submitted On: Tuesday November 08, 2022 11:28:58
Submitted By: Lindsey Jones
Email: lindsey.jones@bluescopeconstruction.com
Transaction #: 7112e4df-7f82-4756-a630-f7c9241a89bd
Submitter's IP Address: 199.254.236.3

Specifications

Table 1: Proposer Identity & Authorized Representatives

General Instructions (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond "N/A" if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *	
1	Proposer Legal Name (one legal entity only): (In the event of award, will execute the resulting contract as "Supplier")	BlueScope Construction, Inc.	*
2	Identify all subsidiary entities of the Proposer whose equipment, products, or services are included in the Proposal.	N/A. We do not have any subsidiary entities.	*
3	Identify all applicable assumed names or DBA names of the Proposer or Proposer's subsidiaries in Line 1 or Line 2 above.	N/A. We do not have any DBA names or any subsidiaries.	*
4	Provide your CAGE code or Unique Entity Identifier (SAM):	CAGE for BlueScope Construction, Inc.: 1JQE3 UEI for BlueScope Construction, Inc.: FN3KAN7G72B6	*
5	Proposer Physical Address:	1540 Genessee Street Kansas City, MO 64102	*
6	Proposer website address (or addresses):	www.BlueScopeConstruction.com	*
7	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Brian Aldrich Director of Government Services 1540 Genessee Street Kansas City, MO 64102 bnaldrich@bluescopeconstruction.com 816-245-6886	*
8	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Brian Aldrich Director of Government Services 1540 Genessee Street Kansas City, MO 64102 bnaldrich@bluescopeconstruction.com 816-245-6886	*
9	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	N/A. Brian Aldrich is the best contact.	

Table 2: Company Information and Financial Strength

Line Item	Question	Response *	
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10	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	BlueScope Construction, Inc. originally evolved in 1915 from integrating three pioneer companies in the Australian steel industry, Broken Hill Proprietary Ltd, John Lysaght Australia Pty Ltd, and Australian Iron and Steel Ltd, into a company called BlueScope Steel Limited. BlueScope Steel later acquired New Zealand Steel and acquired the following North American companies: Butler Manufacturing™, Varco Pruden™, ACS Profiles Inc., Steelscape Inc., and Metl-Span LLC. Butler Manufacturing™ and Varco Pruden™, pioneered the inception of the metal building industry in North America. For more than 100 years, the name Butler® has been synonymous with innovation. Butler Manufacturing™ was founded in 1901 in Kansas City, Missouri and is credited with pioneering the global Pre-Engineered Metal Building Industry. In 1943, Butler® invented the use of 3-plate rigid frames, which formally launched the Pre-Engineered Metal Building Industry. Varco Pruden Buildings™ began producing Pre-Engineered Buildings by 1950. In 1956, both Butler Manufacturing™ and Varco Pruden Buildings™ helped to establish the Metal Building Manufacturers Association (MBMA), which has established design standards and loading criteria for Pre-Engineered Metal Buildings throughout North America. BlueScope Construction, Inc. incorporated in 1970 as a wholly owned subsidiary of Butler Manufacturing™. Known during that time as Butler Construction or BUCON, BlueScope Construction, Inc. specialized in building industrial and commercial facilities for corporate and government customers, utilizing local Butler Builder® dealers and their market-specific knowledge of codes, local design disciplines, subcontractors, and other location-specific information. Today, BlueScope Construction, Inc. is a national design-build, turnkey general contractor specializing in multiple building types for various facility needs for government, industrial, educational customers. BlueScope Construction, Inc. provides a variety of in-house services, including customer service, structural engineering, project management, scheduling, and after-construction quality services. We also self-perform large-scale steel erection nationwide through a subsidiary called BlueScope Erection Services. When Butler Manufacturing™ was purchased by BlueScope Steel in 2004, Butler Construction or BUCON became part of the BlueScope family, eventually changing our name in 2008 to BlueScope Construction, Inc. with a new parent company, BlueScope Buildings North America (BBNA), also being formed at the same time. BBNA then purchased Varco Pruden Buildings™. Butler® and Varco Pruden™ (BlueScope brands) became our "sister" companies and their nationwide network of nearly 1,500 authorized builders allow us to provide national construction services with a local connection and support. BlueScope Conventional Steel Services was added to the BBNA corporate family in 2014. BBNA and BlueScope Construction, Inc. are focused on driving excellence in the Pre-Engineered Buildings Industry. We are proud that, over the years, many leaders of our organization have served as presidents for the Metal Building Manufacturers Association, including Wilbur B. Larkin (1956-1957), Jack Hatcher (1968), R.J. Atkinson (1970 and 1978), Robert C. Kelley (1979 and 1988), Donald H. Pratt (1983), Richard S. Jarman (1991-1992), Duane Stockburger (1994), Chuck Haslebach (2010-2011), Tom Gilligan (2015), and Greg Pasley (2021). Also, due to our focus on excellence in the Pre-Engineered Metal Building Industry, we are proud to share that many of our employees have been inducted in the Metal Construction News Hall of Fame, including Marvin K. Snyder (2012), Clark Prudhon and Don Johnson (2013), Norm Rimmer (2014), Wilbur Larkin, Tom Frahm, Dave Evers, and Jack Hatcher (2016), and Chuck Haslebach (2020). At BlueScope Construction, Inc., Sourcewell Members are our partners. Our success depends upon the Sourcewell Members' satisfaction with both us and with our team. We develop long-term alliances with our team of designers, trades, vendors, subcontractors, and suppliers that are based on trust, dedication to common goals, and respect for each other's expectations and needs. We work closely with our teammates, capitalizing on each other's unique strengths, to achieve the business objectives for each Sourcewell Member. The value-added benefits of this team philosophy include improved efficiency, increased innovation, cost-effectiveness, and safety, allowing for the best quality products and services. Our team goal has always been to achieve repeat business, together. We do not believe in one and done projects.
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11	What are your company's expectations in the event of an award?	As the current holder of this contract, we expect to continue delivering the first-class service Sourcewell and its Members have become accustomed to receiving from BlueScope Construction, Inc., and our teams across the country. We will continue to grow and nurture our relationship with Sourcewell and its Members. We greatly appreciate the extraordinary support we have enjoyed from the Sourcewell team to date. We will continue to remain focused on promoting all Sourcewell benefits, including products and services outside of our contract. We take pleasure in helping Sourcewell Members understand other available Sourcewell solutions. We have learned that doing so may not directly add to our bottom line, but it helps our Sourcewell Members understand that we are available as a resource, which yields huge dividends in the end. BlueScope Construction, Inc. has proven experience in guiding Sourcewell Members through this superior procurement process with the Sourcewell Contract. We have learned how to educate Sourcewell Members about the benefits of acquiring high-value building solutions through the Sourcewell Contract. We have developed a dual-sales cycle to help make construction procurement easy for those Members who do not often buy construction or have not purchased construction through a purchasing cooperative. We work with the Members and their operations staff, their procurement specialist/buyer or attorney, as well as any board or counsel members, to help them all understand and justify this design-build, turnkey Sourcewell solution versus a traditional design-bid-build solution. We have successfully gained experience with Sourcewell Members in multiple states, resulting in relationships with past buyers and various in-house and outside counsel across the country. The input from these satisfied Sourcewell Members assists new Members in evaluating the usefulness of the Sourcewell procurement delivery system utilizing BlueScope Construction, Inc. We have also developed marketing materials to specifically educate Sourcewell Members on how to buy construction through a purchasing cooperative. This assistance is offered to the Sourcewell Member at no cost or obligation, which we will continue to provide. In addition to utilizing our proven marketing materials to help both current and future Sourcewell Members make use of the Contract, BlueScope Construction, Inc. intends, upon a successful award, to continue vigorously educating Sourcewell Members, our national network of over 1,500 Builderships, and our ever-expanding internal and external sales forces on the exceptional advantages of the Sourcewell Contract. The tools we use to provide such education, which covers numerous facets of the Sourcewell Contract, include regional training sessions, webinars, videos, Sourcewell Universities, etc. Based on our current sales of approximately \$155 million over seven years of this contract, BlueScope Construction, Inc. expects to achieve annual sales ranging from \$50 to \$70 million for our third, four-year Sourcewell Contract. Through our customer-service focus, we have enjoyed Sourcewell Members returning, repeatedly, to this contracting vehicle and our team, for their future facility needs of either new construction or renovation. We are extremely optimistic that our investment in this Sourcewell Contract, which has taken time to develop and implement, will continue to yield high returns, both growing our sales and our list of satisfied Sourcewell Members.
12	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	BlueScope Construction, Inc. has been incorporated since 1970 (changing our name to BlueScope Construction Inc. in 2008). We have executed over 3,000 projects, never defaulting on any contract. We are a publicly audited company because BlueScope Construction, Inc. is a wholly owned subsidiary of BBNA, itself a wholly owned division of BlueScope Steel Ltd. BlueScope Steel Ltd. is an international, USD12.9 billion steel solutions company. Besides our fully audited and reviewable financials, BlueScope Construction, Inc. also has the financial backing of our parent company. Our bank reference is JP Morgan Chase NA, Brian Brehm, 312-732-7363. It can confirm our \$20 million standing line of credit, which can be increased easily if necessary. BlueScope Construction, Inc. also has a standing limit bonding capacity of \$75,000,000 per project and \$150,000,000 overall bonding capacity. This limit can also be adjusted upwards if necessary. Please refer to the documents uploaded to the "Financial Strength and Stability" file within RFP 110822 - Pre-Engineered Buildings with Related Materials and Services Documents to help illustrate our financial strength.

13	What is your US market share for the solutions that you are proposing?	To our knowledge, we are the only full design-build, turnkey construction solution in the purchasing cooperative industry. We began in this industry as the only design-build, turnkey solution with Sourcewell (NJPA at that time) in 2015 and have successfully contracted approximately \$155 million for Sourcewell Members across the country. The industry-leading resource for determining market share for Pre-Engineered Metal Buildings in the United States is the Metal Building Manufacturers Association (MBMA). More than 30-member companies (nearly all the top Pre-Engineered Building Manufacturers in North America) provide confidential sales information to MBMA. It then provides the aggregate information to its members. Based on this data, in calendar year 2021, BlueScope brands had 21% market share of the Pre-Engineered Building market in the United States. Additionally, our strategic partner Lester Buildings (see Table 8) has a US Market share of 35% in their industry.	*
14	What is your Canadian market share for the solutions that you are proposing?	In Canada, we have operations and a network of Builderships, similar to the US market, that allow us to operate in the Canadian market. The industry-leading resource for determining market share for Pre-Engineered Metal Buildings in Canada is the Metal Building Manufacturers Association (MBMA). More than 30-member companies (nearly all the top Pre-Engineered Metal Building Manufacturers in North America) provide confidential sales information to MBMA. It then provides the aggregate information to its members. Based on this data, in calendar year 2021, BlueScope brands had 30% market share of the Pre-Engineered Building market in Canada.	*
15	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	We have never petitioned for bankruptcy protection.	*

16	How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization. a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned? b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?	B) BlueScope Construction, Inc. is a wholly owned subsidiary of the manufacturer of Butler® Buildings and Varco Pruden Buildings™ and is best described as a manufacturer. We are listed as a manufacturer on the GSA Federal Supply Schedule as well as the provider of ancillary construction services. As the only manufacturer and general contractor owned by a steel company, BlueScope Construction, Inc. has direct control over the material supply chain for its Projects. This control over each Project's procurement, design, detailing, fabrication, delivery and building erection provides us with an exceptional opportunity to take ownership of a Project and streamline scheduling. We also have the advantage of being able to source materials strategically by location, which minimizes shipping costs for Sourcewell Members. BlueScope Construction, Inc. has its own sales force consisting of Business Development Managers and other execution staff that call on potential Sourcewell Members. Additionally, within BBNA, there are eight sales force groups that BlueScope Construction, Inc. frequently teams with for joint Sourcewell calls. These groups are: -Butler Builder® Network. Butler® Builderships are independent general contractors that are trained and licensed to sell the Butler® and Sourcewell solutions in a specific area of North America. There are approximately 700 Butler Builder® dealers throughout North America. As independent companies, their employees are third parties. -Butler® Business Development Managers. This group recruits new Butler Builder® dealers by educating them about the advantages of Butler® and Sourcewell systems. They also help train the new Builders in Butler® information, including the Sourcewell Contract. They are direct Butler® employees. -Butler® Area Managers. This group of sales professionals collaborates directly with the approximately 700 independent Butler® Builderships spread across North America. Each of the 35 Area Managers has a specific territory and works with each Butler Builder® in his or her territory to help it sell the Butler® and Sourcewell solution. They are direct Butler® employees. -Butler® Corporate Account Managers. This group supports Butler® sales, focusing on major corporate accounts and Sourcewell Members for Butler® Buildings. They are direct Butler Manufacturing™ employees. -Varco Pruden™ Buildership Network. Varco Pruden Builder™ dealers are independent general contractors that are trained and licensed to sell Varco Pruden™ and Sourcewell solutions in a specific area of North America. There are approximately 800 Varco Pruden Builder™ dealers throughout North America. As independent companies, their employees are third parties. -Varco Pruden™ Business Development Managers. This group recruits new Varco Pruden Builder™ dealers by educating them about the advantages of Varco Pruden™ and Sourcewell systems. They also help train the new Builders in Varco Pruden™ information, including the Sourcewell Contract. They are direct Varco Pruden employees. -Varco Pruden™ District Managers. This group of District Managers collaborates directly with approximately 800 independent Varco Pruden™ Builder dealers spread across North America. Each of the 31 District Managers has a specific territory and works with each Varco Pruden™ Builder in his or her territory to help it sell the Varco Pruden™ and Sourcewell solutions. They are direct Varco Pruden™ employees. -Varco Pruden™ Corporate Account Managers. This group supports Varco Pruden™ sales, focusing on major corporate accounts and Sourcewell Members for Varco Pruden Buildings™. They are direct Varco Pruden™ employees. In addition, as part of our offering of Lester Buildings (see Table 8), we also have access to their builders and sales forces. As these companies are not owned by BBNA but are strategic, long-term teammates in our Sourcewell offering, their networks of builders and employees are considered third party.
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17	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	BlueScope Construction, Inc. is a general contractor. We maintain all applicable local business registrations/licenses to perform work and business in the United States. We have also held Canadian registrations/licenses in the past, and we are able and willing to quickly re-apply for such registrations/licenses should the need arise for a Sourcewell Member's Project. -Business License. To offer products and ancillary construction services in the U.S., besides a federal business number, a company must be licensed to do business in each of the 50 states. BlueScope Construction, Inc. is licensed to do business in all 50 states. We also require all subcontractors working for us to provide their business license. Further, we have also held licenses to conduct business in Canada in the past, and we are able and willing to quickly re-apply for a such license to conduct business in Canada should the need arise for a Sourcewell Member's Project. -Contractor's License. Some states in the U.S. do not require a separate contractor's license to operate as a general contractor providing construction services; however, over 30 states do. BlueScope Construction, Inc. has a contractor's license in every U.S. state in which we do business, where required. We also require any subcontractor working for us to also provide proof of the required contractor's license for that state. Further, we have also held licenses to operate as a general contractor in Canada in the past, and we are able and willing to quickly re-apply for a such license to act as a general contractor in Canada should the need arise for a Sourcewell Member's Project. -Engineering License. The building supplier must have an engineer license where the building will be built. BBNA has the required licensed engineers as direct employees. -Individual Site Requirements. Many states and locations have their own individual requirements for OSHA, permitting and other restrictions. During the proposal process, we collaborate with the Sourcewell Member to define the scope of work necessary for the facility needs. As part of that due diligence process, we seek out and determine specific loads, codes, safety requirements and other restrictions to include in our proposed Sourcewell Solution. Following contract award by the Sourcewell Member, professional design disciplines necessary for the Sourcewell design-build, turnkey solution are engaged to ensure that such requirements are included in the design of the Project. During the construction phase, those design disciplines typically oversee the various subcontractors to ensure that construction complies with the design and code requirements. -LEED (Leadership in Energy and Environmental Design) Accredited Professionals. BlueScope Construction, Inc. has LEED Accredited Professionals on staff if such services are required.	*
18	Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.	We have never been suspended or debarred over the past ten years.	*

Table 3: Industry Recognition & Marketplace Success

Line Item	Question	Response *
19	Describe any relevant industry awards or recognition that your company has received in the past five years	We currently hold more than 30 active patents for various Pre-Engineered Metal Building product solutions we have developed. Historically, we have held more than 100 patents relating to our industry. Please note, to list all awards received by BlueScope Construction, Inc. in the past 5 years would unnecessarily lengthen our response. For brevity, we are highlighting some recognitions received in 2019, 2020, and 2021. In the Pre-Engineered Metal Buildings industry, 2022 recognitions have been released on a limited basis. However, when available, we have included that information as well. #16 on Kansas City's General Contractor list (2021) – Kansas City Business Journal #17 on Top General Contractor's List (2021) – Ingram's magazine Top Contractor for Data Centers (2021, 2020 and 2019) – Engineering News Record magazine Top Contractor (2021, 2020 and 2019) – Building Design and Construction magazine, Giants 400 Report

Top Airport Facility Contractor (2021, 2020 and 2019) - Building Design and Construction magazine, Giants 400 Report

Top 100 Design-Build Construction Firm (2021) - Building Design and Construction magazine, Giants 400 Report

Top Government Sector Contractor (2021) - Building Design and Construction magazine, Giants 400 Report

Top Federal Government Sector Contractor (2021) - Building Design and Construction magazine, Giants 400 Report

Top Local Government Sector Contractor (2021) - Building Design and Construction magazine, Giants 400 Report

Top Military Sector Contractor (2021) - Building Design and Construction magazine, Giants 400 Report

Top Industrial Facility Contractor (2021, 2019) - Building Design and Construction magazine, Giants 400 Report

Top Multifamily Sector Contractor (2021) - Building Design and Construction magazine, Giants 400 Report

Top Religious Facility Contractor (2021) - Building Design and Construction magazine, Giants 400 Report

Top K-12 School Sector Contractor (2021) - Building Design and Construction magazine, Giants 400 Report

Top Sports Facility Contractor (2021) - Building Design and Construction magazine, Giants 400 Report

Top University Sector Contractor (2021) - Building Design and Construction magazine, Giants 400 Report

Top Data Center Contractor (2020) - Building Design and Construction magazine, Giants 400 Report

#15 on Top General Contractor's List (2020) – Ingram's magazine

Top Government Contractor – All Government Buildings Work (2020) - Building Design and Construction magazine, Giants 400 Report

Top Government Contractor – Federal Civilian Government (2020) - Building Design and Construction magazine, Giants 400 Report

Top Government Contractor – Local Government Buildings (2020) - Building Design and Construction magazine, Giants 400 Report

Top Government Contractor – State Government Buildings (2020) - Building Design and Construction magazine, Giants 400 Report

Top Government Contractor – Military (2020) - Building Design and Construction magazine, Giants 400 Report

Top Hospitality Contractor – All Hospitality Facilities Work (2020) - Building Design and Construction magazine, Giants 400 Report

Top Hospitality Contractor – Casinos (2020) - Building Design and Construction magazine, Giants 400 Report

Top Multifamily Contractor – All Multifamily Facilities Work (2020) – Building Design and Construction magazine, Giants 400 Report

Top Multifamily Contractor – Senior Living Facilities (2020) - Building Design and Construction magazine, Giants 400 Report

Top Office Contractor – All Office Building Work (2020) - Building Design and Construction magazine, Giants 400 Report

Top Office Contractor -Buildings / Core+Shell (2020) - Building Design and Construction magazine, Giants 400 Report

Top Contractor for Religious Structures / Places of Worship (2020) - Building Design and Construction magazine, Giants 400 Report

Top Schools Contractor – PK-12, public, private, charter, military (2020) - Building Design and Construction magazine, Giants 400 Report

Top Contractor for Sports Facilities/Stadiums/Recreation Facilities (2020) - Building Design and Construction magazine, Giants 400 Report

#8 on Top General Contractor's List (2019) – Ingram's magazine

Top Data Center Construction Firm (2019) - Building and Design and Construction magazine, Giants 300 Report

Top Design-Build Firm (2019) - Building Design and Construction magazine, Giants 300 Report

Top Government Sector Construction Firm (2019) - Building Design and Construction magazine, Giants 300 Report

Top Federal Government Sector Construction Firm (2019) - Building Design and Construction magazine, Giants 300 Report

Top State Government Sector Construction Firm (2019) - Building Design and Construction magazine, Giants 300 Report

Top Local Government Sector Construction Firm (2019) - Building Design and Construction magazine, Giants 300 Report

Top Military Sector Construction Firm (2019) - Building Design and Construction magazine, Giants 300 Report

Top Healthcare Construction Firm (2019) - Building Design and Construction magazine, Giants 300 Report

Top K-12 School Sector Construction Firm (2019) - Building Design and Construction magazine, Giants 300 Report

Top Office Sector Construction Firm (2019) - Building Design and Construction magazine, Giants 300 Report

Top Religious Facilities Sector Construction Firm (2019) - Building Design and Construction magazine, Giants 300 Report

BlueScope Construction, Inc. received LEED Gold certification as the design-build general contractor for the U.S. Coast Guard Fast Cutter Response Maintenance Facility in Miami Beach, Florida.

BlueScope Construction, Inc. received LEED Silver certification as the design-build general contractor for the Dr. Richard A. Schoettenger Research Building at the U.S. Geological Survey Environmental Research Center in Columbia, Missouri.

Over the years, several leaders from our organization have been inducted in the Metal Construction News Hall of Fame, most recently Chuck Haslebach (2021).

We are also proud that many leaders of our organization have served as presidents for the Metal Building Manufacturers Association, most recently Greg Pasley (2021).

Many of our local Builderships are well accomplished industry leaders with numerous recognitions in the Pre-Engineered Building industry. With nearly 1,500 partners, it would be too lengthy to list all their accomplishments, but here are some recognition highlights:

Over the years, several leaders from our Builderships have been inducted in the Metal Construction News Hall of Fame, including Art Hance, Hance Construction (2022).

2022 Building of the Year – The Arbogast Performing Arts Center, Brentwood Builders (Butler Builder®) – Metal Building Contractors and Erectors Association

2022 Award of Merit – Insulation Technology Corporation, Baker Builders (Varco Pruden Builder™) – Metal Building Contractors and Erectors Association

2022 Pioneer Club Recipient – Warren Potter, Pioneer Construction (Varco Pruden Builder™) – Metal Building Contractors and Erectors Association

2021 Safety Performance Award from the Metal Building Manufacturers

		Association– BlueScope Buildings North America, Visalia, CA 2021 Building of the Year – Firehouse Shelter, Dunn Building Company (Varco Pruden Builder™) – Metal Building Contractors and Erectors Association 2021 Award of Merit Reroof – Mile Square Roofing, Hance Construction, Inc. (Butler Builder®) – Metal Building Contractors and Erectors Association 2021 Award of Excellence – Leading Technology Composites, Evans Building Company (Varco Pruden Builder™) – Metal Building Contractors and Erectors Association 2021 Award of Merit – Wayside Waifs, A.L. Huber General Contractor (Varco Pruden Builder™) – Metal Building Contractors and Erectors Association 2020 Superior Safety Award from the Metal Building Manufacturers Association– BlueScope Buildings North America, Annville, PA and Visalia, CA 2020 Safety Performance Award from the Metal Building Manufacturers Association– BlueScope Buildings North America, St. Joseph, MO 2020 Building of the Year – Air Canada Hangar 5, Scott Steel Erectors (Varco Pruden Builder™) – Metal Building Contractors and Erectors Association 2020 Specialty Award of Excellence – Gabrielli Truck Sales Facility, Thomas Phoenix International, Inc. (Butler Builder®) – Metal Building Contractors and Erectors Association 2020 Specialty Award of Merit – Southwest Airlines Maintenance Hangar, Sure Steel, Inc. (Butler Builder®) – Metal Building Contractors and Erectors Association 2019 Award of Excellence – RLS Freezer Building, Thomas Phoenix International, Inc. (Butler Builder®) – Metal Building Contractors and Erectors Association 2019 Award of Excellence Reroof – Four Winds Plaza Reroof, Thomas Phoenix International, Inc. (Butler Builder®) – Metal Building Contractors and Erectors Association 2019 Award of Merit – Atlanta Braves Spring Training Clubhouse Facility, Steel Worx Solutions, LLC (Butler Builder®) – Metal Building Contractors and Erectors Association 2019 Award of Merit – Harbor Isle Marina, Steel Worx Solutions, LLC (Butler Builder®) – Metal Building Contractors and Erectors Association 2019 Award of Merit – Beyond Self Storage, Paramount Metal Systems (Varco Pruden Builder™) – Metal Building Contractors and Erectors Association 2019 Robert and Beverly Ketenbrink Service Award – Mike Reynolds, Systems Contractors (Butler Builder®) – Metal Building Contractors and Erectors Association 2019 Pioneer Club Recipient – Kevin Darnell, M and F Litteken Company (Varco Pruden Builder™) – Metal Building Contractors and Erectors Association Additionally, as leaders in the Pre-Engineered Metal Building Industry, many of our local Builderships rank nationally for the volume of work they do. Metal Construction News has ranked the Top 100 Metal Builders by Tonnage for 2022. 35 Butler Builder® dealers and 27 Varco Pruden Builder™ dealers are ranked as Top 100 Metal Builder by Tonnage. Metal Construction News has ranked the Top 100 Metal Builders by Square Footage for 2022. 29 Butler Builder® dealers and 29 Varco Pruden Builder™ dealers are ranked as Top 100 Metal Builder by Tonnage. Nearly 50 of the Butler® and Varco Pruden Builder™ dealers have been ranked as 2022 Top Contractors by Engineering News-Record magazine.	
20	What percentage of your sales are to the governmental sector in the past three years	Both the governmental and educational market sectors are extremely important to BlueScope Construction, Inc. We have a dedicated team to ensure the success of these specific markets. Over the past three years, 22.3% of all BlueScope Construction, Inc. sales are in the governmental sector.	*
21	What percentage of your sales are to the education sector in the past three years	Both the governmental and educational market sectors are extremely important to BlueScope Construction, Inc. We have a dedicated team to ensure the success of these specific markets. Of all BlueScope Construction, Inc. 's sales over the past three years, 7.4% were in the education sector. Under our Sourcwell Contract, of sales over the past three years, 33% were in the education sector.	*

22	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	Sourcwell is our only cooperative purchasing contract. We do not currently hold any state or provincial contracts. We have invested our focus in our Sourcwell Contract and appreciate the loyalty from the Sourcwell team and its Members. We do not have nor are we currently pursuing any other purchasing contracts.	*
23	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	GSA Schedule Contract #GS-07F-093GA Pre-engineered Buildings, Installation and Site Prep, Ancillary Services 2019 = \$3,764,859 2020= \$167,1974 2021= \$1,157,854 2022= \$325,496 (year in progress)	*

Table 4: References/Testimonials

Line Item 24. Supply reference information from three customers who are eligible to be Sourcwell participating entities.

Entity Name *	Contact Name *	Phone Number *	
Borough of Phoenixville 351 Bridge Street, 2nd Floor Phoenixville, PA 19460	Jean Krack Borough Manager ejkrack@phoenixville.org	(610) 933-8801	*
City of Urbana 706 South Glover Avenue Urbana, Illinois 61802	Vince Gustafson Deputy Director for Operations Public Works Department vhgustafson@urbanailinois.us	(217) 384-2342	*
Greene County 35 Greene Street Xenia, OH 45385	Brandon Huddleson County Administrator bhuddleson@co.greene.oh.us	(937) 562-5002	*
Salem Community College 460 Hollywood Avenue Carney's Point Township, NJ 08069	Michael Gorman President mgorman@salemcc.edu	(856) 351-2601 (816) 299-2100 ext. 2601	
El Paso County, Colorado 15 E. Vermijo Avenue Colorado Springs, CO 80903	Becky Schaffstein Procurement Specialist II Finance Services Beckyschaffstein@elpasoco.com	(719) 520-6392 (719) 332-7634 (cell)	

Table 5: Top Five Government or Education Customers

Line Item 25. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *	
Borough of Phoenixville	Government	Pennsylvania - PA	Design-build, Turnkey	50,200 square feet total	\$16,313,667	*
Greene County Ohio	Government	Ohio - OH	Design-build, Turnkey	26,565 square feet	\$4,793,049	*
Greene County Sanitary Engineering	Government	Ohio - OH	Design-build, Turnkey	17,500 square feet	\$3,109,960	*
City of Urbana	Government	Illinois - IL	Design-build, Turnkey	25,000 square feet	\$2,034,644	*
Union City Schools	Education	Pennsylvania - PA	Design-build, Turnkey	1,346 square feet	\$475,474	*

Table 6: Ability to Sell and Deliver Service

Describe your company's capability to meet the needs of Sourcwell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number

of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *
26	Sales force.	BlueScope Construction, Inc. has several sales forces to promote and secure the use of the Sourcewell Contract across the nation, including Hawaii, Alaska, the U.S. territories, and Canada. These markets are broken down into six regions, which are sold and serviced through our teams, as described below. There is always an overlap between sales and service because the entire BlueScope Construction, Inc. team is focused on customer service. We know that our outstanding customer service ultimately leads to increased sales. Our internal sales force consists of three Business Development Managers, a Proposal and Sales Support Manager, three Senior Sales Engineers, two Preconstruction Managers, the Director of Government Services and the President of BlueScope Construction, Inc. In addition, we have four Project Managers and an Outside Sales Consultant who are all fully versed in educating and selling the benefits and ease of the Sourcewell contract. Our BlueScope brands of Butler Manufacturing™ and Varco Pruden Buildings™ include our second level of sales and service. Seven BBNA plants and five BBNA service centers are spread across the six regions and include both Sales and Service teams of nearly 1,500 employees whose sole focus is delivering exceptional service and delivery. The plants are in Annville, Pennsylvania; Visalia, California; Jackson, Tennessee; St. Joe, Missouri; Evansville, Wisconsin; Rainsville, Alabama; and Monterrey, Mexico. The service centers are in Kansas City, Missouri; Memphis, Tennessee; Pine Bluff, Arkansas; Greensboro, North Carolina, and Mexico City, Mexico. Together, Butler® and Varco Pruden™ employ 20 Business Development Managers/Corporate Account Managers, spread across the United States, who are all focused on developing relationships with current and potential Sourcewell Members. These managers have been and are continually trained in the Sourcewell solution, including our marketing materials for the Sourcewell Contract, and the numerous services we can provide to the Sourcewell Member. In addition, Butler® employs 35 full-time direct Area Managers and Varco Pruden™ employs 31 full-time direct Area Managers, who are spread across the United States. These Area Managers specialize in educating the Builderships and their sales forces in the Sourcewell Contract and other sales features of the brands. Further, our BlueScope Conventional Steel Services division has 10 Regional Sales Engineers that service the Varco Pruden™ and Butler® Builderships along with a Vice President of Strategy and Business Development, all of whom are spread across the United States. All these brand employees specialize in educating and promoting the Sourcewell advantages. Butler® Reroof and Varco Pruden™ Retrofit also provide support to the Area Managers and Sourcewell Members with our retrofit and renovation offerings. Together, they employ 11 Sales Managers and Sales Engineers, spread across the United States, who are fully versed in promoting the Sourcewell Contract. The Lester Buildings (see Table 8) sales force has seven Sales Area Managers and approximately 176 salespeople, spread across the United States.
27	Dealer network or other distribution methods.	Butler® and Varco Pruden™ Builderships are independent general contractors, located throughout the United States and Canada, who are authorized to sell Butler® and Varco Pruden™ products. They both work with BlueScope Construction, Inc. to provide a local connection for Sourcewell Members. These Builderships provide strategic local execution of Projects for Sourcewell Members, utilizing their local designers, subcontractors, trades, and vendors, thereby allowing BlueScope Construction, Inc. to enjoy a national presence and reputation while seamlessly executing on a local level. All Builderships are trained on the Sourcewell offering when initially becoming a builder and are continually trained on the advantages of the Sourcewell offering at Builder Sales Meetings and through webinars, email newsletters, mailed literature, local/regional tradeshow, and joint sales calls with the BlueScope Construction, Inc. sales teams, etc. There are roughly 1,500 third-party Builderships with approximately three salespeople within each Buildership for a Sourcewell selling force of 4,500 as our third level of sales and service. There are 176 Lester Building dealers (see Table 8) throughout the United States, including an installation division for select markets, with approximately one salesperson within each dealer, for an additional selling force of 176 within our third level of sales and service.

28	Service force.	Our success is based upon our culture of strong customer service for both sales and service across our six selling regions. Our service force consists of a North American footprint throughout the seven BBNA plants, the five BBNA service centers, our in-house BlueScope Construction, Inc. Quality Service Department, and our local Builderships. If a Sourcewell Member requires service on a facility after purchase, the Member contacts BlueScope Construction, Inc. directly. Our in-house BlueScope Construction, Inc. Quality Service Department contacts the Sourcewell Member within 48 hours, guaranteed. Then, the local Butler® or Varco Pruden™ Buildership, which originally constructed the facility, will respond to the Sourcewell Member with an in-person visit to the facility. In total, in addition to our in-house BlueScope Construction, Inc. Quality Service Department, we also have all 1,500 Butler® and Varco Pruden™ Builderships, 176 Lester Dealers (see Table 8), and their national network of third-party quality service dealers to respond to Sourcewell Members' service needs. In sum, both during and after completion of facility construction for Sourcewell Members, we recognize the importance of service and staying in touch with the Members proactively. We understand that our business and success, and the success of the Sourcewell offering, relies on strong relationships with and excellent customer service for Sourcewell Members. Such success is achieved by our timely response to any service issue that develops before, during, and after construction, through our multi-layered and expansive service force.
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29	Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.	BlueScope Construction, Inc. utilizes a dual sales cycle process, which includes both (1) the design-build turnkey scope development and (2) the procurement due diligence for the Sourcewell Member. In the scope development phase of this dual sales cycle process, BlueScope Construction, Inc. collaborates with the Sourcewell Member to identify each Member's needs and provides guidance to the Member on decisions impacting design, schedule, performance, and costs. We typically work with a Sourcewell Member's operations or facility staff to develop the scope of work for a proposal and the corresponding proposal amount. We engage our local Builderships and their teams of local design disciplines, subcontractors, and vendors to determine specific local requirements for the Member's facility needs. These steps ensure all expectations of the Sourcewell Member are developed and agreed to in advance, ensuring a quick and easy step into the contract award and execution phases. Concurrent with this scope development phase, we also engage in a procurement due diligence phase as the second part of our dual sales cycle process. For this phase, we team with the Sourcewell Member's procurement and/or legal personnel as they evaluate and compare buying construction through a purchasing cooperative versus the traditional design-bid-build procurement process. Throughout our two previous Sourcewell Contracts, we have developed a helpful team of inside and outside legal counsel and satisfied customers to help new or potential Sourcewell Members evaluate procurement decisions. We offer both aspects of this dual sales cycle to the Sourcewell Member at no cost or obligation. Assigned to and available for each Sourcewell Project, there is always a dedicated BlueScope Construction, Inc. Business Development Manager, Project Manager, and Senior Sales Engineer, who all exhibit an over-the-top, hands-on approach to the ordering process for the Sourcewell Member. Additional personnel and/or resources are also available for the Sourcewell Member depending on the needs of the Project. Please refer to the document uploaded to the "Additional Documents" file within RFP 110822 - Pre-Engineered Buildings with Related Materials and Services Documents to help illustrate the dual sales cycle process. All Sourcewell Contracts are executed through our main BlueScope Construction, Inc. office. As the general contractor, we team with our local Butler® or Varco Pruden™ Builderships in their role of prime subcontractor. This approach provides the best value: national experience and oversight from BlueScope Construction, Inc., and local execution of the work through our local Builderships and dealers. BlueScope Construction, Inc. is Sourcewell's single source contact for execution of work locally, utilizing our national network of nearly 1,500 qualified Butler® and Varco Pruden™ Builderships and 176 Lester Buildings dealers. This is our prime subcontractor standard execution model, detailed in Table 11. Our internal Finance Department maintains all accounting services, roles, and responsibilities for Sourcewell Projects, including the reporting and payment of Sourcewell fees, and accurately and timely providing the quarterly sales data required by Sourcewell. Our design-build, turnkey solution, unlike a material-only solution, provides the Sourcewell Member with a complete one-stop, one-point-of-responsibility facility. Material-only solutions require solicitation and vetting of qualified erectors and other necessary trades by the Sourcewell Member, creating potential animosity between what was purchased and what was constructed and how it is warranted. For that reason, our design-build, turnkey solution protects the Sourcewell Member from unnecessary risk, loss of time, and unanticipated or hidden costs in finding a team to unload and construct materials provided by others. We provide an easier and more beneficial experience for the Sourcewell Member, as demonstrated by our repeat business with numerous Sourcewell Members.	
30	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	The Sourcewell Member with a service question contacts BlueScope Construction, Inc. at our Kansas City, Missouri location, where we have dedicated Project Managers, who are often the same individuals responsible for the original construction of the facility and are readily available to assist any Sourcewell Member needs or requests. We make a commitment to respond immediately to obtain additional information about the service inquiry and determine the best response. If an in-person location visit is required, we immediately contact the appropriate local Buildership, (Butler®, Varco Pruden™, Lester Buildings (see Table 8)) to respond within 48 hours. If needed, our own Quality Services superintendents will travel to the site as well. The value and benefit of local execution through our national brand of Builderships guarantees that warranty and service questions are addressed timely by those local trades and vendors. Our timely response and high-level customer service is paramount to our Sourcewell team and is a key reason many Sourcewell Members return to BlueScope Construction, Inc. for multiple opportunities.	
31	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	We are fully able and willing to service all Sourcewell participating entities in the United States. Our product and design-build, turnkey offerings present great flexibility and options for all Sourcewell Members. We will continue to pursue and service all Sourcewell entities.	

32	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	We are fully able and willing to service all Sourcewell participating entities in the Canada as well. Our product and design-build, turnkey offerings present great flexibility and options for all Sourcewell Members. We will continue to pursue and service all Sourcewell entities.	*
33	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	None. BlueScope Construction, Inc. will fully service all geographical areas of the proposed Sourcewell Contract. Our product offering presents time tested and custom facility solutions for all Sourcewell Members in all geographic areas of the United States and Canada.	*
34	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	None. We are not a regional solution; we provide service to all Sourcewell sectors and will continue to fully service all Sourcewell sectors. Our product offering presents numerous options for all Sourcewell Members, and we will continue to pursue all Sourcewell Member entity sectors.	*
35	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	BlueScope Construction, Inc., does not have any specific requirements or restrictions for the Sourcewell Members located in Alaska, Hawaii, or other U.S. Territories. We have successfully completed other contracts in Alaska, Hawaii and several U.S. territories and have brand Builderships existing in those markets to service these areas.	*

Table 7: Marketing Plan

Line Item	Question	Response *
36	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	Our current marketing strategy with Sourcewell Contract #013019-BlueScope Construction, Inc. has proven to be effective, achieving sales growth of 246% between the 2019 fiscal year, when the contract was awarded, and the 2022 fiscal year, our most recent fiscal year completed on June 30, 2022. We fully intend to continue deploying and growing our internal, external, and Buildership network to participating entities. This substantial growth is primarily due to our successful marketing plan directed at participating entities. We are fully invested in continuing this marketing commitment when awarded another four-year contract with Sourcewell. As part of our overall Sourcewell strategy, we partner with the sales forces of our sister companies, Butler® and Varco Pruden™, as well as their partner sales organizations, a nationwide network of nearly 1,500 authorized Builderships. These local entities provide extended marketing and sales support to secure the use of Sourcewell solutions across the nation, including the U.S. territories, Hawaii, and Alaska, plus Canada. Detailed information regarding the structure of our salesforce, demonstrating our ability to successfully deploy the Sourcewell marketing plan, is provided below and within our response to Question 26 in Table 6. Within 30 days of being awarded the new Sourcewell Contract, we will launch a marketing campaign to announce the award to our existing clients, business development leads, and partner sales organizations (our Buildership network of nearly 1,500 entities nationwide). This campaign will utilize multiple customer-facing touchpoints, including: -Creation and distribution of a press release. -Announcement to all members of our national sales force and all partner sales organizations. -Announcement on our six websites, including our primary public website and our gated dealer sites. -Announcements on our multiple social media channels. (We will also encourage our dealers to share the news on their own social media channels to increase reach and awareness.) -Announcement in our monthly e-newsletter to our dealer network. -Announcement in an email distributed to our existing government and education customers. -Display mentions at all government trade shows attended. -Updated literature with new supplier logo and updated contact information. Beyond the initial announcement of the awarded Sourcewell Contract, BlueScope Construction, Inc. makes an exclusive commitment to Sourcewell to market this Contract in

an extensive and ongoing manner to our direct sales teams, partner sales organizations, existing customer, Sourcewell Members, and potential Sourcewell Members. As part of our marketing plan, we will:

-Provide sales management, direct sales teams, and partner sales organizations with training to promote contract utilization. (Training will be conducted in-person and online.)

-Profile facilities that were designed and built utilizing the awarded Sourcewell Contract. These profiles will be turned into marketing collateral pieces that can be utilized by our sales force and our partner sales organizations to promote contract utilization.

-Promote Sourcewell-affiliated projects internally and externally on our corporate websites and social media channels.

-Produce videos of facilities that were designed and built utilizing the awarded Sourcewell Contract to help both partner sales organizations and Sourcewell Members understand the value of the Contract and how to utilize it for Pre-Engineered Buildings and the related design-build services for turnkey construction.

-Update and create additional marketing collateral, including brochures, digital assets, and direct mail pieces that can be leveraged by our partner sales organizations.

-Promote the awarded Sourcewell Contract at annual and biannual conferences with our sales forces and partner sales organizations.

-Promote the awarded Sourcewell Contract at Regional internal sales meetings.

-Update and maintain the dedicated webpage that Sourcewell Members can access through the Sourcewell Awarded Supplier page. (This landing page speaks specifically to Sourcewell Members and how they can leverage this supplier contract.)

-Educate potential Sourcewell Members. (Through our robust partner sales organizations, we may encounter a potential customer who is not yet a Sourcewell Member. Our direct sales teams and partner sales organizations are trained in how to help that customer become a Sourcewell Member, so it can take full advantage of the Sourcewell solutions and utilize our supplier Contract.

-Initiate our marketing measurements and matrix tracking system.

37	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	BlueScope Construction, Inc. has a comprehensive digital strategy to enhance the Sourcewell Members' experience with our brands. This strategy employs a variety of tools, including multiple websites, social media channels, paid digital display ads, paid digital retargeting, paid social media campaigns, marketing automation for email campaigns, and both short-term executions and long-term nurturing campaigns. Beyond the digital reach of BlueScope Construction, Inc. and our affiliated brands, our partner sales organizations also have a meaningful digital presence in their local markets with websites and social media channels. We support and encourage the promotion of the awarded Sourcewell Contract by these partners, providing them with copy, photos, and other assets, as needed, related to the Contract and the benefits it provides Members. Our digital channels are used to educate Sourcewell Members about the value and advantages of cooperative purchasing through the Sourcewell Contract and how to utilize it for Pre-Engineered Buildings and the related design-build services for turnkey construction. We have published videos, professional photos, behind-the-scenes photos, Sourcewell Member success stories, and a series of webinars. BlueScope Construction, Inc. created an inbound marketing campaign to generate awareness among Sourcewell Members of our previously awarded Sourcewell Contract and how to use it. The goal of this campaign was digital lead generation. We achieved a 700% increase in leads from Sourcewell Members between our 2019 fiscal year, when the current Contract was awarded, and our 2022 fiscal year, our most recent fiscal year completed on June 30, 2022. We will continue to invest in this inbound marketing campaign to generate awareness among Sourcewell Members. We utilize Google Analytics to analyze how users find our websites and how they behave once they are on the website. We are optimizing content and keywords for search engines. BlueScope Construction, Inc. utilizes Salesforce® to manage its customer accounts, contact information, and sales opportunity data. If a sales representative leaves the company, this creates a smoother transition for the Sourcewell Member when the new account manager takes over. BlueScope Construction, Inc. uses the Widen Digital Asset Management system. Via this system, we utilize metadata to organize, share, and create libraries of images, videos, documents, and other digital assets. This leads to workflow efficiencies, increased collaboration, and improved digital experiences on every channel. We comply with privacy regulations and have options for unsubscribing to our emails.
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38	In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	We believe the most success will come from the teams at Sourcewell and BlueScope Construction, Inc. working together to promote our partnership and to service the needs of Sourcewell Members. We would expect Sourcewell to inform its Members of our Contract, when awarded. We ask that Sourcewell assists in making sure our products and services are represented anywhere that Sourcewell currently publishes lists of contracts. We ask that Sourcewell continue to add new Members and provide updated membership lists to suppliers, so we can continue our marketing efforts to drive awareness and education of our Sourcewell Contract among its Members. BlueScope Construction, Inc. participates in some of the same tradeshows where Sourcewell is the main sponsor. We look forward to continued invitations from Sourcewell to attend and exhibit at these tradeshows that provide mutually beneficial opportunities. We appreciate and take advantage of the Sourcewell University training sessions, which many BBNA network Builderships and dealers, as well as internal and external sales teams, have attended. We also value and utilize the training and tools provided by Sourcewell on its website. The support from Sourcewell and our Contract Administrator has been key to our growth under the currently awarded contract. We look forward to continued partnership and collaboration in helping Sourcewell Members understand how to use Sourcewell to buy construction. Additionally, we appreciate and look forward to continued collaboration with Sourcewell on legislative initiatives that support the use of purchasing cooperatives for construction procurement. We ask that Sourcewell continue to provide access to and engagement by our Contract Administrator. Even better than integrating the Sourcewell awarded contract into our sales process, we have created a custom sales process around our current Sourcewell Contract, which starts with lead generation, and continues through due diligence, project execution and finally, the warranty period. BlueScope Construction, Inc. has a team of dedicated Government Services specialists who assist the Butler®, Varco Pruden™, and Lester Buildings (see Table 8) sales forces, their Builderships, and their customers with sales of all kinds. Daily, these team members work with Builderships and Sourcewell Members to answer questions and facilitate use of the Sourcewell Contract. Dedicated Government Services team members include three Business Development Managers, a Proposal and Sales Support Manager, three Senior Sales Engineers, two Preconstruction Managers, and our Director of Government Services. Additionally, we have four Project Managers and an outside sales consultant who are all fully versed in educating and selling the benefits and ease of the Sourcewell Contract.	*
39	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	Although we will review e-procurement possibilities, at this time our offering is not applicable to an e-procurement process. The number of custom, design-build facility solutions we offer, along with the high number of possible needs for facility uses, geographical locations, and local design requirements make it impossible to order a facility online. We strive to make ordering a facility as simple as possible, offering a one-stop-shop for the Sourcewell Member.	*

Table 8: Value-Added Attributes

Line Item	Question	Response *	
40	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	BlueScope Construction, Inc. offers on-site training in the operation and maintenance of all facility equipment for Sourcewell Members. At the Sourcewell Member's request, we can video record the training session and provide copies for later use in conjunction with the Operation and Maintenance Manuals. For each Project, we also provide As-Built drawings, Operation and Maintenance Manuals, all applicable warranties, and a list of contacts for each system. Further, we provide roof maintenance training as part of our standard roof price. In the Fall every year, we send notices to owners identifying the actions required for heavy snow events that may exceed the design capacity of the roof. It is said that 90% of a building's total cost comes AFTER construction, so choosing options that offer long life spans and require little maintenance can have a significant impact on future budgets. Our buildings provide long life cycles with virtually no upkeep or maintenance required. Specifically relating to roofs, the Butler MR-24® roof system and the Varco Pruden SSRTM Standing Seam Roof System last up to five times longer and can reduce roof maintenance costs by 90% when compared to conventional roof materials. Plus, the standard paint finish on all our painted roof panels, wall panels, and trims provide a 25-year warranty protecting against blistering, peeling, cracking, and chipping. For additional details, please refer to the documents uploaded to the "Warranty Information" file within RFP 110822 - Pre-Engineered Buildings with Related Materials and Services Documents.	*
41	Describe any technological advances that your proposed	BBNA and BlueScope Construction, Inc. ("BlueScope enterprise") are well known as innovators in the Pre-Engineered Building industry. Some of these advances include:	

products or services offer.	-Vision. This industry-leading, proprietary estimating and design software allows BlueScope Construction, Inc. to offer a true design-build approach by integrating design and construction services, resulting in better project communication and faster project delivery – saving valuable time and money. Manufacturing data is also directly downloaded from Vision to the production control department to ensure expeditious and accurate fabrication. -Vibe. This visualization tool allows the owner to view the building before construction begins, allowing virtual walk-throughs to develop a better understanding of the new facility, as compared to simply reviewing drawings and renderings. -BIM (Building Information Modeling/3D Modeling). Having the capability to utilize BIM 3D modeling technology in the design process allows us to collaborate with subcontractors, other trades, and the Sourcewell Member to detect interferences between building components or member fit up issues during the design phase. BIM is available to Sourcewell Members as a custom line item. -Guarded Hot Box Panel Assembly Performance Data. Using this technology, actual 8' x 10' roof and wall assemblies are tested in a certified Guarded Hot Box at our Research Center, to provide accurate insulating information. Our Research Center in Grandview, Missouri, accredited pursuant to ASTM C 1363, is one of the very few in the country and the only one in the Pre-Engineered Building industry. This test data allows BlueScope Construction, Inc. and its design teams to conduct a comparative analysis of wall and roof assemblies to meet project-specific energy requirements, using the local energy code and the widely accepted Department of Energy Commercial Compliance Software ComCheck. All this benefits Sourcewell Members by minimizing the long-term operating costs of the facility. -Research and Testing Center. Our commitment to excellence has created one of the most extensive research and testing facilities in the construction industry. The Research Center is the only, solely owned, functional research facility in the Pre-Engineered Building industry. Our Research Center is devoted to the development and testing of new concepts, products, and practices, as well as testing current practices and products currently in use throughout the industry. Since its inception in 1959, the Research Center has continually grown and evolved into a sophisticated scientific testing complex. The Research Center staff has played an integral part in the development and introduction of products. Research is now underway on virtually all aspects of design, construction, and building materials. The Research Center is charged with the identification and development of new products through applied research, which is accomplished through continuously monitoring developments and activities throughout the Pre-Engineered Building industry. Emphasis is placed on identifying customer needs, evaluating new materials and coatings, and developing basic product design concepts. The Research Center conducts numerous other tests focused on product strength and longevity, such as: -Full-scale load tests for frames, beams, trusses, and more complex structures. -An acid rain test that accelerates the effect of acid rain and other acidic environments to predict the long-term performance of a material. -A wind uplift test to verify roof panels perform in accordance with Factory Mutual, Corps of Engineers, Underwriters Laboratories, and ASTM E1592 test specifications. -A 1,000-hour paint test that simulates 15 – 20 years of sunlight and dew accumulation. -Real time tests to validate paint performance for 25 years or longer. -Testing is performed on a regular basis on all structural elements of the building, including fasteners, bolts, brace rods, and plate steel. The team at our Research Center has held more than 100 patents, including the first weathertight, standing seam, metal roof in the Pre-Engineered Building industry. -Butler MR-24® roof system. The MR-24® roof system is the only standing seam roof system where the critical, final 180 degrees of the roof panel seam is mechanically field-rolled to complete a 360-degree Pittsburgh double-lock seam—creating the tightest seam available today. Inside the seam, a factory-applied sealant assures weather tightness in even the most unforgiving conditions. At the ridge, a “seam plug” is installed and filled with sealant to shut off any moisture from entering the seam. Our unique flexible ridge design has concealed fasteners to improve weather-tightness by reducing the potential for roof leaks. For each single exposed fastener, we use in our ridge, our competition uses 50 exposed fasteners. Also, unlike our competitors, our exclusive Lock-Rivet™ fasteners, with factory-punched holes, eliminate the need for drilling on-site, thereby eliminating the metal shavings which can cause rusting. Superior engineering details and minimal use of exposed fasteners reduces the potential for leaks and reduces the overall installation costs. -Varco Pruden SSR™ Standing Seam Roof. This system provides a mechanically field-rolled
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full 360-degree interlocking seam creating a weathertight seal. The patented innovative SSR™ ridge system and exclusive clip design provides a long-lasting, weather resistant roof.

-Butler® Factory Punching. This unique system ensures that all primary and secondary frame members are square and plum, ensuring that the bolt holes for the steel and the skin align perfectly, thereby ensuring weathertightness. No other Pre-Engineered Building Manufacturer offers this technology.

-Butler® MR-24® Roof System Roof Clip and Varco Pruden SSR Roof Clip. The roof clip is the "invisible component" that holds the standing-seam roof panels to the supporting structural members. Because metal roof panels expand and contract with daily and seasonal temperature changes, this clip was carefully designed to provide a positive attachment and allow the roof to move freely up and down the slope. This all means that the roof will not leak due to the wear-and-tear of the contraction/expansion process.

-Staggered Roof Panel Splices. Most manufacturers locate panel splices at precisely the same position across the entire roof. This creates a condition where four panel corners must be joined at the same location, making it almost impossible to seal and keep weather tight. Varco Pruden™ and Butler® stagger the splices to avoid this condition, providing a stronger and superior roof system. No other Pre-Engineer Building Manufacturer offers this technology.

-Splice Support. On wider buildings, roof panels are overlapped, creating a splice. Most manufacturers allow their splices to occur in midair—without direct structural support. Installers and other roof traffic—even the weight of snow—will push down on midair splices and cause strain on the splice, providing the opportunity for the splice to open. Butler® prevents this by designing splice locations to occur directly over supporting steel while still allowing for thermal expansion and contraction of the splice. This results in keeping the roof weather tight. This is accomplished by locating backing plates directly under the panel lap which have factory welded "studs" that protrude upward through factory punched holes in the roof panels. Nuts with serrations are then used to tighten the splice, to prevent the nuts from disengaging. No other Pre-Engineered Metal Building offers this technology.

-Butler Express Mezz™ System. This system provides a fast and easy way to add a mezzanine to a facility. Whether a building owner needs light loads, to accommodate for office space, or heavy loads for storage, the Butler Express Mezz™ System provides flexibility to meet the needs of the owner. Because it is a freestanding system, the mezzanine can be added to an existing structure or a new facility.

-Butler Butlerib II EX™ Wall System and Varco Pruden Panel Rib High-R™ Wall System. These quality wall systems, designed to keep pace with the ever-changing and stringent energy code requirements, also provide a pleasing appearance. This value-engineered, exclusive, and innovative design, which out-performs the energy efficiency of a 2.5" insulated metal panel, works by creating a larger insulation cavity between the structural girt and the wall panel, allowing a single-skin solution to accommodate more fiberglass insulation and improve thermal performance. These wall systems allow for faster installation over an insulated metal panel and superior energy performance while helping keep a customer's budget in line.

-Butler Shadowall EX™ Wall System and Varco Pruden Vee Rib High-R™ Wall System. These innovative wall systems provide a quality appearance while delivering a tested thermal performance, making it an alternative solution to insulated metal panels. Our exclusive, innovative design creates a larger insulation cavity between the structural girt and the wall panel, which allows a single-skin wall system to accommodate more fiberglass insulation, thereby improving thermal performance. In our accredited Guarded Hot Box testing, these wall systems delivered a superior energy rating that out-performs a 2.5" insulated metal panel, with an impressive 0.047 U-factor. Fully installed, these systems provide an attractive, higher-performing, cost-competitive solution over other insulated wall systems.

-Paint Finishes. BlueScope Construction, Inc. uses a BBNA high-performance finish system made with a Fluoropolymer resin on all exterior-painted products. Available in a variety of colors, this system has set performance requirements for finishes and is the standard exterior finish on all BBNA-painted roof panels, wall panels, and trims. Its 25-year warranty protects against fading, blistering, peeling, cracking, or chipping of the paint finish. For additional details, please refer to the documents uploaded to the "Warranty Information" file within RFP 110822 - Pre-Engineered Buildings with Related Materials and Services Documents. In areas of harsh environmental conditions, such as adjacent to salt water, we will use an alternate finish that can withstand such harsh conditions.

-Butler® Gable Trim. The gable trim from Butler Manufacturing™ is seamed-in with the roof panels rather than fastened to the roof with self-drilling screws, thus resulting in less potential for leaks, roof problems, and maintenance. It is also designed to expand and contract with seasonal temperature changes.

-Steel Rod Bracing. Just as the primary frames are the load bearing elements across the building, the bracing system is the load bearing element along the length of the building. This steel rod bracing does not stretch or sag like wire rope and cable used by competitors, which over time compromises the structural and roof integrity of a building. Over the years, this innovative steel-rod bracing will retain its original strength and tightness.

-Web-Restrained Brace (WRB). WRB is an all-steel bracing member similar to the Buckling-Restrained Brace (BRB) that was developed, patented, and fabricated for use exclusively by BBNA. The WRB test program is described as highly innovative in several publications and conferences, including in the Journal of Constructional Steel Research (JCSR).

-Acrylic Coated Galvanized Secondary Structural. BlueScope Construction, Inc. utilizes BBNA acrylic-coated, galvanized C/Z structural members. This finish is superior to primer paint and provides for a dramatically brighter interior finish than red oxide primer finishes. The acrylic coating also allows for field painting should the customer so desire.

-Scrubolt™ Fasteners. Because other manufacturers do not factory punch their structural steel, they are generally forced to use self-drilling screws to make critical clips and panel attachments. Self-drilling screws leave behind metal shavings that can cause rust problems. Butler® factory punches structural components and uses Scrubolt™ fasteners which have twice the pullout strength of self-drillers, thus improving installation time. To ensure the quality of the fasteners, five fasteners from each lot are tested. If all five perform satisfactory on all tests, the lot is considered satisfactory. If two perform unsatisfactory on any one test, the lot is rejected. If one fastener fails, an additional five screws will be tested, and all five must perform satisfactory on all tests for the lot to be considered satisfactory.

-Torx™ Head Fasteners. To ensure the painted finish remains intact on the head of the fasteners, Torx™ Head fasteners are used in all instances within the Butler® brand. Utilizing the Torx™ Head prevents the stripping of paint, which can occur when a socket slips on a hex head screw, thereby preventing unsightly paint chipping and early corrosion.

-Roof Curb Solution. Studies show 90% of roof leaks are due to poorly designed or poorly installed roof penetrations. Every Butler® roof curb and opening is fully engineered at the factory, so there is no field engineering. Unlike the exposed fastener designs other manufacturers use, the Butler® internal flange design conceals fasteners within the curb, thereby eliminating leaks.

-Sky-Web® Fall Protection and Insulation Support System and SkyLiner® Fabric. A safety development innovated by BlueScope Construction, Inc., Sky-Web protects workers along the leading edge of roof and protects workers below the roof from dropped tools. After construction, it remains in place (virtually invisible) to supply extra support for insulation. This innovation has been developed into a product sold to other Pre-Engineered Builders to help protect their workers. The patented technology of Sky-Web has been featured on Discovery Channel's Frontiers in Construction and Science Channel's Building the Ultimate as "a significant technological advance in construction site safety." Even more important, since the development of Sky-Web®, we are aware of at least 14 workers who have had a fall arrested and serious injury averted thanks to the use of Sky-Web. We also provide a Sky-Web II product which is a larger pattern, roughly a 2-3/4" by 2-3/4" grid. This product also provides leading-edge fall protection and is available for certain applications in addition to the Sky-Web product with its nominal 1/2" square grid.

-Skyliner® Insulation Systems. Provides an energy efficient and bright insulation system for pre-engineered buildings while meeting today's stringent energy standards. Skyliner® has low performance U-factors that save money on heating and air conditioning. Its brilliant white reflective surface makes a building brighter, aesthetically more pleasing, and improves lighting efficiency. This system also meets OSHA requirements for leading-edge fall protection for construction and maintenance workers.

-Butler Classic™ and Varco Pruden Fast-Track™. These two programs offer Sourcewell Members the combined benefits of economical design and fast delivery for Pre-Engineered Building construction. These two options offer building delivery on facilities of low-to- medium complexity in as little as six weeks and apply to a variety of end-use structures from agriculture to commercial, industrial, and warehouse.

-Butler FastRoof® computer software system. This application is used to price Low Profile Metal Over Metal (LPMOM), High Profile Metal Over Metal (HPMOM), Sloped Built-Up, Remove and Replace, and wall envelope systems. The FastRoof® application will create a parts order list that is imported into EZParts (Butler® parts ordering system) to complete the parts order. FastRoof is also used to create Engineered HPMOM, LPMOM, and Sloped Built-Up.

-Varco Pruden VP Roof Top™. This proprietary roof modeling application is used to get a takeoff of material at a discounted price, utilizing Metal over Metal (high and low profile) and Remove and Replace roof projects. VP Rooftop™ is only one option for pricing on reroof applications. Varco Pruden™ also has a dedicated retrofit/estimating team (VP Retrofit) for when Projects are more than just a reroof. VP Retrofit specializes in custom

		building retrofits from the reroof projects, reskinning walls, secondary on new and existing buildings, Slope Build Up, and more. -Fast and Furious. This tool prices Conventional steel and Hybrid Butler®/Varco Pruden™ Steel Frame Members and components to generate a hybrid facility solution of conventional steel and our brand solutions. Conventional steel is manufactured shapes and sizes, modified and assembled onsite, for a building structural solution only. As opposed to Conventional steel, the Pre-Engineered Building is a complete building system, which saves material costs, erection time, and onsite costs. Our Sourcewell Members may have specific needs which require a Conventional-only solution or a Hybrid solution. This tool allows for fast and accurate pricing for such Projects. -Butler Order Track™ and Varco Pruden VP Locate™. These proprietary tools provide order tracking, material management, and on-site material staging in real time. Bar coding on all BBNA components ensures delivery confirmation. The GPS mapping feature of these tools identifies the locations of building materials throughout the jobsite, preventing valuable time loss. -Butler Truss PurlinXT™ and Varco Pruden WideBay™. These are secondary framing members for roofs, which offer a cost-effective alternative to bar joists. These members offer many advantages, including bolted connections that eliminate welding, better strength-to-weight design, spanning capacity up to 60', and a lower-in-place cost, making them an ideal solution for an open concept design, which is often desired by Sourcewell Members. The Truss PurlinXT™ and Widebay™ members are fabricated with an acrylic coated, G-30, galvanized material. -Lester Buildings. Lester Buildings is the leading manufacturer and builder of custom Pre-Engineered, post-frame building systems for commercial, agricultural, and residential purposes. Much like our BlueScope enterprise Pre-Engineered Building solutions, Lester Buildings provides an engineered facility solution. Their facilities include engineered lumber, three foundation solutions, plus they manufacture their own wood trusses up to 120 feet. This engineered solution is designed to provide optimal flexibility for a vast variety of uses and facility needs. They provide a wood frame system which can be clad in metal, wood, and other roof and wall products like masonry to meet a variety of desired appearances. This Pre-Engineered solution results in reduced construction labor costs and saves time overall while ensuring a quality facility for years to come. -AutoDesk® Project Management/Client Interface Software. This tool is a huge benefit to Sourcewell Members as part of our collaborative, transparent, design-build, turnkey solution. This web-based package, available on several platforms (computer, mobile, tablet) allows real time access to Project information for the Sourcewell Member, the design team, subcontractors, trades, and vendors. This tool provides visibility for every facet of a Project, from original documents through final drawings and designs. The Sourcewell Member can decide how much information it would like to access when monitoring the Project. The Sourcewell Member can also download anything it would like to share on its website and/or with the community, including progress photographs, daily reports, safety communication, and overall Project execution. This tool ensures collaboration and effective communication for all Sourcewell Members and their stakeholders.
42	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	Our approach to sustainability underpins the strength of our organization, taking a balanced view of business objectives, broader trends, and stakeholder interests. The BlueScope enterprise supports the United Nations (UN) Sustainable Development Goals (SDGs), and we align our efforts to these global imperatives to protect and care for people, act responsibly, innovate for shared benefit, and use resources wisely. Our Sustainability Outcomes are aligned to relevant SDGs, as shown throughout our FY2022 Sustainability Report. This Report, and our FY2022 Sustainability Data Supplement, contain examples of how our business and our people support the UN SDGs. Our Sustainability Outcomes reflect our long-term vision to manage our economic contribution, the effect of our operations on the environment, and engagement with our communities. These Outcomes represent the sustainability challenges and opportunities our stakeholders consider most important, and that are critical to our success. Together, these elements define the way the BlueScope enterprise develops, manufactures, and sells steel products and solutions, while building resilience and a capacity to drive a sustainable future. Please refer to the FY2022 Sustainability Report and the FY2022 Sustainability Data Supplement, uploaded to the "Additional Documents" file within RFP 110822 - Pre-Engineered Buildings with Related Materials and Services Documents. The BlueScope enterprise proudly became a participant in the United Nations Global Compact (UNGC) during 2021, as we seek to ensure our business practices respect and uphold human rights and good labor practices, work against corruption, and protect the environment. Steel is central to a circular economy – one where society ensures resources and materials remain in use (and reuse) for as long as possible. Leveraging steel's strength, durability, and recyclability, a circular steel economy is one where our sector's products or parts are designed for effective and long-term application, and then repaired, re-used, remanufactured,

or recycled, rather than discarded. We value the essential steel items we provide and see ongoing value in them beyond their designed life. The steel products we provide today will become the resources of tomorrow. In this way, steel in a Pre-Engineered Building is viewed as more than a single use item – it can be viewed as a materials bank, where components sustain value beyond their initial application. Additionally, the BlueScope enterprise continues to look for opportunities to increase scrap utilization across our steelmaking footprint. In FY2022, the BlueScope enterprise established BlueScope Recycling and Materials as a result of two acquisitions in the United States. When completed, the expansion of our North Star EAF steelmaking facility is estimated to increase BBNA's overall scrap use to over 50 per cent.

Regarding the products we provide, here are some of the more outstanding green sustainable highlights:

-Guarded Hot Box to Provide Accurate Insulation Information. Actual 8' x 10' roof and wall assemblies are tested in a certified Guarded Hot Box at our Research Center to provide accurate insulating information, rather than theoretical data provided by most building product manufacturers. A state-of-the-art, computerized data acquisition system collects information from up to 300 sensors used to measure the temperatures, humidity, airflow, and the total energy consumed during the 3-day test period. The results are expressed as the actual U-factor performance of the assembly. This testing ensures the products we provide deliver the energy efficiency promised. Plus, knowing the accurate thermal performance of the building envelope assures compliance with energy codes. Certifying Agency: IAS (International Accreditation Services)

-Cool Roofs. BlueScope Construction, Inc. offers a wide selection of 25-year color finishes that meet the reflectance and emittance standards established by the energy codes for "cool roofs." These products help lower roof temperatures and thus reduce the amount of energy required to cool the building. Cool roofs also help mitigate the Heat Island Effect, which produces high relative temperatures in urban areas that contribute to smog formation. Solar reflectance data is available for all cool roof colors and the Solar Reflectance Index (RFI). Certifying Agency: Cool Roof Rating Council, Energy Star, and California Energy Commission Title 24 Program.

-Butler Butlerib II EX™ Wall System and Varco Pruden Panel Rib High-R™ Wall System. These innovative wall systems provide a quality appearance while delivering a tested thermal performance, making it an alternative solution to insulated metal panels. Our exclusive, innovative design creates a larger insulation cavity between the structural girt and the wall panel, which allows a single-skin wall system to accommodate more fiberglass insulation, thereby improving thermal performance. In our accredited Guarded Hot Box testing, these wall systems delivered a superior energy rating that out-performs a 2.5" insulated metal panel, with an impressive 0.047 U-factor.

-Butler Shadowall EX™ Wall System and Varco Pruden Vee Rib High-R™ Wall System. These innovative wall systems provide a quality appearance while delivering a tested thermal performance, making it an alternative solution to insulated metal panels. Our exclusive, innovative design creates a larger insulation cavity between the structural girt and the wall panel, which allows a single-skin wall system to accommodate more fiberglass insulation, thereby improving the thermal performance. In our accredited Guarded Hot Box testing, these wall systems delivered a superior energy rating that out-performs a 2.5" insulated metal panel, with an impressive 0.047 U-factor. s.

-Insulated Metal Panels (IMP) - These exterior insulated metal roof and wall panels offer a steel faced panel separated by an interior polyurethane foam for flexible applications. The benefit of these panels is the energy performance (higher R-value), both the interior and exterior skins are a finished material, plus they provide lower installed labor costs and time savings.

-BBNA Solutions. The BlueScope enterprise uses only structural finishes that meet or exceed current EPA regulations. These solutions use low VOC paints caulks and adhesives.

-Life Cycle. Butler® and Varco Pruden™ Pre-Engineered Building systems have been in existence for over 100 years combined. Most of the metal cladding products provided by BlueScope Construction, Inc. carry a 25-year warranty and require minimal maintenance to last much longer. Properly protected primary and secondary framing members can last indefinitely. This compares exceptionally well with other building materials. Steel is naturally termite and rodent resistant and requires no pesticides or treatment for protection.

43	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	BBNA, Butler Manufacturing™, and Varco Pruden Buildings™ are proud members of the Metal Buildings Manufacturing Association (MBMA). Since it was founded in 1956, MBMA and its manufacturer members have worked together as partners to further its mission: to conduct research, to help advance building codes and standards, and to educate the construction community. BlueScope Construction, Inc. shares the passion of MBMA to support a strong, sustainable metal buildings industry that meets the needs of building owners and society. As members of MBMA, BBNA, Butler Manufacturing™, and Varco Pruden Buildings™ can make the Environmental Product Declarations (EPDs), which disclose the environmental impacts of a product based on the results of a Life Cycle Assessment (LCA) in addition to other useful information. The MBMA EPDs are third-party validated and are ISO compliant. Some of the EPDs for the products offered by BlueScope Construction, Inc. Are highlighted below: -Primary Structural Steel Frame Components. An assemblage of rigidly connected rafters and columns that support secondary framing members and metal roof and wall panels. Primary frames are built-up using three welded steel plates to form an "I" section. Primary frames may be tapered or straight columns, depending on project needs. This declaration was independently verified in accordance with ISO 14025: 2006. The UL Environment "Part A: Calculation Rules for the Life Cycle Assessment and Requirements on the Project Report," v3.2 (September 2018), based on ISO 21930:2017 and EN 15804 + A1:2013, serves as the core PCR, with additional considerations from the USGBC/UL Environment Part A Enhancement (2017). -Secondary Structural Steel Frame Components. Cold-formed steel "cee" and "zee" shaped purlins and girts used to span the distance between the primary structural steel framing members to support metal wall and roof panels. This declaration was independently verified in accordance with ISO 14025: 2006. The UL Environment "Part A: Calculation Rules for the Life Cycle Assessment and Requirements on the Project Report," v3.2 (September 2018), based on ISO 21930:2017 and EN 15804 + A1:2013, serves as the core PCR, with additional considerations from the USGBC. -Roll Formed Metal Wall and Roof Panels. Single-skin roll formed metal wall panels (through fastened) and roof panels (standing seam and through fastened). Metal panels formed from aluminum/zinc coated or hot-dip galvanized coils and may be bare steel or painted steel. This declaration was independently verified in accordance with ISO 14025: 2006. The UL Environment "Part A: Calculation Rules for the Life Cycle Assessment and Requirements on the Project Report," v3.2 (September 2018), based on ISO 21930:2017 and EN 15804 + A1:2013, serves as the core PCR, with additional considerations from the USGBC. Please refer to the EPDs for each product which are uploaded to the "Additional Documents" file within RFP 110822 - Pre-Engineered Buildings with Related Materials and Services Documents.
44	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	BlueScope Construction, Inc. is itself a large business. However, we have a successful history working with WMBE and SBE accredited firms. We have a unique relationship with nearly 1,500 Butler® and Varco Pruden™ Builders, who are independent general contractors. Most of these Builders are small business enterprises, some of which are minority owned.

45	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	BlueScope Construction, Inc. is the industry leader in the Pre-Engineered Building industry through our Butler® and Varco Pruden™ brands. Our resources and builder network significantly separate us from our competition, bringing excellent value to Sourcewell Members. As the only manufacturer and general contractor owned by a steel company, BlueScope Construction, Inc. has direct control over the material supply chain for its Projects. This control over each Project's procurement, design, detailing, fabrication, delivery and building erection provides us with an exceptional opportunity to take ownership of a Project and streamline scheduling. We also provide, at no cost or obligation, a due diligence review of the Sourcewell Members' local laws, which govern the legality of utilizing a design-build, general contract for construction via a purchasing cooperative. Each State has varied regulations governing this type of procurement method. For example, the Wicks Law in New York and the Separations Act in Pennsylvania require a public entity to bid for and contract with certain trades, outside of the prime contract with the design-builder/general contractor. In those situations, BlueScope Construction, Inc. offers an analysis to explain how it can provide construction management services to the Sourcewell Member, in compliance with the local laws, to assist the Member in evaluating the separate trade bids and in overseeing the separate trade contracts. We offer many other similar solutions to Sourcewell Members, demonstrating how a design-build general contract for construction via a purchasing cooperative can comply with each State's unique laws. Through this due diligence, we also support the Sourcewell Members in explaining this procurement method, its legalities, and its advantages, to their own constituents. We have successfully collaborated with Sourcewell Members to help them purchase facilities through the Sourcewell purchasing cooperative. Together, with Sourcewell, we have pioneered the design-build turnkey solution in the purchasing cooperative industry. We have learned from our success with this Contract the various challenges and concerns Sourcewell Members may encounter when purchasing construction through the Sourcewell solution. We have developed and utilized various proven resources, including previously satisfied customers, inside and outside counsel, plus our valued Sourcewell relationships and resources to assist any Member through its due diligence process. We have a successful and proven marketing plan and a completely trained sales force already engaged in the various Sourcewell markets. Based on these assets and our prior success under the Sourcewell Contract, we provide the best, value-added, easy-to-use, procurement experience for Pre-Engineered Buildings, with related materials and services, via a purchasing cooperative contract. We have numerous satisfied prior customers/Sourcewell Members willing to support this conclusion. To our knowledge, we are the only full design-build, turnkey construction solution in the purchasing cooperative industry. To provide this unique offering, BlueScope Construction, Inc. is licensed to do business in all 50 states in the U.S. we have also held licenses to conduct business in Canada in the past, and we are able and willing to quickly re-apply for such a license to conduct business in Canada should the need arise for a Sourcewell Member's Project. We also require all subcontractors working for us to provide their business license. Some U.S. states do not require a separate contractor's license to operate as a general contractor providing construction services; however, over 30 states do. BlueScope Construction, Inc. has a contractor's license in every state in which we do business, where required. we have also held licenses to operate as a general contractor in Canada in the past, and we are able and willing to quickly re-apply for such a license to operate as a general contractor in Canada should the need arise for a Sourcewell Member's Project. We also require any subcontractor working for us to also provide proof of the required contractor's license. The building supplier must also have an engineer licensed where the building will be built. BBNA has the required engineers as direct employees. BlueScope Construction, Inc. also has LEED Accredited Professionals on staff if such services are required. Finally, BlueScope Construction, Inc. is committed to and enjoys a Zero Harm safety culture. As of today, BlueScope Construction, Inc. has not had an MTI (Medically Treated Incident) or LTI (Loss Time Incident) in the past 34 months.
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Table 9: Warranty

Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *
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46	Do your warranties cover all products, parts, and labor?	Yes, our industry-standard, one-year installation warranty covers all products, parts, and labor for the entire facility, with a few exceptions, against defects in materials and workmanship. We warrant that all materials and products provided will be new, of good quality, and operate as intended. Additional extended warranties are granted by brands/vendors/subcontractors, including Butler®, Varco Pruden™ and many HVAC and other product suppliers. We will supply copies of these warranties to Sourcewell Members and will facilitate local response and enforcement of said warranties. These warranties typically cover all products, parts, and labor, protecting the Sourcewell Member's investment. For additional details, please refer to the documents uploaded to the "Warranty Information" file within RFP 110822 - Pre-Engineered Buildings with Related Materials and Services Documents. Butler®: For Butler® products provided to a Sourcewell Member by BlueScope Construction, Inc., we present the Member with the Butler® warranty, which guarantees the products supplied by Butler® will be free from defects in material or workmanship for a period of three (3) years from the Shipment Date. Metal paint finishes on Butler® products are warranted for 25 years. For an additional fee, there are other warranties available, such as extending the standard 3-year warranty to a 5-year warranty or extending the weathertightness warranty for up to 25 years. Specific warranty programs are based on the Sourcewell Member's needs. For additional details, please refer to the documents uploaded to the "Warranty Information" file within RFP 110822 - Pre-Engineered Buildings with Related Materials and Services Documents. Varco Pruden™: For Varco Pruden™ products provided to a Sourcewell Member by BlueScope Construction, Inc., we present the Member with Varco Pruden™ warranty, which guarantees the products supplied by Varco Pruden Buildings™ will be free from defects in material or workmanship for a period of three (3) years from the Shipment Date. Metal paint finishes on Varco Pruden™ products are warranted for 25 years. For an additional fee, there are other warranties available, such as extending the standard 3-year warranty to a 5-year warranty or extending the weathertightness warranty for up to 25 years. Specific warranty programs are based on the Sourcewell Member's needs. For additional details, please refer to the documents uploaded to the "Warranty Information" file within RFP 110822 - Pre-Engineered Buildings with Related Materials and Services Documents. Lester Buildings: For Lester Buildings products provided to a Sourcewell Member by BlueScope Construction, Inc., we present the Member with the Lester Buildings warranty, which offers a lifetime warranty against structural failure, combined with the 50-year warranty for preservative-treated materials. The steel panel paint system for Lester Building products is warranted for up to 40 years. For additional details, please refer to the documents uploaded to the "Warranty Information" file within RFP 110822 - Pre-Engineered Buildings with Related Materials and Services Documents.	*
47	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	No, there are no usage restrictions on the warranties we provide, other than corrosive environment activities, such as abuse, alterations, or failure to maintain the facility in a commercially reasonable manner. For additional details, please refer to the documents uploaded to the "Warranty Information" file within RFP 110822 - Pre-Engineered Buildings with Related Materials and Services Documents.	*
48	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	Yes, our one-year construction warranty covers the expense of technicians' travel time and mileage to perform warranty repairs.	*
49	Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell participating entities in these regions be provided service for warranty repair?	No, there are no geographic limitations on our warranty repairs. For any location within the United States and or Canada where BlueScope Construction, Inc. installs facilities, we provide a warranty. For warranty service in United States or Canada, Sourcewell Members can simply contact BlueScope Construction, Inc. for an immediate response. One of our differentiating strengths is the ability to service a warranty anywhere in the United States or Canada.	*
50	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	We will provide the Sourcewell Member with all manufacturers' warranties upon completion of the facility. All warranty service items shall be performed by the original manufacturer as a pass through. We will also act as the liaison to ensure that the Sourcewell Member is satisfied with the appropriate level of service.	*

51	What are your proposed exchange and return programs and policies?	If we have not installed the facility, products may be returned with the permission of BlueScope Construction, Inc., and shipping instructions, with prepaid transportation charges. Products returned without a manufacturing defect will be subject to a 15% handling charge, together with whatever expense may be necessary to restore the item to salable condition. Products of current design and in salable condition will be considered for credit. If we have installed the facility, such installation requires customer-specific goods and services, which cannot be returned and placed back onto a shelf for re-sale. But, because of the collaborative design-build process between us and each Sourcewell Member, changes or problems are typically caught before delivery and installation of the facility. We respectfully do not incur return or exchanges in this situation.	*
52	Describe any service contract options for the items included in your proposal.	We typically are not asked to provide a service contract for future maintenance of a facility, as facilities provided and installed by BlueScope Construction, Inc. are designed and constructed to enjoy a long lifespan, requiring little maintenance or upkeep. Because of the specific need for each Sourcewell Member's unique solution, we do not offer a blanket listing of service contract options. As we collaborate on the design-build solutions with each Sourcewell Member, the Member will identify any elements or appurtenances which may require a service contract, and we will offer those specific services to meet the Member's needs.	*

Table 10: Payment Terms and Financing Options

Line Item	Question	Response *	
53	Describe your payment terms and accepted payment methods.	BlueScope Construction, Inc. typically provides net 30 days or less payment terms or any applicable Prompt Payment Act requirements. Some Sourcewell Members may require special terms and payment methods, based upon their funding and/or budgetary needs, which we can often accommodate.	*
54	Describe any leasing or financing options available for use by educational or governmental entities.	BlueScope Construction, Inc. has identified a strategic relationship with NCL Government Capital to provide leasing and/or finance options to Sourcewell Members. BlueScope Construction, Inc. and NCL Government Capital are committed to assisting Sourcewell Members with their leasing or financing needs.	*
55	Describe any standard transaction documents that you propose to use in connection with an awarded contract (order forms, terms and conditions, service level agreements, etc.). Upload a sample of each (as applicable) in the document upload section of your response.	The BlueScope Construction, Inc. Standard Transaction Document samples show actual, current documents used on a recently awarded Sourcewell Contract in Illinois. These industry standard documents are indicative of our Sourcewell solution and are provided to illustrate the ease of use for the member to buy construction through a purchasing cooperative. The tools and associated standard procedures demonstrate the value-added empowerment for the Member, ensuring they maintain control throughout the project. Please refer to the "Standard Transaction Document Samples" file within RFP 110822 - Pre-Engineered Buildings with Related Materials and Services Documents.	*
56	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	BlueScope Construction, Inc. accepts the P-card procurement and payment process, subject to modification, based on the fees imposed by the individual P-card requirements for specific aspects of our offering (e.g., material-only sales). Due to the nature of design-build construction, the Sourcewell Member should preferably identify its anticipated utilization of the P-card procurement and payment process upfront, during initial discussions of the contract scope with BlueScope Construction, Inc.	*

Table 11: Pricing and Delivery

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcewell Price and Product Change Request Form.

Line Item	Question	Response *	
57	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell	Each Sourcewell Member has unique facility needs and a desired solution, which cannot be summarized in a "price list" or a "SKU." To meet the infinite varieties of each Sourcewell Member's needs	

discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.

for a facility type, use, shape, size, color, function, design criteria, local codes, local conditions, local infrastructure, project requirements, etc., BlueScope Construction, Inc. provides a design-build, turnkey solution, which saves the Sourcewell Member time and money while ensuring a quality Project. This design-build procurement method is far superior to the traditional design-bid-build procurement method, which can be lengthy and costly. Moreover, this solution utilizes a best value. Unlike the traditional design-bid-build procurement methods, we do not bid low to win the job and then "change order" our way to a profit. Instead, we provide a firm price because we understand the Sourcewell Member and the importance of its funding and budget restraints. BlueScope Construction, Inc. provides a transparent, collaborative process for each Sourcewell Member, specific to its individual needs. The Sourcewell Member is always involved in the scope development and associated pricing for each Project, making our procurement and delivery method easy to use while providing several levels of value. To assist the Sourcewell Member in understanding the benefits of and evaluating the price reasonableness of this solution, our pricing model consists of two elements: the Ceiling Price and the Firm-Fixed price. Below, we succinctly define both pricing elements. To help illustrate how the Ceiling Price and the Firm-Fixed price compare to determine price reasonableness of the design-build, turnkey, best value, solution, please refer to the three pricing examples uploaded to the "Pricing" file within RFP 110822 - Pre-Engineered Buildings with Related Materials and Services Documents.

The Ceiling Price Definition:

To establish the Ceiling Price, BlueScope Construction, Inc. utilizes a mix of our proprietary product pricing software for the Pre-Engineered Building shell and the industry standard RS Means pricing database for the balance of the related materials and services necessary for the Project. This Ceiling Price is then compared to the Firm-Fixed price to help the Sourcewell Member evaluate price reasonableness. The Firm-Fixed price will always be below the Ceiling Price.

The Ceiling Price for the Pre-Engineered Building Shell:

BlueScope Construction, Inc. uses proprietary, computerized pricing systems to calculate the price for a Pre-Engineered Building shell (primary and secondary frame members, bracing, plus the roof and wall paneling) based upon the location, building codes, structural loads, etc. that are specific to each Sourcewell Member's needs. These systems provide computerized pricing for an exceptionally wide variety of Pre-Engineered Buildings, including educational, commercial, community, aviation, or industrial facilities. All these building shells can be fully priced using these computerized pricing systems, which are further explained below.

-Butler Advantage® and VP Command®. These computerized systems, driven by Vision, price both Butler® Steel Frame Pre-Engineered Building, Wall Systems, and Roofing Systems and the Varco Pruden™ Steel Frame Pre-Engineered Buildings, Wall Systems, and Roofing Systems. Butler Manufacturing™ and Varco Pruden™ offer a factory-direct purchase price to BlueScope Construction, Inc., which avoids double or triple markup, and typically allows us to provide to the Sourcewell Member an approximate 15% discount off the facility shell, including exterior doors and windows, during normal economic conditions.

-Fast and Furious. This computerized system prices Conventional and Hybrid Butler® and Varco Pruden™ Steel Frame Members and Components. This solution incorporates both a conventional steel solution and a hybrid steel solution, which is a combination of conventional steel and a Pre-Engineered steel solution from Butler® or Varco Pruden™. We offer this pricing system to the Sourcewell Member, which provides a factory-direct purchase price, with the very same benefits as described in the paragraph above.

-Varco Pruden™ VP Roof Top®. This tool is a proprietary roof modeling application used to generate materials for specific reroof solution at a discounted price utilizing Metal over Metal (high and low profile) plus Remove and Replace. The Ceiling Price of this solution is calculated by using the Varco Pruden™ VP Rooftop® price plus a coefficient of 1.10.

-Varco Pruden™ Retrofit. The dedicated Varco Pruden™ Retrofit team specializes in custom building retrofits for reskinning walls and roof envelopes, including secondary steel for new additions or for existing facilities. The Ceiling Price of this solution is calculated by using the Varco Pruden™ Retrofit price plus a coefficient of 1.10.

-Butler FastRoof®. This application software is used to price Low Profile Metal Over Metal (LPMOM), High Profile Metal Over Metal (HPMOM), Sloped Built Up, Remove and Replace and wall envelope systems. The FastRoof® application will create a parts order list that is imported into EZParts (Butler® parts ordering system) to complete the parts order. FastRoof is also used to create engineered HPMOM, LPMOM, Sloped Built Up solutions. The Ceiling Price of this solution is calculated by using the Butler FastRoof® price plus a coefficient of 1.10.

