

**CITY OF OKANOGAN
COUNCIL AGENDA
December 2, 2025 7:00 P.M.
Council Chambers, also available via Zoom**

Meeting ID: 830 0208 9303

One tap mobile: 1-253-215-8782

1. **CALL TO ORDER and PLEDGE OF ALLEGIANCE**
2. **APPROVAL OF AGENDA and CONSENT AGENDA**
(Approval of Consent Agenda passes all routine items indicated by an asterisk (*) on the agenda. Consent agenda items are not considered separately unless a Councilmember so requests. In the event of such a request, the item is returned to the general agenda and taken up in the order that it appears.)
3. * **EXCUSE COUNCILMEMBERS**
4. * **APPROVAL OF MINUTES**
November 18, 2025 Council Minutes and Public Hearing
5. * **APPROVAL OF VOUCHERS**
6. **PUBLIC COMMENT**
This is an opportunity for the public to express their concerns, opinions, or suggestions to the Mayor and Council on any matter concerning the city. Please state your name and street address. Comments are limited to 3 minutes.
7. **DEPARTMENT HEAD REPORTS**
8. **COMMITTEE REPORTS**
9. **UNFINISHED BUSINESS**
10. **NEW BUSINESS**
Resolution 2025-9 – Hotel Motel Allocations

Revize Website Agreement

2026-2028 Teamsters Local 760 Union Contract
11. * **CORRESPONDENCE**
12. **PUBLIC COMMENT**
This is an opportunity for the public to express their concerns, opinions, or suggestions to the Mayor and Council on any matter concerning the city. Please state your name and street address. Comments are limited to 3 minutes.

The City of Okanogan is an equal opportunity employer and provider that strives to accommodate persons with disabilities. City Hall is ADA accessible.

Please contact the City Clerk's Office by Noon on any meeting date for assistance.

13. **COUNCILMEMBER'S COMMENTS**

14. **MAYOR'S REPORT**

15. **ADJOURNMENT**

MEMORANDUM

To: Okanogan City Council and Mayor Turner

From: Business and Tourism Committee
Jessica Blake, City Clerk Treasurer

Date: November 19, 2025

Subject: Resolution No. 2025-9: Hotel/Motel Allocations

The attached Resolution No. 2025-9, A Resolution of the City of Okanogan, Washington, Allocating Expenditure from the City's Tourism Promotion Fund (No. 101) as recommended to City Council for 2026.

The committee met on October 23, 2025 and gave the following recommendations:

The Omak/Okanogan Chronicle	\$ 3,478
The Okanogan Chamber of Commerce	\$ 15,000
<u>City of Okanogan</u>	<u>\$ 1,400</u>
Total Request	\$ 19,878

The Resolution contains the proposed amount of \$19,878

Suggested Motion: **I move to approve Resolution No. 2025-9.**

MEMORANDUM

To: Okanogan City Council and Mayor Wayne Turner

From: Jessica Blake, City Clerk Treasurer

Date: November 25, 2025

Subject: Website Design and Hosting

Please find the attached web design services sales agreement for your consideration. The agreement includes a custom design website and hosting for a term of 5 years. The agreement will automatically renew annually unless notice is given by either party.

The website design will bring our website current to ADA requirements. This is included in our 2026 budget. Content migration is estimated at 1,960 pages based on currently available information. Additional content migration, if requested, will be billed at \$3 per webpage and document.

Annual cost for website hosting during the initial 5 year term of the agreement is \$1800. Our current website has recently increased their annual cost to \$2,015.

Suggested Motion: **I move to authorize Mayor Turner sign the Revize Custom Design Web Services Sales Agreement.**

MEMORANDUM

To: Okanogan City Council

From: Wayne Turner, Mayor

Date: November 24, 2025

Subject: 2026-2028 Teamsters Local 760: Clerk's Office Union Contract

Please find the attached 2026 – 2028 Teamsters Local 760: Clerk's Office Union Contract for your review. There were several grammatical and housekeeping corrections made. Outlined below are the major changes proposed.