-BlueScope Conventional Steel Services. The BlueScope enterprise can design and supply conventionally framed steel buildings and hybrid facilities, which bring together the benefits of both Pre-Engineered and conventional systems. The Ceiling Price of this solution is calculated by using the Butler FastRoof® price plus a coefficient of 1.10.

-Lester Improv™. This system prices Post Frame (Wood) Lester Buildings Pre-engineered Building Systems. BlueScope Construction, Inc. is a licensed Lester Buildings dealer, which allows it to offer wood frame and overhead door solutions to Sourcewell Members. BlueScope Construction, Inc. receives a reduced price on Lester Buildings products via dealer pricing offered to it by Lester Buildings. The Ceiling Price of this solution is calculated by using the Lester Buildings dealer price plus a coefficient of 1.10. This solution can be combined with several other facility shell solutions such as steel, masonry, etc. to generate a hybrid solution that is specific to each Sourcewell Member's needs.

These computerized pricing systems are used in our commercial practices to calculate wholesale/distributor or Buildership pricing. Pricing is updated periodically, and new versions are issued when pricing or other changes occur. In most cases, the software is typically updated 2-3 times per year.

The Ceiling Price for Related Materials and Services (Site Preparation, Installation, and Design-Build, Turnkey Solutions): Our design-build, turnkey solution for Pre-Engineered Buildings includes related materials and services, such as site preparation and installation, and, for not cost or obligation, due diligence services, such as budgets and preliminary scope development for new construction and renovations.

To determine the Sourcewell Member's Ceiling Price for related materials and services, such as site preparation and installation, etc., BlueScope Construction, Inc. utilizes the RS Means Online Square Foot Cost pricing system. This online pricing/estimating tool is an industry standard database service where users input facility requirements and the pricing is returned, based upon location, codes, and other market requirements, so that price reasonableness can be determined. This process generates a protected RS Means Ceiling Price. The RS Means Ceiling Price is used to develop a design-build, turnkey "base" Ceiling Price for the specific facility needs for the Sourcewell Member.

BlueScope Construction, Inc. uses the RS Means pricing data to generate the Sourcewell Member's specific Ceiling Price as follows:

-The RS Means pricing for the structural shell is replaced with discounted MSRP structural shell price to calculate the overall design-build, turnkey Ceiling Price.

-Many, if not most, government projects require prevailing wage conditions. The "prevailing wage" unit prices and/or adjustments are incorporated into the Ceiling Price per the Sourcewell Member's needs.

-All RS Means prices are adjusted to consider the actual location of the project, using the RS Means adjustment factors. A multiplier

		of 0.95 is applied against the location-adjusted RS Means price to calculate the Ceiling Price for the Sourcewell Member. -The on-line RS Means pricing service, utilized by BlueScope Construction, Inc., is updated quarterly. Please refer to sample Ceiling Prices in Pricing Examples uploaded to the "Pricing" file within the RFP 110822 - Pre-Engineered Buildings with Related Materials and Services Documents. The Firm-Fixed Price: To ensure the desired need, quality, and project budget of each Sourcewell Member is met, BlueScope Construction, Inc. works closely with each Sourcewell Member to generate a specific scope, utilizing our local Builderships, including their local teams of design disciplines, vendors, suppliers, and subcontractors. This team collaborates with BlueScope Construction, Inc. and the Sourcewell Member to provide a project proposal with a Firm-Fixed Price. The proposal's Firm-Fixed Price shall be below the Ceiling Price, as described above, and is typically inserted into the draft contract and reviewed by the Sourcewell Member's procurement team. This Firm-Fixed Price is a best value solution resulting from the collaborative effort with the Sourcewell Member, BlueScope Construction, Inc. and its Builderships. Using this pricing method for a design-build, turnkey project, Sourcewell Members typically avoid the usual high number of change orders, overruns, delays, and sub-standard quality that is to be expected when using a traditional design-bid-build delivery and pricing method. To help illustrate how the Ceiling Price and the Firm-Fixed Price compare to determine price reasonableness of the design-build, turnkey, best value, solution, please refer to the pricing examples uploaded to the "Pricing" file within RFP 110822 - Pre-Engineered Buildings with Related Materials and Services Documents.
58	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	Discounts for the Pre-Engineered Building Shell: BlueScope Construction, Inc. provides wholesale pricing to the Sourcewell Member for the various facility shell solutions. We provide approximately a 15% discount off the facility shell, including exterior doors and windows, based upon the specific product solution, during normal economic conditions. This discount applies to the Butler® and Varco Pruden™ Steel Frame Pre-Engineered Building, Wall Systems, and Roofing Systems. Additionally, the facility is sold factory direct to the Sourcewell Member at a discount, avoiding the traditional multiple markups of manufacturer, to dealer, to contractor, and then to owner. Discounts for Related Materials and Services (Site Preparation, Installation, and Design-Build Turnkey Solutions): The design-build, turnkey solutions we offer vary from Sourcewell Member to Sourcewell Member and need to need. Therefore, we cannot quote a specific discount for these services, but we often receive feedback from Sourcewell Members who report a quantified time savings of several months and an overall cost savings of up to 15% to 20% using this procurement method, depending upon the Sourcewell Member's needs such as scope of work, complexity, etc.
59	Describe any quantity or volume discounts or rebate programs that you offer.	In addition to the above-described discounts, BlueScope Construction, Inc. offers a standardized discount program as an additional benefit to Sourcewell Members who procure an identical facility for multiple locations. This is a cost savings we have successfully provided to other entities and shall continue to promote to Sourcewell Members. As one example, we have provided a state agency/Sourcewell Member with 27 facilities, resulting in significant cost savings. This program offers an additional 6-10% discount over a single facility purchase through elimination of repetitive design costs, engineering, and detailing for identical facilities. This discount is also based upon scope and project complexity. Various or differing facility features such as electrical, plumbing, non-bearing walls, sidewalks, parking areas, etc. that do not affect the structural design of the facility can be added to the standardization program scope and can be individually quoted without affecting lead times. Additionally, we can offer a discount on the General Conditions for projects that can be executed concurrently and are not too far apart. We work with the Sourcewell Member to help them save time and money because we are aware of their funding/budget constraints.

60	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.	The actual quantity and variety of needs required by each Sourcewell Member dictates the extent and complexity of products, materials, and services provided by BlueScope Construction, Inc. for a particular Project. A Sourcewell Member may seek to include a multitude of other options and accessories within our design-build, turnkey solution. Because each solution is tailored to each Sourcewell Member, we can accommodate those requests. In such case, BlueScope Construction, Inc. will obtain current, local prices for the additional materials, ancillary services, site preparation, or installation necessary for the completion of the facility. All such items will be identified and itemized to the Sourcewell Member and priced on a Cost Plus a percentage basis.	*
61	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	There are no acquisition costs that are not included in our detailed Firm-Fixed Price proposal/contract solution. Throughout the collaborative due diligence process, the scope development, and the overall design-build, turnkey solution, the Sourcewell Member is engaged and made aware of all Project requirements, thereby eliminating surprises relating to roles, responsibilities, or costs.	*
62	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	All domestic freight, delivery, and shipping costs are identified and included within our Firm-Fixed Price proposal and contract. If a portion of the scope of the work was not shipped or was damaged in shipping, BlueScope Construction, Inc. will remedy the situation at no additional cost to the Sourcewell Member. BlueScope Construction, Inc. facilities are custom designed and manufactured for each project and as such are not able to be returned.	*
63	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Offshore delivery will follow the same pricing procedure as described above for our domestic projects. There will be some variation in shipping methods due to offshore destinations.	*
64	Describe any unique distribution and/or delivery methods or options offered in your proposal.	To date, BlueScope Construction, Inc. has been the only design-build, turnkey supplier under this Sourcewell Contract. BlueScope Construction, Inc. has a unique offering that saves the Sourcewell Member time and money while ensuring it receives a quality facility. Unlike anyone else in the industry, we act as both the manufacturer and the contractor, who execute the work at the local level through a national network of nearly 1,500 authorized, licensed, strategically aligned, brand Builderships. The Sourcewell Member benefits from our national presence, as a contractor who can provide a factory-direct, discounted price on the BlueScope enterprise building components we offer, in combination with local execution and presence, via our Builderships, before, during, and after construction. This single-source solution eliminates finger pointing between the constructor, designer, manufacturer, and trades. As a contractor and manufacturer, we offer a unique sourcing and delivery method that is unmatched in the market. We have utilized this execution tool successfully throughout our first seven and one-half years on the prior and current Sourcewell Contract. We have been awarded approximately \$155,000,000 for roughly 76 Sourcewell contracts since receiving our first four-year Sourcewell Contract in 2015, all without default. Further, for over 30 years, through our GSA Schedule Contract, we have successfully executed over 1,100 design-build, turnkey projects for over 40 different government agencies, without litigation, termination, or liquidated damages.	*

Table 12: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments
65	c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	BlueScope Construction, Inc. offers a Firm-Fixed price, best value solution consisting of our blended Pre-Engineered Buildings and the related materials and services. Our unique, transparent, and collaborative design-build, turnkey process empowers the Sourcewell Member through scope development and finalization of the contract scope and price throughout this easy, value-added process allows us to deliver our Sourcewell solution across the United States and Canada. BlueScope Construction, Inc. offers the Sourcewell Member a Ceiling Price, which is generated using industry standard pricing tools. The Ceiling Price is compared against our Firm-Fixed price, to assist the Sourcewell Member in its due diligence and price reasonableness considerations. We provide our best price to Sourcewell Members, depending upon complexity and scope our offer is significantly lower than the price we offer to state and local government, education, and nonprofits under our commercial division. Please refer to the three pricing examples, which are uploaded to the "Standard Transaction Document Samples" file within RFP 110822 - Pre-Engineered Buildings with Related Materials and Services Documents, to help illustrate the firm-fixed price proposal, the Ceiling Price, and the design-build contract.

Table 13: Audit and Administrative Fee

Line Item	Question	Response *
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66	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell. Provide sufficient detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template.	The verification process/policy used by BlueScope Construction, Inc. to ensure proper proposal pricing for Members and quarterly reporting and fee payments to Sourcewell is described as follows: Pricing: Following the due diligence process and development of the scope of work with the Sourcewell Member, we collaborate with the Sourcewell Member on a detailed proposal for the design-build, turnkey solution. At that time, we develop Ceiling Pricing, using the applicable pricing tools and software, to ensure the proposal pricing adheres to the Sourcewell Contract requirements. Also, prior to submitting the proposal to the Sourcewell Member, we conduct an internal review of the proposal, as a fail-safe, to confirm that the proposal pricing complies with the Sourcewell Contract requirements. When then archive the Ceiling Price, the final Firm-Fixed Price, the supporting proposal documents, and the Final Contract. Award: As described above, there is a due diligence period when BlueScope Construction, Inc. and the Sourcewell Member work together to establish all scope requirements including contract terms. Prior to the award, a final internal review is conducted by the BlueScope Construction, Inc. Execution Team, including the legal review of the contract documents. Each division, including engineering, execution, accounting and legal, make a final review of the proposal to ensure all requirements are included, including necessary contract terms, scope, freight costs, taxes, fees, contractor licenses, bonding, insurance, the Sourcewell fee, etc. The documentation from this process is also archived for future access. Execution: The BlueScope Construction, Inc. Project Manager is responsible for the execution portion of the Project with the Sourcewell Member. In addition to holding all responsibility for the progress of the work, the BlueScope Construction, Inc. Project Manager coordinates the actions of our internal team, including accounting, engineering, manufacturing, legal, etc. The BlueScope Construction, Inc. Project Manager will submit the Progress Payment Applications to the Sourcewell Member, pursuant to the Sourcewell Contract terms. In addition, the internal Financial Group for BlueScope enterprises and the legal department of BlueScope Construction, Inc. maintain additional oversight throughout the life of the Project. Payments: The BlueScope Construction, Inc. Project Manager will submit all Progress Payment Applications and invoicing to the Sourcewell Member, pursuant to the Sourcewell Contract terms. Each approved Progress Payment Application and invoice will be filed for future audit. The processing of any and all payments, including fees, taxes, licenses, and the Sourcewell quarterly fee payments and documentation, per the Sourcewell Contract, are overseen by the Financial Group for the BlueScope enterprise. The Financial Group for the BlueScope enterprise will also reconcile and close out the Project, creating documents that will be on file for future audits.
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67	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	We currently utilize internal metrics to measure the success of the Sourcewell Contract and will continue to do so if awarded this next four-year contract. We evaluate Sourcewell achievements against our annual marketing and business goals. Our internal and external sales forces are also measured against their individual Sourcewell goals. Our entire BlueScope enterprise, including Butler® and Varco Pruden™, utilizes Salesforce to track and manage our Sourcewell opportunities and success rates. We track all Sourcewell proposals, both in quantity and dollar amounts, plus we track the number of Sourcewell Contracts awarded or "orders entered" to track and measure our success. We also engage our Sourcewell Members and brand Builderships in post-Project reviews to gauge customer satisfaction and ensure repeat business. The BlueScope Construction, Inc. sales force and the Butler® and Varco Pruden™ sales forces are incentivized to promote Sourcewell sales and track metrics surrounding Sourcewell leads and sales.	*
68	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	When we are successfully awarded our third Sourcewell Contract, we will continue to provide the two percent administration fee directly to Sourcewell for the benefits and support it provides to BlueScope Construction, Inc. as a Supplier, and for the support it provides to Sourcewell Members.	*

Table 14A: Depth and Breadth of Offered Equipment Products and Services

Line Item	Question	Response *
69	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	BlueScope Construction, Inc. exclusively provides a broad range of design-build, turnkey solutions for new construction, renovation, repairs, and restorations of all types of buildings and facilities for the Sourcewell Member. Additionally, we work with Sourcewell Members to aid in their due diligence, budgeting, source funding, and feasibility for our broad range of solutions. As the pioneers in providing Pre-Engineered Buildings and related materials and services for this Sourcewell Contract, and throughout the purchasing cooperative market, we deliver the premier construction solution of the two founding Pre-Engineered brands in the industry - Butler® and Varco Pruden™. Additionally, we are the only manufacturer and contractor/installer for Pre-Engineered Buildings who can also provide wood frame, brick and mortar, concrete, and conventional steel solutions for the Sourcewell Member. This broad range of offerings includes, but is not limited to: Construction Product Solutions Offering: -Pre-engineered Metal Building Solution. Pre-Engineered Metal Buildings are constructed using steel built up sections which are designed and fabricated in BBNA facilities and assembled at the construction site using bolted connections. Pre-Engineered Metal Buildings can be adapted to suit a wide variety of structural applications, the greatest economy being realized when standard details are utilized. An efficiently designed Pre-Engineered Metal Building can be lighter than a conventional steel building by up to 30%. A lighter- weight building equates to less steel and potential price savings in structural framework. BlueScope Construction, Inc. is fortunate to be sister companies with the two leading brands in the metal building industry, both of whom offer complete building packages as well as reroof and retrofit options: Butler® Steel Frame Pre-engineered Building and Varco Pruden™ Steel Frame Pre-Engineered Buildings. -Brick and Mortar solutions. The commonplace usage of the phrase "Brick and Mortar" came about with the introduction of the internet and the presence of retailers that exist purely online rather than operating in a physical store. Therefore, brick-and-mortar construction solutions can include an assembly of almost any construction materials, such as studwall framing (wood or steel), roof trusses and traditional wall surfaces (brick, stucco, wood, etc.), as well as traditional roof coverings (asphalt shingles, wood shingles, metal, etc.). Any of the construction solutions provided by BlueScope Construction, Inc. easily fall into this category. -Concrete and Precast construction solutions. Precast cladding panels are a versatile construction method that professionals use for both aesthetic and load-bearing

purposes. The Precast panels are fabricated in factories and transported to the construction site, where construction professionals attach them to the outside of the building's frame.

-BlueScope Conventional Steel Services. This BlueScope enterprise group is a resource for BlueScope Construction, Inc. on design-build, turnkey projects where framing is not part of the pre-engineered system. Through Butler Manufacturing™ and Varco Pruden™ and BlueScope Conventional Steel Services, BlueScope Construction, Inc. can design and supply conventionally framed steel and "Hybrid" facilities that bring together the benefits of both pre-engineered and conventional systems.

-Hybrid Wood frame and Steel. BlueScope Construction, Inc. offers "Hybrid" facilities that can be framed with a combination of multiple construction materials, such as wood frame and steel, as an example. By utilizing each material where it performs best, we have satisfied the requirements of Sourcewell Members in the past and will continue to do so in the future by always looking for the best "In Place Cost" for every project.

-Lester Buildings. BlueScope Construction, Inc. has worked with Lester Buildings throughout our 30 years on the GSA Schedule, plus all our previous Sourcewell Contracts. This teammate has been in business since 1947 and provides a wood frame, metal or wood clad, Pre-Engineered Building solution which enhances our various other Sourcewell offerings, including "Hybrid" wood, steel, and masonry solutions. The Lester Buildings wood frame building systems are constructed using columns and trusses that are engineered, prefabricated components, and are installed at the Project site. Wood frame structures create a durable, economically-built structure, ideal for anything from a garage, animal shelter, wastewater treatment facility, event center, workshop, salt storage, or fairground facilities. Wood frame structures do not require pouring a continuous foundation, which simplifies the construction process and reduces construction time, while still ensuring a quality, long lasting facility with lower overall cost.

-Wood frame construction solutions. As part of our broad offering, we also provide wood frame or stick-built facility solutions. Occasionally, a Sourcewell Members will request a wood frame solution as a standalone facility or a "hybrid" blend solution, depending on facility type and use. In these instances, we can design a Pre-Engineered Building solution through our design-build capabilities in which we procure the framing product locally and avoid shipping costs. This type of solution is also available for renovation and restoration needs.

Construction Services Solutions Offering:

-Design-Build, Turnkey. Includes the design and construction of all components required for a complete Project. Under this delivery method, all building elements can be provided, including the architectural and engineering design of the entire facility and all the CSI Divisions of construction disciplines, such as mechanical, plumbing, electrical, concrete foundations, finishes (dry wall partitions, ceilings, doors, windows, carpeting and paint), furnishings and specialty equipment. After construction, the Sourcewell Member has a complete, fully permitted, and functioning facility.

-Material and Erection. Includes the design, fabrication, and installation/erection of the building shell, including structural frame, secondary framing and supports, roof and wall panels, insulation, and doors and windows. This service would be used if the Sourcewell Member wanted to use a different general contractor for the project and only purchases the building shell erected through the Sourcewell Contract.

-Material Only. Includes the design and fabrication only of the building shell, including structural frame, bracing, secondary framing, roof and wall panels, insulation, and doors and windows. Under this delivery method, the product is shipped to the site ready for installation by the purchaser's authorized erector or contractor.

-Renovation and remodel solutions. Includes additions and/or any modifications or change-of-use modifications to existing facilities, which can be performed under a design-build, turnkey method, allowing for delivery of a complete Project from the beginning to the end of the process and including all elements of construction.

-Reroof solutions. Includes an analysis of existing roof system as well as the structure, design, fabrication, and installation of a new metal roof system, including the required structural supports. This system eliminates the yearly maintenance expenditure necessary for conventional roofing systems and provides a new high-performance roof that is guaranteed not to leak or deteriorate. This system can be used to replace existing metal roofs or any conventional roofing system.

-Ancillary Services. Our Ancillary Services are defined as any and all design necessary for the successful completion of a design-build, turnkey project. These

		include but are not limited to all engineering design disciplines, site/infrastructure, mechanical, electrical, plumbing, fire suppression, geotechnical investigations, analysis of in situ soils conditions, foundation system and paving recommendations, landscaping, utility and storm water and site drainage designs. These services also include investigating all requirements such as development plan, platting, and local government approval process management, plus the architectural design services necessary for the successful completion of all building systems and finishes.	
70	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	Turnkey Design Build Solution: -Due diligence services and cost budgeting -Pre-construction -Permitting and Certificate of Occupancy -Geotechnical Investigations and Recommendations -Architectural Design -BIM (Building Information Modeling) -LEED Solutions -Mechanical, Electrical, Plumbing, Fire Suppression, Communications, Security, Control Systems, and Structural (including foundations, subterranean and super structure) -Value Engineering -Total Cost of Ownership -Construction -Post-construction system commissioning and training Pre-engineered Metal Building Solution: -Building design, detailing, manufacturing, and delivery -National and local building code compliance -Energy Code Conformance -Long term, low overall cost -Roof System -Wall systems -Insulation systems -Certified Guarded Hot Box tested Roof and Wall systems -Value engineered framing layouts -Designs that assist in reduced erection schedules -Erectable steel sequence deliveries	*

Table 14B: Depth and Breadth of Offered Equipment Products and Services

Indicate below if the listed types or classes of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Offered *	Comments
71	Steel frame buildings;	☒ Yes ☐ No	BlueScope Construction, Inc. provides steel framed buildings through both our Butler® and Varco Pruden™ brands at a discounted, factory-direct price to the Sourcewell Member through our unique design-build, turnkey solution as both manufacturer and general contractor. This includes design, manufacturing, and construction of a complete Project, which provides an added value, long-term solution for the Sourcewell Member.
72	Wood frame metal buildings;	☒ Yes ☐ No	BlueScope Construction, Inc. has worked with Lester Buildings throughout our 30 years on the GSA Schedule, plus all our previous Sourcewell Contracts. Lester Buildings has been in business since 1947 and offers a wood frame, metal or wood clad, Pre-Engineered Building solution which enhances our various other Sourcewell solutions and offerings, including a “hybrid” solution of wood, steel, and masonry. Wood frame building systems are constructed using columns and trusses that are engineered, prefabricated, and installed at the site. Wood frame structures create a durable, economically built structure for a variety of uses by Sourcewell Members. Some wood frame structures may utilize nontraditional foundation systems, which simplifies the construction process and lowers overall costs for a high-quality facility that will last for years.
73	Hybrid wood and steel buildings;	☒ Yes ☐ No	BlueScope Construction, Inc. offers “hybrid” facilities that can be framed with multiple construction materials, such as both wood and steel framing with a multitude of steel, wood, or masonry roof and wall materials. By utilizing each material where it performs best, we have satisfied the requirements of Sourcewell Members in the past and will continue to do so in the future by always looking for the best “In Place Cost” for every project.
74	Precast concrete;	☒ Yes ☐ No	BlueScope Construction, Inc. has incorporated precast concrete cladding panels, which is a versatile construction method that design professionals utilize for both aesthetic and load-bearing purposes. The Precast panels may be cast onsite or fabricated in factories and transported to the site, where tradesmen attach the panels to the outside of the building's frame for a low maintenance, long lasting facility.
75	Prefabricated buildings;	☒ Yes ☐ No	BlueScope Construction, Inc. offers prefabricated buildings for a myriad of Sourcewell Members' facility needs. Prefabricated buildings can be adapted to suit a wide variety of applications.
76	Services complementary to the solutions described in Line 71-75 above, including design build services, site preparation, installation, demolitions and disposal of existing structures, inspection, repair, and maintenance. However, this solicitation should NOT be construed to include “services only” solutions.	☒ Yes ☐ No	BlueScope Construction, Inc. specializes in providing unique and flexible design-build, turnkey solutions, which can include Cost Budgeting Services, Geotechnical Investigations and Recommendations Services, Architectural Design Services, Engineering Design Services (structural, mechanical, electrical, plumbing, and fire suppression), Site Civil Design Services, Landscape Services, Storm Water and Site Drainage Design Services, and Utility Services, etc.

Table 15: Exceptions to Terms, Conditions, or Specifications Form

Line Item 77. NOTICE: To identify any exception, or to request any modification, to the Sourcewell template Contract terms, conditions, or specifications, a Proposer must submit the exception or requested modification on the **Exceptions to Terms, Conditions, or Specifications Form** immediately below. The contract section, the specific text addressed by the exception or requested modification, and the proposed modification must be identified in detail. Proposer's exceptions and proposed modifications are subject to review and approval of Sourcewell and will not automatically be included in the contract.

Contract Section	Term, Condition, or Specification	Exception or Proposed Modification

Documents**Ensure your submission document(s) conforms to the following:**

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
 2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.
 3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.
 4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as "Marketing Plan."
- [Pricing](#) - Pricing Examples 11-8-22.zip - Tuesday November 08, 2022 09:12:36
 - [Financial Strength and Stability](#) - Financial Strength and Stability.zip - Monday November 07, 2022 12:04:43
 - [Marketing Plan/Samples](#) - Marketing Plan Samples.zip - Tuesday November 08, 2022 09:20:18
 - WMBE/MBE/SBE or Related Certificates (optional)
 - [Warranty Information](#) - Warranty Information.zip - Tuesday November 08, 2022 09:55:47
 - [Standard Transaction Document Samples](#) - Standard Transaction Documents Samples 11-8-22.pdf - Tuesday November 08, 2022 09:54:38
 - [Upload Additional Document](#) - Additional Documents.zip - Monday November 07, 2022 13:19:17

Addenda, Terms and Conditions

PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.
2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.
3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.
4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.
5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.
6. If awarded a contract, the Proposer will provide to Sourcewell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.
7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.
8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.
9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
10. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
11. Proposer its employees, agents, and subcontractors are not:
 1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>;
 2. Included on the government-wide exclusions lists in the United States System for Award Management found at: <https://sam.gov/SAM/>; or
 3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated

by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

☒ By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Brian Aldrich, Director of Government Services, BlueScope Construction, Inc.

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

☒ Yes ☐ No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum_3_Pre-Engineered_Buildings_RFP_110822 Tue November 1 2022 11:49 AM	☒	1
Addendum_2_Pre-Engineered_Buildings_RFP_110822 Thu October 20 2022 10:22 AM	☒	1
Addendum_1_Pre-Engineered_Buildings_RFP_110822 Mon October 17 2022 11:02 AM	☒	2



CITY OF VANCOUVER
Procurement Services
 (360) 487-8430
 (360) 487-8433 fax
www.cityofvancouver.us
 Federal Tax ID No. 91-6001288

Contract #:	C-102012
Start Date:	Jan 8, 2023
End Date:	Jan 6, 2027
Total Contract Amount:	\$1,300,000.00

BlueScope Construction Inc.
 PO Box 41997
 Kansas City, MO 64141-6917

Submit all invoices and questions to:

Kevin Kearns / Kevin.Kearns@cityofvancouver.us

Contract Overview

Sourcewell #110822-BSC Pre-Engineered Buildings.

Solutions #110822 Contract and Amendments thereto ("Master Contract") between the Contractor and Sourcewell adopted and incorporated herein by this reference. The City shall be afforded all rights and privileges as "Sourcewell" under the terms of the master contract.

Terms and Conditions

Visit our website at <https://www.cityofvancouver.us/business/procurement-services/#terms> to access either the general terms and conditions (Rev. 05/2017) or the Professional Services terms and conditions (Rev. 05/2017), which are applicable if there is no written contract.

A handwritten signature in black ink, appearing to read "Nebela Fausse", written over a horizontal line.

Authorized Signature

Staff Report: 141-25

To: Mayor and City Council
From: City Manager
Date: July 7, 2025

Subject

2025-2026 Collective Bargaining Agreement with the AFSCME, Local 307VC

Key Points

- Two-year collective bargaining agreement effective January 1, 2025, to December 31, 2026.
- Updated salary table with classification adjusted based on market study with rates of pay for 2025 adjusted by 4% upon ratification and by 2% in 2026, for all covered classifications, including a one-time ratification incentive of 1.5% of 2024 base wages.
- Changes to health care contribution, shift differential, pager/cell phone pay and assignment, out-of-class assignments to align with inflationary increases and support the effectiveness of operations.
- Added clarification language around eligibility for leave and holiday benefits and changes to job posting restrictions, allowing the City to review both internal and external candidates if there are fewer than three internal applicants.

Strategic Plan Alignment

High Performing Government – a government that is reliable, fiscally responsible, equitable, and open to compromise

Present Situation

The labor agreement between the City and the AFSCME bargaining unit expired on December 31, 2024. The parties were able to work through a collaborative process and consensual decision-making on many of the provisions for a new two-year agreement. The new labor agreement was recently ratified by the AFSCME members and is now being brought to Council for approval.

Advantage(s)

If approved by Council, the City and bargaining unit will have a collective bargaining agreement and will be operating under an agreement that meets the business needs of both parties.

Challenge(s)

None

Budget Impact

There are no known disadvantages to ratifying. There is sufficient contingency appropriation in the 2025-2026 biennial budget to support the proposed increases.

Prior Council Review

Adopted 2025-2026 Biennial Budget

Action Requested

On Monday, July 7, 2025, authorize the City Manager or designee to sign the January 1, 2025 to December 31, 2026 Collective Bargaining Agreement with the AFSCME by executing the same.

Staff Contact

Antoinette Gasbarre, Human Resources Director, Lee Lofton, Deputy Human Resources Director, Antoinette.Gasbarre@cityofvancouver.us, lee.lofton@cityofvancouver.us

Attachments:

1. 2025 -2026 AFSCME Contract - Redline
2. 2025 -2026 AFSCME Contract - Clean

Agreement
by and between
City of Vancouver
and
AFSCME, Local #307VC

January 1, ~~2022~~2025 – December 31, ~~2024~~2026

AFSCME Contract Table of Contents

<u>Section</u>	<u>Subject</u>	<u>Page</u>
Preamble	Preamble	1
Article 1	Recognition and Bargaining Unit	2
Article 2	Nondiscrimination.....	3
Article 3	Rights of Management.....	3
Article 4	Union Security	4
Article 5	Union Representatives and Union Activity	5
Article 6	Strikes, Work Stoppages and Work Slowdowns	8
Article 7	Identification of Jobs.....	8
Article 8	Posting of Jobs.....	9
Article 9	Probation.....	10
Article 10	Work Week, Hours of Work, Shifts.....	11
Article 11	Rates of Pay	14
	11.1 Wages.....	14
	11.2 Salary Step Plan	14
	11.3 Hourly Rate Definition	16
	11.4 [Reserved]	15
	11.5 Callback Pay	15
	11.6 Overtime Compensation	17
	11.7 Shift Differential	19
	11.8 Working Out-of-Class.....	19
	11.9 License Fees.....	20
Article 12	Leave Benefits	20
	12.1 Paid Time Off	20
	12.2 Grandfathered Sick Leave Cash Out.....	20
	12.3 Paid Leave while on State and Federal Protected Leave	21
	12.4 Bereavement Leave.....	21
	12.5 Military Leave.....	21
	12.6 Family Leave – FMLA	22
	12.7 Pregnancy/Childbirth Disability Leave.....	22
Article 13	Holidays	22
Article 14	Employee Insurance.....	23
Article 15	Fitness for Duty.....	25
Article 16	Retirement Plan.....	25
Article 17	Training Program.....	25
Article 18	Clothing, Tools and Safety Equipment.....	26
Article 19	Driver’s License.....	26

<u>Section</u>	<u>Subject</u>	<u>Page</u>
Article 20	Mileage Reimbursement, Parking Rates and Commute Trip Reduction.....	28
Article 21	Grievance Procedure.....	29
Article 22	Employee Discipline and Termination	32
Article 23	Performance Evaluations	32
Article 24	Non-Reduction of Wages and Working Conditions	33
Article 25	Layoff, Recall and Bumping.....	33
Article 26	Contracting-Out/Out-Sourcing	36
Article 27	Conflict of Contract and City Employment Policies	36
Article 28	Separability Clause	37
Article 29	Termination and Renewal.....	37
Article 30	Labor-Management Committee	38
Article 31	Temporary or Seasonal Workers	38
Article 32	Tobacco Free Work Environment.....	38
Article 33	Contract Amendments	38
Appendix A	Classifications and Rates of Pay	41
	2022	
Appendix B	Paid Time Off Accrual Schedule	53
Addendum	City Attorney's Office Addendum	
Addendum	Recreation Division Addendum	

PREAMBLE

This agreement is entered into by the City of Vancouver, Washington, hereafter referred to as “Employer” and Local 307~~VC~~ of the American Federation of State, City and Municipal Employees, AFL-CIO, hereinafter referred to as the “Union.”

The purpose of this agreement is to set forth the mutual understanding of the parties as to wages, hours and working conditions consistent with the Employer’s and the Union’s mutual objective of providing ever-improved, efficient, effective, uninterrupted performance of City functions, and courteous services to the public. It is the Employer’s responsibility to provide services that promote the health, safety and welfare of the public through means that are cost-effective, progressive, responsive, courteous and productive. The Union is committed to those efforts. The Employer and Union share a mutual interest in engaging in efforts to promote a labor relations environment that is conducive to achieving a high level of efficiency and productivity in all departments of City government.

Except as otherwise required by law, regulation or grant provisions, the parties agree to the provisions in this agreement.

1. Recognition and Bargaining Unit

- 1.1 The Employer hereby recognizes the union as the sole and exclusive bargaining agent for the purposes of establishing wages, hours, fringe benefits, and working conditions for employees of the City within this bargaining unit. The classifications currently covered by this agreement are set forth herein but are not limited to those included in Appendix A to this Agreement. City employees who are excluded from the bargaining unit are:

- A. Temporary, seasonal;
- B. Employees certified to another bargaining unit;
- C. Customer Service Supervisors
- ~~D.~~ Supervisory and confidential employees;
- ~~D.E.~~ Others as mutually determined by the parties;
- ~~E.F.~~ Elected officials and their appointed staff
Designated as unclassified service per
RCW 41.50.030(2).

Definitions

Regular Full-Time Employee: Employees who hold a budgeted/Council approved position and who are normally scheduled to work at least 37.5 hours per week.

Regular Part-time Employee: Employees who hold a part-time budgeted/Council approved position and who are normally scheduled to work a minimum of 20 hours and less than 37.5 hours per week. Part-time employees receive benefits and accrue seniority on a pro-rated basis, based on their budgeted or assigned FTE percentage. An example of this would be: an employee working half time (20 hours/week) for 10 years shall receive seniority credit for 5 years of service.

Exempt Employee: Employees designated under the Fair Labor Standards Act (FLSA) as exempt are not eligible for overtime. Recreation Coordinators (Recreation Specialist C and D) Supervisor and Aquatics Supervisors are FLSA exempt employees.

Non-Exempt Employee: Employees designated under the Fair Labor Standards Act (FLSA) as non-exempt are overtime eligible.

- 1.2 The Employer will notify the Union regarding newly created or substantially modified classifications to provide the opportunity to comment on inclusion/exclusion from the unit. If the parties cannot resolve the question of inclusion/exclusion, the matter shall be presented to the Public Employment

Relations Commission (PERC). Either party may petition PERC to review the position in question to render a written opinion of its findings that shall be binding on the Employer and the Union.

- 1.3 Conflict in Language. There may be times when language in the contract conflicts with language used in other labor and employment tools (e.g. addendums, personnel policies, etc.)
 - 1.3.1 In instances where contract language is in conflict with addenda, addenda take precedence over the Master Agreement.
 - 1.3.2 In instances where contract language is in conflict with City personnel policies, contract language takes precedence over the policies.

2. Nondiscrimination

- 2.1 The Employer and the Union agree that they will not discriminate unfairly against any employee by reason of race, creed, age, color, sex, national origin, religious belief, marital status, mental or physical disability, sexual orientation, active military duty or employees who have been honorably discharged, or any other criteria established by state or federal statutes, rules or regulations.

~~2.2 Whenever words denoting the masculine gender are used in this agreement, they are intended to apply equally to either gender.~~

- ~~2.3~~2 There shall be no discrimination or harassment exercised against any employee covered by this agreement because of their membership or Union activities.

3. Rights of Management

- 3.1 The management of the City, including but not limited to, the organization, scheduling, staffing, and direction of the workforce, is vested exclusively in the Employer, subject to the terms of this agreement. The City retains the right to determine what complement of employees shall perform the work, including but not limited to, temporary employees, volunteers, supervisory, union employees and/or corrections crews. Examples of management rights include, but are not limited to:

~~3.1.1 To take whatever action is either necessary or advisable to determine, manage and fulfill the mission of the organization;~~

3.1.2 To determine the number of employees to be employed;

3.1.3 To hire employees, determine their qualifications and assign and direct their work;

3.1.4 To evaluate employees' performance;

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- 3.1.5 To set the standards of productivity, and the services to be provided;
- 3.1.6 To control and regulate the use of facilities, equipment, and other property of the Employer;
- 3.1.7 To determine the number, location and operation of departments, divisions, and all other units of the Employer;
- 3.1.8 Determine the methods, processes and means of providing City services;
- 3.1.9 Appoint and/or lateral transfer the assignment of employees to specific jobs within their job classification or title.
- 3.2 The Employer has the right to introduce any and all new, improved and automated methods or equipment to improve efficiency and to reduce costs and assign employees within the bargaining unit in accordance with such improvements and cost reduction methods. All matters not specifically and expressly covered or treated by the language of this agreement may be administered for its duration by the Employer in accordance with such policies or procedures as the Employer, from time to time, may determine. This article recognizes an employee's right to use the grievance procedures set forth in article 21 below.

4. Union Security

- 4.1 Rights of Bargaining Unit Employees: Subject to the provisions of this Article and in compliance with federal and state law, ~~it shall be a condition of employment that all City employees covered by this Agreement shall become and remain members of the Union in good standing. The Employer shall remain neutral when communicating with employees about Union membership and direct the employee to discuss union membership with a union staff representative.~~ There shall be no discrimination exercised against any employee covered by the Agreement because of their membership of Union activities. ~~All future employees will be expected to join the Union and pay dues after thirty (30) days of employment.~~ Members of the bargaining unit who join the Union may authorize deductions of dues as provided by this Article and consistent with state law. Authorizations for dues deduction are valid whether executed in writing or electronically. Should an employee provide the Employer with a dues authorization directly, the Employer shall provide an electronic copy of the Authorization for Payroll Deduction and Representation via email to C2everett@council2.com within ten (10) days of the employee executing the document.
- 4.2 The Employer agrees to deduct twice a month Union membership dues from the pay of those employees who have requested, in writing, on dues deduction authorization forms provided to the employer by the union, that such deductions

be made. The amounts to be deducted will be certified by the Washington State Council of City and County Employees, and the aggregate deduction of all Union members shall be remitted to the Everett, Washington office of Council 2 twice a month.

- 4.3 The employee's authorization will remain in effect until expressly revoked by the employee by notice to the Union in accordance with the terms and conditions of the authorization. The Employer will rely on information provided by the Union regarding the authorization and revocation of deductions. In the event an employee covered by the bargaining unit notifies the Employer that they no longer wish to have dues or fees deducted from their pay, the Employer will direct the employee to their Union staff representative. ~~member of the Union fails to maintain their membership in the Union in good standing therein by the regular payment of dues, the Union will notify the Employer in writing, through Human Resources (HR) of such employee's delinquency. The Employer agrees to give notice to the employee within five (5) working days that their employment status with the Employer is in jeopardy and that failure to meet their membership obligation within thirty (30) calendar days from the date such notice is received will result in termination.~~
- 4.4 Appointment to Excluded Positions: Deductions for Union dues shall cease beginning with the pay period following an employee's regular appointment to a position which is excluded from the bargaining unit.
- 4.5 Defense and Indemnification of the City: The Union agrees that it will indemnify, defend and hold the City harmless from all suits, actions, proceedings or claims against the City or persons acting on behalf of the City, whether for damages, compensation, reinstatement, or any combination thereof, arising out of application of this Article. In the event any decision is rendered by the highest court having jurisdiction that any portion of this Article is invalid and/or that reimbursements must be made to any employees affected, the Union shall be solely responsible for such reimbursements.
- 4.6 Listing of New and Terminated Employees: The Employer agrees to notify the Union of new hires within ~~the first thirty~~ twenty-one (2021) business days of employment:
- a. By the 10th of the following month, If the information is available, the City will provide a listing of bargaining unit employees hired, promoted or terminated in an editable format during the previous month within twenty-one (21) business days. Such listing shall contain: ~~the names of the employees, along with their job classification, and department.~~
 - i. The employee's name and date of hire
 - ii. Employees cellular, home and work telephone numbers; work and personal email address; home/ mailing address
 - iii. Employee's job title, salary and work site location

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- b. ~~At the Union's request and up to two (2) times a year~~At least every one-hundred twenty (120) business days, the ~~employer~~Employer will provide a listing of all bargaining unit members, including information listed about in Article 4.6a and their department/section, classification, base pay, fulltime/part-time status and number of scheduled hours, city seniority date, and classification seniority date.
- c. At the Union's request and up to two (2) times a year the employer will provide a listing of all non-represented employees, their classification and department.

– 4.7 P.E.O.P.L.E. Checkoff. The Employer agrees to deduct from the wages of any Union member a P.E.O.P.L.E. (Public Employees Organized To Promote Legislative Equality) deduction as provided for in a written or electronically executed authorization. An executed authorization may be revoked by the employee at any time by giving written notice to both the Employer and the Union. The Employer agrees to remit any deductions made pursuant to this provision promptly to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance. The Employer will transfer amounts deducted to the P.E.O.P.L.E. program.

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5. Union Representatives and Union Activity

- 5.1 The Union shall inform the Employer in writing of the names of its officers, business representatives and stewards who are accredited to represent the Union, which information shall be kept up-to-date at all times. Only persons so designated will be accepted by the Employer as representatives of the Union.
- 5.2 Union representatives may, after receiving permission from the supervisor, visit the work location of employees covered by this agreement, for the purpose of administering provisions of the agreement related to grievance processing, disciplinary action and posting of Union notices on City provided bulletin boards.
- 5.3 Solicitation of Union membership or collection or checking of dues will not be conducted during working hours other than as follows:
 - 1. Union representatives are allowed access to new employees at an agreed upon time by the City and Union, for purposes of informing the employee about the exclusive bargaining representative within the first ninety (90) days of the employee's start date; and
 - 2. Union representatives shall have access to new employees once for new employee orientation for no more than ~~forty-five (45)~~30 minutes; and
 - 3. Access shall occur during the employee's regular working hours at the employee's regular worksite, unless otherwise agreed.

The Employer agrees not to discriminate against any member of the Union for their activity on behalf of or membership in the Union, provided such activity is not carried on during working hours, except as expressly provided in this agreement.

- 5.4 Employee officers of the Union or stewards shall be allowed reasonable time away from their work assignment for the purposes of meetings with the City for collective bargaining, grievances or disciplinary hearings or such other legitimate activities as are mutually agreed upon between the Union and the City. City employees participating in such meetings or activities will be allowed to do so without loss of pay if scheduled during said employee's regularly scheduled work time. If meetings or activities go beyond the regularly scheduled work time, then the employees shall be on their own time not paid by the City.

For the purposes of attendance at the bargaining table, not more than two (2) on duty employees will be present from Operations, not more than one (1) on duty employee will be present from the City Attorney's Office, ~~and~~ not more than one (1) on duty employee will be present from the Recreation Division, and one (1) notetaker, for a total of ~~four (4)~~five (5) when bargaining the master agreement.

For the purposes of bargaining the addendums, not more than ~~four (4)~~five (5) on duty employees may be present, and of those four (4), no more than two (2) may be from one department (e.g. Recreation addendum, no more than two on-duty Recreation employees) will be present.

- 5.4.1 Employee Union representatives shall request permission from their immediate manager for time away from their work assignment. Such request shall be granted provided the time does not unreasonably detract from their work performance and is in compliance with the above requirements as to the nature of the activity. Time away from their work assignment to act in the role of Union representative shall be coded on their timesheet as "Union Leave."
- 5.4.2 Employee Union representatives and affected employees shall be allowed time away from their work assignment for meetings with the City. A reasonable amount of prep and debrief time necessary for these meetings shall be allowed.
- 5.5 City work hours shall not be used by employees or the business representatives for the conduct of Union business or the promotion of Union affairs other than stated above.
- 5.6 The City shall provide bulletin board space for Union notices in a conspicuous location where workers frequent regularly in each work area.

- 5.7 Union Business Unpaid Leave: Shop Stewards and Union Officers are eligible for Union Business Unpaid Leave, provided the City grants such requests. Written requests for such leave shall be given to the affected employee's immediate supervisor and to the Department Director or their designee. Leave for a single day activity must be requested at least five (5) working days in advance, and leave for multiple day activities should be requested as far in advance as possible, but must be requested at least ten (10) working days in advance. Union Business Unpaid Leave may be granted for not more than six (6) months. The number of officers or stewards authorized for unpaid leave will vary depending on the length of the leave requested and the impact of leave on staffing levels. The Union will make every effort to avoid disruptions of work.

Leave addressed in this section would pertain to activities such as contract administration, including covering for union staff replacement, attending training conferences such as arbitration/grievance training, and preparing for negotiations; performing Officers/Delegates duties including attending AFSCME International Convention, Council 2 Convention, AFL-CIO Convention, other conferences such as the Women's Convention, or appointment to AFSCME or other Union board seats or committees; and other mutually agreed activities.

Time away from an employee's work assignment to act in these roles shall be approved by the appropriate manager and coded on their timesheet accordingly.

- 5.8 Use of City telephones or computers related to Union business
- a. City telephones or computers is allowed subject to the following:
 - 1. When such use is de minimis and incidental, such as arranging a meeting with a Union Representative.
 - 2. For the purpose of conducting an investigation of a grievance, such as individual inquiries to co-workers.
 - 3. For the purpose of interacting with the City's representatives concerning Union-City business, such as setting dates for City-Union meetings, making inquiries regarding grievances, etc.
 - b. The uses cited in "Subsection a" above may continue only to the extent that they are not an additional cost to the City. The content of any and all communications using the City computer system is not privileged and may be subject to City review.

6. Strikes, Work Stoppages and Work Slowdowns

- 6.1 The Employer and the Union's signatory to this agreement agree that the public interest requires the efficient and uninterrupted performance of all city services and to this end pledge their best efforts to avoid or eliminate any conduct contrary to this objective. During the term of this agreement, the Union and/or the employees covered by this agreement shall not cause or engage in any work

stoppage, strikes, slowdown or other interference with Employer functions, nor shall the city institute a lockout.

- 6.2 In the event that a strike, boycott, slowdown, mass sick call, work stoppage or other interruption of work occurs during the life of this agreement, the Employer shall notify the Union of the existence of such activity and request information from the Union as to whether or not the activity has been authorized. The Union, after immediately responding to the Employer's request, will then proceed to make every reasonable effort to terminate the work interruption activity and induce the employees concerned to return to work so that service to the citizens of the City of Vancouver will not be affected. Employees shall not earn any benefits or wages whatsoever while they are engaged in such actions. In addition, employees who engage in or encourage such actions shall be subject to discipline, up to and including discharge.

7. Identification of Jobs

- 7.1 Job Classifications. Job classifications shall be defined by the current class specification for each of the job class titles listed in Appendix A.
- 7.2 Work Assignment. The Employer shall have the sole responsibility for making work assignments. In the event of conflicting assignments from management representatives, the employee shall have the right to seek clarification from the directing management representative. The employee shall not be disciplined for following management directives.
- 7.3 Market Comparables. The City and Union agree to discuss market comparables as they relate to classification studies.
- 7.4 Reclassifications. A reclassification review is an analysis of an employee's duties and responsibilities to determine whether they are in the correct classification and salary range. Individual employees or management may initiate a reclassification review by submitting a request to Human Resources. Human Resources may also initiate studies of positions or groups of positions. When a reclassification is requested, the Employer shall conduct the classification review.

If reasonable and practical, the Employer will assign the positions to an existing class which better describes the duties assigned to the job. If there is no appropriate existing job classification, the Employer shall establish a new job classification. If the incumbent in the position is qualified for the revised job classification, they shall be placed in the new classification at the nearest step providing an increase. An incumbent who is not qualified for the new classification shall maintain their current range and continue to receive any step increases that are due.

- 7.5 New Classifications. A new classification may result when a position no longer corresponds to an existing City classification or when a new position is created by the City for which no classification exists. The salary range for the new classification shall be established by the Employer so that its salary is competitive. Compensation for new classifications will be determined based on factors including internal equity, market comparables, and other relevant factors.

The salary range shall be submitted to the Union for review and discussion. Within thirty (30) calendar days of City notice, the Union shall notify the City of its agreement or disagreement with the City's provisional salary range for the new classification. If the Union disagrees with the salary range, the parties will engage in negotiations regarding the compensation for the classification. If the parties are unable to mutually agree on the compensation for the classification and mediation does not result in a resolution, such dispute shall be resolved through the arbitration process.

The City shall have the right to employ persons at its provisional salary range during the term of negotiations, subject to full retroactive payment to all affected employees upon the conclusion of negotiations or arbitration.

- 7.6 Notification to the Union. If a new classification is established by the City, a notification consisting of the job specification will be provided in writing to the Union.

~~7.7 Acting or Out Of Class Assignments. When acting or out of class appointments are made to higher paying positions, preference shall be given on a rotation basis to qualified employees within the division. The rotation list shall be by seniority. Employees must have one (1) year of service prior to consideration for placement on the rotation list. When the most senior employee has been given an out of class appointment, the next appointment shall be given to the next lower person on the list. Employees on the list have the option of refusing the out of class assignment.~~

8. Posting of Jobs

- 8.1 It is the desire and intent of the Employer to fill job vacancies from qualified applicants within the city before hiring new employees, providing the employees who apply have the required qualifications for the particular job.
- 8.2 Vacant positions will be filled from employment lists established by Human Resources except when an alternate procedure is allowed by city ordinance in the case of entry level positions and flexibly staffed positions.

A flexibly staffed position is one which may be filled at the entry (I) level by an employee who may be promoted to the full working (II) level on the basis of successful performance at the entry level.

Placement on an employee list will be on the basis of examination of candidates' qualifications. Employees shall be allowed paid time off from their work schedule to participate in interviews for in-house positions. When candidates are to be examined for placement on an employment list, the City will post a notice of the examination and accept applications for a minimum of five (5) working days. The five (5) working days will overlap two consecutive weeks. The notice of examination will be posted for at least two (2) days of each consecutive week. For example, a notice posted on Wednesday will close on Tuesday of the following week.

The employment list will be effective for six (6) months. Such notices shall be posted at various city work sites. Employees may decline consideration for appointment to a vacant position and remain on the employment list in the same rank or position.

- 8.3 Vacant positions may be posted on a simultaneous or internal/external basis, based on the following guidelines:

8.3.1 All applications will be collected directly by the Human Resources Department.

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8.3.2 The Employer shall first view internal applications.

8.3.3 When the City receives three (3) or more internal applicants (per opening) who meet the qualifications and staffing needs based on the job announcement, the recruitment shall be restricted to internal candidates. For Law and Recreation departments, when the City receives two (2) or more internal applicants (per opening) who meet the qualifications and staffing needs based on the job announcement, the recruitment shall be restricted to internal candidates.

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8.3.34 If the Employer determines that there are less than three (3) internal applicants per opening, at any point in the process, who meet the qualifications and staffing needs as stated on the job announcement, If the Employer determines that no internal candidates meet the qualifications or staffing needs as stated on the job announcement, the Employer may consider the internal and external applicants in its recruitment process simultaneously.

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- 8.4 Regular Appointments – When regular appointments are made, current employees shall be given preference by their seniority if their qualifications are equal or superior to those of other applicants.

9. Probation

- 9.1 A newly hired or rehired employee is subject to a six-month probationary period. The probationary period for new employees may be extended, with notification to the Union, to three (3) additional months. Upon Union approval an additional three (3) month extension may be granted. The Employer may discipline or discharge any newly hired or rehired employee at any time during the probationary period, with or without cause, and such discipline or discharge shall not be subject to appeal.
- 9.2 Promotions and voluntary demotions are subject to a six-month probationary period. The probationary period for a promotion or voluntary demotion may be extended, with notification to the Union, to a maximum of six (6) additional months. In the event an employee does not successfully complete a promotion/demotion probationary period, the employee will be assigned to the employee's original position (if available or vacant) or to another vacant position for which they are qualified in the same class as, and at the same salary level as, the employee's original position. An employee returning to the position they held prior to the promotion or voluntary demotion will not serve another probationary period. If the original position is not available, and no other vacant position is available meeting the applicable criteria in this Article, the employee will be placed on a reinstatement list for their original position or classification for twenty four (24) months. Nothing in this section shall restrict the rights of the Employer under Article 22, below.
- 9.3 An employee who is transferred into a job within the same classification or takes a lateral transfer to a different classification within the same pay grade, may serve a six (6)-month probationary period, if the job is significantly different than their previous job. In the event an employee does not successfully complete a transfer probationary period, the employee will be assigned to the employee's original position (if vacant) or to another vacant position for which they are qualified in the same class, and at the same salary level as, the employee's original position. An employee returning to the position they held prior to the transfer will not serve another probationary period. If the original position is not available and no other vacant position is available, meeting the criteria in this Article, the employee will be placed on a reinstatement list for their original position or classification for twenty-four (24) months. Nothing in this section shall restrict the rights of the Employer under Article 22, below.
- 9.4 Nothing in this Article shall restrict an employee's entitlement to applicable provisions impacting wages and benefits.

10. Work Week, Hours of Work, Shifts

- 10.1 The work week is defined as the period between 12:01 a.m., Sunday through 12:00 midnight the following Saturday, unless otherwise determined for specific employees.

10.2 Work Schedule

The normal assigned work schedule for full-time, non-exempt staff shall be five (5) consecutive days of eight (8) consecutive hours, excluding lunch periods, followed by two (2) days of rest; not to exceed forty (40) hours of work in the work week. It is understood that the five (5) consecutive days does not imply a Monday through Friday schedule. Other work schedules may be determined by mutual agreement of the Union and the Employer.

10.3 Work Shift

Short term, temporary shift reassignments may be made when the Employer determines that an emergency exists. Under those circumstances, the Employer shall give the employee a minimum of four (4) hours' notice prior to the start of the new shift. If such notice is less than four (4) hours, the Employer shall pay the employee according to call-back pay provisions of 11.5 of this agreement.

10.3.1 An emergency is defined as a natural event or unexpected circumstance which necessitates the Employer to change schedules on short notice to address essential operational or service needs on an immediate basis.

10.3.2 Normal shift starting times shall begin within the following time frames:

First shift - 7:00 p.m. to 4:59 a.m. (graveyard)
Second shift - 5:00 a.m. to 11:59 a.m. (day shift)
Third shift - 12:00 noon to 6:59 p.m. (swing shift)

Regular assignments to openings on shifts will be made based on seniority when the employee meets the qualifications of the new shift and the Employer's work needs. A regular assignment is one with no end date or one which is expected to last over thirty days. If the most senior employees decline then a less senior employee may be assigned.

10.4 Rest Periods

Each employee shall be given a 20-minute paid rest period in the first half of the working shift and a 20-minute paid rest period in the second half of the working shift, and an unpaid lunch period during the shift. Such periods begin when the employee leaves the work site and ends upon their return to the work site.

10.5 Shift Assignments

From time to time, work schedules may be temporarily changed to fulfill business needs. These changes may be for a specific period of time or may be only for a day.

10.5.1 In the instance where an employee is temporarily moved from a 4/10 schedule to a 5/8 schedule, it would involve transferring an employee from one period of consecutive days to another. Such change will not be subject to provisions for premium pay on the first, second and third days, or the fourth day in the case of a five (5) day work schedule; provided that the following criteria are met:

- a. Any time a work schedule is changed, it will consist of consecutive days of work.
- b. Employees will be notified of the change at least twenty-four (24) hours in advance of the new work schedule (and scheduled overtime).
- c. The work schedule change shall be of a temporary nature not to exceed thirty (30) days.

10.5.2 In the instance where an employee's start time is adjusted to accommodate a specific business need, employees will be notified at least twenty-four (24) hours in advance of the changed start time. Any notice less than twenty-four (24) hours before the changed start time would be paid under Article 11.6

10.5.3 Employees may request work schedule changes, but the City shall assume no obligation for premium pay on the initial first, second, and third days, or the fourth day in the case of a five (5) day work schedule of the new shift.

10.5.4 A work schedule differential of \$4.00 per hour shall apply to regular work schedules that include a Saturday or Sunday.

10.6 Fatigue Time

Both parties agree that employee safety is to be the number one consideration, especially when working overtime. ~~Except~~ in the case of an emergency and as authorized by the City Manager, appropriate Department Director, or their designee, employee's will not be permitted to work in excess of eighteen (18) consecutive hours within a 24-hour period.

- a. An employee who works in excess of 18 hours within a 24-hour period which starts at the beginning of an employee's regular work shift and,
- b. Has less than six (6) continuous hours of off-duty time before the start of their next scheduled shift, shall not report to work until the conclusion of six (6) hours of off-duty time.

The employee will be compensated at their straight-time rate of pay for the amount of time between their scheduled start of shift and the time they report to

work to allow for six (6) continuous hours off duty, up to a maximum of four (4) hours.

The employee may request to take the remainder of their scheduled shift off, subject to supervisor approval, however, the employee must use accrued time off to cover the balance of their scheduled shift.

11. Rates of Pay

- 11.1 Wages: All bargaining unit wage rate shall be outlined in Appendix “A” to this agreement. As salary adjustments occur, they shall be calculated from step 1 of range 1.

Upon ratification of the ~~2022~~2025-2024-2026 contract, employees who were active AFSCME members and eligible to vote on the ratification of the ~~2022~~2025-2024-2026 AFSCME collective bargaining agreement will receive a one-time payment of \$900.00 (gross), prorated based on FTE status (e.g. a 0.5 FTE will receive \$450) equal to 1.5% of their 2024 annual base salary.

Effective January 1, 2022 upon ratification in 2025

Salary schedules for covered classifications will be adjusted by ~~four and seventy-five tenths (4.75%)~~four (4%) percent

Effective January 1, ~~2023~~2026

The ~~2022-2025~~ salary schedules for covered classification wages shall be adjusted by ~~four (4%)~~two (2%) percent

Effective January 1, 2024

~~The 2023 salary schedules for covered classification wages shall be adjusted by four (4%) percent~~

11.1.1 Pay Periods

The pay periods and pay dates will be as follows:

Pay Period	Pay Date
1 st through 15 th	25 th
16 th through end of month	10 th

Employees will be paid a monthly salary which shall be split equally between the two (2) pay periods. Timesheets submitted in error will be corrected on the following paycheck.

11.2 Salary Step Plan

11.2.1 Newly Hired or Rehired Employees

Employees will move through the defined salary steps on an annual basis, based on adjusted salary review date. For example, if an employee is hired between the first (1st) and fifteenth (15th) of the month, the pay adjustment would be on the first (1st) day of the current month. If an employee is hired between the sixteen (16th) and the end of the month the adjustment would be on the first (1st) day of the following month.

11.2.2 Promoted Employees

At the time of promotion, employees will move to the step in the range of the new class which results in an increase of at least 5%. Upon successful completion of a promotional probationary period, the employee's salary shall then be increased to the next step of the new range on the adjusted salary review date and annually thereafter up to the top of the range. In no event shall a promoted employee's salary be less than the starting pay of the salary range for the new class, nor in excess of the highest step of the regular salary range for the new class.

11.2.3 Demoted Employees

Employees who voluntarily demote (defined as voluntarily applying for and accepting a position in a lower pay range) will be placed in the appropriate pay range for the new classification that results in the least amount of pay reduction, but not above the top of the new range. If an employee is not at the top step, their next step date will be one-year from the demotion date.

For example, an employee is currently at step 5 and is eligible for step 6 on November 1st, but they voluntarily demote to a new position on August 1st. Their next step date will be reset to one year later, August 1st and each August 1st thereafter until reaching the top step.

11.2.4 Laterally Transferred Employees

Employees who voluntarily take a lateral transfer (defined as voluntarily applying for and accepting a position in the same pay range) will remain at their same step. If an employee is not at the top step, they will retain their next step date.

For example, an employee is currently at step 3 and is eligible for step 4 on November 1st, but they laterally transfer to a new position on August 1st. They will continue to be eligible for their step increase on November 1st and each November 1st thereafter until reaching the top step.

11.2.5 Flexibly Staffed Positions

Flexibly staffed positions are classifications that allow the City to hire individuals who lack one of the required qualifications (such as CDL) at a

lower level, and then give them the time to obtain the needed requirement. Upon attainment of the needed requirement, the individual's position is moved to the higher classification. An example is the Grounds Maintenance Specialist ~~4/4~~ classification. At the time the position is moved to the higher classification, the employee will move to the step in the range of the higher classification which results in an increase of at least 5%. The employee's next eligibility for a step increase is one year from that date and annually thereafter up to the top of the new range.

- 11.3 The hourly rate for a full-time employee will be their monthly base rate multiplied by twelve (12) months and divided by 2,080 hours. This rate multiplied by eight (8) hours (or ten (10) hours, if applicable) will be the daily base rate; multiplied by forty (40) hours will be the weekly base rate; and multiplied by 173.3 hours will be the monthly base rate. For purposes of overtime calculations only, the employee's hourly base rate shall be calculated using all compensation required by FLSA.

Hourly rates for part time employees will be prorated based on budgeted or assigned FTE percentage.

- 11.4 [RESERVED]

- 11.5 *Callback Pay*

Employees who have completed their regular shift, are on the way home, or at home, and are required to work other than a continuation of their shift, and is not scheduled for overtime (as defined in (11.6.6)), shall be paid at double their base rate of pay for hours worked. Any call-back pay shall be for a minimum of two (2) hours, during which time the Employer may provide and require work of the employee called back. This article does not apply to ~~Recreation Coordinator C's and D's~~ Customer Service Supervisors, Aquatics Supervisors, and Recreation Supervisors.

11.5.1 Overtime and Callback Time

All scheduled overtime (as defined in 11.6.6) and/or call back time shall be offered on a seniority basis by Department, starting with the most senior qualified person. Seniority within the workgroup is defined as length of employment with the City. At the Operations Center, when this departmental seniority list is exhausted, the AFSCME Seniority list will then be used. The most senior employees have the option as to placement on the call out list. Seniority for the AFSCME List is defined as length of employment with the city. Exceptions to offering scheduled overtime on a seniority basis may be made when unique qualifications are required to staff the event such as the Women in Trades or Diversity Job Fair. The City will notify the Union in advance of scheduling such overtime.

In workgroups who have an employee receiving pager/cell phone standby pay per Article 11.5.4, the initial call will go to the employee carrying the pager/cell phone who will be responsible for the call. Call back pay shall be paid in accordance with Article 11.5 and overtime shall be paid in accordance with Article 11.6. Unanticipated and unscheduled overtime which extends beyond the end of a shift for the crew working on a specific project will be offered first to the appropriate and qualified Union member(s) at the site working on the project at the end of the shift.

Temporary or seasonal workers will not be allowed to work scheduled overtime until regular full or part time employees within that work unit have had the opportunity to work the overtime. The Employer will make a good faith effort to notify regular employees of overtime opportunities before such work is offered to temporary workers. This will not preclude temporary or seasonal workers from working overtime which extends beyond the end of their shift or emergency situations.

11.5.2 Telephone Calls at Home After Hours

Employees who are required by the Employer to answer work-related questions by telephone when they are not at work shall be paid for time actually spent on the telephone at the rate of one-and-one-half (1 ½) their normal base rate calculated to the nearest quarter hour, with a quarter-hour minimum.

11.5.3 Computer Use at Home After Hours

Employees who are required by the Employer to respond to work-related questions by computer when they are not at work shall be paid for time actually spent on the computer at the rate of one-and-one-half (1 ½) their normal base rate calculated to the nearest quarter hour, with a one hour minimum.

11.5.4 Pager/Cell Phone Pay

If the Employer requires an employee to carry a pager or cell phone in order to respond to off duty call-outs, the employee carrying the pager or cell phone while off duty shall be compensated as outlined below. The employee on standby must be fit for duty and able to reach the assigned duty station ~~within fifty (50) minutes in forty (40) minutes. This does not apply to the Operations' Technical Rescue Team which is covered by an existing Memorandum of Understanding.~~

Employees shall be assigned to carry a pager or cell phone based on seniority within a workgroup, on a voluntary basis. If there are no

volunteers to carry a pager or cell phone, the pager or cell phone shall be assigned to the least senior qualified employee within the workgroup.

- Employees involuntarily assigned to carry a pager or cell phone for two (2) consecutive weeks, shall not be assigned to carry a pager or cell phone for the following two (2) consecutive weeks.

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Upon ratification ~~\$280-300~~ per week ~~\$40-42.85~~ per day

11.6 Overtime Compensation

The Employer will attempt to meet its overtime requirements on a voluntary basis among the employees and in the event there are insufficient volunteers to meet the requirements, the Employer may require the necessary employees to work starting with the least senior qualified employee.

- 11.6.1 Overtime compensation will start anytime an employee is required to work beyond the end of their shift (typically eight (8) hours or ten (10) hours per shift) and will be compensated to the nearest quarter hour, at the rate of time and one-half (1/2) for the first eight (8) hours of overtime and thereafter at double time. Employees shall have the option to flex their schedule within their defined work week, without incurring overtime, as long as it is mutually agreed upon in advance.
- 11.6.2 Any employee required to work on their first day of rest, or their first and second day of rest in the case of employees who have three (3) consecutive days of rest, shall be compensated at their base rate plus one-half of their base rate or time and one-half (1/2).
- 11.6.3 Any employee required to work on their second day of rest, or their third day of rest in the case of employees who have three (3) consecutive days of rest, shall be compensated at their base rate plus their base rate (double time) for the first eight (8) hours of work, and for any hours worked over eight shall be compensated and their base rate plus time and one-half (~~1 1/2~~ 1 1/2) times). If the employee voluntarily chooses to work on these day(s) of rest, the employee shall be compensated as outlined in 11.6.2, above.
- 11.6.4 All overtime compensation shall be paid in compliance with the requirements of the Federal FLSA and applicable Washington State laws.
- 11.6.5 Employees may accrue compensatory time off in lieu of overtime compensation.

- 11.6.5.1 The decision to grant comp time as an alternative to paid overtime shall be at the Employer's discretion.
- 11.6.5.2 Compensatory time off shall be accumulated at the same rate as overtime compensation would have otherwise been paid (i.e., time and one-half generally, except for work on the employee's second day of rest, or third day of rest for employees with three (3) consecutive days of rest).
- 11.6.5.3 The maximum accrual shall be eighty (80) hours.
- 11.6.5.4 Employees will be allowed to use accrued compensatory time off by mutual agreement with their supervisor, and subject to any restrictions for such use established under the Fair Labor Standards Act (FLSA).
- 11.6.5.5 In the event an employee is affected by layoff from their regular position the employer will payout the balance of the Employee's compensatory time balance at the employee's rate of pay at the time of layoff.

11.6.6 Scheduled Overtime (including meeting contractors)

Scheduled overtime is anything scheduled before the end of the normal work shift or if scheduling on weekends or after normal shift hours, there shall be four (4) hours' notice to the supervisor or designee scheduling the work, before the end of the normal work shift. Any time scheduled under this article shall be paid at a minimum of two (2) hours overtime at a rate of one and-one-half (1 ½) times their normal pay, during which time the Employer may provide and require work of the employee.

11.7 Shift Differential

Any employee whose regularly scheduled shift is the third shift (swing shift) as defined in 10.3.2 shall be paid a shift differential of ~~one-two dollars dollar and seventy-five cents (\$1.752.00)~~ per hour for hours worked; any employee whose regularly scheduled shift is the first shift (graveyard) as defined in 10.3.2 shall be paid a shift differential of two dollars ~~and twenty-five cents (\$2.002.25)~~ per hour for hours worked. For purposes of shift differential payment, regularly scheduled includes scheduled overtime, but does not include call back or extension of shift overtime. Requested assignments made to accommodate an employee's personal situation and shifts picked up on overtime do not qualify for shift differential.

11.8 Working Out-of-Class

- 11.8.1 An employee who is temporarily assigned by management, in writing, to perform the principle (or full range) of the duties and responsibilities of a higher level position, without significant supervision, shall be paid either at a rate 5% above their current rate of pay (not to exceed the top of the

range for the out-of-class assignment), or at the entry rate of the higher job class, whichever is greater.

11.8.1.1 An employee must be assigned for a period of three (3) or more consecutive work days to receive out-of-class pay. The out-of-class pay shall be paid beginning with the first hour of the assignment.

11.8.2 The same employee shall not be assigned to the higher level duties for more than six (6) consecutive months unless specifically approved by the City Manager for extenuating circumstances. The Union will be given notice when management anticipates that an employee will be performing the principal duties of a higher classification for a period of more than 30 days.

11.8.3 The out-of-class rate of pay shall apply for that time actually worked in the higher class. Periods of paid leave during the out-of-class assignment shall be compensated at the employee's normal rate of pay. Following a paid leave, the out-of-class pay shall resume on the first day returned, provided that the leave is for not more than fifteen (15) consecutive working days and the employee returns to the out-of-class assignment on the first day returned.

11.8.4 When acting out-of-class appointments are made to higher paying positions, preference shall be given on a rotation basis to qualified employees, as determined by management within the division. The rotation list shall be by seniority. Employees must not be on probation for placement on the rotation list. When the most senior employee has been given an out-of-class appointment, the next appointment shall be given to the next lower person on the list. Employees on the list have the option of refusing the out-of-class assignment.

11.8.45 A position may be career developed up to a maximum of one (1) year.

11.9 License Fees: The Employer will pay all fees for certifications required by the City, including bonding and notary public licenses and required associated supplies (Notary Public Stamp, etc.)

12. Leave Benefits

12.1 *Paid Time Off (PTO)*

12.1.1 Employees shall accrue paid time off (PTO) in accordance with the schedule in Appendix B, to be used for vacation, illness or personal business.

Part-time employees assigned to a 0.50-0.90 FTE position will accrue PTO hours on a pro-rated basis to a pro-rated maximum.

Bereavement leave and military leave are separate categories as specified in 12.4 and 12.5 of this Article, below.

- 12.1.2 Employees may begin using accrued PTO hours as soon as the hours are earned in said bank. PTO hours accrued in a pay period cannot be used in the same pay period in which time is earned, i.e. PTO hours accrued in the 1st through the 15th pay period cannot be used until the 16th through the end of the month pay period and so forth.
An employee shall be paid for all earned and accrued PTO hours, as outlined in Appendix B, at the employee's current rate of pay when they terminate employment, up to the number of hours denoted in Appendix B as "Maximum amount of payout at separation" for the applicable years of service. All leave time may be used in a minimum of 15-minute segments.
- 12.1.3 Guidelines on the scheduling of PTO are outlined in City Policy, and guidelines on the frequency and use of unscheduled PTO time will be established within individual divisions or departments.

12.2 ~~RESERVED~~*Grandfathered Sick Leave Cash Out*

~~Any employee hired before January 1, 1980, and retiring from the Employer with a bank of grandfathered sick leave, shall be paid a sum equal to 50 percent (50%) of their accrued and unused grandfathered sick leave.~~

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12.3 *Paid Leave while on FMLA Leave*

If an employee is on authorized leave which qualifies as protected under applicable State and Federal leave laws, the employee shall use existing PTO, grandfathered sick leave, and/or compensatory time, with the choice of which category to draw on first at the employee's option, except when approved for Washington Paid Family and Medical Leave (PFML).

12.4 *Bereavement Leave*

Employees are afforded necessary time, up to forty (40) hours (pro-rated based on FTE) of bereavement leave, when there is a death in an employee's immediate family.

Immediate family is defined as spouse, domestic partner, child, mother, father, brother, sister or step family, aunt, uncle, niece or nephew, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparents and grandchildren, and grandparents and grandchildren of the spouse or member of the employee's household. It is understood that the policy extends to similar members of a domestic partner's family as detailed above.

The City reserves the right to require documentation of the death/or any other time taken related to a death.

If an employee is on approved leave of absence at the time of a death, they will be eligible for bereavement benefits if they are receiving at least 50% of their normal semi-monthly compensation from the City. Otherwise, the employee is not eligible for bereavement leave benefits.

Any observed holiday occurring during bereavement leave shall be paid as a holiday, if eligible for holiday pay.

12.5 *Military Leave*

The Employer abides by the provisions of the laws of the State of Washington, RCW 38.40.060 and the Federal USERRA laws which stipulates that employees who are members of the National Guard or Federal Reserve Military Units are entitled to be absent from their duties for a period of up to twenty-one (21) days with pay during each military calendar year (October 1 through September 30) while engaged in the performance of ordered military duty and while going to or from such duty.

During periods of military conflict, an employee who is married to a military member of the US Armed Forces, National Guard or Reserves will be granted up to fifteen (15) days of unpaid leave before their deployment. Employees are eligible for this leave per deployment. The spouse must provide the Employer a copy of the member's orders.

12.6 *Family Leave – FMLA*

Under the terms of the Family and Medical Leave Act of 1993 (FMLA) and the state law, upon the completion of one (1) year of employment, any employee who has worked at least one thousand two hundred fifty (1,250) hours during the prior twelve (12) calendar months shall be entitled to up to twelve (12) weeks of leave in accordance with FMLA and based on a rolling twelve (12) month period, for specified family and medical reasons as required by FMLA, and the Washington Family Care Act.

12.7 *Pregnancy/Childbirth Disability Leave*

When required by Washington State law, the Employer will grant a leave of absence for the period of temporary disability because of pregnancy or childbirth.

13. **Holidays**

- 13.1 The following days are recognized as legal paid holidays for which time off are to be granted:

New Year's Day -- January 1
Martin Luther King's Birthday - Third Monday in January
President's Day -- Third Monday in February
Memorial Day -- Last Monday in May
Juneteenth -- June 19
Independence Day -- July 4
Labor Day -- First Monday in September
Veterans Day - November 11
Thanksgiving Day -- Fourth Thursday in November
Native American Heritage Day -- Fourth Friday in November
Christmas Day -- December 25

- 13.2 Any of the above holidays which fall on a calendar Saturday shall be celebrated on the previous Friday; any of the above holidays which fall on a calendar Sunday shall be celebrated on the following Monday.

- 13.3 Any employee for whom a holiday falls on their normal day off shall be granted eight (8) hours into a holiday bank to use as time off in the future, after mutually agreed upon by the supervisor and the employee.

13.3.1 All accrued holiday bank time shall automatically be paid out each year, to the employee on the employee's January 10th paycheck.

- 13.4 Any employee who is on medically authorized ~~sick~~ leave when a holiday occurs will receive eight (8) hours pay (pro-rated for part time) for that holiday and will not have their ~~sick~~-PTO leave accrual charged. Employee will be eligible for holiday benefits if they are receiving at least fifty (50%) percent of their normal semi-monthly compensation from the City. Otherwise, the employee is not eligible for holiday leave benefits.

- 13.5 Any employee who works on a city holiday, or its equivalent for shift personnel, shall be paid double their base rate for hours worked, plus pay for the holiday. Hours worked beyond eight (8) on the holiday shall be compensated at triple the employee's regular rate.

14. Employee Insurance

14.1 Employees covered by this agreement will be provided insurance benefits as follows:

14.2 Life Insurance Each employee shall receive a life insurance policy in an amount equal to 100% of the employee's annual salary, rounded to the next higher multiple of \$1,000 up to \$100,000. In addition, employees shall have the option of choosing dependent and/or additional life insurance on a payroll deduction basis.

14.3 Long Term Disability Regular full-time and half-time bargaining unit employees will be covered by a city-paid group long-term disability insurance policy.

14.4 Health Insurance

A. Employees and their eligible dependents will have the option of selecting any combination of medical and dental coverage from the following:

a. Medical

- i. HMO Plan
- ii. HMO Plan – CDHP (Consumer Driven Health Plan)
- iii. PPO Plan
- iv. PPO Plan – CDHP (Consumer Driven Health Plan)

b. Dental

- i. PPO Plan
- ii. HMO Plan

B. Consumer Driven Health Plans (CDHP)

- a. CDHP's will include a Health Savings Account (HSA).
 - i. The City will make a contribution to the Employee's HSA in the following amounts:
 1. Employee-only coverage - ~~\$1,500~~1,600
 2. Employee plus one or more dependents - ~~\$3,000~~200
- b. Employees may also contribute pre-tax dollars to their HSA up to the limits allowed by law.

C. Premiums

~~Beginning January 1, 2022, January 1, 2023, and January 1, 2024, and for the term of the contract the City contribution will increase up to 5% of any increasing premium costs. During the term of this contract the City contribution for premiums will be as follows:~~

- ~~1. Employee only – 90% of medical premiums~~
- ~~2. Employee's eligible dependents – 80% of medical premiums~~

~~The Employee will contribute the remaining balance of the premium for themselves and their eligible dependents.~~

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D. Opt-Out Provision In addition, members have an opt-out/cash-back option for eligible employees upon certification of other group coverage.

E. Flexible Spending Account (FSA)

a. For employees enrolled in a non-CDHP plan:
Employees will have the option of participating in a FSA for reimbursable medical costs, dependent care costs, or premium sharing costs.

b. For employees enrolled in a CDHP plan:
Employees will have the option of participating in a FSA for dependent care costs.

14.5 Dental Insurance

The City will pay 100% of the employee and eligible dependent cost for selected dental insurance for the term of this agreement.

14.6 All employee premiums will be paid using pre-tax dollars under the City's flexible benefits plan unless an employee notifies Human Resources and elects to waive payment through the flexible benefits plan.

14.7 It is understood that the type and level of benefits available from the City's health plan carriers may be changed from time to time by the carrier, and the City shall not have a duty or obligation to negotiate over such changes with the Union. Additionally, the City retains the right to change health plan providers as long as the new plan provides a comparable level of benefits as negotiated in this contract.

14.8 Medical and dental insurance premiums for regular part-time employees shall be paid by the Employer in the same portion as detailed in 14.4 above, and pro-rata, based on the employee's budgeted FTE (full-time equivalent).

14.9 The Labor-Management Insurance Committee will meet no less than annually to share information on benefits (including, but not limited to health, dental, life and long-term disability insurance). The City may also use this forum to gather feedback, ideas and alternatives to current plan offerings and/or designs as needed.

15. **Fitness for Duty**

The parties recognize that employees have the responsibility to report to work fit for duty.

15.1 To ensure physical and mental fitness, the employee may be required to provide to the Employer a fully completed certification from a medical and/or

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psychological provider on a City-provided form of the employee's fitness to perform the specific duties of their job or light duty alternative before returning to work.

- 15.2 The Employer also has the right to send employees for medical and/or psychological examinations at the City's expense for additional certification of fitness for duty whenever the Employer reasonably believes that the employee is not fit for duty or may be a danger to themselves or others.
- 15.3 The City shall comply with all applicable medical records confidentiality laws associated with any employee medical information.

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16. Retirement Plan

- 16.1 All eligible employees and the Employer shall participate in the Washington Public Employees Retirement System (PERS) to the extent provided for by Washington state law.

17. Training Program

- 17.1 Training shall be scheduled by the Employer. Time spent in training shall be paid in compliance with the requirements of the Federal FLSA and applicable Washington State law. If the employee receives notification of essential certification requirements from the certifying agency, the employee has a responsibility to inform the Employer in a timely manner. City required safety and health trainings are not covered by this employee notification requirement.
- 17.2 Every effort will be made to schedule required training during on-duty time. Personnel may be scheduled and required to attend training outside of their normal shift.
- 17.3 Employees who desire tuition aid for specialized individual training or academic training may submit their request in accordance with City of Vancouver Policies and Procedures.
- 17.4 Any employee required to possess a certification for their position shall obtain such certification within the timeline established by the job announcement and/or offer letter, and shall maintain such certification during their tenure in such position. Failure to either obtain or maintain required certification(s) may be grounds for actions pursuant to Article 22 of this contract if the Employer has fulfilled their responsibility in accordance with subsections 17.1 and 17.2 above.

18. Clothing, Tools and Safety Equipment

- 18.1 The Employer shall purchase and replace such clothing, uniforms, and other equipment as designated by the department head, and shall make all necessary

replacements as the need arises. All uniforms or equipment being replaced shall be returned to the Employer at the time of replacement.

- 18.2 Employees agree to maintain all clothing and equipment in good condition and not subject it to abuse beyond the regular call of duty.

18.3 The Employer agrees to utilize electronic monitoring in vehicles, such as Global Positioning Systems (GPS), for the purposes of:

- a. Protecting the City and employees from tort claims and other claims of wrongdoing
- b. Managing equipment more efficiently
- c. Improving diagnostic and repair capabilities
- d. Saving on fuel, repairs, maintenance, and replacement costs due to mileage reductions
- e. Dispatching the right equipment to the right place as quickly as possible
- f. Improving and documenting vehicle routing
- g. Enhancing driver safety
- h. Responding to emergencies involving our employees

GPS is not intended to create onerous oversight of employees. GPS will not be used as the sole source of information for discipline, but if warranted, can be used as a supporting tool within the standard investigative process.

Union may bargain the impacts of additional technologies including forms of electronic monitoring in vehicles prior to implementation.

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19. Driver's Licenses

- 19.1 The parties recognize that the Federal Highway Administration (FHWA) has established regulations for employees required to have a Commercial Driver's license (CDL).

All employees in applicable positions are expected to obtain and maintain a commercial driver's license with such endorsement as necessary to operate vehicles assigned to their work unit.

Employees new to a position requiring a CDL shall be allowed up to six (6) months to obtain a CDL permit and up to one (1) year to obtain the license. Failure to either obtain or maintain the required CDL may be grounds for discipline up to and including termination of employment.

The City will provide:

- 19.1.1 An opportunity for each employee to develop the skill required to obtain the license. Any employee earning their CDL through a certified

program on the national registry and paid for by the City of Vancouver will sign a repayment agreement as a condition of employment in accordance with the following schedule at time of separation:

- a. Less than one (1) year after the date of hire, employee will repay one-hundred percent (100%) of the amount expended by the City of Vancouver.
- b. After one (1) year but less than two (2) years after the date of hire, employee will repay the City of Vancouver, 50 percent (50%) of the amounts expended by the City of Vancouver.
- c. After two (2) years but less than three (3) years after the date of hire, employee will repay the City of Vancouver twenty-five percent (25%) of the amounts expended by the City of Vancouver.
- d. If employee resigns or is terminated more than three (3) years after the date of hire, employee will not be required to repay any monies to the City of Vancouver.

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- 19.1.2 Reimbursement for fees to obtain the license and endorsements, provided that if the employee incurs additional charges because they fail any part of the exam, those charges shall be the employee's responsibility.
- 19.1.3 The required medical/physical examination provided that, at the city option, the city may reimburse the employee for a physical examination by a physician of the Employer's choice. An employee wishing to use their own physician when the city offers a paid examination with its own physician will not be reimbursed for the examination.
- 19.1.4 Use of a city vehicle to take the practical/driving portion of the examination, on city time, provided that the city may require the employee to demonstrate proficiency in operating the vehicle in a trainee capacity before allowing the employee to use the vehicle in the driving test.
- 19.1.5 All employees required to maintain a Commercial Drivers' License shall be subject to all rules and regulations issued by the federal government including requirements for drug testing.
- 19.2 For those employees who must drive vehicles to carry out their job as determined by the Employer, if any employee has their driver's license (or CDL for those employees required to have a CDL) revoked or suspended for one hundred twenty (120) days or less, then the Employer will make a reasonable effort to reassign the employee to jobs not requiring driving. If such reassignment is not practical, the employee shall be suspended without pay. The employee may elect to take other appropriate available leave (accrued vacation or compensatory time) in lieu of suspension without pay. If the employee's driver's license (or CDL for those employees required to have CDL) is revoked or suspended for more than one

hundred twenty (120) days, then the Employer shall make a reasonable effort to reassign the employee. If such reassignment is not practical, the employee shall be immediately discharged.

If an employee has been discharged from employment with the City for the loss of their required driver's license or CDL and is actively appealing the basis for the loss through the justice system, the City will consider them eligible for appointment to the next available position for which they are qualified if their appeal is successful and their required driver's license or CDL is reinstated within one year from the date of loss. An employee receiving an appointment to a position will return with the seniority and accrual rates that they had at the time they were discharged. Only employees who fit this specific criterion will be given this consideration.

19.3 Notwithstanding the provision of section 19.2 above, the Employer retains the right to pursue actions under Article 22 for inappropriate workplace behavior which results in their driver's license (or CDL for those employees required to have a CDL) being revoked or suspended.

19.4 If an employee in a job which requires a driver's license (or CDL for those employees required to have a CDL) has their license revoked or suspended for medical reasons, the Employer will make a reasonable effort to reassign the employee to duties which do not require a driver's license (or CDL for those employees required to have a CDL) and for which the employee is qualified. The Employer will not create work or a position to accommodate the employee. If the Employer is not able to find existing work to which the employee can be assigned, then the employee may be separated from employment in accordance with public laws, this contract and city policies.

20. Mileage Reimbursement, Parking Rates, and Commute Trip Reduction (CTR)

20.1 Mileage Reimbursement – Some jobs may require the use of an individual employee's automobile. In the event this is required by the Employer, it will pay the employee a mileage reimbursement at the rate established by the Internal Revenue Service.

20.2 Parking Rates – City employees who work in the downtown area pay for parking in City-owned or -operated lots or on permitted street spaces. The rates below are applicable to those employees who currently work downtown or who will work downtown in the future.

20.2.1 City-Owned or -Operated Lot Rates and On-Street Parking

With respect to all parking options, city employees will be expected to pay the prevailing parking rates.

20.2.3 Payment of Parking Fees

City work locations in the downtown area require employees to pay for parking should they want to park in a City-owned or -operated lot or in a permitted on-street parking space. Employees not currently paying parking fees because of their work location or commuting choice are subject to paying fees if their work location or commuting choice changes to one where parking fees are in effect. Conversely, employees who currently work in the downtown area and pay for parking will not be subject to that requirement should they relocate to an area where parking fees are not charged.

20.3 Commute Trip Reduction – The City participates in a Commute Trip Reduction (CTR) program and encourages employees to use alternate modes of transportation to get to and from work. For employees who use alternate modes of transportation for their work commute at least 60% of their scheduled work time (based on mandatory monthly self-reporting), the City will provide:

- a. a taxable cash incentive (\$25) for bicycling, walking, or carpooling to work; or
- b. 100% of the cost of a bus pass; or
- c. the option of a vanpool and will pay a variable amount (amount depends on the numbers of participants) to participating employees.

Incentives are currently available to all participating employees, regardless of their current work location.

Because the CTR program is funded at a specific level, should the demand for incentives exceed the annual budget availability, the City may have to reconfigure incentive amounts and participation parameters. Should that situation arise, the City will meet with the Union to discuss proposed changes.

21. Grievance Procedure

21.1 *Definition*

For purposes of this Agreement, the term "grievance" means any dispute between the Employer and the Union or an employee concerning the application or interpretation of the terms of this Agreement. If the grievance involves a disciplinary matter, either the employee or the employer may waive Step 1 of the grievance procedure under 21.2.