- 8.3 – Minimum 2 hours for overtime
- 9.1 – Addition of 1 Floating Holiday
- 10.3 – Addition of "Significant Other" under sick leave family member definitions
- 10.5 – Changing sick leave payout at employment separation to be deposited into employee's VEBA account
- 11.2 – Changing annual leave payout at employment separation to be deposited into employee's VEBA account
- 11.3 – Added 2 additional tiers to annual leave days
- 14.3 – Added full premium payment by City for Teamster dental insurance
- 14.6 - Increased annual July VEBA contribution from \$175 to \$250
- 15.3 – Added language for employee contributions to Western Conference of Teamsters Pension Trust Fund
- Article 21 – 8% Wage Increase and \$5 increase per longevity tier

Suggested Motion: I move to authorize Mayor Turner sign the 2026 – 2028 Teamsters Local 760 Clerk's Office Union Contract.

BUILDING DEPARTMENT REPORT

CITY COUNCIL MEETING

DECEMBER 2ND, 2025.

Permitting Activity: **Total Permits 2025 to date: 40 permits**

- New Permit # RB-25-2130
- New Permit # CS-25-2131 for new sign at OK transportation
- New Permit # RB-25-2132 for new roof & wood stove @ 155 Gordon St
- New Permit # RP-25-2133 water line replacement @ 863 2nd North

Inspections:

- Insulation Inspection for permit # RB-25-2120
- Final inspection for Permit # RB-24-2073
- Framing inspection for Permit # RB-25-2132
- Framing inspection for Permit # RB-25-2111

Enforcement:

- Commercial Kitchen expansion work without permit – *submitted application*
- Shop being built @ 455 Tacoma Street with out permit – *Under investigation*

Other:

Certificate of Occupancy:

- Issued CO for 20 Dunning Rd Permit # RB-24-2073

Variance Petition

- Variance petition to install carport in front setback zone @ 1009 4th North – *application is complete moving forward with Notice of Application and public comment. hearing scheduled for January 5th 2026 @ 5:30pm Council Chambers.*

DEPARTMENT HEAD REPORT

Clerk's Office

December 2, 2025

Since the last Department Head Report to the Okanogan City Council, the Clerk's Office has:

1. Budget

- Posted Vouchers for 1st Council December 2025
- Paid Vouchers for 2nd Council November 2025

2. Clerk Duties

- Distributed Correspondence and Agenda Items
- Responded to Public Records Request

3. Other

- Receipted in Various Funds (Building Permits, Taxes etc.)
- Made Daily Bank Deposits

4. Payroll

- Completed 2nd Payroll for November 2025

5. Planning/Building

- Assisted Building Official with various issues
- Assisted Planner with various issues
- Assisted Code Enforcement with various issues

6. Utilities

- Updated Utility Accounts
- Printed & Mailed November statements
- Updated Website

7. Sports Complex

- Updated calendar of events

8. Wellness

- Planning end of year Wellness Event
- Attended Wellness Webinar

9. Clerk Treasurer

- Completed insurance billing for airport hangar
- Participated in Maintenance 1 interviews
- Submitted finalized budget to USDA

Code Enforcement/Animal Control/Assistant Permit Admin Report

City Council Meeting

December, 2nd 2025

Patrolled the city

Animal Complaints

4 closed 3 open

Public Nuisance

1 closed

9 open including the following-

1701 2nd Avenue North (on going)

410 8th Street (on going)

Blue Mountain Motel (on going)

803 2nd Avenue South (on going)

Vehicles and Traffic

2 closed 1 open

Department Head Report

Fire Department

December 2, 2025

Fire Department:

- Updated information in the reporting system.
- Performed minor repair and maintenance to apparatus and station.
- Performed minor repair and maintenance to small tools and equipment and station.
- Updated Department Stats- 235 calls
- Continued transferring inventory into First Due system
- Submitted City stipends

Training:

- Truck checks
- Business Meeting
- Officers Meeting

Fire Calls to Date:

- Activated Alarm- 58
- Motor vehicle Accident- 38
- Motor vehicle fire- 18
- Brush Fire- 52
- Structure Fire- 5
- EMS Assist- 11
- Fire Other/Good Intent- 52
- Haz-Mat- 1

Hours Spent on Calls and Training to Date

- | | |
|--------------------|----------------------------|
| • District: 96.30 | Man Hours to Date: 890.52 |
| • City: 31.06 | Man Hours to Date: 248.18 |
| • Training: 212.25 | Man Hours to Date: 3723.50 |

Totals Calls to Date:

- District: 145
- City: 90

Events:

Attended the MCI debrief at the Okanogan County Sheriff's office-11/19/2025
Attending the Fire District # 3 Commissioner's meeting- 12/9/2025

DEPARTMENT HEAD REPORT

Public Works

December 2, 2025

Since the last Department Head Report to the Okanogan City Council, the Public Works Department has:

Water Department

- Performed customer service as needed
- Performed weekly inspections of wells, reservoirs, and booster stations
- Performed routine maintenance as needed
- Performed utility locates as needed
- Performed a repair on a water service
- Performed annual fire hydrant maintenance

Wastewater Department

- Performed daily testing and record keeping
- Performed customer service as needed
- Performed routine maintenance
- Performed utility locates as needed
- Performed vegetation management
- Performed digging test holes at the WWTP

Street Department

- Performed street sweeping operations
- Performed installing downtown tree lights
- Performed setting and installing lights on the community Christmas Tree
- Performed vegetation management
- The City was unsuccessful with the Transportation Improvement Board for grant funding

Parks/Cemetery/Pool/City Hall/Airport

- Performed vegetation management

Shop

- Performed vehicle & equipment maintenance
- Performed parks department equipment cleaning & inspections
- Performed snow & ice control equipment maintenance & repairs

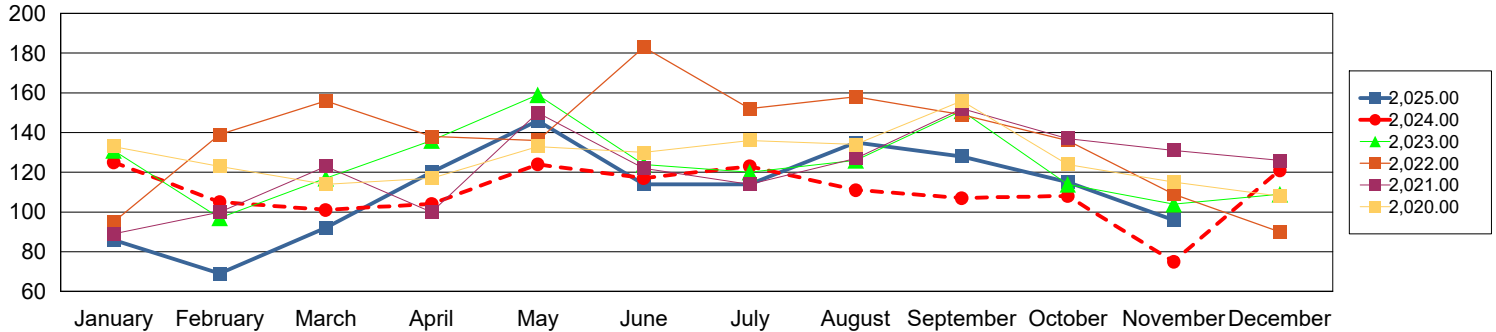
Other

- Mechanic Jay Hurst started CDL training
- Performed interviewing for the vacant Maintenance I position
- Attended a meeting regarding the Quality Inn



Okanogan County Sheriff's Office

Okanogan - Monthly Activity Law Incidents



- Total City Incidents in last 30 days: **108**

- Thefts in last 30 days: **4**

- Burglary / Trespass in last 30 days: **4**

- Assaults / Disputes in last 30 days: **7**

- Traffic incidents in last 30 days: **6**

- Total City Incidents YTD: **1,352**

Traffic Stops: **36**

Law Incidents - Last 30 Days

OCSO

100

10/28/2025	13:23	MHP CONTACT	1ST	OKANOGAN	S25-06895
10/28/2025	19:24	DOMESTIC DISPUT	1ST	OKANOGAN	S25-06901
10/28/2025	23:48	CITIZEN RIDE	2ND	OKANOGAN	S25-06904
10/29/2025	08:35	DOMESTIC DISPUT	5TH	OKANOGAN	S25-06905
10/29/2025	09:09	JUVENILE PROB	5TH	OKANOGAN	S25-06906
10/30/2025	12:57	JUVENILE PROB	5TH	OKANOGAN	S25-06935
10/30/2025	19:20	SUSPICIOUS	MAPLE	OKANOGAN	S25-06943
10/30/2025	21:27	THREATENING	4TH	OKANOGAN	S25-06945
10/31/2025	09:36	VIN INSPECTION	ELMWAY	OKANOGAN	S25-06949
10/31/2025	11:06	SEARCH WARRANT	5TH	OKANOGAN	S25-06954
10/31/2025	12:30	THEFT OTHER	2ND	OKANOGAN	S25-06955
10/31/2025	17:08	DISORDERLY	RAILROAD	OKANOGAN	S25-06963
11/01/2025	09:38	DISORDERLY	ELMWAY	OKANOGAN	S25-06977
11/01/2025	10:22	ANIMAL PROBLEM	MONROE	OKANOGAN	S25-06979
11/01/2025	14:12	FOUND PROPERTY	SUNRISE	OKANOGAN	S25-06985
11/01/2025	15:45	DUI	MAPLE	OKANOGAN	S25-06987
11/02/2025	00:46	SUSPICIOUS	4TH	OKANOGAN	S25-06998
11/02/2025	22:58	UNSECURE PREMIS	HIGHLAND	OKANOGAN	S25-07016
11/03/2025	07:17	ALARM BURGLARY	2ND	OKANOGAN	S25-07017
11/03/2025	11:03	INFORMATION	5TH	OKANOGAN	S25-07024
11/03/2025	12:57	TRESPASSING	1ST	OKANOGAN	S25-07026