21.2 *Procedure*

Notwithstanding the grievance procedure listed below, the Employer and Union agree that it is in their mutual best interest to resolve disputes as early and

informally as possible. Employees are encouraged but not required to first meet with their immediate supervisor. Every effort shall be made by both parties to reach an agreeable resolution promptly at each step of the grievance procedure.

Should a grievance be filed, the parties agree the grievance shall be submitted in accordance with the following steps: Any time limits stipulated in the grievance procedure may be extended for stated periods of time by the appropriate parties by mutual agreement in writing.

For each step of the grievance process, a written grievance shall be required to include the following information:

- a. Set forth the section(s) of the agreement allegedly violated and state the specific nature of the violation.
- b. Indicate the date(s) of the incident(s) grieved.
- c. Specify the remedy or solution to the grievance sought by the employee(s).
- d. Identify the grievant and be signed by the grievant.

21.2.1 **Step 1:** If a grievance is to be advanced under this procedure, the written grievance shall be presented by the employee to his/her immediate management representative (not covered by this Agreement) within ten (10) working days from the date the employee had knowledge or should have had knowledge of the alleged breach or violation of this Agreement.

The management representative (not covered by this Agreement) shall meet with the aggrieved employee and the Union steward within ten (10) working days of the management representative's receipt of the grievance. The parties agree to make every effort to settle the grievance promptly at this stage. Within ten (10) working days after such meeting, the management representative (not covered by this Agreement) shall mail, email or hand deliver a copy of his/her decision to the aggrieved employee, the Union and the department head.

21.2.2 **Step 2:** Should the grievance remain unresolved at Step 1, the Union shall, within ten (10) working days after mailing, emailing or hand delivery of the Step 1 response, deliver an appeal of the Step 1 decision in writing to the department head.

The department head or their designee and management representative (not covered by this Agreement), shall convene a meeting with the aggrieved employee and Union representative within ten (10) working days of receipt of the written appeal. The department head shall make a decision on the matter within ten (10) working days of such meeting. Copies of the written decision shall be mailed, emailed or hand delivered to the aggrieved employee, the Union and the City Manager.

- 21.2.3 **Step 3:** Should the grievance remain unresolved after Step 2, the Union shall, in writing, deliver the appeal of the Step 2 decision to the City Manager or his/her designated representative (with a copy to the department head) within ten (10) working days after mailing, emailing or hand delivering of the decision reached in Step 2. The City Manager or his/her designee shall convene a meeting of the aggrieved, the Union representative, the department head, and other directly involved individuals as determined by the parties to be appropriate, within ten (10) working days of receipt of the written appeal and shall render his/her decision within ten (10) working days of such meeting with copies of the aggrieved employee, the Union and the department head.
- 21.2.4 The Union will attempt to explain to management why the grievance is still unresolved as it moves up the steps towards arbitration, but the explanation will not have merit as to the step advancement.

21.3 *Arbitration*

If the grievance remains unresolved after a decision is rendered in Step 3 above, it may be submitted by the Union to a mutually acceptable arbitrator as hereinafter provided. If the Union wishes to proceed to arbitration, such notice must be provided by the Union to the City Manager within fifteen (15) working days following the Union's receipt of the City Manager's decision as outlined in Step 3.

Should the grievance be submitted to arbitration, the parties shall mutually select a disinterested third party to serve as arbitrator. In the event the Employer and the Union are unable to agree on an arbitrator, the arbitrator shall be selected by the process of alternately striking from a panel of eleven (11) arbitrators from the Pacific Northwest region as furnished by the Public Employment Relations Commission (PERC) or the Federal Mediation and Conciliation Service (FMCS) or other mutually agreed to similar organization. The Union shall strike the first name. The request for an arbitrator shall state the general nature of the issue. The city and the Union will jointly share the fee for selection and services of an arbitrator. Each party shall pay the fees and expenses of their own attorneys, representatives and witnesses.

The arbitrator shall render a decision as promptly as possible. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and/or the Union, and shall have no authority to make a decision on any other issue not so submitted. The arbitrator shall have jurisdiction and authority only to interpret, apply or determine compliance with the specific terms of the agreement and shall not have jurisdiction to add to, detract from, or alter in any way, the provisions of this Agreement.

A decision within the jurisdiction of the arbitrator shall be final and binding upon all parties. The parties shall abide by the award made in connection with any arbitral decision.

21.4 *Group Grievances*

A grievance that involves or affects a significant portion of the employees in the bargaining unit may be introduced by the Union in written form to the department head as set forth in Step 2 of the grievance procedure, and proceed as set forth there in.

21.5 *Time Restriction*

If the grievance is not filed or advanced in accordance with the time limits set forth within the procedure, the grievance shall be considered non-submitted or resolved on the basis of the Employer's last response. A grievance not responded to by the Employer within the prescribed time limits shall be granted, provided that the remedy sought conforms to the provisions of this agreement and applicable laws. The parties may mutually agree to extend the time limits for a given step for a specified period of time. All references to days in this article shall mean "working days" as in a normal work week of Monday through Friday.

22. **Employee Discipline and Termination**

22.1 The Employer may discipline or discharge any newly hired or rehired employee at any time during the initial probationary period, with or without cause, and such discipline or discharge shall not be subject to appeal.

22.2 The Employer may, in good faith for just cause, take disciplinary action by written reprimand, suspension, transfer, delay of step increase, demotion or discharge. The degree of discipline administered shall depend on the severity of the infraction. Disciplinary action must be issued within thirty (30) calendar days after the Employer became aware of the offense, unless based on an extended pattern of performance or behavior. The thirty (30) calendar day timeline set forth herein may be extended upon mutual agreement between the Employer and the Union. Written reprimands may be grieved up to the City Manager or their designee, but not arbitration unless and until such time as such written reprimands are relied upon to support subsequent and timely discipline including suspension, transfer, delay of step increase, demotion or discharge.

22.3 The Employer shall not take any disciplinary action as defined in this section without giving the employee the right to have a Union representative present. If an employee(s) is requested to attend any meeting for the purpose of investigation, where such investigation may lead to discipline or discharge of that employee, that employee(s) will be informed of their right to have Union representation present before such meeting is to take place. The employee shall be

provided a letter setting forth the reason(s) for such action at the time such action is taken or shortly thereafter.

- 22.4 Employees shall be given the opportunity to read and answer all disciplinary letters before placement of such material into their official personnel file maintained by Human Resources and will be requested to sign such letters. Signature thereon shall not be construed as admission of guilt or concurrence with the discipline, but rather an indication that the employee has seen and comprehends the gravity of the disciplinary action.
- 22.5 Copies of written reprimands and other disciplinary letters will be provided to the Union. Copies of written reprimands will be used to indicate trends of behavior which may lead to discipline and/or discharge.
- 22.6 Only management representatives who are not covered by this agreement may discipline employees above a written reprimand.

23. Performance Evaluations

- 23.1 Each employee's job performance shall be reviewed and evaluated at least annually.
- 23.2 Performance evaluations are not disciplinary and are not subject to the grievance procedure.
- 23.3 An employee may append his/her written comments to the performance evaluation report. Employee comments must be attached and submitted with the signed performance evaluation to human resources.

24. Non-Reduction of Wages and Working Conditions

- 24.1 The parties hereto agree that the wages and working conditions in effect and now being paid to and enjoyed by the members of the Union shall not be reduced in view of the provisions of this agreement; provided, nothing in this section shall be construed to limit in any way, the Employer's rights under Article 3., Rights of Management, above, or to make changes in current practices, provided: (1) Advance notice of the change is given to the Union and affected employees, and, (2) Reasonable opportunity is provided to discuss the change with the city.

25. Layoff, Recall, and Bumping

- 25.1 Layoff Procedure – Layoffs or reductions-in-full time equivalent (FTE) positions (including transfers for this purpose and reduction in hours) may be undertaken by the City due to budgetary reductions, organizational restructuring, lack of work, reduction or elimination of funds, material change in duties or organization, reduction in force or workload, or in the interests of economy or efficiency.

- 25.2 Alternatives to Layoff – The City will attempt to avoid layoffs and whenever possible to consider alternatives to layoffs before final decisions are made. At the discretion of the City, these considerations may include:
- 25.2.1 To avoid layoff an employee may transfer to a vacant position, if available. An employee may be eligible for a transfer provided that they meet the minimum qualifications for the job.
- 25.2.2 The City shall notify each employee subject to layoff of their rights and responsibilities as described in this Article. Such notification shall be reduced to writing and incorporated in each layoff notice the City issues to an employee subject to layoff.
- 25.3 After the City has identified the job classification, division (e.g. Streets, Water, Criminal, Civil), workgroup (e.g. Signals, Water Production) or program area (e.g. Street Lights, Hydrant Flushing, Aquatics, Fitness) being reduced, layoffs and resource reductions will be made in the following order:
- 25.3.1 Temporary or seasonal employees occupying regular classifications, Offender Service Crews, and newly hired probationary employees shall be laid off prior to regular status employees.
- 25.3.2 The order in which employees will be laid off shall be determined based on seniority as defined in 25.7 of this Article.
- 25.3.3 Any exception to this will be mutually agreed to by the Union and City.
- 25.4 When an employee is identified for a layoff or reduction-in-force, they shall be permitted to bump into a job or classification which they currently hold or has previously held, provided that the employee meets the minimum qualifications for the job. If the employee is a Building Repair Specialist, the employee shall be permitted to bump into the Facilities Maintenance Specialist II classification provided that the employee meets the minimum qualifications for the job. In doing so, they may “bump” the least senior employee in that job or classification within the bargaining unit. Bumping may only occur within the same bargaining unit such as Operations Center, Recreation, or Law.
- An employee who has been transferred pursuant to 25.2.1 or bumped into a new position as an alternative to layoff and who fails to perform the functions of the new position during probation will be placed on the reinstatement list. Such employees will only be eligible for reinstatement to the position from which they were originally laid off. Failure to pass probation for reasons other than performing the functions of the new position will result in termination in accordance with Article 22.

- 25.5 Notice to Union – Representatives of the City shall notify the Union within fifteen (15) working days after the City has officially determined that a layoff or reduction-in-FTE will affect any of the Union members. After such notification, the City agrees to meet with the Union, if requested, and to inform the Union of the details of the layoff and provide a current seniority list as well as any other relevant information. This meeting shall occur prior to notifying the employee(s) selected for reduction or elimination.
- 25.6 Notice to Employees – Each employee to be laid off or to have an FTE reduction shall be given at least thirty (30) calendar days' notice of layoff, with a copy to the Union. Employees who remain may be assigned the additional duties of those lower classified positions that were laid off or reduced. Such a situation will not result in a decrease in pay or downward reclassification.
- 25.6.1 Once the City had notified the affected employee of layoff and there is an available vacant position or a position for the employee to bump into, if any, they must notify Human Resources in writing of their intent to accept a vacant position or exercise bumping rights within ten (10) working days of the initial layoff notice. If notification is not received within the allotted time, rights to vacant positions or to bump shall be waived by the employee. The Employee will subsequently be placed on the reinstatement list.
- 25.7 Seniority – Seniority for the purposes of layoff, reduction, recall, and bumping shall be based upon City seniority for all members covered under this Agreement as of September 2, 2009. Thereafter, employees transferring or hired into any one of the bargaining units shall have seniority defined as the employee's most recent date of hire into their respective bargaining unit. Should the seniority of any two or more employees be equal, the respective seniority rights of such employees shall be determined by date of application, and if that is the same, the affected employees shall draw lots. Employee seniority shall not be reduced because of unpaid leave protected under state and federal regulations.
- 25.8 Recall – Employees who have been laid off, transferred as an alternative to layoff, or had their hours reduced are eligible to be placed on the recall list for a period of thirty-six (36) months following the date of the action. When a vacancy occurs in the same job classification for which there exists a recall list, the City will fill the vacancy using that list with the understanding that employees must meet the required minimum qualifications for the position, including FTE status, to which they would be recalled (i.e. employee who was laid off from a 1.0 FTE would be placed on a recall list for a 1.0 FTE position). If there is more than one employee on the recall list eligible for a vacancy in a particular job class, the City will use seniority as defined in Article 25.7 to determine who shall be offered recall. Recall notices will be sent by certified mail to the last address reflected in the employee's official personnel file.

25.8.1 When an employee is recalled within thirty-six (36) months to the job or classification from which they were laid off, they will be placed into the same step occupied at the time of the layoff and may serve an additional probationary period, if the job is significantly different than their previous job. Recalled employees will have their accrual rates restored to the same accrual rate as of the date of layoff.

25.8.2 Reinstatement. Employees who have been laid off and are in a recall status may also apply and be considered for job openings outside their job classification prior to or after layoff. Any employee who is offered a job other than the position from which they were laid off within thirty-six (36) months of their layoff will be treated as a new employee and will serve a new probationary period. Employees will also be placed into the salary schedule for the new position consistent with the applicable salary schedule or guidelines. Reinstated employees will have their accrual rates restored to the same accrual rate as of the date of layoff.

25.8.3 Once an employee on the recall list is offered recall, the employee must respond within fourteen (14) calendar days of the date of the notice, unless extended by mutual consent. The employee shall be responsible for notifying the Human Resources Department of any change in their address or telephone number, while on layoff status.

25.8.4 Benefit accrual and service credit will be discontinued while in a layoff status of thirty (30) or more days. However, upon recall or reinstatement, an employee's previous hire date will be maintained, but the employee's service date will be adjusted to deduct the time spent in a layoff status.

25.9 Eligibility for recall/reinstatement ends if:

25.9.1 An employee refuses to accept an offer of recall to a position in the same classification as that from which they were laid off.

25.9.2 An employee fails to respond to an offer of recall within fourteen (14) calendar days following the date the offer is mailed.

25.9.3. The employee requests in writing to be removed from the recall list.

25.9.4 The employee resigns or retires.

Definitions of Alternative to Layoff

- A. Transfer (moves laterally) – The movement from one position within a job classification to another position within the same classification or from one position to a position with a different classification in the same pay range. A transferred employee would be placed at the same step in the same range as the

position that they transferred from. Terms and conditions of transfers are provided in Article 9.3.

- B. Demotion – The movement from a higher paid job classification to a lower paid job classification. An employee accepting a demotion may serve a probationary period, if the job is significantly different than their previous job, and would be placed at the top step of the lower job classification range or the step in the job classification range that provides the least amount of decrease in pay.

26. Contracting-Out/Out-Sourcing

- 26.1 The Employer may contract-out or out-source bargaining unit work provided such activity does not result in the layoff of bargaining unit employees or a reduction in the number of employees or positions within the bargaining unit. Should the City Employer contract-out or out-source bargaining unit work, which is currently being performed by AFSCME Union employees that results in layoff or reduction in the number of bargaining unit employees, the City Employer shall inform AFSCME the Union and shall meet with AFSCME the Union to impact bargain the effects impacts. The Employer shall provide the Union with at least fifteen (15) working days' notice for bargaining the impacts of potential contracting-out or out-sourcing of bargaining unit work.

27. Conflict of Contract and City Employment Policies

- 27.1 It is agreed that the intention of the parties to this agreement is that this agreement and all working agreements shall be consistent with the City employment policies and that where it is found that the provisions of such an agreement are in conflict with the City employment policies that the language of the agreement shall control.
- 27.2 Employees represented by this contract will be under the City's Employment Policy Manual. It is the intent that departmental rules shall be superseded by the City's Employment Policy Manual. If a situation occurs in which there is a difference between City rules/policies, and those of the department, Human Resources will meet with the Union and the affected department to reach a mutually agreeable solution.
- 27.3 The City shall provide legal representation to an employee represented by this contract as may be reasonably necessary to defend a claim or lawsuit filed against such employee resulting from any conduct, act or omission of such employee performed or omitted on behalf of the City in their capacity as an employee which act or omission is within the scope of their service or employment with the City in accordance with the provisions of Vancouver Municipal Code Chapter 2.46.

The City shall inform the employee whether the employee shall be offered a defense. The City shall first provide an opportunity for the employee and the Union to meet in advance with the City Manager so that the employee and/or Union may provide the City Manager with any evidence or argument, whether verbally or in writing, before the City Manager may deny defense and/or indemnification to the employee under Chapter 2.46 VMC. Only the employee, City Manager, Union representative, Union attorney, or City Attorney (or designated legal advisor) may attend the meeting. If the City Manager grants defense and indemnification to the employee under chapter 2.46 VMC, no such meeting shall be required or held.

28. Separability Clause

- 28.1 If an article of this agreement should be held invalid by operation of law or by any tribunal of competent jurisdiction or if compliance with or enforcement of any article should be restrained by such tribunal, the remainder of this agreement shall not be affected thereby and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such article.

29. Termination and Renewal

- 29.1 This agreement and all attachments hereto shall be in full force and effect from January 1, 2022 through December 31, 2024, and shall continue in effect if renewed or extended by mutual agreement.
- 29.2 Not less than one hundred twenty (120) days prior to the end of the contract, either party may notify the other in writing of its desire to terminate or modify the agreement; provided that an earlier commencement may be scheduled by mutual agreement.

30. Labor-Management Committee

- 30.1 An Operations Center-wide Labor-Management Committee currently exists. AFSCME has historically been represented on and participated in its meetings and will continue to do so.

A City Attorney Support Staff Labor-Management Committee also exists and meets to discuss internal labor-management issues specific to that workgroup.

Topics for the agenda will be shared at least one (1) week before the meeting. Issues not covered by the contract, clarification of contract issues, various surveys and committee work related to mandatory bargaining subjects and city employment policies shall be regular agenda items for this committee.

31. Temporary or Seasonal Workers

- 31.1 Temporary or seasonal worker for purposes of this contract shall mean one who is hired to work not more than 1,040 hours in any one specific classification in one specific department in any twelve (12) consecutive month period. Temporary workers will not be used for more than the 1,040 hour period. Exceptions to this policy shall be mutually agreed upon by the Employer and the Union. The Employer will not rotate temporaries through the same regular position(s).
- 31.2 The intended use of temporary or seasonal workers by the Employer is to cover seasonal workloads and to fill unexpected vacancies created by a sudden increased work load, to instruct classes and provide other services that do not require the use of regular staff, and to fill in as a result of termination or disabilities of regular employees. It is acknowledged that there will be exceptions to this policy. Exceptions to this policy shall be mutually agreed upon by the City and the Union.
- 31.3 The Employer will make all records of temporary or seasonal workers, the date they started, and total hours worked, available to the Union upon request.

32. Tobacco Free Work Environment

- 32.1 All city facilities, including city-owned buildings, vehicles, individual employee offices, and offices or other facilities rented or leased by the city will be tobacco free.

33. Contract Amendments

- 33.1 The parties agree that this Agreement may be amended in writing as agreed to by both parties without action of their respective legislative bodies, unless otherwise specified herein, including, but not limited to, amendment by Memorandum of Understanding or Memorandum of Agreement.

Dated this _____ day of _____, ~~2022~~2025.

For the Employer

For the Union

~~Eric Holmes~~Lon Pluckhahn, City Manager

~~Eddie Allan~~Mike Boyer, ~~Deputy Director~~Staff Representative

AFSCME, Washington State Council of County and City Employees, AFL-CIO

~~Lisa Takach~~Antoinette Gasbarre, HR Director
President,

~~Dave McGrath~~Kyle Peters,

AFSCME, 307VC

~~Kyle Peters~~Jeremiah Jones, Vice-President,
AFSCME, 307VC

Corri Powell, Executive Board,
AFSCME, 307VC
City Attorney's Office

Approved as to form:

~~Jonathan Young~~Nena Cook, City Attorney

Amanda Thompson, Executive Board
AFSCME, 307VC
Parks and Recreation

Attest:

Natasha Ramras, City Clerk

AFSCME Agreement, ~~2022~~2025-20242026

42

Appendix A - Classifications and Rates of Pay

Salary Schedule adjusted by 4.754% effective ~~January 1, 2022~~upon ratification 2025

AFSCME 2025 Pay Ranges								
Range Number	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<u>1</u>	<u>\$ 3,570</u>	<u>\$ 3,696</u>	<u>\$ 3,825</u>	<u>\$ 3,960</u>	<u>\$ 4,099</u>	<u>\$ 4,242</u>	<u>\$ 4,389</u>	<u>\$ 4,565</u>
	-	-	-	-	-	-	-	-
<u>2</u>	<u>\$ 3,661</u>	<u>\$ 3,790</u>	<u>\$ 3,921</u>	<u>\$ 4,058</u>	<u>\$ 4,198</u>	<u>\$ 4,348</u>	<u>\$ 4,499</u>	<u>\$ 4,679</u>
	-	-	-	-	-	-	-	-
<u>3</u>	<u>\$ 3,751</u>	<u>\$ 3,884</u>	<u>\$ 4,021</u>	<u>\$ 4,161</u>	<u>\$ 4,306</u>	<u>\$ 4,455</u>	<u>\$ 4,612</u>	<u>\$ 4,795</u>
	-	-	-	-	-	-	-	-
<u>4</u>	<u>\$ 3,846</u>	<u>\$ 3,980</u>	<u>\$ 4,118</u>	<u>\$ 4,264</u>	<u>\$ 4,413</u>	<u>\$ 4,568</u>	<u>\$ 4,728</u>	<u>\$ 4,917</u>
	-	-	-	-	-	-	-	-
<u>5</u>	<u>\$ 3,941</u>	<u>\$ 4,079</u>	<u>\$ 4,222</u>	<u>\$ 4,370</u>	<u>\$ 4,522</u>	<u>\$ 4,681</u>	<u>\$ 4,843</u>	<u>\$ 5,038</u>
	-	-	-	-	-	-	-	-
<u>6</u>	<u>\$ 4,040</u>	<u>\$ 4,183</u>	<u>\$ 4,327</u>	<u>\$ 4,481</u>	<u>\$ 4,636</u>	<u>\$ 4,798</u>	<u>\$ 4,967</u>	<u>\$ 5,165</u>
	<u>Recreation Specialist</u>							-
	<u>Warehouse Worker</u>							-
<u>7</u>	<u>\$ 4,141</u>	<u>\$ 4,287</u>	<u>\$ 4,437</u>	<u>\$ 4,591</u>	<u>\$ 4,754</u>	<u>\$ 4,919</u>	<u>\$ 5,090</u>	<u>\$ 5,294</u>
	-	-	-	-	-	-	-	-
<u>8</u>	<u>\$ 4,245</u>	<u>\$ 4,392</u>	<u>\$ 4,548</u>	<u>\$ 4,706</u>	<u>\$ 4,869</u>	<u>\$ 5,041</u>	<u>\$ 5,218</u>	<u>\$ 5,428</u>
	-	-	-	-	-	-	-	-
<u>9</u>	<u>\$ 4,351</u>	<u>\$ 4,504</u>	<u>\$ 4,661</u>	<u>\$ 4,824</u>	<u>\$ 4,991</u>	<u>\$ 5,167</u>	<u>\$ 5,349</u>	<u>\$ 5,564</u>
	-	-	-	-	-	-	-	-
<u>10</u>	<u>\$ 4,460</u>	<u>\$ 4,616</u>	<u>\$ 4,777</u>	<u>\$ 4,945</u>	<u>\$ 5,118</u>	<u>\$ 5,298</u>	<u>\$ 5,482</u>	<u>\$ 5,701</u>
	<u>Maintenance Worker - A</u>							-
	<u>Utility Maintenance Worker - A</u>							-
	<u>Warehouse Technician</u>							-
<u>11</u>	<u>\$ 4,572</u>	<u>\$ 4,731</u>	<u>\$ 4,895</u>	<u>\$ 5,066</u>	<u>\$ 5,246</u>	<u>\$ 5,430</u>	<u>\$ 5,620</u>	<u>\$ 5,843</u>
	-	-	-	-	-	-	-	-
<u>12</u>	<u>\$ 4,686</u>	<u>\$ 4,850</u>	<u>\$ 5,019</u>	<u>\$ 5,194</u>	<u>\$ 5,377</u>	<u>\$ 5,566</u>	<u>\$ 5,760</u>	<u>\$ 5,990</u>
	<u>Facilities Maintenance Specialist</u>							-
	<u>Legal Secretary</u>							-
	<u>Utility Maintenance Worker - A, Water</u>							-
<u>13</u>	<u>\$ 4,803</u>	<u>\$ 4,971</u>	<u>\$ 5,145</u>	<u>\$ 5,325</u>	<u>\$ 5,511</u>	<u>\$ 5,703</u>	<u>\$ 5,902</u>	<u>\$ 6,140</u>

	Senior Maintenance Worker	-	-	-	-	-	-	-	-
	Warehouse Technician	-	-	-	-	-	-	-	-
	Utility Locator	-	-	-	-	-	-	-	-
14		\$ 4,922	\$ 5,093	\$ 5,274	\$ 5,457	\$ 5,648	\$ 5,847	\$ 6,052	\$ 6,294
	Legal Secretary	-	-	-	-	-	-	-	-
	Warehouse Specialist	-	-	-	-	-	-	-	-
15		\$ 5,045	\$ 5,223	\$ 5,404	\$ 5,593	\$ 5,789	\$ 5,994	\$ 6,202	\$ 6,448
	Administrative Assistant	-	-	-	-	-	-	-	-
	Facilities Maintenance Specialist	-	-	-	-	-	-	-	-
	Grounds Maintenance Specialist - A	-	-	-	-	-	-	-	-
	Senior Maintenance Worker - A	-	-	-	-	-	-	-	-
	Senior Recreation Specialist	-	-	-	-	-	-	-	-
	Utility Locator	-	-	-	-	-	-	-	-
	Utility Senior Maintenance Worker - A	-	-	-	-	-	-	-	-
16		\$ 5,171	\$ 5,353	\$ 5,540	\$ 5,734	\$ 5,933	\$ 6,142	\$ 6,358	\$ 6,613
	Water Quality Assistant	-	-	-	-	-	-	-	-
17		\$ 5,303	\$ 5,487	\$ 5,679	\$ 5,878	\$ 6,082	\$ 6,298	\$ 6,516	\$ 6,777
	Maintenance Specialist - A	-	-	-	-	-	-	-	-
	Senior Grounds Maintenance Specialist - A	-	-	-	-	-	-	-	-
	Chemical Specialist	-	-	-	-	-	-	-	-
	Utility Chemical Specialist	-	-	-	-	-	-	-	-
	Utility Senior Maintenance Worker - A, Water	-	-	-	-	-	-	-	-
	Warehouse Specialist	-	-	-	-	-	-	-	-
18		\$ 5,434	\$ 5,625	\$ 5,821	\$ 6,024	\$ 6,237	\$ 6,451	\$ 6,678	\$ 6,947
	Building Repair Specialist	-	-	-	-	-	-	-	-
	Senior Facilities Maintenance Specialist	-	-	-	-	-	-	-	-
	Water System Operator	-	-	-	-	-	-	-	-
19		\$ 5,570	\$ 5,764	\$ 5,964	\$ 6,176	\$ 6,389	\$ 6,615	\$ 6,846	\$ 7,119
	Administrative Assistant - A	-	-	-	-	-	-	-	-
	Lead Maintenance Worker - A	-	-	-	-	-	-	-	-
	Lead Utility Locator	-	-	-	-	-	-	-	-
	Legal Assistant	-	-	-	-	-	-	-	-
	Utility Lead Maintenance Worker - A	-	-	-	-	-	-	-	-
	Utility Maintenance Mechanic	-	-	-	-	-	-	-	-
	Utility Specialist	-	-	-	-	-	-	-	-
	Water Quality Technician	-	-	-	-	-	-	-	-
	Utility Water Quality Technician	-	-	-	-	-	-	-	-

20		\$ 5,708	\$ 5,907	\$ 6,115	\$ 6,328	\$ 6,551	\$ 6,780	\$ 7,018	\$ 7,299
	<u>Customer Service Supervisor</u>								-
	<u>Senior Facilities Maintenance Specialist -</u>								-
	<u>A</u>								-
	<u>Utility Specialist</u>								-
	<u>Utility Specialist, Water</u>								-
21		\$ 5,851	\$ 6,056	\$ 6,268	\$ 6,489	\$ 6,715	\$ 6,949	\$ 7,192	\$ 7,481
	<u>Housing Rehabilitation Specialist</u>								-
	<u>Environmental Inspector</u>								-
	<u>Program Coordinator (Law)</u>								-
	<u>Environmental Inspector</u>								-
	<u>Utility Environmental Inspector</u>	-	-	-	-	-	-	-	-
22		\$ 5,998	\$ 6,208	\$ 6,427	\$ 6,648	\$ 6,884	\$ 7,122	\$ 7,373	\$ 7,669
	<u>Utility Locate Coordinator</u>								-
	<u>Water System Operator</u>								-
	<u>Utility Water System Operator</u>								-
	<u>Water Treatment Plant Operator</u>	-	-	-	-	-	-	-	-
23		\$ 6,147	\$ 6,364	\$ 6,585	\$ 6,815	\$ 7,053	\$ 7,302	\$ 7,559	\$ 7,859
	<u>Legal Assistant</u>								-
	<u>Program Coordinator (Law)</u>								-
	<u>Recreation Coordinator</u>								-
	<u>Senior Street Light Technician</u>								-
	<u>Traffic Signal Technician</u>								-
	<u>Traffic Signal Technician</u>								-
	<u>Utility Lead Maintenance Worker - A,</u>								-
	<u>Water</u>								-
24		\$ 6,302	\$ 6,522	\$ 6,751	\$ 6,986	\$ 7,231	\$ 7,485	\$ 7,745	\$ 8,055
	<u>Water Quality Coordinator</u>								-
	<u>Warehouse Supervisor</u>	-	-	-	-	-	-	-	-
25		\$ 6,457	\$ 6,686	\$ 6,919	\$ 7,162	\$ 7,412	\$ 7,672	\$ 7,940	\$ 8,257
	<u>Legal Investigator</u>								-
	<u>Recreation Coordinator</u>								-
	<u>Recreation Supervisor</u>								-
	<u>Senior Recreation Coordinator</u>	-	-	-	-	-	-	-	-
26		\$ 6,621	\$ 6,853	\$ 7,091	\$ 7,339	\$ 7,597	\$ 7,863	\$ 8,138	\$ 8,464
	<u>Housing Rehabilitation Specialist</u>	-	-	-	-	-	-	-	-
	<u>Lead Water Production Operator</u>								-
	<u>Water Treatment Plant Operator</u>								-
	<u>Utility Water Treatment Plant Operator</u>	-	-	-	-	-	-	-	-

27		\$ 6,787	\$ 7,024	\$ 7,271	\$ 7,523	\$ 7,788	\$ 8,059	\$ 8,341	\$ 8,677
	Senior Recreation Coordinator								
	Aquatics Supervisor								-
	Electrician, Low Voltage								-
	Facilities Systems Administrative								-
	Technician								-
	HVAC Technician								-
	Lead Traffic Signal & Street Light								-
	Technician								-
	Traffic Signal Technician								-
	Water Quality Coordinator								-
	Utility Water Quality Coordinator	-	-	-	-	-	-	-	-
28		\$ 6,954	\$ 7,199	\$ 7,451	\$ 7,710	\$ 7,982	\$ 8,262	\$ 8,551	\$ 8,891
	Lead Facilities Maintenance Specialist								-
	SCADA Technician								-
		-	-	-	-	-	-	-	-
29		\$ 7,128	\$ 7,378	\$ 7,637	\$ 7,904	\$ 8,181	\$ 8,467	\$ 8,763	\$ 9,115
	Lead Traffic Signal & Street Light								-
	Technician								-
	A Traffic Signal Specialist								-
	Lead Water Production Operator								-
	Utility Lead Water Production Operator								-
	HVAC Technician	-	-	-	-	-	-	-	-
30		\$ 7,308	\$ 7,564	\$ 7,827	\$ 8,104	\$ 8,384	\$ 8,681	\$ 8,981	\$ 9,340
	Public Works Supervisor - A								-
	Utility Public Works Supervisor - A	-	-	-	-	-	-	-	-
31		\$ 7,491	\$ 7,753	\$ 8,024	\$ 8,303	\$ 8,595	\$ 8,895	\$ 9,206	\$ 9,573
	Traffic Signal Specialist	-	-	-	-	-	-	-	-
	Warehouse Supervisor	-	-	-	-	-	-	-	-
32		\$ 7,678	\$ 7,947	\$ 8,224	\$ 8,512	\$ 8,811	\$ 9,119	\$ 9,437	\$ 9,816
	Electrician								-
	Utility Electrician								-
	Utility Public Works Supervisor - A, Water								-
	Distribution								-
	Water Production Supervisor								-
	Utility Public Works Supervisor - A, Water								-
	Production								-
	SCADA Technician								-
	Utility SCADA Technician	-	-	-	-	-	-	-	-

33		\$ 7,870	\$ 8,146	\$ 8,430	\$ 8,725	\$ 9,031	\$ 9,347	\$ 9,673	\$10,061
	<i>Traffic Signal Supervisor</i>								

AFSCME 2022 Pay Ranges								
Range Number	Step-1	Step-2	Step-3	Step-4	Step-5	Step-6	Step-7	Step-8
1	\$ 3,174	\$ 3,286	\$ 3,401	\$ 3,521	\$ 3,643	\$ 3,771	\$ 3,902	\$ 4,058
2	\$ 3,255	\$ 3,369	\$ 3,486	\$ 3,608	\$ 3,733	\$ 3,865	\$ 4,000	\$ 4,160
3	\$ 3,335	\$ 3,453	\$ 3,574	\$ 3,699	\$ 3,828	\$ 3,961	\$ 4,100	\$ 4,263
Recreation Coordinator A								
4	\$ 3,419	\$ 3,538	\$ 3,662	\$ 3,790	\$ 3,923	\$ 4,061	\$ 4,203	\$ 4,371
5	\$ 3,503	\$ 3,626	\$ 3,754	\$ 3,885	\$ 4,020	\$ 4,162	\$ 4,306	\$ 4,479
6	\$ 3,592	\$ 3,718	\$ 3,847	\$ 3,984	\$ 4,122	\$ 4,265	\$ 4,415	\$ 4,591
Warehouse Worker								
7	\$ 3,682	\$ 3,811	\$ 3,944	\$ 4,081	\$ 4,226	\$ 4,373	\$ 4,525	\$ 4,706
8	\$ 3,774	\$ 3,905	\$ 4,043	\$ 4,184	\$ 4,329	\$ 4,482	\$ 4,638	\$ 4,825
9	\$ 3,868	\$ 4,004	\$ 4,144	\$ 4,288	\$ 4,437	\$ 4,593	\$ 4,755	\$ 4,946
Warehouse Technician								
Legal Secretary								
10	\$ 3,964	\$ 4,103	\$ 4,246	\$ 4,396	\$ 4,550	\$ 4,710	\$ 4,873	\$ 5,068
Maintenance Worker I								

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11	\$ 4,064	\$ 4,206	\$ 4,352	\$ 4,504	\$ 4,663	\$ 4,827	\$ 4,996	\$ 5,194
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
12	\$ 4,166	\$ 4,312	\$ 4,462	\$ 4,617	\$ 4,780	\$ 4,948	\$ 5,120	\$ 5,325
Facilities Maintenance Specialist I	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
13	\$ 4,269	\$ 4,419	\$ 4,574	\$ 4,734	\$ 4,899	\$ 5,070	\$ 5,247	\$ 5,459
Maintenance Worker II	-	-	-	-	-	-	-	-
Recreation Specialist B	-	-	-	-	-	-	-	-
Utility Locator	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
14	\$ 4,376	\$ 4,528	\$ 4,688	\$ 4,851	\$ 5,021	\$ 5,198	\$ 5,380	\$ 5,595
Street Light Technician I	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
15	\$ 4,485	\$ 4,643	\$ 4,804	\$ 4,972	\$ 5,146	\$ 5,328	\$ 5,513	\$ 5,733
-	-	-	-	-	-	-	-	-
16	\$ 4,597	\$ 4,759	\$ 4,925	\$ 5,097	\$ 5,275	\$ 5,461	\$ 5,652	\$ 5,879
Water Quality Assistant	-	-	-	-	-	-	-	-
Water System Operator	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
17	\$ 4,597	\$ 4,759	\$ 4,925	\$ 5,097	\$ 5,275	\$ 5,461	\$ 5,652	\$ 5,879
Chemical Specialist	-	-	-	-	-	-	-	-
Inspector	-	-	-	-	-	-	-	-
Maintenance Specialist	-	-	-	-	-	-	-	-
Grounds Maintenance Specialist	-	-	-	-	-	-	-	-
Warehouse Specialist	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
18	\$ 4,831	\$ 5,001	\$ 5,175	\$ 5,355	\$ 5,544	\$ 5,735	\$ 5,937	\$ 6,176
Building Repair Specialist	-	-	-	-	-	-	-	-
Facilities Maintenance Specialist II	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
19	\$ 4,952	\$ 5,124	\$ 5,302	\$ 5,490	\$ 5,680	\$ 5,881	\$ 6,087	\$ 6,329

Administrative Assistant	-	-	-	-	-	-	-	-
Lead Maintenance Worker	-	-	-	-	-	-	-	-
Lead Utility Locator	-	-	-	-	-	-	-	-
Legal Assistant	-	-	-	-	-	-	-	-
Program Coordinator (Law)	-	-	-	-	-	-	-	-
Utility Maintenance Mechanic	-	-	-	-	-	-	-	-
Utility Specialist	-	-	-	-	-	-	-	-
Water Quality Technician	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
20	\$ - 5,074	\$ - 5,252	\$ - 5,437	\$ - 5,626	\$ - 5,824	\$ - 6,027	\$ - 6,238	\$ - 6,488
Street Light Technician II	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
21	\$ - 5,202	\$ - 5,384	\$ - 5,572	\$ - 5,768	\$ - 5,970	\$ - 6,178	\$ - 6,393	\$ - 6,650
Paralegal	-	-	-	-	-	-	-	-
Rehabilitation Specialist	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
22	\$ - 5,332	\$ - 5,518	\$ - 5,713	\$ - 5,910	\$ - 6,119	\$ - 6,332	\$ - 6,554	\$ - 6,817
Water Treatment Plant Operator	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
23	\$ - 5,465	\$ - 5,658	\$ - 5,854	\$ - 6,059	\$ - 6,270	\$ - 6,491	\$ - 6,719	\$ - 6,987
Recreation Coordinator C	-	-	-	-	-	-	-	-
Traffic Signal Technician	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
24	\$ - 5,603	\$ - 5,798	\$ - 6,001	\$ - 6,211	\$ - 6,429	\$ - 6,654	\$ - 6,886	\$ - 7,161
Water Quality Coordinator	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
25	\$ - 5,740	\$ - 5,944	\$ - 6,151	\$ - 6,367	\$ - 6,589	\$ - 6,820	\$ - 7,059	\$ - 7,340
Investigator	-	-	-	-	-	-	-	-
Recreation Coordinator D	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-

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26	\$ 5,886	\$ 6,092	\$ 6,304	\$ 6,525	\$ 6,754	\$ 6,990	\$ 7,235	\$ 7,524
Lead Water Treatment Plant Operator	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
27	\$ 6,034	\$ 6,244	\$ 6,463	\$ 6,688	\$ 6,923	\$ 7,164	\$ 7,415	\$ 7,713
Electrician	-	-	-	-	-	-	-	-
Facilities Systems	-	-	-	-	-	-	-	-
Administrative Technician	-	-	-	-	-	-	-	-
HVAC Technician	-	-	-	-	-	-	-	-
Lead Traffic Signal Technician	-	-	-	-	-	-	-	-
Utility Electrician	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
28	\$ 6,183	\$ 6,400	\$ 6,623	\$ 6,854	\$ 7,096	\$ 7,344	\$ 7,602	\$ 7,904
Facilities Maintenance Specialist Lead	-	-	-	-	-	-	-	-
SCADA Technician	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
29	\$ 6,337	\$ 6,559	\$ 6,789	\$ 7,027	\$ 7,272	\$ 7,527	\$ 7,790	\$ 8,103
Warehouse Supervisor	-	-	-	-	-	-	-	-
Traffic Signal Specialist	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
30	\$ 6,497	\$ 6,724	\$ 6,959	\$ 7,204	\$ 7,454	\$ 7,717	\$ 7,985	\$ 8,304
Public Works Supervisor	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
31	\$ 6,660	\$ 6,892	\$ 7,133	\$ 7,382	\$ 7,640	\$ 7,908	\$ 8,185	\$ 8,511
-	-	-	-	-	-	-	-	-
32	\$ 6,826	\$ 7,064	\$ 7,312	\$ 7,567	\$ 7,833	\$ 8,107	\$ 8,389	\$ 8,726

Salary Schedule adjusted by ~~42~~% effective January 1, ~~2023~~2026

AFSCME 2026 Pay Ranges								
Range Number	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	\$ 3,641	\$ 3,770	\$ 3,902	\$ 4,039	\$ 4,181	\$ 4,327	\$ 4,477	\$ 4,656
	-	-	-	-	-	-	-	-
2	\$ 3,734	\$ 3,866	\$ 3,999	\$ 4,139	\$ 4,282	\$ 4,435	\$ 4,589	\$ 4,773
	-	-	-	-	-	-	-	-
3	\$ 3,826	\$ 3,962	\$ 4,101	\$ 4,244	\$ 4,392	\$ 4,544	\$ 4,704	\$ 4,891
	-	-	-	-	-	-	-	-
4	\$ 3,923	\$ 4,060	\$ 4,200	\$ 4,349	\$ 4,501	\$ 4,659	\$ 4,823	\$ 5,015
	-	-	-	-	-	-	-	-
5	\$ 4,020	\$ 4,161	\$ 4,306	\$ 4,457	\$ 4,612	\$ 4,775	\$ 4,940	\$ 5,139
	-	-	-	-	-	-	-	-
6	\$ 4,121	\$ 4,267	\$ 4,414	\$ 4,571	\$ 4,729	\$ 4,894	\$ 5,066	\$ 5,268
	Recreation Specialist Warehouse Worker							-
7	\$ 4,224	\$ 4,373	\$ 4,526	\$ 4,683	\$ 4,849	\$ 5,017	\$ 5,192	\$ 5,400
	-	-	-	-	-	-	-	-
8	\$ 4,330	\$ 4,480	\$ 4,639	\$ 4,800	\$ 4,966	\$ 5,142	\$ 5,322	\$ 5,537
	-	-	-	-	-	-	-	-
9	\$ 4,438	\$ 4,594	\$ 4,754	\$ 4,920	\$ 5,091	\$ 5,270	\$ 5,456	\$ 5,675
	-	-	-	-	-	-	-	-
10	\$ 4,549	\$ 4,708	\$ 4,873	\$ 5,044	\$ 5,220	\$ 5,404	\$ 5,592	\$ 5,815
	Maintenance Worker - A Utility Maintenance Worker - A Warehouse Technician							-
11	\$ 4,663	\$ 4,826	\$ 4,993	\$ 5,167	\$ 5,351	\$ 5,539	\$ 5,732	\$ 5,960
	-	-	-	-	-	-	-	-
12	\$ 4,780	\$ 4,947	\$ 5,119	\$ 5,298	\$ 5,485	\$ 5,677	\$ 5,875	\$ 6,110
	Utility Maintenance Worker - A, Water							-
13	\$ 4,899	\$ 5,070	\$ 5,248	\$ 5,432	\$ 5,621	\$ 5,817	\$ 6,020	\$ 6,263
	-	-	-	-	-	-	-	-
14	\$ 5,020	\$ 5,195	\$ 5,379	\$ 5,566	\$ 5,761	\$ 5,964	\$ 6,173	\$ 6,420
	Legal Secretary Warehouse Specialist							-

15		\$ 5,146	\$ 5,327	\$ 5,512	\$ 5,705	\$ 5,905	\$ 6,114	\$ 6,326	\$ 6,577
	Administrative Assistant								-
	Facilities Maintenance Specialist								-
	Grounds Maintenance Specialist - A								-
	Senior Maintenance Worker - A								-
	Senior Recreation Specialist								-
	Utility Locator								-
	Utility Senior Maintenance Worker - A								-
16		\$ 5,274	\$ 5,460	\$ 5,651	\$ 5,849	\$ 6,052	\$ 6,265	\$ 6,485	\$ 6,745
	-	-	-	-	-	-	-	-	-
17		\$ 5,409	\$ 5,597	\$ 5,793	\$ 5,996	\$ 6,204	\$ 6,424	\$ 6,646	\$ 6,913
	Maintenance Specialist - A								-
	Senior Grounds Maintenance Specialist - A								-
	Utility Chemical Specialist								-
	Utility Senior Maintenance Worker - A, Water								-
18		\$ 5,543	\$ 5,738	\$ 5,937	\$ 6,144	\$ 6,362	\$ 6,580	\$ 6,812	\$ 7,086
	-	-	-	-	-	-	-	-	-
19		\$ 5,681	\$ 5,879	\$ 6,083	\$ 6,300	\$ 6,517	\$ 6,747	\$ 6,983	\$ 7,261
	Lead Maintenance Worker - A								-
	Utility Lead Maintenance Worker - A								-
	Utility Maintenance Mechanic								-
	Utility Water Quality Technician								-
20		\$ 5,822	\$ 6,025	\$ 6,237	\$ 6,455	\$ 6,682	\$ 6,916	\$ 7,158	\$ 7,445
	Customer Service Supervisor								-
	Senior Facilities Maintenance Specialist - A								-
	Utility Specialist, Water								-
21		\$ 5,968	\$ 6,177	\$ 6,393	\$ 6,619	\$ 6,849	\$ 7,088	\$ 7,336	\$ 7,631
	Utility Environmental Inspector								-
22		\$ 6,118	\$ 6,332	\$ 6,556	\$ 6,781	\$ 7,022	\$ 7,264	\$ 7,520	\$ 7,822
	Utility Locate Coordinator								-
	Utility Water System Operator								-
23		\$ 6,270	\$ 6,491	\$ 6,717	\$ 6,951	\$ 7,194	\$ 7,448	\$ 7,710	\$ 8,016
	Legal Assistant								-
	Program Coordinator (Law)								-

	<u>Utility Lead Maintenance Worker - A, Water</u>								-
24		\$ 6,428	\$ 6,652	\$ 6,886	\$ 7,126	\$ 7,376	\$ 7,635	\$ 7,900	\$ 8,216
	<u>Warehouse Supervisor</u>	-	-	-	-	-	-	-	-
25		\$ 6,586	\$ 6,820	\$ 7,057	\$ 7,305	\$ 7,560	\$ 7,825	\$ 8,099	\$ 8,422
	<u>Recreation Supervisor</u>								-
26		\$ 6,753	\$ 6,990	\$ 7,233	\$ 7,486	\$ 7,749	\$ 8,020	\$ 8,301	\$ 8,633
	<u>Housing Rehabilitation Specialist</u>	-	-	-	-	-	-	-	-
	<u>Utility Water Treatment Plant Operator</u>	-	-	-	-	-	-	-	-
27		\$ 6,923	\$ 7,164	\$ 7,416	\$ 7,673	\$ 7,944	\$ 8,220	\$ 8,508	\$ 8,851
	<u>Aquatics Supervisor</u>								-
	<u>Electrician, Low Voltage</u>								-
	<u>Traffic Signal Technician</u>								-
	<u>Utility Water Quality Coordinator</u>	-	-	-	-	-	-	-	-
28		\$ 7,093	\$ 7,343	\$ 7,600	\$ 7,864	\$ 8,142	\$ 8,427	\$ 8,722	\$ 9,069
	<u>Lead Facilities Maintenance Specialist</u>	-	-	-	-	-	-	-	-
29		\$ 7,271	\$ 7,526	\$ 7,790	\$ 8,062	\$ 8,345	\$ 8,636	\$ 8,938	\$ 9,297
	<u>Lead Traffic Signal & Street Light Technician</u>								-
	<u>Utility Lead Water Production Operator</u>								-
	<u>HVAC Technician</u>	-	-	-	-	-	-	-	-
30		\$ 7,454	\$ 7,715	\$ 7,984	\$ 8,266	\$ 8,552	\$ 8,855	\$ 9,161	\$ 9,527
	<u>Public Works Supervisor - A</u>								-
	<u>Utility Public Works Supervisor - A</u>	-	-	-	-	-	-	-	-
31		\$ 7,641	\$ 7,908	\$ 8,184	\$ 8,469	\$ 8,767	\$ 9,073	\$ 9,390	\$ 9,764
	<u>Traffic Signal Specialist</u>	-	-	-	-	-	-	-	-
32		\$ 7,832	\$ 8,106	\$ 8,388	\$ 8,682	\$ 8,987	\$ 9,301	\$ 9,626	\$ 10,012
	<u>Electrician</u>								-
	<u>Utility Electrician</u>								-
	<u>Utility Public Works Supervisor - A, Water Distribution</u>								-
	<u>Utility Public Works Supervisor - A, Water Production</u>								-
	<u>Utility SCADA Technician</u>	-	-	-	-	-	-	-	-

33		\$ 8,027	\$ 8,309	\$ 8,599	\$ 8,900	\$ 9,212	\$ 9,534	\$ 9,866	\$10,262
	Traffic Signal Supervisor								
	AFSCME 2023 Pay Ranges								
	Range Number	Step-1	Step-2	Step-3	Step-4	Step-5	Step-6	Step-7	Step-8
	1	\$ 3,301	\$ 3,417	\$ 3,537	\$ 3,662	\$ 3,789	\$ 3,922	\$ 4,058	\$ 4,220
		-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-
	2	\$ 3,385	\$ 3,504	\$ 3,625	\$ 3,752	\$ 3,882	\$ 4,020	\$ 4,160	\$ 4,326
		-	-	-	-	-	-	-	-
	3	\$ 3,468	\$ 3,591	\$ 3,717	\$ 3,847	\$ 3,981	\$ 4,119	\$ 4,264	\$ 4,434
	Recreation Coordinator A	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-
	4	\$ 3,556	\$ 3,680	\$ 3,808	\$ 3,942	\$ 4,080	\$ 4,223	\$ 4,371	\$ 4,546
		-	-	-	-	-	-	-	-
	5	\$ 3,643	\$ 3,771	\$ 3,904	\$ 4,040	\$ 4,181	\$ 4,328	\$ 4,478	\$ 4,658
		-	-	-	-	-	-	-	-
	6	\$ 3,736	\$ 3,867	\$ 4,001	\$ 4,143	\$ 4,287	\$ 4,436	\$ 4,592	\$ 4,775
	Warehouse Worker	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-
	7	\$ 3,829	\$ 3,963	\$ 4,102	\$ 4,244	\$ 4,395	\$ 4,548	\$ 4,706	\$ 4,894
		-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-
	8	\$ 3,925	\$ 4,061	\$ 4,205	\$ 4,351	\$ 4,502	\$ 4,661	\$ 4,824	\$ 5,018
		-	-	-	-	-	-	-	-
	9	\$ 4,023	\$ 4,164	\$ 4,310	\$ 4,460	\$ 4,614	\$ 4,777	\$ 4,945	\$ 5,144
	Warehouse Technician	-	-	-	-	-	-	-	-
	Legal Secretary	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-
	10	\$ 4,123	\$ 4,267	\$ 4,416	\$ 4,572	\$ 4,732	\$ 4,898	\$ 5,068	\$ 5,271
	Maintenance Worker I	-	-	-	-	-	-	-	-

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11	\$ 4,227	\$ 4,374	\$ 4,526	\$ 4,684	\$ 4,850	\$ 5,020	\$ 5,196	\$ 5,402	
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
12	\$ 4,333	\$ 4,484	\$ 4,640	\$ 4,802	\$ 4,971	\$ 5,146	\$ 5,325	\$ 5,538	
Facilities Maintenance Specialist I	-	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	-	-
13	\$ 4,440	\$ 4,596	\$ 4,757	\$ 4,923	\$ 5,095	\$ 5,273	\$ 5,457	\$ 5,677	
Maintenance Worker II	-	-	-	-	-	-	-	-	
Recreation Specialist B	-	-	-	-	-	-	-	-	
Utility Locator	-	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	-	-
14	\$ 4,551	\$ 4,709	\$ 4,876	\$ 5,045	\$ 5,222	\$ 5,406	\$ 5,595	\$ 5,819	
Street Light Technician I	-	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	-	-
15	\$ 4,664	\$ 4,829	\$ 4,996	\$ 5,171	\$ 5,352	\$ 5,541	\$ 5,734	\$ 5,962	
	-	-	-	-	-	-	-	-	-
16	\$ 4,781	\$ 4,949	\$ 5,122	\$ 5,301	\$ 5,486	\$ 5,679	\$ 5,878	\$ 6,114	
Water Quality Assistant	-	-	-	-	-	-	-	-	
Water System Operator	-	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	-	-
17	\$ 4,903	\$ 5,073	\$ 5,251	\$ 5,435	\$ 5,623	\$ 5,823	\$ 6,024	\$ 6,265	
Chemical Specialist	-	-	-	-	-	-	-	-	
Inspector	-	-	-	-	-	-	-	-	
Maintenance Specialist	-	-	-	-	-	-	-	-	
Grounds Maintenance Specialist	-	-	-	-	-	-	-	-	
Warehouse Specialist	-	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	-	-
18	\$ 5,024	\$ 5,201	\$ 5,382	\$ 5,569	\$ 5,766	\$ 5,964	\$ 6,174	\$ 6,423	
Building Repair Specialist	-	-	-	-	-	-	-	-	
Facilities Maintenance Specialist II	-	-	-	-	-	-	-	-	

-	-	-	-	-	-	-	-	-
19	\$ 5,150	\$ 5,329	\$ 5,514	\$ 5,710	\$ 5,907	\$ 6,116	\$ 6,330	\$ 6,582
Administrative Assistant	-	-	-	-	-	-	-	-
Lead Maintenance Worker	-	-	-	-	-	-	-	-
Lead Utility Locator	-	-	-	-	-	-	-	-
Legal Assistant	-	-	-	-	-	-	-	-
Program Coordinator (Law)	-	-	-	-	-	-	-	-
Utility Maintenance Mechanic	-	-	-	-	-	-	-	-
Utility Specialist	-	-	-	-	-	-	-	-
Water Quality Technician	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
20	\$ 5,277	\$ 5,462	\$ 5,654	\$ 5,851	\$ 6,057	\$ 6,268	\$ 6,488	\$ 6,748
Street Light Technician II	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
21	\$ 5,410	\$ 5,599	\$ 5,795	\$ 5,999	\$ 6,209	\$ 6,425	\$ 6,649	\$ 6,916
Paralegal	-	-	-	-	-	-	-	-
Rehabilitation Specialist	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
22	\$ 5,545	\$ 5,739	\$ 5,942	\$ 6,146	\$ 6,364	\$ 6,585	\$ 6,816	\$ 7,090
Water Treatment Plant Operator	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
23	\$ 5,684	\$ 5,884	\$ 6,088	\$ 6,301	\$ 6,521	\$ 6,751	\$ 6,988	\$ 7,266
Recreation Coordinator C	-	-	-	-	-	-	-	-
Traffic Signal Technician	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
24	\$ 5,827	\$ 6,030	\$ 6,241	\$ 6,459	\$ 6,686	\$ 6,920	\$ 7,161	\$ 7,447
Water Quality Coordinator	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
25	\$ 5,970	\$ 6,182	\$ 6,397	\$ 6,622	\$ 6,853	\$ 7,093	\$ 7,341	\$ 7,634
Investigator	-	-	-	-	-	-	-	-
Recreation Coordinator D	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-

-	-	-	-	-	-	-	-	-
26	\$ 6,121	\$ 6,336	\$ 6,556	\$ 6,786	\$ 7,024	\$ 7,270	\$ 7,524	\$ 7,825
Lead Water Treatment Plant Operator	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
27	\$ 6,275	\$ 6,494	\$ 6,722	\$ 6,956	\$ 7,200	\$ 7,451	\$ 7,712	\$ 8,022
Electrician	-	-	-	-	-	-	-	-
Facilities Systems	-	-	-	-	-	-	-	-
Administrative Technician	-	-	-	-	-	-	-	-
HVAC Technician	-	-	-	-	-	-	-	-
Lead Traffic Signal Technician	-	-	-	-	-	-	-	-
Utility Electrician	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
28	\$ 6,430	\$ 6,656	\$ 6,888	\$ 7,128	\$ 7,380	\$ 7,638	\$ 7,906	\$ 8,220
Facilities Maintenance Specialist Lead	-	-	-	-	-	-	-	-
SCADA Technician	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
29	\$ 6,590	\$ 6,821	\$ 7,061	\$ 7,308	\$ 7,563	\$ 7,828	\$ 8,102	\$ 8,427
Warehouse Supervisor	-	-	-	-	-	-	-	-
Traffic Signal Specialist	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
30	\$ 6,757	\$ 6,993	\$ 7,237	\$ 7,492	\$ 7,752	\$ 8,026	\$ 8,304	\$ 8,636
Public Works Supervisor	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
31	\$ 6,926	\$ 7,168	\$ 7,418	\$ 7,677	\$ 7,946	\$ 8,224	\$ 8,512	\$ 8,851
-	-	-	-	-	-	-	-	-
32	\$ 7,099	\$ 7,347	\$ 7,604	\$ 7,870	\$ 8,146	\$ 8,431	\$ 8,725	\$ 9,075

Salary Schedule adjusted by 4% effective January 1, 2024

AFSCME 2024 Pay Ranges

Range Number	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	\$ 3,433	\$ 3,554	\$ 3,678	\$ 3,808	\$ 3,941	\$ 4,079	\$ 4,220	\$ 4,389
-	-	-	-	-	-	-	-	-
2	\$ 3,520	\$ 3,644	\$ 3,770	\$ 3,902	\$ 4,037	\$ 4,181	\$ 4,326	\$ 4,499
-	-	-	-	-	-	-	-	-
3	\$ 3,607	\$ 3,735	\$ 3,866	\$ 4,001	\$ 4,140	\$ 4,284	\$ 4,435	\$ 4,611
Recreation Coordinator A	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
4	\$ 3,698	\$ 3,827	\$ 3,960	\$ 4,100	\$ 4,243	\$ 4,392	\$ 4,546	\$ 4,728
-	-	-	-	-	-	-	-	-
5	\$ 3,789	\$ 3,922	\$ 4,060	\$ 4,202	\$ 4,348	\$ 4,501	\$ 4,657	\$ 4,844
-	-	-	-	-	-	-	-	-
6	\$ 3,885	\$ 4,022	\$ 4,161	\$ 4,309	\$ 4,458	\$ 4,613	\$ 4,776	\$ 4,966
Warehouse Worker	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
7	\$ 3,982	\$ 4,122	\$ 4,266	\$ 4,414	\$ 4,571	\$ 4,730	\$ 4,894	\$ 5,090
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
8	\$ 4,082	\$ 4,223	\$ 4,373	\$ 4,525	\$ 4,682	\$ 4,847	\$ 5,017	\$ 5,219
-	-	-	-	-	-	-	-	-
9	\$ 4,184	\$ 4,331	\$ 4,482	\$ 4,638	\$ 4,799	\$ 4,968	\$ 5,143	\$ 5,350
Warehouse Technician	-	-	-	-	-	-	-	-
Legal Secretary	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
10	\$ 4,288	\$ 4,438	\$ 4,593	\$ 4,755	\$ 4,921	\$ 5,094	\$ 5,271	\$ 5,482
Maintenance Worker I	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
11	\$ 4,396	\$ 4,549	\$ 4,707	\$ 4,871	\$ 5,044	\$ 5,221	\$ 5,404	\$ 5,618
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
12	\$ 4,506	\$ 4,663	\$ 4,826	\$ 4,994	\$ 5,170	\$ 5,352	\$ 5,538	\$ 5,760

Facilities Maintenance Specialist I								
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
13	\$ 4,618	\$ 4,780	\$ 4,947	\$ 5,120	\$ 5,299	\$ 5,484	\$ 5,675	\$ 5,904
Maintenance Worker II								
-	-	-	-	-	-	-	-	-
Recreation Specialist B								
-	-	-	-	-	-	-	-	-
Utility Locator								
-	-	-	-	-	-	-	-	-
14	\$ 4,733	\$ 4,897	\$ 5,071	\$ 5,247	\$ 5,431	\$ 5,622	\$ 5,819	\$ 6,052
Street Light Technician I								
-	-	-	-	-	-	-	-	-
15	\$ 4,851	\$ 5,022	\$ 5,196	\$ 5,378	\$ 5,566	\$ 5,763	\$ 5,963	\$ 6,200
Water Quality Assistant								
-	-	-	-	-	-	-	-	-
Water System Operator								
-	-	-	-	-	-	-	-	-
16	\$ 4,972	\$ 5,147	\$ 5,327	\$ 5,513	\$ 5,705	\$ 5,906	\$ 6,113	\$ 6,359
Chemical Specialist								
-	-	-	-	-	-	-	-	-
Inspector								
-	-	-	-	-	-	-	-	-
Maintenance Specialist								
-	-	-	-	-	-	-	-	-
Grounds Maintenance Specialist								
-	-	-	-	-	-	-	-	-
Warehouse Specialist								
-	-	-	-	-	-	-	-	-
17	\$ 5,099	\$ 5,276	\$ 5,461	\$ 5,652	\$ 5,848	\$ 6,056	\$ 6,265	\$ 6,516
Building Repair Specialist								
-	-	-	-	-	-	-	-	-
Facilities Maintenance Specialist II								
-	-	-	-	-	-	-	-	-
18	\$ 5,225	\$ 5,409	\$ 5,597	\$ 5,792	\$ 5,997	\$ 6,203	\$ 6,421	\$ 6,680
Administrative Assistant								
-	-	-	-	-	-	-	-	-
Lead Maintenance Worker								
-	-	-	-	-	-	-	-	-
Lead Utility Locator								
-	-	-	-	-	-	-	-	-
Legal Assistant								
-	-	-	-	-	-	-	-	-
Program Coordinator (Law)								
-	-	-	-	-	-	-	-	-
Utility Maintenance Mechanic								
-	-	-	-	-	-	-	-	-
19	\$ 5,356	\$ 5,542	\$ 5,735	\$ 5,938	\$ 6,143	\$ 6,361	\$ 6,583	\$ 6,845

Utility Specialist								
Water Quality Technician								
-								
-								
20	\$ 5,488	\$ 5,680	\$ 5,880	\$ 6,085	\$ 6,299	\$ 6,519	\$ 6,748	\$ 7,018
Street Light Technician II								
-								
-								
21	\$ 5,626	\$ 5,823	\$ 6,027	\$ 6,239	\$ 6,457	\$ 6,682	\$ 6,915	\$ 7,193
Paralegal								
Rehabilitation Specialist								
-								
-								
22	\$ 5,767	\$ 5,969	\$ 6,180	\$ 6,392	\$ 6,619	\$ 6,848	\$ 7,089	\$ 7,374
Water Treatment Plant								
Operator								
-								
-								
23	\$ 5,911	\$ 6,119	\$ 6,332	\$ 6,553	\$ 6,782	\$ 7,021	\$ 7,268	\$ 7,557
Recreation Coordinator C								
Traffic Signal Technician								
-								
-								
24	\$ 6,060	\$ 6,271	\$ 6,491	\$ 6,717	\$ 6,953	\$ 7,197	\$ 7,447	\$ 7,745
Water Quality Coordinator								
-								
-								
25	\$ 6,209	\$ 6,429	\$ 6,653	\$ 6,887	\$ 7,127	\$ 7,377	\$ 7,635	\$ 7,939
Investigator								
Recreation Coordinator D								
-								
-								
26	\$ 6,366	\$ 6,589	\$ 6,818	\$ 7,057	\$ 7,305	\$ 7,561	\$ 7,825	\$ 8,138
Lead Water Treatment Plant								
Operator								
-								
-								
27	\$ 6,526	\$ 6,754	\$ 6,991	\$ 7,234	\$ 7,488	\$ 7,749	\$ 8,020	\$ 8,343
Electrician								
-								

Facilities Systems								
Administrative Technician								
HVAC Technician								
Lead Traffic Signal Technician								
Utility Electrician								
-								
28	\$ 6,687	\$ 6,922	\$ 7,164	\$ 7,413	\$ 7,675	\$ 7,944	\$ 8,222	\$ 8,549
-								
Facilities Maintenance Specialist Lead								
SCADA Technician								
-								
29	\$ 6,854	\$ 7,094	\$ 7,343	\$ 7,600	\$ 7,866	\$ 8,141	\$ 8,426	\$ 8,764
Warehouse Supervisor								
Traffic Signal Specialist								
-								
30	\$ 7,027	\$ 7,273	\$ 7,526	\$ 7,792	\$ 8,062	\$ 8,347	\$ 8,636	\$ 8,981
Public Works Supervisor								
-								
31	\$ 7,203	\$ 7,455	\$ 7,715	\$ 7,984	\$ 8,264	\$ 8,553	\$ 8,852	\$ 9,205
-								
32	\$ 7,383	\$ 7,641	\$ 7,908	\$ 8,185	\$ 8,472	\$ 8,768	\$ 9,074	\$ 9,438

Appendix B- Paid Time Off (PTO) Accrual Schedule
Effective October 1, 2015

Employee Paid Time Off (PTO) Accrual Schedule For employees hired before March 24, 2003 and after January 1, 1980 *Based on an 8-hour day						
Year of Service	Hours Per Month	Days Per Year	Maximum amount of Hours / Days payout at separation		Maximum Accumulation Hours / Days	
0 to 5	18.34	27.5	440	55	608	76
5+ to 10	20.34	30.5	488	61	656	82
10+ to 15	22.34	33.5	536	67	704	88
15+ to 20	24.34	36.5	584	73	752	94
20+	26.34	39.5	632	79	800	100

Employee Paid Time Off (PTO) Accrual Schedule For employees hired on or after March 24, 2003 Based on an 8-hour day						
Year of Service	Hours Per Month	Days Per Year	Maximum amount of Hours / Days payout at separation		Maximum Accumulation Hours / Days	
0 to 2	15	22.5	360	45	528	66
2+ to 5	18.34	27.5	440	55	608	76
5+ to 10	20.34	30.5	488	61	656	82
10+ to 15	22.34	33.5	536	67	704	88
15+ to 20	24.34	36.5	584	73	752	94
20+	26.34	39.5	632	79	800	100

AFSCME, Local 307VC
Addendum Agreement – City Attorney’s Office Support Staff

This addendum agreement, hereinafter referred to as the Addendum, is effective as of the date indicated herein and is effective for the term of the AFSCME, Local 307VC collective bargaining agreement that begins January 1, 2018, hereinafter referred to as the Agreement, and it is by and between the City of Vancouver, a municipal corporation of the State of Washington and hereinafter referred to as the Employer, and the Washington State Council and City Employees, AFSCME Local 307VC, hereinafter referred to as the Union.

The articles in this Addendum are applicable to AFSCME employees of the City Attorney’s Office, and they modify and supersede the corresponding articles in the Agreement. Articles and sub-articles in the Agreement that are not modified in the Addendum apply, in their entirety, to all AFSCME bargaining units and members.

1. Recognition and Bargaining Unit

The Employer hereby recognizes the Union as the sole exclusive bargaining agent for the purposes of establishing wages, hours, fringe benefits and working conditions for employees of the City within the City Attorney’s bargaining unit as described below:

All office clerical, technical, and support personnel in the City Attorney’s office of the City of Vancouver, excluding elected officials, City Attorney and professional employees.

7. Identification of Jobs

- 7.7 Acting of Out-Of-Class Assignments: When acting or out-of-class appointments are made to higher paying positions, preference shall be given on a rotation basis to qualified employees within the program area or division. The rotation list shall be by seniority. Employees must have one (1) year of service prior to consideration for placement in an acting position. When the most senior employee has been given an out-of-class appointment, the next appointment shall be given to the next lower person on the list. Employees on the list have the option of refusing the out-of-class assignment.

10. Work Week, Hours of Work, Shifts

10.5 Shift Assignments

From time to time, current work schedules may be temporarily changed to fill needs due to sick leave, military leave, or unanticipated absences. This could involve transferring an employee from one period of consecutive days to another. Such change will not be subject to provisions for premium pay on the first, second and third days, or the fourth day in the case of a five (5) day work schedule, provided that the following criteria are met:

10.5.1 Any time a work schedule is changed, it will consist of consecutive days of work.

10.5.2 Employees will be notified of the change at least twenty-four (24) hours in advance of the new work schedule.

10.5.3 The work schedule change shall be of a temporary nature, not to exceed thirty (30) days.

10.5.4 Employees may request work schedule changes, but the City shall assume no obligation for premium pay on the initial first, second, and third days, or the fourth day in the case of a five (5) day work schedule of the new shift.

10.5.5 A work schedule differential of \$2.00 per hour shall apply to regular work schedules that include a Saturday or Sunday.

10.6 Flexible Work Schedules – Applies to Employees of the City Attorney's Office

The Union and the City mutually agree that staff of the City Attorney's Office (CAO) covered under this agreement may flex their hours to accommodate issues arising from personal and/or work-related situations. Allowing staff to flex their hours across days, i.e. from one day to the next, may cause an employee to work more hours than their regular shift on one day while working fewer hours than their regular shift the next day. In the event an employee's schedule is flexed from one day to the following day, the employee shall not be entitled to overtime pay as provided in Article 11.5.1 of this agreement. The City shall still be required to

comply with the overtime provisions of the Fair Labor Standards Act should an employee work more than forty (40) hours in the work week.

Requests for flex scheduling need to be scheduled within or reasonably close to regular business hours.

Requests for flex scheduling will be handled on a case-by-case basis and must be approved in advance by the employee's supervisor. No employee will be denied a flex scheduling request for arbitrary or capricious reasons.

11. Rates of Pay

11.5.1 Overtime and Callback Time

All scheduled overtime and/or callback time shall be offered on a seniority basis by program area or based on the needs of a particular case or project, starting with the most senior qualified person.

25. Layoff, Recall, and Bumping

- 25.4 When an employee is identified for a layoff or reduction in force, they shall be permitted to move into a vacant job or classification, within the same bargaining unit and division (Criminal or Civil), provided that the employee meets the minimum qualifications for the job. If an employee has served in both the Criminal and Civil divisions and is qualified, they may bump into either division. If there is no vacancy to move into, the employee may bump according to the progression below:
- a. The employee may bump the least senior employee in the division (or bargaining unit for those who qualify and have served in both divisions) in their same classification, provided that the bumping employee has more seniority.
 - b. If no opportunity exists in subparagraph a. (above), then the employee may bump the least senior employee in the division (or bargaining unit for those who qualify and have served in both divisions) in the next lowest classification, provided that the bumping employee has more seniority.
 - c. If no opportunities exist in subparagraphs a. or b. (above), then the employee may bump the least senior employee in the division (or bargaining unit for those who qualify and have served in both divisions) in the classification lower than the next lowest, provided the bumping employee has more seniority.
- 25.5 In all cases of movement into vacant positions and bumping, the employee must be qualified to perform the new position's duties at the time of movement (i.e.,

the employee has the requisite license, certification and/or training and experience at the time of movement).

Bumping may only occur within the same division (or bargaining unit for qualified employees who have served in both divisions), and an employee is only eligible for one bump attempt, meaning if they are not qualified to bump according to the progression above, no other bumping options will be allowed.

An employee who bumps into a new position as an alternative to layoff and who fails to perform the functions of the new position during probation will be placed on the reinstatement list. Such employees will only be eligible for reinstatement to the position from which they were laid off. Failure to pass probation for reasons other than performing the functions of the new position will result in termination in accordance with Article 22.

Dated this _____ day of _____, ~~2022~~2025.

For the Employer

For the Union

~~Eric Holmes~~Lon Pluckhahn, City Manager

~~Eddie Allan, Deputy Director~~Mike Boyer, Staff Representative

AFSCME, Washington State Council of County and City Employees, AFL-CIO

~~Lisa Takach~~Antoinette Gasbarre, HR Director
President,

~~Dave McGrath~~Kyle Peters,

AFSCME, 307VC

~~Kyle Peters~~Jeremiah Jones, Vice-President,
AFSCME, 307VC

Corri Powell, Executive Board,
AFSCME, 307VC
City Attorney's Office

Approved as to form:

~~Jonathan Young~~Nena Cook, City Attorney

Attest:

Natasha Ramras, City Clerk

AFSCME Addendum, ~~2022~~2025-20242026, City Attorney's Office

AFSCME, Local 307VC
Addendum Agreement – Parks, Recreation and Cultural Services~~Recreation Division~~

This addendum agreement, hereinafter referred to as the Addendum, is effective as of the date indicated herein and is effective for the term of the AFSCME, Local 307VC collective bargaining agreement that begins January 1, 2018, hereinafter referred to as the Agreement, and it is by and between the City of Vancouver, a municipal corporation of the State of Washington and hereinafter referred to as the Employer, and the Washington State Council and City Employees, AFSCME Local 307VC, hereinafter referred to as the Union.

The articles in this Addendum are applicable to AFSCME employees of the Recreation Division, and they modify and supersede the corresponding articles in the Agreement. Articles and sub-articles in the Agreement that are not modified in the Addendum apply, in their entirety, to all AFSCME bargaining units and members.

1. Recognition and Bargaining Unit

The Employer hereby recognizes the Union as the sole and exclusive bargaining agent for the purposes of establishing wages, hours, fringe benefits and working conditions for employees of the City within the Recreation bargaining unit as described below:

All full-time and regular part-time employees of the Recreation Division of the City of Vancouver Parks, Recreation and Cultural Services~~Parks and Recreation Department~~ in the Firstenburg Community Center, Marshall Community Center, Luepke Senior Center and the ~~Vancouver Tennis Center~~City Hall, excluding supervisors, confidential employees, Parks Division employees, customer service representatives, facilities assistants, field maintenance, support specialists and department aides.

7. Identification of Jobs

7.7 Acting or Out-Of-Class Assignments: When acting or out-of-class appointments are made to higher paying positions, preference shall be given to the most senior qualified (including all required certifications) employees the next lowest classification within the workgroup. (For example, the most senior qualified Senior Recreation Specialist-B would be appointed to an acting or out-of-class assignment for a Recreation Specialist Supervisor or Aquatics Supervisor provided they were within the same workgroup.) Employees must have one (1) year of service prior to consideration for placement in an acting position. Employees may refuse the out-of-class assignment.

10. Work Week, Hours of Work, Shifts

10.3.2 For the purposes of administering shift differential, shifts are defined as follows:

Day Shift: 6:00 a.m. to 5:00 p.m.

AFSCME Addendum, 2022-2025-2024~~2026~~, Parks, and Recreation and Cultural Services

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Swing Shift: 3:00 p.m. to 12:00 a.m.
Graveyard Shift: 10:00 p.m. to 6:00 a.m.

Not all day, swing, or graveyard shifts will be within the specific shift start and end times noted above; however, if more than 50% of a shift is scheduled (including a split shift – where an employee works part of the shift, has a multiple hour block off, and then returns for the balance of the shift) in either the swing or graveyard shift, it will be eligible for shift differential. Shift differential rates are detailed in article 11.6.

10.5 Shift Assignments

10.5.5 No work schedule differential shall apply to regular work schedules that include a Saturday or Sunday.

10.6 Flexible Work Schedules – Applies to Non-Exempt Employees of the Recreation Division

Non-exempt staff of the Recreation Division covered under this agreement may flex their hours to accommodate issues arising from personal and/or work-related situations. Allowing staff to flex their hours across days, i.e. from one day to the next, may cause an employee to work more hours than their regular shift on one day while working fewer hours than their regular shift the next day. In the event an employee's schedule is flexed from one day to the following day, the employee shall not be entitled to overtime pay as provided in Article 11.6.1 of this agreement. The City shall still be required to comply with the overtime provisions of the Fair Labor Standards Act should an employee work more than forty (40) hours in the work week.

Requests for flex scheduling need to be scheduled within or reasonably close to regular business hours.

Requests for flex scheduling will be handled on a case-by-case basis and must be approved in advance by the employee's supervisor. No employee will be denied a flex scheduling request for arbitrary or capricious reasons.

11. Rates of Pay

11.5.1 Overtime

All scheduled overtime and/or callback time shall be offered on a seniority basis by workgroup (e.g. aquatics, fitness, etc.), starting with the most senior qualified (including all required certifications) employee in the classification required to meet the overtime needs (e.g., overtime would not be given to a Recreation Specialist A who had more seniority than a Recreation Specialist B if the overtime required staffing at the Recreation Specialist B level).

11.6 Overtime and Compensatory Time for Customer Service Supervisors, Recreation Coordinator C's Supervisors and D's Aquatics Supervisors-effective August 1, 2015

- 11.6.1 As exempt employees, Customer Service Supervisors, Recreation and Aquatics Coordinator C's and D's Supervisors are accountable for personal time management and are not entitled to overtime under the FLSA. Exempt employees may flex their hours to accommodate issues arising from personal and/or work-related situations. All flexing of hours must be within the same pay period.
- 11.6.2 However, by mutual agreement of the employer and employee, and with supervisor approval, employees may be eligible to receive overtime compensation above their regularly scheduled hours on an hour-for-hour basis.
- 11.6.3 With prior supervisor approval, employees may be eligible for overtime pay for extraordinary hours worked beyond their regularly scheduled hours in the pay period.
- 11.6.4 Employees may accrue compensatory time off in lieu of overtime compensation. Compensatory time off shall be accumulated at the same rate as overtime compensation would have otherwise been paid (1:1). The maximum accrual shall be forty (40) hours. Employees will be allowed to use accrued compensatory time off by mutual agreement with their supervisor. In the event an employee is affected by layoff from their regular position the employer will payout the balance of the Employee's compensatory time balance at the employee's rate of pay at the time of layoff.

13.3 13.6 Holidays for Recreation Coordinators and Administrative Assistants

	Recreation Coordinators A & B and Administrative Assistants	Recreation Coordinators C & D
Not Working	8 hrs holiday*	8 hrs holiday*
	1 1/2 times for hours worked; and	Straight time for hours worked; and

Scheduled (with supervisor approval)	8 hrs holiday*	8 hrs holiday*
Emergency Call-In	1 1/2 times for hours worked; and 8 hrs holiday*	1 1/2 times for hours worked; and 8 hrs holiday*

*pro-rated by FTE for part-time

25. Layoff, Recall, and Bumping

25.4 When an employee is identified for a layoff or reduction in force, they shall be permitted to move into a vacant job or classification, within the same bargaining unit (Parks, Streets, Recreation), provided that the employee meets the minimum qualifications for the job. If there is no vacancy to move into, the employee may bump according to the progression below:

- a. The employee may bump the least senior employee in the bargaining unit in their same classification, provided that the bumping employee has more seniority (e.g. ~~Recreation Coordinator-D~~Aquatics Supervisor bumps a less senior ~~Recreation Coordinator-D~~Aquatics Supervisor) and ~~also holds any required certifications~~meets the minimum requirements detailed in the current job description.
- b. If no opportunity exists in subparagraph a. (above), then the employee may bump the least senior employee in the bargaining unit in the next lowest classification, provided that the bumping employee has more seniority (e.g. ~~Recreation Coordinator-D~~Aquatics Supervisor bumps the least senior ~~Recreation Coordinator-C~~Supervisor) and ~~also holds any required certifications~~meets the minimum requirements detailed in the current job description.
- c. If no opportunities exist in subparagraphs a. or b. (above), then the employee may bump the least senior employee in the bargaining unit in the classification lower than the next lowest, provided the bumping employee has more seniority (e.g. ~~Recreation Coordinator-D~~Aquatics Supervisor bumps the least senior ~~Sr. Recreation Specialist-B~~) and ~~also holds any required certifications~~meets the minimum requirements detailed in the current job description.

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Dated this _____ day of _____, ~~2022~~2025.

For the Employer

For the Union

~~Eric Holmes~~Lon Pluckhahn, City Manager
Boyer, Staff Representative

~~Eddie Allan, Deputy Director~~Mike

AFSCME, Washington State Council of County and
City Employees, AFL-CIO

~~Lisa Takaeh~~Antoinette Gasbarre, HR Director
President,

~~Dave McGrath~~Kyle Peters,

AFSCME, 307VC

~~Kyle Peters~~Jeremiah Jones, Vice-President,
AFSCME, 307VC

Amanda Thompson, Executive Board
AFSCME, 307VC
Parks and Recreation

Approved as to form:

~~Jonathan Young~~Nena Cook, City Attorney

Attest:

Natasha Ramras, City Clerk

AFSCME Addendum, ~~2022~~2025-20242026, Parks, ~~and~~ Recreation and Cultural Services

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Agreement
by and between
City of Vancouver
and
AFSCME, Local #307VC

January 1, 2025 – December 31, 2026

AFSCME Contract

Table of Contents

<u>Section</u>	<u>Subject</u>	<u>Page</u>
Preamble	Preamble	1
Article 1	Recognition and Bargaining Unit	2
Article 2	Nondiscrimination.....	3
Article 3	Rights of Management.....	3
Article 4	Union Security	4
Article 5	Union Representatives and Union Activity	6
Article 6	Strikes, Work Stoppages and Work Slowdowns	8
Article 7	Identification of Jobs.....	9
Article 8	Posting of Jobs	10
Article 9	Probation	11
Article 10	Work Week, Hours of Work, Shifts.....	12
Article 11	Rates of Pay	14
	11.1 Wages.....	14
	11.2 Salary Step Plan	15
	11.3 Hourly Rate Definition	16
	11.4 [Reserved].....	16
	11.5 Callback Pay	16
	11.6 Overtime Compensation	18
	11.7 Shift Differential	19
	11.8 Working Out-of-Class.....	20
	11.9 License Fees.....	21
Article 12	Leave Benefits	21
	12.1 Paid Time Off	21
	12.2 Grandfathered Sick Leave Cash Out.....	21
	12.3 Paid Leave while on State and Federal Protected Leave	21
	12.4 Bereavement Leave.....	22
	12.5 Military Leave.....	22
	12.6 Family Leave – FMLA	22
	12.7 Pregnancy/Childbirth Disability Leave.....	23
Article 13	Holidays	23
Article 14	Employee Insurance.....	24
Article 15	Fitness for Duty.....	26
Article 16	Retirement Plan.....	26
Article 17	Training Program	26
Article 18	Clothing, Tools and Safety Equipment.....	27
Article 19	Driver’s License.....	27

<u>Section</u>	<u>Subject</u>	<u>Page</u>
Article 20	Mileage Reimbursement, Parking Rates and Commute Trip Reduction.....	29
Article 21	Grievance Procedure.....	31
Article 22	Employee Discipline and Termination	33
Article 23	Performance Evaluations	34
Article 24	Non-Reduction of Wages and Working Conditions	34
Article 25	Layoff, Recall and Bumping.....	35
Article 26	Contracting-Out/Out-Sourcing	38
Article 27	Conflict of Contract and City Employment Policies	38
Article 28	Separability Clause	39
Article 29	Termination and Renewal	39
Article 30	Labor-Management Committee	40
Article 31	Temporary or Seasonal Workers	40
Article 32	Tobacco Free Work Environment.....	40
Article 33	Contract Amendments	40
Appendix A	Classifications and Rates of Pay	42
	2025 and 2026	
Appendix B	Paid Time Off Accrual Schedule	48
Addendum	City Attorney's Office Addendum.....	49
Addendum	Recreation Division Addendum.....	54

PREAMBLE

This agreement is entered into by the City of Vancouver, Washington, hereafter referred to as “Employer” and Local 307VC of the American Federation of State, City and Municipal Employees, AFL-CIO, hereinafter referred to as the “Union.”

The purpose of this agreement is to set forth the mutual understanding of the parties as to wages, hours and working conditions consistent with the Employer’s and the Union’s mutual objective of providing ever-improved, efficient, effective, uninterrupted performance of City functions, and courteous services to the public. It is the Employer’s responsibility to provide services that promote the health, safety and welfare of the public through means that are cost-effective, progressive, responsive, courteous and productive. The Union is committed to those efforts. The Employer and Union share a mutual interest in engaging in efforts to promote a labor relations environment that is conducive to achieving a high level of efficiency and productivity in all departments of City government.

Except as otherwise required by law, regulation or grant provisions, the parties agree to the provisions in this agreement.

1. Recognition and Bargaining Unit

1.1 The Employer hereby recognizes the union as the sole and exclusive bargaining agent for the purposes of establishing wages, hours, fringe benefits, and working conditions for employees of the City within this bargaining unit. The classifications currently covered by this agreement are set forth herein but are not limited to those included in Appendix A to this Agreement. City employees who are excluded from the bargaining unit are:

- A. Temporary, seasonal;
- B. Employees certified to another bargaining unit;
- C. Customer Service Supervisors
- D. Supervisory and confidential employees;
- E. Others as mutually determined by the parties;
- F. Elected officials and their appointed staff
Designated as unclassified service per
RCW 41.50.030(2).

Definitions

Regular Full-Time Employee: Employees who hold a budgeted/Council approved position and who are normally scheduled to work at least 37.5 hours per week.

Regular Part-time Employee: Employees who hold a part-time budgeted/Council approved position and who are normally scheduled to work a minimum of 20 hours and less than 37.5 hours per week. Part-time employees receive benefits and accrue seniority on a pro-rated basis, based on their budgeted or assigned FTE percentage. An example of this would be: an employee working half time (20 hours/week) for 10 years shall receive seniority credit for 5 years of service.

Exempt Employee: Employees designated under the Fair Labor Standards Act (FLSA) as exempt are not eligible for overtime. Recreation Supervisor and Aquatics Supervisors are FLSA exempt employees.

Non-Exempt Employee: Employees designated under the Fair Labor Standards Act (FLSA) as non-exempt are overtime eligible.

1.2 The Employer will notify the Union regarding newly created or substantially modified classifications to provide the opportunity to comment on inclusion/exclusion from the unit. If the parties cannot resolve the question of inclusion/exclusion, the matter shall be presented to the Public Employment Relations Commission (PERC). Either party may petition PERC to review the

position in question to render a written opinion of its findings that shall be binding on the Employer and the Union.

- 1.3 Conflict in Language. There may be times when language in the contract conflicts with language used in other labor and employment tools (e.g. addendums, personnel policies, etc.)

- 1.3.1 In instances where contract language is in conflict with addenda, addenda take precedence over the Master Agreement.

- 1.3.2 In instances where contract language is in conflict with City personnel policies, contract language takes precedence over the policies.

2. Nondiscrimination

- 2.1 The Employer and the Union agree that they will not discriminate unfairly against any employee by reason of race, creed, age, color, sex, national origin, religious belief, marital status, mental or physical disability, sexual orientation, active military duty or employees who have been honorably discharged, or any other criteria established by state or federal statutes, rules or regulations.