11/03/2025 14:04	SUICIDAL PERSON	8TH	OKANOGAN	S25-07028
11/03/2025 21:11	VIOLATE ORDER	3RD	OKANOGAN	S25-07035
11/04/2025 03:15	MHP CONTACT	7TH	OKANOGAN	S25-07040
11/04/2025 08:57	SEX OFFENSE	5TH	OKANOGAN	S25-07042
11/04/2025 10:26	CITIZEN ASSIST	5TH	OKANOGAN	S25-07044
11/04/2025 14:17	SEX OFF REGISTR	5TH	OKANOGAN	S25-07050
11/04/2025 15:56	SEX OFF REGISTR	5TH	OKANOGAN	S25-07052
11/04/2025 21:43	MHP CONTACT	5TH	OKANOGAN	S25-07055
11/04/2025 23:46	ANIMAL NOISE	1ST	OKANOGAN	S25-07058
11/05/2025 09:02	CITIZEN ASSIST	5TH	OKANOGAN	S25-07064
11/05/2025 13:11	CITIZEN ASSIST	3RD	OKANOGAN	S25-07069
11/05/2025 13:18	SUICIDAL PERSON	MILL	OKANOGAN	S25-07068
11/05/2025 14:11	CITIZEN ASSIST	5TH	OKANOGAN	S25-07070
11/05/2025 21:49	ANIMAL NOISE	1ST	OKANOGAN	S25-07079
11/06/2025 08:10	DOMESTIC DISPUT	MURRAY	OKANOGAN	S25-07080
11/06/2025 12:38	DRUGS	ELMWAY	OKANOGAN	S25-07082
11/06/2025 16:49	CITIZEN ASSIST	5TH	OKANOGAN	S25-07086
11/06/2025 16:57	FOUND PERSONS	KING	OKANOGAN	S25-07088
11/06/2025 17:27	DRUGS	2ND	OKANOGAN	S25-07089
11/07/2025 16:42	ATTEMPT-LOC NT	3RD	OKANOGAN	S25-07111
11/07/2025 22:17	FRAUD	4TH	OKANOGAN	S25-07115
11/08/2025 05:09	SUSPICIOUS	5TH	OKANOGAN	S25-07120
11/08/2025 12:12	SUSPICIOUS	8TH	OKANOGAN	S25-07129
11/08/2025 12:22	SUSPICIOUS	ROSE	OKANOGAN	S25-07130
11/08/2025 13:02	PARKING PROBLEM	2ND	OKANOGAN	S25-07133
11/08/2025 23:55	MEDICAL	2ND	OKANOGAN	S25-07147
11/10/2025 13:05	THEFT OTHER	2ND	OKANOGAN	S25-07167
11/10/2025 16:09	URINATE IN PUB	3RD	OKANOGAN	S25-07172
11/10/2025 22:12	WELFARE CHECK	MILL	OKANOGAN	S25-07176
11/11/2025 03:19	SUSPICIOUS	ELMWAY	OKANOGAN	S25-07181
11/11/2025 13:58	VIN INSPECTION	ELMWAY	OKANOGAN	S25-07191
11/11/2025 16:53	OVERDOSE	2ND	OKANOGAN	S25-07193
11/12/2025 11:08	CITIZEN ASSIST	VIEWMONT	OKANOGAN	S25-07204
11/12/2025 15:44	AGENCY ASSIST	3RD	OKANOGAN	S25-07215
11/12/2025 16:42	DOMESTIC DISPUT	5TH	OKANOGAN	S25-07216
11/12/2025 18:04	CUSTODIAL INT.	VIEWMONT	OKANOGAN	S25-07217
11/13/2025 06:38	TRAFFIC HAZARD	2ND	OKANOGAN	S25-07225
11/13/2025 16:31	CITIZEN ASSIST	3RD	OKANOGAN	S25-07233
11/13/2025 17:57	SEX OFFENSE	2ND	OKANOGAN	S25-07238
11/14/2025 13:29	DISORDERLY	3RD	OKANOGAN	S25-07257
11/14/2025 16:10	SUICIDAL PERSON	ELMWAY	OKANOGAN	S25-07263
11/14/2025 21:24	ALARM BURGLARY	2ND	OKANOGAN	S25-07270
11/15/2025 16:44	THREATENING	CONCONULLY	OKANOGAN	S25-07283
11/15/2025 20:55	ASSAULT	4TH	OKANOGAN	S25-07289
11/15/2025 22:25	JUVENILE PROB	SUNRISE	OKANOGAN	S25-07293
11/15/2025 22:25	SUSPICIOUS	MANSFIELD	OKANOGAN	S25-07292
11/16/2025 10:56	WELFARE CHECK	2ND	OKANOGAN	S25-07303
11/16/2025 19:05	MAL MISCHIEF	4TH	OKANOGAN	S25-07311
11/17/2025 04:40	TRESPASSING	4TH	OKANOGAN	S25-07318
11/17/2025 09:40	FRAUD	5TH	OKANOGAN	S25-07322
11/17/2025 10:00	PARKING PROBLEM	2ND	OKANOGAN	S25-07325
11/17/2025 11:15	AGENCY ASSIST	3RD	OKANOGAN	S25-07327
11/18/2025 11:06	CITIZEN ASSIST	5TH	OKANOGAN	S25-07347
11/18/2025 12:06	ASSAULT	5TH	OKANOGAN	S25-07350
11/18/2025 15:40	VEHICLE PROWL	5TH	OKANOGAN	S25-07359