- 2.2 There shall be no discrimination or harassment exercised against any employee covered by this agreement because of their membership or Union activities.

3. Rights of Management

- 3.1 The management of the City, including but not limited to, the organization, scheduling, staffing, and direction of the workforce, is vested exclusively in the Employer, subject to the terms of this agreement. The City retains the right to determine what complement of employees shall perform the work, including but not limited to, temporary employees, volunteers, supervisory, union employees and/or corrections crews. Examples of management rights include, but are not limited to:

- 3.1.1 To take whatever action is either necessary or advisable to determine, manage and fulfill the mission of the organization;

- 3.1.2 To determine the number of employees to be employed;

- 3.1.3 To hire employees, determine their qualifications and assign and direct their work;

- 3.1.4 To evaluate employees' performance;

- 3.1.5 To set the standards of productivity, and the services to be provided;

- 3.1.6 To control and regulate the use of facilities, equipment, and other property of the Employer;
- 3.1.7 To determine the number, location and operation of departments, divisions, and all other units of the Employer;
- 3.1.8 Determine the methods, processes and means of providing City services;
- 3.1.9 Appoint and/or lateral transfer the assignment of employees to specific jobs within their job classification or title.
- 3.2 The Employer has the right to introduce any and all new, improved and automated methods or equipment to improve efficiency and to reduce costs and assign employees within the bargaining unit in accordance with such improvements and cost reduction methods. All matters not specifically and expressly covered or treated by the language of this agreement may be administered for its duration by the Employer in accordance with such policies or procedures as the Employer, from time to time, may determine. This article recognizes an employee's right to use the grievance procedures set forth in article 21 below.

4. Union Security

- 4.1 Rights of Bargaining Unit Employees: Subject to the provisions of this Article and in compliance with federal and state law. The Employer shall remain neutral when communicating with employees about Union membership and direct the employee to discuss union membership with a union staff representative. There shall be no discrimination exercised against any employee covered by the Agreement because of their membership of Union activities. Members of the bargaining unit who join the Union may authorize deductions of dues as provided by this Article and consistent with state law. Authorizations for dues deduction are valid whether executed in writing or electronically. Should an employee provide the Employer with a dues authorization directly, the Employer shall provide an electronic copy of the Authorization for Payroll Deduction and Representation via email to C2everett@council2.com within ten (10) days of the employee executing the document.
- 4.2 The Employer agrees to deduct twice a month Union membership dues from the pay of those employees who have requested, in writing, on dues deduction authorization forms provided to the employer by the union, that such deductions be made. The amounts to be deducted will be certified by the Washington State Council of City and County Employees, and the aggregate deduction of all Union members shall be remitted to the Everett, Washington office of Council 2 twice a month.
- 4.3 The employee's authorization will remain in effect until expressly revoked by the employee by notice to the Union in accordance with the terms and conditions of

the authorization. The Employer will rely on information provided by the Union regarding the authorization and revocation of deductions. In the event an employee covered by the bargaining unit notifies the Employer that they no longer wish to have dues or fees deducted from their pay, the Employer will direct the employee to their Union staff representative.

- 4.4 Appointment to Excluded Positions: Deductions for Union dues shall cease beginning with the pay period following an employee's regular appointment to a position which is excluded from the bargaining unit.
- 4.5 Defense and Indemnification of the City: The Union agrees that it will indemnify, defend and hold the City harmless from all suits, actions, proceedings or claims against the City or persons acting on behalf of the City, whether for damages, compensation, reinstatement, or any combination thereof, arising out of application of this Article. In the event any decision is rendered by the highest court having jurisdiction that any portion of this Article is invalid and/or that reimbursements must be made to any employees affected, the Union shall be solely responsible for such reimbursements.
- 4.6 Listing of New and Terminated Employees: The Employer agrees to notify the Union of new hires within twenty-one (21) business days of employment:
 - a. If the information is available, the City will provide a listing of bargaining unit employees hired, promoted or terminated in an editable format within twenty-one (21) business days. Such listing shall contain:
 - i. The employee's name and date of hire
 - ii. Employees cellular, home and work telephone numbers; work and personal email address; home/ mailing address
 - iii. Employee's job title, salary and work site location
 - b. At least every one-hundred twenty (120) business days, the Employer will provide a listing of all bargaining unit members, including information listed about in Article 4.6a and their department/section, classification, base pay, fulltime/part-time status and number of scheduled hours, city seniority date, and classification seniority date.
 - c. At the Union's request and up to two (2) times a year the employer will provide a listing of all non-represented employees, their classification and department.
- 4.7 P.E.O.P.L.E. Checkoff. The Employer agrees to deduct from the wages of any Union member a P.E.O.P.L.E. (Public Employees Organized To Promote Legislative Equality) deduction as provided for in a written or electronically executed authorization. An executed authorization may be revoked by the employee at any time by giving written notice to both the Employer and the Union. The Employer agrees to remit any deductions made pursuant to this provision promptly to the Union together with an itemized statement showing the

name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance. The Employer will transfer amounts deducted to the P.E.O.P.L.E. program.

5. Union Representatives and Union Activity

- 5.1 The Union shall inform the Employer in writing of the names of its officers, business representatives and stewards who are accredited to represent the Union, which information shall be kept up-to-date at all times. Only persons so designated will be accepted by the Employer as representatives of the Union.
- 5.2 Union representatives may, after receiving permission from the supervisor, visit the work location of employees covered by this agreement, for the purpose of administering provisions of the agreement related to grievance processing, disciplinary action and posting of Union notices on City provided bulletin boards.
- 5.3 Solicitation of Union membership or collection or checking of dues will not be conducted during working hours other than as follows:
 - 1. Union representatives are allowed access to new employees at an agreed upon time by the City and Union, for purposes of informing the employee about the exclusive bargaining representative within the first ninety (90) days of the employee's start date; and
 - 2. Union representatives shall have access to new employees once for new employee orientation for no more than forty-five (45) minutes; and
 - 3. Access shall occur during the employee's regular working hours at the employee's regular worksite, unless otherwise agreed.

The Employer agrees not to discriminate against any member of the Union for their activity on behalf of or membership in the Union, provided such activity is not carried on during working hours, except as expressly provided in this agreement.

- 5.4 Employee officers of the Union or stewards shall be allowed reasonable time away from their work assignment for the purposes of meetings with the City for collective bargaining, grievances or disciplinary hearings or such other legitimate activities as are mutually agreed upon between the Union and the City. City employees participating in such meetings or activities will be allowed to do so without loss of pay if scheduled during said employee's regularly scheduled work time. If meetings or activities go beyond the regularly scheduled work time, then the employees shall be on their own time not paid by the City.

For the purposes of attendance at the bargaining table, not more than two (2) on duty employees will be present from Operations, not more than one (1) on duty employee will be present from the City Attorney's Office, not more than one (1)

on duty employee will be present from the Recreation Division, and one (1) notetaker, for a total of five (5) when bargaining the master agreement.

For the purposes of bargaining the addendums, not more than five (5) on duty employees may be present, and of those four (4), no more than two (2) may be from one department (e.g. Recreation addendum, no more than two on-duty Recreation employees) will be present.

- 5.4.1 Employee Union representatives shall request permission from their immediate manager for time away from their work assignment. Such request shall be granted provided the time does not unreasonably detract from their work performance and is in compliance with the above requirements as to the nature of the activity. Time away from their work assignment to act in the role of Union representative shall be coded on their timesheet as "Union Leave."
- 5.4.2 Employee Union representatives and affected employees shall be allowed time away from their work assignment for meetings with the City. A reasonable amount of prep and debrief time necessary for these meetings shall be allowed.
- 5.5 City work hours shall not be used by employees or the business representatives for the conduct of Union business or the promotion of Union affairs other than stated above.
- 5.6 The City shall provide bulletin board space for Union notices in a conspicuous location where workers frequent regularly in each work area.
- 5.7 Union Business Unpaid Leave: Shop Stewards and Union Officers are eligible for Union Business Unpaid Leave, provided the City grants such requests. Written requests for such leave shall be given to the affected employee's immediate supervisor and to the Department Director of their designee. Leave for a single day activity must be requested at least five (5) working days in advance, and leave for multiple day activities should be requested as far in advance as possible, but must be requested at least ten (10) working days in advance. Union Business Unpaid Leave may be granted for not more than six (6) months. The number of officers or stewards authorized for unpaid leave will vary depending on the length of the leave requested and the impact of leave on staffing levels. The Union will make every effort to avoid disruptions of work.

Leave addressed in this section would pertain to activities such as contract administration, including covering for union staff replacement, attending training conferences such as arbitration/grievance training, and preparing for negotiations; performing Officers/Delegates duties including attending AFSCME International Convention, Council 2 Convention, AFL-CIO Convention, other conferences

such as the Women's Convention, or appointment to AFSCME or other Union board seats or committees; and other mutually agreed activities.

Time away from an employee's work assignment to act in these roles shall be approved by the appropriate manager and coded on their timesheet accordingly.

5.8 Use of City telephones or computers related to Union business

- a. City telephones or computers is allowed subject to the following:
 - 1. When such use is de minimis and incidental, such as arranging a meeting with a Union Representative.
 - 2. For the purpose of conducting an investigation of a grievance, such as individual inquiries to co-workers.
 - 3. For the purpose of interacting with the City's representatives concerning Union-City business, such as setting dates for City-Union meetings, making inquiries regarding grievances, etc.
- b. The uses cited in "Subsection a" above may continue only to the extent that they are not an additional cost to the City. The content of any and all communications using the City computer system is not privileged and may be subject to City review.

6. Strikes, Work Stoppages and Work Slowdowns

- 6.1 The Employer and the Union's signatory to this agreement agree that the public interest requires the efficient and uninterrupted performance of all city services and to this end pledge their best efforts to avoid or eliminate any conduct contrary to this objective. During the term of this agreement, the Union and/or the employees covered by this agreement shall not cause or engage in any work stoppage, strikes, slowdown or other interference with Employer functions, nor shall the city institute a lockout.
- 6.2 In the event that a strike, boycott, slowdown, mass sick call, work stoppage or other interruption of work occurs during the life of this agreement, the Employer shall notify the Union of the existence of such activity and request information from the Union as to whether or not the activity has been authorized. The Union, after immediately responding to the Employer's request, will then proceed to make every reasonable effort to terminate the work interruption activity and induce the employees concerned to return to work so that service to the citizens of the City of Vancouver will not be affected. Employees shall not earn any benefits or wages whatsoever while they are engaged in such actions. In addition, employees who engage in or encourage such actions shall be subject to discipline, up to and including discharge.

7. Identification of Jobs

- 7.1 Job Classifications. Job classifications shall be defined by the current class specification for each of the job class titles listed in Appendix A.
- 7.2 Work Assignment. The Employer shall have the sole responsibility for making work assignments. In the event of conflicting assignments from management representatives, the employee shall have the right to seek clarification from the directing management representative. The employee shall not be disciplined for following management directives.
- 7.3 Market Comparables. The City and Union agree to discuss market comparables as they relate to classification studies.
- 7.4 Reclassifications. A reclassification review is an analysis of an employee's duties and responsibilities to determine whether they are in the correct classification and salary range. Individual employees or management may initiate a reclassification review by submitting a request to Human Resources. Human Resources may also initiate studies of positions or groups of positions. When a reclassification is requested, the Employer shall conduct the classification review.

If reasonable and practical, the Employer will assign the positions to an existing class which better describes the duties assigned to the job. If there is no appropriate existing job classification, the Employer shall establish a new job classification. If the incumbent in the position is qualified for the revised job classification, they shall be placed in the new classification at the nearest step providing an increase. An incumbent who is not qualified for the new classification shall maintain their current range and continue to receive any step increases that are due.

- 7.5 New Classifications. A new classification may result when a position no longer corresponds to an existing City classification or when a new position is created by the City for which no classification exists. The salary range for the new classification shall be established by the Employer so that its salary is competitive. Compensation for new classifications will be determined based on factors including internal equity, market comparables, and other relevant factors.

The salary range shall be submitted to the Union for review and discussion. Within thirty (30) calendar days of City notice, the Union shall notify the City of its agreement or disagreement with the City's provisional salary range for the new classification. If the Union disagrees with the salary range, the parties will engage in negotiations regarding the compensation for the classification. If the parties are unable to mutually agree on the compensation for the classification and mediation does not result in a resolution, such dispute shall be resolved through the arbitration process.

The City shall have the right to employ persons at its provisional salary range during the term of negotiations, subject to full retroactive payment to all affected employees upon the conclusion of negotiations or arbitration.

- 7.6 Notification to the Union. If a new classification is established by the City, a notification consisting of the job specification will be provided in writing to the Union.

8. Posting of Jobs

- 8.1 It is the desire and intent of the Employer to fill job vacancies from qualified applicants within the city before hiring new employees, providing the employees who apply have the required qualifications for the particular job.
- 8.2 Vacant positions will be filled from employment lists established by Human Resources except when an alternate procedure is allowed by city ordinance in the case of entry level positions and flexibly staffed positions.

A flexibly staffed position is one which may be filled at the entry (I) level by an employee who may be promoted to the full working (II) level on the basis of successful performance at the entry level.

Placement on an employee list will be on the basis of examination of candidates' qualifications. Employees shall be allowed paid time off from their work schedule to participate in interviews for in-house positions. When candidates are to be examined for placement on an employment list, the City will post a notice of the examination and accept applications for a minimum of five (5) working days. The five (5) working days will overlap two consecutive weeks. The notice of examination will be posted for at least two (2) days of each consecutive week. For example, a notice posted on Wednesday will close on Tuesday of the following week.

The employment list will be effective for six (6) months. Such notices shall be posted at various city work sites. Employees may decline consideration for appointment to a vacant position and remain on the employment list in the same rank or position.

- 8.3 Vacant positions may be posted on a simultaneous or internal/external basis, based on the following guidelines:
- 8.3.1 All applications will be collected directly by the Human Resources Department.
 - 8.3.2 The Employer shall first view internal applications.

- 8.3.3 When the City receives three (3) or more internal applicants (per opening) who meet the qualifications and staffing needs based on the job announcement, the recruitment shall be restricted to internal candidates. For Law and Recreation departments, when the City receives two (2) or more internal applicants (per opening) who meet the qualifications and staffing needs based on the job announcement, the recruitment shall be restricted to internal candidates.
 - 8.3.4 If the Employer determines that there are less than three (3) internal applicants per opening, at any point in the process, who meet the qualifications and staffing needs as stated on the job announcement, the Employer may consider the internal and external applicants in its recruitment process simultaneously.
- 8.4 Regular Appointments – When regular appointments are made, current employees shall be given preference by their seniority if their qualifications are equal or superior to those of other applicants.

9. Probation

- 9.1 A newly hired or rehired employee is subject to a six-month probationary period. The probationary period for new employees may be extended, with notification to the Union, to three (3) additional months. Upon Union approval an additional three (3) month extension may be granted. The Employer may discipline or discharge any newly hired or rehired employee at any time during the probationary period, with or without cause, and such discipline or discharge shall not be subject to appeal.
- 9.2 Promotions and voluntary demotions are subject to a six-month probationary period. The probationary period for a promotion or voluntary demotion may be extended, with notification to the Union, to a maximum of six (6) additional months. In the event an employee does not successfully complete a promotion/demotion probationary period, the employee will be assigned to the employee's original position (if available or vacant) or to another vacant position for which they are qualified in the same class as, and at the same salary level as, the employee's original position. An employee returning to the position they held prior to the promotion or voluntary demotion will not serve another probationary period. If the original position is not available, and no other vacant position is available meeting the applicable criteria in this Article, the employee will be placed on a reinstatement list for their original position or classification for twenty four (24) months. Nothing in this section shall restrict the rights of the Employer under Article 22, below.
- 9.3 An employee who is transferred into a job within the same classification or takes a lateral transfer to a different classification within the same pay grade, may serve

a six (6)-month probationary period, if the job is significantly different than their previous job. In the event an employee does not successfully complete a transfer probationary period, the employee will be assigned to the employee's original position (if vacant) or to another vacant position for which they are qualified in the same class, and at the same salary level as, the employee's original position. An employee returning to the position they held prior to the transfer will not serve another probationary period. If the original position is not available and no other vacant position is available, meeting the criteria in this Article, the employee will be placed on a reinstatement list for their original position or classification for twenty-four (24) months. Nothing in this section shall restrict the rights of the Employer under Article 22, below.

- 9.4 Nothing in this Article shall restrict an employee's entitlement to applicable provisions impacting wages and benefits.

10. Work Week, Hours of Work, Shifts

- 10.1 The work week is defined as the period between 12:01 a.m., Sunday through 12:00 midnight the following Saturday, unless otherwise determined for specific employees.

10.2 Work Schedule

The normal assigned work schedule for full-time, non-exempt staff shall be five (5) consecutive days of eight (8) consecutive hours, excluding lunch periods, followed by two (2) days of rest; not to exceed forty (40) hours of work in the work week. It is understood that the five (5) consecutive days does not imply a Monday through Friday schedule. Other work schedules may be determined by mutual agreement of the Union and the Employer.

10.3 Work Shift

Short term, temporary shift reassignments may be made when the Employer determines that an emergency exists. Under those circumstances, the Employer shall give the employee a minimum of four (4) hours' notice prior to the start of the new shift. If such notice is less than four (4) hours, the Employer shall pay the employee according to call-back pay provisions of 11.5 of this agreement.

- 10.3.1 An emergency is defined as a natural event or unexpected circumstance which necessitates the Employer to change schedules on short notice to address essential operational or service needs on an immediate basis.

- 10.3.2 Normal shift starting times shall begin within the following time frames:

First shift - 7:00 p.m. to 4:59 a.m. (graveyard)

Second shift - 5:00 a.m. to 11:59 a.m. (day shift)

Third shift - 12:00 noon to 6:59 p.m. (swing shift)

Regular assignments to openings on shifts will be made based on seniority when the employee meets the qualifications of the new shift and the Employer's work needs. A regular assignment is one with no end date or one which is expected to last over thirty days. If the most senior employees decline then a less senior employee may be assigned.

10.4 Rest Periods

Each employee shall be given a 20-minute paid rest period in the first half of the working shift and a 20-minute paid rest period in the second half of the working shift, and an unpaid lunch period during the shift. Such periods begin when the employee leaves the work site and ends upon their return to the work site.

10.5 Shift Assignments

From time to time, work schedules may be temporarily changed to fulfill business needs. These changes may be for a specific period of time or may be only for a day.

10.5.1 In the instance where an employee is temporarily moved from a 4/10 schedule to a 5/8 schedule, it would involve transferring an employee from one period of consecutive days to another. Such change will not be subject to provisions for premium pay on the first, second and third days, or the fourth day in the case of a five (5) day work schedule; provided that the following criteria are met:

- a. Any time a work schedule is changed, it will consist of consecutive days of work.
- b. Employees will be notified of the change at least twenty-four (24) hours in advance of the new work schedule (and scheduled overtime).
- c. The work schedule change shall be of a temporary nature not to exceed thirty (30) days.

10.5.2 In the instance where an employee's start time is adjusted to accommodate a specific business need, employees will be notified at least twenty-four (24) hours in advance of the changed start time. Any notice less than twenty-four (24) hours before the changed start time would be paid under Article 11.6

10.5.3 Employees may request work schedule changes, but the City shall assume no obligation for premium pay on the initial first, second, and third days,

or the fourth day in the case of a five (5) day work schedule of the new shift.

10.5.4 A work schedule differential of \$4.00 per hour shall apply to regular work schedules that include a Saturday or Sunday.

10.6 Fatigue Time

Both parties agree that employee safety is to be the number one consideration, especially when working overtime except in the case of an emergency and as authorized by the City Manager, appropriate Department Director, or their designee, employee's will not be permitted to work in excess of eighteen (18) consecutive hours within a 24-hour period.

- a. An employee who works in excess of 18 hours within a 24-hour period which starts at the beginning of an employee's regular work shift and,
- b. Has less than six (6) continuous hours of off-duty time before the start of their next scheduled shift, shall not report to work until the conclusion of six (6) hours of off-duty time.

The employee will be compensated at their straight-time rate of pay for the amount of time between their scheduled start of shift and the time they report to work to allow for six (6) continuous hours off duty, up to a maximum of four (4) hours.

The employee may request to take the remainder of their scheduled shift off, subject to supervisor approval, however, the employee must use accrued time off to cover the balance of their scheduled shift.

11. Rates of Pay

11.1 Wages: All bargaining unit wage rate shall be outlined in Appendix "A" to this agreement. As salary adjustments occur, they shall be calculated from step 1 of range 1.

Upon ratification of the 2025-2026 contract, employees who were active AFSCME members and eligible to vote on the ratification of the 2025-2026 AFSCME collective bargaining agreement will receive a one-time payment equal to 1.5% of their 2024 annual base salary.

Effective upon ratification in 2025

Salary schedules for covered classifications will be adjusted by four (4%) percent

Effective January 1, 2026

The 2025 salary schedules for covered classification wages shall be adjusted by two (2%) percent

11.1.1 Pay Periods

The pay periods and pay dates will be as follows:

Pay Period	Pay Date
1 st through 15 th	25 th
16 th through end of month	10 th

Employees will be paid a monthly salary which shall be split equally between the two (2) pay periods. Timesheets submitted in error will be corrected on the following paycheck.

11.2 Salary Step Plan

11.2.1 Newly Hired or Rehired Employees

Employees will move through the defined salary steps on an annual basis, based on adjusted salary review date. For example, if an employee is hired between the first (1st) and fifteenth (15th) of the month, the pay adjustment would be on the first (1st) day of the current month. If an employee is hired between the sixteen (16th) and the end of the month the adjustment would be on the first (1st) day of the following month.

11.2.2 Promoted Employees

At the time of promotion, employees will move to the step in the range of the new class which results in an increase of at least 5%. Upon successful completion of a promotional probationary period, the employee's salary shall then be increased to the next step of the new range on the adjusted salary review date and annually thereafter up to the top of the range. In no event shall a promoted employee's salary be less than the starting pay of the salary range for the new class, nor in excess of the highest step of the regular salary range for the new class.

11.2.3 Demoted Employees

Employees who voluntarily demote (defined as voluntarily applying for and accepting a position in a lower pay range) will be placed in the appropriate pay range for the new classification that results in the least amount of pay reduction, but not above the top of the new range. If an employee is not at the top step, their next step date will be one-year from the demotion date.

For example, an employee is currently at step 5 and is eligible for step 6 on November 1st, but they voluntarily demote to a new position on August 1st. Their next step date will be reset to one year later, August 1st and each August 1st thereafter until reaching the top step.

11.2.4 Laterally Transferred Employees

Employees who voluntarily take a lateral transfer (defined as voluntarily applying for and accepting a position in the same pay range) will remain at their same step. If an employee is not at the top step, they will retain their next step date.

For example, an employee is currently at step 3 and is eligible for step 4 on November 1st, but they laterally transfer to a new position on August 1st. They will continue to be eligible for their step increase on November 1st and each November 1st thereafter until reaching the top step.

11.2.5 Flexibly Staffed Positions

Flexibly staffed positions are classifications that allow the City to hire individuals who lack one of the required qualifications (such as CDL) at a lower level, and then give them the time to obtain the needed requirement. Upon attainment of the needed requirement, the individual's position is moved to the higher classification. An example is the Grounds Maintenance Specialist classification. At the time the position is moved to the higher classification, the employee will move to the step in the range of the higher classification which results in an increase of at least 5%. The employee's next eligibility for a step increase is one year from that date and annually thereafter up to the top of the new range.

- 11.3 The hourly rate for a full-time employee will be their monthly base rate multiplied by twelve (12) months and divided by 2,080 hours. This rate multiplied by eight (8) hours (or ten (10) hours, if applicable) will be the daily base rate; multiplied by forty (40) hours will be the weekly base rate; and multiplied by 173.3 hours will be the monthly base rate. For purposes of overtime calculations only, the employee's hourly base rate shall be calculated using all compensation required by FLSA.

Hourly rates for part time employees will be prorated based on budgeted or assigned FTE percentage.

11.4 [RESERVED]

11.5 *Callback Pay*

Employees who have completed their regular shift, are on the way home, or at home, and are required to work other than a continuation of their shift, and is not scheduled for overtime (as defined in (11.6.6), shall be paid at double their base rate of pay for hours worked. Any call-back pay shall be for a minimum of two (2) hours, during which time the Employer may provide and require work of the employee called back. This article does not apply to Customer Service Supervisors, Aquatics Supervisors, and Recreation Supervisors.

11.5.1 Overtime and Callback Time

All scheduled overtime (as defined in 11.6.6) and/or call back time shall be offered on a seniority basis by Department, starting with the most senior qualified person. Seniority within the workgroup is defined as length of employment with the City. At the Operations Center, when this departmental seniority list is exhausted, the AFSCME Seniority list will then be used. The most senior employees have the option as to placement on the call out list. Seniority for the AFSCME List is defined as length of employment with the city. Exceptions to offering scheduled overtime on a seniority basis may be made when unique qualifications are required to staff the event such as the Women in Trades or Diversity Job Fair. The City will notify the Union in advance of scheduling such overtime.

In workgroups who have an employee receiving pager/cell phone standby pay per Article 11.5.4, the initial call will go to the employee carrying the pager/cell phone who will be responsible for the call. Call back pay shall be paid in accordance with Article 11.5 and overtime shall be paid in accordance with Article 11.6. Unanticipated and unscheduled overtime which extends beyond the end of a shift for the crew working on a specific project will be offered first to the appropriate and qualified Union member(s) at the site working on the project at the end of the shift.

Temporary or seasonal workers will not be allowed to work scheduled overtime until regular full or part time employees within that work unit have had the opportunity to work the overtime. The Employer will make a good faith effort to notify regular employees of overtime opportunities before such work is offered to temporary workers. This will not preclude temporary or seasonal workers from working overtime which extends beyond the end of their shift or emergency situations.

11.5.2 Telephone Calls at Home After Hours

Employees who are required by the Employer to answer work-related questions by telephone when they are not at work shall be paid for time actually spent on the telephone at the rate of one-and-one-half (1 ½) their normal base rate calculated to the nearest quarter hour, with a quarter-hour minimum.

11.5.3 Computer Use at Home After Hours

Employees who are required by the Employer to respond to work-related questions by computer when they are not at work shall be paid for time actually spent on the computer at the rate of one-and-one-half (1 ½) their

normal base rate calculated to the nearest quarter hour, with a one hour minimum.

11.5.4 Pager/Cell Phone Pay

If the Employer requires an employee to carry a pager or cell phone in order to respond to off duty call-outs, the employee carrying the pager or cell phone while off duty shall be compensated as outlined below. The employee on standby must be fit for duty and able to reach the assigned duty station within fifty (50) minutes.

Employees shall be assigned to carry a pager or cell phone based on seniority within a workgroup, on a voluntary basis. If there are no volunteers to carry a pager or cell phone, the pager or cell phone shall be assigned to the least senior qualified employee within the workgroup.

- Employees involuntarily assigned to carry a pager or cell phone for two (2) consecutive weeks, shall not be assigned to carry a pager or cell phone for the following two (2) consecutive weeks.

Upon ratification	\$300 per week	\$42.85 per day
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11.6 *Overtime Compensation*

The Employer will attempt to meet its overtime requirements on a voluntary basis among the employees and in the event there are insufficient volunteers to meet the requirements, the Employer may require the necessary employees to work starting with the least senior qualified employee.

- 11.6.1 Overtime compensation will start anytime an employee is required to work beyond the end of their shift (typically eight (8) hours or ten (10) hours per shift) and will be compensated to the nearest quarter hour, at the rate of time and one-half (1/2) for the first eight (8) hours of overtime and thereafter at double time. Employees shall have the option to flex their schedule within their defined work week, without incurring overtime, as long as it is mutually agreed upon in advance.
- 11.6.2 Any employee required to work on their first day of rest, or their first and second day of rest in the case of employees who have three (3) consecutive days of rest, shall be compensated at their base rate plus one-half of their base rate or time and one-half (1/2).
- 11.6.3 Any employee required to work on their second day of rest, or their third day of rest in the case of employees who have three (3) consecutive days of rest, shall be compensated at their base rate plus their base rate

(double time) for the first eight (8) hours of work, and for any hours worked over eight shall be compensated and their base rate plus time and one-half (1 ½) times). If the employee voluntarily chooses to work on these day(s) of rest, the employee shall be compensated as outlined in 11.6.2, above.

11.6.4 All overtime compensation shall be paid in compliance with the requirements of the Federal FLSA and applicable Washington State laws.

11.6.5 Employees may accrue compensatory time off in lieu of overtime compensation.

11.6.5.1 The decision to grant comp time as an alternative to paid overtime shall be at the Employer's discretion.

11.6.5.2 Compensatory time off shall be accumulated at the same rate as overtime compensation would have otherwise been paid (i.e., time and one-half generally, except for work on the employee's second day of rest, or third day of rest for employees with three (3) consecutive days of rest).

11.6.5.3 The maximum accrual shall be eighty (80) hours.

11.6.5.4 Employees will be allowed to use accrued compensatory time off by mutual agreement with their supervisor, and subject to any restrictions for such use established under the Fair Labor Standards Act (FLSA).

11.6.5.5 In the event an employee is affected by layoff from their regular position the employer will payout the balance of the Employee's compensatory time balance at the employee's rate of pay at the time of layoff.

11.6.6 Scheduled Overtime (including meeting contractors)

Scheduled overtime is anything scheduled before the end of the normal work shift or if scheduling on weekends or after normal shift hours, there shall be four (4) hours' notice to the supervisor or designee scheduling the work, before the end of the normal work shift. Any time scheduled under this article shall be paid at a minimum of two (2) hours overtime at a rate of one and-one-half (1 ½) times their normal pay, during which time the Employer may provide and require work of the employee.

11.7 Shift Differential

Any employee whose regularly scheduled shift is the third shift (swing shift) as defined in 10.3.2 shall be paid a shift differential of two dollars (\$2.00) per hour for hours worked; any employee whose regularly scheduled shift is the first shift (graveyard) as defined in 10.3.2 shall be paid a shift differential of two dollars and

twenty-five cents (\$2.25) per hour for hours worked. For purposes of shift differential payment, regularly scheduled includes scheduled overtime, but does not include call back or extension of shift overtime. Requested assignments made to accommodate an employee's personal situation and shifts picked up on overtime do not qualify for shift differential.

11.8 *Working Out-of-Class*

11.8.1 An employee who is temporarily assigned by management, in writing, to perform the principle (or full range) of the duties and responsibilities of a higher level position, without significant supervision, shall be paid either at a rate 5% above their current rate of pay (not to exceed the top of the range for the out-of-class assignment), or at the entry rate of the higher job class, whichever is greater.

11.8.1.1 An employee must be assigned for a period of three (3) or more consecutive work days to receive out-of-class pay. The out-of-class pay shall be paid beginning with the first hour of the assignment.

11.8.2 The same employee shall not be assigned to the higher level duties for more than six (6) consecutive months unless specifically approved by the City Manager for extenuating circumstances. The Union will be given notice when management anticipates that an employee will be performing the principal duties of a higher classification for a period of more than 30 days.

11.8.3 The out-of-class rate of pay shall apply for that time actually worked in the higher class. Periods of paid leave during the out-of-class assignment shall be compensated at the employee's normal rate of pay. Following a paid leave, the out-of-class pay shall resume on the first day returned, provided that the leave is for not more than fifteen (15) consecutive working days and the employee returns to the out-of-class assignment on the first day returned.

11.8.4 When acting out-of-class appointments are made to higher paying positions, preference shall be given on a rotation basis to qualified employees, as determined by management within the division. The rotation list shall be by seniority. Employees must not be on probation for placement on the rotation list. When the most senior employee has been given an out-of-class appointment, the next appointment shall be given to the next lower person on the list. Employees on the list have the option of refusing the out-of-class assignment.

11.8.5 A position may be career developed up to a maximum of one (1) year.

- 11.9 License Fees: The Employer will pay all fees for certifications required by the City, including bonding and notary public licenses and required associated supplies (Notary Public Stamp, etc.)

12. Leave Benefits

12.1 *Paid Time Off (PTO)*

- 12.1.1 Employees shall accrue paid time off (PTO) in accordance with the schedule in Appendix B, to be used for vacation, illness or personal business.

Part-time employees assigned to a 0.50-0.90 FTE position will accrue PTO hours on a pro-rated basis to a pro-rated maximum.

Bereavement leave and military leave are separate categories as specified in 12.4 and 12.5 of this Article, below.

- 12.1.2 Employees may begin using accrued PTO hours as soon as the hours are earned in said bank. PTO hours accrued in a pay period cannot be used in the same pay period in which time is earned, i.e. PTO hours accrued in the 1st through the 15th pay period cannot be used until the 16th through the end of the month pay period and so forth.

An employee shall be paid for all earned and accrued PTO hours, as outlined in Appendix B, at the employee's current rate of pay when they terminate employment, up to the number of hours denoted in Appendix B as "Maximum amount of payout at separation" for the applicable years of service. All leave time may be used in a minimum of 15-minute segments.

- 12.1.3 Guidelines on the scheduling of PTO are outlined in City Policy, and guidelines on the frequency and use of unscheduled PTO time will be established within individual divisions or departments.

12.2 [RESERVED]

12.3 *Paid Leave while on FMLA Leave*

If an employee is on authorized leave which qualifies as protected under applicable State and Federal leave laws, the employee shall use existing PTO, grandfathered sick leave, and/or compensatory time, with the choice of which category to draw on first at the employee's option, except when approved for Washington Paid Family and Medical Leave (PFML).

12.4 *Bereavement Leave*

Employees are afforded necessary time, up to forty (40) hours (pro-rated based on FTE) of bereavement leave, when there is a death in an employee's immediate family.

Immediate family is defined as spouse, domestic partner, child, mother, father, brother, sister or step family, aunt, uncle, niece or nephew, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparents and grandchildren, and grandparents and grandchildren of the spouse or member of the employee's household. It is understood that the policy extends to similar members of a domestic partner's family as detailed above.

The City reserves the right to require documentation of the death/or any other time taken related to a death.

If an employee is on approved leave of absence at the time of a death, they will be eligible for bereavement benefits if they are receiving at least 50% of their normal semi-monthly compensation from the City. Otherwise, the employee is not eligible for bereavement leave benefits.

Any observed holiday occurring during bereavement leave shall be paid as a holiday, if eligible for holiday pay.

12.5 *Military Leave*

The Employer abides by the provisions of the laws of the State of Washington, RCW 38.40.060 and the Federal USERRA laws which stipulates that employees who are members of the National Guard or Federal Reserve Military Units are entitled to be absent from their duties for a period of up to twenty-one (21) days with pay during each military calendar year (October 1 through September 30) while engaged in the performance of ordered military duty and while going to or from such duty.

During periods of military conflict, an employee who is married to a military member of the US Armed Forces, National Guard or Reserves will be granted up to fifteen (15) days of unpaid leave before their deployment. Employees are eligible for this leave per deployment. The spouse must provide the Employer a copy of the member's orders.

12.6 *Family Leave – FMLA*

Under the terms of the Family and Medical Leave Act of 1993 (FMLA) and the state law, upon the completion of one (1) year of employment, any employee who has worked at least one thousand two hundred fifty (1,250)

hours during the prior twelve (12) calendar months shall be entitled to up to twelve (12) weeks of leave in accordance with FMLA and based on a rolling twelve (12) month period, for specified family and medical reasons as required by FMLA, and the Washington Family Care Act.

12.7 *Pregnancy/Childbirth Disability Leave*

When required by Washington State law, the Employer will grant a leave of absence for the period of temporary disability because of pregnancy or childbirth.

13. Holidays

- 13.1 The following days are recognized as legal paid holidays for which time off are to be granted:

New Year's Day -- January 1
Martin Luther King's Birthday - Third Monday in January
President's Day -- Third Monday in February
Memorial Day -- Last Monday in May
Juneteenth – June 19
Independence Day -- July 4
Labor Day -- First Monday in September
Veterans Day - November 11
Thanksgiving Day -- Fourth Thursday in November
Native American Heritage Day – Fourth Friday in November
Christmas Day -- December 25

- 13.2 Any of the above holidays which fall on a calendar Saturday shall be celebrated on the previous Friday; any of the above holidays which fall on a calendar Sunday shall be celebrated on the following Monday.

- 13.3 Any employee for whom a holiday falls on their normal day off shall be granted eight (8) hours into a holiday bank to use as time off in the future, after mutually agreed upon by the supervisor and the employee.

13.3.1 All accrued holiday bank time shall automatically be paid out each year, to the employee on the employee's January 10th paycheck.

- 13.4 Any employee who is on medically authorized leave when a holiday occurs will receive eight (8) hours pay (pro-rated for part time) for that holiday and will not have their PTO leave accrual charged. Employee will be eligible for holiday benefits if they are receiving at least fifty (50%) percent of their normal semi-monthly compensation from the City. Otherwise, the employee is not eligible for holiday leave benefits.

- 13.5 Any employee who works on a city holiday, or its equivalent for shift personnel, shall be paid double their base rate for hours worked, plus pay for the holiday. Hours worked beyond eight (8) on the holiday shall be compensated at triple the employee's regular rate.

14. Employee Insurance

- 14.1 Employees covered by this agreement will be provided insurance benefits as follows:

- 14.2 Life Insurance Each employee shall receive a life insurance policy in an amount equal to 100% of the employee's annual salary, rounded to the next higher multiple of \$1,000 up to \$100,000. In addition, employees shall have the option of choosing dependent and/or additional life insurance on a payroll deduction basis.

- 14.3 Long Term Disability Regular full-time and half-time bargaining unit employees will be covered by a city-paid group long-term disability insurance policy.

14.4 Health Insurance

- A. Employees and their eligible dependents will have the option of selecting any combination of medical and dental coverage from the following:

a. Medical

- i. HMO Plan
- ii. HMO Plan – CDHP (Consumer Driven Health Plan)
- iii. PPO Plan
- iv. PPO Plan – CDHP (Consumer Driven Health Plan)

b. Dental

- i. PPO Plan
- ii. HMO Plan

B. Consumer Driven Health Plans (CDHP)

- a. CDHP's will include a Health Savings Account (HSA).
 - i. The City will make a contribution to the Employee's HSA in the following amounts:
 - 1. Employee-only coverage - \$1,600
 - 2. Employee plus one or more dependents - \$3,200
- b. Employees may also contribute pre-tax dollars to their HSA up to the limits allowed by law.

C. Premiums

During the term of this contract the City contribution for premiums will be as follows:

- 1. Employee only – 90% of medical premiums

2. Employee's eligible dependents – 80% of medical premiums
The Employee will contribute the remaining balance of the premium for themselves and their eligible dependents.

D. Opt-Out Provision In addition, members have an opt-out/cash-back option for eligible employees upon certification of other group coverage.

E. Flexible Spending Account (FSA)

a. For employees enrolled in a non-CDHP plan:
Employees will have the option of participating in a FSA for reimbursable medical costs, dependent care costs, or premium sharing costs.

b. For employees enrolled in a CDHP plan:
Employees will have the option of participating in a FSA for dependent care costs.

14.5 Dental Insurance

The City will pay 100% of the employee and eligible dependent cost for selected dental insurance for the term of this agreement.

14.6 All employee premiums will be paid using pre-tax dollars under the City's flexible benefits plan unless an employee notifies Human Resources and elects to waive payment through the flexible benefits plan.

14.7 It is understood that the type and level of benefits available from the City's health plan carriers may be changed from time to time by the carrier, and the City shall not have a duty or obligation to negotiate over such changes with the Union. Additionally, the City retains the right to change health plan providers as long as the new plan provides a comparable level of benefits as negotiated in this contract.

14.8 Medical and dental insurance premiums for regular part-time employees shall be paid by the Employer in the same portion as detailed in 14.4 above, and pro-rata, based on the employee's budgeted FTE (full-time equivalent).

14.9 The Labor-Management Insurance Committee will meet no less than annually to share information on benefits (including, but not limited to health, dental, life and long-term disability insurance). The City may also use this forum to gather feedback, ideas and alternatives to current plan offerings and/or designs as needed.

15. Fitness for Duty

The parties recognize that employees have the responsibility to report to work fit for duty.

- 15.1 To ensure physical and mental fitness, the employee may be required to provide to the Employer a fully completed certification from a medical and/or psychological provider on a City-provided form of the employee's fitness to perform the specific duties of their job or light duty alternative before returning to work.
- 15.2 The Employer also has the right to send employees for medical and/or psychological examinations at the City's expense for additional certification of fitness for duty whenever the Employer reasonably believes that the employee is not fit for duty or may be a danger to themselves or others.
- 15.3 The City shall comply with all applicable medical records confidentiality laws associated with any employee medical information.

16. Retirement Plan

- 16.1 All eligible employees and the Employer shall participate in the Washington Public Employees Retirement System (PERS) to the extent provided for by Washington state law.

17. Training Program

- 17.1 Training shall be scheduled by the Employer. Time spent in training shall be paid in compliance with the requirements of the Federal FLSA and applicable Washington State law. If the employee receives notification of essential certification requirements from the certifying agency, the employee has a responsibility to inform the Employer in a timely manner. City required safety and health trainings are not covered by this employee notification requirement.
- 17.2 Every effort will be made to schedule required training during on-duty time. Personnel may be scheduled and required to attend training outside of their normal shift.
- 17.3 Employees who desire tuition aid for specialized individual training or academic training may submit their request in accordance with City of Vancouver Policies and Procedures.
- 17.4 Any employee required to possess a certification for their position shall obtain such certification within the timeline established by the job announcement and/or offer letter, and shall maintain such certification during their tenure in such position. Failure to either obtain or maintain required certification(s) may be

grounds for actions pursuant to Article 22 of this contract if the Employer has fulfilled their responsibility in accordance with subsections 17.1 and 17.2 above.

18. Clothing, Tools and Safety Equipment

18.1 The Employer shall purchase and replace such clothing, uniforms, and other equipment as designated by the department head, and shall make all necessary replacements as the need arises. All uniforms or equipment being replaced shall be returned to the Employer at the time of replacement.

18.2 Employees agree to maintain all clothing and equipment in good condition and not subject it to abuse beyond the regular call of duty.

18.3 The Employer agrees to utilize electronic monitoring in vehicles, such as Global Positioning Systems (GPS), for the purposes of:

- a. Protecting the City and employees from tort claims and other claims of wrongdoing
- b. Managing equipment more efficiently
- c. Improving diagnostic and repair capabilities
- d. Saving on fuel, repairs, maintenance, and replacement costs due to mileage reductions
- e. Dispatching the right equipment to the right place as quickly as possible
- f. Improving and documenting vehicle routing
- g. Enhancing driver safety
- h. Responding to emergencies involving our employees

GPS is not intended to create onerous oversight of employees. GPS will not be used as the sole source of information for discipline, but if warranted, can be used as a supporting tool within the standard investigative process.

Union may bargain the impacts of additional technologies including forms of electronic monitoring in vehicles prior to implementation.

19. Driver's Licenses

19.1 The parties recognize that the Federal Highway Administration (FHWA) has established regulations for employees required to have a Commercial Driver's license (CDL).

All employees in applicable positions are expected to obtain and maintain a commercial driver's license with such endorsement as necessary to operate vehicles assigned to their work unit.

Employees new to a position requiring a CDL shall be allowed up to six (6) months to obtain a CDL permit and up to one (1) year to obtain the license. Failure to either obtain or maintain the required CDL may be grounds for discipline up to and including termination of employment.

The City will provide:

- 19.1.1 An opportunity for each employee to develop the skill required to obtain the license. Any employee earning their CDL through a certified program on the national registry and paid for by the City of Vancouver will sign a repayment agreement as a condition of employment in accordance with the following schedule at time of separation:
 - a. Less than one (1) year after the date of hire, employee will repay one-hundred percent (100%) of the amount expended by the City of Vancouver.
 - b. After one (1) year but less than two (2) years after the date of hire, employee will repay the City of Vancouver, 50 percent (50%) of the amounts expended by the City of Vancouver.
 - c. After two (2) years but less than three (3) years after the date of hire, employee will repay the City of Vancouver twenty-five percent (25%) of the amounts expended by the City of Vancouver.
 - d. If employee resigns or is terminated more than three (3) years after the date of hire, employee will not be required to repay any monies to the City of Vancouver.
- 19.1.2 Reimbursement for fees to obtain the license and endorsements, provided that if the employee incurs additional charges because they fail any part of the exam, those charges shall be the employee's responsibility.
- 19.1.3 The required medical/physical examination provided that, at the city option, the city may reimburse the employee for a physical examination by a physician of the Employer's choice. An employee wishing to use their own physician when the city offers a paid examination with its own physician will not be reimbursed for the examination.
- 19.1.4 Use of a city vehicle to take the practical/driving portion of the examination, on city time, provided that the city may require the employee to demonstrate proficiency in operating the vehicle in a trainee capacity before allowing the employee to use the vehicle in the driving test.
- 19.1.5 All employees required to maintain a Commercial Drivers' License shall be subject to all rules and regulations issued by the federal government including requirements for drug testing.

- 19.2 For those employees who must drive vehicles to carry out their job as determined by the Employer, if any employee has their driver's license (or CDL for those employees required to have a CDL) revoked or suspended for one hundred twenty (120) days or less, then the Employer will make a reasonable effort to reassign the employee to jobs not requiring driving. If such reassignment is not practical, the employee shall be suspended without pay. The employee may elect to take other appropriate available leave (accrued vacation or compensatory time) in lieu of suspension without pay. If the employee's driver's license (or CDL for those employees required to have CDL) is revoked or suspended for more than one hundred twenty (120) days, then the Employer shall make a reasonable effort to reassign the employee. If such reassignment is not practical, the employee shall be immediately discharged.

If an employee has been discharged from employment with the City for the loss of their required driver's license or CDL and is actively appealing the basis for the loss through the justice system, the City will consider them eligible for appointment to the next available position for which they are qualified if their appeal is successful and their required driver's license or CDL is reinstated within one year from the date of loss. An employee receiving an appointment to a position will return with the seniority and accrual rates that they had at the time they were discharged. Only employees who fit this specific criterion will be given this consideration.

- 19.3 Notwithstanding the provision of section 19.2 above, the Employer retains the right to pursue actions under Article 22 for inappropriate workplace behavior which results in their driver's license (or CDL for those employees required to have a CDL) being revoked or suspended.
- 19.4 If an employee in a job which requires a driver's license (or CDL for those employees required to have a CDL) has their license revoked or suspended for medical reasons, the Employer will make a reasonable effort to reassign the employee to duties which do not require a driver's license (or CDL for those employees required to have a CDL) and for which the employee is qualified. The Employer will not create work or a position to accommodate the employee. If the Employer is not able to find existing work to which the employee can be assigned, then the employee may be separated from employment in accordance with public laws, this contract and city policies.

20. Mileage Reimbursement, Parking Rates, and Commute Trip Reduction (CTR)

- 20.1 Mileage Reimbursement – Some jobs may require the use of an individual employee's automobile. In the event this is required by the Employer, it will pay the employee a mileage reimbursement at the rate established by the Internal Revenue Service.

- 20.2 Parking Rates – City employees who work in the downtown area pay for parking in City-owned or -operated lots or on permitted street spaces. The rates below are applicable to those employees who currently work downtown or who will work downtown in the future.

20.2.1 City-Owned or -Operated Lot Rates and On-Street Parking

With respect to all parking options, city employees will be expected to pay the prevailing parking rates.

20.2.3 Payment of Parking Fees

City work locations in the downtown area require employees to pay for parking should they want to park in a City-owned or -operated lot or in a permitted on-street parking space. Employees not currently paying parking fees because of their work location or commuting choice are subject to paying fees if their work location or commuting choice changes to one where parking fees are in effect. Conversely, employees who currently work in the downtown area and pay for parking will not be subject to that requirement should they relocate to an area where parking fees are not charged.

- 20.3 Commute Trip Reduction – The City participates in a Commute Trip Reduction (CTR) program and encourages employees to use alternate modes of transportation to get to and from work. For employees who use alternate modes of transportation for their work commute at least 60% of their scheduled work time (based on mandatory monthly self-reporting), the City will provide:

- a. a taxable cash incentive (\$25) for bicycling, walking, or carpooling to work; or
- b. 100% of the cost of a bus pass; or
- c. the option of a vanpool and will pay a variable amount (amount depends on the numbers of participants) to participating employees.

Incentives are currently available to all participating employees, regardless of their current work location.

Because the CTR program is funded at a specific level, should the demand for incentives exceed the annual budget availability, the City may have to reconfigure incentive amounts and participation parameters. Should that situation arise, the City will meet with the Union to discuss proposed changes.

21. Grievance Procedure

21.1 *Definition*

For purposes of this Agreement, the term "grievance" means any dispute between the Employer and the Union or an employee concerning the application or interpretation of the terms of this Agreement. If the grievance involves a disciplinary matter, either the employee or the employer may waive Step 1 of the grievance procedure under 21.2.

21.2 *Procedure*

Notwithstanding the grievance procedure listed below, the Employer and Union agree that it is in their mutual best interest to resolve disputes as early and informally as possible. Employees are encouraged but not required to first meet with their immediate supervisor. Every effort shall be made by both parties to reach an agreeable resolution promptly at each step of the grievance procedure.

Should a grievance be filed, the parties agree the grievance shall be submitted in accordance with the following steps: Any time limits stipulated in the grievance procedure may be extended for stated periods of time by the appropriate parties by mutual agreement in writing.

For each step of the grievance process, a written grievance shall be required to include the following information:

- a. Set forth the section(s) of the agreement allegedly violated and state the specific nature of the violation.
- b. Indicate the date(s) of the incident(s) grieved.
- c. Specify the remedy or solution to the grievance sought by the employee(s).
- d. Identify the grievant and be signed by the grievant.

21.2.1 **Step 1:** If a grievance is to be advanced under this procedure, the written grievance shall be presented by the employee to his/her immediate management representative (not covered by this Agreement) within ten (10) working days from the date the employee had knowledge or should have had knowledge of the alleged breach or violation of this Agreement.

The management representative (not covered by this Agreement) shall meet with the aggrieved employee and the Union steward within ten (10) working days of the management representative's receipt of the grievance. The parties agree to make every effort to settle the grievance promptly at this stage. Within ten (10) working days after such meeting, the management representative (not covered by this Agreement) shall mail, email or hand deliver a copy of his/her decision to the aggrieved employee, the Union and the department head.

- 21.2.2 **Step 2:** Should the grievance remain unresolved at Step 1, the Union shall, within ten (10) working days after mailing, emailing or hand delivery of the Step 1 response, deliver an appeal of the Step 1 decision in writing to the department head.

The department head or their designee and management representative (not covered by this Agreement), shall convene a meeting with the aggrieved employee and Union representative within ten (10) working days of receipt of the written appeal. The department head shall make a decision on the matter within ten (10) working days of such meeting. Copies of the written decision shall be mailed, emailed or hand delivered to the aggrieved employee, the Union and the City Manager.

- 21.2.3 **Step 3:** Should the grievance remain unresolved after Step 2, the Union shall, in writing, deliver the appeal of the Step 2 decision to the City Manager or his/her designated representative (with a copy to the department head) within ten (10) working days after mailing, emailing or hand delivering of the decision reached in Step 2. The City Manager or his/her designee shall convene a meeting of the aggrieved, the Union representative, the department head, and other directly involved individuals as determined by the parties to be appropriate, within ten (10) working days of receipt of the written appeal and shall render his/her decision within ten (10) working days of such meeting with copies of the aggrieved employee, the Union and the department head.

- 21.2.4 The Union will attempt to explain to management why the grievance is still unresolved as it moves up the steps towards arbitration, but the explanation will not have merit as to the step advancement.

21.3 *Arbitration*

If the grievance remains unresolved after a decision is rendered in Step 3 above, it may be submitted by the Union to a mutually acceptable arbitrator as hereinafter provided. If the Union wishes to proceed to arbitration, such notice must be provided by the Union to the City Manager within fifteen (15) working days following the Union's receipt of the City Manager's decision as outlined in Step 3.

Should the grievance be submitted to arbitration, the parties shall mutually select a disinterested third party to serve as arbitrator. In the event the Employer and the Union are unable to agree on an arbitrator, the arbitrator shall be selected by the process of alternately striking from a panel of eleven (11) arbitrators from the Pacific Northwest region as furnished by the Public Employment Relations Commission (PERC) or the Federal Mediation and Conciliation Service (FMCS) or other mutually agreed to similar organization. The Union shall strike the first name. The request for an arbitrator shall state the general nature of the issue. The

city and the Union will jointly share the fee for selection and services of an arbitrator. Each party shall pay the fees and expenses of their own attorneys, representatives and witnesses.

The arbitrator shall render a decision as promptly as possible. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and/or the Union, and shall have no authority to make a decision on any other issue not so submitted. The arbitrator shall have jurisdiction and authority only to interpret, apply or determine compliance with the specific terms of the agreement and shall not have jurisdiction to add to, detract from, or alter in any way, the provisions of this Agreement.

A decision within the jurisdiction of the arbitrator shall be final and binding upon all parties. The parties shall abide by the award made in connection with any arbitral decision.

21.4 *Group Grievances*

A grievance that involves or affects a significant portion of the employees in the bargaining unit may be introduced by the Union in written form to the department head as set forth in Step 2 of the grievance procedure, and proceed as set forth there in.

21.5 *Time Restriction*

If the grievance is not filed or advanced in accordance with the time limits set forth within the procedure, the grievance shall be considered non-submitted or resolved on the basis of the Employer's last response. A grievance not responded to by the Employer within the prescribed time limits shall be granted, provided that the remedy sought conforms to the provisions of this agreement and applicable laws. The parties may mutually agree to extend the time limits for a given step for a specified period of time. All references to days in this article shall mean "working days" as in a normal work week of Monday through Friday.

22. Employee Discipline and Termination

22.1 The Employer may discipline or discharge any newly hired or rehired employee at any time during the initial probationary period, with or without cause, and such discipline or discharge shall not be subject to appeal.

22.2 The Employer may, in good faith for just cause, take disciplinary action by written reprimand, suspension, transfer, delay of step increase, demotion or discharge. The degree of discipline administered shall depend on the severity of the infraction. Disciplinary action must be issued within thirty (30) calendar days after the Employer became aware of the offense, unless based on an extended pattern of performance or behavior. The thirty (30) calendar day timeline set forth

herein may be extended upon mutual agreement between the Employer and the Union. Written reprimands may be grieved up to the City Manager or their designee, but not arbitration unless and until such time as such written reprimands are relied upon to support subsequent and timely discipline including suspension, transfer, delay of step increase, demotion or discharge.

- 22.3 The Employer shall not take any disciplinary action as defined in this section without giving the employee the right to have a Union representative present. If an employee(s) is requested to attend any meeting for the purpose of investigation, where such investigation may lead to discipline or discharge of that employee, that employee(s) will be informed of their right to have Union representation present before such meeting is to take place. The employee shall be provided a letter setting forth the reason(s) for such action at the time such action is taken or shortly thereafter.
- 22.4 Employees shall be given the opportunity to read and answer all disciplinary letters before placement of such material into their official personnel file maintained by Human Resources and will be requested to sign such letters. Signature thereon shall not be construed as admission of guilt or concurrence with the discipline, but rather an indication that the employee has seen and comprehends the gravity of the disciplinary action.
- 22.5 Copies of written reprimands and other disciplinary letters will be provided to the Union. Copies of written reprimands will be used to indicate trends of behavior which may lead to discipline and/or discharge.
- 22.6 Only management representatives who are not covered by this agreement may discipline employees above a written reprimand.

23. Performance Evaluations

- 23.1 Each employee's job performance shall be reviewed and evaluated at least annually.
- 23.2 Performance evaluations are not disciplinary and are not subject to the grievance procedure.
- 23.3 An employee may append his/her written comments to the performance evaluation report. Employee comments must be attached and submitted with the signed performance evaluation to human resources.

24. Non-Reduction of Wages and Working Conditions

- 24.1 The parties hereto agree that the wages and working conditions in effect and now being paid to and enjoyed by the members of the Union shall not be reduced in view of the provisions of this agreement; provided, nothing in this section shall be

construed to limit in any way, the Employer's rights under Article 3., Rights of Management, above, or to make changes in current practices, provided: (1) Advance notice of the change is given to the Union and affected employees, and, (2) Reasonable opportunity is provided to discuss the change with the city.

25. Layoff, Recall, and Bumping

- 25.1 Layoff Procedure – Layoffs or reductions-in-full time equivalent (FTE) positions (including transfers for this purpose and reduction in hours) may be undertaken by the City due to budgetary reductions, organizational restructuring, lack of work, reduction or elimination of funds, material change in duties or organization, reduction in force or workload, or in the interests of economy or efficiency.
- 25.2 Alternatives to Layoff – The City will attempt to avoid layoffs and whenever possible to consider alternatives to layoffs before final decisions are made. At the discretion of the City, these considerations may include:
 - 25.2.1 To avoid layoff an employee may transfer to a vacant position, if available. An employee may be eligible for a transfer provided that they meet the minimum qualifications for the job.
 - 25.2.2 The City shall notify each employee subject to layoff of their rights and responsibilities as described in this Article. Such notification shall be reduced to writing and incorporated in each layoff notice the City issues to an employee subject to layoff.
- 25.3 After the City has identified the job classification, division (e.g. Streets, Water, Criminal, Civil), workgroup (e.g. Signals, Water Production) or program area (e.g. Street Lights, Hydrant Flushing, Aquatics, Fitness) being reduced, layoffs and resource reductions will be made in the following order:
 - 25.3.1 Temporary or seasonal employees occupying regular classifications, Offender Service Crews, and newly hired probationary employees shall be laid off prior to regular status employees.
 - 25.3.2 The order in which employees will be laid off shall be determined based on seniority as defined in 25.7 of this Article.
 - 25.3.3 Any exception to this will be mutually agreed to by the Union and City.
- 25.4 When an employee is identified for a layoff or reduction-in-force, they shall be permitted to bump into a job or classification which they currently hold or has previously held, provided that the employee meets the minimum qualifications for the job. If the employee is a Building Repair Specialist, the employee shall be permitted to bump into the Facilities Maintenance Specialist II classification provided that the employee meets the minimum qualifications for the job. In

doing so, they may “bump” the least senior employee in that job or classification within the bargaining unit. Bumping may only occur within the same bargaining unit such as Operations Center, Recreation, or Law.

An employee who has been transferred pursuant to 25.2.1 or bumped into a new position as an alternative to layoff and who fails to perform the functions of the new position during probation will be placed on the reinstatement list. Such employees will only be eligible for reinstatement to the position from which they were originally laid off. Failure to pass probation for reasons other than performing the functions of the new position will result in termination in accordance with Article 22.

- 25.5 Notice to Union – Representatives of the City shall notify the Union within fifteen (15) working days after the City has officially determined that a layoff or reduction-in-FTE will affect any of the Union members. After such notification, the City agrees to meet with the Union, if requested, and to inform the Union of the details of the layoff and provide a current seniority list as well as any other relevant information. This meeting shall occur prior to notifying the employee(s) selected for reduction or elimination.
- 25.6 Notice to Employees – Each employee to be laid off or to have an FTE reduction shall be given at least thirty (30) calendar days’ notice of layoff, with a copy to the Union. Employees who remain may be assigned the additional duties of those lower classified positions that were laid off or reduced. Such a situation will not result in a decrease in pay or downward reclassification.
 - 25.6.1 Once the City had notified the affected employee of layoff and there is an available vacant position or a position for the employee to bump into, if any, they must notify Human Resources in writing of their intent to accept a vacant position or exercise bumping rights within ten (10) working days of the initial layoff notice. If notification is not received within the allotted time, rights to vacant positions or to bump shall be waived by the employee. The Employee will subsequently be placed on the reinstatement list.
- 25.7 Seniority – Seniority for the purposes of layoff, reduction, recall, and bumping shall be based upon City seniority for all members covered under this Agreement as of September 2, 2009. Thereafter, employees transferring or hired into any one of the bargaining units shall have seniority defined as the employee’s most recent date of hire into their respective bargaining unit. Should the seniority of any two or more employees be equal, the respective seniority rights of such employees shall be determined by date of application, and if that is the same, the affected employees shall draw lots. Employee seniority shall not be reduced because of unpaid leave protected under state and federal regulations.

- 25.8 Recall – Employees who have been laid off, transferred as an alternative to layoff, or had their hours reduced are eligible to be placed on the recall list for a period of thirty-six (36) months following the date of the action. When a vacancy occurs in the same job classification for which there exists a recall list, the City will fill the vacancy using that list with the understanding that employees must meet the required minimum qualifications for the position, including FTE status, to which they would be recalled (i.e. employee who was laid off from a 1.0 FTE would be placed on a recall list for a 1.0 FTE position). If there is more than one employee on the recall list eligible for a vacancy in a particular job class, the City will use seniority as defined in Article 25.7 to determine who shall be offered recall. Recall notices will be sent by certified mail to the last address reflected in the employee's official personnel file.
- 25.8.1 When an employee is recalled within thirty-six (36) months to the job or classification from which they were laid off, they will be placed into the same step occupied at the time of the layoff and may serve an additional probationary period, if the job is significantly different than their previous job. Recalled employees will have their accrual rates restored to the same accrual rate as of the date of layoff.
- 25.8.2 Reinstatement. Employees who have been laid off and are in a recall status may also apply and be considered for job openings outside their job classification prior to or after layoff. Any employee who is offered a job other than the position from which they were laid off within thirty-six (36) months of their layoff will be treated as a new employee and will serve a new probationary period. Employees will also be placed into the salary schedule for the new position consistent with the applicable salary schedule or guidelines. Reinstated employees will have their accrual rates restored to the same accrual rate as of the date of layoff.
- 25.8.3 Once an employee on the recall list is offered recall, the employee must respond within fourteen (14) calendar days of the date of the notice, unless extended by mutual consent. The employee shall be responsible for notifying the Human Resources Department of any change in their address or telephone number, while on layoff status.
- 25.8.4 Benefit accrual and service credit will be discontinued while in a layoff status of thirty (30) or more days. However, upon recall or reinstatement, an employee's previous hire date will be maintained, but the employee's service date will be adjusted to deduct the time spent in a layoff status.
- 25.9 Eligibility for recall/reinstatement ends if:
- 25.9.1 An employee refuses to accept an offer of recall to a position in the same classification as that from which they were laid off.

25.9.2 An employee fails to respond to an offer of recall within fourteen (14) calendar days following the date the offer is mailed.

25.9.3. The employee requests in writing to be removed from the recall list.

25.9.4 The employee resigns or retires.

Definitions of Alternative to Layoff

- A. Transfer (moves laterally) – The movement from one position within a job classification to another position within the same classification or from one position to a position with a different classification in the same pay range. A transferred employee would be placed at the same step in the same range as the position that they transferred from. Terms and conditions of transfers are provided in Article 9.3.
- B. Demotion – The movement from a higher paid job classification to a lower paid job classification. An employee accepting a demotion may serve a probationary period, if the job is significantly different than their previous job, and would be placed at the top step of the lower job classification range or the step in the job classification range that provides the least amount of decrease in pay.

26. Contracting-Out/Out-Sourcing

- 26.1 The Employer may contract-out or out-source bargaining unit work provided such activity does not result in the layoff of bargaining unit employees or a reduction in the number of employees or positions within the bargaining unit. Should the Employer contract-out or out-source bargaining unit work that results in layoff or reduction in the number of bargaining unit employees, the Employer shall inform the Union and shall meet with the Union to bargain the impacts. The Employer shall provide the Union with at least fifteen (15) working days' notice for bargaining the impacts of potential contracting-out or out-sourcing of bargaining unit work.

27. Conflict of Contract and City Employment Policies

- 27.1 It is agreed that the intention of the parties to this agreement is that this agreement and all working agreements shall be consistent with the City employment policies and that where it is found that the provisions of such an agreement are in conflict with the City employment policies that the language of the agreement shall control.
- 27.2 Employees represented by this contract will be under the City's Employment Policy Manual. It is the intent that departmental rules shall be superseded by the City's Employment Policy Manual. If a situation occurs in which there is a difference between City rules/policies, and those of the department, Human

Resources will meet with the Union and the affected department to reach a mutually agreeable solution.

- 27.3 The City shall provide legal representation to an employee represented by this contract as may be reasonably necessary to defend a claim or lawsuit filed against such employee resulting from any conduct, act or omission of such employee performed or omitted on behalf of the City in their capacity as an employee which act or omission is within the scope of their service or employment with the City in accordance with the provisions of Vancouver Municipal Code Chapter 2.46.

The City shall inform the employee whether the employee shall be offered a defense. The City shall first provide an opportunity for the employee and the Union to meet in advance with the City Manager so that the employee and/or Union may provide the City Manager with any evidence or argument, whether verbally or in writing, before the City Manager may deny defense and/or indemnification to the employee under Chapter 2.46 VMC. Only the employee, City Manager, Union representative, Union attorney, or City Attorney (or designated legal advisor) may attend the meeting. If the City Manager grants defense and indemnification to the employee under chapter 2.46 VMC, no such meeting shall be required or held.

28. Separability Clause

- 28.1 If an article of this agreement should be held invalid by operation of law or by any tribunal of competent jurisdiction or if compliance with or enforcement of any article should be restrained by such tribunal, the remainder of this agreement shall not be affected thereby and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such article.

29. Termination and Renewal

- 29.1 This agreement and all attachments hereto shall be in full force and effect from January 1, 2022 through December 31, 2024, and shall continue in effect if renewed or extended by mutual agreement.
- 29.2 Not less than one hundred twenty (120) days prior to the end of the contract, either party may notify the other in writing of its desire to terminate or modify the agreement; provided that an earlier commencement may be scheduled by mutual agreement.

30. Labor-Management Committee

- 30.1 An Operations Center-wide Labor-Management Committee currently exists. AFSCME has historically been represented on and participated in its meetings and will continue to do so.

A City Attorney Support Staff Labor-Management Committee also exists and meets to discuss internal labor-management issues specific to that workgroup.

Topics for the agenda will be shared at least one (1) week before the meeting. Issues not covered by the contract, clarification of contract issues, various surveys and committee work related to mandatory bargaining subjects and city employment policies shall be regular agenda items for this committee.

31. Temporary or Seasonal Workers

- 31.1 Temporary or seasonal worker for purposes of this contract shall mean one who is hired to work not more than 1,040 hours in any one specific classification in one specific department in any twelve (12) consecutive month period. Temporary workers will not be used for more than the 1,040 hour period. Exceptions to this policy shall be mutually agreed upon by the Employer and the Union. The Employer will not rotate temporaries through the same regular position(s).
- 31.2 The intended use of temporary or seasonal workers by the Employer is to cover seasonal workloads and to fill unexpected vacancies created by a sudden increased work load, to instruct classes and provide other services that do not require the use of regular staff, and to fill in as a result of termination or disabilities of regular employees. It is acknowledged that there will be exceptions to this policy. Exceptions to this policy shall be mutually agreed upon by the City and the Union.
- 31.3 The Employer will make all records of temporary or seasonal workers, the date they started, and total hours worked, available to the Union upon request.

32. Tobacco Free Work Environment

- 32.1 All city facilities, including city-owned buildings, vehicles, individual employee offices, and offices or other facilities rented or leased by the city will be tobacco free.

33. Contract Amendments

- 33.1 The parties agree that this Agreement may be amended in writing as agreed to by both parties without action of their respective legislative bodies, unless otherwise

specified herein, including, but not limited to, amendment by Memorandum of Understanding or Memorandum of Agreement.

Dated this _____ day of _____, 2025.

For the Employer

For the Union

Lon Pluckhahn, City Manager

Mike Boyer, Staff Representative
AFSCME, Washington State Council of County and
City Employees, AFL-CIO

Antoinette Gasbarre, HR Director

Kyle Peters, President,
AFSCME, 307VC

Jeremiah Jones, Vice-President,
AFSCME, 307VC

Corri Powell, Executive Board,
AFSCME, 307VC
City Attorney’s Office

Approved as to form:

Nena Cook, City Attorney

Amanda Thompson, Executive Board
AFSCME, 307VC
Parks and Recreation

Attest:

Natasha Ramras, City Clerk

Appendix A - Classifications and Rates of Pay

Salary Schedule adjusted by 4% effective upon ratification 2025

AFSCME 2025 Pay Ranges								
Range Number	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	\$ 3,570	\$ 3,696	\$ 3,825	\$ 3,960	\$ 4,099	\$ 4,242	\$ 4,389	\$ 4,565
2	\$ 3,661	\$ 3,790	\$ 3,921	\$ 4,058	\$ 4,198	\$ 4,348	\$ 4,499	\$ 4,679
3	\$ 3,751	\$ 3,884	\$ 4,021	\$ 4,161	\$ 4,306	\$ 4,455	\$ 4,612	\$ 4,795
4	\$ 3,846	\$ 3,980	\$ 4,118	\$ 4,264	\$ 4,413	\$ 4,568	\$ 4,728	\$ 4,917
5	\$ 3,941	\$ 4,079	\$ 4,222	\$ 4,370	\$ 4,522	\$ 4,681	\$ 4,843	\$ 5,038
6	\$ 4,040	\$ 4,183	\$ 4,327	\$ 4,481	\$ 4,636	\$ 4,798	\$ 4,967	\$ 5,165
Recreation Specialist Warehouse Worker								
7	\$ 4,141	\$ 4,287	\$ 4,437	\$ 4,591	\$ 4,754	\$ 4,919	\$ 5,090	\$ 5,294
8	\$ 4,245	\$ 4,392	\$ 4,548	\$ 4,706	\$ 4,869	\$ 5,041	\$ 5,218	\$ 5,428
9	\$ 4,351	\$ 4,504	\$ 4,661	\$ 4,824	\$ 4,991	\$ 5,167	\$ 5,349	\$ 5,564
10	\$ 4,460	\$ 4,616	\$ 4,777	\$ 4,945	\$ 5,118	\$ 5,298	\$ 5,482	\$ 5,701
Maintenance Worker - A Utility Maintenance Worker - A Warehouse Technician								
11	\$ 4,572	\$ 4,731	\$ 4,895	\$ 5,066	\$ 5,246	\$ 5,430	\$ 5,620	\$ 5,843
12	\$ 4,686	\$ 4,850	\$ 5,019	\$ 5,194	\$ 5,377	\$ 5,566	\$ 5,760	\$ 5,990
Utility Maintenance Worker - A, Water								
13	\$ 4,803	\$ 4,971	\$ 5,145	\$ 5,325	\$ 5,511	\$ 5,703	\$ 5,902	\$ 6,140
14	\$ 4,922	\$ 5,093	\$ 5,274	\$ 5,457	\$ 5,648	\$ 5,847	\$ 6,052	\$ 6,294

Legal Secretary Warehouse Specialist								
15	\$ 5,045	\$ 5,223	\$ 5,404	\$ 5,593	\$ 5,789	\$ 5,994	\$ 6,202	\$ 6,448
Administrative Assistant Facilities Maintenance Specialist Grounds Maintenance Specialist - A Senior Maintenance Worker - A Senior Recreation Specialist Utility Locator Utility Senior Maintenance Worker - A								
16	\$ 5,171	\$ 5,353	\$ 5,540	\$ 5,734	\$ 5,933	\$ 6,142	\$ 6,358	\$ 6,613
17	\$ 5,303	\$ 5,487	\$ 5,679	\$ 5,878	\$ 6,082	\$ 6,298	\$ 6,516	\$ 6,777
Maintenance Specialist - A Senior Grounds Maintenance Specialist - A Utility Chemical Specialist Utility Senior Maintenance Worker - A, Water								
18	\$ 5,434	\$ 5,625	\$ 5,821	\$ 6,024	\$ 6,237	\$ 6,451	\$ 6,678	\$ 6,947
19	\$ 5,570	\$ 5,764	\$ 5,964	\$ 6,176	\$ 6,389	\$ 6,615	\$ 6,846	\$ 7,119
Lead Maintenance Worker - A Utility Lead Maintenance Worker - A Utility Maintenance Mechanic Utility Water Quality Technician								
20	\$ 5,708	\$ 5,907	\$ 6,115	\$ 6,328	\$ 6,551	\$ 6,780	\$ 7,018	\$ 7,299
Customer Service Supervisor Senior Facilities Maintenance Specialist - A Utility Specialist, Water								
21	\$ 5,851	\$ 6,056	\$ 6,268	\$ 6,489	\$ 6,715	\$ 6,949	\$ 7,192	\$ 7,481
Utility Environmental Inspector								
22	\$ 5,998	\$ 6,208	\$ 6,427	\$ 6,648	\$ 6,884	\$ 7,122	\$ 7,373	\$ 7,669
Utility Locate Coordinator Utility Water System Operator								
23	\$ 6,147	\$ 6,364	\$ 6,585	\$ 6,815	\$ 7,053	\$ 7,302	\$ 7,559	\$ 7,859
Legal Assistant								

Program Coordinator (Law) Utility Lead Maintenance Worker - A, Water								
24	\$ 6,302	\$ 6,522	\$ 6,751	\$ 6,986	\$ 7,231	\$ 7,485	\$ 7,745	\$ 8,055
Warehouse Supervisor								
25	\$ 6,457	\$ 6,686	\$ 6,919	\$ 7,162	\$ 7,412	\$ 7,672	\$ 7,940	\$ 8,257
Recreation Supervisor								
26	\$ 6,621	\$ 6,853	\$ 7,091	\$ 7,339	\$ 7,597	\$ 7,863	\$ 8,138	\$ 8,464
Housing Rehabilitation Specialist Utility Water Treatment Plant Operator								
27	\$ 6,787	\$ 7,024	\$ 7,271	\$ 7,523	\$ 7,788	\$ 8,059	\$ 8,341	\$ 8,677
Aquatics Supervisor Electrician, Low Voltage Traffic Signal Technician Utility Water Quality Coordinator								
28	\$ 6,954	\$ 7,199	\$ 7,451	\$ 7,710	\$ 7,982	\$ 8,262	\$ 8,551	\$ 8,891
Lead Facilities Maintenance Specialist								
29	\$ 7,128	\$ 7,378	\$ 7,637	\$ 7,904	\$ 8,181	\$ 8,467	\$ 8,763	\$ 9,115
Lead Traffic Signal & Street Light Technician Utility Lead Water Production Operator HVAC Technician								
30	\$ 7,308	\$ 7,564	\$ 7,827	\$ 8,104	\$ 8,384	\$ 8,681	\$ 8,981	\$ 9,340
Public Works Supervisor - A Utility Public Works Supervisor - A								
31	\$ 7,491	\$ 7,753	\$ 8,024	\$ 8,303	\$ 8,595	\$ 8,895	\$ 9,206	\$ 9,573
Traffic Signal Specialist								
32	\$ 7,678	\$ 7,947	\$ 8,224	\$ 8,512	\$ 8,811	\$ 9,119	\$ 9,437	\$ 9,816
Electrician Utility Electrician Utility Public Works Supervisor – A, Water Distribution Utility Public Works Supervisor – A, Water Production Utility SCADA Technician								
33	\$ 7,870	\$ 8,146	\$ 8,430	\$ 8,725	\$ 9,031	\$ 9,347	\$ 9,673	\$10,061
Traffic Signal Supervisor								

Salary Schedule adjusted by 2% effective January 1, 2026

AFSCME 2026 Pay Ranges								
Range Number	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	\$ 3,641	\$ 3,770	\$ 3,902	\$ 4,039	\$ 4,181	\$ 4,327	\$ 4,477	\$ 4,656
-								
2	\$ 3,734	\$ 3,866	\$ 3,999	\$ 4,139	\$ 4,282	\$ 4,435	\$ 4,589	\$ 4,773
-								
3	\$ 3,826	\$ 3,962	\$ 4,101	\$ 4,244	\$ 4,392	\$ 4,544	\$ 4,704	\$ 4,891
-								
4	\$ 3,923	\$ 4,060	\$ 4,200	\$ 4,349	\$ 4,501	\$ 4,659	\$ 4,823	\$ 5,015
-								
5	\$ 4,020	\$ 4,161	\$ 4,306	\$ 4,457	\$ 4,612	\$ 4,775	\$ 4,940	\$ 5,139
-								
6	\$ 4,121	\$ 4,267	\$ 4,414	\$ 4,571	\$ 4,729	\$ 4,894	\$ 5,066	\$ 5,268
Recreation Specialist Warehouse Worker								
7	\$ 4,224	\$ 4,373	\$ 4,526	\$ 4,683	\$ 4,849	\$ 5,017	\$ 5,192	\$ 5,400
-								
8	\$ 4,330	\$ 4,480	\$ 4,639	\$ 4,800	\$ 4,966	\$ 5,142	\$ 5,322	\$ 5,537
-								
9	\$ 4,438	\$ 4,594	\$ 4,754	\$ 4,920	\$ 5,091	\$ 5,270	\$ 5,456	\$ 5,675
-								
10	\$ 4,549	\$ 4,708	\$ 4,873	\$ 5,044	\$ 5,220	\$ 5,404	\$ 5,592	\$ 5,815
Maintenance Worker - A Utility Maintenance Worker - A Warehouse Technician								
11	\$ 4,663	\$ 4,826	\$ 4,993	\$ 5,167	\$ 5,351	\$ 5,539	\$ 5,732	\$ 5,960
-								
12	\$ 4,780	\$ 4,947	\$ 5,119	\$ 5,298	\$ 5,485	\$ 5,677	\$ 5,875	\$ 6,110
Utility Maintenance Worker - A, Water								
13	\$ 4,899	\$ 5,070	\$ 5,248	\$ 5,432	\$ 5,621	\$ 5,817	\$ 6,020	\$ 6,263
-								
14	\$ 5,020	\$ 5,195	\$ 5,379	\$ 5,566	\$ 5,761	\$ 5,964	\$ 6,173	\$ 6,420
Legal Secretary Warehouse Specialist								

15	\$ 5,146	\$ 5,327	\$ 5,512	\$ 5,705	\$ 5,905	\$ 6,114	\$ 6,326	\$ 6,577
Administrative Assistant Facilities Maintenance Specialist Grounds Maintenance Specialist - A Senior Maintenance Worker - A Senior Recreation Specialist Utility Locator Utility Senior Maintenance Worker - A								
16	\$ 5,274	\$ 5,460	\$ 5,651	\$ 5,849	\$ 6,052	\$ 6,265	\$ 6,485	\$ 6,745
-								
17	\$ 5,409	\$ 5,597	\$ 5,793	\$ 5,996	\$ 6,204	\$ 6,424	\$ 6,646	\$ 6,913
Maintenance Specialist - A Senior Grounds Maintenance Specialist - A Utility Chemical Specialist Utility Senior Maintenance Worker - A, Water								
18	\$ 5,543	\$ 5,738	\$ 5,937	\$ 6,144	\$ 6,362	\$ 6,580	\$ 6,812	\$ 7,086
-								
19	\$ 5,681	\$ 5,879	\$ 6,083	\$ 6,300	\$ 6,517	\$ 6,747	\$ 6,983	\$ 7,261
Lead Maintenance Worker - A Utility Lead Maintenance Worker - A Utility Maintenance Mechanic Utility Water Quality Technician								
20	\$ 5,822	\$ 6,025	\$ 6,237	\$ 6,455	\$ 6,682	\$ 6,916	\$ 7,158	\$ 7,445
Customer Service Supervisor Senior Facilities Maintenance Specialist - A Utility Specialist, Water								
21	\$ 5,968	\$ 6,177	\$ 6,393	\$ 6,619	\$ 6,849	\$ 7,088	\$ 7,336	\$ 7,631
<i>Utility Environmental Inspector</i>								
22	\$ 6,118	\$ 6,332	\$ 6,556	\$ 6,781	\$ 7,022	\$ 7,264	\$ 7,520	\$ 7,822
Utility Locate Coordinator Utility Water System Operator								
23	\$ 6,270	\$ 6,491	\$ 6,717	\$ 6,951	\$ 7,194	\$ 7,448	\$ 7,710	\$ 8,016
Legal Assistant Program Coordinator (Law)								

Utility Lead Maintenance Worker - A, Water								
24	\$ 6,428	\$ 6,652	\$ 6,886	\$ 7,126	\$ 7,376	\$ 7,635	\$ 7,900	\$ 8,216
Warehouse Supervisor								
25	\$ 6,586	\$ 6,820	\$ 7,057	\$ 7,305	\$ 7,560	\$ 7,825	\$ 8,099	\$ 8,422
Recreation Supervisor								
26	\$ 6,753	\$ 6,990	\$ 7,233	\$ 7,486	\$ 7,749	\$ 8,020	\$ 8,301	\$ 8,633
Housing Rehabilitation Specialist Utility Water Treatment Plant Operator								
27	\$ 6,923	\$ 7,164	\$ 7,416	\$ 7,673	\$ 7,944	\$ 8,220	\$ 8,508	\$ 8,851
Aquatics Supervisor Electrician, Low Voltage Traffic Signal Technician Utility Water Quality Coordinator								
28	\$ 7,093	\$ 7,343	\$ 7,600	\$ 7,864	\$ 8,142	\$ 8,427	\$ 8,722	\$ 9,069
Lead Facilities Maintenance Specialist								
29	\$ 7,271	\$ 7,526	\$ 7,790	\$ 8,062	\$ 8,345	\$ 8,636	\$ 8,938	\$ 9,297
Lead Traffic Signal & Street Light Technician Utility Lead Water Production Operator HVAC Technician								
30	\$ 7,454	\$ 7,715	\$ 7,984	\$ 8,266	\$ 8,552	\$ 8,855	\$ 9,161	\$ 9,527
Public Works Supervisor - A Utility Public Works Supervisor - A								
31	\$ 7,641	\$ 7,908	\$ 8,184	\$ 8,469	\$ 8,767	\$ 9,073	\$ 9,390	\$ 9,764
Traffic Signal Specialist								
32	\$ 7,832	\$ 8,106	\$ 8,388	\$ 8,682	\$ 8,987	\$ 9,301	\$ 9,626	\$10,012
Electrician Utility Electrician Utility Public Works Supervisor - A, Water Distribution Utility Public Works Supervisor - A, Water Production Utility SCADA Technician								
33	\$ 8,027	\$ 8,309	\$ 8,599	\$ 8,900	\$ 9,212	\$ 9,534	\$ 9,866	\$10,262
Traffic Signal Supervisor								

Appendix B- Paid Time Off (PTO) Accrual Schedule Effective October 1, 2015

Employee Paid Time Off (PTO) Accrual Schedule For employees hired before March 24, 2003 and after January 1, 1980 *Based on an 8-hour day						
Year of Service	Hours Per Month	Days Per Year	Maximum amount of Hours / Days payout at separation		Maximum Accumulation Hours / Days	
0 to 5	18.34	27.5	440	55	608	76
5+ to 10	20.34	30.5	488	61	656	82
10+ to 15	22.34	33.5	536	67	704	88
15+ to 20	24.34	36.5	584	73	752	94
20+	26.34	39.5	632	79	800	100

Employee Paid Time Off (PTO) Accrual Schedule For employees hired on or after March 24, 2003 Based on an 8-hour day						
Year of Service	Hours Per Month	Days Per Year	Maximum amount of Hours / Days payout at separation		Maximum Accumulation Hours / Days	
0 to 2	15	22.5	360	45	528	66
2+ to 5	18.34	27.5	440	55	608	76
5+ to 10	20.34	30.5	488	61	656	82
10+ to 15	22.34	33.5	536	67	704	88
15+ to 20	24.34	36.5	584	73	752	94
20+	26.34	39.5	632	79	800	100

AFSCME, Local 307VC
Addendum Agreement – City Attorney’s Office Support Staff

This addendum agreement, hereinafter referred to as the Addendum, is effective as of the date indicated herein and is effective for the term of the AFSCME, Local 307VC collective bargaining agreement that begins January 1, 2018, hereinafter referred to as the Agreement, and it is by and between the City of Vancouver, a municipal corporation of the State of Washington and hereinafter referred to as the Employer, and the Washington State Council and City Employees, AFSCME Local 307VC, hereinafter referred to as the Union.

The articles in this Addendum are applicable to AFSCME employees of the City Attorney’s Office, and they modify and supersede the corresponding articles in the Agreement. Articles and sub-articles in the Agreement that are not modified in the Addendum apply, in their entirety, to all AFSCME bargaining units and members.

1. Recognition and Bargaining Unit

The Employer hereby recognizes the Union as the sole exclusive bargaining agent for the purposes of establishing wages, hours, fringe benefits and working conditions for employees of the City within the City Attorney’s bargaining unit as described below:

All office clerical, technical, and support personnel in the City Attorney’s office of the City of Vancouver, excluding elected officials, City Attorney and professional employees.

7. Identification of Jobs

- 7.7 Acting of Out-Of-Class Assignments: When acting or out-of-class appointments are made to higher paying positions, preference shall be given on a rotation basis to qualified employees within the program area or division. The rotation list shall be by seniority. Employees must have one (1) year of service prior to consideration for placement in an acting position. When the most senior employee has been given an out-of-class appointment, the next appointment shall be given to the next lower person on the list. Employees on the list have the option of refusing the out-of-class assignment.

10. Work Week, Hours of Work, Shifts

10.5 Shift Assignments

From time to time, current work schedules may be temporarily changed to fill needs due to sick leave, military leave, or unanticipated absences. This could involve transferring an employee from one period of consecutive days to another. Such change will not be subject to provisions for premium pay on the first, second and third days, or the fourth day in the case of a five (5) day work schedule, provided that the following criteria are met:

10.5.1 Any time a work schedule is changed, it will consist of consecutive days of work.

10.5.2 Employees will be notified of the change at least twenty-four (24) hours in advance of the new work schedule.

10.5.3 The work schedule change shall be of a temporary nature, not to exceed thirty (30) days.

10.5.4 Employees may request work schedule changes, but the City shall assume no obligation for premium pay on the initial first, second, and third days, or the fourth day in the case of a five (5) day work schedule of the new shift.

10.5.5 A work schedule differential of \$2.00 per hour shall apply to regular work schedules that include a Saturday or Sunday.

10.6 Flexible Work Schedules – Applies to Employees of the City Attorney's Office

The Union and the City mutually agree that staff of the City Attorney's Office (CAO) covered under this agreement may flex their hours to accommodate issues arising from personal and/or work-related situations. Allowing staff to flex their hours across days, i.e. from one day to the next, may cause an employee to work more hours than their regular shift on one day while working fewer hours than their regular shift the next day. In the event an employee's schedule is flexed from one day to the following day, the employee shall not be entitled to overtime pay as provided in Article 11.5.1 of this agreement. The City shall still be required to

comply with the overtime provisions of the Fair Labor Standards Act should an employee work more than forty (40) hours in the work week.

Requests for flex scheduling need to be scheduled within or reasonably close to regular business hours.

Requests for flex scheduling will be handled on a case-by-case basis and must be approved in advance by the employee's supervisor. No employee will be denied a flex scheduling request for arbitrary or capricious reasons.

11. Rates of Pay

11.5.1 Overtime and Callback Time

All scheduled overtime and/or callback time shall be offered on a seniority basis by program area or based on the needs of a particular case or project, starting with the most senior qualified person.

25. Layoff, Recall, and Bumping

- 25.4 When an employee is identified for a layoff or reduction in force, they shall be permitted to move into a vacant job or classification, within the same bargaining unit and division (Criminal or Civil), provided that the employee meets the minimum qualifications for the job. If an employee has served in both the Criminal and Civil divisions and is qualified, they may bump into either division. If there is no vacancy to move into, the employee may bump according to the progression below:
- a. The employee may bump the least senior employee in the division (or bargaining unit for those who qualify and have served in both divisions) in their same classification, provided that the bumping employee has more seniority.
 - b. If no opportunity exists in subparagraph a. (above), then the employee may bump the least senior employee in the division (or bargaining unit for those who qualify and have served in both divisions) in the next lowest classification, provided that the bumping employee has more seniority.
 - c. If no opportunities exist in subparagraphs a. or b. (above), then the employee may bump the least senior employee in the division (or bargaining unit for those who qualify and have served in both divisions) in the classification lower than the next lowest, provided the bumping employee has more seniority.
- 25.5 In all cases of movement into vacant positions and bumping, the employee must be qualified to perform the new position's duties at the time of movement (i.e.,

the employee has the requisite license, certification and/or training and experience at the time of movement).

Bumping may only occur within the same division (or bargaining unit for qualified employees who have served in both divisions), and an employee is only eligible for one bump attempt, meaning if they are not qualified to bump according to the progression above, no other bumping options will be allowed.

An employee who bumps into a new position as an alternative to layoff and who fails to perform the functions of the new position during probation will be placed on the reinstatement list. Such employees will only be eligible for reinstatement to the position from which they were laid off. Failure to pass probation for reasons other than performing the functions of the new position will result in termination in accordance with Article 22.

Dated this _____ day of _____, 2025.

For the Employer

For the Union

Lon Pluckhahn, City Manager

Mike Boyer, Staff Representative
AFSCME, Washington State Council of County and
City Employees, AFL-CIO

Antoinette Gasbarre, HR Director

Kyle Peters, President,
AFSCME, 307VC

Jeremiah Jones, Vice-President,
AFSCME, 307VC

Corri Powell, Executive Board,
AFSCME, 307VC
City Attorney's Office

Approved as to form:

Nena Cook, City Attorney

Attest:

Natasha Ramras, City Clerk

AFSCME, Local 307VC
Addendum Agreement – Parks, Recreation and Cultural Services

This addendum agreement, hereinafter referred to as the Addendum, is effective as of the date indicated herein and is effective for the term of the AFSCME, Local 307VC collective bargaining agreement that begins January 1, 2018, hereinafter referred to as the Agreement, and it is by and between the City of Vancouver, a municipal corporation of the State of Washington and hereinafter referred to as the Employer, and the Washington State Council and City Employees, AFSCME Local 307VC, hereinafter referred to as the Union.

The articles in this Addendum are applicable to AFSCME employees of the Recreation Division, and they modify and supersede the corresponding articles in the Agreement. Articles and sub-articles in the Agreement that are not modified in the Addendum apply, in their entirety, to all AFSCME bargaining units and members.

1. Recognition and Bargaining Unit

The Employer hereby recognizes the Union as the sole and exclusive bargaining agent for the purposes of establishing wages, hours, fringe benefits and working conditions for employees of the City within the Recreation bargaining unit as described below:

All full-time and regular part-time employees of the Recreation Division of the City of Vancouver Parks, Recreation and Cultural Services in the Firstenburg Community Center, Marshall Community Center, Luepke Senior Center and the City Hall, excluding supervisors, confidential employees, Parks Division employees, customer service representatives, facilities assistants, field maintenance, support specialists and department aides.

7. Identification of Jobs

7.7 Acting or Out-Of-Class Assignments: When acting or out-of-class appointments are made to higher paying positions, preference shall be given to the most senior qualified (including all required certifications) employees the next lowest classification within the workgroup. (For example, the most senior qualified Senior Recreation Specialist would be appointed to an acting or out-of-class assignment for a Recreation Supervisor or Aquatics Supervisor provided they were within the same workgroup.) Employees must have one (1) year of service prior to consideration for placement in an acting position. Employees may refuse the out-of-class assignment.

10. Work Week, Hours of Work, Shifts

10.3.2 For the purposes of administering shift differential, shifts are defined as follows:

Day Shift: 6:00 a.m. to 5:00 p.m.

Swing Shift: 3:00 p.m. to 12:00 a.m.
Graveyard Shift: 10:00 p.m. to 6:00 a.m.

Not all day, swing, or graveyard shifts will be within the specific shift start and end times noted above; however, if more than 50% of a shift is scheduled (including a split shift – where an employee works part of the shift, has a multiple hour block off, and then returns for the balance of the shift) in either the swing or graveyard shift, it will be eligible for shift differential. Shift differential rates are detailed in article 11.6.

10.5 Shift Assignments

10.5.5 No work schedule differential shall apply to regular work schedules that include a Saturday or Sunday.

10.6 Flexible Work Schedules – Applies to Non-Exempt Employees of the Recreation Division

Non-exempt staff of the Recreation Division covered under this agreement may flex their hours to accommodate issues arising from personal and/or work-related situations. Allowing staff to flex their hours across days, i.e. from one day to the next, may cause an employee to work more hours than their regular shift on one day while working fewer hours than their regular shift the next day. In the event an employee's schedule is flexed from one day to the following day, the employee shall not be entitled to overtime pay as provided in Article 11.6.1 of this agreement. The City shall still be required to comply with the overtime provisions of the Fair Labor Standards Act should an employee work more than forty (40) hours in the work week.

Requests for flex scheduling need to be scheduled within or reasonably close to regular business hours.

Requests for flex scheduling will be handled on a case-by-case basis and must be approved in advance by the employee's supervisor. No employee will be denied a flex scheduling request for arbitrary or capricious reasons.

11. Rates of Pay

11.5.1 Overtime

All scheduled overtime and/or callback time shall be offered on a seniority basis by workgroup (e.g. aquatics, fitness, etc.), starting with the most senior qualified (including all required certifications) employee in the classification required to meet the overtime needs (e.g., overtime would not be given to a Recreation Specialist A who had more seniority than a Recreation Specialist B if the overtime required staffing at the Recreation Specialist B level).

11.6 Overtime and Compensatory Time for Customer Service Supervisors, Recreation Supervisors and Aquatics Supervisors-effective August 1, 2015

- 11.6.1 As exempt employees, Customer Service Supervisors, Recreation and Aquatics Supervisors are accountable for personal time management and are not entitled to overtime under the FLSA. Exempt employees may flex their hours to accommodate issues arising from personal and/or work-related situations. All flexing of hours must be within the same pay period.
- 11.6.2 However, by mutual agreement of the employer and employee, and with supervisor approval, employees may be eligible to receive overtime compensation above their regularly scheduled hours on an hour-for-hour basis.
- 11.6.3 With prior supervisor approval, employees may be eligible for overtime pay for extraordinary hours worked beyond their regularly scheduled hours in the pay period.
- 11.6.4 Employees may accrue compensatory time off in lieu of overtime compensation. Compensatory time off shall be accumulated at the same rate as overtime compensation would have otherwise been paid (1:1). The maximum accrual shall be forty (40) hours. Employees will be allowed to use accrued compensatory time off by mutual agreement with their supervisor. In the event an employee is affected by layoff from their regular position the employer will payout the balance of the Employee's compensatory time balance at the employee's rate of pay at the time of layoff.

25. Layoff, Recall, and Bumping

- 25.4 When an employee is identified for a layoff or reduction in force, they shall be permitted to move into a vacant job or classification, within the same bargaining unit (Parks, Streets, Recreation), provided that the employee meets the minimum qualifications for the job. If there is no vacancy to move into, the employee may bump according to the progression below:

- a. The employee may bump the least senior employee in the bargaining unit in their same classification, provided that the bumping employee has more seniority (e.g. Aquatics Supervisor bumps a less senior Aquatics Supervisor) and meets the minimum requirements detailed in the current job description.
- b. If no opportunity exists in subparagraph a. (above), then the employee may bump the least senior employee in the bargaining unit in the next lowest classification, provided that the bumping employee has more seniority (e.g. Aquatics Supervisor bumps the least senior Recreation Supervisor) and meets the minimum requirements detailed in the current job description.
- c. If no opportunities exist in subparagraphs a. or b. (above), then the employee may bump the least senior employee in the bargaining unit in the classification lower than the next lowest, provided the bumping employee has more seniority (e.g. Aquatics Supervisor bumps the least senior Sr. Recreation Specialist) and meets the minimum requirements detailed in the current job description.

Dated this _____ day of _____, 2025.

For the Employer

For the Union

Lon Pluckhahn, City Manager

Mike Boyer, Staff Representative
AFSCME, Washington State Council of County and
City Employees, AFL-CIO

Antoinette Gasbarre, HR Director

Kyle Peters, President,
AFSCME, 307VC

Jeremiah Jones, Vice-President,
AFSCME, 307VC

Amanda Thompson, Executive Board
AFSCME, 307VC
Parks and Recreation

Approved as to form:

Nena Cook, City Attorney

Attest:

Natasha Ramras, City Clerk

Staff Report: 142-25

To: Mayor and City Council
From: City Manager
Date: July 7, 2025

Subject

Term Extension for Lodging Tax Advisory Committee Members

Key Points

- Current terms for Lodging Tax Advisory Committee members expire on September 30, 2025.
- Lodging Tax Grant application closes September 2025.
- Lodging Tax Advisory Committee members meet in October and November 2025 to prioritize grant awards and make recommendations to City Council.

Strategic Plan Alignment

High Performing Government – a government that is reliable, fiscally responsible, equitable, and open to compromise

Present Situation

The purpose of the Vancouver Lodging Tax Advisory Committee is to make recommendations to the Vancouver City Council regarding expenditures of lodging tax revenue for the purpose of tourism promotion and the marketing and operations of special events and festivals.

Under RCW 67.28.1817, the State requires appointment of a Lodging Tax Advisory Committee in order for a municipality to expend lodging tax funds (4% tax collected on room nights at hotels, motels and bed & breakfasts). If the municipality wishes to impose a new hotel-motel tax, raise the rate of an existing tax or change the use of the tax proceeds, a review and recommendation from the Lodging Tax Advisory Committee is required. As such, staff recommend extending all board member terms to December 31, 2025.

Per the RCW board member membership is to be reviewed by the appointing authority:

RCW 67.28.1817

The appointing authority shall review the membership of the advisory committee annually and make changes as appropriate.

Advantage(s)

1. Allow current LTAC members to complete their work during the LTAC grant review cycle that culminates near the end of the year.
2. Align future terms with the calendar year.

Challenge(s)

None

Budget Impact

None

Prior Council Review

None

Action Requested

On Monday, Monday, July 7, 2025, approve the term extensions for all Lodging Tax Advisory Committee members to positions that will expire on December 31, 2025.

Staff Contact

Chris Harder, Deputy Economic Development Director, chris.harder@cityofvancouver.us

Attachments:

1. Memo
2. Roster



MEMORANDUM

DATE: July 7, 2025

TO: Mayor and City Councilmembers

FROM: Chris Harder, Deputy Economic Development Director, Economic Prosperity and Housing

CC: Lon Pluckhahn, City Manager
Tawny Maruhn, Boards and Commissions

RE: Approval of term extension for the Lodging Tax and Advisory Committee
--

The purpose of the Vancouver Lodging Tax Advisory Committee is to make recommendations to the Vancouver City Council regarding expenditures of lodging tax revenue for the purpose of tourism promotion and the marketing and operations of special events and festivals.

Under RCW 67.28.1817, the State requires appointment of a Lodging Tax Advisory Committee in order for a municipality to expend lodging tax funds (4% tax collected on room nights at hotels, motels and bed & breakfasts). If the municipality wishes to impose a new hotel-motel tax, raise the rate of an existing tax or change the use of the tax proceeds, a review and recommendation from the Lodging Tax Advisory Committee is required.

As such, staff recommends extending all board member terms to December 31, 2025. This will:

1. Allow for current LTAC members to complete their work during the LTAC grant review cycle that culminates near the end of the year
2. Align future terms with the calendar year.

Per the RCW board member membership is to be reviewed by the appointing authority:

RCW 67.28.1817

The appointing authority shall review the membership of the advisory committee annually and make changes as appropriate.

This request for term extension will be presented for Council action at the **Monday, July 7, 2025**, Council Meeting.

Lodging Tax Advisory Committee

Position	Term	Name & Address	Phone
1	11-30-2023	Janet Kenefsky 12300 NE 106th St. , Vancouver, WA 98682 jkenefsky@vancouverusa.com	503-487-8497
2	11-13-2023	Ryan Hart 11119 NW 17th Ave., Vancouver, WA 98604 rhart@portvanusa.com	360-518-2553
3	08-27-2018	Steve Bowers 2316 NW 4th Ave., Battle Ground, WA 98604 steve.bowers@hilton.com	503-779-8301
4	11-08-2021	Jennifer Kenney 2314 Franklin Street , Vancouver, WA 98660 jenniferkenney@live.com	425-241-0851
5	11-04-2019	Carla Rise 7904 NE 168th Ave. , Vancouver, WA 98682 carla.rise@sonesta.com	360-891-8282 503-515-5040
6	01-22-2024	Terry Goldman Vancouver, WA 98660	
7	11-13-2023	Temple Lentz 1103 Helena Ave , Vancouver, WA 98661 temple.lentz@thehistorictrust.org	360-798-0043
8	01-22-2024	Christie Rust Vancouver, WA 98660	
9	01-01-2024	Kim Harless 7307 NE 59th St, Vancouver, WA 98662 k.harless@cityofvancouver.us	360-601-4088 360-608-1147

Lodging Tax Advisory Committee

Term Length: 24 Months

Max Terms: 3 Term(s)

Number of Members: 9

Meeting Schedule: Second Wednesday of each Month

Meeting Time: 12:00 PM

Meeting Location: City Hall

Meeting Address: 415 W 6th St. Vancouver, WA 98660

Type: Committee

The City's Lodging Tax Advisory Committee was formed in accordance with state law that requires any city or county to form such a committee when they impose a new hotel-motel tax, raise the rate of an existing tax, repeal an exemption from the tax or change the use of the tax proceeds.

Description:

The purpose of the Lodging Tax Advisory Committee is to make recommendations to the Vancouver City Council about how the revenue from the City's four percent lodging tax is spent.

Council Liaison:

Staff Liaison:

Position Number	Name	Appt Date	No. of Terms Served	Term Expiration Date
1	Janet Kenefsky	11/30/2023	1	09/30/2025
2	Ryan Hart	11/13/2023	1	09/30/2025
3	Steve Bowers	08/27/2018	1	09/30/2025
4	Jennifer Kenney	11/08/2021	1	09/30/2025
5	Carla Rise	11/04/2019	1	09/30/2025
6	Terry Goldman	01/22/2024	1	09/30/2025
7	Temple Lentz	11/13/2023	1	09/30/2025
8	Christie Rust	01/22/2024	1	09/30/2025
9	Kim Harless	01/01/2024	1	01/01/2026

A RESOLUTION relating to City Council policies and procedures for “Councilmember Appointment to Boards and Commissions;” amending City Council Policy 100-06.

Staff Report: 062-25

To: Mayor and City Council
From: City Manager
Date: July 7, 2025

Subject

Amendments to Council Policy 100-06, Council Appointment of Community Members to Boards, Commission, Advisory Commissions and Work Groups

Key Points

- City Council policies provide a valuable operational framework which, though non-legally binding, is generally followed absent more specific, policy-level direction from the City Council.
- The Vancouver City Council meets periodically to review its policies and make amendments as necessary.
- On December 16, 2024, City Council discussed changes to City Council Policy 100-06, Council Appointment of Community Members to Boards, Commissions, Advisory Committees and Work Groups.
- On May 12, 2025, a workshop was held to review changes to the policy.
- On June 9, 2025, a follow-up discussion was held with City Council for clarification during City Manager communications.

Strategic Plan Alignment

High Performing Government – a government that is reliable, fiscally responsible, equitable, and open to compromise

Present Situation

City Council Policy No. 100-06 was last updated in 2021. Periodic review and update to the policy are necessary to reflect changes in City policy as well as best practices in municipal governance.

During City Manager communications on December 16, 2024, the City Council heard proposed changes to the policies and expressed interest in considering some of these changes and other refinements to the policy. On May 12, 2025, a workshop was held with City Council to review changes to the policy. On June 9, 2025, during City Manager Communications, additional discussion with City Council was held to receive clarification.

Attached for City Council’s consideration are proposed modifications that, if adopted, would:

- Updated policy with equitable and inclusive language.
- Where the authority exists to do so, aligned terms of service to four (4) years.
- Two applicants will be forwarded to Council subcommittee interview panel from staff liaison and board/commission chair to be interviewed (with inclusion of one alternate as well as all applications) along with review of all applications for possible consideration.

- Partial term language reinstated to clarify that appointment to a term of six (6) months or less is not considered a full term.
- Reappointment may be considered upon receipt of letter of continued interest by staff liaison and board/commission chair and subsequent review and final approval by City Council subcommittee.
- Subsequent modifications to Vancouver Municipal Code may be required where necessary to align to current appointment practices, which will come forward to a future Council agenda.

Advantage(s)

Provides an efficient and equitable interview process to the community for City Council Boards and Commissions.

Challenge(s)

None

Budget Impact

None

Prior Council Review

December 16, 2024 – City Manager Communications

May 12, 2025 - City Council Workshop

June 9, 2025 – City Manager Communications

Action Requested

On Monday, July 7, 2025, adopt a resolution amending City Council Policy 100-06.

Staff Contact

Lisa Brandl, Deputy City Manager, lisa.brandl@cityofvancouver.us

Attachments:

1. Memo
2. Resolution
3. 100-06 Council Adv Comm_CLEAN_070725
4. 100-06 Council Adv Comm_WITH EDITS_070725

MEMORANDUM

DATE: July 7, 2025

TO: City Council

FROM: Lisa Brandl, Deputy City Manager

RE: Other Updates to City Council Policy 100-06, Council Appointment of Community Members to Boards, Commissions, Advisory Committees and Work Groups

CC: Lon Pluckhahn, City Manager

I. Introduction

The purpose of this memo is to summarize other updates related to City Council Policy 100-06, Council Appointment of Community Members to Boards, Commissions, Advisory Committees and Work Groups that were brought up during the December 16, 2024, presentation.

II. Other Updates

- a. Youth – Youth age group clarified to be between the ages of 18 -25. Current youth seats on the Boards will convert when terms expire or are vacant, whichever occurs first.
- b. Selection of age bracket is voluntary unless purposely applying for a vacant youth seat. A “prefer not to answer” selection has been added as an option for an applicant to voluntarily select.
- c. The application includes a question where an applicant can select any other board or commissions they are interested in serving on. When recruitment begins for any of these boards or commissions, they will be invited to apply via email and can also sign up for board recruitment email updates on our website.
- d. Reconciliation of boards and commissions to sections 5.1, 5.2, 5.3 and 5.4 to Attachment A.

III. Validation of Boards and Commissions

- a. A question was raised if the Council would like to validate the active Boards and Commissions. Active Boards and Commissions are available for Council review within the “clean” Council Policy 100-06 on pages 11-12.

IV. Staff Support Updates

- a. Streamlined 2025 annual schedule
- b. Attended Community resource fair on February 5th at Fort Vancouver Regional Library
- c. Participated in Civic Minds resource fair on January 30th
- d. Advertised openings in OON newsletter
- e. Shared current openings with community partners via email
- f. Upcoming: Resource fair attendances, promotional video creation, launch of Board online application portal, increased social media presence
- g. Impacts: 38% year-over-year increase in January 2025 Culture, Arts and Heritage applications received from 2024; 36% year-over-year increase in January 2025 Vancouver Housing Authority applications received from 2024

7/7/2025

RESOLUTION NO. M- [Resolution Number]

A RESOLUTION relating to City Council policies and procedures for “Councilmember Appointment to Boards and Commissions;” amending City Council Policy 100-06.

WHEREAS, Council policies and procedures provide a valuable operational framework and are reviewed periodically by the City Council for updates and revisions; and

WHEREAS, the Vancouver City Council met on July 7, 2025, reviewed Council Policy 100-06, and identified areas for revision and improvement.

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY OF VANCOUVER:

Section 1. Findings. The City Council adopts the above recitals and the information in SR_____ and materials attached thereto, the attached revisions to City Council Policy and Procedure entitled “Council Appointment of Community Members to Boards, Commissions, Advisory Committees and Work Groups,” No. 100-06, last modified June 6, 2022, by Resolution M-4127, are hereby adopted.

Section 2. Effective Date. This Resolution together with its prescribed changes to City Council Policy 100-06 shall become effective immediately.

ADOPTED at a Regular Meeting of the Vancouver City Council this 7th day of July 2025.

Anne McEnery-Ogle, Mayor

Attest:

Natasha Ramras, City Clerk

Approved as to form:

Nena Cook, City Attorney

RESOLUTION - 2

CITY OF VANCOUVER WASHINGTON	INDEX			
	Administrative/Council/City Manager			
Subject	Number 100-06	Rev. G	Effective Date 7/7/25	Page 1 of 10
Council Appointment of Community Members to Boards, Commissions, Advisory Committees and Work Groups	Supersedes 06/06/22	Prepared by: [City Manager signature]	Approved by: [Mayor signature]	

1.0 Purpose

The purpose of this policy is to establish policies guiding the appointment of community members to serve on city boards, commissions, advisory committees and work groups.

2.0 Organizations Affected

All boards, commissions, advisory committees, and work groups.

3.0 References

Resolution No. M-1751, March 25, 1974
Resolution No. M-2386, February 2, 1984
Memorandum to Mayor and City Council, April 15, 1998
Resolution No. M-3179, June 15, 1999
Resolution No. M-3254, November 22, 1999
Resolution No. M-3298, July 3, 2000
Resolution No. M-3347, June 25, 2001
Resolution No. M-3460, July 12, 2004
Resolution No. M-3607, April 16, 2007
Resolution No. M-3730, January 3, 2011
Resolution No. M-3980, September 24, 2018
Resolution No. M-4157, December 13, 2021
Resolution No. M-4172, June 6, 2022
Resolution No. M-____, July 7, 2025

4.0 Declaration of Policy

The City of Vancouver's boards, commissions, committees and work groups provide an invaluable service to the City. Their advice on a variety of subjects aids the Mayor and Councilmembers in the decision-making process. Effective community member participation is an invaluable tool for local government.

City regulatory and advisory bodies provide an opportunity for community members who want to participate in public service to be involved in governmental boards, commissions, committees and work groups. These bodies can also serve as a training ground or stepping-stone for qualified persons who are interested in seeking public office.

4.1 Authority

The City Council of the City of Vancouver is specifically empowered by state law, City Charter, and ordinance to fill by appointment all boards and commissions established by such state law, charter or ordinance, or such other advisory boards or commissions as the Council deems necessary or advisable. In the exercise of this power, it is the desire of the City Council to establish an equitable and consistent policy in its decision-making role to fairly select community members who desire to serve on boards or commissions. To this end, this policy has been created, and it shall remain in effect until such time as the City Council desires to amend or modify it in part or revoke it in whole.

The City Manager is responsible for the oversight and administration of the process by which the advisory boards and commissions program is managed. The City Manager shall assign primary coordination of the Boards and Commissions program to a staff member within the City Manager's Office, who shall conduct community outreach and recruitment activities for all forecast board, commission, committee or work group vacancies.

4.2 Term Limits

Terms for all advisory bodies are for a period of four (4) years, unless superseded by other regulatory provisions or legal authority. Appointees to City advisory bodies may be reappointed once for a maximum of two (2) terms. The City Manager's staff shall establish procedures for reappointment requests in alignment with the full recruitment process.

Appointments to an unexpired term up to six (6) months shall not be considered as a full term in these criteria.

5.0 Definitions

5.1 Public Development Authority/ Public Corporation

A public development authority is an independent legal entity established pursuant to state statute (RCW 35.21.730 - .755) to administer and execute federal grants or programs and to receive and administer other public and private funds in order to accomplish a public purpose. Authorities include the Downtown Redevelopment Authority and the City Center Redevelopment Authority.

5.2 Board

A semi-autonomous body established pursuant to federal or state statute or authority or city ordinance. Actions of a board are usually appealable to designated courts of law. Boards related to city affairs include Building and Fire Code Commission, Public Facilities District Board of Directors, Vancouver Housing Authority Board, Fort Vancouver Regional Library Board, and Clark County Mosquito Control Board.

5.3 Commission

A body established by city ordinance to study and recommend action to the City Council. Authority of commissions is delegated from Council or, in the case of telecommunications, solid waste, or historic preservation, in conjunction with the County Commissioners. Other authority are in conjunction with the County Commissioners as having designated seat(s) on a County body, such as the Clark County Arts Commission or the Clark County Public Health Advisory Council. With the exception of the Civil Service Commission, some actions of commissioners are appealed directly to City Council. Commissions established by city ordinances include City/County Telecommunications Commission, Culture, Arts and Heritage Commission, Civil Service Commission, Parks and Recreation Advisory Commission, Planning Commission, Transportation and Mobility Commission, Salary Review Commission, and Urban Forestry Commission.

5.4 Committee

A body appointed by Council with a specified task or function. Committee action ordinarily will be subjected to review and/or appeal to City Council or to a commission established by Council. City of Vancouver committees include the Aviation Advisory Committee, Charter Review Committee, Lodging Tax Advisory Committee, Parking Advisory Committee, and the PDX Citizen Noise Advisory Committee.

5.5 Ad Hoc Work Group

A body appointed by Council to study or work on a particular subject or problem. A work group will cease to exist upon completion of its charge as given by the Council. Examples of previously appointed work group bodies are the Water/Sewer Rate Task Force and the Cruising Task Force.

6.0 Formation and Dissolution of Committees

6.1 Establishment

These advisory bodies originate from different sources. Some are established by ordinance while others are established by motion of the City Council. It is at the discretion of the Council as to whether or not any advisory body should be established by ordinance. See Attachment A for the current list of City Advisory Committees.

6.2 Statement of Purpose and Function

Every advisory body, when it is formed, will have a specific statement of purpose and function, which will be re-examined periodically by City Council to determine its effectiveness. This statement of purpose is made available to all community members when they are appointed.

6.3 Size

The size of each advisory group is determined by City Council and the size is related to its duties and responsibilities.

6.4 Periodic Review

On a four-year cycle, established boards, commissions and committees will be evaluated by the City Manager in consultation with the Mayor and Mayor Pro-Tem. The schedule of review of each body will be staggered in a rational manner to prevent all bodies from being under review simultaneously. Review will examine the bodies' purpose and compliance with their respective bylaws, Vancouver Municipal Code, Council policy, and other pertinent governing documents and legislation. The system of evaluation will be determined by the City Manager in consultation with the Mayor and Mayor Pro Tem. The City Manager shall prepare a report to the Council summarizing the review, including any recommended actions.

Upon Council direction, such evaluation of an individual board, commission, or committee may take place outside of the regular four-year cycle if the Council deems it necessary to do so.

6.5 Dissolution

City Council may dissolve any advisory body that, in their opinion, is no longer necessary to the work of the city, is not functioning as intended or for any other reason.

7.0 Initial Appointment Criteria

Every Board, Commission, Advisory Committee and Work Group formed by the City is an opportunity to build credibility and trust with community members. Accountability in these structures is a foundational element of equitable engagement. To this end, it shall be the policy of the City Council to evaluate each applicant for appointment on an objective basis, utilizing the following criteria:

Equity and Inclusion (EI) – In the context of appointing community members to City Boards, Commissions, Advisory Committees, and Work Groups, the City's commitment to advancing equity and inclusion is as follows:

- a) Demographic Diversity – The committees convened by the City should reflect the city's current demographic diversity, including, but not limited to, race, ethnicity, gender, socioeconomic status, age, disability, geography, and lived experiences.

When conducting outreach to solicit interest from the community as prospective committee members, the City should specifically focus on communities currently and historically excluded from public decision-making processes. These include “underrecognized and underrepresented communities,” which the City defines as populations that have been marginalized and are experiencing systemic and institutional barriers resulting in disparate outcomes (in health, education, housing, employment, etc.). These populations consist of, but are not limited to, communities of color, youth, immigrants, and refugees, disabled, low-income, lesbian, gay, bisexual, transgender, and queer communities, and those who are unhoused.

- b) Equity – The City defines equity as ensuring that all individuals are treated fairly and have equal access to opportunities and advancement without facing barriers. This principle recognizes that some groups may have been historically underrepresented or underrecognized, and therefore, fairness in addressing these imbalanced conditions is necessary to provide equal opportunities to all groups.

In the context of community involvement, equitable approaches center the voices of those most impacted, identify and analyze the unique needs of specific populations in relationship to an issue or decision, and ensure that identity (e.g., race or ethnicity) is not a predictor of outcomes.

- c) Inclusion and Access – The City strives to ensure that all community members can be a part of decisions regarding programs, activities, and services that may affect them. Inclusion grants the public opportunities to impact decisions, and their concerns will be considered. Decision-makers intentionally search for and facilitate the involvement of those most negatively affected by disparities in outcomes and decisions.

Residency - Appointments to certain boards and commissions must, by state law or local ordinance, be limited to residents of the City of Vancouver. It is preferable that all appointments be filled by city residents. However, persons living outside the City of Vancouver may be considered and appointed to positions not legally restricted to city residents when determined appropriate by the Council.

City Employment – City employees will not be appointed to City boards, committees, commissions, and work groups, but they may apply and be considered appointment to non-City bodies. The City Council may choose to nominate a City staff member to serve as the City representative on Clark County Advisory Commissions.

Contributive Potential – City Council shall evaluate the potential contribution that each applicant may make if appointed to a board or commission. Factors to guide Council in its evaluation of this could include evaluation of an applicant's.

- a) Commitment to advancing City Council goals of equity, resilience, and community safety in relevant decision-making processes.

- b) Ability to develop and form decisions based on factual information and decision-making criteria in addition to an ability to express ideas, concepts or philosophies.
- c) Lived experience in the community and/or history of service on other boards, commissions, advisory committees, work groups, committees, or informal community involvement. A highly prioritized applicant may describe expertise and involvement with formal structures, like Parent Teacher Associations, neighborhood or business associations, or history with volunteering, for example, in their faith community. There are also trusted community members who may be sources of connection because they support other needs in community, including community-based childcare systems, coach their children's teams, or engage in activism around community-identified issues.
- d) Ability to apply personal and professional knowledge, experiences, skills, perspectives, and values for the benefit of the broader community. (A successful applicant may describe formal education or professional experience that demonstrate expertise. Applicants may also describe "informal" experiences, including social and environmental backgrounds that also demonstrate important skills and expertise. For example, houseless or formerly unhoused people may bring both the expertise from understanding the experiences and challenges of these populations, but also the ingenuity, creativity, perseverance, and social skills necessary day to day.
- e) Ability to help the City connect with diverse community voices. Communities connect and stay connected in many ways, and looking for both traditional examples, like volunteer management, leadership in faith communities, or outreach and organizing experience (with a community-based organization, or around a particular issue of concern) may demonstrate existing relationships beneficial to ensuring the committee is reaching many audiences. For many communities, connections also occur outside of these structures and activities as well, including in spaces like multifamily housing where resources may be shared, or the barbershop or hair salon, or coffee shop where community comes together. This may also include communities where elders serve as vital connections.
- f) Understanding of, and appreciation for, the responsibility of participating on a public board and the transparency and public nature of deliberation and decision-making that this requires. Applicants should demonstrate a commitment to operating within the scope of assigned Board, Commission, Advisory Committee or Work Group.
- g) Commitment to inclusive and thoughtful behavior in all interactions with other Commissioners, applicants, community members and City staff.
- h) Commitment to an open process that includes the many voices that are part of our community and incorporates community participation and community engagement.
- i) Ability to take a long-term view and consider individual projects and policy decisions in the context of how they contribute to the City's overall growth and development over a 20–50-year time horizon.

- j) Ability to consider different perspectives on an issue and balance multiple perspectives when developing a recommendation.
- k) Commitment to environmental stewardship that honors and reflects the history of the land, water, air and natural world upon which we exist and depend.

Time Available to Serve – Individuals applying to serve on boards, commissions, advisory committees, and work groups must have a willingness to commit to regular and consistent attendance and participation at meetings throughout assigned term of appointment. It is requested that applicants consider their capacity when applying. Applicants are invited to raise any questions or concerns regarding accessibility, scheduling, or accommodations during the recruitment process.

Diverse Sectional Composition – Maintaining a diverse balance of community representation is recognized as a desirable goal in the appointment of community members to boards, commissions, advisory committees, and work groups when applicable. Specifically, diversity of knowledge, experiences, skills, perspectives, and values that enhance the level of representative perspectives included on the applicable Board, Commission, Advisory Committee or Work Group. This may include a variety of characteristics and experiences, including: diversity in demographic and socioeconomic characteristics; diversity of housing tenure experiences (rental, homeownership, houselessness, etc.); diversity in length of time living in the region and city/region/country of origin; diversity of educational and professional experience; diversity in geographic location where members live and work around the City and region; diversity of primary mode of transportation; and/or diversity in volunteer and philanthropic affiliations.

In order to maximize participation across multiple spectrums of the community, appointees to community member boards, commissions, committees and work groups serve on only one committee, unless qualified applicants cannot be identified, or other special circumstances are identified.

8.0 Reappointment

Incumbents who wish to be reappointed and who are eligible for reappointment in accordance with the provisions of section 4.2 shall provide a Letter of Continued Interest to the staff liaison and chair of that board or commission within 60 days prior to the expiration of their term. There is not a vested right to reappointment for any position.

The staff liaison and board/commission chair will forward their recommendation to reappoint or not reappoint to the Council subcommittee. Their recommendation will consider the following into their decision:

- a) Regularity of attendance.
- b) Understanding of committee or commission function.
- c) Effectiveness.
- d) Demonstrated contribution during past term of office on issues, programs, policies, etc., of the advisory board, committee or commission.
- e) Number of terms served.

The final decision to appoint an incumbent is at the Council subcommittee's discretion. If the incumbent is not selected for reappointment, then staff will open the seat for recruitment and assessed through the appointment process outlined in section 9.0.

9.0 Assessment of Applicant Pool and Recommendation for Appointment

Following an application period, the Mayor, and City Council Committees, assigned per City Council Policy 100-33, shall be responsible for evaluating candidates and forwarding recommendations for appointment to fill forecasted vacancies and/or reappointment requests on advisory boards, committees, commissions and work groups.

After review of an applicant pool for a board or commission, the staff liaison and chair will forward two (2) applicants and an alternate for interview to city manager staff. City manager staff will then forward the two applicants and alternate as well as all the applications submitted to the subcommittee. If after seven (7) business days no request has been made from a subcommittee member to interview additional applications to city manager staff other than the final two applicants and alternate, city manager staff will schedule the final two applicants and alternate for interview by the subcommittee.

Upon conclusion of such evaluation, the Council subcommittee members will notify the City Manager's staff as to which candidate(s) they wish to recommend to the full Council for appointment and/or reappointment.

Unless specified in Section 9.1, the City Council Subcommittees are responsible for the evaluation and appointment recommendations for all appointed boards, committees, commissions, and work groups. In the event a recruitment pertains to at least a quorum of the total number of positions of the subject board, committee, commission or work group, both Council subcommittees will be engaged to evaluate candidates and provide appointment recommendations.

Ad hoc committees formed to focus on shorter-term issues, such as the Strategic Plan, shall be appointed by the City Manager.

9.1 Mayoral Authority in Evaluating Candidates and Making Appointments

The Mayor shall evaluate and directly appoint members to the following bodies:

- Vancouver Housing Authority (per RCW 35.82.040)
- Civil Service Commission (per VMC 2.57.010)

Subject to City Council final approval, the Mayor shall evaluate and appoint members to the following bodies:

- Charter Review Committee (per City Charter Section 11.17)
- Parks and Recreation Advisory Committee (per VMC 2.16.010; City Charter Section 8.05)
- Salary Review Commission (per City Charter Section 2.18)

9.2 Council Appointment

Council subcommittee recommendations are brought forward for consideration by the full City Council at a Council meeting. The appointment or reappointment will appear on the Council's Consent Agenda for the scheduled meeting date.

Members of all boards and commissions subject to Council approval will be appointed by a majority vote of the Council.

9.3 Notification of Council Decision

Each applicant and relevant Staff Liaison(s) shall be notified of the decision of the Council within three (3) business days of the Council action on the proposed appointment(s) at a Council meeting.

9.4 Records

The City Manager's Office shall maintain all records associated with advisory board and commission recruitments and appointments in accordance with the Public Records Act and related retention requirements.

9.5 Recognition

The Mayor will send a certificate of appreciation and letter of thanks to each member of a board or commission upon the completion of a term.

10.0 Council Concerns about Recommendations

Councilmembers should raise any concerns about any recommendation with the Mayor prior to the City Council meeting that is scheduled for the approval of the appointment.

11.0 Removal of Members

Council may terminate any Council-confirmed appointment prior to the expiration of that member's term of office by a majority vote of the City Council if the Council finds cause for removal, unless otherwise provided for in governing bylaws, and city, state or federal law applicable to the City board, commission, advisory committee, or work group at issue.

12.0 Overlapping Terms Intended

Lengths of terms by board/commission are to be for a period of four (4) years, but in all cases, overlapping terms are intended. On special work groups, where a specific project is the purpose, there need not be a specified term of office.

13.0 Committee Operation

City Council expects new members will be oriented to the roles and responsibilities of their appointment.

14.0 Yearly Report to City Council

Each Committee should make a report to City Council each year. This report need not be presented in person.

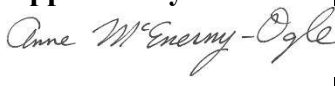
15.0 Lobbying Efforts Consistent with City Policy

Lobbying efforts by any advisory bodies on legislative or political matters should first be checked for consistency with existing City policy by contacting the City Manager's office. In the event a position is taken that differs from that of the City's policy, an advisory body acting as an official body of the City of Vancouver cannot represent that position before another body, i.e., the State Legislature or the Clark County Board of Commissioners. An individual member is free to voice a position, oral or written, on any issue as long as it is made clear that they are not speaking as a representative of the City of Vancouver, or as a member of their commission, committee or work group.

ATTACHMENT A
CITY OF VANCOUVER BOARDS, COMMISSIONS, ADVISORY COMMITTEES
AND WORK GROUPS

Body	Appointing Authority	Governing Legislation
Aviation Advisory Committee	City Council	VMC 10.05.040
Building & Fire Code Commission	City Council	VMC 17.08.040
City Center Redevelopment Authority Board of Directors	City Council	VMC 2.71.080
Charter Review Committee	Mayor, with City Council approval	City Charter Section 11.17
Civil Service Commission	Mayor	VMC 2.57.010
Clark County Arts Commission (1 seat)	Clark County Council upon nomination by City Council	Clark County Resolution # 2010-03-07
Clark County Historic Preservation Commission (2 seats)	City Council	VMC 20.220.050; Clark County Ordinance 40.250.030
Clark County Mosquito Control Board of Trustees (1 seat)	Clark County Council upon nomination by City Council	RCW 17.28.110
Clark County Public Health Advisory Council (1 seat)	Clark County Board of Health upon nomination by Council	RCW 70.46.140
Culture, Arts and Heritage Commission	City Council	VMC 2.88
Downtown Redevelopment Authority Board of Directors	City Council	VMC 2.73.010
Fort Vancouver Regional Library Board of Trustees	Clark, Skamania and Klickitat county Councils upon nomination by City Council	RCW 27.12.190; Charter Section 8.06
Lodging Tax Advisory Committee	City Council	RCW 67.28.1817
Parking Advisory Committee	City Council	VMC 2.63.020
Parks and Recreation Advisory Commission	Mayor, with City Council approval	VMC 2.16.010; Charter 8.05
PDX Citizen Noise Advisory Committee	City Council	Port of Portland Port Executive Director
Planning Commission	Mayor, with City Council approval	VMC 20.220.010; Charter 8.02
Public Facilities District Board of Directors	City Council	RCW 35.57.010
Salary Review Commission	Mayor, with City Council approval	City Charter Section 2.18
(City/County) Telecommunications Commission	Mayor, with City Council approval	VMC 5.19.300
Transportation and Mobility Commission	Mayor, with City Council approval	VMC 11.75

Urban Forestry Commission	City Council	VMC 12.02.010
Vancouver Housing Authority Board of Commissioners	Mayor	RCW 35.82.040; Charter Section 8.04

CITY OF VANCOUVER WASHINGTON		INDEX		
		Administrative/Council/City Manager		
Subject	Number	Rev.	Effective Date	Page 1 of 13
Council Appointment of Community Members to Boards, Commissions, Advisory Committees and Task Forces <u>Work Groups</u>	100-06	<u>FG</u>	<u>6/6/2022</u> 7/7/25	
	Supersedes <u>12/13/2021</u> 6/16/22	Prepared by: 	Approved by: 	

1.0 Purpose

The purpose of this policy is to establish policies, using equitable guidance, for ~~policies and procedures for guiding the selection~~ appointment of community members to serve on city boards, commissions, advisory committees and ~~task forces~~ work groups.

2.0 Organizations Affected

All boards, commissions, ~~and advisory~~ committees and work groups.

3.0 References

Resolution No. M-1751, March 25, 1974
Resolution No. M-2386, February 2, 1984
Memorandum to Mayor and City Council, April 15, 1998
Resolution No. M-3179, June 15, 1999
Resolution No. M-3254, November 22, 1999
Resolution No. M-3298, July 3, 2000
Resolution No. M-3347, June 25, 2001
Resolution No. M-3460, July 12, 2004
Resolution No. M-3607, April 16, 2007
Resolution No. M-3730, January 3, 2011
Resolution No. M-3980, September 24, 2018
Resolution No. M-4157, December 13, 2021
Resolution No. M-4172, June 6, 2022
Resolution No. M- , July 7, 2025

4.0 Declaration of Policy

The City of Vancouver's boards, commissions, committees and ~~task forces~~ work groups provide an invaluable service to the City. Their advice on a variety of subjects aids the

Mayor and Councilmembers in the decision-making process. Effective community member participation is an invaluable tool for local government.

City regulatory and advisory bodies provide an opportunity for community members who want to participate in public service to be involved in governmental boards, commissions, committees and task forces. These bodies can also serve as a training ground or stepping-stone for qualified persons who are interested in seeking public office.

4.1 Authority

The City Council of the City of Vancouver is specifically empowered by state law, City Charter, and ordinance to fill by appointment all boards and commissions established by such state law, charter or ordinance, or such other advisory boards or commissions as the Council deems necessary or advisable. In the exercise of this power, it is the desire of the City Council to establish an equitable and consistent policy in its decision-making role to fairly select community members who desire to serve on boards or commissions. To this end, this policy has been created, and it shall remain in effect until such time as the City Council desires to amend or modify it in part or revoke it in whole.

The City Manager is responsible for the oversight and administration of the process by which the advisory boards and commissions program is managed. The City Manager shall assign primary coordination of the Boards and Commissions program to a staff member within the City Manager's Office, who shall conduct annual community outreach and recruitment activities for all ~~forecasted~~forecast board, commission, committee, or ~~task force~~work group vacancies.

4.2 Term Limits

Terms for all advisory bodies are for a period of four (4) years. Unless superseded by regulatory provisions or legal authority -aAppointees to City advisory bodies serving in a three (3) year term may be reappointed twice for a maximum of three (3) terms.

Appointees serving in a four (4), five (5), or six (6) year term may be reappointed once for a maximum of two (2) terms. The City Manager's staff shall establish procedures for reappointment requests in alignment with the full annual recruitment process.

Appointments to an unexpired term up to six (6) months of less than half the length of the full term, up to two (2) years, shall not be considered as a full term in these criteria. Appointments for any length over this shall be considered a full term.

If a candidate is selected to fill the remainder of an unexpired term of six (6) months or less, their appointment shall be for the unexpired term plus the next full term.

~~Specific boards and commissions may have different term lengths and term limits that are exceptions to the general rule above.~~

Definitions

5.1 Public Development Authority/ Public Corporation

A public development authority is an independent legal entity established pursuant to state statute (RCW 35.21.730 - .755) to administer and execute federal grants or programs and to receive and administer other public and private funds in order to accomplish a public purpose. Authorities include the Downtown Redevelopment Authority and the City Center Redevelopment Authority.

5.2 Board

A semi-autonomous body established pursuant to federal or state statute or authority or city ordinance. Actions of a board are usually appealable to designated courts of law. Boards related to city affairs include: Building and Fire Code Commission, Public Facilities District Board of Directors, Vancouver Housing Authority Board of Commissioners, Fort Vancouver Regional Library Board of Trustees, and Clark County Mosquito Control Board of Trustees.

5.3 Commission

A body established by city ordinance to study and recommend action to the City Council. Authority of commissions is delegated from Council or, in the case of telecommunications, solid waste, or historic preservation, in conjunction with the County Commissioners. Other authority are in conjunction with the County Commissioners as having designated seat(s) on a County body, such as the Clark County Arts Commission or the Clark County Public Health Advisory Council. With the exception of the Civil Service Commission, some actions of commissioners are appealed directly to City Council. Commissions established by city ordinances include: City/County Telecommunications Commission, Culture, Arts and Heritage Commission, Civil Service Commission, Parks and Recreation Advisory Commission, Planning Commission, Transportation and Mobility Commission, Salary Review Commission, and Urban Forestry Commission.

5.4 Committee

A body appointed by Council with a specified task or function. Committee action ordinarily will be subjected to review and/or appeal to City Council or to a commission established by Council. City of Vancouver committees include the Aviation Advisory Committee, Charter Review Committee, Lodging Tax Advisory Committee, Parking Advisory Committee, and the PDX Citizen Noise Advisory Committee.

5.5 Ad Hoc Work Group

A body appointed by Council to study or work on a particular subject or problem. A task force will cease to exist upon completion of its charge as given by the Council. Examples of previously appointed task force bodies are the Water/Sewer Rate Task Force and the Cruising Task Force.

Formation and Dissolution of Committees

6.1 Establishment

These advisory bodies originate from different sources. Some are established by ordinance while others are established by motion of the City Council. It is at the discretion of the Council as to whether or not any advisory body should be established by ordinance. See Attachment A for the current list of City Advisory Committees.

6.2 Statement of Purpose and Function

Every advisory body, when it is formed, will have a specific statement of purpose and function, which will be re-examined periodically by City Council to determine its effectiveness. This statement of purpose is made available to all community members when they are appointed.

6.3 Size

The size of each advisory group is determined by City Council and the size is related to its duties and responsibilities.

6.4 Periodic Review

On a four-year cycle, established boards, commissions and committees will be evaluated by the City Manager in consultation with the Mayor and Mayor Pro-Tem. The schedule of review of each body will be staggered in a rational manner to prevent all bodies from being under review simultaneously. Review will examine the bodies' purpose and compliance with their respective bylaws, Vancouver Municipal Code, Council policy, and other pertinent governing documents and legislation. The system of evaluation will be determined by the City Manager in consultation with the Mayor and Mayor Pro Tem. The City Manager shall prepare a report to the Council summarizing the review, including any recommended actions.

Upon Council direction, such evaluation of an individual board, commission, or committee may take place outside of the regular four-year cycle if the Council deems it necessary to do so.

6.5 Dissolution

City Council may dissolve any advisory body that, in their opinion, is no longer necessary to the work of the city, is not functioning as intended or for any other reason.

4.37.0 Initial Appointment Criteria

Every Board, Commission, Advisory Committee and Task Force formed by the City is an opportunity to build credibility and trust with community ~~stakeholders~~members. Accountability in these structures is a foundational element of equitable engagement. To this end, it shall be the policy of the City Council to evaluate each applicant for appointment on an objective basis, utilizing the following criteria:

Diversity, Equity and Inclusion (DEI) – In the context of appointing community members to City Boards, Commissions, Advisory Committees, and ~~Task Forces~~ Work Groups, the City’s commitment to DEI advancing equity and inclusion is as follows:

~~a) Diversity – The makeup of committees convened by the City should reflect the demographic diversity of the city across race/ethnicity, gender, socioeconomic status, geography and areas of expertise. When conducting outreach to solicit interest from the community as prospective committee members, the City should specifically focus on communities that have historically been excluded from public decision-making processes. These include “underserved communities” which can be defined in many ways, but typically include populations that have experienced systemic and institutional barriers resulting in disparate outcomes (in health, education, housing, employment, etc.). These populations may include communities of color, LGBTQ+ communities, low-income communities, people with disabilities, and those who are unhoused.~~

Demographic Diversity – The committees convened by the City should reflect the city's current demographic diversity, including, but not limited to, race, ethnicity, gender, socioeconomic status, age, disability, geography, and lived experiences.

When conducting outreach to solicit interest from the community as prospective committee members, the City should specifically focus on communities currently and historically excluded from public decision-making processes. These include “underrecognized and underrepresented communities,” which the City defines as populations that have been marginalized and are experiencing systemic and institutional barriers resulting in disparate outcomes (in health, education, housing, employment, etc.). These populations consist of, but are not limited to, communities of color, youth, immigrants and refugees, disabled, low-income, lesbian, gay, bisexual, transgender, and queer communities, and those who are unhoused.

~~b) Equity – Broadly, equity can be defined by concepts of fairness or justice in the way people are treated. It ensures that all communities have the resources and support they need to reach their full potential. In the context of stakeholder involvement, equitable approaches center the voices of those most impacted, identify and analyze the unique needs of specific populations~~

~~in relationship to an issue or decision, and ensure that identity (e.g., race or ethnicity) is not a predictor of outcomes.~~

Equity – The City defines equity as ensuring that all individuals are treated fairly and have equal access to opportunities and advancement without facing barriers. This principle recognizes that some groups may have been historically underrepresented or underrecognized, and therefore, fairness in addressing these imbalanced conditions is necessary to provide equal opportunities to all groups.

In the context of community involvement, equitable approaches center the voices of those most impacted, identify and analyze the unique needs of specific populations in relationship to an issue or decision, and ensure that identity (e.g., race or ethnicity) is not a predictor of outcomes.

~~e) Inclusion – The City strives to ensure that all members of our community are afforded opportunities to participate in decisions about programs, activities, and services that may affect them. Inclusion ensures that the public can influence decisions, that their concerns will be considered throughout processes, and that decision makers intentionally seek out and facilitate the involvement of those most negatively impacted by disparities in outcomes and decisions.~~

Inclusion and Access – The City strives to ensure that all community members can be a part of decisions regarding programs, activities, and services that may affect them. Inclusion grants the public opportunities to impact decisions, and their concerns will be considered. Decision-makers intentionally search for and facilitate the involvement of those most negatively affected by disparities in outcomes and decisions.

Residency - Appointments to certain boards and commissions must, by state law or local ordinance, be limited to residents of the City of Vancouver. It is preferable that all appointments be filled by city residents. However, persons living outside the City of Vancouver may be considered and appointed to positions not legally restricted to city residents when determined appropriate by the Council.

City Employment – City employees will not be appointed to City boards, committees, commissions, and work groups, but they may apply and be considered appointment to non-City bodies. The City Council may choose to nominate a City staff member to serve as the City representative on Clark County Advisory Commissions.

Contributive Potential – City Council shall evaluate the potential contribution that each applicant may make if appointed to a board or commission. Factors to guide Council in its evaluation of this could include evaluation of an applicant's

- a) Commitment to advancing City Council goals of equity, resilience, and community safety in relevant decision-making processes.

- b) Ability to develop and form decisions based on factual information and decision-making criteria in addition to an ability to express ideas, concepts or philosophies.
- c) Lived experience in the community and/or history of service on other boards, commissions, advisory committees, task forces, committees, or informal community involvement. A highly prioritized applicant may describe expertise and involvement with formal structures, like Parent Teacher Associations, neighborhood or business associations, or history with volunteering, for example, in their faith community. There are also trusted community members who may be sources of connection because they support other needs in community, including community-based childcare systems, coach their children's teams, or engage in activism around community-identified issues.
- d) Ability to apply personal and professional knowledge, experiences, skills, perspectives and values for the benefit of the broader community. (A successful applicant may describe formal education or professional experience that demonstrate expertise. Applicants may also describe "informal" experiences, including social and environmental backgrounds that also demonstrate important skills and expertise. For example, houseless or formerly unhoused people may bring both the expertise from understanding the experiences and challenges of these populations, but also the ingenuity, creativity, perseverance, and social skills necessary day to day.
- e) Ability to help the City connect with diverse community voices. Communities connect and stay connected in many ways, and looking for both traditional examples, like volunteer management, leadership in faith communities, or outreach and organizing experience (with a community-based organization, or around a particular issue of concern) may demonstrate existing relationships beneficial to ensuring the committee is reaching many audiences. For many communities, connections also occur outside of these structures and activities as well, including in spaces like multifamily housing where resources may be shared, or the barbershop or hair salon, or coffee shop where community comes together. This may also include communities where elders serve as vital connections.
- f) Understanding of, and appreciation for, the responsibility of participating on a public board and the transparency and public nature of deliberation and decision-making that this requires. Applicants should demonstrate a commitment to operating within the scope of assigned Board, Commission, Advisory Committee or Work Group.
- g) Commitment to inclusive and thoughtful behavior in all interactions with other Commissioners, applicants, community members and City staff.

- h) Commitment to an open process that includes the many voices that are part of our community, and incorporates community participation and community engagement.
- i) Ability to take a long-term view and consider individual projects and policy decisions in the context of how they contribute to the City's overall growth and development over a 20-50 year time horizon.
- j) Ability to consider different perspectives on an issue and balance multiple perspectives when developing a recommendation.
- k) Commitment to environmental stewardship that honors and reflects the history of the land, water, air and natural world upon which we exist and depend.

Time Available to Serve – Individuals applying to serve on boards, commissions, advisory committees and work groups must have a willingness to commit to regular and consistent attendance and participation at meetings throughout assigned term of appointment. It is requested that applicants consider their capacity when applying. Applicants are invited to raise any questions or concerns regarding accessibility, scheduling or accommodations during the recruitment process.

Diverse Sectional Composition – Maintaining a diverse balance of community representation is recognized as a desirable goal in the appointment of community members to boards, commissions, advisory committees and work groups when applicable. Specifically, diversity of knowledge, experiences, skills, perspectives and values that enhance the level of representative perspectives included on the applicable Board, Commission, Advisory Committee or Work Group. This may include a variety of characteristics and experiences, including: diversity in demographic and socioeconomic characteristics; diversity of housing tenure experiences (rental, homeownership, houselessness, etc.); diversity in length of time living in the region and city/region/country of origin; diversity of educational and professional experience; diversity in geographic location where members live and work around the City and region; diversity of primary mode of transportation; and/or diversity in volunteer and philanthropic affiliations.

In order to maximize participation across multiple spectrums of the community, appointees to community member boards, commissions, committees and task forces ~~should~~ serve on only one committee, unless qualified applicants cannot be identified or other special circumstances are identified.

4.48.0 Reappointment

Incumbents who wish to be reappointed and who are eligible for reappointment in accordance with the provisions of section 4.2 shall provide a Letter of Continued Interest to

the Mayor's Office staff liaison and chair of that board of commission within 60 days prior to the expiration of their term. There is not a vested right to reappointment for any position.

~~The board or commission sStaff Liaison and board/commission cChair will forward their recommendation to reappoint or not reappoint to the Council subcommittee. provide an overview of the prior service for any incumbent seeking reappointment. This memo will accompany the incumbent's Letter of Continued interest and include the following information: Their recommendation will consider the following into their decision:~~

- a) Regularity of attendance.
- b) Understanding of committee or commission function.
- c) Effectiveness.
- d) Demonstrated contribution during past term of office on issues, programs, policies, etc., of the advisory board, committee or commission.
- e) Number of terms served.

~~Once a Letter of Continued Interest has been received and City staff has determined the incumbent seeking reappointment is eligible to continue service, the position will be advertised as a position whose incumbent member is seeking reappointment and in accordance with Section 4.5. Incumbents seeking reappointment will be interviewed by the Council interview committee, along with any other eligible candidates who submit applications during the open recruiting process in accordance with section 4.5.~~

~~The final decision to appoint an incumbent is at the subcommittee's discretion. If the incumbent is not selected for reappointment, then staff will open the seat for recruitment through the appointment process outlined in section 9.0.~~

4.5 Recruitment and Appointment Timeline

4.5.1 Determination of Vacancy and Future Needs

~~At such time as a vacancy occurs in a city board, commission, committee, or task force or 90 days prior to the expiration of a term of office, it shall be the policy of the City to:~~

- ~~a) Determine whether an incumbent member is interested in and eligible for reappointment in accordance with the provisions of Section 4.5 Term Limits. If so, City staff will request a Letter of Continued Interest from the applicant.~~
- ~~b) City Staff will coordinate with the applicable Chair to summarize the current composition of the board, commission, committee, or task force, outlining attributes and characteristics for both current Commissions as well as future applicants. Questions will be posed to existing members as needed. City Staff~~

~~will develop a community profile report summarizing applicable attributes of current board, commission, committee or task force members and offering recommendations regarding the types of additional perspectives that may best achieve a diverse set of voices and lived experiences.~~

- ~~e) City Staff will develop a communications plan for each new recruitment to provide outreach to existing members, applicants from previous processes, and targeted conversations with historically underrepresented community members. City Staff will also develop recruitment language and questions and conduct targeted outreach to community members to encourage bringing their voice and perspective to the board, commission, committee or task force.~~

~~4.5.2~~ **Announcement of Position Recruitment**

~~60 days prior to the expiration of a term, staff in the City Manager's Office will:~~

- ~~a) Schedule a tentative consent item on a future Council meeting agenda for appointment or reappointment for the subject recruitment;~~
- ~~b) Accept a Letter of Continued Interest from incumbent, if applicable;~~
- ~~c) Contact the Council subcommittee assigned to reviewing the subject recruitment to provide information pertinent to the recruitment and schedule a tentative date for the subcommittee to conduct candidate interviews;~~
- ~~d) Establish a 30-day minimum filing period and publicly announce recruitment for the position by news release and other City communication methods;~~
- ~~e) Notify applicants who have expressed an interest in being considered for the subject board or committee and who have valid applications (less than one year old) of the upcoming recruitment.~~

~~Subject to section 4.3, any interested community member who is not at that time a member of that board or commission may submit an application and resume for consideration of appointment during the announced application filing period. Applications will remain active for one year from the date received by the City Manager's Office.~~

4.5.3

4.59.0 Assessment of Applicant Pool and Recommendation for Appointment

Following an annual application period, the Mayor and City Council Committees, assigned per Council Policy 100-33, shall be responsible for evaluating candidates and forwarding recommendations for appointment to fill forecasted vacancies and/or reappointment requests on advisory boards, committees, commissions and task forceswork groups.

After review of an applicant pool for a board or commission, the staff liaison and chair will forward two (2) applicants and an alternate for interview to city manager staff. City manager staff will then forward the two applicants and alternate as well as all the applications submitted to the subcommittee. If after seven (7) business days no request

has been made from a subcommittee member to interview additional applications to city manager staff other than the final two applicants and alternate, city manager staff will schedule the final two applicants and alternate for interview by the subcommittee.

Upon conclusion of such evaluation, the Council subcommittee members will notify the City Manager's staff as to which candidate(s) they wish to recommend to the full Council for appointment and/or reappointment.

Unless specified in Section 4.5.19.1, the City Council Subcommittees are responsible for the evaluation and appointment recommendations for all ~~advisory~~ appointed boards, committees, commissions, and ~~task forces~~ work groups. In the event a recruitment pertains to at least a quorum of the total number of positions of the subject board, committee, commission or work group, both Council subcommittees will be engaged to evaluate candidates and provide appointment recommendations.

Ad hoc committees formed to focus on shorter-term issues, such as the Strategic Plan, shall be appointed by the City Manager.

4.5.19.1 Mayoral Authority in Evaluating Candidates and Making Appointments

The Mayor shall evaluate and directly appoint members to the following bodies:

- Vancouver Housing Authority (per RCW 35.82.040)
- Civil Service Commission (per VMC 2.57.010)

Subject to City Council final approval, the Mayor shall evaluate and appoint members to the following bodies:

- Charter Review Committee (per City Charter Section 11.17)
- ~~City/County Telecommunications Commission (per VMC 5.19.300)~~
- Parks and Recreation Advisory Committee (per VMC 2.16.010; City Charter Section 8.05)
- Planning Commission (per VMC 20.220.010)
- Salary Review Commission (per City Charter Section 2.18)
- ~~Transportation and Mobility Commission (per VMC 11.75.020)~~

~~30 days prior to the expiration of a term, and upon closure of the application filing period, staff in the City Manager's Office will:~~

- ~~a) Confirm the date of the Council meeting agenda on which the subject appointment or reappointment will appear;~~
- ~~b) Request from the subject board or commission Staff Liaison a Status Summary Memo to be provided as reference for the Council subcommittee assigned to evaluate candidates. Such memo should not include specific recommendations~~

from the staff member but should rather include general information pertaining to the board or commission's work over the past year, the current environment, future goals, and other general information as appropriate;

~~e) Assess the applicant pool and advance the process as follows:~~

~~a. If no qualified applications have been received, the recruitment will be reposted for an additional 30 days;~~

~~b. If 10 or fewer qualified applications have been received, all applications and Letters of Continued Interest will be provided to the assigned Council subcommittee, and all applicants and incumbents (if applicable) will be scheduled for interviews;~~

~~c. If 10 or more qualified applications have been received, all applications and Letters of Continued Interest will be provided to the assigned Council subcommittee, and the Council subcommittee will collectively review applicants and identify candidates to be interviewed. All incumbents and the candidates identified by the Council subcommittee will be scheduled for interviews.~~

~~4.5.4 Confirmation of Interview Process~~

~~Three weeks prior to expiration of term, staff in the City Manager's Office will:~~

~~a) Confirm with the Council subcommittee members if they would like to meet with the subject board or commission Staff Liaison prior to candidate interviews, and if so, schedule such meeting immediately prior to the first candidate interview;~~

~~b) Finalize the interview date and block of time with the Council subcommittee;~~

~~c) Schedule interviews with candidates selected in accordance with the provisions of Section 4.5.3.~~

~~a. In person interviews are preferred, but interviews via available audio or video conferencing technology are acceptable and may be scheduled when a candidate is unable to come in person.~~

~~b. Applicants unable to accommodate an interview on the scheduled date and time will not be considered for the current position, but such applicants will be notified of future board and commission openings for up to one year from the application submission date.~~

~~4.5.5 Distribution of Recruitment Packet~~

~~Two weeks prior to expiration of term, staff in the City Manager's Office will distribute the recruitment packet to the Council subcommittee evaluating candidates via email. Such packet will include the following:~~

- ~~• Interview schedule~~

- ~~News release~~
- ~~Status summary from board or commission staff member~~
- ~~Current board or commission roster~~
- ~~Individual applications of those candidates scheduled for interview and any Letter(s) of Continued Interest, if applicable~~

4.6 Interview and Selection

~~In accordance with Section 4.5.3, all candidates will be interviewed by the Council subcommittee assigned to the subject recruitment unless an exceptionally large number of applications is received and the committee decides, after screening the applications, to interview a smaller number of applicants. If insufficient applications are received, the committee may decide to re-open the application period.~~

~~The Council subcommittee will conduct interviews at City Hall during the timeframe previously scheduled by staff in the City Manager's Office. Council subcommittee members will conduct individual interviews and utilize a standard list of interview questions and a Rater Panel Notes template to capture relevant information.~~

~~In general, candidates will not be given numerical ratings, but members of City Council subcommittees may take notes and reflect on applicants' contributive potential as described within Section 4.3 of this City Council Policy. Notes should list strengths and weaknesses to the best ability possible; notes may be disclosed in accordance with a public records request in accordance with applicable law. Interviewers should refrain from engaging in any analysis that is based on a protected class. For example, an applicant should not be prioritized simply because of their race or ethnicity (even if the applicant is a member of a historically underrepresented community), but such a candidate may be better situated than other applicants to contribute to the work ahead based upon their specific, demonstrated knowledge and experience. It is permissible to base selection decisions on the *knowledge and experience of applicants*—particularly where that knowledge and experience assists the City in understanding the needs of our community.~~

~~Upon conclusion of all interviews, the Council subcommittee will deliberate and complete an Interview Outcome Form, which will be provided to the City Manager's staff along with all interview notes for recordkeeping purposes.~~

~~Upon conclusion of all interviews, the Council subcommittee members will notify the City Manager's staff as to which candidate(s) they wish to recommend to the full Council for appointment and/or reappointment~~

4.79.2 Council Appointment

Council subcommittee recommendations are brought forward for consideration by the full City Council at a Council meeting. The appointment or reappointment will appear on the Council's Consent Agenda for the scheduled meeting date.

~~Upon recommendation of the Council subcommittee evaluating the subject recruitment, the City Manager's staff will prepare an appointment memo to be included in the advance packet provided to the full City Council for the scheduled Council meeting date.~~

Members of all boards and commissions subject to Council approval will be appointed by a majority vote of the Council.

4.89.3 Notification of Council Decision

Each applicant and relevant Staff Liaison(s) shall be notified ~~by email~~ of the decision of the Council within three (3) business days of the Council action on the proposed appointment(s) at a Council meeting.

~~The appointed applicant shall be provided information regarding next steps. A confirmation letter from the Mayor will be sent to the appointment applicant.~~

~~Applicants who were interviewed but not appointed will be notified via email and provided information regarding any upcoming potential opportunities to serve. A letter from the Mayor will also be sent.~~

~~The City Manager's Office will also notify the Staff Liaison assigned to support the subject advisory board, committee or commission of the Council decision.~~

4.99.4 Records

~~The City Manager's Office shall maintain records of persons who have applied for a vacancy on a given board, commission or committee for one (1) year after each filing period. If another appointment shall become available within that year, all such applicants shall be notified thereof by mail so that such persons can file for such new appointment.~~

The City Manager's Office ~~shall collect and maintain Council subcommittee interview notes, including all Interview Outcome Forms completed upon conclusion of subcommittee deliberations.~~ shall maintain all records associated with advisory board and commission recruitments and appointments in accordance with the Public Records Act and related retention requirements.

4.109.5 Recognition

The Mayor will send a certificate of appreciation and letter of thanks to each member of a board or commission upon the completion of a term.

5.0 Definitions

5.1 ~~Public Development Authority/ Public Corporation~~

~~A public development authority is an independent legal entity established pursuant to state statute (RCW 35.21.730—.755) to administer and execute federal grants or programs and to receive and administer other public and private funds in order to accomplish a public purpose. Authorities include the Downtown Redevelopment Authority and the City Center Redevelopment Authority.~~

5.2 ~~Board~~

~~—————A semi-autonomous body established pursuant to federal or state statute or authority or city ordinance. Actions of a board are usually appealable to designated courts of law. Boards related to city affairs include, Building—Fire Codes Board of Appeals, Vancouver Public Facilities District Board, Vancouver Housing Authority Board, Fort Vancouver Regional Library District Board, and Clark County Mosquito Control District Board of Trustees.~~

5.3 ~~Commission~~

~~—————A body established by city ordinance to study and recommend action to the City Council. Authority of commissions is delegated from Council or, in the case of telecommunications and solid waste, in conjunction with the County Commissioners. With the exception of the Civil Service Commission, some actions of commissioners are appealed directly to City Council. Commissions established by city ordinances include: City/County Telecommunications Commission, Cultural Commission, Civil Service Commission, Parks and Recreation Commission, Planning Commission, Private For Hire Transportation Commission, Salary Review Commission, and Urban Forestry Commission.~~

5.4 ~~Committee~~

~~—————A body appointed by Council with a specified task or function. Committee action ordinarily will be subjected to review and/or appeal to City Council or to a commission established by Council. City of Vancouver committees include the Aviation Advisory Committee, Charter Review Committee, Lodging Tax Advisory Committee, Parking Advisory Committee, Port of Portland Citizen Noise Advisory Committee, and the Design Review Committee.~~

5.5 ~~Ad Hoc Task Force~~

~~A body appointed by Council to study or work on a particular subject or problem. A task force will cease to exist upon completion of its charge as given by the Council. Examples of previously appointed task force bodies are the Water/Sewer Rate Task Force and the Cruising Task Force.~~

6.0 Formation and Dissolution of Committees

6.1 Establishment

~~These advisory bodies originate from different sources. Some are established by ordinance while others are established by motion of the City Council. It is at the discretion of the Council as to whether or not any advisory body should be established by ordinance. See Section 16.0 for the current list of City Advisory Committees.~~

6.2 Statement of Purpose and Function

~~Every advisory body, when it is formed, will have a specific statement of purpose and function, which will be re-examined periodically by City Council to determine its effectiveness. This statement of purpose is made available to all community members when they are appointed.~~

6.3 Size

~~The size of each advisory group is determined by City Council and the size is related to its duties and responsibilities.~~

6.4 Periodic Review

~~Every four years, established boards, commissions and committees will be evaluated on a regular cycle by the City Manager in consultation with the Mayor and Mayor Pro Tem. The schedule of review of each body will be staggered in a rational manner to prevent all bodies from being under review simultaneously. Review will examine the bodies' purpose and compliance with their respective bylaws, Vancouver Municipal Code, Council policy, and other pertinent governing documents and legislation. The system of evaluation will be determined by the City Manager in consultation with the Mayor and Mayor Pro Tem. The City Manager shall prepare a report to the Council summarizing the review, including any recommended actions.~~

~~Upon Council direction, such evaluation of an individual board, commission, or committee may take place outside of the regular four-year cycle if the Council deems it necessary to do so.~~

6.5 Dissolution

~~City Council may dissolve any advisory body that, in their opinion, is no longer necessary to the work of the city, is not functioning as intended or for any other reason.~~

~~7.0~~ Mayoral Authority in Evaluating Candidates and Making Appointments

~~7.1~~ Vancouver Housing Authority Board of Directors

~~The Mayor shall evaluate, interview and appoint members to the Vancouver Housing Authority (VHA) Board of Commissioners, in accordance with and as directed by RCW 35.82.040.~~

~~7.2~~ Charter Review Committee and Salary Review Commission

~~The Mayor shall appoint members to the Charter Review Committee (City Charter Section 11.17) and the Salary Review Commission (City Charter Section 2.18), subject to City Council confirmation. The Mayor has discretion as to the process by which candidates for these bodies are evaluated prior to Council confirmation.~~

8.0 City Council Authority in Evaluating Candidates for Appointment

~~The Mayor, with the concurrence of Council, shall appoint two subcommittees consisting of three Councilmembers each to review, interview and recommend appointments to all boards and commissions, except as provided for under Section 7.0.~~

~~The Council Committee assignments will be reviewed following the change of Councilmembers based on elections or appointments or at the beginning of the calendar year and in accordance with Council Policy 100-33. The Council Committee will be chaired by the most senior Councilmember, unless the most senior Councilmember chooses not to chair the subcommittee. In this event, the subcommittee will select an alternative Councilmember to serve as chair.~~

9.010.0 Council Concerns about Recommendations

Councilmembers should raise any concerns about any recommendation with the Mayor prior to the City Council meeting that is scheduled for the approval of the appointment.

~~10.0~~ Appointment of Members

~~Appointees to community member boards, commissions, committees and task forces should serve on only one committee, unless qualified applicants cannot be identified or other special circumstances are identified.~~

~~Members of all advisory bodies are appointed by a majority vote of the Council during a regularly scheduled meeting.~~

11.0 Removal of Members

Council may terminate any Council-confirmed appointment prior to the expiration of that member's term of office by a majority vote of the City Council if the Council finds cause for removal, unless otherwise provided for in governing bylaws, and city, state or federal law applicable to the City board, commission, advisory committee, or work group at issue.

12.0 Overlapping Terms Intended

Lengths of terms ~~by board/commission vary from~~ are to be for a period of four (4) years,
~~one advisory body to another,~~ but in all cases, overlapping terms are intended. On special
work task forces, where a specific project is the purpose, there need not be a specified terms
of office.

13.0 Committee Operation

City Council expects new members will be oriented to the roles and responsibilities of
their appointment.

14.0 Yearly Report to City Council

Each Committee should make a report to City Council each year. This report need not be
presented in person.

15.0 Lobbying Efforts Consistent with City Policy

Lobbying efforts by any advisory bodies on legislative or political matters should first be
checked for consistency with existing City policy by contacting the City Manager's office.
In the event a position is taken that differs from that of the City's policy, an advisory body
acting as an official body of the City of Vancouver cannot represent that position before
another body, i.e., the State Legislature or the Clark County Board of Commissioners. An
individual member is free to voice a position, oral or written, on any issue as long as it is
made clear that they are not speaking as a representative of the City of Vancouver, or as a
member of their commission, committee or ~~task force~~ work group.

ATTACHMENT A
CITY OF VANCOUVER BOARDS, COMMISSIONS, ADVISORY COMMITTEES
AND WORK GROUPS

Current Boards, Committees, Commissions and Task Forces

<u>Body</u>	<u>Appointing Authority</u>	<u>Governing Legislation</u>
Aviation Advisory Committee	City Council	VMC 10.05.040
Building & Fire Code Commission	City Council	VMC 17.08.040
City Center Redevelopment Authority Board of Directors	City Council	VMC 2.71.080
Charter Review Committee	Mayor, with City Council approval	City Charter Section 11.17
Civil Service Commission	Mayor	VMC 2.57.010
Clark County Arts Commission (1 seat)	Clark County Council upon nomination by City Council	Clark County Resolution # 2010-03-07
Clark County Historic Preservation Commission (2 seats)	City Council	VMC 20.220.050; Clark County Ordinance 40.250.030
Clark County Mosquito Control Board of Trustees (1 seat)	Clark County Council upon nomination by City Council	RCW 17.28.110
Clark County Public Health Advisory Council (1 seat)	Clark County Board of Health upon nomination by Council	RCW 70.46.140
Culture, Arts and Heritage Commission	City Council	VMC 2.88
Downtown Redevelopment Authority Board of Directors	City Council	VMC 2.73.010
Fort Vancouver Regional Library Board of Trustees	Clark, Skamania and Klickitat county Councils upon nomination by City Council	RCW 27.12.190; Charter Section 8.06
Lodging Tax Advisory Committee	City Council	RCW 67.28.1817
Parking Advisory Committee	City Council	VMC 2.63.020
Parks and Recreation Advisory Commission	Mayor, with City Council approval	VMC 2.16.010; Charter 8.05
PDX Citizen Noise Advisory Committee	City Council	Port of Portland Port Executive Director
Planning Commission	Mayor, with City Council approval	VMC 20.220.010; Charter 8.02
Public Facilities District Board of Directors	City Council	RCW 35.57.010
Salary Review Commission	Mayor, with City Council approval	City Charter Section 2.18
(City/County) Telecommunications Commission	Mayor, with City Council approval	VMC 5.19.300

Transportation and Mobility Commission	Mayor, with City Council approval	VMC 11.75
Urban Forestry Commission	City Council	VMC 12.02.010
Vancouver Housing Authority Board of Commissioners	Mayor	RCW 35.82.040; Charter Section 8.04

16.0

16.1—Appointments Made by Council

~~Council appointments are subject to the provisions of Section 8.0.~~

	Term	Governing Legislation
Aviation Advisory Committee	3 years	VMC 10.05.020; Resolution M-545
Building Fire Code Commission	6 years	VMC 17.08.040
City/County Telecommunications Commission	3 years	VMC 5.19.300(a)
Lodging Tax Advisory Committee	2 years	RCW 67.28.1817
Civil Service Commission	6 years	VMC 2.57.010
City Center Redevelopment Authority Board	4 years	VMC 2.71.010
Cultural Commission (inactive)	3 years	VMC 2.88.010
Downtown Redevelopment Authority Board	4 years	VMC 2.73.080
Parking Advisory Committee	4 years	VMC Section 2.63
Parks and Recreation Advisory Commission	3 years	VMC 2.16.020 Vancouver City Charter Section 8.054
Planning Commission	4 years	Vancouver City Charter 8.01 (authorization); VMC 20.220.010
Urban Forestry Commission	4 years	VMC 12.02.010
Vancouver Public Facilities District Board	4 years	RCW 35.57

16.2—Appointments Made by Mayor Subject to Council Confirmation

~~Mayoral appointments are subject to the provisions of Section 7.0.~~

	Term	Governing Legislation
Charter Review Committee	Length of service; Meets every 5 years	Charter Section 11.17

Salary Review Commission	4 years	Vancouver City Charter Section 2.18
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~~16.3—Appointments Made by Mayor~~

~~Appointments made by the Mayor and are subject to the provisions of Section 7.0.~~

	Term	Governing Legislation
Vancouver Housing Authority Board of Commissioners	5 years	RCW 35.82.040; Charter Section 8.03; VHA Resolution #2477

~~16.4—Non-City Boards, Commissions, Committees, and Task Forces~~

~~The City has the opportunity to nominate representatives to sit on boards, commissions, committees and task forces outside of City jurisdiction. City Council shall evaluate candidates and take action on nominations for appointment to these positions in accordance with the provisions of this policy, unless otherwise directed by the subject body's governing agency.~~

	Term	Governing Legislation
Clark County Arts Commission	4 years	Clark County Resolution # 2010-03-07
Clark County Historic Preservation Commission	3 years	County Code 40.250.030; Ord. M-3673; VMC 20.220.050
Clark County Mosquito Control District Board of Trustees	2 years	RCW 17.28.110
Clark County Public Health Advisory Council	3 years	Clark County Resolution 2003
Clark County Public Facilities District	3 years	Clark County Code 2.19.010
Fort Vancouver Regional Library Board of Trustees	7 years	RCW 27.12.190, City Charter Section 8.05
PDX Citizen Noise Advisory Committee	3 years	Port of Portland Port Executive Director

A RESOLUTION of the City of Vancouver relating to the City's Multi-Family Housing Tax Exemption (MFTE) Program application fees contained in Section 3.22.040(E) of the Vancouver Municipal Code (VMC) to implement a limited-term two-year waiver on assessment and collection of MFTE program application fees; providing for severability; and setting an immediate effective date.

Staff Report: 143-25

To: Mayor and City Council
From: City Manager
Date: July 7, 2025

Subject

Multi-Family Tax Exemption Program 2-Year Application Fee Waiver

Key Points

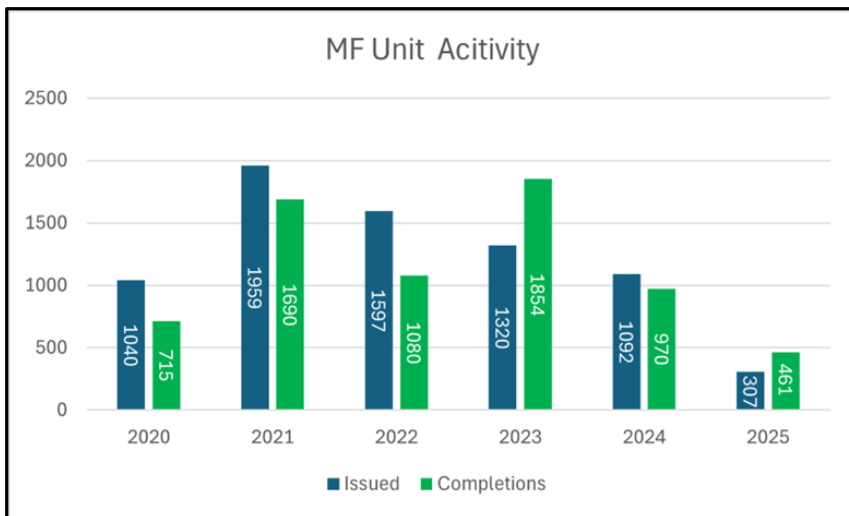
- City of Vancouver housing permit starts are well below annual production goals.
- A 2-Year wavier of multifamily tax exemption (MFTE) program application fee will provide a limited-term incentive.

Strategic Plan Alignment

Housing and Human Needs – meeting basic needs and partnering with organizations to support the community

Present Situation

City of Vancouver residents continue to struggle with housing costs and a lack of affordable housing. Approximately 50% of households in Vancouver are renters, and many of these households experience significant financial burdens from paying more than 30% of their household income for rent and utilities. In response, the City has been expanding incentives to encourage an increase in affordable and market rate housing production through programs such as: 1) the Multifamily Tax Exemption program, 2) the Construction Sales and Use Tax deferral program, 3) the Affordable Housing Fund, 4) Community and Development Block Grant and HOME program funding, and 5) zoning code amendments to promote density and development feasibility. Unfortunately, housing production within the City continues to fall well short of the annual production goal of 2,000 units needed to close the housing deficit.



Graphic Chart showing the number of housing permits and completions 2020-25

Since the last major revision to the MFTE program in 2023, under which an additional 6 eligible target areas were added, only two projects have applied and received final approval. (Grand Vista 79-unit income-based, Parkview Heights 18-unit income-based). As a result, additional actions by the City are necessary to facilitate development activity until market conditions improve.

City staff are proposing an additional series of planned incentives, including amendments to impact fee and system development charge payments, minimum parking standards, development plan review delivery times and the MFTE program. Cumulatively, these changes are estimated improve the return on investment for new housing developments by as much as 1% and 2%.

The requested action is a 2-year waiver on collecting new MFTE program application fees. Program application fees are \$5,000 plus \$75 dollars per unit. For example, the application fee for a 50-unit development would be \$8,750 and the application fee for a 100-unit development would be \$12,500. The application fees are formally codified in VMC 3.22.040 (E)(1). However, the Council may temporarily amend the fee through resolution rather than formally amending the VMC code text. The codified application fees will be reestablished at the end of the 2-year waiver period.

Advantage(s)

Provides additional incentive tool to encourage housing unit development.

Challenge(s)

Potential loss of application fee revenue if any applications are received in the 2-year waiver window.

Budget Impact

Staffing costs for the MFTE program are already accounted for in the City budget. The City generated approximately \$10,000 to \$21,000 per year in application fees. MFTE program application fees are variable depending on how many projects are applied for annually.

Prior Council Review

Housing Action Program Workshop June 9th, 2025.

Action Requested

On Monday, July 7 2025, adopt a resolution to waive application fees for the multifamily tax exemption program for 2 years.

Staff Contact

Bryan Monroe, Associate Housing Project Coordinator, bryan.monroe@cityofvancouver.us

Attachments:

1. Presentation
2. Resolution



CITY OF
Vancouver
WASHINGTON

MFTE Program Amendment

Two-Year Application Fee Waiver

Vancouver City Council
July 7, 2025

Bryan Monroe- Associate Housing Coordinator-
Economic Prosperity & Housing

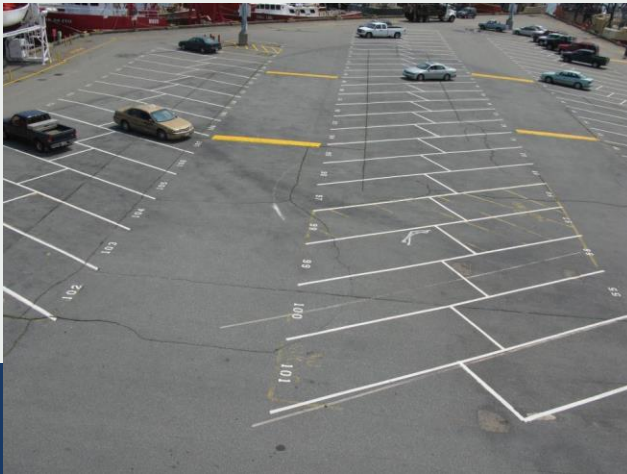


Agenda

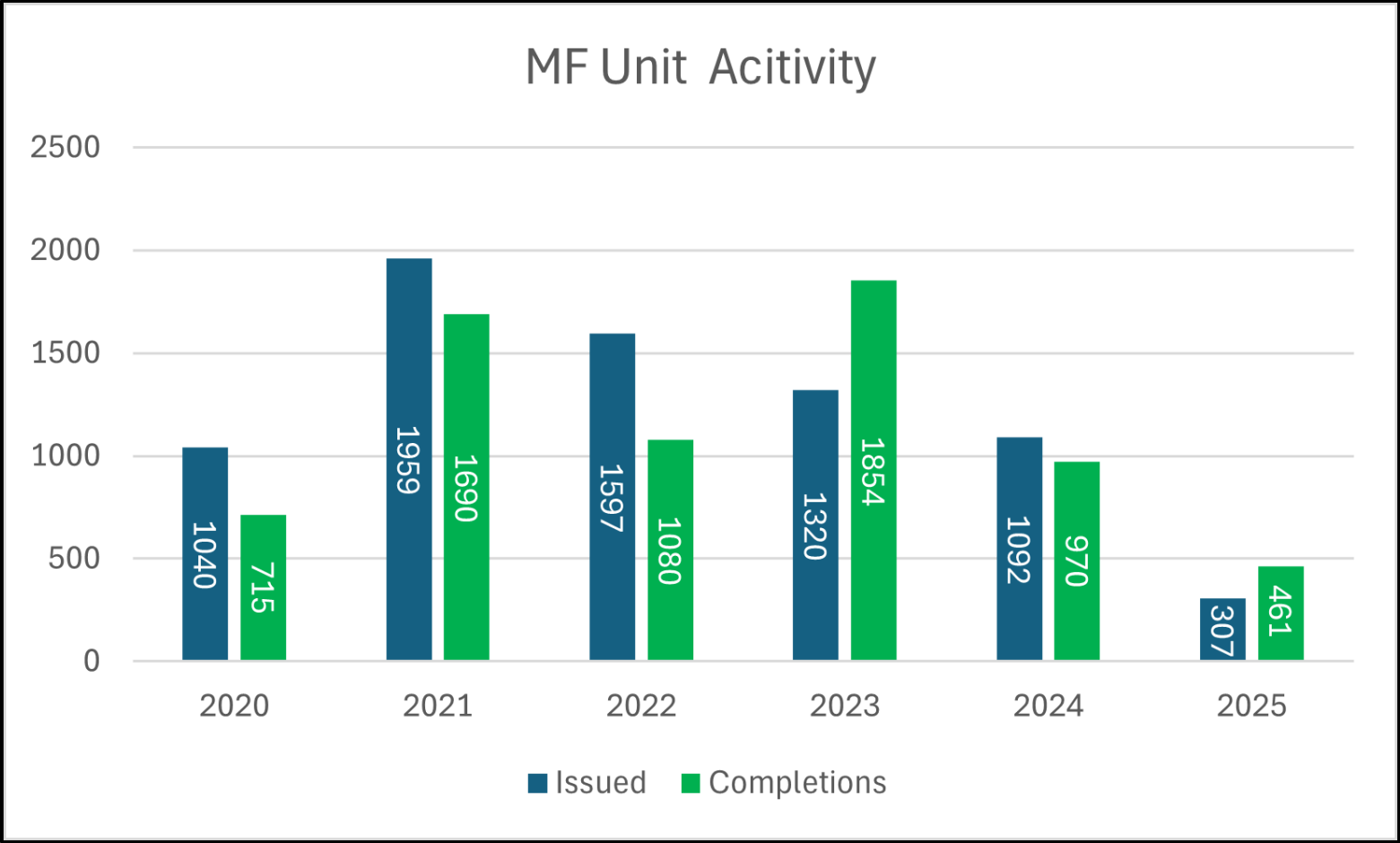
- Current Incentives
- MF Unit Production
- Proposed Incentives
- MFTE Potential Impacts
- Discussion / Questions

Current Incentives

- Multifamily Tax Exemption (MFTE)
- Construction Sales Tax Deferral
- Affordable Housing Fund
- Federal CDBG/HOME
- Zoning Code Amendments

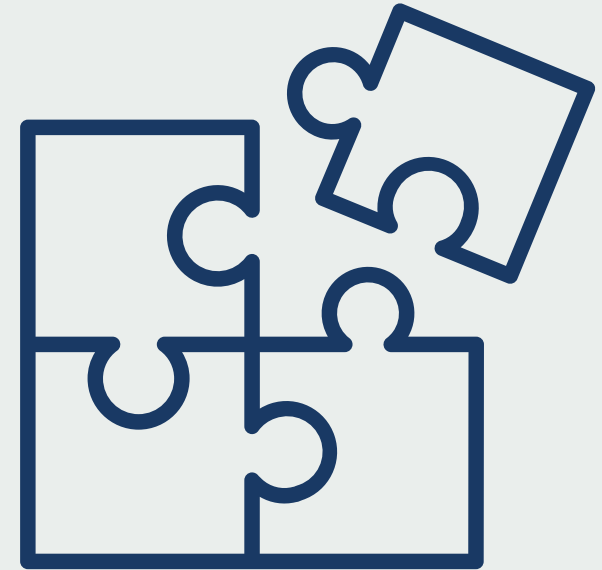


MF Housing Unit Permits



2025 Proposed Incentives

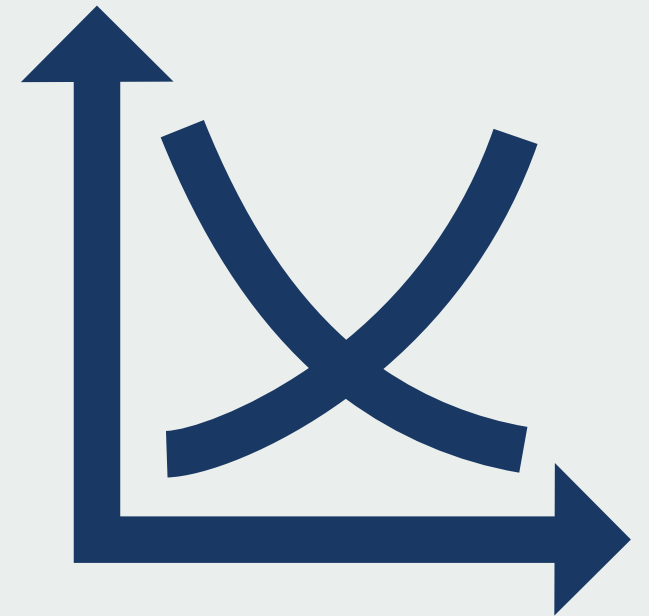
- **MFTE – two-year waiver of application fees**
- MFTE – deferral of Fee in Lieu payment
- Reduction of parking minimums for affordable housing
- Deferral of System Development Charge (SDC) and Impact Fee payments
- Reduction in permit review timelines



MFTE - VMC 3.22 Amendments

Two-year waiver of MFTE application fee (\$5,000 plus \$75 per unit)

- 50-unit development application fee is \$8,750
- 100-unit development application fee is \$12,500
- 200- unit development application fee is \$20,000



Thank You



bryan.monroe@cityofvancouver.us | 360-487-7958



[Meeting Date]

RESOLUTION NO. M- [Resolution Number]

A RESOLUTION of the City of Vancouver relating to the City's Multi-Family Housing Tax Exemption (MFTE) Program application fees contained in Section 3.22.040(E) of the Vancouver Municipal Code (VMC) to implement a limited term two year waiver on assessment and collection of MFTE program application fees; providing for severability; and setting an immediate effective date.

WHEREAS, Washington State law (RCW 84.14) authorizes cities to adopt an MFTE program in certain residential target areas for the purpose of incentivizing the development of multiple-unit housing including creating additional affordable housing, encouraging urban development and density, increasing market rate workforce housing, developing permanently affordable housing opportunities, promoting economic investment and recovery, and creating family-wage jobs, and

WHEREAS, the City of Vancouver adopted a Multi-Family Housing Tax Exemption (MFTE) program in 1997 (Ordinance M-3314), most recently updated in February 2025 (Ord M-4495), and

WHEREAS, U.S. Census American Community Survey estimate data indicates approximately 50% of Vancouver residents are renters; and

WHEREAS, U.S. Census American Community Survey estimate data approximately 53% of Vancouver renters are cost burdened, expending more than 30% of their income on housing costs; and

RESOLUTION - 1

WHEREAS, according to data from the City of Vancouver permitting system the permit issuance and completion rates continue to fall behind production goals aimed at relieving the effects of housing supply and demand; and

WHEREAS, the Vancouver City Council desires to increase production of affordable housing units by incentivizing participation in the MFTE program; and

WHEREAS, the Vancouver City Council desires, by this Resolution, to provide a temporary 24-month waiver of MFTE program application fees assessed pursuant to VMC 3.22.040(E) for applications that are formally submitted within the waiver period,

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY OF VANCOUVER:

Section 1. Findings. The Vancouver City Council adopts the above recitals and the information in SR_____ as legislative findings in support of this Resolution.

Section 2. MFTE Program Application Fee Waiver. MFTE project application fees required by VMC 3.22.040(E(1) shall be waived by the City for MFTE applications otherwise submitted in accordance with VMC 3.22.040(E) between July 8, 2025 and July 7, 2027.

Section 3. Effective Date. This Resolution is effective immediately upon adoption.

ADOPTED at a Regular Meeting of the Vancouver City Council this _____, of _____, 2025.

Anne McEnerny-Ogle, Mayor

Attest:

Natasha Ramras, City Clerk

Approved as to form:

Nena Cook, City Attorney

AN ORDINANCE of the City of Vancouver relating to changes to the City's Multi-Family Housing Tax Exemption (MFTE) Program; adopting an amendment to section 3.22.040, of the Vancouver Municipal Code (VMC); allowing for a deferral of the market rate option affordable housing fee payment, providing for severability, and setting an immediate effective date.

Staff Report: 144-25

To: Mayor and City Council
From: City Manager
Date: July 7, 2025

Subject

Multi-Family Tax Exemption Program Affordable Housing Fee In Lieu Payment Deferral

Key Points

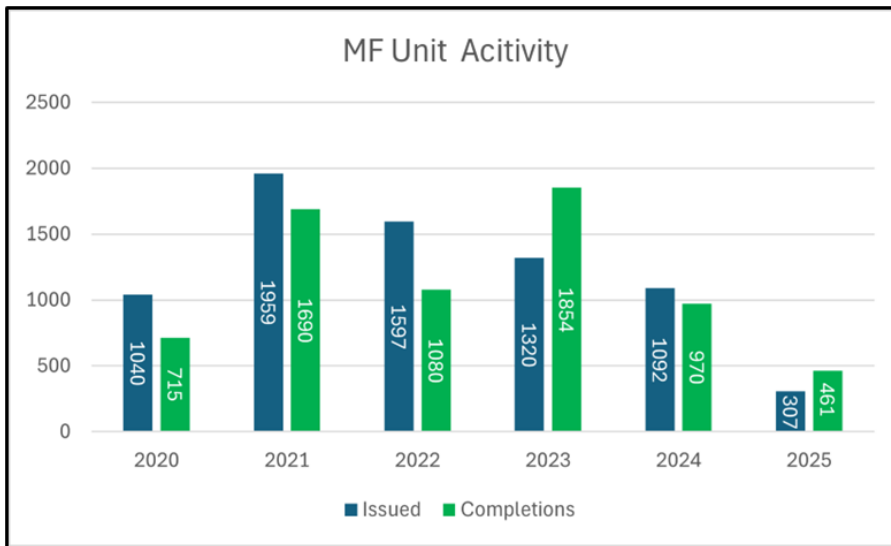
- City of Vancouver multifamily housing permit starts are well below annual production goals.
- Deferral of the multifamily tax exemption (MFTE) Affordable Housing Fee (Fee in Lieu) improves the feasibility of new housing development and helps promote new housing production.

Strategic Plan Alignment

Housing and Human Needs – meeting basic needs and partnering with organizations to support the community

Present Situation

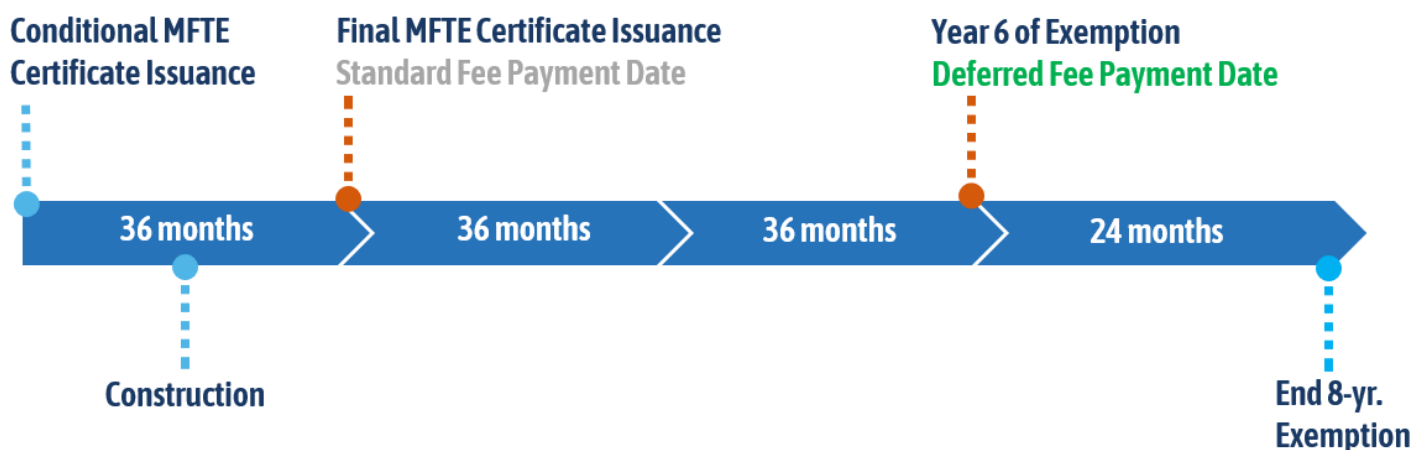
City of Vancouver residents continue to struggle with housing costs and the availability of affordable housing. Approximately 50% of households in Vancouver are renters, and many of these households experience significant financial burdens from paying more than 30% of their household income for rent and utilities. In response, the City has expanded incentives to encourage new affordable and market-rate housing production through programs such as: 1) the Multifamily Tax Exemption program, 2) the Construction Sales and Use Tax deferral program, 3) the Affordable Housing Fund, 4) Community and Development Block Grant and HOME program funding, and 5) zoning code amendments to promote density and development feasibility. Unfortunately, housing production within the City continues to fall well short of the annual production goal of 2,000 units needed to close the housing deficit.



Since the last major revision to the MFTE program in 2023, under which an additional 6 eligible target areas were added, only two projects have applied and received final approval (Grand Vista, a 79-unit income-based project, and Parkview Heights, an 18-unit income-based project). As a result, additional actions are necessary by the City to facilitate increased development activity until market conditions for housing development improve.

City staff are proposing an additional series of planned incentives, including amendments to impact fee and system development charge payments, minimum parking requirements, development plan review delivery times and the MFTE program. Cumulatively, these changes are estimated to improve the return on investment on new housing development by as much as 1% - 2%.

The proposed amendment would defer payment of the required Affordable Housing Fee (also known as Fee-in-Lieu payment) for market-rate projects from the time of final exemption certificate issuance (typically building occupancy) to Year 6 of the 8-year exemption. This change benefits the applicant by eliminating the need to finance the amount of the required payment prior to occupancy and allowing the project owner to use operating revenues after stabilization or proceeds from a refinance or sale to fund the payment.



As an example, the Fee-in-Lieu payment for the Waterfront Block 1, project currently under construction, is 50% of the estimated value of the tax exemption or \$1,555,000. The cost of paying the Fee-in-Lieu at occupancy permit inspection rather than in Year 6 is \$560,800 in interest over the

six-year period using a 6% interest rate.

The timing of the Fee-in-Lieu payment is not formally codified in the VMC 3.22 text. This amendment will codify both a “standard” and “deferred” option for payment of the fee. Under the standard payment option, the applicant pays the affordable housing Fee-in-Lieu prior to the issuance of the final MFTE certificate. Under the deferred fee payment option, the applicant would pay the Fee-in-Lieu at the end of the sixth year of the eight-year exemption period. To be eligible for the deferred payment option, the applicant will be required to:

1. Pay a deferral fee equal to 10% of the value of the Fee-in-Lieu payment at the end of year 6 of the exemption period.
2. Record a lien on property to be released once the Fee-in-Lieu payment is made to the City of Vancouver.
3. Obtain approval of all project building permits within one year of the conditional MFTE certificate. If all necessary building permits for the project are not received within one year following the conditional MFTE certificate issuance, then the project will no longer be eligible for the deferred payment option and will use the standard payment option and make payment prior to the final MFTE certificate.

Advantage(s)

Provides additional incentive tool to encourage new housing development.

Challenge(s)

Potential decrease in interest earned by the City during the deferral period of the Fee-in-Lieu payment.

Budget Impact

None. The Fee-in-Lieu payments are not included in the City revenue projections. The projected amount of deferred payments will depend on the number of projects that choose to defer the fee and the value of those exemptions.

Prior Council Review

Housing Program Workshop June 9th 2025

Action Requested

On Monday, July 7 2025, advance the ordinance, setting the date for the second reading and public hearing for July 14 2025.

Staff Contact

Bryan Monroe, Associate Housing Project Coordinator, bryan.monroe@cityofvancouver.us

Attachments:

1. Presentation
2. Ordinance



CITY OF
Vancouver
WASHINGTON

MFTE Program Amendment Affordable Housing Fee in Lieu Deferral

Vancouver City Council
July 7, 2025

Bryan Monroe- Associate Housing Coordinator-
Economic Prosperity & Housing



Agenda

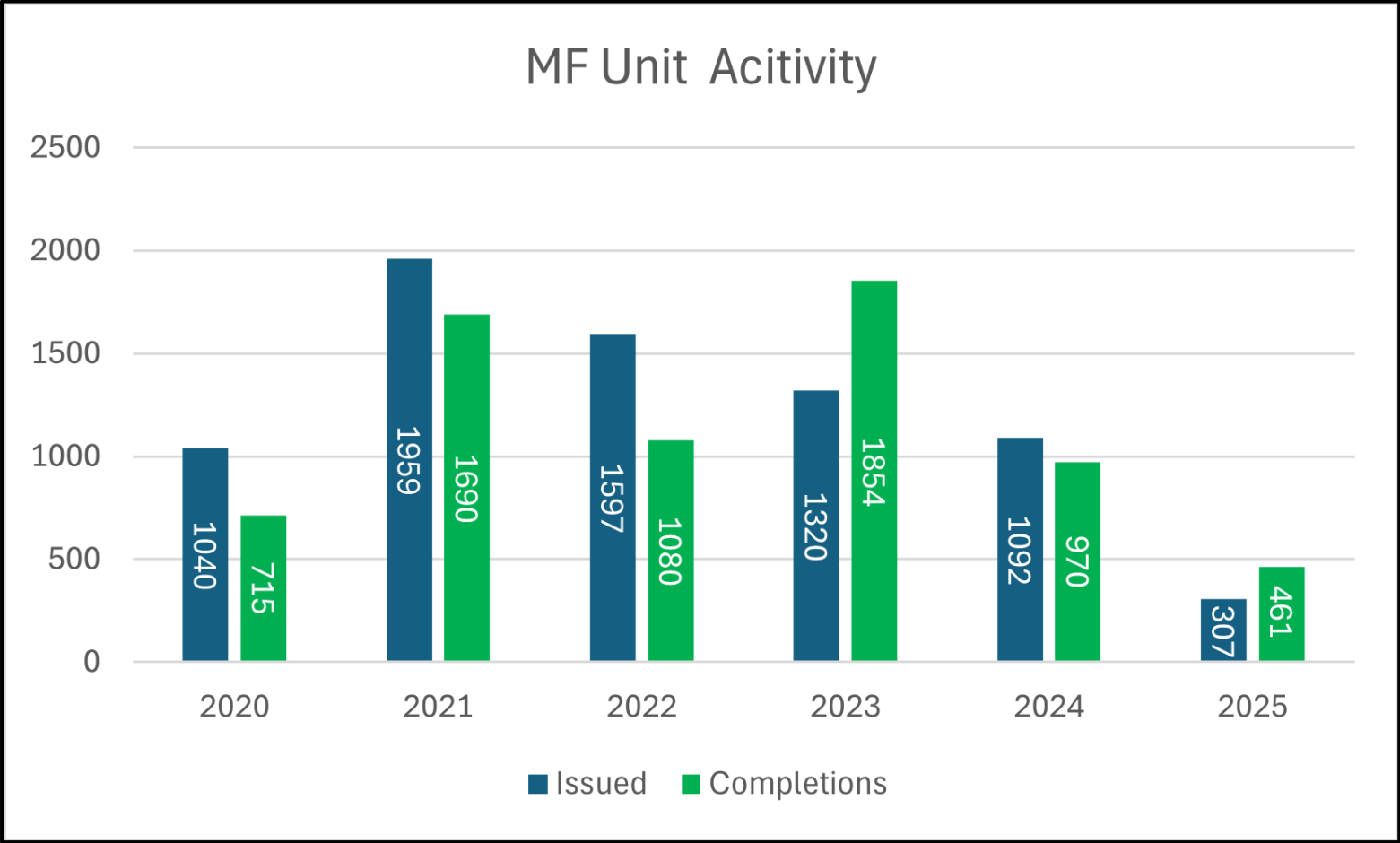
- Current Incentives
- MF Unit Production
- Proposed Incentives
- MFTE Details
- New Payment Timeline
- Potential Impacts
- Discussion / Questions

Current Incentives

- Multifamily Tax Exemption
- Construction Sales Tax Deferral
- Affordable Housing Fund
- Federal CDBG/HOME
- Zoning Code Amendments

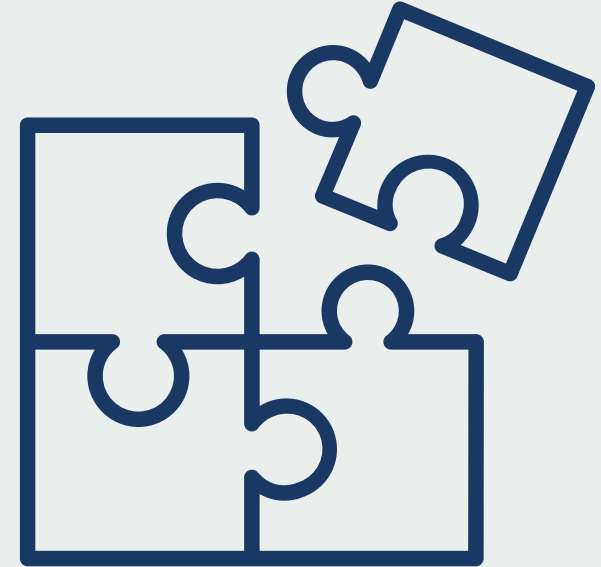


MF Housing Unit Permits



2025 Proposed Incentives

- **MFTE - Affordable housing fee in lieu payment deferral**
- MFTE – Two-year waiver of application fee
- Reduction in parking minimum for affordable housing
- Deferral of System Development Charge (SDC) and Impact Fee payments
- Reduction permit review timelines



MFTE- VMC 3.22 Amendment

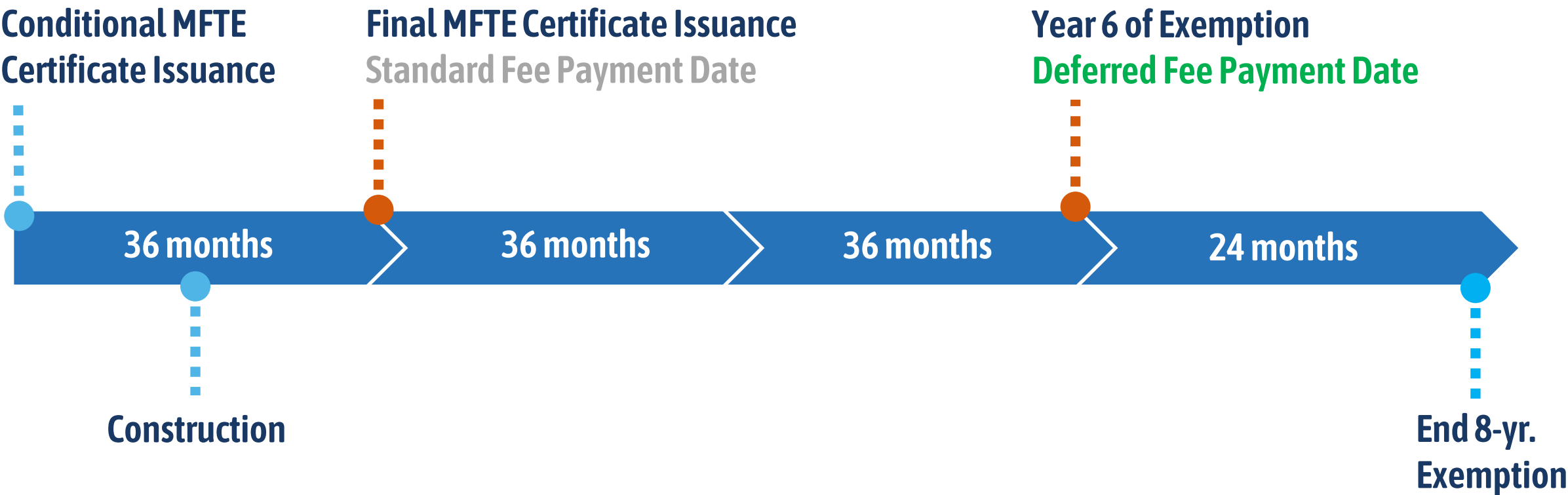
Deferral of affordable housing fee in lieu payment from final MFTE certificate issuance to the end of Year 6 of the 8-year market rate tax exemption.

Deferral of fee in lieu payment will require:

- Additional 10% of the value of the deferred payment
- Recorded lien on property until payment is made
- Approval of project building permits within one year of the conditional MFTE certificate



Proposed Fee Payment Timeline



Fee in Lieu Payment Deferral Savings

Vancouver Waterfront

194 unit project

\$1,555,000 (50% fee in lieu)

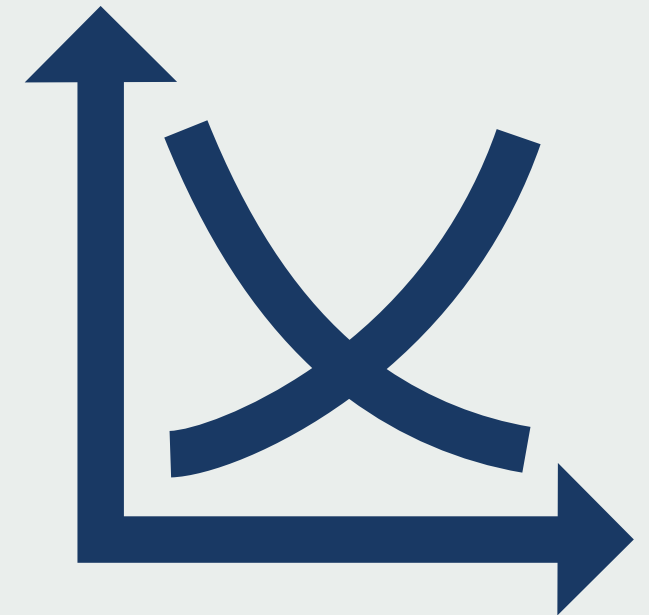
6% interest over 6 years would be \$560,000

Evergreen/Grand

79 unit project

\$317,000 (25% fee in lieu)

6% interest over 6 years would be \$114,000



Thank You



bryan.monroe@cityofvancouver.us | 360-487-7958



7/7/25 (Date of First Reading)

7/14/25 (Date of Public Hearing)

ORDINANCE NO. M- [Ordinance Number]

AN ORDINANCE of the City of Vancouver relating to changes to the City's Multi-Family Housing Tax Exemption (MFTE) Program; adopting an amendment to section 3.22.040, of the Vancouver Municipal Code (VMC); allowing for a deferral of the market rate option affordable housing fee payment, providing for severability, and setting an immediate effective date.

WHEREAS, Washington State law (RCW 84.14) authorizes cities to adopt an MFTE program in certain residential target areas for the purpose of incentivizing the development of multiple-unit housing including creating additional affordable housing, encouraging urban development and density, increasing market rate workforce housing, developing permanently affordable housing opportunities, promoting economic investment and recovery, and creating family-wage jobs, and

WHEREAS, the City of Vancouver adopted a Multi-Family Housing Tax Exemption (MFTE) program in 1997 through Ordinance M-3314 and updated most recently in December 2024 through Ord M-4474, and

WHEREAS, U.S. Census American Community Survey estimate data indicates approximately 50% of Vancouver residents are renters; and

WHEREAS, U.S. Census American Community Survey estimate data indicates approximately 53% of Vancouver renters are cost burdened, expending more than 30% of their income on housing costs; and

WHEREAS, according to data from the City of Vancouver permitting system, building permit issuance and completion rates continue to fall behind production goals aimed at relieving the effects of housing supply and demand.

WHEREAS, City Council desires to encourage additional housing production through provisions of development incentives, and

WHEREAS, City Council desires to amend the MFTE section of the Vancouver Municipal Code to allow for a deferred payment of the MFTE affordable housing fee for market rate development, and

WHEREAS, the City Council finds that the amendment of the MFTE program set forth in this Ordinance will promote the general welfare and convenience of the people of Vancouver, and will encourage the development of additional multi-family housing units within the City; and

WHEREAS, with proper notice to the public, the Vancouver City Council conducted a first reading of the proposed ordinance on July 7, 2025, and a public hearing concerning the ordinance and proposed code change on July 14, 2025.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF VANCOUVER:

Section 1. **Recitals Adopted as Findings.** The City Council hereby adopts and incorporates by reference the above recitals and the information in SR_____ as findings as findings in support of this Ordinance.

Section 2. **Amendment.** Vancouver Municipal Code Section 3.22.040 D (9) entitled “Options Under the Program” as initially codified by Ordinance Ord. M-3314 and last amended by Ordinance M-4474 is hereby amended as follows:

9. *Options Under the Program.* To be eligible for the MFTE tax exemption program option under this chapter, the applicant must either commit to providing income-based housing in exchange for a 12-year tax exemption, or, alternatively, must pay an affordable housing fee in lieu of providing income-based housing (“affordable housing fee”) and meet certain density requirements in exchange for an eight-year market rate tax exemption. The criteria for these options are set forth below:

a. The market-rate exemption option is an eight-year exemption that is contingent upon payment of an affordable housing fee in lieu of providing income-based housing as a part of the project (“affordable housing fee”). The affordable housing fee is determined by the specific target area and density as set forth in Table 1. Depending upon the target area and the density of the project, the affordable housing fee shall be either 25 percent or 50 percent of the net present value of the property tax exemption over the life of the exemption. Affordable housing fees paid pursuant to this subsection shall be held in a separate fund and used to develop affordable housing in the city.

The affordable housing fee in lieu shall be paid by one of the following options:

- i. Standard- Prior to the issuance of the multifamily tax exemption final certificate.
- ii. Deferred- Prior to the end of the sixth year of the tax exemption period. The deferred payment option requires a fee equal to 10% of the affordable housing fee in lieu. The deferral fee is due at the end of the sixth year of the exemption. Deferral of the affordable housing fee requires a surety in the form of a lien to be recorded with the Clark County Auditor’s Office prior to issuance of the conditional tax exemption certificate. Projects receiving a deferral of the affordable housing fee must receive approved building permits for all exempted buildings within one year of the MFTE conditional certificate issuance. If all building permits are not approved within one year the project will only be eligible for the standard fee payment option.

b. The ownership option units will not be subject to the affordable housing fee. Starting from the date of the conditional certificate of tax exemption approval and throughout the exemption period, the MFTE ownership units shall not sell for more than two times the

United States Department of Housing and Urban Development (HUD) HOME homeownership value limit for newly constructed housing in Clark County, which is updated annually by HUD. Owners may contact the director at any time to confirm current resale price limits. The owner shall provide the director written notice of property sale 30 days in advance of recording the new deed with the Clark County Auditor. Exceeding the resale price limit shall constitute noncompliance and will initiate the cancellation of the exemption under VMC 3.22.040(Q) and subject the owner to the effect of cancellation under VMC 3.22.040(Q)(1). The required number of ownership units for each target area are set forth below in Table 1.

c. The income-based option is a 12-year tax exemption under which applicants must commit to renting at least 20 percent of the total development units as income-based housing to households with annual incomes at or below 80 percent of area median income. If the total number of MFTE units calculated contains a fraction, then the number of MFTE units shall be rounded up to the next whole number. The ratio of MFTE unit types (bedrooms) shall be equal to the unit type ratio for the entire development. The property owner must provide information regarding tenant outreach regarding the availability of designated income-based units when advertising the property.

Table 1 below summarizes the options and corresponding requirements for market rate projects in each residential target area. To encourage production of larger family-size units, for the purposes of calculating the development density required to reduce the affordable housing fee in-lieu percentage, three-bedroom units will count as one and one-half units and four or more bedroom units will count as two units.

Table 1.

Residential Target Area	Option 1 Market Rate With Affordable Housing Fee	Option 2 Market Rate With Density Requirements and/or Affordable Housing Fee	Option 3 Ownership

Downtown Waterfront	50%	275 dwelling units/acre + 25% Affordable Housing Fee In Lieu	No Affordable Housing Fee In Lieu; Minimum of 12 units required
Vancouver City Center	50%	225 dwelling units/acre + 25% Affordable Housing Fee In Lieu	
East Vancouver	50%	200 dwelling units/acre + 25% Affordable Housing Fee In Lieu	
Uptown	25%	160 dwelling units/acre	
Evergreen/Grand	25%	90 dwelling units/acre	No Affordable Housing Fee In Lieu; Minimum of 4 units required
Fourth Plain Corridor	25%	90 dwelling units/acre	
Mill Plain Corridor	25%	90 dwelling units/acre	
Upper Main Street Corridor	25%	90 dwelling units/acre	

~~b. The income-based option is a 12-year tax exemption under which applicants must commit to renting at least 20 percent of the total development units as income-based~~

~~housing to households with annual incomes at or below 80 percent of area median income. If the total number of MFTE units calculated contains a fraction, then the number of MFTE units shall be rounded up to the next whole number. The ratio of MFTE unit types (bedrooms) shall be equal to the unit type ratio for the entire development. The property owner must provide information regarding tenant outreach regarding the availability of designated income-based units when advertising the property.~~

Section 3. **Effective Date.** This ordinance shall be effective immediately upon passage.

DATE OF FINAL PASSAGE by the Vancouver City Council:

SIGNED this _____ day of _____, 2025.

Anne McEnery-Ogle, Mayor

Attest:

Approved as to form:

Natasha Ramras, City Clerk

Nena Cook, City Attorney

SUMMARY

ORDINANCE NO. _____

AN ORDINANCE of the City of Vancouver relating to changes to the City's Multi-Family Housing Tax Exemption (MFTE) Program; adopting an amendment to section 3.22.040, of the Vancouver Municipal Code (VMC); allowing for a deferral of the market rate option affordable housing fee payment, providing for severability, and setting an immediate effective date.

The full text of this ordinance will be mailed upon request. Contact public records staff at (360) 487-8480, citypdr@cityofvancouver.us, or via [Public Records Request -The City of Vancouver, WA](#).

To: Mayor and City Council
From: Council Subcommittee 2
Date: July 7, 2025

Subject

Building and Fire Code Commission Appointment

Present Situation

The Building/Fire Code Commission makes recommendations to City Council on building and fire codes and all proposed code changes; hears appeals of building official and fire code interpretations. The membership is composed of specific construction interests.

Council Committee 2 recently interviewed candidates for the building and fire code commission and recommends the full-term appointments of David Wulbers, Adrienne Linton and Nathan Morris with terms beginning June 30, 2025, and expiring June 30, 2031, and the mid-term appointment of Michael Williams to a position that would begin immediately and expire December 31, 2026.

Action Requested

On Monday, Monday, July 7, 2025, reappoint David Wulbers and Adrienne Linton, and appoint Nathan Morris to full-term positions on the Building and Fire Code Commission, with terms beginning on June 30, 2025, and expiring June 30, 2031, and appoint Michael Williams to a mid-term position, with a term beginning on immediately and expiring December 31, 2026.

Subcommittee 2



MEMORANDUM

DATE: July 7, 2025
TO: Mayor and City Councilmembers
FROM: Council Committee 2 (Stober, Harless and Fox)
CC: Lon Pluckhahn, City Manager
Tawny Maruhn, Boards & Commissions

RE: Recommendation for Appointments to the Building and Fire Code Commission
--

The Building/Fire Code Commission makes recommendations to city council on building and fire codes and all proposed code changes; hears appeals of building official and fire code interpretations. The membership is composed of specific construction interests.

Council Committee 2 recently interviewed candidates for the Building and Fire Code Commission and recommends the full-term reappointment of David Wulbers and the appoint of Adrienne Linton and Nathan Morris with terms beginning June 30, 2025, and expiring June 30, 2031, and the mid-term appointment of Michael Williams to a position that would begin immediately and expire December 31, 2026.

This appointment will be presented for Council action at the at the **Monday, July 7, 2025**, Council meeting.

Attachments:

- Applications
- Current Roster

Building and Fire Code Commission

Position	Term	Name & Address	Phone
1	05-06-2024	David Aronson 13901 NW 51st Ct, Vancouver, WA 98660 davida@kramer-gehlen.com	503-539-5107
2	06-30-2018	Adrienne Linton 737 SW Norman Ct. , Gresham, OR 97080 adrienneNclifford@gmail.com	971-346-3680 971-409-1596
3	06-30-2018	David Wulbers 15919 NE 40th St., Vancouver, WA 98682 firesprinklerconsulting@comcast.net	360-904-2833 360-944-8732
4	12-16-2019	Jason Olson 520 SE Columbia River Dr. #234, Vancouver, WA 98661 Jason@lsw-architects.com	360-694-8571 360-907-4681
5	07-20-2020	Matt Chaika 10007 SE 10th St., Vancouver, WA 98664 ibew48matt@gmail.com	503-501-7910
6	01-25-2016	John Gentry 6204 NE 105th Ave, Vancouver, WA 98662 john.l.gentry@icloud.com	360-892-5231 360-910-9771
7	01-31-2022	Jimmy Stewart 1403 Officers Row, Vancouver, WA 98661 stewartjg@yahoo.com	503-798-8120

Building and Fire Code Commission

Term Length: 72 Months

Max Terms: 2 Term(s)

Number of Members: 7

Meeting Schedule: On Call

Meeting Time: 12:00 PM

Meeting Location: Aspen Conference Room at City Hall

Meeting Address:

Type: Commission

Description: The Building and Fire Code Commission makes recommendations to City Council on building and fire codes and all proposed code changes; hears appeals of building official and fire code interpretations. The membership is composed of specific construction interests.

Council Liaison:

Staff Liaison:

Position Number	Name	Appt Date	No. of Terms Served	Term Expiration Date
1	David Aronson	05/06/2024	1	06/30/2025
2	Adrienne Linton	06/25/2018	1	06/30/2025
3	David Wulbers	06/25/2018	1	06/30/2025
4	Jason Olson	05/19/2014	2	12/31/2026
5	Matt Chaika	07/20/2020	1	07/31/2027
6	John Gentry	01/25/2016	2	01/31/2029
7	Jimmy Stewart	01/31/2022	1	01/31/2029

May 5, 2025

City of Vancouver
City Council Committee
PO Box 1995
Vancouver, WA 98668

Re: Letter of Continued Interest – Building and Fire Code Commission

Dear Council Committee,

It has been my honor to serve the Building and Fire Code Commission (BFCC) for the past (7) years. Please accept this letter of continued interest as my formal application for reappointment.

I believe that my participation on the BFCC has benefitted its work in the following ways:

- Utilized my knowledge and expertise, as a licensed Architect, of the building and construction industry to weigh in on important decisions for revisions to the City of Vancouver's Municipal Code (Titles 16 and 17).
- Utilize my skills, as a licensed Architect, in interpreting code to weigh in on important decisions for the proposed demolition of structures deemed unfit by the Building Official.

I am proud of what this group has accomplished throughout my term of service, and look forward to future opportunities.

Once again, it has been my honor to serve the BFCC. I hope that you will grant my request for reappointment.

Thank you in advance for your consideration.

Sincerely,


Adrienne Linton



Boards and Commissions Application

Getting Started

- Carefully review the requirements for the posted position before completing your application.
- Review board information including membership eligibility and expectations to confirm qualifications.
- Commission meetings may require in-person day or evening attendance. When you accept a Board/Commission seat, you'll confirm your ability to attend these meetings.
- Upon appointment, proof of identity and residency may be required (["Do I live in Vancouver City limits?" map](#))
- Applications are considered active for one year. You will be notified by email of future openings for those Boards and Commissions you previously applied for or expressed interest in.
- Under the state's Public Records Act ([RCW 42.56](#)), applications submitted for these appointments are public records and may be subject to public disclosure.
- City employees are not eligible to serve on boards and commissions.

Purpose

Use this form to apply to be a member of a board, commission or committee

Eligibility

Must be 18 years old or older

Are you 18 years old or older?

Yes

Do you live in Vancouver City Limits?

No

Which board or committee are you applying for?

- Building and Fire Code Commission

Are you a registered voter in Clark County? Yes

Have you served on this board in the past? No

Are you currently serving on a board or commission for the City of Vancouver? No

First Name Nathan

Last Name Morris

Email Address contact-me@morris-consult.com

Phone Number 503-703-9875

Address 12111 Northeast 71st Street

City Vancouver

State Washington

ZIP Code	98682
What is your length of residency in Vancouver?	5 to 10 years
Occupation and Employer (if applicable)	Estimator - Fire, Life Safety, & Specialty Systems Project Manager Dynalectric Oregon
Do you, or does your firm or place of employment do business with the City?	Yes
Please Describe	Dynalectric is a full service commercial electrical contractor. There is the possibility that we will work on construction projects funded by the city either directly for the city or for a general contractor contracted by the city. We also do business with the various AHJs that provide building/electrical permits.
Do you, your firm or place of employment, have business that may involve a contract with the City for land, materials, supplies, or services?	Yes
Please Describe	As mentioned previously there is the possibility that Dynalectric may provide electrical services to the city either directly or through a general contractor on city funded projects.
Which board, commission or committee are you most interested in? (1st choice)	Building and Fire Code
Which board, commission or committee are you most interested in? (2nd choice)	Parks and Recreation
Are you interested in applying for more than one board, commission or committee?	No
Have you served on this board/commission or any others in the past?	No
What do you think are the most important issues our community is facing today?	From a fire and life safety perspective: High-density energy storage poses a significant hazard to structures and emergency personnel due to the nature of the fuel. These fires can be self-sustaining for many hours, burn hotter than typical car fires, spew toxic particulates, and pose significant health hazards to firefighters. The typical use cases for high-density energy storage are in EVs and battery banks. From a resident perspective: The lack of affordable housing is partly due to permitting and zoning requirements. Many single-family homes start above \$500K due to various factors, including lengthy permitting processes and costs. With added tariffs on lumber, these prices are likely to increase. Medium to high-density housing faces similar issues on a larger scale, as the permitting process is exponentially more difficult, and these costs are passed on to tenants.
The City of Vancouver is committed to facilitating and amplifying multiple perspectives and experiences from across the	You can read more about me at morris-consult.com . In brief: I was raised in the PNW have settled down in SW Washington due to its beauty, community, and upward growth. I am a Black man that prides himself on breaking away from the stereotypes and setting a new example for young generations to look up to. I

community. What diverse experiences, skills, perspectives and values would you bring to a City board or commission?	joined the construction trade in 2014, obtained my Journeyman level electrical license in 2017, and pursued a career in life safety specializing in life safety electrical systems. I hold a NICET III in fire alarm systems, I am currently waiting for the approval for the NICET IV. I teach at the NECA/IBEW training center, I do presentations at local schools presenting avenues for success through the skilled trades, I am a delegated to the NW Oregon Labor Council AFL-CIO, I sat on the 2025 Oregon Structural Specialty Code review committee, and I sit on the board of directors for a medium sized credit union. In me you will find a unique perspective that puts life safety first, with an emphasis on engaging the next generation, an eagerness to share what I have learned over the years, and a drive to always seek new learning opportunities.
We know there are many ways that people show how much they care for our community. Please describe your current and past community involvement, formal or informal, and ways that you have positively contributed to our community. Informal community involvement could include things such as volunteering, supporting neighbors, participating in a faith community, or participating in a youth sports league.	You can read more about me at morris-consult.com. In brief: I was raised in the Pacific Northwest and have settled down in Southwest Washington due to its beauty, community, and upward growth. I am a Black man who prides himself on breaking away from stereotypes and setting a new example for young generations to look up to. I joined the construction trade in 2014, obtained my Journeyman-level electrical license in 2017, and pursued a career specializing in life safety electrical systems. I hold a NICET III in fire alarm systems and am currently awaiting approval for NICET IV. I teach at the NECA/IBEW training center, give presentations at local schools to promote success through skilled trades, and am a delegate to the NW Oregon Labor Council AFL-CIO. I also served on the 2025 Oregon Structural Specialty Code review committee and sit on the board of directors for a medium-sized credit union. In me, you will find a unique perspective that prioritizes life safety, emphasizes engaging the next generation, and demonstrates an eagerness to share my knowledge and continuously seek new learning opportunities.
Please describe your interest in serving as a board member or commissioner. Why do you want to be involved with the City of Vancouver, and why this role?	I am a code enthusiast. As I write this, I have 13 code books next to me, covering topics from elevators, structural, fire code, and municipality revisions to model codes, and everything in between. I enjoy reading and interpreting codes, as well as being part of the driving forces that make buildings in the Pacific Northwest safe for their occupants. As both a resident and a craftsman, I have a vested interest in the stewardship of responsible building codes, from the local level all the way to model codes.
Please describe your experience with racial equity, as well as your comfort level, previous engagement and work with diverse communities.	As a minority, I have faced my fair share of inequities, but I strive to rise above each one. I believe it is important for people not to let others keep them down, so to speak, by engaging in constructive discourse and leading by example.
The City of Vancouver is setting ambitious goals around climate change. As a member of a City board or commission, how will your knowledge, skills and experiences prepare you to address climate change?	As a member of the electrical trade, it is crucial to advocate for renewable energy production, such as solar power. Additionally, incorporating flora into buildings, like rooftop gardens and vegetation walls, can help insulate structures, reduce energy costs, and contribute to cleaner air. I believe that efforts to combat climate change must begin with governing bodies enacting firm policies and not allowing "fees" to be paid in lieu of adhering to proper building standards.
Is there anything else you would like us to know?	Vancouver has the potential to outshine Portland and Seattle, but we must avoid the mistakes that have led to their decline. We need to invest in renewable building practices and encourage developers to build here by streamlining our permitting processes, while still maintaining stewardship of the beautiful land we are fortunate to live on.
How did you hear about this position?	• City newsletter
Providing this information is voluntary and will not be used in candidate selection for any board.	
What is your age range?	20-30

What are your preferred pronouns? (Check all that apply)	• He/Him/ His
What is your gender identity or expression? (Check all that apply)	• Male
What is your race/ethnicity? (Check all that apply)	• Black/African American
Which languages do you speak other than English? Check all that apply.	• None
In what zip code to you live or work?	98682
What is the highest degree or level of education you have completed?	Trade school
Do you rent or own your home?	Own
Have you ever served on active duty in the U.S. Armed Forces, military Reserves, or National Guard?	No
Do you live with a disability or identify as a disabled person?	Yes
If yes, please describe how we can best support your participation.	I have developed my own coping strategies. Should assistance be required I will communicate that if selected for this role.

Signature Agreement

By affixing your signature in the box below, you agree that such signature will be the electronic representation of your signature to be valid and binding upon you for all purposes when you (or your agent) affix below, including on legally binding contracts, just the same as a hand-written signature.

Signature



Thank you for providing this information. After clicking ‘Submit’ you will receive a Submission ID number that can be retained for your records.

Staff will be in touch once the recruitment closes on next steps. Please be aware that this could take up to 30 days.

Feel free to reach out to bc_coordinator@cityofvancouver.us with any questions in the meantime.

Have a great day!



Boards and Commissions Application

Getting Started

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Purpose

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Are you 18 years old or older?	Yes
Do you live in Vancouver City Limits?	No

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- Building and Fire Code Commission

Are you a registered voter in Clark County?

Yes

Have you served on this board in the past?

No

Are you currently serving on a board or commission for the City of Vancouver?

No

First Name	Nathan
Last Name	Morris
Email Address	contact-me@morris-consult.com
Phone Number	503-703-9875
Address	12111 Northeast 71st Street
City	Vancouver
State	Washington

ZIP Code	98682
What is your length of residency in Vancouver?	5 to 10 years
Occupation and Employer (if applicable)	Estimator - Fire, Life Safety, & Specialty Systems Project Manager Dynalectric Oregon
Do you, or does your firm or place of employment do business with the City?	Yes
Please Describe	Dynalectric is a full service commercial electrical contractor. There is the possibility that we will work on construction projects funded by the city either directly for the city or for a general contractor contracted by the city. We also do business with the various AHJs that provide building/electrical permits.
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Please Describe	As mentioned previously there is the possibility that Dynalectric may provide electrical services to the city either directly or through a general contractor on city funded projects.
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Have you served on this board/commission or any others in the past?	No
What do you think are the most important issues our community is facing today?	From a fire and life safety perspective: High-density energy storage poses a significant hazard to structures and emergency personnel due to the nature of the fuel. These fires can be self-sustaining for many hours, burn hotter than typical car fires, spew toxic particulates, and pose significant health hazards to firefighters. The typical use cases for high-density energy storage are in EVs and battery banks. From a resident perspective: The lack of affordable housing is partly due to permitting and zoning requirements. Many single-family homes start above \$500K due to various factors, including lengthy permitting processes and costs. With added tariffs on lumber, these prices are likely to increase. Medium to high-density housing faces similar issues on a larger scale, as the permitting process is exponentially more difficult, and these costs are passed on to tenants.
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We know there are many ways that people show how much they care for our community. Please describe your current and past community involvement, formal or informal, and ways that you have positively contributed to our community. Informal community involvement could include things such as volunteering, supporting neighbors, participating in a faith community, or participating in a youth sports league.	You can read more about me at morris-consult.com . In brief: I was raised in the Pacific Northwest and have settled down in Southwest Washington due to its beauty, community, and upward growth. I am a Black man who prides himself on breaking away from stereotypes and setting a new example for young generations to look up to. I joined the construction trade in 2014, obtained my Journeyman-level electrical license in 2017, and pursued a career specializing in life safety electrical systems. I hold a NICET III in fire alarm systems and am currently awaiting approval for NICET IV. I teach at the NECA/IBEW training center, give presentations at local schools to promote success through skilled trades, and am a delegate to the NW Oregon Labor Council AFL-CIO. I also served on the 2025 Oregon Structural Specialty Code review committee and sit on the board of directors for a medium-sized credit union. In me, you will find a unique perspective that prioritizes life safety, emphasizes engaging the next generation, and demonstrates an eagerness to share my knowledge and continuously seek new learning opportunities.
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How did you hear about this position?	• City newsletter
Providing this information is voluntary and will not be used in candidate selection for any board.	
What is your age range?	20-30

What are your preferred pronouns? (Check all that apply)	• He/Him/ His
What is your gender identity or expression? (Check all that apply)	• Male
What is your race/ethnicity? (Check all that apply)	• Black/African American
Which languages do you speak other than English? Check all that apply.	• None
In what zip code to you live or work?	98682
What is the highest degree or level of education you have completed?	Trade school
Do you rent or own your home?	Own
Have you ever served on active duty in the U.S. Armed Forces, military Reserves, or National Guard?	No
Do you live with a disability or identify as a disabled person?	Yes
If yes, please describe how we can best support your participation.	I have developed my own coping strategies. Should assistance be required I will communicate that if selected for this role.

Signature Agreement

By affixing your signature in the box below, you agree that such signature will be the electronic representation of your signature to be valid and binding upon you for all purposes when you (or your agent) affix below, including on legally binding contracts, just the same as a hand-written signature.

Signature



Thank you for providing this information. After clicking 'Submit' you will receive a Submission ID number that can be retained for your records.

Staff will be in touch once the recruitment closes on next steps. Please be aware that this could take up to 30 days.

Feel free to reach out to bc_coordinator@cityofvancouver.us with any questions in the meantime.

Have a great day!

Fire **Sprinkler** Consulting LLC
PO Box 872528
Vancouver, WA 98687
360-904-2833 phone 360-944-5191 fax
firesprinklerconsulting@comcast.net

May 6, 2025

Tawny Maruhu
Senior Support Specialist
City of Vancouver
City Manager's Office/Board &
Commissions

Subject: Building, Fire and Code Commission

Tawny,

As requested, please take this letter as my interest in continuing to serve as a member of the Vancouver Building, Fire and Code Commission.

I have enjoyed working with the city and the commission members and am proud of the work we have accomplished over the last six years of my service.

If you need additional information on my qualifications to serve on this commission please contact me.

Sincerely,

David G. Wulbers
Fire Sprinkler Consulting LLC
360-904-2833 (cell)

To: Mayor and City Council
From: City Manager
Date: July 7, 2025

Subject

Approval of Claim Vouchers

Key Points

- *(Provide text to describe what approval of this item would do / what would the project do. This should give the who/what/why and provide quick talking points for others reading it. Keep to 5 bullet points or less.)*

Strategic Plan Alignment

(Select Strategic Plan Alignment from available Text Snippets in editing menu for this section.)

Present Situation

(Description of the item with any background information, community outreach details, importance of the item approval, and other information pertinent to Council review)

Advantage(s)

1. *(any opportunities for the community, including equity, stewardship, climate and resilience, and community safety)*

Challenge(s)

1. *(any challenges for the community, including equity, stewardship, climate and resilience, and community safety)*

Budget Impact

(please note any impacts to the budget or note that there is no budget impact)

Prior Council Review

(List any prior review from Council, including memos, communications, workshops and other reviews by Council)

Action Requested

Approve claim vouchers for July 7, 2025.

Staff Contact

,

Attachments:

1. July 7, 2025 Claim Vouchers

VOUCHER APPROVAL

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

\$ 31,357,320.70 this 7th day of July 2025.

MAYOR

Cyndi A. Turner Digitally signed by Cyndi A. Turner
Date: 2025.06.30 17:04:13 -07'00'

AUDITING OFFICER

COUNCILMEMBER

COUNCILMEMBER

DATE	INCLUSIVE CHECK NUMBERS	CHECK TOTAL
June 09, 2025 - June 29, 2025	Accounts Payable Checks (see attached)	\$ 22,461,077.45
June 09, 2025 - June 29, 2025	Hansen City Payments (see attached)	\$ 65,740.28
June 09, 2025 - June 29, 2025	Visa Refunds (see attached)	\$ 9,294.76
June 09, 2025 - June 29, 2025	Payroll Checks (see attached)	\$ 8,821,208.21
TOTAL		\$ 31,357,320.70

INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
Supplier Payment	Check	25695	6/10/2025	5,961.29	Aflac	
Supplier Payment	Check	25696	6/10/2025	6,328.87	AFSCME Local #307	
Supplier Payment	Check	25698	6/10/2025	1,033.50	Chapter 13 - Trustee	
Supplier Payment	Check	25699	6/10/2025	491.00	Hawaii SDU	
Supplier Payment	Check	25700	6/10/2025	780.65	IAM Local #1374	
Supplier Payment	Check	25701	6/10/2025	8,832.14	Life Insurance Company of North America	
Supplier Payment	Check	25702	6/10/2025	1,300.00	MFS Service Center Inc	
Supplier Payment	Check	25703	6/10/2025	4,705.22	OPEIU Local #11	
Supplier Payment	Check	25704	6/10/2025	814.00	Teamsters Local #58	
Supplier Payment	Check	25705	6/10/2025	332.50	UA Local #290	
Supplier Payment	Check	25706	6/10/2025	3,069.76	Western Conference of Teamsters	
Supplier Payment	Check	25707	6/10/2025	1,454.52	Western Metal Industry Pension Plan	
Miscellaneous Payment	Check	25708	6/11/2025	91.00	Basic Fire Protection Inc.	Refund - Duplicate complaints issued. 77066143 and 77065210
Miscellaneous Payment	Check	25709	6/11/2025	120.00	Burton Evergreen Neighborhood Association	2025 RecycleU
Miscellaneous Payment	Check	25710	6/11/2025	637.50	Federal Highway Administration	Cancellation Refund for R15111 WREC Community Room Reservation
Miscellaneous Payment	Check	25711	6/11/2025	18,750.00	Kafoury & McDougal Client Trust Account	Claim Payment - DOI: 09/02/2021 - RISK
Miscellaneous Payment	Check	25712	6/11/2025	87.10	Landerholm P.S.	Refund parking permit COV13557 no longer needed.
Miscellaneous Payment	Check	25713	6/11/2025	100.00	Marrion Neighborhood Association	2025 Resource Conservation Challenge
Miscellaneous Payment	Check	25714	6/11/2025	4,619.75	Seppanen Construction, LLC	Manuel Huerta (9311 NE Alpine St) Invoice # 14240
Miscellaneous Payment	Check	25715	6/11/2025	87.00	Trinka LLC	Refund - FCO in error clicked click citation instead of create reinspection.
Ad Hoc Payment	Check	25716	6/11/2025	51.07	Anderson, Thoeodore	11852 SE RIVERIDGE DR ,VANCOUVER,WA,98683
Ad Hoc Payment	Check	25717	6/11/2025	85.27	Baron, Amanda	5264 NE 121ST AVE ,VANCOUVER,WA,98682
Ad Hoc Payment	Check	25718	6/11/2025	394.57	Benny Chau or Lynn Nghiem	1109 E 40TH AVE ,VANCOUVER,WA,98661
Ad Hoc Payment	Check	25719	6/11/2025	118.98	Chau, Edmond	17321 SE 3RD ST ,VANCOUVER,WA,98683
Ad Hoc Payment	Check	25720	6/11/2025	278.48	Chen, Angie	7601 E MILL PLAIN BLVD ,VANCOUVER,WA,98664
Ad Hoc Payment	Check	25721	6/11/2025	99.82	DR Horton Inc	10348 NE 46TH ST ,VANCOUVER,WA,98682
Ad Hoc Payment	Check	25722	6/11/2025	204.65	Eduard or Diana Bokov	5600 NE 131ST PL ,VANCOUVER,WA,98682
Ad Hoc Payment	Check	25723	6/11/2025	24.34	Estate of Gregory Moyer	17701 NE 30TH ST ,VANCOUVER,WA,98682
Ad Hoc Payment	Check	25724	6/11/2025	250.00	Hansen, Kristen	2323 GENERAL ANDERSON ,VANCOUVER,WA,98660
Ad Hoc Payment	Check	25725	6/11/2025	54.33	Kennedy, Robert	15313 NE 41ST ST ,VANCOUVER,WA,98682
Ad Hoc Payment	Check	25726	6/11/2025	43.39	Shao-Ping Lin or Hui- Fang Ko	16816 NE 31ST WAY ,VANCOUVER,WA,98682
Ad Hoc Payment	Check	25727	6/11/2025	56.56	Sunworld Group Inc	5201 NE 128TH AVE ,VANCOUVER,WA,98682
Ad Hoc Payment	Check	25728	6/11/2025	47.70	Sweeney, Caitlin	8610 NE 167TH AVE ,VANCOUVER,WA,98682
Ad Hoc Payment	Check	25729	6/11/2025	95.18	Taggart, Karen	13210 SE 7TH ST ,VANCOUVER,WA,98683
Ad Hoc Payment	Check	25730	6/11/2025	93.88	Walker, Renada	14107 NE 39TH ST ,VANCOUVER,WA,98682
Supplier Payment	Check	25731	6/11/2025	16,360.42	Ace Parking Management Inc	
Supplier Payment	Check	25732	6/11/2025	3,408.75	Afghan Associates Inc	
Supplier Payment	Check	25733	6/11/2025	798.00	Allegheny Answering Services	
Supplier Payment	Check	25734	6/11/2025	136.00	American Sani-Can	
Supplier Payment	Check	25735	6/11/2025	1,054.39	Annas Consultants Inc	
Supplier Payment	Check	25736	6/11/2025	49,712.00	Arborscape Ltd Inc	
Supplier Payment	Check	25737	6/11/2025	4,000.50	BSK Associates - Remit-To: Supplier BSK Associates	
Supplier Payment	Check	25738	6/11/2025	1,240.32	Carahsoft Technology	
Supplier Payment	Check	25739	6/11/2025	45,818.33	Car Toys, Inc.	
Supplier Payment	Check	25740	6/11/2025	21,318.14	Cellco Partnership - Remit-To: Cellco - Dallas	
Supplier Payment	Check	25741	6/11/2025	54,892.53	Century West Engineering Corp	
Supplier Payment	Check	25742	6/11/2025	1,526.60	Chicago Title Company of WA	
Supplier Payment	Check	25743	6/11/2025	267.22	Cintas	
Supplier Payment	Check	25744	6/11/2025	500.00	Citywide	
Supplier Payment	Check	25745	6/11/2025	5,000.00	Clark County ACT-SO	
Supplier Payment	Check	25746	6/11/2025	400.00	Clark County Fire District 5	

INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
Supplier Payment	Check	25747	6/11/2025	445,070.75	Clark County - Remit-To: Clark County - Treasurer Vancouver	
Supplier Payment	Check	25748	6/11/2025	117,462.24	Clary Longview LLC	
Supplier Payment	Check	25749	6/11/2025	113.67	Clifford & Martin, Inc	
Supplier Payment	Check	25750	6/11/2025	10,000.00	Colliers International Holdings (USA) Inc.	
Supplier Payment	Check	25751	6/11/2025	17,306.04	Columbia Resource Company	
Supplier Payment	Check	25752	6/11/2025	18,956.86	Comcast Holdings Corporation - Remit-To: Comcast Holdings Corporation - Philadelphia	
Supplier Payment	Check	25753	6/11/2025	1,960.30	Community Foundation for Southwest Washington	
Supplier Payment	Check	25754	6/11/2025	674.17	Connecta Satellite Solutions LLC	
Supplier Payment	Check	25755	6/11/2025	15,214.99	Core and Main LP - Remit-To: Core and Main LP	
Supplier Payment	Check	25756	6/11/2025	623.04	CyberSource Corporation - Remit-To: CyberSource - Los Angeles	
Supplier Payment	Check	25757	6/11/2025	17,881.15	Datex Inc	
Supplier Payment	Check	25758	6/11/2025	13,230.00	Davidson Benefits Planning	
Supplier Payment	Check	25759	6/11/2025	216.31	Deep Roots Pest and Wildlife Innovations LLC	
Supplier Payment	Check	25760	6/11/2025	276.10	Dex Media West	
Supplier Payment	Check	25761	6/11/2025	2,243.38	Esix Sportswear	
Supplier Payment	Check	25762	6/11/2025	100,000.00	Evergreen Habitat for Humanity	
Supplier Payment	Check	25763	6/11/2025	57.82	Experian Marketing Solutions - Remit-To: Experian - Los Angeles	
Supplier Payment	Check	25764	6/11/2025	1,057.55	Fire, Health & Safety Equipment Co., Inc	
Supplier Payment	Check	25765	6/11/2025	500.00	First Presbyterian Church	
Supplier Payment	Check	25766	6/11/2025	5,500.00	Fourth Plain Forward	
Supplier Payment	Check	25767	6/11/2025	132.16	Galls LLC	
Supplier Payment	Check	25768	6/11/2025	28,064.00	General Pacific Inc	
Supplier Payment	Check	25769	6/11/2025	11,900.00	Genevieve R. Goff	
Supplier Payment	Check	25770	6/11/2025	1,351.72	Genuine Parts Company - Remit-To: NAPA - Vancouver	
Supplier Payment	Check	25771	6/11/2025	1,054.27	Global Payments Inc	
Supplier Payment	Check	25772	6/11/2025	9,266.39	HDJ Design Group	
Supplier Payment	Check	25773	6/11/2025	1,468.80	Jamestown Networks	
Supplier Payment	Check	25774	6/11/2025	500.00	Jane Tesner Kleiner	
Supplier Payment	Check	25775	6/11/2025	12,554.88	Janus Youth Programs Inc	
Supplier Payment	Check	25776	6/11/2025	3,611.25	Keller Associates Inc	
Supplier Payment	Check	25777	6/11/2025	2,592.00	Keller Rohrbach LLP	
Supplier Payment	Check	25778	6/11/2025	1,482.31	Kurita America Inc - Remit-To: US Water - Minneapolis	
Supplier Payment	Check	25779	6/11/2025	1,421.46	L.N. Curtis & Sons	
Supplier Payment	Check	25780	6/11/2025	11,200.97	Lakeside Industries Inc - Remit-To: Lakeside - LB Seattle	
Supplier Payment	Check	25781	6/11/2025	35.90	Lakeyland Inc	
Supplier Payment	Check	25782	6/11/2025	2,258.13	Landscape Structures Inc	
Supplier Payment	Check	25783	6/11/2025	6,426.23	Language Line Services, Inc.	
Supplier Payment	Check	25784	6/11/2025	5,997.26	Latino Community Resource Group	
Supplier Payment	Check	25785	6/11/2025	369.92	Mark IV Enterprises Inc	
Supplier Payment	Check	25786	6/11/2025	3,326.46	McFarlanes Bark Inc	
Supplier Payment	Check	25787	6/11/2025	1,575.00	Message Gears LLC	
Supplier Payment	Check	25788	6/11/2025	517,329.42	Michels Corporation	
Supplier Payment	Check	25789	6/11/2025	585.90	Naegeli Reporting Corporation	
Supplier Payment	Check	25790	6/11/2025	7,813.25	Northwest Natural Gas Company - Remit-To: NW Natural - Portland	
Supplier Payment	Check	25791	6/11/2025	1,801.80	One Call Concepts Inc	
Supplier Payment	Check	25792	6/11/2025	182.00	Parkeon	
Supplier Payment	Check	25793	6/11/2025	10,349.79	Passport Labs Inc. - Remit-To: Passport Labs Inc	
Supplier Payment	Check	25794	6/11/2025	538.82	PDH Creative	
Supplier Payment	Check	25795	6/11/2025	75,000.00	PlanIT Geo, Inc.	
Supplier Payment	Check	25796	6/11/2025	35.00	Porter W Yett Company	
Supplier Payment	Check	25797	6/11/2025	2,510.00	Portland Adventist Medical Center	
Supplier Payment	Check	25798	6/11/2025	23,224.55	PPC Solutions Inc	
Supplier Payment	Check	25799	6/11/2025	14.30	Qwest Corporation - Remit-To: CenturyLink - Phoenix	
Supplier Payment	Check	25800	6/11/2025	2,942.61	Qwest Corporation - Remit-To: Qwest Corp- Seattle	
Supplier Payment	Check	25801	6/11/2025	35,253.41	Raimi & Associates, Inc.	
Supplier Payment	Check	25802	6/11/2025	8,682.91	Ready Rebound, Inc.	
Supplier Payment	Check	25803	6/11/2025	614.45	Fenton Transcription, LLC	

INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
Supplier Payment	Check	25804	6/11/2025	7,649.06	RH2 Engineering, Inc.	
Supplier Payment	Check	25805	6/11/2025	9,222.50	SafeFire LLC	
Supplier Payment	Check	25806	6/11/2025	8,600.00	Samon Creek Koelsch Operations LLC	
Supplier Payment	Check	25807	6/11/2025	529.10	San Diego Police Equipment Co Inc	
Supplier Payment	Check	25808	6/11/2025	1,500.00	Scott Dickerson	
Supplier Payment	Check	25809	6/11/2025	617.94	SeaWestern Inc	
Supplier Payment	Check	25810	6/11/2025	9,090.20	Share	
Supplier Payment	Check	25811	6/11/2025	4,204.62	Shrums Pest Control	
Supplier Payment	Check	25812	6/11/2025	2,035.00	SiteCrafting Inc	
Supplier Payment	Check	25813	6/11/2025	2,030.26	Software House International SHI - Remit-To: SHI - Dallas	
Supplier Payment	Check	25814	6/11/2025	323.14	Speed's Towing of Vancouver - Remit-To: Speeds Towing of Vancouver Inc.	
Supplier Payment	Check	25815	6/11/2025	513,431.54	Stantec Consulting Services Inc - Remit-To: Stantec - Chicago	
Supplier Payment	Check	25816	6/11/2025	22.11	State of Oregon Department of Transportation - Remit-To: OR DMV - Salem	
Supplier Payment	Check	25817	6/11/2025	138,320.00	State of Washington Department of Ecology - Remit-To: State of Washington Department of Ecology	
Supplier Payment	Check	25818	6/11/2025	50.00	State of Washington Department of Labor and Industries - Remit-To: State of WA LNI - Explosives Licensing	
Supplier Payment	Check	25819	6/11/2025	301.88	State of Washington Department of Licensing - Remit-To: Notary Public Program	
Supplier Payment	Check	25820	6/11/2025	4,881.22	State of Washington Department of Natural Resources - Remit-To: Dept of Natural Resources - Box 47041	
Supplier Payment	Check	25821	6/11/2025	340.76	State of Washington Department of Transportation - Remit-To: WADOT - 11018 NE 51st Cir.	
Supplier Payment	Check	25822	6/11/2025	3,595.18	State of Washington Department of Transportation - Remit-To: WADOT - PO Box 47305	
Supplier Payment	Check	25823	6/11/2025	6,585.65	State of Washington State Patrol	
Supplier Payment	Check	25824	6/11/2025	7.36	Stericycle Inc - Remit-To: Shred-It	
Supplier Payment	Check	25825	6/11/2025	65.75	Stericycle Inc - Remit-To: Shred-It	
Supplier Payment	Check	25826	6/11/2025	14.74	Stericycle Inc - Remit-To: Shred-It	
Supplier Payment	Check	25827	6/11/2025	1,538.00	Summit Law Group	
Supplier Payment	Check	25828	6/11/2025	4,803.31	TMG Services Inc	
Supplier Payment	Check	25829	6/11/2025	3,000.00	Tony Cloud Communications LLC	
Supplier Payment	Check	25830	6/11/2025	2,812.48	Towing & Recovery Services Inc	
Supplier Payment	Check	25831	6/11/2025	3,640.00	Triangle Resources Inc	
Supplier Payment	Check	25832	6/11/2025	5,572.35	Triple J Enterprises	
Supplier Payment	Check	25833	6/11/2025	380.13	UKG Kronos Systems LLC Remit-To: Atlanta	
Supplier Payment	Check	25834	6/11/2025	195.00	Vancouver Granite Works Inc	
Supplier Payment	Check	25835	6/11/2025	9,376.52	Vancouver Watersheds Council	
Supplier Payment	Check	25836	6/11/2025	6,859.67	Vector Solutions	
Supplier Payment	Check	25837	6/11/2025	207.87	Vestis Group, Inc - Remit-To: Vestis - Pasadena	
Supplier Payment	Check	25838	6/11/2025	24,000.00	Virtual Project Manager LLC	
Supplier Payment	Check	25839	6/11/2025	1,103.23	W.B. Sprague Co. Inc.	
Supplier Payment	Check	25840	6/11/2025	5,018.78	Walter E Nelson Company	
Supplier Payment	Check	25841	6/11/2025	32,537.04	Waste Connections of Washington - Remit-To: Waste Connections - Vancouver	
Supplier Payment	Check	25842	6/11/2025	104,220.91	Western Equipment Distributors - Remit-To: Western Equipment - Los Angeles	
Supplier Payment	Check	25843	6/11/2025	4,341.48	Wex Bank	
Supplier Payment	Check	25844	6/11/2025	3,850.00	William R. Peacock P.E.	
Supplier Payment	Check	25845	6/11/2025	103,009.90	Wolff Specialties LLC	

INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
Supplier Payment	Check	25846	6/11/2025	55,918.45	WSP USA Inc. - Remit-To: WSP USA Inc. Dallas	
Supplier Payment	Check	25847	6/11/2025	1,083.69	Yakima County	
Supplier Payment	Check	25848	6/11/2025	2,282.68	Zayo Group Holding Inc - Remit-To: Zayo Group Holding Inc	
Expense Payment	Check	25849	6/18/2025	19.49	Charles Masi	
Customer Refund	Check	25850	6/18/2025	49.00	BRAD TEED	Refund of overpayment
Ad Hoc Payment	Check	25851	6/18/2025	805.59	3 Brothers Restaurants Jib Lic	7205 NE 117TH AVE VANCOUVER,WA,98662
Ad Hoc Payment	Check	25852	6/18/2025	201.00	Bradley or Connie Johnson	13807 SE 37TH ST VANCOUVER,WA,98683
Ad Hoc Payment	Check	25853	6/18/2025	211.15	Chen,Xiao Shan	5306 NE 52ND CIR VANCOUVER,WA,98661
Ad Hoc Payment	Check	25854	6/18/2025	36.76	Estate of Willie Piper	8605 NE 30TH ST VANCOUVER,WA,98662
Ad Hoc Payment	Check	25855	6/18/2025	250.00	Genteel Investments LLC	7004 NE 43RD AVE VANCOUVER,WA,98661
Ad Hoc Payment	Check	25856	6/18/2025	200.09	James or Jana Harrah	17204 SE 32ND ST VANCOUVER,WA,98683
Ad Hoc Payment	Check	25857	6/18/2025	133.00	James Washburn or Rebecca Farrell	123 W 30TH ST VANCOUVER,WA,98660
Ad Hoc Payment	Check	25858	6/18/2025	190.27	Jeremy Barnes or Tami Brewster-Barnes	13011 NE 87TH ST VANCOUVER,WA,98682
Ad Hoc Payment	Check	25859	6/18/2025	93.00	Klamoth,Jennifer	2323 GENERAL ANDERSON VANCOUVER,WA,98660
Ad Hoc Payment	Check	25860	6/18/2025	139.67	Larson,Jerry	1915 H ST VANCOUVER,WA,98663
Ad Hoc Payment	Check	25861	6/18/2025	305.02	Magnum Power LLC	123 HYDRANT AVE VANCOUVER,WA,98664
Ad Hoc Payment	Check	25862	6/18/2025	54.64	Maguire,Linda A	12516 NE 16TH ST VANCOUVER,WA,98684
Ad Hoc Payment	Check	25863	6/18/2025	18.76	Melhart,Brian or Maureen	111 W 36TH ST VANCOUVER,WA,98660
Ad Hoc Payment	Check	25864	6/18/2025	182.43	New Spring Property Mngmnt	1903 W 31ST ST VANCOUVER,WA,98660
Ad Hoc Payment	Check	25865	6/18/2025	236.85	Nylund Inc	3008 U ST VANCOUVER,WA,98663
Ad Hoc Payment	Check	25866	6/18/2025	33.31	Paul C Featherstone Revocable Trust	9615 NE 7TH ST VANCOUVER,WA,98664
Ad Hoc Payment	Check	25867	6/18/2025	49.62	Reamer,Tuyet Anh or Tuyet Loan	9716 NE 104TH WAY VANCOUVER,WA,98662
Ad Hoc Payment	Check	25868	6/18/2025	261.13	Roberts,Christopher or Nickolas	10805 NE 8TH CIR VANCOUVER,WA,98664
Ad Hoc Payment	Check	25869	6/18/2025	285.87	Rosmus,Joe	602 NE 156TH AVE VANCOUVER,WA,98684
Ad Hoc Payment	Check	25870	6/18/2025	186.00	Scott Herber or Chanin Ballance	17606 SE 22ND ST VANCOUVER,WA,98683
Ad Hoc Payment	Check	25871	6/18/2025	112.36	Sherri Espinoza-Harding or Michael Harding	7307 NE 64TH CT VANCOUVER,WA,98661
Ad Hoc Payment	Check	25872	6/18/2025	95.65	Squires,Brian	15321 NE 108TH WAY VANCOUVER,WA,98682
Ad Hoc Payment	Check	25873	6/18/2025	41.86	Stiffler,Joseph or Tabitha	15509 NE 79TH WAY VANCOUVER,WA,98682
Ad Hoc Payment	Check	25874	6/18/2025	245.72	Swanson,Suzanne L	4117 NE 45TH AVE VANCOUVER,WA,98661
Ad Hoc Payment	Check	25875	6/18/2025	53.53	The DKA Trust	3707 SE 147TH CT VANCOUVER,WA,98683
Ad Hoc Payment	Check	25876	6/18/2025	55.14	Vetter,Treva	5317 NE 74TH AVE VANCOUVER,WA,98662
Ad Hoc Payment	Check	25877	6/18/2025	59.44	White,Thomas or Johanna	15415 NE 17TH ST VANCOUVER,WA,98684
Ad Hoc Payment	Check	25878	6/18/2025	56.39	Yeo,Byeong and Song	14103 NE 102ND ST VANCOUVER,WA,98682
Miscellaneous Payment	Check	25879	6/18/2025	2,592.20	Bergelectric Corp	MPE-367720 (jobsite: 210 E 13th St, Vancouver WA)
Miscellaneous Payment	Check	25880	6/18/2025	650.00	Cystic Fibrosis Foundation	Damage Deposit Permit R15628
Miscellaneous Payment	Check	25881	6/18/2025	669.12	David Lopez	Claim Payment - DOI: 05/21/2025 - RISK
Miscellaneous Payment	Check	25882	6/18/2025	619.91	Donobrog Inc.	CMI-373006 (jobsite: 3201 SE COLUMBIA WAY VANCOUVER WA 98661)
Miscellaneous Payment	Check	25883	6/18/2025	48.96	Estate of David R Liddane	Refund overpayment of loan payoff.
Miscellaneous Payment	Check	25884	6/18/2025	104.77	Gary Smith & Katherine Smith	Refund overpayment of loan #6000677.
Miscellaneous Payment	Check	25885	6/18/2025	121.59	George B Stuart & Janet G Stuart	Refund overpayment to loan #6000682.
Miscellaneous Payment	Check	25886	6/18/2025	232.51	George B Stuart & Janet G Stuart	Refund overpayment to loan #6000682. Loan is paid off.
Miscellaneous Payment	Check	25887	6/18/2025	22.89	Heather E. Provost	Refund overpayment of paid off loan #6000430.
Miscellaneous Payment	Check	25888	6/18/2025	19.00	Jacques Cotton	Activity Refund
Miscellaneous Payment	Check	25889	6/18/2025	101.02	James Irvine	Refund overpayment on loan 6000094.
Miscellaneous Payment	Check	25890	6/18/2025	5,866.31	Kelly Gretchen Coleman	Claim Payment - DOI: 05/17/2025 - RISK
Miscellaneous Payment	Check	25891	6/18/2025	1,652.00	NW Construction General Contracting, Inc.	LUP-85133 (jobsite: 11737 SE EVERGREEN HWY VANCOUVER WA 98664)
Miscellaneous Payment	Check	25892	6/18/2025	8.99	Ryan W. Markham	Refund overpayment of loan #9070077.

INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
Miscellaneous Payment	Check	25893	6/18/2025	341.93	Winston's British Fish n Chips	CMI-372468 (jobsite: 2711 NE ANDRESEN RD VANCOUVER WA 98661)
Supplier Payment	Check	25894	6/18/2025	175,925.34	Allcon LLC	
Supplier Payment	Check	25895	6/18/2025	695.68	Anderson Glass Co	
Supplier Payment	Check	25896	6/18/2025	2,800.00	Ashley Lichtle	
Supplier Payment	Check	25897	6/18/2025	245.00	AT & T Mobility National Accounts LLC - Remit-To: Legal Demand Center for Law Enforcement	
Supplier Payment	Check	25898	6/18/2025	11,101.39	Brown & Wilson Partnership LLC	
Supplier Payment	Check	25899	6/18/2025	63,678.50	Bud Clary Chevrolet, Cadillac Inc	
Supplier Payment	Check	25900	6/18/2025	93,130.50	Car Toys, Inc.	
Supplier Payment	Check	25901	6/18/2025	791.88	Cellco Partnership - Remit-To: Cellco - Dallas	
Supplier Payment	Check	25902	6/18/2025	1,788.00	City Bark & Recycling LLC	
Supplier Payment	Check	25903	6/18/2025	5,451.60	City of Vancouver - Remit-To: COV Main	
Supplier Payment	Check	25904	6/18/2025	650.00	Clark County Fire District 5	
Supplier Payment	Check	25905	6/18/2025	1,206,873.67	Clark County - Remit-To: Clark County - Treasurer Vancouver	
Supplier Payment	Check	25906	6/18/2025	452,619.58	Clark County Public Utility District No. 1	
Supplier Payment	Check	25907	6/18/2025	948.01	Columbia Resource Company	
Supplier Payment	Check	25908	6/18/2025	7,359.34	Columbia Resource Company	
Supplier Payment	Check	25909	6/18/2025	257.34	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Supplier Payment	Check	25910	6/18/2025	949.81	EVH, Inc.	
Supplier Payment	Check	25911	6/18/2025	7,800.00	Concord Adult Care Home, LLC	
Supplier Payment	Check	25912	6/18/2025	300.00	ERF Company Inc	
Supplier Payment	Check	25913	6/18/2025	5,850.00	Eric Thomas Lanciault	
Supplier Payment	Check	25914	6/18/2025	1,968.11	Esix Sportswear	
Supplier Payment	Check	25915	6/18/2025	21,000.00	Evergreen Habitat for Humanity	
Supplier Payment	Check	25916	6/18/2025	500.00	Fircrest PTA 3.6.8	
Supplier Payment	Check	25917	6/18/2025	33,279.01	Fourth Plain Forward	
Supplier Payment	Check	25918	6/18/2025	1,480.00	Groundwater Solutions, Inc.	
Supplier Payment	Check	25919	6/18/2025	15,680.35	H&H Wood Recyclers	
Supplier Payment	Check	25920	6/18/2025	82.35	Harold LeMay Enterprises	
Supplier Payment	Check	25921	6/18/2025	20,215.63	Harper Houf Peterson Righellis Inc	
Supplier Payment	Check	25922	6/18/2025	4,437.44	Herrera Environmental Consultants Inc	
Supplier Payment	Check	25923	6/18/2025	209.00	Howmedica Osteonics Corp	
Supplier Payment	Check	25924	6/18/2025	595.83	J L Storedahl & Sons, Inc	
Supplier Payment	Check	25925	6/18/2025	28,090.85	Kar-Gor Inc	
Supplier Payment	Check	25926	6/18/2025	534.09	L.N. Curtis & Sons	
Supplier Payment	Check	25927	6/18/2025	15,324.32	Lakeside Industries Inc - Remit-To: Lakeside - LB Seattle	
Supplier Payment	Check	25928	6/18/2025	822.50	Maul Foster & Alongi Inc	
Supplier Payment	Check	25929	6/18/2025	1,544.20	McFarlanes Bark Inc	
Supplier Payment	Check	25930	6/18/2025	6,555.07	Municipal Emergency Services Inc - Remit-To: Municipal Emergency Services - Chicago	
Supplier Payment	Check	25931	6/18/2025	600.00	Nagra & Atwal Corporation	
Supplier Payment	Check	25932	6/18/2025	5,358.34	National Park Service - Remit-To: National Park Service - Pearson Lease	
Supplier Payment	Check	25933	6/18/2025	646.27	National Safety Inc	
Supplier Payment	Check	25934	6/18/2025	7,641.00	Portland Adventist Medical Center	
Supplier Payment	Check	25935	6/18/2025	26,516.64	Share	
Supplier Payment	Check	25936	6/18/2025	2,875.36	Stantec Consulting Services Inc - Remit-To: Stantec - Chicago	
Supplier Payment	Check	25937	6/18/2025	10,808.87	State of Washington Department of Labor and Industries - Remit-To: Self-Insurance Section	
Supplier Payment	Check	25938	6/18/2025	25,692.21	State of Washington Department of Transportation - Remit-To: WADOT - PO Box 47339	
Supplier Payment	Check	25939	6/18/2025	1,173.96	Sunbelt Controls Inc - Remit-To: Sunbelt Controls - Pasadena	
Supplier Payment	Check	25940	6/18/2025	945.00	T-Mobile	
Supplier Payment	Check	25941	6/18/2025	854.08	Towing & Recovery Services Inc	

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INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
Supplier Payment	Check	25942	6/18/2025	1,365.54	Trilogy MedWaste West, LLC	
Supplier Payment	Check	25943	6/18/2025	6,338.23	TV Etc ESD 112	
Supplier Payment	Check	25944	6/18/2025	21,888.20	United States Postal Service - Remit-To: United States Postal Service Caples	
Supplier Payment	Check	25945	6/18/2025	446.08	W.B. Sprague Co. Inc.	
Supplier Payment	Check	25946	6/18/2025	2,467.72	Waste Connections of Washington - Remit-To: Waste Connections - Vancouver	
Supplier Payment	Check	25948	6/18/2025	40,426.79	West Yost & Associates Inc.	
Supplier Payment	Check	25949	6/18/2025	12,343.00	Brenda Lee Fairbanks - Remit-To: Brenda Lee Fairbanks	
Supplier Payment	Check	25950	6/25/2025	5,961.29	Aflac	
Supplier Payment	Check	25951	6/25/2025	6,261.16	AFSCME Local #307	
Supplier Payment	Check	25952	6/25/2025	334.00	California State Disbursement Unit	
Supplier Payment	Check	25953	6/25/2025	1,033.50	Chapter 13 - Trustee	
Supplier Payment	Check	25954	6/25/2025	491.00	Hawaii SDU	
Supplier Payment	Check	25955	6/25/2025	780.65	IAM Local #1374	
Supplier Payment	Check	25956	6/25/2025	8,832.14	Life Insurance Company of North America	
Supplier Payment	Check	25957	6/25/2025	1,300.00	MFS Service Center Inc	
Supplier Payment	Check	25958	6/25/2025	4,661.14	OPEIU Local #11	
Supplier Payment	Check	25959	6/25/2025	814.00	Teamsters Local #58	
Supplier Payment	Check	25960	6/25/2025	332.50	UA Local #290	
Supplier Payment	Check	25961	6/25/2025	2,878.18	Western Conference of Teamsters	
Supplier Payment	Check	25962	6/25/2025	1,327.56	Western Metal Industry Pension Plan	
Customer Refund	Check	25963	6/25/2025	49.00	ANTHONEE GIBBS	Deposit refund for Tiedown #4
Miscellaneous Payment	Check	25964	6/25/2025	100.00	Burnt Bridge Creek Neighborhood Association	2025 Resource Conservation Challenge
Miscellaneous Payment	Check	25965	6/25/2025	3,040.00	Chad Rennaker	LUP-85202 (jobsite: 5411 E Mill Plain Blvd, Vancouver, WA 98661
Miscellaneous Payment	Check	25966	6/25/2025	440.00	Inspire Counseling Group	Refund business license - no revenue generated in COV
Miscellaneous Payment	Check	25967	6/25/2025	104.25	James Irvine	Refund overpayment of loan #6000094.
Miscellaneous Payment	Check	25968	6/25/2025	674.43	Katrina Hampton	Reissue payroll payment
Miscellaneous Payment	Check	25969	6/25/2025	500.00	KPTV/KPDX	CWP FY 2026
Miscellaneous Payment	Check	25970	6/25/2025	7,054.00	Oleh Shtanhei	RES-351579 (jobsite: 16735 SE 44th Circle.)
Miscellaneous Payment	Check	25971	6/25/2025	100.00	Parkway East Neighborhood Association	2025 Resource Conservation Challenge
Miscellaneous Payment	Check	25972	6/25/2025	100.00	Woodland Meadows Neighborhood Association	2025 Resource Conservation Challenge
Ad Hoc Payment	Check	25973	6/25/2025	97.38	Duke University	10200 SAINT HELENS AVE ,VANCOUVER,WA,98664
Ad Hoc Payment	Check	25974	6/25/2025	98.24	Duvall, Gregory	609 W 36TH ST ,VANCOUVER,WA,98660
Ad Hoc Payment	Check	25975	6/25/2025	21.92	Emerson, Yvette	3717 G ST ,VANCOUVER,WA,98663
Ad Hoc Payment	Check	25976	6/25/2025	102.62	Invest West Management	10200 SAINT HELENS AVE ,VANCOUVER,WA,98664
Ad Hoc Payment	Check	25977	6/25/2025	86.09	Issaa Kue or Pamme Yang	216 SE 98TH AVE ,VANCOUVER,WA,98664
Ad Hoc Payment	Check	25978	6/25/2025	49.12	Julie Mentrum or Feng Gao	15713 NE 6TH CIR ,VANCOUVER,WA,98684
Ad Hoc Payment	Check	25979	6/25/2025	223.04	Julienne or Mark Reid	10908 NE 80TH ST ,VANCOUVER,WA,98662
Ad Hoc Payment	Check	25980	6/25/2025	231.45	Larry or Sharon Lucas	15908 SE 29TH ST ,VANCOUVER,WA,98683
Ad Hoc Payment	Check	25981	6/25/2025	56.84	Lembke, Scott David	9909 SE 12TH ST ,VANCOUVER,WA,98664
Ad Hoc Payment	Check	25982	6/25/2025	50.27	May Yee Chan	16907 SE 27TH ST ,VANCOUVER,WA,98683
Ad Hoc Payment	Check	25983	6/25/2025	120.62	Meritt, Laurie	204 ALKI RD ,VANCOUVER,WA,98663
Ad Hoc Payment	Check	25984	6/25/2025	85.64	Robert or Janis Bentaas	2312 HOWARD ST ,VANCOUVER,WA,98661
Ad Hoc Payment	Check	25985	6/25/2025	84.76	The Duvall Family Revocable Trust	609 W 36TH ST ,VANCOUVER,WA,98660
Ad Hoc Payment	Check	25986	6/25/2025	219.87	The June Gassaway Residence Trust	2700 NE LEA VIEW CT ,VANCOUVER,WA,98663
Ad Hoc Payment	Check	25987	6/25/2025	130.00	Tillis, Nathan	5264 NE 121ST AVE ,VANCOUVER,WA,98682
Supplier Payment	Check	25988	6/25/2025	3,404.35	Albina Holdings Inc	
Supplier Payment	Check	25989	6/25/2025	245.00	Allegiance Benefit Plan Management Inc (COBRA)	
Supplier Payment	Check	25990	6/25/2025	13,888.00	Allegis Group Holdings Inc - Remit-To: TekSystems Inc - Atlanta	
Supplier Payment	Check	25991	6/25/2025	9,969.34	Applied Concepts	
Supplier Payment	Check	25992	6/25/2025	6,547.50	Ashley Lichtle	

INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
Supplier Payment	Check	25993	6/25/2025	1,650.00	AT & T Mobility National Accounts LLC - Remit-To: Legal Demand Center for Law Enforcement	
Supplier Payment	Check	25994	6/25/2025	1,524.47	BNSF Railway Company	
Supplier Payment	Check	25995	6/25/2025	657.90	Chicago Title Company of WA	
Supplier Payment	Check	25996	6/25/2025	7,194.00	City Bark & Recycling LLC	
Supplier Payment	Check	25997	6/25/2025	1,909.60	City of Vancouver - Remit-To: COV Main	
Supplier Payment	Check	25998	6/25/2025	600.00	Clark County Fire District 5	
Supplier Payment	Check	25999	6/25/2025	1,723.78	Clark County Public Utility District No. 1	
Supplier Payment	Check	26000	6/25/2025	1,748.58	Clark County Public Utility District No. 1	
Supplier Payment	Check	26001	6/25/2025	1,882.75	Clark County Public Utility District No. 1	
Supplier Payment	Check	26002	6/25/2025	573.38	Clark County Title Company - Remit-To: Clark County - Reconveyance Fees	
Supplier Payment	Check	26003	6/25/2025	6,500.00	Columbia Play Project	
Supplier Payment	Check	26004	6/25/2025	2,390.48	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Supplier Payment	Check	26005	6/25/2025	118.61	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Supplier Payment	Check	26006	6/25/2025	18,848.18	Comcast Holdings Corporation - Remit-To: Comcast Holdings Corporation - Philadelphia	
Supplier Payment	Check	26007	6/25/2025	2,731.97	Davey Tree Expert Company	
Supplier Payment	Check	26008	6/25/2025	9,465.60	Earthworks Excavating Services	
Supplier Payment	Check	26009	6/25/2025	530.25	Erickson Structural Consulting Engineers	
Supplier Payment	Check	26010	6/25/2025	1,786.33	Esix Sportswear	
Supplier Payment	Check	26011	6/25/2025	3,445.00	FFA Architecture and Interiors, Inc	
Supplier Payment	Check	26012	6/25/2025	5,600.00	Forensic DNA Experts LLC	
Supplier Payment	Check	26013	6/25/2025	2,745.29	Genuine Parts Company - Remit-To: NAPA - Vancouver	
Supplier Payment	Check	26014	6/25/2025	177.45	Jaimie L. Kairis	
Supplier Payment	Check	26015	6/25/2025	520.00	Keller Associates Inc	
Supplier Payment	Check	26016	6/25/2025	9,340.19	L.N. Curtis & Sons	
Supplier Payment	Check	26017	6/25/2025	500.00	Lake Shore Elementary PTA	
Supplier Payment	Check	26018	6/25/2025	2,511.28	Level 3 Financing, Inc	
Supplier Payment	Check	26019	6/25/2025	33,258.15	Life Insurance Company of North America	
Supplier Payment	Check	26020	6/25/2025	1,041.00	Medchronology Inc	
Supplier Payment	Check	26021	6/25/2025	393.22	Northwest Natural Gas Company - Remit-To: NW Natural - Portland	
Supplier Payment	Check	26022	6/25/2025	19,248.64	Parametrix, Inc	
Supplier Payment	Check	26023	6/25/2025	538.59	Performance Systems Integration, LLC - Remit-To: Performance Systems Integration, LLC	
Supplier Payment	Check	26024	6/25/2025	465.00	Porter W Yett Company	
Supplier Payment	Check	26025	6/25/2025	6,520.22	Qwest Corporation - Remit-To: Qwest Corp- Seattle	
Supplier Payment	Check	26026	6/25/2025	40,372.42	S&B Inc	
Supplier Payment	Check	26027	6/25/2025	9,068.10	SafeFire LLC	
Supplier Payment	Check	26028	6/25/2025	8,600.00	Samon Creek Koelsch Operations LLC	
Supplier Payment	Check	26029	6/25/2025	583.06	San Diego Police Equipment Co Inc	
Supplier Payment	Check	26030	6/25/2025	180,108.32	Scott Edwards Architecture LLP	
Supplier Payment	Check	26031	6/25/2025	57,126.25	Share	
Supplier Payment	Check	26032	6/25/2025	1,509.27	Software House International SHI - Remit-To: SHI - Dallas	
Supplier Payment	Check	26033	6/25/2025	66,226.67	Southwest Washington Humane Society	
Supplier Payment	Check	26034	6/25/2025	994.11	Stantec Consulting Services Inc - Remit-To: Stantec - Chicago	
Supplier Payment	Check	26035	6/25/2025	65.75	Stericycle Inc - Remit-To: Stericycle	
Supplier Payment	Check	26036	6/25/2025	4,700.16	Sunbelt Controls Inc - Remit-To: Sunbelt Controls - Pasadena	
Supplier Payment	Check	26037	6/25/2025	6,718.40	The Columbia Future Forge	

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INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
Supplier Payment	Check	26038	6/25/2025	380.82	Transunion Risk & Alternative Data Solutions Inc	
Supplier Payment	Check	26039	6/25/2025	2,595.42	Triple J Enterprises	
Supplier Payment	Check	26040	6/25/2025	208.68	Vestis Group, Inc - Remit-To: Vestis - Pasadena	
Supplier Payment	Check	26041	6/25/2025	163.20	W.B. Sprague Co. Inc.	
Supplier Payment	Check	26042	6/25/2025	220.58	Walter E Nelson Company	
Supplier Payment	Check	26043	6/25/2025	215.94	Waste Connections of Washington - Remit-To: Waste Connections - Vancouver	
Supplier Payment	Check	26044	6/25/2025	12,055.53	Waste Connections of Washington - Remit-To: Waste Connections - Vancouver	
Supplier Payment	Check	26045	6/25/2025	1,700.00	Water Systems Consulting Inc	
Supplier Payment	Check	26046	6/25/2025	100.00	Willis Towers Watson Insurance Services West inc	
Supplier Payment	Check	26047	6/25/2025	435.70	WVP OF Washington PC	
			Check	5,921,713.17		
Expense Payment	Direct Deposit	EFT-00302387	6/12/2025	194.00	Brandon Walsh	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00302388	6/12/2025	432.60	Margaret Leedom	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00302389	6/12/2025	130.43	David McGrath	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00302390	6/12/2025	65.00	Brian Viles	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00302391	6/12/2025	114.50	Zachary Perron	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00302392	6/12/2025	104.03	Heather Abbott	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00302393	6/12/2025	496.04	Julie Denton	Employee Reimbursement
Cash Advance Payment	Direct Deposit	EFT-00302394	6/12/2025	138.00	Christopher Holmquist	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00302395	6/12/2025	170.00	Stephanie Crane	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00302396	6/12/2025	322.00	Nathanael Bambilla	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00302397	6/12/2025	322.00	Jared Caldwell	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00302398	6/12/2025	322.00	Nicholas Kujava	Travel Advance
Expense Payment	Direct Deposit	EFT-00302399	6/12/2025	926.12	Nathan Hipple	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00302400	6/12/2025	50.00	Steven Forgette	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00302401	6/12/2025	490.36	Kassidy Owen	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00302402	6/12/2025	108.00	Jeremiah Jones	Employee Reimbursement
Cash Advance Payment	Direct Deposit	EFT-00302463	6/20/2025	306.00	Cleeson Werner	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00302464	6/20/2025	142.75	Bart Hansen	Travel Advance
Expense Payment	Direct Deposit	EFT-00302465	6/20/2025	0.50	Erica Nilsen	Employee Reimbursement
Cash Advance Payment	Direct Deposit	EFT-00302466	6/20/2025	217.50	Ty Stober	Travel Advance
Expense Payment	Direct Deposit	EFT-00302467	6/20/2025	316.00	Maggie Derk	Employee Reimbursement
Cash Advance Payment	Direct Deposit	EFT-00302468	6/20/2025	217.50	Lon Pluckhahn	Travel Advance
Expense Payment	Direct Deposit	EFT-00302469	6/20/2025	240.00	Leland Brown	Employee Reimbursement
Cash Advance Payment	Direct Deposit	EFT-00302470	6/20/2025	217.50	Anne McEnery-Ogle	Travel Advance
Expense Payment	Direct Deposit	EFT-00302471	6/20/2025	32.09	Greg Catton	Employee Reimbursement
Cash Advance Payment	Direct Deposit	EFT-00302472	6/20/2025	440.00	Brian Billingsley	Travel Advance
Expense Payment	Direct Deposit	EFT-00302473	6/20/2025	82.00	Brian Viles	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00302474	6/20/2025	20.00	Jamie Haske	Employee Reimbursement
Cash Advance Payment	Direct Deposit	EFT-00302475	6/20/2025	440.00	Max Musich	Travel Advance
Expense Payment	Direct Deposit	EFT-00302476	6/20/2025	196.98	Jen Thomas	Employee Reimbursement
Cash Advance Payment	Direct Deposit	EFT-00302477	6/20/2025	374.00	Erica Nilsen	Travel Advance
Expense Payment	Direct Deposit	EFT-00302478	6/20/2025	319.65	Stacey Donovan	Employee Reimbursement
Cash Advance Payment	Direct Deposit	EFT-00302479	6/20/2025	103.50	Jeremy Vanroyce	Travel Advance
Expense Payment	Direct Deposit	EFT-00302480	6/20/2025	375.00	Meredith Fox	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00302481	6/20/2025	20.00	Justin Thomas	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00302482	6/20/2025	91.26	Lonny Klugman	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00304577	6/26/2025	999.36	Nicholas Kujava	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00304578	6/26/2025	41.58	Carter Coval	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00304579	6/26/2025	17.25	Anthony Coronel Valencia	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00304580	6/26/2025	316.96	Nathanael Bambilla	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00304581	6/26/2025	106.00	Cody Uskosi	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00304582	6/26/2025	92.21	Matthew Hanns	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00304583	6/26/2025	20.00	Elena Miron	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00304584	6/26/2025	72.22	David Perlick	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00304585	6/26/2025	403.96	Jared Caldwell	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00304586	6/26/2025	239.51	Shannon Turk	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00304587	6/26/2025	120.00	Brian Wilson	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00304588	6/26/2025	148.00	Kory Sorenson	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00304589	6/26/2025	228.22	Julie Syverson	Employee Reimbursement
			Direct Deposit	11,342.58		
Supplier Payment	EFT	EFT-00302298	6/10/2025	12,005.74	Vancouver Police Officer Guild	
Supplier Payment	EFT	EFT-00302299	6/10/2025	1,401.14	Vancouver Command Guild	
Supplier Payment	EFT	EFT-00302300	6/10/2025	34,136.60	IAFF Local #452	
Supplier Payment	EFT	EFT-00302301	6/10/2025	134.95	Legal Shield	
Supplier Payment	EFT	EFT-00302302	6/10/2025	20,382.91	Allegiance Benefit Plan Management Inc (COBRA)	
Supplier Payment	EFT	EFT-00302303	6/12/2025	4,662.50	Sazan Group, Inc	
Supplier Payment	EFT	EFT-00302304	6/12/2025	13,820.87	Northwest Staffing Resources Inc - Remit-To: Northwest Staffing Resources	
Supplier Payment	EFT	EFT-00302305	6/12/2025	480.00	Rotschy Inc	
Supplier Payment	EFT	EFT-00302306	6/12/2025	340.00	Sharon Rice	
Supplier Payment	EFT	EFT-00302307	6/12/2025	418,043.76	Advanced Excavating Specialists LLC	
Supplier Payment	EFT	EFT-00302308	6/12/2025	35,624.33	Council for the Homeless	
Supplier Payment	EFT	EFT-00302309	6/12/2025	87,312.24	Wilson Oil Inc. - Remit-To: Wilson Oil Inc	

INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
Supplier Payment	EFT	EFT-00302310	6/12/2025	13,260.00	IXP Corporation	
Supplier Payment	EFT	EFT-00302311	6/12/2025	734,870.03	Colf Construction LLC	
Supplier Payment	EFT	EFT-00302312	6/12/2025	977.79	CoStar Reality Information Inc.	
Supplier Payment	EFT	EFT-00302313	6/12/2025	500.00	Cloth and Foster	
Supplier Payment	EFT	EFT-00302314	6/12/2025	6,708.00	Rapid Response Bio Clean Inc.	
Supplier Payment	EFT	EFT-00302315	6/12/2025	2,550.00	JCI Jones Chemicals, Inc.	
Supplier Payment	EFT	EFT-00302316	6/12/2025	1,324.53	Continuant, Inc.	
Supplier Payment	EFT	EFT-00302317	6/12/2025	14,007.31	Waxie's Enterprises Inc	
Supplier Payment	EFT	EFT-00302318	6/12/2025	2,700.00	The EBOA	
Supplier Payment	EFT	EFT-00302319	6/12/2025	17,358.12	MacKay Sposito Inc	
Supplier Payment	EFT	EFT-00302320	6/12/2025	8,000.00	The Amy VanCamp Experience LLC	
Supplier Payment	EFT	EFT-00302321	6/12/2025	5,000.00	The Arts Centered	
Supplier Payment	EFT	EFT-00302322	6/12/2025	15,000.00	Vancouver Downtown Association	
Supplier Payment	EFT	EFT-00302323	6/12/2025	42,049.95	Consort North America Inc - Remit-To: Consort North America Inc	
Supplier Payment	EFT	EFT-00302324	6/12/2025	5,067.38	Distinctive Landscape LLC	
Supplier Payment	EFT	EFT-00302325	6/12/2025	10,649.02	Halbert Construction Services LLC	
Supplier Payment	EFT	EFT-00302326	6/12/2025	118,525.25	Del Sol Inc	
Supplier Payment	EFT	EFT-00302327	6/12/2025	6,021.90	Housing Connector	
Supplier Payment	EFT	EFT-00302328	6/12/2025	2,793.20	Commonstreet Consulting, LLC	
Supplier Payment	EFT	EFT-00302329	6/12/2025	966.18	Praxair Distribution Inc	
Supplier Payment	EFT	EFT-00302330	6/12/2025	1,466.05	Loomis Armored US LLC	
Supplier Payment	EFT	EFT-00302331	6/12/2025	15,364.26	Work Right NW	
Supplier Payment	EFT	EFT-00302332	6/12/2025	20,400.00	Andrews Terry Jeffers LLP	
Supplier Payment	EFT	EFT-00302333	6/12/2025	5,000.00	Vancouver Master Chorale	
Supplier Payment	EFT	EFT-00302334	6/12/2025	2,201.18	PC Specialists Inc - Remit-To: TIG - San Diego	
Supplier Payment	EFT	EFT-00302335	6/12/2025	2,424.61	Harry's Key Service Inc	
Supplier Payment	EFT	EFT-00302336	6/12/2025	18,430.00	StreamlineAM LLC	
Supplier Payment	EFT	EFT-00302337	6/12/2025	5,218.79	Solid Waste Systems	
Supplier Payment	EFT	EFT-00302338	6/12/2025	39,684.00	United Site Services of Nevada, Inc.	
Supplier Payment	EFT	EFT-00302339	6/12/2025	292.40	Precor Commercial Fitness	
Supplier Payment	EFT	EFT-00302340	6/12/2025	7,607.40	Tierra Right of Way Services LTD	
Supplier Payment	EFT	EFT-00302341	6/12/2025	2,030.00	Brad Piesch Aggressive Enterprises, Inc	
Supplier Payment	EFT	EFT-00302343	6/12/2025	1,483.24	State of Washington Consolidated Technology Services	
Supplier Payment	EFT	EFT-00302344	6/12/2025	175.00	Performance Occupational Health Services, LLC	
Supplier Payment	EFT	EFT-00302345	6/12/2025	132,263.38	SDB Inc	
Supplier Payment	EFT	EFT-00302346	6/12/2025	475.00	Courtney R. Mendoza	
Supplier Payment	EFT	EFT-00302347	6/12/2025	22,853.86	Operations Management International Inc	
Supplier Payment	EFT	EFT-00302348	6/12/2025	4,600.00	The Loudenback Corporation	
Supplier Payment	EFT	EFT-00302349	6/12/2025	1,400.00	Andrew Prochniak	
Supplier Payment	EFT	EFT-00302350	6/12/2025	6,357.69	Fosterful	
Supplier Payment	EFT	EFT-00302351	6/12/2025	12,769.31	Sarkinen Plumbing, Inc.	
Supplier Payment	EFT	EFT-00302352	6/12/2025	3,906.24	Canopy Wellbeing	
Supplier Payment	EFT	EFT-00302353	6/12/2025	1,065.75	Allegiance Benefit Plan Management Inc (Pension and Flex).	
Supplier Payment	EFT	EFT-00302354	6/12/2025	6,047.50	QED Lab Inc	
Supplier Payment	EFT	EFT-00302355	6/12/2025	46,623.69	David Evans and Associates, Inc.	
Supplier Payment	EFT	EFT-00302356	6/12/2025	904.91	Branio Enterprises, LLC	
Supplier Payment	EFT	EFT-00302358	6/12/2025	63,120.68	PBS Engineering and Environmental Inc	
Supplier Payment	EFT	EFT-00302359	6/12/2025	123,237.87	Lee Contractors LLC	
Supplier Payment	EFT	EFT-00302360	6/12/2025	7,500.00	Arbutus Consulting LLC	
Supplier Payment	EFT	EFT-00302361	6/12/2025	23,305.42	Copiers Northwest Inc.	
Supplier Payment	EFT	EFT-00302362	6/12/2025	2,405.46	Pitney Bowes Inc	
Supplier Payment	EFT	EFT-00302363	6/12/2025	5,000.00	Youth and Family Link	
Supplier Payment	EFT	EFT-00302364	6/12/2025	25,234.24	State of Washington Department of Enterprise Services	
Supplier Payment	EFT	EFT-00302365	6/12/2025	1,080.00	Atlas Technical Consultants LLC	
Supplier Payment	EFT	EFT-00302366	6/12/2025	10,649.25	Otak Inc	
Supplier Payment	EFT	EFT-00302367	6/12/2025	41,351.70	Northwest Royal Home Care	
Supplier Payment	EFT	EFT-00302368	6/12/2025	3,077.61	Retail Lockbox Inc	
Supplier Payment	EFT	EFT-00302369	6/12/2025	3,800.23	Bound Tree Medical LLC	
Supplier Payment	EFT	EFT-00302370	6/12/2025	10,389.65	George Elevator Service LLC	
Supplier Payment	EFT	EFT-00302371	6/12/2025	8,183.70	Pacific Landscape Services Inc	
Supplier Payment	EFT	EFT-00302372	6/12/2025	1,170.00	Rock Creek Communications, LLC	
Supplier Payment	EFT	EFT-00302373	6/12/2025	203,559.39	F.D. Thomas, Inc.	

INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
Supplier Payment	EFT	EFT-00302374	6/12/2025	4,982.57	Columbia West Engineering	
Supplier Payment	EFT	EFT-00302375	6/12/2025	29,979.57	YWCA Clark County	
Supplier Payment	EFT	EFT-00302376	6/12/2025	24,905.04	Live Love Outreach	
Supplier Payment	EFT	EFT-00302377	6/12/2025	5,652.64	Emerald Services Inc - Remit-To: Emerald - Dallas TX	
Supplier Payment	EFT	EFT-00302378	6/12/2025	22,962.50	Alta Planning & Design	
Supplier Payment	EFT	EFT-00302379	6/12/2025	145,524.24	McClure and Sons Inc.	
Supplier Payment	EFT	EFT-00302380	6/12/2025	38.06	Ziply Fiber	
Supplier Payment	EFT	EFT-00302381	6/12/2025	1,899.63	Accurate Investigation Services	
Supplier Payment	EFT	EFT-00302382	6/12/2025	2,718.91	RELX Inc. - Remit-To: LexisNexis - Chicago	
Supplier Payment	EFT	EFT-00302383	6/12/2025	8,581.64	Western Water Works Supply Co Inc	
Supplier Payment	EFT	EFT-00302384	6/12/2025	1,856.25	Avolve Software Corp	
Supplier Payment	EFT	EFT-00302385	6/12/2025	7,200.00	DOWL LLC	
Supplier Payment	EFT	EFT-00302386	6/12/2025	4,050.00	Swordfish Consulting Services, LLC	
Supplier Payment	EFT	EFT-00302403	6/12/2025	6,750.00	Elizabeth Kunesh	
Supplier Payment	EFT	EFT-00302483	6/20/2025	3,281.19	Ntootive Digital LLC	
Supplier Payment	EFT	EFT-00302484	6/20/2025	18,750.00	Vancouver Downtown Association	
Supplier Payment	EFT	EFT-00302485	6/20/2025	9,537.94	Harry's Key Service Inc	
Supplier Payment	EFT	EFT-00302486	6/20/2025	2,500.00	Pacific Talent Inc	
Supplier Payment	EFT	EFT-00302487	6/20/2025	22,212.70	YWCA Clark County	
Supplier Payment	EFT	EFT-00302488	6/20/2025	2,724.78	BAE Urban Economics, Inc.	
Supplier Payment	EFT	EFT-00302489	6/20/2025	140.00	Brad Piesch Aggressive Enterprises, Inc	
Supplier Payment	EFT	EFT-00302490	6/20/2025	663.08	Loma Media Partners	
Supplier Payment	EFT	EFT-00302491	6/20/2025	480.00	Rotschy Inc	
Supplier Payment	EFT	EFT-00302492	6/20/2025	6,917.36	Del Sol Inc	
Supplier Payment	EFT	EFT-00302493	6/20/2025	68,801.39	Continuant, Inc.	
Supplier Payment	EFT	EFT-00302494	6/20/2025	3,060.00	NW Tel, LLC	
Supplier Payment	EFT	EFT-00302495	6/20/2025	258.47	Bound Tree Medical LLC	
Supplier Payment	EFT	EFT-00302496	6/20/2025	140.00	United Site Services of Nevada, Inc.	
Supplier Payment	EFT	EFT-00302497	6/20/2025	1,276.57	Branlo Enterprises, LLC	
Supplier Payment	EFT	EFT-00302498	6/20/2025	4,855.47	Contract Land Staff LLC	
Supplier Payment	EFT	EFT-00302499	6/20/2025	17,033.81	FuelCare Inc	
Supplier Payment	EFT	EFT-00302500	6/20/2025	2,150.00	Andrew Prochniak	
Supplier Payment	EFT	EFT-00302501	6/20/2025	11,036.77	Oregon Native American Chamber	
Supplier Payment	EFT	EFT-00302502	6/20/2025	12,193.55	HDR Engineering Inc	
Supplier Payment	EFT	EFT-00302503	6/20/2025	5,962.50	Avolve Software Corp	
Supplier Payment	EFT	EFT-00302504	6/20/2025	29,065.30	Operations Management International Inc	
Supplier Payment	EFT	EFT-00302505	6/20/2025	950.64	Right Click Solutions Inc.	
Supplier Payment	EFT	EFT-00302506	6/20/2025	5,000.00	Please Don't Die Black Men (PDDBM)	
Supplier Payment	EFT	EFT-00302507	6/20/2025	28,518.14	Northwest Staffing Resources Inc - Remit-To: Northwest Staffing Resources	
Supplier Payment	EFT	EFT-00302508	6/20/2025	4,200.00	Eleanor Roosevelt Elementary PTA	
Supplier Payment	EFT	EFT-00302509	6/20/2025	29,060.18	J & J Roofing and Construction	
Supplier Payment	EFT	EFT-00302510	6/20/2025	1,072.32	EcoMarketing Solutions LLC	
Supplier Payment	EFT	EFT-00302511	6/20/2025	5,000.00	Boyz 2 Men Mentoring	
Supplier Payment	EFT	EFT-00302512	6/20/2025	7,632.02	Thrive2Survive	
Supplier Payment	EFT	EFT-00302513	6/20/2025	25,785.60	Consolidated Electrical Distribution	
Supplier Payment	EFT	EFT-00302514	6/20/2025	48,470.42	Aramco	
Supplier Payment	EFT	EFT-00302515	6/20/2025	329,917.40	Signature Roof Service LLC	
Supplier Payment	EFT	EFT-00302516	6/20/2025	71,087.74	Sierra Transportation & Technologies, LLC	
Supplier Payment	EFT	EFT-00302517	6/20/2025	1,958.40	George Elevator Service LLC	
Supplier Payment	EFT	EFT-00302518	6/20/2025	3,600.00	Eurofins Eaton Analytical, LLC	
Supplier Payment	EFT	EFT-00302519	6/20/2025	4,836.02	Wapiti NW LLC	
Supplier Payment	EFT	EFT-00302520	6/20/2025	250.00	Aguilar Construction, LLC	
Supplier Payment	EFT	EFT-00302521	6/20/2025	180,975.75	Halme Excavating Inc	
Supplier Payment	EFT	EFT-00302522	6/20/2025	2,227.81	Wilson Oil Inc. - Remit-To: Wilson Oil Inc	
Supplier Payment	EFT	EFT-00302523	6/20/2025	403,519.58	Midway Underground LLC	
Supplier Payment	EFT	EFT-00302524	6/20/2025	1,224.01	Distinctive Landscape LLC	
Supplier Payment	EFT	EFT-00302525	6/20/2025	500.00	Jewish Business Network	
Supplier Payment	EFT	EFT-00302526	6/20/2025	9,959.45	Vancouver Housing Authority	
Supplier Payment	EFT	EFT-00302527	6/20/2025	16,428.80	Key Code Media, Inc	
Supplier Payment	EFT	EFT-00302528	6/20/2025	16,075.00	MAKERS architecture and urban design LLP	
Supplier Payment	EFT	EFT-00302529	6/20/2025	1,406.51	PBS Engineering and Environmental Inc	
Supplier Payment	EFT	EFT-00302530	6/20/2025	2,240.00	The Loudenback Corporation	
Supplier Payment	EFT	EFT-00302531	6/20/2025	46,620.00	Capitol Asset & Pavement Services Inc	

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INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
Supplier Payment	EFT	EFT-00302532	6/20/2025	85,981.25	Brown and Caldwell - Remit-To: Brown & Caldwell - San Francisco	
Supplier Payment	EFT	EFT-00304529	6/25/2025	1,401.14	Vancouver Command Guild	
Supplier Payment	EFT	EFT-00304530	6/25/2025	134.95	Legal Shield	
Supplier Payment	EFT	EFT-00304531	6/25/2025	34,263.80	IAFF Local #452	
Supplier Payment	EFT	EFT-00304532	6/25/2025	20,245.41	Allegiance Benefit Plan Management Inc (COBRA)	
Supplier Payment	EFT	EFT-00304533	6/25/2025	11,944.27	Vancouver Police Officer Guild	
Supplier Payment	EFT	EFT-00304590	6/26/2025	11,122.00	Rapid Response Bio Clean Inc.	
Supplier Payment	EFT	EFT-00304591	6/26/2025	5,598.93	Fehr & Peers	
Supplier Payment	EFT	EFT-00304592	6/26/2025	44,180.57	Apex Real Estate Partners LLC	
Supplier Payment	EFT	EFT-00304593	6/26/2025	9,829.68	Northwest Staffing Resources Inc - Remit-To: Northwest Staffing Resources	
Supplier Payment	EFT	EFT-00304594	6/26/2025	59,750.00	Proud Ground	
Supplier Payment	EFT	EFT-00304595	6/26/2025	7,043.72	Picard Corp	
Supplier Payment	EFT	EFT-00304596	6/26/2025	3,077.86	Commonstreet Consulting, LLC	
Supplier Payment	EFT	EFT-00304597	6/26/2025	2,416.20	Sharon Rice	
Supplier Payment	EFT	EFT-00304598	6/26/2025	124,788.11	Kennedy Jenks Consultants, Inc.	
Supplier Payment	EFT	EFT-00304599	6/26/2025	19,460.00	BAE Urban Economics, Inc.	
Supplier Payment	EFT	EFT-00304600	6/26/2025	765.00	Pacifica Law Group LLP - Remit-To: Pacifica Law Group	
Supplier Payment	EFT	EFT-00304601	6/26/2025	36,166.00	State of Washington Auditor's Office	
Supplier Payment	EFT	EFT-00304602	6/26/2025	425.70	Wallis Engineering PLLC - Remit-To: Wallis Engineering	
Supplier Payment	EFT	EFT-00304603	6/26/2025	4,215.50	Brown and Caldwell - Remit-To: Brown & Caldwell - San Francisco	
Supplier Payment	EFT	EFT-00304604	6/26/2025	12,490.00	Walker Consultants, Inc	
Supplier Payment	EFT	EFT-00304605	6/26/2025	161,597.13	Capture Energy, LLC	
Supplier Payment	EFT	EFT-00304606	6/26/2025	4,445.00	Sarkinen Plumbing, Inc.	
Supplier Payment	EFT	EFT-00304607	6/26/2025	4,308.48	Jasmine Alayadhi	
Supplier Payment	EFT	EFT-00304608	6/26/2025	587.28	Fire Systems West	
Supplier Payment	EFT	EFT-00304609	6/26/2025	18,777.20	Consort North America Inc - Remit-To: Consort North America Inc	
Supplier Payment	EFT	EFT-00304610	6/26/2025	20,726.40	SDB Inc	
Supplier Payment	EFT	EFT-00304611	6/26/2025	3,279.00	Otak Inc	
Supplier Payment	EFT	EFT-00304612	6/26/2025	30,800.00	Azavar Audit Solutions, Inc.	
Supplier Payment	EFT	EFT-00304613	6/26/2025	24,490.00	RMA Group Northwest, LLC	
Supplier Payment	EFT	EFT-00304614	6/26/2025	7,173.54	Tapani Inc	
Supplier Payment	EFT	EFT-00304615	6/26/2025	1,671.50	Terracon Consultants Inc - Remit-To: Terracon Consultants Inc	
Supplier Payment	EFT	EFT-00304616	6/26/2025	38,210.35	Live Love Outreach	
Supplier Payment	EFT	EFT-00304617	6/26/2025	2,089.09	Bound Tree Medical LLC	
Supplier Payment	EFT	EFT-00304618	6/26/2025	234,567.80	First Forty Feet LLC	
Supplier Payment	EFT	EFT-00304619	6/26/2025	2,137.50	PointNorth Consulting, Inc.	
Supplier Payment	EFT	EFT-00304620	6/26/2025	56,008.82	Wilson Oil Inc. - Remit-To: Wilson Oil Inc	
Supplier Payment	EFT	EFT-00304621	6/26/2025	7,504.84	State of Washington Department of Enterprise Services	
Supplier Payment	EFT	EFT-00304622	6/26/2025	158,660.45	Jeffrey D. Barrar, PS	
Supplier Payment	EFT	EFT-00304623	6/26/2025	1,485.58	Waxie's Enterprises Inc	
Supplier Payment	EFT	EFT-00304624	6/26/2025	2,040.00	PlayCreation Inc	
Supplier Payment	EFT	EFT-00304625	6/26/2025	4,000.00	The Amy VanCamp Experience LLC	
Supplier Payment	EFT	EFT-00304626	6/26/2025	16,912.50	BCE Engineers, Inc.	
		EFT		5,566,213.43		
Supplier Payment	Manual Wire		6/6/2025	162.65	Allegiance Benefit Plan Management Inc (COBRA) - Remit-To: COBRA	
Supplier Payment	Manual Wire		6/9/2025	156.14	Keybank National Association	
Supplier Payment	Manual Wire		6/10/2025	143,215.88	Washington State Firefighters	
Supplier Payment	Manual Wire		6/10/2025	34,181.97	Vancouver Firefighters Union Health & Welfare Trust	
Supplier Payment	Manual Wire		6/10/2025	356,381.59	International City Management Association Retirement Corporation	
Supplier Payment	Manual Wire		6/10/2025	6,922.21	Western States Health & Welfare Trust	
Supplier Payment	Manual Wire		6/10/2025	6,668.16	Washington SDU	
Supplier Payment	Manual Wire		6/10/2025	586.00	Oregon SDU	

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INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
Supplier Payment	Manual Wire		6/10/2025	70,033.38	State of Washington Department of Retirement Systems (DRS)	
Supplier Payment	Manual Wire		6/11/2025	187.00	Colorado Department of Revenue	
Supplier Payment	Manual Wire		6/11/2025	1,347,578.84	Internal Revenue Service	
Procurement Card Payment	Manual Wire		6/11/2025	869,554.22	CoV JPM Procurement Card	
Supplier Payment	Manual Wire		6/12/2025	52,023.33	State of Oregon Department of Revenue	
Supplier Payment	Manual Wire		6/12/2025	16,332.71	Bank Of America N.A. - Remit-To: Charlotte NC	
Supplier Payment	Manual Wire		6/12/2025	22,686.70	Washington Dental Service	
Supplier Payment	Manual Wire		6/12/2025	185,078.87	Blue Cross Blue Shield of Oregon	
Supplier Payment	Manual Wire		6/13/2025	962,009.97	State of Washington Department of Retirement Systems (DRS)	
Supplier Payment	Manual Wire		6/13/2025	1,789,282.41	Ticor Title Company of Oregon	
Supplier Payment	Manual Wire		6/16/2025	46,759.07	Liberty Mutual Group Inc.	
Supplier Payment	Manual Wire		6/16/2025	606.32	JP Morgan Chase Bank, N.A.	
Supplier Payment	Manual Wire		6/17/2025	1,409,342.39	Clark County - Remit-To: Clark County - Treasurer Vancouver	
Supplier Payment	Manual Wire		6/17/2025	150.10	Bank Of America N.A. - Remit-To: Account Analysis	
Supplier Payment	Manual Wire		6/18/2025	6,143.33	Superior, LLC	
Supplier Payment	Manual Wire		6/18/2025	401,514.10	Kaiser Permanente - Remit- To: Kaiser Permanente	
Supplier Payment	Manual Wire		6/18/2025	1,633.92	VSP Vision Care Inc	
Supplier Payment	Manual Wire		6/18/2025	94,812.50	Blue Cross Blue Shield of Oregon	
Supplier Payment	Manual Wire		6/18/2025	62,394.50	Paymentus Corporation	
Supplier Payment	Manual Wire		6/20/2025	53,270.92	Liberty Mutual Group Inc.	
Supplier Payment	Manual Wire		6/23/2025	14,029.60	Washington Dental Service	
Supplier Payment	Manual Wire		6/23/2025	158,219.22	Blue Cross Blue Shield of Oregon	
Supplier Payment	Manual Wire		6/24/2025	122,474.50	Arwins Group, Inc.	
Supplier Payment	Manual Wire		6/25/2025	342,712.91	International City Management Association Retirement Corporation	
Supplier Payment	Manual Wire		6/25/2025	586.00	Oregon SDU	
Supplier Payment	Manual Wire		6/25/2025	28,750.00	Washington State Firefighters	
Supplier Payment	Manual Wire		6/25/2025	6,668.16	Washington SDU	
Supplier Payment	Manual Wire		6/25/2025	7,369.79	Western States Health & Welfare Trust	
Supplier Payment	Manual Wire		6/25/2025	34,136.97	Vancouver Firefighters Union Health & Welfare Trust	
Supplier Payment	Manual Wire		6/25/2025	70,723.53	State of Washington Department of Retirement Systems (DRS)	
Supplier Payment	Manual Wire		6/26/2025	29,904.80	Fidelity National Title Company of Oregon	
Supplier Payment	Manual Wire		6/26/2025	24,698.10	Washington Dental Service	
Supplier Payment	Manual Wire		6/26/2025	233,460.02	Blue Cross Blue Shield of Oregon	
Supplier Payment	Manual Wire		6/26/2025	1,414,573.28	Internal Revenue Service	
Supplier Payment	Manual Wire		6/26/2025	187.00	Colorado Department of Revenue	
Supplier Payment	Manual Wire		6/27/2025	59,643.83	Liberty Mutual Group Inc.	
Supplier Payment	Manual Wire		6/27/2025	51,625.37	State of Oregon Department of Revenue	
Supplier Payment	Manual Wire		6/27/2025	14,466.05	Bank Of America N.A. - Remit-To: Charlotte NC	
Supplier Payment	Manual Wire		6/27/2025	407,909.96	State of Washington Department of Revenue	
			Manual Wire	10,961,808.27		
			Checks	5,921,713.17		
			Direct Deposit	11,342.58		
			EFT	5,566,213.43		
			6/16/2025	48,442.43	City Payments	Posted 06-09-25 to 06-15-25
			6/23/2025	3,095.92	City Payments	Posted 06-16-25 to 06-22-25
			6/30/2025	14,201.93	City Payments	Posted 06-23-25 to 06-29-25
			Hansen Total	65,740.28		
			6/16/2025	613.80	Miscellaneous	Parks Class Refunds FCC 06-09-25 to 06-15-25
			6/16/2025	1,576.00	Miscellaneous	Parks Class Refunds MCC 06-09-25 to 06-15-25

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INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
			6/16/2025	172.00	Miscellaneous	Parks Class Refunds Special Events 06-09-25 to 06-15-25
			6/16/2025	150.00	Miscellaneous	Parks Class Refunds WREC 06-09-25 to 06-15- 25
			6/23/2025	735.75	Miscellaneous	Parks Class Refunds FCC 06-16-25 to 06-22-25
			6/23/2025	217.00	Miscellaneous	Parks Class Refunds MCC 06-16-25 to 06-22-25
			6/30/2025	3,637.04	Miscellaneous	Parks Class Refunds FCC 06-23-25 to 06-29-25
			6/30/2025	1,543.17	Miscellaneous	Parks Class Refunds MCC 06-23-25 to 06-29-25
			6/30/2025	650.00	Miscellaneous	Parks Class Refunds Special Events 06-23-25 to 06-29-25
			VISA Total	9,294.76		
			Payroll Total	8,821,208.21		
			GRAND TOTAL	31,357,320.70		

City of Vancouver
Payroll Council Report
June 09, 2025 - June 29, 2025

Check No.	Date	Explanation	Amount
2821 - 2838	06/10/25	June 10 Payroll	\$ 7,977.28
300368 - 302297	06/10/25	June 10 Direct Deposits	\$ 4,331,470.83
2839 - 2858	06/25/25	June 25 Payroll	\$ 11,162.64
302599 - 304528	06/25/25	June 25 Direct Deposits	\$ 4,470,597.46

\$ 8,821,208.21

AN ORDINANCE relating to the correction of scrivener's error in chapter 5.03 of the Vancouver Municipal Code, amending VMC 5.03.030; and providing for savings, severability, and an effective date.

Staff Report: 134-25

To: Mayor and City Council
From: City Manager
Date: July 7, 2025

Subject

Ordinance Correcting Scrivener's Error in Chapter 5.03 of the Vancouver Municipal Code

Key Points

- The City Council enacted Ordinance M-4476 on December 2, 2025, establishing effective January 1, 2026, a new Business & Occupation Tax to help fund a new 150-bed shelter to provide temporary housing to those experiencing homelessness.
- Consistent with state law, the ordinance was intended to largely adopt the Model Ordinance created by the Association of Washington Cities, to include all mandatory provisions.
- The City's code reviser alerted staff to language that appeared to be missing from one subsection in the definition of "sale at retail." This definition is one of the mandatory provisions. Upon review, it was discovered that a formatting error mistakenly omitted language from the model ordinance that was intended to be adopted into Vancouver's code. The present ordinance rectifies this scrivener's error.
- This ordinance does not alter the Business and Occupation (B&O) rate that will be implemented on January 1, 2026.

Strategic Plan Alignment

High Performing Government – a government that is reliable, fiscally responsible, equitable, and open to compromise

Housing and Human Needs – meeting basic needs and partnering with organizations to support the community

Present Situation

On December 2, 2025, the City Council enacted Ordinance M-4476, which created a new chapter 5.03 of the Vancouver Municipal Code and established a Business & Occupation (B&O) Tax that will help fund the Bridge Shelter project. Under Washington State law, any municipal "imposing a business and occupation tax must adopt the mandatory provisions of the model ordinance" adopted by the Association of Washington Cities ("AWC"). RCW 35.102.040(2). The definition of "sale at retail" in Ordinance M-4476 was intended to be identical to the definition provided in the model ordinance, as it is one of the mandatory provisions adopted by AWC.

While attempting to implement Ordinance M-4476 into the Vancouver Municipal Code, the City's code reviser alerted staff to what appeared to be an incomplete definition in VMC 5.03.030(Z)(11)(d). Upon review, it was determined that when staff prepared Ordinance M-4476, a portion of the language

copied from Section .030 was inadvertently omitted. Even though staff views this omission as a scrivener's error, it does not neatly fit within the limited authority Council previously granted to Staff under VMC 1.01.080 to revise the Code. Therefore, Council action is necessary to ensure Vancouver adopts the full definition of "sale at retail." The only revision to the definition adopted last December appears on page 8 of the ordinance as is underlined.

Advantage(s)

Ensures the Vancouver Municipal Code properly adopts the AWC model ordinance's definition of "sale at retail" as was intended upon the enactment of Ordinance M-4476.

Challenge(s)

None

Budget Impact

None

Prior Council Review

Council adopted Ordinance M-4476 on December 2, 2024.
Council Consent Agenda on June 16, 2025

Action Requested

On Monday, July 7, 2025, upon second reading and a public hearing, approve the ordinance.

Staff Contact

Natasha Ramras, Chief Financial Officer, natasha.ramras@cityofvancouver.us

Attachments:

1. Ordinance

06/16/2025 (Date of First Reading)
07/07/2025 (Date of Public Hearing)

ORDINANCE NO. M-_____

AN ORDINANCE relating to the correction of scrivener's error in chapter 5.03 of the Vancouver Municipal Code, amending VMC 5.03.030; and providing for savings, severability, and an effective date.

WHEREAS the City Council enacted Ordinance M-4476, creating a new chapter governing a Business & Occupation Tax, to generate revenue intended to fund a new 150-bed shelter to provide temporary housing to those experiencing homelessness; and

WHEREAS, the Washington State Legislature adopted RCW 35.102.040, which required the Association of Washington Cities (AWC) and the Association of Washington Businesses (AWB) to develop a model ordinance consistent with specified requirements for business and occupation taxation; and

WHEREAS, the AWC, in conjunction with a majority of the Washington cities with a business and occupation tax, developed a model ordinance consistent with RCW 35.102.040's requirements to achieve a fairer and more consistent state-wide implementation of business and occupation taxes and to help prevent against multiple taxation among various jurisdictions to the extent possible; and

WHEREAS, RCW 35.102.040 requires cities wishing to impose B&O taxes to adopt the model ordinance developed by AWC and consistent with requirements as stated in RCW 35.102.040; and,

WHEREAS, the intent of Ordinance M-4476 was to substantially adopt the most recent version of the model ordinance consistent with RCW 35.102.040; and

WHEREAS, a subsequent review of Ordinance M-4476 revealed a scrivener's error that inadvertently omitted 19 words from AWC's model ordinance; and

WHEREAS, Ordinance M-4476 does not take effect until January 1, 2026; and

WHEREAS, the City Council intends to rectify the scrivener's error now so that chapter 5.03 of the Vancouver Municipal Code can take effect without disruption and give effect to the City Council's original intent upon passing Ordinance M-4476;

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY OF VANCOUVER:

Section 1. The intent of this Ordinance is to correct a scrivener's error in Ordinance M-4476 (2024), which was enacted to substantially adopt the Model Ordinance for Business & Occupation Taxes prepared by the Association of Washington Cities pursuant to RCW 35.102.040. Specifically, the scrivener's error appears in VMC 5.03.030(Z)(11), which inadvertently omitted 19 words from the AWC Model Ordinance. Given that Ordinance M-4476's provisions do not take effect until January 1, 2026, this Ordinance is intended to correct the scrivener's error simultaneously with chapter 5.03 VMC taking effect.

Section 2. The definition of "Sale at Retail," "retail sale" as provided in VMC 5.03.030(Z), adopted by Section 6 of Ordinance M-4476 (2024), is amended as follows, with the added text appearing in underscore:

Z. "Sale at retail," "retail sale."

1. "Sale at retail" or "retail sale" means every sale of tangible personal property (including articles produced, fabricated, or imprinted) to all persons irrespective of the nature of their business and including, among others, without limiting the scope hereof, persons who install, repair, clean, alter, improve, construct, or decorate real or personal property of

or for consumers, other than a sale to a person who presents a resale certificate under RCW 82.04.470 and who:

- a. Purchases for the purpose of resale as tangible personal property in the regular course of business without intervening use by such person; or
 - b. Installs, repairs, cleans, alters, imprints, improves, constructs, or decorates real or personal property of or for consumers, if such tangible personal property becomes an ingredient or component of such real or personal property without intervening use by such person; or
 - c. Purchases for the purpose of consuming the property purchased in producing for sale a new article of tangible personal property or substance, of which such property becomes an ingredient or component or is a chemical used in processing, when the primary purpose of such chemical is to create a chemical reaction directly through contact with an ingredient of a new article being produced for sale; or
 - d. Purchases for the purpose of consuming the property purchased in producing ferrosilicon which is subsequently used in producing magnesium for sale, if the primary purpose of such property is to create a chemical reaction directly through contact with an ingredient of ferrosilicon; or
 - e. Purchases for the purpose of providing the property to consumers as part of competitive telephone service, as defined in RCW 82.04.065. The term shall include every sale of tangible personal property which is used or consumed or to be used or consumed in the performance of any activity classified as a “sale at retail” or “retail sale” even though such property is resold or utilized as provided in (a), (b), (c), (d), or (e) of this subsection following such use.
 - f. Purchases for the purpose of satisfying the person’s obligations under an extended warranty as defined in subsection (Z)(7) of this section, if such tangible personal property replaces or becomes an ingredient or component of property covered by the extended warranty without intervening use by such person.
2. “Sale at retail” or “retail sale” also means every sale of tangible personal property to persons engaged in any business activity which is taxable under Section 5.03.050(A)(7).

3. “Sale at retail” or “retail sale” shall include the sale of or charge made for tangible personal property consumed and/or for labor and services rendered in respect to the following:
- a. The installing, repairing, cleaning, altering, imprinting, or improving of tangible personal property of or for consumers, including charges made for the mere use of facilities in respect thereto, but excluding charges made for the use of coin-operated laundry facilities when such facilities are situated in an apartment house, rooming house, or mobile home park for the exclusive use of the tenants thereof, and also excluding sales of laundry service to nonprofit health care facilities, and excluding services rendered in respect to live animals, birds and insects;
 - b. The constructing, repairing, decorating, or improving of new or existing buildings or other structures under, upon, or above real property of or for consumers, including the installing or attaching of any article of tangible personal property therein or thereto, whether or not such personal property becomes a part of the realty by virtue of installation, and shall also include the sale of services or charges made for the clearing of land and the moving of earth excepting the mere leveling of land used in commercial farming or agriculture;
 - c. The charge for labor and services rendered in respect to constructing, repairing, or improving any structure upon, above, or under any real property owned by an owner who conveys the property by title, possession, or any other means to the person performing such construction, repair, or improvement for the purpose of performing such construction, repair, or improvement and the property is then reconveyed by title, possession, or any other means to the original owner;
 - d. The sale of or charge made for labor and services rendered in respect to the cleaning, fumigating, razing or moving of existing buildings or structures, but shall not include the charge made for janitorial services; and for purposes of this section the term “janitorial services” shall mean those cleaning and caretaking services ordinarily performed by commercial janitor service businesses including, but not limited to, wall and window washing, floor cleaning and waxing, and the cleaning in place of rugs, drapes and upholstery. The term “janitorial services” does not include painting, papering, repairing, furnace or septic tank cleaning, snow removal or sandblasting;

- e. The sale of or charge made for labor and services rendered in respect to automobile towing and similar automotive transportation services, but not in respect to those required to report and pay taxes under chapter 82.16 RCW;
 - f. The sale of and charge made for the furnishing of lodging and all other services, except telephone business and cable service, by a hotel, rooming house, tourist court, motel, trailer camp, and the granting of any similar license to use real property, as distinguished from the renting or leasing of real property, and it shall be presumed that the occupancy of real property for a continuous period of one month or more constitutes a rental or lease of real property and not a mere license to use or enjoy the same. For the purposes of this subsection, it shall be presumed that the sale of and charge made for the furnishing of lodging for a continuous period of one month or more to a person is a rental or lease of real property and not a mere license to enjoy the same;
 - g. The installing, repairing, altering, or improving of digital goods for consumers;
 - h. The sale of or charge made for tangible personal property, labor and services to persons taxable under (a), (b), (c), (d), (e), (f), and (g) of this subsection when such sales or charges are for property, labor and services which are used or consumed in whole or in part by such persons in the performance of any activity defined as a “sale at retail” or “retail sale” even though such property, labor and services may be resold after such use or consumption. Nothing contained in this subsection shall be construed to modify subsection (Z)(1) of this section and nothing contained in subsection (Z)(1) of this section shall be construed to modify this subsection.
- 4. “Sale at retail” or “retail sale” shall also include the providing of competitive telephone service to consumers.
 - 5. “Sale at retail” or “retail sale”
 - a. “Sale at retail” or “retail sale” shall also include the sale of prewritten software other than a sale to a person who presents a resale certificate under RCW 82.04.470, regardless of the method of delivery to the end user. For purposes of this subsection (5)(a) the sale of the sale of prewritten computer software includes the sale of or charge made for a key or an enabling or activation code, where the key or code is required to

activate prewritten computer software and put the software into use. There is no separate sale of the key or code from the prewritten computer software, regardless of how the sale may be characterized by the vendor or by the purchaser.

The term “sale at retail” or “retail sale” does not include the sale of or charge made for:

- i. Custom software; or
- ii. The customization of prewritten software.

b.

- i. The term also includes the charge made to consumers for the right to access and use prewritten computer software, where possession of the software is maintained by the seller or a third party, regardless of whether the charge for the service is on a per use, per user, per license, subscription, or some other basis.

ii.

- a. The service described in (b)(i) of this subsection (5) includes the right to access and use prewritten software to perform data processing.
- b. For purposes of this subsection (b)(ii), “data processing” means the systematic performance of operations on data to extract the required information in an appropriate form or to convert the data to usable information. Data processing includes check processing, image processing, form processing, survey processing, payroll processing, claim processing, and similar activities.

- 6. “Sale at retail” or “retail sale” shall also include the sale of or charge made for labor and services rendered in respect to the building, repairing, or improving of any street, place, road, highway, easement, right of way, mass public transportation terminal or parking facility, bridge, tunnel, or trestle which is owned by a municipal corporation or political subdivision of the state, the State of Washington, or by the United States and which is used or to be used primarily for foot or vehicular traffic including mass transportation vehicles of any kind.
- 7. “Sale at retail” or “retail sale” shall also include the sale of or charge made for an extended warranty to a consumer. For purposes of this

subsection, “extended warranty” means an agreement for a specified duration to perform the replacement or repair of tangible personal property at no additional charge or a reduced charge for tangible personal property, labor, or both, or to provide indemnification for the replacement or repair of tangible personal property, based on the occurrence of specified events. The term “extended warranty” does not include an agreement, otherwise meeting the definition of extended warranty in this subsection, if no separate charge is made for the agreement and the value of the agreement is included in the sales price of the tangible personal property covered by the agreement.

8. “Sale at retail” or “retail sale” shall also include the sale of or charge made for labor and services rendered in respect to the constructing, repairing, decorating, or improving of new or existing buildings or other structures under, upon, or above real property of or for the United States, any instrumentality thereof, or a county or city housing authority created pursuant to chapter 35.82 RCW, including the installing, or attaching of any article of tangible personal property therein or thereto, whether or not such personal property becomes a part of the realty by virtue of installation (government contracting).
9. “Sale at retail” or “retail sale” shall not include the sale of services or charges made for the clearing of land and the moving of earth of or for the United States, any instrumentality thereof, or a county or city housing authority. Nor shall the term include the sale of services or charges made for cleaning up for the United States, or its instrumentalities, radioactive waste and other byproducts of weapons production and nuclear research and development.
10. “Sale at retail” or “retail sale” shall not include the sale of or charge made for labor and services rendered for environmental remedial action.
11. “Sale at retail” or “retail sale” shall also include the following sales to consumers of digital goods, digital codes, and digital automated services:
 - a. Sales in which the seller has granted the purchaser the right of permanent use;
 - b. Sales in which the seller has granted the purchaser a right of use that is less than permanent;
 - c. Sales in which the purchaser is not obligated to make continued payment as a condition of the sale; and
 - d. Sales in which the purchaser is obligated to make continued payment as a condition of the sale. A retail sale of digital goods,

digital codes, or digital automated services under this subsection (Z)(11) includes any services provided by the seller exclusively in connection with the digital goods, digital codes, or digital automated services, whether or not a separate charge is made for such services. For purposes of this subsection, “permanent” means perpetual or for an indefinite or unspecified length of time. A right of permanent use is presumed to have been granted unless the agreement between the seller and the purchaser specifies or the circumstances surrounding the transaction suggest or indicate that the right to use terminates on the occurrence of a condition subsequent.

Section 3. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

Section 4. Effective date. This ordinance shall become effective on January 1, 2026, at 12:02 a.m.

DATE OF FINAL PASSAGE at a Regular Meeting of the Vancouver City Council:
_____, 2025.

SIGNED this _____ day of _____, 2025.

Anne McEnery-Ogle, Mayor

Attest:

Natasha Ramras, City Clerk

Approved as to form:

Nena Cook, City Attorney

SUMMARY

ORDINANCE NO. M-_____

AN ORDINANCE relating to the correction of scrivener's error in chapter 5.03 of the Vancouver Municipal Code, amending VMC 5.03.030; and providing for savings, severability, and an effective date.

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

AN ORDINANCE relating to the 2025-26 Biennial Budget and making supplemental appropriations in various funds needed to meet certain necessary expenditures to be incurred in 2025-26 which were not and could not reasonably have been foreseen at the time of adoption of the 2025-26 Budget; declaring an emergency and providing for an immediate effective date.

Staff Report: 135-25

To: Mayor and City Council
From: City Manager
Date: July 7, 2025

Subject

2025 First Supplemental Budget

Key Points

- Budget adjustments are made each year to reflect changes in revenues and expenditures that occur after the biennial budget is adopted.
- The first supplemental of 2025 includes an adjustment of revenues, administrative items, carrying forward appropriation from the last biennium for projects that were approved and funded, but not completed in 2024, expenditures associated with new external revenues, as well as requests based on newly identified needs.
- The 2025 first supplemental includes a total increase in the City's 2025-26 appropriation of \$110.3 million.

Strategic Plan Alignment

High Performing Government – a government that is reliable, fiscally responsible, equitable, and open to compromise

Present Situation

The first supplemental of 2025 includes an adjustment of revenues, administrative items, carrying forward appropriation from the last biennium for projects that were approved and funded, but not completed in 2024, expenditures associated with new external revenues, as well as requests based on newly identified needs.

REVENUE

As there has been some uncertainty in the economy, the City has continued to monitor revenue and expenditure trends. Within this Supplemental budget, an adjustment of revenues is included based on recent experiences, as well as expected impacts forthcoming in the biennium. Specifically, sales tax collections through the end of 2024 were 2.1% under the forecasted amount and 0.9% under the forecasted amount through the first quarter of 2025. The 2025 First Supplemental includes a budget reduction in sales tax of \$1.2 million and \$1.1 million in 2025 and 2026, respectively.

The City has also experienced a decline in permit activity, which subsequently impacts all revenues that are generated from new development, in addition to the sales tax revenues, like Park Impact Fees and Transportation Impact Fees revenue and permitting fees. The budget reduction included for

permit revenue is \$0.5 million each year. To ensure the City does not over-commit Impact Fee revenue, the revenue has been adjusted to match revenue collections through the first quarter of 2025. Any additional revenue collected throughout the year will be added in subsequent Supplemental budgets.

Additionally, the City is expecting for Electrical Tax and Natural Gas Tax revenues to come in under the forecasted amount, as the initial statements from those entities about the upcoming rate increases did not come to fruition. Electrical Tax revenue has been reduced by \$0.7 million annually, and Natural Gas Tax has been reduced by \$0.4 million in each year. These adjustments align our forecasted revenue with the actual rates imposed by those agencies.

In accordance with the financial policies, the revenue stabilization fund will be utilized to offset these reductions and balance the proposed 2025 First Supplemental budget.

EXPENSE

The recommended expenditure appropriation increases for the City's operating and capital funds included in the 2025 First Supplemental Budget totals \$110.3 million. An increase of \$61.3 million relates to recommended changes in the operating budget, with the remaining appropriation increase of \$49 million representing changes in capital projects and supporting funding transfers. The Supplemental will result in utilizing \$55.9 million in city resources; of that amount, the General Fund's share is \$14.5 million.

OPERATING

General, Street & Fire Funds

The increase to the General, Street and Fire funds' appropriation totals \$13 million over the biennium. Major items are summarized below:

- Grants include: WA State Department of Transportation Regional Mobility grant for the transportation wallet initiative; WA State Department of Commerce grant for climate action planning; WA Homeland Security grants from 2023 and 2024 for program training and equipment; Assistance to Firefighters grant for Project Home Safe fire prevention and awareness, WA Homeland Security grants for hazardous materials and technical rescue training; and WA Department of Ecology grant for HazMat spill suits and equipment.
- Carry-forward items that were appropriated in 2024, but not fully expended due to timing delays or constraints, include: Pavement and Sidewalk Management projects, vehicles for Streets and the Police Department; the Heights property acquisition and design; Waterfront Gateway parcel closing costs, mobile health program (ARPA match funded); Clark County jail and correction costs; and the implementation of the Transportation system plan policy.
- Administrative items include:
 - Administrative update to allocate the business license revenue in accordance with VMC 5.04.095 as designated by Council.
 - Truing up budget for the increased costs in: Clark County jail and corrections based on the ending 2024 costs and projections for this biennium; Property and General Liability Insurance and Workers' Compensation based on the most current actuarial study and the updated costs of moving to the State Workers' Compensation program.
 - Allocating funds for the implemented 2025 market study and paid time off (PTO) payout as authorized.
 - Updating the budget in Parks for fleet expenses.
 - Aligning Home Electrification and Appliance Rebates (HEAR) and Connecting Housing to Infrastructure (CHIP) program awards from the General Fund to the CED Grants Fund 108; as well as moving the funds to purchase two properties in the Fourth Plain

corridor for the purpose of future development of additional affordable housing from the operating budget to capital funds.

- Reallocating the budget set aside for site preparation of Safe Stay 3 to fund the Bridge Shelter project, since the decision was made not to move forward with Safe Stay 3 relocation and the anticipated cost of construction of the Bridge Shelter has come in higher than anticipated.
- Adjusting the 2026 provider services budget to match the schedule of the proposed opening of the Bridge Shelter.
- New items identified include: the Opioid Treatment Program (funded by National Opioid Settlements); implementation of the Economic Development strategy project (funded by Economic Development Fund); and consulting services for the Cultural Access Program (funded by Cultural Arts Sales Tax) to provide for ground engagement, marketing support, community member and non-profit program education.

Other Operating Funds

The remaining \$48.3 million appropriation increase relates to changes in other operating city funds. Major changes are summarized below:

- Grants include: the 2024 and 2025 Connecting Housing to Infrastructure Program (CHIP) awards; HOME American Rescue Plan grant; Home Electrification and Appliances Rebate (HEAR) program award; and a Department of Transportation grant for the airport terminal renovation project.
- Administrative items include:
 - True-up budget for the increased costs in Workers' Compensation, Property and General Liability insurance to reflect the most recent actuarial study; true-up the Utility Tax revenue to align with current projections.
 - Aligning Home Electrification and Appliance Rebates (HEAR) and Connecting Housing to Infrastructure (CHIP) program awards from the General Fund to the CED Grants Fund 108.
 - Allocating Admissions Tax and Business License Surcharge revenue to the new Parks, Recreation and Cultural Services Special Revenue fund created.
 - Adjusting budget for the American Medical Response (AMR) contract renewal to recognize the expense and revenue received, as opposed to just the net difference, driven by accounting needs.
- Carry-forward items that were appropriated in 2024, but not fully expended due to timing delays or constraints, include: fleet vehicles for Facilities, Fire, Grounds, Police (SWAT and investigative), Surfacewater, Wastewater and Water; parking pay stations and access control equipment; Citywide Long-Range Facilities Plan; electrical engineering consulting services; and Commute Trip Reduction employee stipend payments (utilizing Human Resources 2024 salary savings).
- New items include: migrating the Infor System from on-premise to the Cloud; restoring partner organization Affordable Housing grants (redirecting from homelessness services support); banking fees for utility payments made by debit/credit cards; legal services support for polyfluoroalkyl substances (PFAS); and professional services for implementation support of the downtown parking plan mobility and data efficiency initiatives program.

CAPITAL

In addition to changes in revenue, the City is anticipating 5% - 10% cost increases on projects due to the implementation of tariffs. As the biennium progresses, capital project budgets will continue to be monitored closely. The total net Capital Budget appropriation included in the First Supplemental of

2025 is \$49 million (including internal transfers and carry-forward items). Expenditures by project are outlined in Attachment C to the ordinance. Highlights of Attachment C are listed below:

General Capital/Asset Management projects totaling \$4.2 million for:

- New requests:
 - Bridge Shelter Acquisition and Construction
 - Affordable Housing - NE Andresen Road Building Acquisition
 - Affordable Housing - Falk Road Vacant Lot Acquisition
- Carry-forward from 2023-24 Budget:
 - City Hall Accessibility Project
 - Heights Development Phase 1 Design/Planning
 - Police Training Center (maintenance and improvements)
 - Police East Precinct Remodel
- Administrative items:
 - Cultural Arts Building (fund alignment)
 - Operations Center Schedule Adjustment

Fire Capital projects totaling \$1.4 million for:

- Carry-forward from 2023-24 Budget:
 - Fire Station 5 Logistics Warehouse
 - Fire Station 5 Boiler & HVAC Projects
 - Fire Station 3 and 6 Design & Construction

Parks Capital projects totaling \$1 million for:

- New requests:
 - Park Impact Fee District A Acquisition
 - Park Impact Fee District C Park Land Acquisitions
 - Fruit Valley Park Play Equipment (increase)
- Carry-forward from 2023-24 Budget:
 - Vancouver Innovation Center (VIC)
- Administrative items:
 - Allocation of Trails Program Funding
 - Cultural Arts Building (fund alignment)
 - Fisher's Quarry Neighborhood Park
 - Heights Civic Plaza (timing delay)

Water and Surfacewater Capital projects totaling \$23.7 million for:

- New requests:
 - Water Station 4 Polyfluoroalkyl Substance (PFAS) Treatment
 - Main Street Water – 5th to 15th
 - NE 122nd Ave and 44th St Water Main Replacement
 - Jefferson St. Realignment
 - Fruit Valley Stormwater Pump Station Rehabilitation
- Carry-forward from 2023-24 Budget:
 - Water Resource Education Center Exhibits Improvements

- Hydrant Repair and Replacement Project
- Administrative/Budget True-Up:
 - Fruit Valley Neighborhood Storm Retrofit

Wastewater Capital projects totaling \$15 million for:

- New requests:
 - Camelot Court - Sewer Collection Incentive Program (SCIP)
 - 18th Street Trunk Rehabilitation Project
 - Wye Rehab/Replacement
- Carry-forward from 2023-24 Budget:
 - G2 Sewer Basin/Trunk Interceptor Realignment
 - Westside Electrical Upgrade Design
 - Southside Interceptor Rehab Ph 4 & Ph 5
 - Marine Park Forcemain
 - Westside Grit Classifier Replacement

Streets/Transportation Capital projects totaling -\$4.1 million for:

- New requests:
 - Rose Village Curb Ramps
 - Traffic Signal Sustainability
- Administrative/Budget True-Up:
 - NE 184th Ave - SE 1st St to NE 4th
 - 137th Ave Corridor - 49th to Fourth Plain
 - Jefferson St - Evergreen to Mill Plain
 - Fruit Valley and Lakeshore Avenue Roundabout

Capital funding transfers supporting the City's capital projects budget total \$7.8 million.

Attachment B of the ordinance outlines changes to full-time equivalent (FTE) employees, with an overall net new increase of 7.5 FTEs recommended in the 2025 First Supplemental. Major changes from Attachment B are listed below:

- Positions to support grant and revenue-funded work:
 - Add 7.0 Limited Term Homeless Outreach Coordinator FTEs for two years to provide additional homelessness support in the City.
- Other FTE changes to support the organization:
 - Add 1.0 Long Range Planning Manager position for succession planning within Community Development;
 - Add 1.0 Evidence Technician within the Police Department funded by WA State Criminal Justice funds;
 - Add 0.5 Senior Support Specialist FTE in Parking for parking appeals support;
 - Convert the Limited Term ADA Specialist FTE to Regular utilizing funds from a Project Coordinator position elimination in the Office of Equity and Inclusion; and
 - Reduction of 1.0 Land Use Planner FTE in Community Development (carryover of 2025-26 budget reductions).

COUNCIL RECOMMENDATION

Based on Council feedback on Monday, June 9, 2025, the following additional item is proposed to be included within this Supplemental budget:

- New request:
 - \$100,000 for interim use of the Arts Hub (\$58,000 will be funded utilizing the City Manager's Opportunity Fund and \$42,000 will be funded through a reduction offset to Extra Help within Parks, Recreation and Cultural Services General Fund)

Advantage(s)

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

Challenge(s)

Proposed supplemental recommends spending a net amount of \$55.9 million of existing city resources across all funds.

Budget Impact

The 2025 first supplemental includes a total increase in the City's 2025-26 budget appropriation of \$110.3 million.

Prior Council Review

June 9, 2025 - Workshop

June 16, 2025 - Consent Agenda

Action Requested

On Monday, July 7, 2025, upon second reading and a public hearing, approve the ordinance.

Staff Contact

Shannon Olsen, Budget Manager, shannon.olsen@cityofvancouver.us

Attachments:

1. Presentation
2. Ordinance
3. Attachment A
4. Attachment B
5. Attachment C
6. Attachment D



CITY OF
Vancouver
WASHINGTON

2025 First Supplemental Budget

Shannon Olsen

Budget Manager

Financial & Management Services

First Reading – June 16, 2025

Public Hearing – July 7, 2025

2025 First Supplemental

Overview

- Background:
 - Supplemental Appropriation - a mid-biennial budget amendment that allows for necessary adjustments to the adopted biennial budget as a result of unanticipated circumstances.
 - Council approval is required for increases in appropriations and staffing.
- Scope:
 - Carryforward Requests from 2024
 - Administrative / Clean-up Items
 - New Requests, with Revenue Support



2025 First Supplemental

Revenue Adjustments

- Sales Tax
- Permit Activity
- Park & Transportation Impact Fees
- Electrical and Natural Gas Tax

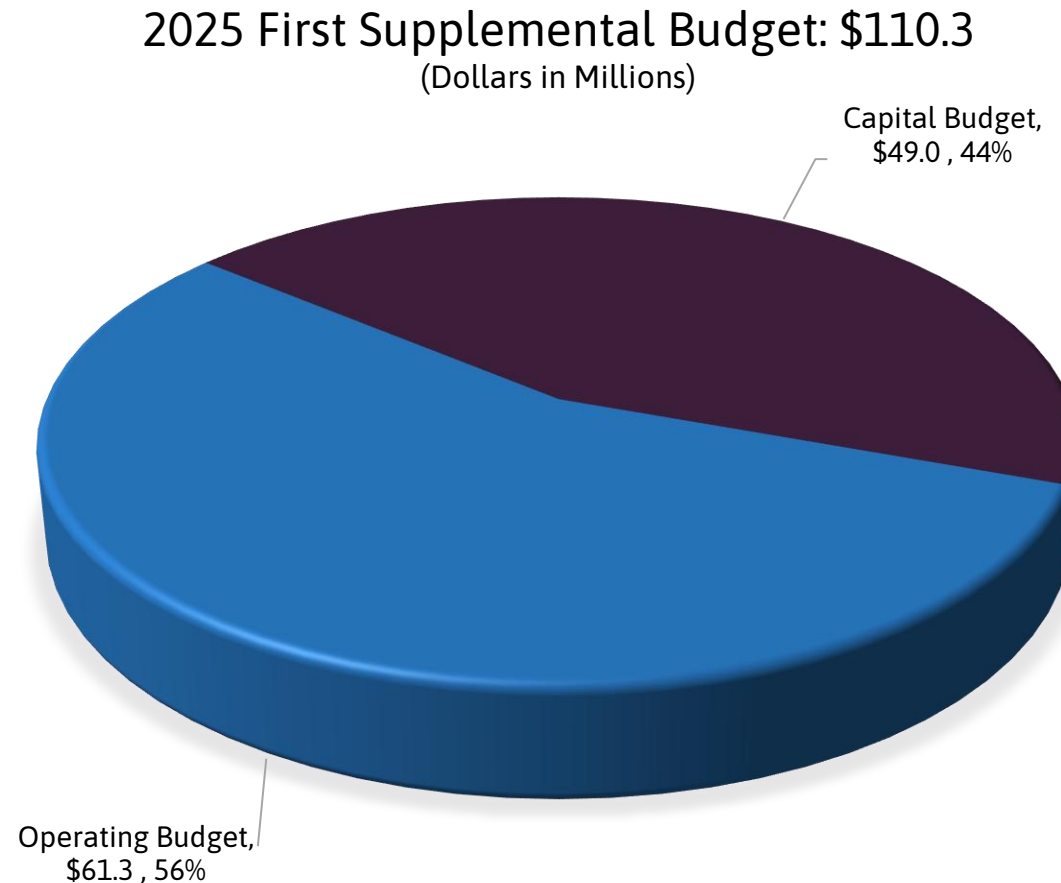
- *Utilization of Revenue Stabilization Fund*



2025 First Supplemental

Operating and Capital Budget

- 5.2% increase to the current biennium budget, bringing revised total to \$2.2B overall
- Total net impact: \$55.9M citywide
- Net impact on the General Fund: \$14.5M utilization of undesignated cash balance



2025 First Supplemental

Budget Appropriation

Total 2025 First Supplemental: \$110.3M

Operating Budget
\$61.3M

Capital Budget
\$49.0M

General, Street,
Fire Funds
\$13.0M

Other Operating
Funds
\$48.3M

Capital Projects
\$41.2M

Funding Transfers
\$7.8M



2025 First Supplemental

FTE Summary: Net New 7.5 FTEs

City Manager's Office (7.0 FTE)	Community Development (0.0 FTE)	Office of Equity & Inclusion (-1.0 FTE)	Economic Prosperity & Housing 0.5 FTE	Police Department 1.0 FTE
Add 7.0 LTD FTE, Homeless Outreach Coordinators (Grant Funded)	- Reduce 1.0 FTE, Planner (2025-26 Budget Reduction Carryover) - Add 1.0 FTE, Long Range Planning Manager (Succession Planning)	- Reduce 1.0 FTE, Project Coordinator - Convert ADA Specialist LTD to Regular	Add 0.5 FTE, Senior Support Specialist (Parking Appeals Coordinator)	Add 1.0 FTE, Evidence Technician (Criminal Justice Funding)

Position reclassifications and movement between departments are not identified on slide, but are specified on Attachment B.



Thank You



shannon.olsen@cityofvancouver.us | 360-487-8497 | cityofvancouver.us



ORDINANCE M-_____

AN ORDINANCE relating to the 2025-26 Biennial Budget and making supplemental appropriations in various funds needed to meet certain necessary expenditures to be incurred in 2025-26 which were not and could not reasonably have been foreseen at the time of adoption of the 2025-26 Budget; declaring an emergency and providing for an immediate effective date.

WHEREAS, as set forth in Staff Report _____, following communications of the 2025 First Supplemental Budget on June 16, 2025, the proposed 2025 First Supplemental Budget has been prepared for approval; and

WHEREAS, upon due and proper legal notice, Vancouver City Council held a public hearing on July 7, 2025, to consider the City's 2025 First Supplemental Budget.

NOW THEREFORE,

BE IT ORDAINED BY THE CITY OF VANCOUVER:

Section 1. Supplemental appropriations are needed to meet certain necessary expenditures to be incurred in 2025-26 which were not and could not reasonably have been foreseen at the time of adoption of the 2025-26 Budget. As required by chapter 35.34 RCW, there is hereby set forth in summary form the total adjustments of expenditure appropriations for each separate fund adjusted and the aggregate totals for all such funds combined, as set forth in Attachment "A" of this ordinance. Attachment "C" outlines specific capital projects included in the 2025-26 City of Vancouver Capital Budget.

ORDINANCE - 1

Section 2. That a total of 7.5 full-time equivalent positions is added as identified in Attachment “B” to this ordinance. The position adjustments shall be made consistent with applicable civil service rules and personnel regulations.

Section 3. Attachment “D” of this ordinance contains amendments to the salary schedules for positions not covered by labor agreements.

Section 4. A separate special revenue fund is created to account for revenues and expenses associated with the Admissions Tax, Business License Surcharge revenue that is dedicated to Parks and other special revenues dedicated to Parks and Recreation. The new fund shall be named “Parks, Recreation and Cultural Services Special Revenue Fund” (Fund number 126).

Section 5. As reported in SR No. _____ the appropriations made in this ordinance are necessary to meet certain necessary expenditures that will be incurred in 2025-26 biennium which were not and could not reasonably have been foreseen at the time of adoption of the 2025-26 Budget; an emergency is hereby declared, and this ordinance shall go into effect immediately upon final passage.

Section 6. Those acts taken pursuant to this ordinance, but prior to its effective date are hereby ratified and confirmed.

Section 7. Effective Date. This ordinance shall go into effect immediately upon final passage and publication.

DATE OF FINAL PASSAGE at a Regular Meeting of the Vancouver City Council:

_____, 2025.

ORDINANCE - 2

SIGNED this _____ day of _____, 2025.

Anne McEnery-Ogle, Mayor

Attest:

Natasha Ramras, City Clerk

Approved as to form:

Nena Cook, City Attorney

ORDINANCE - 3

SUMMARY

ORDINANCE NO. _____

AN ORDINANCE relating to the 2025-26 Biennial Budget and making supplemental appropriations in various funds needed to meet certain necessary expenditures to be incurred in 2025-26 which were not and could not reasonably have been foreseen at the time of adoption of the 2025-26 Budget; declaring an emergency and providing for an immediate effective date.

The full text of this ordinance will be mailed upon request. Contact Raelyn McJilton, Public Records Officer at 360-487-8711, or via www.cityofvancouver.us (Go to City Government and Public Records).

City of Vancouver

Expenditures by Fund

Attachment A

Fund	2025 First Supplemental (2025)	2025 First Supplemental (2026)	2025 First Supplemental (2025-26)
Operating Budget			
General, Street, and Fire Funds			
General Fund	\$ 6,385,143	\$ 1,269,255	\$ 7,654,398
Street Fund	\$ 530,628	\$ 27,307	\$ 557,935
Street Funding Initiative - Operating Fund	\$ 1,730,105	\$ 4,866	\$ 1,734,971
Fire Fund	\$ 2,411,193	\$ 604,971	\$ 3,016,164
Total General, Street, and Fire Funds	\$ 11,057,069	\$ 1,906,399	\$ 12,963,468
Special Revenue Funds			
Investigative Fund	\$ 82,794	\$ -	\$ 82,794
CED Grants	\$ 8,178,677	\$ (2,018)	\$ 8,176,659
Tourism Fund	\$ (876)	\$ (541)	\$ (1,417)
Affordable Housing	\$ 18,847	\$ 18,004	\$ 36,851
National Opioid Settlements Fund	\$ 1,659,672	\$ 1,007,586	\$ 2,667,258
American Rescue Plan Act 2 Fund	\$ (93,906)	\$ -	\$ (93,906)
Parkhill Cemetery Improvement Fund	\$ 81,625	\$ -	\$ 81,625
Cultural Arts Tax - Local Sales Tax Fund	\$ -	\$ 150,000	\$ 150,000
Parks, Recreation, and Cultural Services Special Revenue Fund	\$ 536,572	\$ 540,774	\$ 1,077,346
Criminal Justice Fund	\$ 199,074	\$ 102,388	\$ 301,462
Affordable Housing Local Sales Tax Fund	\$ (2,850,000)	\$ 2,916,667	\$ 66,667
Economic Development Fund	\$ 1,537,476	\$ (440,205)	\$ 1,097,271
VNHR Properties	\$ 30,582	\$ 44,604	\$ 75,186
Fire Equipment Fund	\$ 9,600,025	\$ -	\$ 9,600,025
Emergency Ambulance Services Contract Admin Fund	\$ 148	\$ 650,000	\$ 650,148
Capital Funds			
Fire Acquisition Fund	\$ 103,205	\$ -	\$ 103,205
Enterprise Funds			
City Tree Reserve Fund	\$ (160)	\$ (153)	\$ (313)
Surface Water Management Fund	\$ 804,009	\$ 1,239,071	\$ 2,043,080
Water Utility Fund	\$ 706,862	\$ 954,765	\$ 1,661,627
Water Construction Fund	\$ -	\$ 85,550	\$ 85,550
Sewer Utility Fund	\$ 1,542,776	\$ 2,041,829	\$ 3,584,605
Airport Fund	\$ 181,281	\$ (1,844)	\$ 179,437
Building Inspection Fund	\$ 181,895	\$ 78,490	\$ 260,385
Solid Waste Fund	\$ (3,566)	\$ (3,981)	\$ (7,547)
Parking Services Fund	\$ 410,397	\$ 166,960	\$ 577,357
Internal Service Funds			
Equipment Services Operations Fund	\$ 105,968	\$ 11,784	\$ 117,752
Equipment Services Capital Fund	\$ 5,624,995	\$ (7,310)	\$ 5,617,685
Computer Repair & Replacement	\$ 565,521	\$ 1,301,544	\$ 1,867,065
Facilities Maintenance Services Fund	\$ 501,355	\$ (161,105)	\$ 340,250
Grounds Services Fund	\$ 298,347	\$ 22,147	\$ 320,494
Self-Insured Worker's Comp & Liability Fund	\$ 6,230,215	\$ 1,650	\$ 6,231,865
Internal Administrative Services Fund	\$ 287,303	\$ 49,853	\$ 337,156
Benefits Fund	\$ 40,978	\$ 84,720	\$ 125,698
Self-Insured Health Insurance Fund	\$ 1,374	\$ 3,377	\$ 4,751
Fiduciary Funds			
SW Washington Regional SWAT Team Fund	\$ 342,000	\$ -	\$ 342,000
City/County Cable TV Fund	\$ 283,913	\$ (1,155)	\$ 282,758
PEG Capital Support Fund	\$ 246,973	\$ -	\$ 246,973
Total Other Funds Expense Budget	\$ 37,436,351	\$ 10,853,451	\$ 48,289,802
Total Operating Expense Budget	\$ 48,493,420	\$ 12,759,850	\$ 61,253,270

City of Vancouver

Expenditures by Fund

Attachment A

Fund	2025 First Supplemental (2025)	2025 First Supplemental (2026)	2025 First Supplemental (2025-26)
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Capital Budget

Capital Project Funds

General Fund Capital	\$ 10,637,000	\$ -	\$ 10,637,000
Transportation Capital Fund	\$ (2,200,000)	\$ -	\$ (2,200,000)
Street Funding Initiative - Capital Fund	\$ (1,960,000)	\$ -	\$ (1,960,000)
Fire Acquisition Fund	\$ 1,405,031	\$ -	\$ 1,405,031
Capital Improvement Fund	\$ 6,655,591	\$ (14,107,493)	\$ (7,451,902)
VNHR Property Capital	\$ 507,428	\$ -	\$ 507,428
Parks Construction Fund (Capital Projects only)	\$ 7,123,090	\$ (6,100,000)	\$ 1,023,090
Drainage Construction Fund	\$ 93,478	\$ (2,300,000)	\$ (2,206,522)
Water Utility Fund	\$ (145,000)	\$ -	\$ (145,000)
Water Construction Fund	\$ 26,099,801	\$ -	\$ 26,099,801
Sewer Construction Fund	\$ 9,781,665	\$ 5,200,000	\$ 14,981,665
Airport	\$ 500,000	\$ -	\$ 500,000
Total Capital Project Funds	\$ 58,498,084	\$ (17,307,493)	\$ 41,190,591

Capital Funding Transfers Supporting Capital Projects

General Fund	\$ 822,226	\$ (877,288)	\$ (55,062)
Street Fund	\$ 340,000	\$ -	\$ 340,000
American Rescue Plan Act Fund	\$ (251,816)	\$ -	\$ (251,816)
American Rescue Plan Act 2 Fund	\$ 941,721	\$ -	\$ 941,721
Parks, Recreation, and Cultural Services Special Revenue Fund	\$ 1,130,812	\$ 1,000,000	\$ 2,130,812
Affordable Housing Local Sales Tax Fund	\$ 4,600,000	\$ -	\$ 4,600,000
Affordable Housing State Sales Tax Credit Fund	\$ 400,000	\$ -	\$ 400,000
REET 1 (2002 Special Revenue Fund)	\$ 2,000,000	\$ (2,000,000)	\$ -
Downtown Initiatives Fund	\$ 4,852,000	\$ (4,100,000)	\$ 752,000
Columbia TIF District	\$ (1,100,000)	\$ -	\$ (1,100,000)
Fire Fund	\$ 3,645,755	\$ 308,335	\$ 3,954,090
PIF - District A	\$ 2,287,517	\$ -	\$ 2,287,517
PIF - District B	\$ 343,257	\$ -	\$ 343,257
PIF - District C	\$ 6,905,046	\$ -	\$ 6,905,046
Street Funding Initiative - Capital Fund	\$ 1,016,000	\$ -	\$ 1,016,000
Surface Water Management Fund	\$ 62,000	\$ -	\$ 62,000
Water Utility Fund	\$ 644,000	\$ -	\$ 644,000
Facilities Asset Mgmt and Replacement Reserve Fund	\$ (761,203)	\$ (14,603,843)	\$ (15,365,046)
Internal Administrative Services Fund	\$ 241,860	\$ -	\$ 241,860
Total Transfers for Capital	\$ 28,119,175	\$ (20,272,796)	\$ 7,846,379

Total Capital Expense Budget	\$ 86,617,259	\$ (37,580,289)	\$ 49,036,970
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Total Operating and Capital Expense Budget	\$ 135,110,679	\$ (24,820,439)	\$ 110,290,240
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Full-Time Equivalent Employees by Fund, Department and Classification

City of Vancouver 2025 First Supplemental

Fund - Department				Job Profile		Action		2025 FTE	2026 FTE	Limited Term End
								Date		
001 General Fund										
City Manager's Office				Administrative Assistant 2		Administrative		(1.00)	(1.00)	(7) 12/31/2026
				Administrative Assistant 3		Administrative		(1.00)	(1.00)	
				Assistant City Manager		Reclassification		1.00	1.00	
				Homeless Outreach Coordinator 1		New - 2 Yr Limited Term		7.00	7.00	
				Planner 3		Departmental Change		1.00	1.00	
				Policy Advisor 3		Departmental Change		1.00	1.00	
				Program and Policy Development Manager		Reclassification		(1.00)	(1.00)	
				Policy Advisor 2		Reclassification		1.00	1.00	
				Program Coordinator 2		Reclassification		(1.00)	(1.00)	
				Support Specialist 2		Administrative		2.00	2.00	
City Manager's Office Total								9.00	9.00	
Community Development				Planner 1		Remove Position		(1.00)	(1.00)	
				Planner 2		Reclassification		(1.00)	(1.00)	
				Planner 3		Reclassification		1.00	1.00	
				Planner 3		Departmental Change		(1.00)	(1.00)	
				Policy Advisor 3		Departmental Change		(1.00)	(1.00)	
				Long Range Planning Manager		New - Regular		1.00	1.00	
Community Development Total								(2.00)	(2.00)	
Parks, Recreation & Cultural Services				Customer Service Representative		Reclassification		0.50	0.50	
				Fitness Attendant		Reclassification		(0.50)	(0.50)	
				Park Developer 3		Administrative		(1.00)	(1.00)	
				Park Development Manager		Administrative		1.00	1.00	
Parks, Recreation & Cultural Services Total								0.00	0.00	
Police				Police Records Manager		Reclassification		(1.00)	(1.00)	
				Police Records Supervisor		Reclassification		1.00	1.00	
				Financial Analyst 2		Reclassification		1.00	1.00	
				Inventory Coordinator 1		Reclassification		(1.00)	(1.00)	
				Property/Evidence Technician		New - Regular		1.00	1.00	
Police Total								1.00	1.00	
001 General Fund Total								8.00	8.00	
102 Street Fund										
Public Works - Business Services				Engineering Technician		Administrative		(1.00)	(1.00)	
				Senior Engineering Technician		Administrative		1.00	1.00	
Public Works - Business Services Total								0.00	0.00	
Public Works - Operations & Maintenance				Facilities Manager		Administrative		(1.00)	(1.00)	
				Public Works Operations Manager		Administrative		1.00	1.00	
Public Works - Operations & Maintenance Total								0.00	0.00	
Public Works - Transportation Engineering				Civil Engineer 1		Administrative		(1.00)	(1.00)	
				Civil Engineer 2		Administrative		0.00	0.00	
				Civil Engineer 3		Administrative		1.00	1.00	
Public Works - Transportation Engineering Total								0.00	0.00	
102 Street Fund Total								0.00	0.00	
103 Street Funding Initiative - Operating Fund										
Public Works - Transportation Engineering				Civil Engineer 1		Administrative		(1.00)	(1.00)	
				Civil Engineer 2		Administrative		1.00	1.00	
Public Works - Transportation Engineering Total								0.00	0.00	
103 Street Funding Initiative - Operating Fund Total								0.00	0.00	
108 CED Grants Fund										
Economic Prosperity & Housing				Planner 3		Reclassification		1.00	1.00	
Economic Prosperity & Housing Total								1.00	1.00	
108 CED Grants Fund Total								1.00	1.00	
111 Affordable Housing Fund										
Economic Prosperity & Housing				Planner 2		Reclassification		(1.00)	(1.00)	
Economic Prosperity & Housing Total								(1.00)	(1.00)	
111 Affordable Housing Fund Total								(1.00)	(1.00)	
151 Fire Fund										
Fire				Administrative Assistant 2		Administrative		0.00	0.00	
				Executive Assistant		Administrative		0.00	0.00	
Fire Total								0.00	0.00	
151 Fire Fund Total								0.00	0.00	

Fund - Department	Job Profile	Action	Limited Term End	
			2025 FTE	2026 FTE
444 Surface Water Management Fund				
Public Works - Utilities Engineering	Environmental Regulatory Program Manager	Administrative	2.00	2.00
	Environmental Specialist 3	Administrative	(2.00)	(2.00)
Public Works - Utilities Engineering Total			0.00	0.00
444 Surface Water Management Fund Total			0.00	0.00
445 Water Utility Fund				
Public Works - Business Services	Customer Service Supervisor	Administrative	(1.00)	(1.00)
	Public Works Supervisor	Administrative	1.00	1.00
Public Works - Business Services Total			0.00	0.00
Public Works - Utilities Engineering	Civil Engineer 1	Administrative	(1.00)	(1.00)
	Civil Engineer 2	Administrative	1.00	1.00
Public Works - Utilities Engineering Total			0.00	0.00
Public Works - Construction Management Services	Civil Engineer 3	Administrative	(2.00)	(2.00)
	Civil Engineer Supervisor	Administrative	2.00	2.00
Public Works - Construction Management Services Total			0.00	0.00
445 Water Utility Fund Total			0.00	0.00
475 Sewer Utility Fund				
Public Works - Utilities Engineering	Civil Engineer 1	Administrative	(1.00)	(1.00)
	Civil Engineer 2	Administrative	1.00	1.00
	Environmental Regulatory Program Manager	Administrative	1.00	1.00
	Environmental Specialist 3	Administrative	(1.00)	(1.00)
Public Works - Utilities Engineering Total			0.00	0.00
475 Sewer Utility Fund Total			0.00	0.00
491 Parking Services Fund				
Economic Prosperity & Housing	Senior Support Specialist	Increase to existing FTE	0.50	0.50
Economic Prosperity & Housing Total			0.50	0.50
491 Parking Services Fund Total			0.50	0.50
507 Facilities Maintenance Services Fund				
General Services	Electrician	Administrative	1.00	1.00
	HVAC Technician	Administrative	(1.00)	(1.00)
General Services Total			0.00	0.00
507 Facilities Maintenance Services Fund Total			0.00	0.00
510 Internal Administrative Services Fund				
City Manager's Office	Performance Analyst 3	Departmental Change	1.00	1.00
City Manager's Office Total			1.00	1.00
Financial & Management Services	Accounting Supervisor	Administrative	0.50	0.50
	Applications Engineer 3	Administrative	1.00	1.00
	Business Intelligence Analyst 3	Administrative	(1.00)	(1.00)
	Customer Service Supervisor	Administrative	(0.50)	(0.50)
	Performance Analyst 3	Departmental Change	(1.00)	(1.00)
Financial & Management Services Total			(1.00)	(1.00)
Human Resources	Compensation Analyst 3	Reclassification	1.00	1.00
	Employee Engagement Specialist 2	Administrative	(1.00)	(1.00)
	Leave Specialist 2	Administrative	1.00	1.00
	Leave Specialist 2	Reclassification	(1.00)	(1.00)
Human Resources Total			0.00	0.00
Information Technology	Applications Engineer 2	Administrative	(1.00)	(1.00)
	Software Engineer 2	Administrative	1.00	1.00
Information Technology Total			0.00	0.00
Office of Equity & Inclusion (OEI)	ADA Specialist 2	New - Regular	1.00	1.00
	ADA Specialist 2	Convert Limited Term to Regular	(1.00)	(1.00)
	DEI Project Coordinator 2	Remove Position	(1.00)	(1.00)
	Diversity, Equity and Inclusion Director	Reclassification	(1.00)	(1.00)
	Equity and Inclusion Program Director	Reclassification	1.00	1.00
Office of Equity & Inclusion (OEI) Total			(1.00)	(1.00)
510 Internal Administrative Services Fund Total			(1.00)	(1.00)
655 City/County Cable TV Fund				
Communications & Outreach	Video Multimedia Producer 2	Administrative	2.00	2.00
	Video-Multimedia Producer	Administrative	(2.00)	(2.00)
Communications & Outreach Total			0.00	0.00
655 City/County Cable TV Fund Total			0.00	0.00
Grand Total			7.50	7.50

City of Vancouver
Capital Projects by Group and Funding Sources

Attachment C

Capital Group	Project Name	FY 2025	FY 2026
General	Bridge Shelter Design, Construction and Operating Costs	\$ 10,500,000	\$ -
	Heights Development Phase 1 Design/Planning	\$ 752,000	\$ -
	Income-based Housing Investments (ARPA)	\$ 3,590,000	\$ -
	Light Vault/Runway Lighting Reconstruction	\$ 500,000	\$ -
General Total		\$ 15,342,000	\$ -
General - Asset Management	Bathroom Improvements at the Water Resource Education Center	\$ 115,000	\$ -
	City Hall - S2 Access Control Upgrade and Server Install	\$ 67,338	\$ -
	City Hall Accessibility Project (ARPA)	\$ 1,213,418	\$ -
	City Hall and Firstenburg Energy Audits	\$ 167,150	\$ -
	Cultural Arts Building	\$ 2,500,000	\$ -
	Electric Vehicle Charging Stations	\$ 747,474	\$ -
	Esther Short Park - Reconfiguration of Storage and Pumphouse location	\$ 124,087	\$ -
	Firstenburg HVAC Air Handling Unit #5	\$ 19,704	\$ -
	Firstenburg Solar and Battery	\$ (2,000,000)	\$ -
	Legal City Hall Footprint Reduction	\$ 241,860	\$ -
	Operations Center Fleet Door Replacement	\$ 40,000	\$ -
	Operations Center Redevelopment	\$ (1,798,000)	\$ (14,631,843)
	Pearson Airfield Window Replacement	\$ 50,000	\$ -
	Police East Precinct Remodel	\$ 425,940	\$ -
	Police Training Center	\$ 741,295	\$ -
	Replace Pool Slides at Firstenburg and Marshall Community Centers	\$ 201,723	\$ -
	Sand Filter/UltraViolet Maintenance at Firstenburg and Marshall Community Centers	\$ 12,952	\$ -
	Water Resources Education Center ADA Bathroom Improvements	\$ 30,000	\$ -
	Firstenburg Replace AMAG Technologies Building Access Control Panels	\$ (100,000)	\$ 100,000
	Luepke Replace AMAG Technologies Building Access Control Panels	\$ (68,000)	\$ 68,000
	Marshall Replace AMAG Technologies Building Access Control Panels	\$ (75,000)	\$ 75,000
	Marshall Center Fire Panel Upgrade	\$ (139,120)	\$ 139,120
	Citywide Fire Panel Upgrades	\$ (87,630)	\$ 87,630
	Slocum House Lighting Upgrade	\$ (11,550)	\$ 11,550
	VPD West Precinct Exterior Repairs	\$ (43,050)	\$ 43,050
General - Asset Management Total		\$ 2,375,591	\$ (14,107,493)
General - Fire Construction	2023 State Department of Commerce	\$ 599,728	\$ -
	Fire Station 3 Design and Construction	\$ 50,000	\$ -
	Fire Station 5 Boiler and HVAC Upgrades	\$ 364,097	\$ -
	Fire Station 5 Shop HVAC replacement	\$ 80,000	\$ -
	Fire Station 6 Design and Construction	\$ 128,002	\$ -
	Fire Station 11 Development	\$ 183,204	\$ -
General - Fire Construction Total		\$ 1,405,031	\$ -
Parks	Bagley Community Park Development	\$ (267,975)	\$ -
	Cultural Arts Building	\$ (2,500,000)	\$ -
	East Biddle Lake Residence Demolition (Graham Property)	\$ 145,295	\$ -
	Fisher's Quarry Neighborhood Park Development	\$ 709,419	\$ -
	Fruit Valley Park Play Equipment Replacement	\$ 320,000	\$ -
	Heights Park	\$ -	\$ (4,100,000)
	Homestead Park Play Equipment Replacement	\$ 68,704	\$ -
	Oakbrook Park Development	\$ 249,071	\$ -
	Park Impact Fee (PIF) District A Land Acquisition and Development	\$ 2,167,517	\$ -
	Raymond E Shaffer Park Development	\$ 94,186	\$ -
	The Downs Park Play Equipment Replacement	\$ (3,722)	\$ -
	Trails Program Projects	\$ -	\$ (2,000,000)
	Vancouver Innovation Center (VIC)	\$ 5,040,189	\$ -
	District 4 Park Acquisition	\$ 350,406	\$ -
	PIF C Neighborhood Park Acquisition	\$ 750,000	\$ -
Parks Total		\$ 7,123,090	\$ (6,100,000)
Surfacewater	Fruit Valley Neighborhood Storm Retrofit	\$ 31,478	\$ (2,300,000)
	Fruit Valley Stormwater Pump Station Rehabilitation	\$ 62,000	\$ -
Surfacewater Total		\$ 93,478	\$ (2,300,000)
Transportation/Streets - Street Initiatives			
NE 184th Avenue - SE 1st Street to NE 4th Street		\$ (2,000,000)	\$ -
Transportation/Streets - Street Initiatives Total		\$ (2,000,000)	\$ -

City of Vancouver
Capital Projects by Group and Funding Sources

Attachment C

Capital Group	Project Name	FY 2025	FY 2026
Transportation/Streets - Transportation	Fleet Oil Burning Heaters Replacement	\$ 75,000	\$ -
	Fruit Valley and Lakeshore Avenue Roundabout	\$ (300,000)	\$ -
	Rose Village Curb Ramps	\$ 175,000	\$ -
	Traffic Signal Sustainability2	\$ 165,000	\$ -
	137th Ave Corridor - 49th to Fourth Plain	\$ (1,400,000)	\$ -
	Jefferson St - Evergreen to Mill Plain	\$ (800,000)	\$ -
Transportation/Streets - Transportation Total		\$ (2,085,000)	\$ -
VNHR	Officer's Row Howard House Roof Replacement	\$ 507,428	\$ -
VNHR Total		\$ 507,428	\$ -
Wastewater - Collection & Treatment	18th Street Trunk Rehabilitation Project	\$ -	\$ 1,500,000
	2023-24 Service Area Flow Monitoring	\$ 5,000	\$ -
	Burnt Bridge Creek Interceptor Phase 2	\$ -	\$ 200,000
	G2 Sewer Basin/Trunk Interceptor Realignment	\$ 1,800,000	\$ -
	Heights District Redevelopment	\$ 238,000	\$ -
	Main Street - 5th to 15th (ARPA)	\$ 700,000	\$ -
	Maplecrest Pump Station Reconstruct & Growth Management Act Force Main Extension	\$ 316,539	\$ -
	Marine Park Forcemain	\$ 869,477	\$ -
	Pearson Pump Station Upgrade	\$ 200,000	\$ -
	SEH Industrial Pump Station	\$ 633,397	\$ -
	Southside Interceptor Rehab Ph 4 & Ph 5	\$ 925,000	\$ -
	Westside Gravity Belt Thickener/Polymer Refurb	\$ 400,000	\$ -
	Westside Grit Classifier Replacement	\$ 771,485	\$ -
	Westside Schwing Pump Replacement	\$ 291,799	\$ -
	Wye Rehab/Replacement	\$ 200,000	\$ 400,000
	Wastewater Collection SCADA Program	\$ 150,000	\$ -
	NE 137th Avenue, 49th to Fourth Plain	\$ 200,000	\$ -
	Westside Electrical Upgrade Design	\$ 1,486,757	\$ -
	Burnt Bridge Creek Pump Station Upgrade	\$ 481,411	\$ -
Wastewater - Collection & Treatment Total		\$ 9,668,865	\$ 2,100,000
Wastewater - SCIP	Camelot Court (SCIP)	\$ 100,000	\$ 2,600,000
	NE 60th Street Sewer Improvements (SCIP)	\$ -	\$ 500,000
	NE 9th Street Sewer Extension - Sewer Collection Incentive Program (SCIP)	\$ 12,800	\$ -
Wastewater - SCIP Total		\$ 112,800	\$ 3,100,000
Water	2023-2024 Hydrant Repair and Replacement Project	\$ 260,000	\$ -
	Alki Road Water Main Replacement - West Vancouver Sewer Connective Incentive Program (SCIP) Phase 1	\$ 134,272	\$ -
	Bathroom Improvements at the Water Resource Education Center	\$ (115,000)	\$ -
	Heights High Ground Water Development Water Rights	\$ 22,716	\$ -
	Jefferson St Realignment	\$ 167,872	\$ -
	Main St Water - 5th to 15th (ARPA)	\$ 1,944,375	\$ -
	NE 122nd Ave and 44th St Water Main Replacement	\$ 803,287	\$ -
	Supervisory Control and Data Acquisition (SCADA) Software/HMI Hardware	\$ 16,000	\$ -
	Water Resource Education Center Exhibit Remodel Project	\$ 430,000	\$ -
	Water Resources Education Center ADA Bathroom Improvements	\$ (30,000)	\$ -
	Water Station 15 Sand & Gravel Aquifer Test Well	\$ 42,085	\$ -
	Water Station 4 Polyfluoroalkyl Substances (PFAS) Treatment	\$ 22,000,000	\$ -
	Water Station 5 Reservoir, Pump, E-Power	\$ 166,756	\$ -
	Water Station 1 Wellhouse 11-13 Roof Replacement	\$ 112,438	\$ -
Water Total		\$ 25,954,801	\$ -
Grand Total		\$ 58,498,084	\$ (17,307,493)

City of Vancouver
2025 Non Union Exempt & Nonexempt Salary Schedule

Attachment D

Salary Grade	Job Profiles	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum
100	Non Union Nonexempt Department Aide	\$34,653	\$41,583	\$48,514	\$2,888	\$3,465	\$4,043
101		\$35,333	\$42,400	\$49,467	\$2,944	\$3,533	\$4,122
102		\$37,100	\$44,520	\$51,940	\$3,092	\$3,710	\$4,328
103		\$38,957	\$46,748	\$54,539	\$3,246	\$3,896	\$4,545
104		\$40,904	\$49,085	\$57,266	\$3,409	\$4,090	\$4,772
105	Non Union Nonexempt Dual Certified Lifeguard Fitness Attendant	\$42,950	\$51,540	\$60,130	\$3,579	\$4,295	\$5,011
106	Non Union Nonexempt <i>Support Specialist 2</i>	\$45,098	\$54,117	\$63,137	\$3,758	\$4,510	\$5,261
107		\$47,352	\$56,823	\$66,293	\$3,946	\$4,735	\$5,524
108	Non Union Nonexempt <i>Support Specialist 3</i>	\$49,720	\$59,664	\$69,608	\$4,143	\$4,972	\$5,801
109	Non Union Nonexempt Administrative Assistant 2 Inventory Coordinator 1	\$50,118	\$62,647	\$75,177	\$4,177	\$5,221	\$6,265
110		\$52,624	\$65,780	\$78,936	\$4,385	\$5,482	\$6,578
111	Non Union Nonexempt Administrative Assistant 3 TV/Video Director and Editor Volunteer Coordinator 1	\$55,255	\$69,069	\$82,883	\$4,605	\$5,756	\$6,907
112	Non Union Nonexempt Accountant 1 Video Multimedia Producer 1	\$58,018	\$72,522	\$87,027	\$4,835	\$6,044	\$7,252
113		\$60,918	\$76,148	\$91,378	\$5,077	\$6,346	\$7,615
114	Non Union Exempt Volunteer Coordinator 2 Non Union Nonexempt Benefits Specialist 2 Communications Specialist 1 Homeless Encampment Response Coordinator 1 Homeless Outreach Coordinator 1 Planner 1 Procurement Specialist 2	\$63,965	\$79,956	\$95,948	\$5,330	\$6,663	\$7,996

Salary Grade	Job Profiles	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum
115	Non Union Exempt Construction Project Coordinator 2 Parking Supervisor Non Union Nonexempt Accountant 2 DEI Project Coordinator 2 Executive Assistant Help Desk Technician 2 Program Coordinator 2 Recruiting Specialist 2 Video-Multimedia Producer 2	\$67,163	\$83,954	\$100,745	\$5,597	\$6,996	\$8,395
116	Non Union Exempt Department Human Resources Generalist 2 Employee Engagement Specialist 2 Learning and Development Specialist 2 Non Union Nonexempt Communications Specialist 2 Community Liaison 2 Department Computer Technician 2 Video Services Supervisor Water Resources Educator 2	\$70,521	\$88,152	\$105,782	\$5,877	\$7,346	\$8,815
117	Non Union Exempt Compensation Analyst 2 DEI Business Partner 2 Human Resources Generalist 2 Park Developer 2 Planner 2 Policy Advisor 2 Non Union Nonexempt Computer Technician 2	\$74,047	\$92,559	\$111,070	\$6,171	\$7,713	\$9,256
118	Non Union Exempt Accountant 3 Civil Engineer 1 Evidence Supervisor Financial Analyst 2 Grants Analyst 2 Leave Specialist 2 Legal Supervisor Management Analyst 2 Procurement Specialist 3 Treasury Analyst 2 Non Union Nonexempt Digital Forensics Investigator 2 Web Content Specialist 2	\$77,750	\$97,187	\$116,624	\$6,479	\$8,099	\$9,719

Salary Grade	Job Profiles	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum
119	Non Union Exempt ADA Specialist 2 Budget Analyst 2 Executive Assistant to the City Manager and Administrative Supervisor Fleet Services Supervisor Police Records Supervisor Public Works Supervisor Worker's Compensation Analyst 3 Non Union Nonexempt Telecommunications Analyst 2	\$81,637	\$102,046	\$122,456	\$6,803	\$8,504	\$10,205
120	Non Union Exempt Benefits Analyst 3 Business Intelligence Analyst 2 Communications Specialist 3 Finance and Logistics Supervisor Human Resources Business Partner 3 Reporting Analyst 2 Safety Specialist 2	\$85,719	\$107,148	\$128,578	\$7,143	\$8,929	\$10,715
121	Non Union Exempt Applications Engineer 2 Communications Project Manager Emergency Fleet Services Supervisor Emergency Preparedness Program Manager Environmental Regulatory Program Manager Homeless Response Program Manager Parking Demand Program Manager Safety Program Manager Software Engineer 2 Non Union Nonexempt Computer Technician 3 Digital Forensics Investigator 3	\$90,005	\$112,506	\$135,008	\$7,500	\$9,376	\$11,251
122	Non Union Exempt Accounting Supervisor Community Engagement Manager Compensation Analyst 3 Cultural Services Manager Internal Auditor 3 Planner 3 Police Public Affairs Program Manager Police Records Manager Property Management Program Manager Strategic Communications Manager Technical Engineering Supervisor Video Services Manager	\$94,505	\$118,131	\$141,758	\$7,875	\$9,844	\$11,813

Salary Grade	Job Profiles	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum
123	Non Union Exempt City Records Manager Civil Engineer 2 Financial Analyst 3 GIS Supervisor Park Developer 3 Payroll Manager Permit Center Supervisor Plan Review Supervisor Police Business Services Manager Professional Land Surveyor Public Safety Technology Manager	\$99,238	\$124,047	\$148,856	\$8,270	\$10,337	\$12,405
124	Non Union Exempt Applications Engineer 3 Assistant Building Official Assistant City Attorney 2 Assistant Fire Marshal Budget Analyst 3 Capital Projects Project Manager 3 Cybersecurity Analyst 3 Planner 4 Policy Advisor 3 Public Works Operations Manager Recreation Program and Facility Manager	\$104,192	\$130,240	\$156,288	\$8,683	\$10,853	\$13,024
125	Non Union Exempt Accounting Manager Airport Program Manager Business Intelligence Analyst 3 City Survey Manager Computer Services Manager Facilities Manager Homeless Response Manager Housing Manager Land Use Manager Long Range Planning Manager Network Engineer 3 Park Development Manager Parking District Manager Performance Analyst 3 Procurement Manager Risk and Safety Manager Transportation Planning Manager Utilities Administration Manager	\$109,408	\$136,760	\$164,112	\$9,117	\$11,397	\$13,676
126	Non Union Exempt Building Official Civil Engineer 3 Environmental Services Manager System Administrator 3	\$114,872	\$143,590	\$172,308	\$9,573	\$11,966	\$14,359
127	Non Union Exempt Civil Engineer Supervisor	\$120,615	\$150,768	\$180,922	\$10,051	\$12,564	\$15,077

Salary Grade	Job Profiles	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum
128	Non Union Exempt Budget Manager Development Review Manager Public Works Engineering Manager Recreation Services Manager	\$126,646	\$158,307	\$189,969	\$10,554	\$13,192	\$15,831
129	Non Union Exempt Capital Projects Manager GIS and Data Manager Information Technology Applications Manager Information Technology Infrastructure Manager Public Works Finance and Asset Division Manager Treasurer	\$132,978	\$166,222	\$199,467	\$11,082	\$13,852	\$16,622
130	Non Union Exempt <i>Equity and Inclusion Program Director</i> Human Resources Manager Program and Policy Development Manager	\$139,627	\$174,534	\$209,441	\$11,636	\$14,545	\$17,453
131	Non Union Exempt Deputy Community Development Director Deputy Economic Development Director Deputy Finance Director Deputy Human Resources Director Public Works Division Manager	\$146,614	\$183,267	\$219,920	\$12,218	\$15,272	\$18,327
132	Non Union Exempt Assistant City Attorney 3 Deputy Information Technology Director Fire Marshal	\$153,938	\$192,423	\$230,908	\$12,828	\$16,035	\$19,242
133	Non Union Exempt Assistant Police Chief Deputy Fire Chief Deputy Public Works Director	\$161,635	\$202,044	\$242,453	\$13,470	\$16,837	\$20,204
134	Non Union Exempt <i>Assistant City Manager</i> Chief Financial Officer City Prosecutor Communications Director Community Development Director Deputy Police Chief Economic Development Director General Services Director Human Resources Director Information Technology Director Parks, Recreation and Cultural Services Director	\$154,289	\$212,147	\$270,006	\$12,857	\$17,679	\$22,501
135	Non Union Exempt Deputy City Attorney Public Works Director	\$162,003	\$222,754	\$283,506	\$13,500	\$18,563	\$23,626

Salary Grade	Job Profiles	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum
136	Non Union Exempt City Attorney Fire Chief Police Chief	\$170,103	\$233,892	\$297,680	\$14,175	\$19,491	\$24,807
137		\$178,608	\$245,587	\$312,565	\$14,884	\$20,466	\$26,047
138		\$187,539	\$257,866	\$328,194	\$15,628	\$21,489	\$27,350
139	Non Union Exempt Deputy City Manager	\$196,917	\$270,761	\$344,605	\$16,410	\$22,563	\$28,717

AN ORDINANCE relating to zoning for the City of Vancouver and Vancouver Municipal Code (VMC) Title 20; amending VMC 20.945.070 Minimum Off-Street Parking Requirements and VMC 20.670.040 The Heights (HX) Plan District Design and Development Standards to reduce the required off-street parking requirement to zero spaces per unit for housing projects that provide at least 50% of dwelling units at 100% Area Median Income (AMI) or below for a minimum of 10 years, providing for severability and an effective date.

Staff Report: 133-25

To: Mayor and City Council
From: City Manager
Date: July 7, 2025

Subject

Ordinance Removing Parking Minimums Citywide for Affordable and Attainable Housing Developments

Key Points

- Proposed text changes to Title 20 of the Vancouver Municipal code to eliminate off-street parking requirements for all housing types and projects citywide that provide at least 50% of units at 100% AMI or below for a minimum of 10 years.
- Removing parking minimums has been proven to reduce the costs of building housing while promoting efficient land use by allowing property owners to right size their parking based on their specific needs.
- Property owners and developers will continue to build parking to ensure their buildings remain marketable to tenants and future buyers.
- Recent State Legislation (SB 5814) prohibits any minimum parking space requirements on affordable housing, senior housing, daycares, and ground floors of mixed use buildings.

Strategic Plan Alignment

Housing and Human Needs – by reducing the cost of delivering housing to combat the ongoing housing and homelessness crisis.

Transportation and Mobility – promotes efficient land use which makes public and active transit modes more practical.

Vibrant and Distinct Neighborhoods – promotes efficient land use which improves walkability and neighborhood cohesion.

Present Situation

Introduction

With the pending adoption of a new Comprehensive Plan and zoning code anticipated at the end of 2025, the City Council has established limits on map or text changes that will be considered in advance of the new Plan and code to those that provide for near-term housing or addressing unmet Council priorities. With recent changes to regional development economics and the rapid slowdown in

housing permits and production activity expanding the existing housing deficit, the City is working on immediate responses to help mitigate these trends to address the ongoing housing affordability crisis. As part of this effort, the staff is proposing the removal of parking minimums citywide for all affordable and attainable housing developments to reduce costs to improve their economic viability. This action is the first in a series of strategic steps that staff is proposing to reduce barriers to housing production and to combat the negative impacts of broader economic and development trends on housing affordability and availability. Removing parking minimums for affordable and attainable housing also aligns with recent state legislation reducing or prohibiting off-street parking minimums for a variety of affordable and market-rate housing products, childcare facilities, and several other uses.

The Planning Commission reviewed the proposed changes in a workshop on May 13 and a public hearing on May 27 where the public was invited to speak on the topic. After questions and deliberation, the planning commission unanimously approved the proposed changes at the public hearing by a vote of 4 to 0, making a recommendation to City Council for changes and updates to the code to remove parking minimums for housing projects that provide at least 50% of their units at 100% AMI or below for a minimum of 10 years. The item was then brought to City Council for review under Communications on June 2nd, as a Workshop on June 9th, and had its first reading on June 16th.

Overview

In response to the ongoing housing affordability and supply crisis, the City has adopted the Housing Action Plan, a coordinated effort across City departments to formulate and execute actions and policies that increase housing affordability and production. This includes policies and strategies to reduce housing development costs, improve City processes and streamline reviews, grow resources to support affordable housing developments, and reduce regulatory and code barriers, the latter occurring primarily through the Comprehensive Plan and code update process that the Council is already highly engaged with. Through this effort, eliminating parking minimums has been identified as a significant opportunity to reduce the cost burdens on new housing developments, incentivizing more housing development proposals and improving their chance of success.

The proposed code change would amend the Vancouver Municipal Code 20.945.070 Minimum Off-Street Parking Requirements and the 20.670.040 The Heights (HX) Plan District Design and Development Standards to reduce the required off-street parking requirement to zero spaces per unit for housing projects that provide at least 50% of their units at 100% AMI or below for a minimum of 10 years. Draft redlines to the relevant code sections have been included for reference to this report in Exhibit A and B. Compliance with the requirements to be exempt from parking minimums will be treated as a land use approval and enforced through the typical code enforcement methods outlined in Title 22.

Background

Parking is costly to build, particularly when structured parking is necessary, and requiring excess parking can add a significant financial burden that negatively impacts the feasibility of new housing production. Parking minimums often force developments to build more than they need, leading to added unnecessary costs and inefficient land uses. The City conducted a parking study for Downtown Vancouver in August 2024, which found that most of the 10,000 private parking spaces are underutilized due to single-use agreements and other restrictions. Despite this study being limited to downtown, this is likely indicative of a larger city-wide pattern.

The financial impact of parking on the development feasibility of both market rate and affordable housing has been extensively researched. Parking costs can make up a significant portion of a

project budget, particularly in higher-density development where structured or underground parking is required. A 2024 study in the City of Portland found that for a 6-story podium building, parking costs approximately \$30,000 per unit, or around 7% of total project costs. When parking minimums are higher than the project would otherwise need, projects are forced to cover these extra costs or unnecessarily reduce the number of units built. Both of these outcomes negatively affect housing production goals. If projects are forced to cover the additional costs of excess parking, they are less feasible overall and may, in order to make a project feasible and reduce the amount of parking, reduce the total number of overall units, resulting in less efficient use of land. These costs are especially burdensome for lower-income households, which often own fewer vehicles but are disproportionately affected by parking-related costs. One study in Victoria, Canada showed that rents increased by 6% of the annual household budget for households in the lowest quintile for each parking stall provided, even though these households were less likely to own vehicles.

Currently, Vancouver Municipal Code (VMC) section 20.945.070 requires a minimum of 0.75 spaces/dwelling unit for multifamily housing, both market rate and affordable. The City requirement was based on statutory changes at the state level several years ago and does not reflect the current market for building housing. However, in May of this year, the State signed SB5814, which prohibits any minimum parking space requirements on affordable housing, senior housing, daycares, and ground floors of mixed-use buildings and the City will need to update its codes to be in compliance with this new law. Most projects will still build some amount of parking, but removing minimums allows market demand to drive the amount of parking created based on needs instead of arbitrary mandates. This way, projects are able to right size parking and eliminate unnecessary costs. This approach has proven effective at reducing housing costs while promoting efficient land uses and encouraging alternative and more affordable transit modes, particularly in amenity-rich neighborhoods. Several jurisdictions in Washington have already adopted similar measures, including Port Townsend, Billingham, Spokane, and Shoreline.

The City funds an average of 236 affordable units per year, far below the production goal of around 1,000 affordable units per year. No-cost to the City options like removing parking minimums are critical tools to closing this gap in the City's current limited budget environment. Though we expect less parking to be produced overall, developers will still need to provide parking to meet the needs of tenants and, with this change, we expect developers will continue to provide sufficient parking to ensure their properties remain marketable and serve the needs of residents, making the expected impact on Vancouver residents minimal. The same applies to developers targeting middle-income families ("attainable" housing). Removing parking minimums doesn't automatically remove parking; it simply gives the market the power to determine the parking needs, reducing barriers to the development of new affordable and attainable housing while advancing the City's Strategic Plan, Housing Action Plan, core Council policies and priorities, and Council goals for the Comprehensive Plan and code update process. In addition, it represents the City taking early action to implement, and go beyond, new legislation SB5184 passed in the 2025 session that requires further parking reductions for housing and commercial uses.

Advantage(s)

1. Removing parking minimums has proven an effective policy and code change in many other jurisdictions regionally, nationally, and internationally.
2. Reduces costs for affordable and middle-income housing.
3. Promotes efficient land use.
4. Promotes more efficient use of existing parking infrastructure

Challenge(s)

Removal of parking minimums may cause concern that it will lead to parking scarcity.

Budget Impact

No direct budget impacts are expected, though long-term savings may result from the adoption of these code changes as it decreases the scale of required permit review for certain projects thereby increasing staff's capacity to review projects.

Prior Council Review

- June 2, 2025 City Council Communications Presentation
- June 9, 2025 City Council Workshop
- June 16, 2025 City Council Consent Agenda

Action Requested

On Monday, July 7, 2025, upon second reading and a public hearing, approve the ordinance.

Staff Contact

Chim Chune Ko, Principal Project Manager, Bryan Snodgrass, Principal Planner,
ChimChune.Ko@cityofvancouver.us, bryan.snodgrass@cityofvancouver.us

Attachments:

1. Presentation
2. Ordinance
3. Exhibit A - Redlines to VMC 20.670.040
4. Exhibit B - Redlines to VMC 20.945.070



CITY OF
Vancouver
WASHINGTON

Off-Street Parking Minimums for Affordable Housing

Public Hearing

Bryan Snodgrass, Principal Planner, CDD

Chim Chune Ko, Real Estate Project Manager, EP&H

July 7, 2025



Agenda

- Proposed Change
- Legislative Context
- Impact and Benefits of Change
- Next Steps

Proposed Change

20.945.070 Minimum Off-Street Parking Requirements for Affordable Housing

20.670.040 The Heights (HX) Plan District Design and Development Standards for Affordable Housing

Eliminate off-street parking requirements for all residential uses that provide at least 50% of units at 100% Area Median Income (AMI) or below for a minimum of 10 years to 0 required parking spaces.



Recent Relevant Legislation

SB 5814, Parking Reform and Modernization Act

- Prohibits any minimum parking space requirements on affordable housing, senior housing, daycares, and ground floors of mixed-use buildings
- Limits single detached house requirements to 1 per unit, multi-family requirements to 0.5 per unit, and commercial requirements to 2 spaces per 1,000 square feet
- Signed into law May 2025. Applies to cities of 30,000 person or more, and counties.



Impact of Removing Parking Minimums

New projects will still build new parking

- Property owners will decide how much parking they need/want rather than City
- Amount of parking will be based on market demand and requirements of lenders and investors
- Projects will also explore availability of existing nearby parking
- Based on past and recent experience, few, if any, projects will be built without any off-street parking
 - Supported by peer cities that have removed residential parking requirements
- Projects that build new parking will still be required to meet ADA and EV requirements



Benefits of Removing Parking Minimums

Lower the cost of new development

- Removes cost of overbuilt parking from new housing developments
- Improves financial feasibility of affordable and attainable housing projects
- Stretches the impact of scarce public subsidy
- Allows for more homes of all shapes and sizes
- Promotes shared parking agreements and greater utilization of existing public and private parking
- Reduces heat islands and pollution



Requested Action

Adopt ordinance amending VMC 20.945.070 Minimum Off-Street Parking Requirements and VMC 20.670.040 The Heights (HX) Plan District Design and Development Standards to reduce the required off-street parking requirement to zero spaces per unit for housing projects that provide at least 50% of dwelling units at 100% Area Median Income (AMI) or below for a minimum of 10 years.



Thank You



Exhibit A: Ordinance to Remove Off-Street Parking Minimums for Affordable Housing

06/16/25
07/07/25

ORDINANCE NO. M _____

AN ORDINANCE relating to zoning for the City of Vancouver and Vancouver Municipal Code (VMC) Title 20; amending VMC 20.945.070 Minimum Off-Street Parking Requirements and VMC 20.670.040 The Heights (HX) Plan District Design and Development Standards to reduce the required off-street parking requirement to zero spaces per unit for housing projects that provide at least 50% of dwelling units at 100% Area Median Income (AMI) or below for a minimum of 10 years, providing for severability and an effective date.

WHEREAS, with the pending adoption of a new Comprehensive Plan and zoning code anticipated at the end of 2025, the City Council has established limits on map or text changes that will be considered in advance of the new Plan and code to those providing for near term housing or addressing unmet Council priorities.

WHEREAS, on November 3, 2023, the City issued the Declaration of Civil Emergency in and for the City of Vancouver, Washington – Homelessness (2023-01) in response to the homelessness humanitarian crisis affecting the community and the City is currently engaged in emergency response efforts in support of the “poor and infirm,” whom the City is authorized to support by Article 8, Section 7 of the Constitution of the State of Washington; and

WHEREAS, the Vancouver Planning Commission reviewed the proposed code changes at duly advertised workshop on May 13, 2025, and reviewed proposed code text changes at a duly advertised public hearing on May 27, 2025, and at which the Planning Commission voted 4-0 to recommend approval of the text change; and

WHEREAS, the City Council conducted a duly advertised Council Communications discussion on June 2, 2025, and a Public Workshop on June 9, 2025, and duly advertised First Readings on June 16, 2025,

and public hearing on July 7, 2025, following which the Council wishes to adopt the Planning Commission recommendation for approval; and

WHEREAS, the cumulative environmental impacts of the proposed zoning change have been reviewed and determined to be nonsignificant pursuant to the State Environmental Policy Act. A Notice of Determination of Non-significance (DNS) was issued on May 13, 2025, and comments were received to the DNS and recorded; and

WHEREAS, the City Council finds and concludes, and the Planning Commission found and concluded, that the proposed change is consistent with the policies and provisions of the Strategic Plan and City's goals that encourage housing production to address the ongoing housing and homelessness crisis.

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY OF VANCOUVER:

Section 1. Findings and Conclusions. The Planning Commission findings and conclusions as set forth in the staff report for the July 7, 2025, public hearing, and subsequent deliberation by the Planning Commission and City Council, are hereby adopted as the City Council's findings of fact.

Section 2 VMC Code Text Amendments. The City of Vancouver code sections 20.945.070 Minimum Off-Street Parking Requirements and 20.670.040 The Heights (HX) Plan District Design and Development Standards are hereby amended to reduce the required off-street parking requirement to zero spaces per unit for housing projects that provide at least 50% of their units at 100% AMI or below for a minimum of 10 years. Text is to be revised to match Exhibit A and Exhibit B.

Section 4. Severability. If any clause, sentence, paragraph, section, or part of this ordinance or the application thereof to any person or circumstances shall be adjudged by any court of competent jurisdiction to be invalid, such order or judgment shall be confined in its operation to the controversy in which it was rendered and shall not affect or invalidate the remainder of any parts thereof to any other person or circumstances and to this end the provisions of each clause, sentence paragraph, section or part of this law

are hereby declared to be severable.

Section 6. Effective Date. This ordinance shall go into effect 30 days after the date of final passage.

Section 7. Instruction to City Clerk. The City Clerk shall transmit a copy of the revised development code to the Washington Department of Commerce.

DATE OF FINAL PASSAGE by the Vancouver City Council: _____.

SIGNED this _____ day of _____, 2025.

Anne McEnerny Ogle, Mayor

Attest:

Natasha Ramras, City Clerk

Approved as to form:

Nena Cook, City Attorney

SUMMARY

ORDINANCE NO. M_____

AN ORDINANCE relating to zoning for the City of Vancouver and Vancouver Municipal Code (VMC) Title 20; amending sections 20.945.070 Minimum Off-Street Parking Requirements and 20.670.040 The Heights (HX) Plan District Design and Development Standards to reduce the required off-street parking requirement to zero spaces per unit for housing projects that provide at least 50% of their units at 100% AMI or below for a minimum of 10 years, providing for severability and an effective date.

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

Exhibit A: Revised VMC 20.670.040 Text

Exhibit B: Revised VMC 20.945.070 Text

20.670.040 Design and Development Standards.

A. MASSING AND SCALE.

1. *Minimum Density.* The minimum residential densities in Table 20.670.040-1 shall apply in the HX district.

Table 20.670.040-1. Minimum Residential Density

Sub-District	Minimum Density
Activity Center	75 dwelling units/acre
Residential Neighborhood	45 dwelling units/acre
Innovation Hub	30 dwelling units/acre
District Gateway	30 dwelling units/acre

2. *Building Heights.* The building height standards in Table 20.670.040-2 shall apply in the HX district.

Table 20.670.040-2. Maximum Building Heights

Sub-District	Maximum Height
Activity Center	Maximum of 85 feet
Residential Neighborhood	Maximum of 85 feet
Innovation Hub	Maximum of 50 feet
District Gateway	Maximum of 55 feet not abutting residentially zoned properties
	Maximum of 40 feet abutting residentially zoned

The Vancouver Municipal Code is current through Ordinance M-4465, passed October 14, 2024.

Sub-District	Maximum Height
	properties
	Maximum of 35 feet fronting Idaho Street

Note: For the Heights district, “abutting” is defined as sharing a property line with residentially zoned property.

3. *Height exceptions.* In addition to the height exceptions allowed by VMC [20.910.030](#), maximum height limitations set forth in this chapter and elsewhere in this title shall apply to the following in the HX district:

- a. *Parapets and railings.* Parapets and rooftop railings may extend four feet above the maximum height limit;
- b. Walls or fences located between individual rooftop decks may extend six feet above the maximum height limit if the wall or fence is set back at least four feet from the edges of the roof;
- c. Rooftop mechanical equipment, any required screening for the mechanical equipment, and stairwell enclosures that provide rooftop access may extend above the maximum height limit as follows, with the requirement that the equipment and enclosures must be set back at least 15 feet from roof edges on street-facing façades:
 - i. Elevator mechanical equipment may extend up to 16 feet above the maximum height limit; and
 - ii. Other mechanical equipment, required screening, and stairwell enclosures may extend up to 10 feet above the maximum height limit.
- d. Roof-mounted solar energy production equipment may extend up to three feet above the maximum height limit; and
- e. Wind energy production equipment may extend up to 30 feet above the maximum height limit.

4. *Building step downs and transitions.* In the District Gateway sub-district, building heights shall be reduced to a maximum of 40 feet within 60 feet of a shared property line with residential uses, and a maximum of 35 feet within 140 feet of Idaho Street.

5. *Building façades.* Building façades shall not exceed 165 feet in length without an intervening break.

6. *Build to Line.*

a. Building shall comply with the provisions of VMC [20.630.020](#) that describe building lines provisions for street frontages except no portion of the structure shall extend into the right-of-way except as specified in subsection (E)(2) of this section. Residential uses may include setbacks per subsection (C)(2) of this section.

b. *Setbacks for Pedestrian Amenities.* Setbacks up to 20 feet for up to 50 percent of the building frontage are allowed if the setback is used for a walkway, plaza, courtyard, or other pedestrian-oriented amenity or public space.

7. *Ground floor plane.* For buildings five stories and above, the maximum ground floor plane area shall not exceed 16,000 square feet. An option to this standard is to demonstrate significant massing breaks in the building façade to include breaks and ground plane openings as pedestrian connections.

B. MODULATION AND FAÇADE ARTICULATION.

1. *Ground floor transparency.* Buildings with ground floor commercial uses visible from the public way or public areas such parks and other publicly accessible space shall have a minimum 75 percent ground level façade transparency between two feet and eight feet above sidewalk grade.

2. *Ground floor to floor height.* The ground floor of commercial buildings shall have a minimum of 16 feet building floor to floor height.

3. *Modulation.* A minimum building modulation along the façade shall be one foot in depth and the minimum width shall be five feet.

4. *Building entry.* Main entrances shall be easily identifiable through the use of building articulation and modulation.

C. ENTRANCES.

1. *Ground floor level.* Ground floor residential uses shall be elevated above the sidewalk grade a minimum of two feet six inches to create privacy adjacent to the public realm. For these units, ensure an alternate access point that is accessible (as required by the building code).
2. *Entryways.* Ground floor residential entrances shall be set back from the property line a minimum of six feet and a maximum of 10 feet to ensure privacy from the public realm. Porches, patios, private spaces allowed within the setback.
3. *Recessed ground floor level.* Recessed ground floors shall be restricted to one level height, except at main entrances.
4. *Vehicle entries.* For mixed use residential and commercial buildings requiring vehicular garage entrances, the garage opening shall be set back from the building frontage a minimum of six feet. Adhere to all required visual sight setbacks.
5. *Townhome Garage Parking.* A minimum of three-foot setback shall be applied for alleyway garage or tuck under parking.

D. ROOF FORMS.

1. *Roof lines.* The length of any continuous flat roofline shall not exceed more than 165 feet without modulation.
2. *Roof Materials.* Roof materials shall meet the minimum SRI (solar reflectance index) standards to reduce urban heat gain. Inappropriate materials such as wood shingles, cement tiles and plastic slate and shingles shall be discouraged.
3. *Rooftop Projections.* Elevator cores, stair projections, solar panels and mechanical equipment shall be incorporated into the architecture of the building with consistent building materials. See subsection [\(A\)\(3\)](#) of this section for provisions regarding height, setbacks, and screening of rooftop features.
4. *Roof Decks.* Accessible roof decks shall provide safety setback standards from the roof edge and mechanical equipment as required.

E. SECONDARY ARCHITECTURAL FEATURES.

1. *Visual Interest.* Add visual depth to façades where appropriate by incorporating balconies, canopies, awnings, decks, or other secondary elements into the façade design.
2. *Encroachment.* A building's enclosed occupiable space shall not encroach into the right-of-way, with the exception of bay windows or balconies. Bay windows and balconies shall not extend more than four feet into the right-of-way and 30 percent of width of residential units or 50 percent of the width of hospitality units.
3. *Weather Protection.* Overhead weather protection shall be provided along all streets with a minimum clear height of 10 feet and maximum clear height of 15 feet consistent with the provisions of VMC [20.630.030](#) except in instances where the pedestrian amenities articulated in subsection [\(A\)\(6\)\(b\)](#) of this section are utilized.
4. *Pedestrian oriented features.* At least 75 percent of the width of any new or reconstructed ground-level building wall facing a street shall be devoted to pedestrian-oriented features or material variation, pedestrian entrances and/or windows affording views into retail, storefront, office or lobby space.
5. *Blank walls.* Continuous blank walls shall not exceed 15 feet in length. Where blank walls are present, incorporate a range of design approaches such as green walls, façade articulation, art or other approved applications to create interest at the adjacent pedestrian area.

F. *MATERIALS AND COLORS.*

1. *Prohibited materials.* The following are prohibited exterior building materials: plastic laminate, glossy or large expanses of acrylic or plexiglass, pegboard, mirror, highly polished or plated metals (except as a trim), mirrored glass, fabric or paper wall coverings, plywood or particle board, sheet or modular vinyl, shingles, shakes and horizontal lap siding.
2. *Mechanical equipment.* Mechanical equipment and above grade utilities shall be located or screened with quality materials to minimize visual impact on the public right-of-way.

G. *LANDSCAPE DESIGN.*

1. *Adaptive Plant Types.* Use The Heights-Specific Preferred Native and Adaptive Plant Species List as a primary resource for all at-grade planting areas both on site and within the public right-of-way. If the plant species are not available, applicants shall submit no less

than five statements from wholesale plant nurseries stating that plant materials are not available. If the planning official approves, applicants must provide plant substitutions that meet the same characteristics of the preferred plants such as but not limited to size, shape, fall color, flower, genetic potential. The characteristics must come from objective sources, such as books, manuals, or green industry cut sheets. The full Heights-Specific Native and Adaptive Plan Species List can be found in The Heights District Urban Design Standards and Guidelines, Appendix 1.0.

2. *Landscape requirements.* All development will meet or exceed landscaping standards in VMC 20.925.030-1 for the HX zone.

3. *Tree Cap Program.* Establish minimum standards for the district consistent with the city of Vancouver Tree Canopy Achievement Program (Tree CAP) neighborhood Gold Leaf standard for neighborhoods. More information about the city of Vancouver Tree CAP program can be found at: <https://www.cityofvancouver.us/publicworks/page/tree-canopy-achievement-program-treecap>.

4. *Landscaped Buffers, Planter Strips, and Vegetated Swales.* All landscape buffers, planter strips and vegetated swales approved as part of the development on site and/or within the public right-of-way shall be maintained. Plants shall be maintained in a vigorous and healthy condition, free from diseases, pests, and weeds. Competing vegetation shall be controlled to the extent necessary to allow establishment, survival, and growth of the plantings per the approved landscape plan. Plants which become diseased, severely damaged, or which die, shall be removed and replaced by the owner as soon as possible but no later than 60 days if notified by the city. All plants removed shall be replaced with a healthy plant of the same size and species as required by the approved landscape plan for the property.

H. *STORMWATER.* In addition to the standards of Chapters [14.24](#), [14.25](#) and [14.26](#) VMC, the following standards apply in The Heights:

1. *Integrated Stormwater Management Systems.* The district shall incorporate stormwater management systems as a principle design element in order to manage and direct stormwater runoff while creating an opportunity to integrate public space amenities as part of the sustainable site management approach.

2. *System Design.* Stormwater infrastructure shall be designed as a complete system connecting buildings, sites, parcels and blocks as an interconnected system. The loop feature is a key stormwater management infrastructure that shall be connected to the MacArthur Greenbelt. These corridors shall serve as a passive public space and amenity while integrating functional roadway and stormwater features using the existing street rights-of-way.

3. *Sustainable Plant Materials.* Select plant materials conducive to periods of high-water levels, as well as prolonged periods of drought shall be utilized to mitigate varying seasonal conditions.

4. *Stormwater Management Infrastructure.* Stormwater infrastructure located in the public right-of-way shall be provided consistent with the city of Vancouver Transportation Standard Details for The Heights District and The Heights District Stormwater and Urban Forestry Guidance Document.

I. *SIGNAGE.*

1. All signage shall comply with the provisions of Chapter [20.960](#) VMC for number, location and size restrictions unless as modified herein.

2. *Sign Location.* Building signage shall be located no higher than the first floor of the building.

3. *Monument Signage.* Standalone monument signage is permitted if located on private property and shall not impede right-of-way vision triangles. Monument signs shall be no taller than eight and one-half feet above grade, no wider than four feet and be constructed of materials contained on the exterior of adjacent buildings.

4. *Electronic Message Center signage.* Electronic message center signage shall not be permitted.

5. *Master Sign Program – Individual Buildings.* Individual buildings that accommodate multiple businesses and require signage for each business shall produce a master signage program that defines the size, number, and locations of signs. The design of signs shall be reviewed and approved by the city as a part of the master sign program and building design review process to ensure the signage is integrated into the architecture and overall development.

6. *Master Sign Program – District.* All signs shall adhere to the master development signage program for The Heights district.

7. *Materials.* Signage shall be constructed of high quality, durable materials.

8. *Illumination.* Direct illumination such as goose neck, exterior illumination as well as halo style lettering or back lit lettering are the preferred method of signage illumination. Channel letter signage is allowed as an option only if exterior lighting applications are demonstrated to not be possible based on constraints for the mounting location, ambient light levels or to eliminate the use of a backer board.

9. *Prohibited signage.* In addition to prohibited signage contained in VMC [20.960.030](#), the following signage or signage materials are prohibited:

- a. Cabinet signage/box signage/can signage.
- b. No exposed raceways.

10. *Application.* Signage shall be appropriate for its intended use such as residential, office, and retail.

11. *Public Realm Signage.* Kiosk, wayfinding and interpretive signage intended to promote a comprehensive district placemaking strategy shall be allowed upon review from the city.

J. *PARKING.*

1. *Parking Strategy.* Provide a dispersed, shared parking strategy through a combination of surface, at-grade, podium and above-grade mixed-use parking structures that meet the demand of residents, visitors, and employees.

2. *Parking Ratios.*

- a. Any residential uses where the Owner certifies and provides evidence that that at least 50% of dwelling units are rented or sold at levels affordable to households earning 100% Area Median Income (AMI) or lower in accordance with by the U.S. Department of Housing and Urban Development Area-Median-Income as defined by the U.S. Department of Housing and Urban Development for a minimum of 10 consecutive years from final occupancy shall be exempt from parking minimums.

outlined in Table 20.670.040-3 below, and their required off-street parking shall be 0 for all residential units.

b. All other uses shall provide~~Parking will be provided~~parking to meet the acceptable city of Vancouver standards for the HX zone as listed in Table 20.670.040-3 and 20.670.040-4 below.

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Table 20.670.040-3. Parking Minimums for Non-Exempt Residential Uses

Sub-district	Required off-street parking	Parking reductions with transportation demand management (TDM) measures
Activity Center	1 space per dwelling unit	0.75 spaces per dwelling unit
Residential Neighborhood	1 space per dwelling unit	0.75 spaces per dwelling unit
Innovation Hub	1.25 spaces per dwelling unit	1 space per dwelling unit
District Gateway	1.25 spaces per dwelling unit	1 space per dwelling unit if development not abutting residentially zoned properties
		No reductions for development abutting residentially zoned properties

Note: For The Heights district, abutting is defined as sharing a property line with residentially zoned property

Table 20.670.040-4. Parking Minimums for Nonresidential Uses

Nonresidential Uses

Uses	Required off-street parking
Office	1 space per 1,000 square feet
Hotel	0.5 spaces per lodging unit
Senior Living	1 space per living unit
Commercial/All Other Uses	No minimum requirement for ground floor uses

- a. The minimum number of parking spaces required for residential uses may be reduced per Table 20.670.040-3 below, if the city approves a transportation demand management (TDM) plan for the proposed development.
- b. The TDM plan described in subsection [\(j\)\(2\)\(a\)](#) of this section shall include the following elements:
 - i. Narrative describing the characteristics of the proposed development and how it is served by the larger transportation system, including roads, transit facilities and services, and other multimodal transportation facilities.
 - ii. Specific TDM measures to be employed to reduce transportation via single-occupancy vehicles and resulting on-site parking needs. Eligible TDM measures are listed in subsection [\(j\)\(2\)\(c\)](#) of this section.
 - iii. A description of how TDM measures will be communicated to users of the development.
 - iv. A description of how users will be required or encouraged to use TDM measures.
 - v. A proposed process for monitoring individual and overall use of TDM measures and reporting their use to the city on an annual basis.
- c. TDM plans must include specific provisions to be eligible for residential parking reductions. TDM plans must include either measure from subsection [\(j\)\(2\)\(c\)\(i\)](#) or [\(ii\)](#) of this section, and at least three other measures selected from subsection [\(j\)\(2\)\(c\)\(iii\)](#), [\(iv\)](#), [\(v\)](#), [\(vi\)](#) or [\(vii\)](#) of this section, for a total of at least four measures:

- i. Provision of annual transit pass or equivalent for residents at no charge or a rate reduced by 75 percent or more.
 - ii. Pricing for parking spaces that is charged separately from residential units.
 - iii. Designation of at least five percent of available parking spaces for high occupancy vehicle use.
 - iv. On-site presence of car-share vehicles and parking spaces (which account for at least five percent of the total number of parking spaces).
 - v. Use of a guaranteed ride home program or an agreement to pay into and utilize the city of Vancouver's existing guaranteed ride home program.
 - vi. On-site presence of shared cargo bikes available to all residential tenants.
 - vii. On-site provision of repair facilities and/or services for bicycles and other nonvehicular mobility devices available for all residential tenants.
- d. Operators of an approved TDM program shall submit a report summarizing operation, and results of the program on an annual basis beginning one year after occupancy of the building. The report shall describe the following:
- i. Specific TDM measures used.
 - ii. Certification that all TDM measures selected for the TDM program are operating as described in the TDM plan.
 - iii. Documented participation of program users, including average number and frequency of use of measures and services.
- e. Additional information about TDM program requirements shall be provided to participants by city staff.
3. *Parking Standards.* All parking shall meet the requirements contained in Chapter [20.945](#) VMC as applicable unless as contained herein.
4. *Parking Structures.*

- a. All structured parking shall be accessory to and integrated into a block and building envelope and will support multiple permitted uses in the district. Standalone parking structures are not permitted.
- b. Any above grade structured parking shall be screened from public view by integrating into the overall building design, and/or through a combination of screen walls and landscape buffer areas. Screening provides an opportunity to enhance building design through the use of art, green walls, and innovative materials.
- c. Semi subterranean parking shall be screened along all sides with the exception of entrances and exits. Separate openings for ventilation shall be screened with evergreen landscape planting and/or metal mesh screens.

5. *Surface Parking.* New surface parking lots shall be located behind buildings and screened from the public right-of-way. In the event screening by the building is not feasible, staff may consider surface parking lots located along the right-of-way with required screening.

6. *Parking Lot Screening.* A wall, fence, or evergreen planting is required between an off-street parking area and a street frontage in the HX district.

- a. This screening is required for new construction or paving or repaving of a parking area over 1,000 square feet.
- b. The wall or planting shall be a minimum height of two and one-half feet and a maximum height of three feet.
- c. A fence shall be a maximum height of five feet. The total height of a combined wall and fence structure also shall be a maximum of five feet.
- d. A pedestrian access (break in the screening) is required a minimum of every 150 feet or a minimum of one per street frontage.
- e. Fencing shall be wrought iron.
- f. A wall shall be a solid, decorative concrete, or masonry wall.
- g. If a solid, plain wall, the wall must incorporate one of the following design features:
 - i. Decorative panels;

- ii. Integrated planting (systems);
- iii. Public art; or
- iv. Other features as approved by the planning official.

7. *Existing Parking.* Existing surface parking lots will be allowed to be maintained until replaced by development of the parcels.

8. *Parking Access.* Access to structured parking shall only be from alleys or side streets. Access to structured parking is anticipated to be from designated secondary streets consistent with the city of Vancouver standards or approved road modifications.

9. *Parking Lot Lighting.* Parking lots shall be well lit to provide for visibility at night.

10. *Garage Openings.* Garage openings visible from public streets shall include decorative screening to soften the appearance of the garage façade.

11. *Parking Setbacks.* Parking garage entrances and exits shall be set back six feet from the building façade.

12. *Parking Signage.* All parking shall have clear signage and entrances/exits lighted.

13. *Bicycle parking.* Bicycle parking shall be provided to meet acceptable city of Vancouver standards for the HX zone as listed below in Table 20.670.040-5, and shall be consistent with the standards of VMC [20.945.050](#) and the city of Vancouver Bicycle Parking Guidelines.

- a. Up to 50 percent of long-term bicycle parking spaces may be provided in individual residential dwelling units, if they meet the following criteria:
 - i. The bicycle parking is located within 15 feet of the entrance to the dwelling unit.
 - ii. The bicycle parking is located in a closet or alcove of the dwelling unit that includes a rack.
 - iii. For buildings with no elevators that utilize the in-unit long-term bicycle parking provisions, in-unit long-term bicycle parking spaces may only be located in ground floor units.

Table 20.670.040-5. Bicycle Parking Minimums

The Vancouver Municipal Code is current through Ordinance M-4465, passed October 14, 2024.

Uses	Required Short-Term Bicycle Parking	Required Long-Term Bicycle Parking
Residential	0.05 per dwelling unit, 2 spaces minimum	1 per dwelling unit for buildings with 5 or more dwelling units
Commercial	1 per 5,000 sf of floor area, 2 spaces minimum	1 per 15,000 sf of floor area, 2 spaces minimum
Office	1 per 25,000 sf of floor area, 2 spaces minimum	1 per 5,000 sf of floor area, 2 spaces minimum
Civic/Institutional Buildings	1 per 5,000 sf of floor area, 2 spaces minimum	1 per 15,000 sf of floor area, 2 minimum
Lodging	2 spaces minimum	1 per 10 rooms, 2 spaces minimum
Parks	1 per 5,000 sf park area, 2 spaces minimum	None

b. *Additional Development Standards.* The following standards apply to sites where more than 20 long-term bicycle parking spaces are required and provided in one or more shared bicycle parking facilities outside of individual dwelling units:

- i. *Minimum Number of Horizontal Bicycle Parking Spaces.* At least 20 percent of spaces must be in a horizontal rack, or on the lower level of a stacked bicycle parking rack.
- ii. *Parking for Larger Bicycle Spaces.* At least five percent of spaces must accommodate a larger bicycle space for cargo bikes, placed in a horizontal rack. These spaces must be a minimum of three feet (36 inches) in width, 10 feet (120 inches) long with three feet and four inches (40 inches) of height clearance.

iii. *Electrical Outlet Requirement.* At least 20 percent of spaces must have electrical sockets within four feet of the spaces. Each electrical socket must be accessible to horizontal bicycle parking spaces.

K. *UTILITIES AND SCREENING.*

1. *Utility and Solid Waste Locations.* Utilities shall be located away from primary streets and pedestrian sidewalks and located on alleys or from secondary streets wherever possible.

2. *Below Grade Utilities.* Utilities shall be located below grade in vaults or inside buildings where possible. Solid waste containers and disposal areas shall be located inside buildings. If not possible, screening shall be provided per Chapter [20.970](#) VMC.

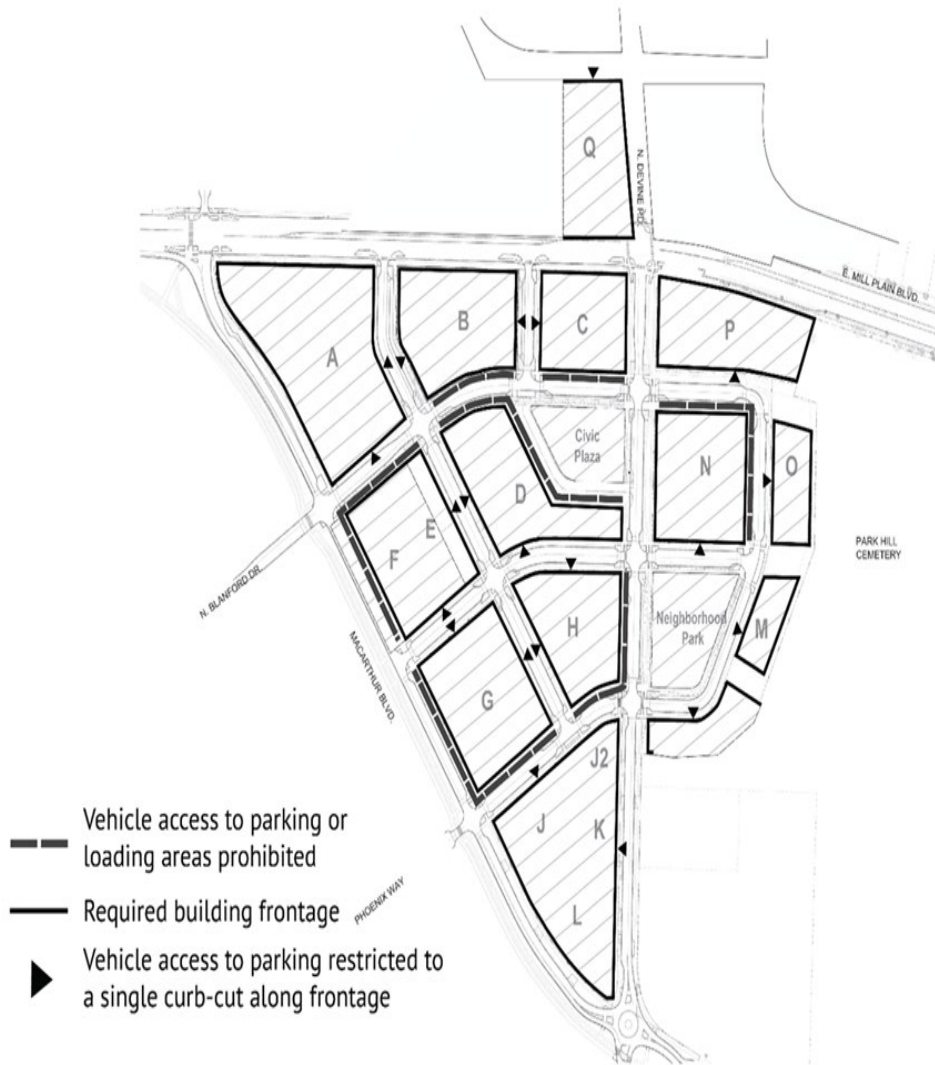
3. *Venting System Locations.* Venting of air exhaust and mechanical building systems shall be away from primary streets and main pedestrian areas and shall be architecturally incorporated into buildings.

4. *Wall-Mounted Utilities.* Utilities mounted on building walls shall not intrude on the public right-of-way space adjacent to a pedestrian path of travel, shall be set back, or have a landscape zone for a buffer.

5. *Mechanical Vents.* Mechanical vents required on building exteriors shall be located eight feet above grade or between grade and 18 inches and shall be integrated into the façade design to minimize visual impacts.

L. *Limited Access Frontages.* Vehicular access to development sites is prohibited along key frontages, where indicated, to reduce conflicts between automobiles and pedestrians and promote a safe and pleasant experience for walking. Vehicular access is restricted to one curb-cut per block frontage where indicated in Figure 20.670-3:

Figure 20.670-3. Vehicular Access Restrictions



(Ord. M-4424 § 2, 2023; Ord. M-4402 § 3(Q), 2023; Ord. M-4341 § 3 (Exh. A), 2021)

The Vancouver Municipal Code is current through Ordinance M-4465, passed October 14, 2024.

Disclaimer: The city clerk's office has the official version of the Vancouver Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.cityofvancouver.us](http://www.cityofvancouver.us)

[City Telephone: \(360\) 487-8711](tel:(360)487-8711)

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20.945.070 Minimum Off-Street Parking Requirements.

A. Parking requirements for unlisted uses.

1. The planning official may rule that a use not specifically listed in Table 20.945.070-2 below is a use similar to a listed use and that the same parking standards shall apply. If the applicant requests that the planning official's decision be rendered in writing, it shall constitute an interpretation, as governed by Chapter [20.255](#) VMC; and
2. The planning official shall maintain a list of approved unlisted use parking requirements that have the same effect as an amendment to this chapter.

B. Choice of parking requirements. When a building or use is planned or constructed in such a manner that a choice of parking requirements could be made, the use which requires the greater number of parking spaces shall govern.

C. Measurements. The following measurements shall be used in calculating the total minimum number of vehicle parking spaces required in this chapter:

1. *Fractions.* Fractional space requirements of up to 0.5 shall be rounded down to the next whole number and 0.5 or greater rounded up to the next whole number.
2. *Employees.* Where employees are specified for the purpose of determining the minimum vehicle parking spaces required, the employees counted are those who work on the premises during the largest shift at the peak season.
3. *Students.* When students are specified for the purpose of determining the minimum vehicle parking spaces required, the students counted are those who are on the campus during the peak period of the day during a typical school term.
4. *Space.* Unless otherwise noted, where gross square feet (gsf) are specified, the area measured shall be gross floor area under the roof measured from the faces of the structure, excluding only space devoted to covered off-street parking or loading.

D. Exclusions to minimum vehicle parking requirements.

1. The following uses shall be exempt from minimum parking requirements outlined in Tables 20.945.070-1 and 20.945.070-2 below and their required off-street parking shall be 0 for all residential units.

a. Any residential developments where the Owner certifies and provides evidence that at least 50% of dwelling units are rented or sold at levels affordable to households earning 100% Area Median Income or lower as defined by in accordance with the U.S. Department of Housing and Urban Development for a minimum of 10 consecutive years from final occupancy.

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1. The following shall not be counted towards the computation of the minimum parking spaces as required in Table 20.945.070-2 below:

2.

a. 1. On-street parking. Parking spaces in the public street or alley shall not be eligible as fulfilling any part of the parking requirement except as provided elsewhere in this title;

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a.

b. 2. Fleet parking. Required vehicle parking spaces may not be used for storage of fleet vehicles, except when a use can show that employee and fleet parking spaces are used interchangeably (e.g., the employee drives the fleet vehicle from home, or the spaces are used for fleet storage only at night and are available for employee use during the day). For the purposes of this title, space exclusively devoted to the storage of fleet vehicles will be considered as outdoor storage.

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E. *Reductions in minimum required vehicle parking.*

1. The planning official may reduce the minimum off-street vehicle parking spaces required in Table 20.945.070-2 by up to 10 percent in new nonresidential developments by means of a Type I procedure, when an applicant for a development permit can demonstrate in a parking study prepared by a traffic consultant or in parking data from comparable sites that:

a. The requested reduction in parking will not have an adverse impact on uses in the immediate vicinity.

- b. Use of transit, demand management programs, and/or special characteristics of the customer, client, employee or resident population will reduce expected vehicle use and parking space demand for this development, as compared with Institute of Transportation Engineers (ITE) vehicle trip generation rates and minimum city parking requirements.
 - c. The city shall not be responsible for providing parking for a development should a reduction in required parking under this section result in a deficit in parking that is not desirable to the owner of the property or use.
2. The planning official may reduce the minimum off-street vehicle parking spaces required in Table 20.945.070-2 up to 20 percent if the required conditions detailed in subsections (E)(1) and (E)(2) of this section are met. Reductions in parking minimums shall be cumulative and inclusive of reductions allowed under any provision of this title.
- a. For every five bicycle parking spaces provided which meet bicycle parking design standards or for each bicycle locker (two-bicycle capacity), the minimum motor vehicle parking requirement may be reduced by one space up to seven percent of total required vehicle parking spaces. Mixed-use developments using this provision shall provide bicycle parking indoors.
 - b. Sites where at least 20 parking spaces are required and where at least one street lot line abuts a designated arterial roadway, transit-supportive plazas may be substituted for up to five percent of required vehicle parking.
 - i. The plaza must be adjacent to the arterial street. If there is a bus stop along the site's frontage, the plaza must be adjacent to the bus stop.
 - ii. The plaza must be at least 300 square feet in area and be shaped so that a 10-foot-by-10-foot square will fit entirely within the plaza.
 - iii. The plaza must be open to the public, contain a bench or other sitting area, contain a shelter or other weather protection covering at least 20 square feet, and shall have at least 10 percent and no more than 25 percent landscaping.
 - c. *Building Orientation/Site Design Incentive.* Developments which incorporate all of the following building orientation/site design characteristics into the site plan shall be eligible for a five percent reduction in required on-site parking:

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- i. *Build to the Sidewalk.* Buildings located as close as possible to the public street and sidewalk, preferably at the minimum required setback. Primary entrance shall be oriented toward the street.
- ii. *Provide public spaces.* Commercial development should provide spaces for civic interaction. To make these more accessible and accommodating to the public, pedestrian plazas, street furniture and landscaped open spaces should be incorporated as site amenities.
- iii. *Build to the corner.* Buildings on corner lots should be located on the street corner with building frontage on both streets with primary entrances oriented toward the intersection. If no buildings are located at street corners, pedestrian plazas and amenities should provide a focus for the area. Intersection vision clearance standards shall apply.
- iv. *Pad Development.* Pad development should be located at the corners of a development or at the intersection created by the site driveway with the public street. The location and site design of pad development should integrate seamlessly with the on-site pedestrian circulation plan and all off-site pedestrian, bicycle and transit facilities.

3. A request to reduce the required minimum parking more than 20 percent is subject to a Type II variance procedure.

F. *Parking in City Center (CX) Zone.* The following minimum requirements shall apply, in accordance with VMC [20.630.060](#), Parking Control, in all areas zoned City Center (CX) district:

Table 20.945.070-1. CX District Parking Space Requirements

Land Use	Parking Requirements
Multifamily housing, market rate and low-income	0.75 space/dwelling unit
Senior housing, and housing for persons with	0 spaces for residential units

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Land Use	Parking Requirements
disabilities	0.75 space per employee ¹ plus one visitor space per 10 residents
All other residential uses	1 space/dwelling unit
Transient lodging	1 space/living unit
Congregate care facilities for nonsenior residents	1 space/2 living units
All other uses	1 space/1,000 sq. ft. of floor area

¹ The number of employees based on maximum number of employees present at any given time (i.e., during the largest shift of employees).

G. *Parking in Transit Overlay District.* Developments located within the Transit Overlay District may be subject to special parking standards contained in Chapter [20.550](#) VMC.

H. *Application of Parking Requirements.*

1. Notwithstanding any other requirement of this chapter, no parking shall be required for any commercial use located in an existing structure which abuts Main Street between Fifth Street and McLoughlin Boulevard, up to and including the first two floors above street level, and any basement levels. The requirements for uses in all floors of three stories or above shall be the same as that in all other areas in the City Center district (CX).

2. In addition, notwithstanding any other requirements of this chapter, requirements for off-street parking shall not apply within the Community Commercial (CC) district extending from McLoughlin Boulevard to Fourth Plain Boulevard in the event of a change in commercial occupancy of a building or of a remodeling of a commercial structure if the original floor area is not exceeded by 25 percent. This provision does not apply to conversion of residential occupancy to commercial occupancy. The requirements for off-street parking for the Community Commercial (CC) district within this area shall be based

on the City Center (CX) district parking requirements of Table 20.945.070-1 and shall only be for the total area of additions in excess of 25 percent of the floor area in existence on July 19, 2010.

3. Commercial uses in the Neighborhood Commercial (CN) district may count available on-street parking spaces which are immediately adjacent to the development toward the minimum on-site parking requirement.

4. Parking stalls used for electric vehicle basic charging stations and rapid charging stations shall be counted toward the minimum number of required parking stalls in a development.

I. *Use of Public Parking.* The requirements for off-street parking can be satisfied by execution of a long-term lease for a segment of equivalent parking in an existing public or private parking facility. Lease fees in public facilities would be at market rates as established and adjusted by the Vancouver city council after considering the advice of the parking advisory committee. Continued leasing of such space shall be required, and failure to provide the required parking shall be cause for revocation of the occupancy permit for the structure involved.

J. *Specific requirements for minimum parking.* Parking shall be provided for uses as per Table 20.945.070-2 below:

Table 20.945.070-2. Minimum Off-Street Vehicle Parking Requirements

Use	Minimum
RESIDENTIAL	
Household Living	See Housing Types below
Group Living	1.0 space per 7 residents served under age 12
	1.0 space per resident served ages 12 – 17
	1.0 space per resident served age 18 or older

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Use	Minimum
Transitional Housing	1.0:3 beds
Home Occupations	None
HOUSING TYPES	
Single Dwellings, Attached	1.0/DU ¹
Single Dwellings, Detached	1.0/DU
Accessory Dwelling Units	None
Duplexes	1.0/DU
Market Rate Multifamily Dwelling Units	0.75/DU if located within 0.25 mile of frequent transit line, ⁶ 1.0/DU if located 0.25 mile or further from a frequent transit line
Housing for Low-Income Households Earning Under 60% Median Area Income	0.75/DU
Manufactured Home Subdivisions	1.0/DU
Manufactured Home Parks	1.0/DU
Senior Housing Facilities and Housing for People With Disabilities	0 spaces for residential units 0.75 space per employee ⁷ plus 1.0 visitor space per 10 residents

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Use	Minimum
CIVIC (Institutional)	
Basic Utilities	None
Community Centers	Per approved parking study
Community Recreation	Per approved parking study
Cultural Institutions	1.0:400 sq. ft.
Day Care	
– Child Care	Family Day Care Home: none Institutional: 1.0/employee + 1.0/12 children served
– Adult Day Care	Family Day Care Home: none Institutional: 1.0/employee + 1.0/12 clients served
– Dog Day Care	1.0/employee + 1.0/12 animals served
Emergency Services	1.0:300
Medical Centers	1.0/4 beds (hospital, residential care center); 1.0/2 beds for patients or residents (convalescent hospital, nursing home,

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Use	Minimum
	congregate care facility)
Parks/Open Space	
- Neighborhood Parks	Parks Department to determine
- Community Parks	
- Regional Parks	
- Trails	
Postal Service	1.0:300
Religious Institutions	1.0/6 seats or 12' of bench in main assembly area
Social/Fraternal Clubs	1.0/100
Transportation Facilities	None
Schools	
- Preschool	2.0/classroom
- Elementary and Middle	1.0 space/4 seats or 8 feet of bench length in auditorium or assembly room, whichever is greater

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Use	Minimum
- High School	1.0 space/employee, plus 1.0 space/each 6 students, or 1.0 space/4 seats or 8 feet of bench length in auditorium, whichever is greater
- College* *Classrooms = 30 students. Lecture halls require additional parking of 12.0 spaces per 30 seats. Additional parking may be required as determined by planning official.	1.0 space/3 seats in classrooms
COMMERCIAL	
Commercial and Transient Lodging	1.0/lodging unit
Eating/Drinking Establishments	1.0/250
Entertainment-Oriented	
- Adult Entertainment	Refer to specific use, i.e., theater, book or video store
Indoor Entertainment	
- Movie/Live Performance Theaters	1.0/6 seats or 12' of bench
- Skating Rinks/Arcades	1.0/150

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Use	Minimum
- Bowling Alleys	5.0 spaces per lane
- Shooting Ranges	1.0 space per lane
- Major Event Entertainment	1.0/6 seats or 12' of bench
General Retail	
- Sales-Oriented	1.0/300
- Personal Services	1.0/400
- Repair-Oriented	1.0/400
- Bulk Sales	(a) Properties with less than 10,000 square feet of open sales or rental area shall provide 1.0 space for each 1,000 square feet of gross floor area, plus 1.0 space for each 2,500 square feet of open sales or rental area. (b) Properties with 10,000 square feet or more of open sales or rental area shall provide 1.0 space for each 1,000 square feet of gross floor area, plus 4.0 spaces, plus 1.0 space for each 10,000 square feet of open sales or rental area in excess of 10,000 square feet.
- Outdoor Sales	Same as Bulk Sales
Animal Kennels/Shelters	1.0/600 plus 1.0 per employee

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Use	Minimum
Motor Vehicle Related	
– Motor Vehicle Sales/Rental	(a) Properties with less than 10,000 square feet of open sales or rental area shall provide 1.0 space for each 1,000 square feet of gross floor area, plus 1.0 space for each 2,500 square feet of open sales or rental area. (b) Properties with 10,000 square feet or more of open sales or rental area shall provide 1.0 space for each 1,000 square feet of gross floor area, plus 4.0 spaces, plus 1.0 space for each 10,000 square feet of open sales or rental area in excess of 10,000 square feet.
– Motor Vehicle Servicing/Repair	1.0/500
– Vehicle Fuel Sales ³	No less than 2.0
– Electric Vehicle Recharging Station	None
Office	
– General	1.0/400
– Medical	1.0/200
– Extended	1.0/300
Nonaccessory Parking	N/A

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Use	Minimum
Self-Service Storage	Based on area of office
Marinas	
INDUSTRIAL	
Industrial Services	1.0/600
Manufacturing and Production	1.0/800
Railroad Yards	None
Research and Development	1.0/600
Warehouses/Freight Movement	1.0/5,000
Wholesale Sales	1.0/1,250
Waste-Related	1.0 space per 200 square feet of office space, plus 1.0 space per employee
OTHER	
Agriculture/Horticulture	None
Airports/Airparks	None
Cemeteries	1.0/6 seats or 12' of bench in chapels

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Use	Minimum
Detention Facilities	1.0/3 beds
Heliports	None
Mining	1.0 per employee maximum shift
Rail Lines/Utility Corridors	None
Temporary Uses	None
Wireless Communication Facilities	1.0

1 DU = dwelling unit.

2 Does not include outpatient clinics or medical offices; see Medical/Dental Offices.

3 Gasoline stations offering other retail goods for sale, in enclosed spaces accessible by the customer, shall also comply with the parking requirements for convenience stores. Gasoline stations providing vehicle repair or maintenance services shall also comply with the parking requirements for vehicle repair or service facilities.

4 Senior multifamily housing project shall provide on-site parking at a minimum rate of one space per dwelling unit.

5 *(Reserved for future use)*

6 "Frequent transit service" means a bus rapid transit or other high capacity transit corridor, or transit corridors, with existing weekday peak service frequencies of 35 minutes or less, as indicated in the C-Tran 2018-2033 Transit Development Plan.

7 The number of employees based on maximum number of employees present at any given time (i.e., during the largest shift of employees).

(Ord. M-4425 § 5, 2023; Ord. M-4377 § 2(c), 2022; Ord. M-4255 § 12, 2018; Ord. M-4254 § 3(QQ), 2018; Ord. M-4223 § 4, 2017; ACM dated 2/18/2014, Correction to E.3 Type III Variance changed to Type II; Ord. M-4002 § 12, 2011; Ord. M-3959 § 48, 2010; Ord. M-3931 § 33, 2009; Ord. M-3922 § 44, 2009; Ord. M-3847 § 16, 2007; Ord. M-3701 § 33, 2005; Ord. M-3643, 2004)

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Disclaimer: The city clerk's office has the official version of the Vancouver Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.cityofvancouver.us](http://www.cityofvancouver.us)

[City Telephone: \(360\) 487-8711](tel:(360)487-8711)

[Hosted by General Code.](#)

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Annual Presentation to Clark County Council



2024 Focus on
Emergency
Preparedness

Agenda



- Commission on Aging (COA)
- Aging Readiness Plan (ARP)
- 2024 – Emergency Preparedness Focus
- Silver Citizen Awards
- Other achievements

Background and 2024 Annual Report



Commission on Aging (COA)

- Nine-member volunteer commission.
- Provide leadership in addressing the special needs of the aging population
- Manage and assist with implementation of the Aging Readiness Plan (ARP)
- Update the ARP as needs change



Aging Readiness Plan (ARP)

- ARP updated in 2023
- Significant outreach and engagement
 - What makes an age friendly place
 - What improvements can be made



Aging Readiness Plan (ARP)



- ARP updated in 2023
- Significant outreach
- Governor's Smart Communities Award

Aging Readiness Plan (ARP) Chapters

- ARP Chapters:
 - Healthy communities
 - Housing
 - Transportation and mobility,
 - Civic involvement
 - Emergency preparedness



Aging Readiness Plan (ARP) Implementation

- Emergency preparedness
 - Natural and human-caused hazards
 - Improve health and safety
- Focus for 2024
 - Develop older adult communication channels
 - Encourage neighborhood associations and homeowner's associations to work with CRESA



Aging Readiness Plan (ARP) Implementation



- Emergency preparedness
 - Increase awareness
 - Partnership with CRESA
- Monthly meetings
 - Emergency kits
 - Crating a plan
 - Supplies
 - Neighborhood
 - Community
 - Alert and Warnings

Commission on Aging (COA)

- Issues covered/Lessons learned
 - Preparation / go-bags
 - Communication networks
 - Need for self-support



Commission on Aging (COA)



- Issues covered/Lessons learned
 - Pre-planning is key
 - Individualized plans
 - Problem-solving difficult issues

Commission on Aging (COA)

Search



Preparedness Tips for Seniors

CRESA has been pleased to partner with the [Commission on Aging](#) this year on emergency preparedness. Here are some lessons learned from that collaboration.

Emergencies and disasters can happen quickly. Sometimes we have warning, such as with winter weather, other times, it may come from nowhere, such as with an earthquake or wildfire. Being prepared for all types of emergency situations can help reduce fear and anxiety and minimize potential loss.



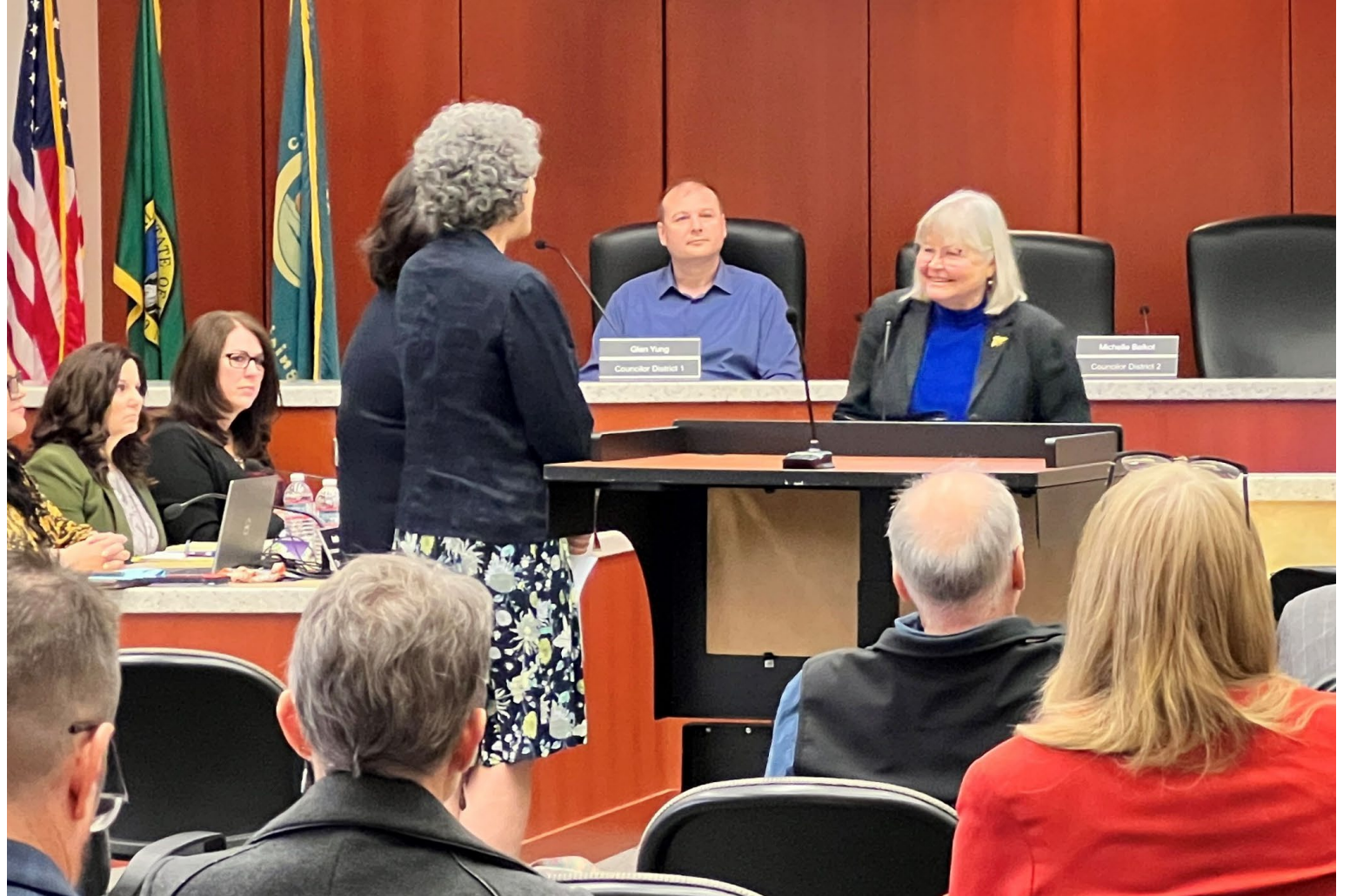
Silver Citizen Award

- 2024 Co-Winners
- Bev Jones – Battle Ground resident
- Larry Smith – Vancouver resident



Additional Commission Work

- Community presentations
- Letters of Support
- Proclamations



Thank you!

More information:

Commission on Aging

Webpage: <https://clark.wa.gov/aging>

Email: Cnty.Comm-aging@clark.wa.gov

Phone: 564-397-4913 or 564-397-4516

Staff: Susan Ellinger & Amy Wooten

Resources for older adults & caregivers:

Aging & Disability Resource Center (ADRC)

Webpage: <https://www.helpingelders.org/>

Email: clarkadrc@dshs.wa.gov

Phone: 360-694-8144