11/18/2025 18:27	SUICIDAL PERSON	4TH	OKANOGAN	S25-07363
11/20/2025 10:02	CITIZEN ASSIST	RAILROAD	OKANOGAN	S25-07391
11/20/2025 11:01	911 ABUSE	CONCONULLY	OKANOGAN	S25-07392
11/20/2025 18:23	AGENCY ASSIST	HIGHLAND	OKANOGAN	S25-07406
11/21/2025 08:40	MAL MISCHIEF	1ST	OKANOGAN	S25-07418
11/21/2025 13:48	VIN INSPECTION	ELMWAY	OKANOGAN	S25-07428
11/21/2025 13:54	WELFARE CHECK	SEATTLE	OKANOGAN	S25-07430
11/21/2025 14:55	CITIZEN ASSIST	2ND	OKANOGAN	S25-07432
11/21/2025 20:20	CIVIL	RAILROAD	OKANOGAN	S25-07438
11/22/2025 09:07	DOMESTIC DISPUT	ELMWAY	OKANOGAN	S25-07446
11/22/2025 10:32	ANIMAL STRAY	2ND	OKANOGAN	S25-07448
11/22/2025 15:03	THREATENING	4TH	OKANOGAN	S25-07455
11/22/2025 16:15	MHP CONTACT	3RD	OKANOGAN	S25-07467
11/22/2025 22:44	TRAFFIC HAZARD	MONROE	OKANOGAN	S25-07460
11/23/2025 06:16	SUSPICIOUS	CONCONULLY	OKANOGAN	S25-07465
11/23/2025 13:52	SUSPICIOUS	2ND	OKANOGAN	S25-07468
11/23/2025 14:32	EXTRA PATROL	MONROE	OKANOGAN	S25-07475
11/24/2025 05:30	EXTRA PATROL	MAPLE	OKANOGAN	S25-07477
11/24/2025 14:43	PROPERTY DAMAGE	3RD	OKANOGAN	S25-07486
11/24/2025 18:41	VIOLATE ORDER	3RD	OKANOGAN	S25-07489
11/25/2025 18:24	CITIZEN ASSIST	OAK	OKANOGAN	S25-07505
11/26/2025 15:22	ACCIDENT HITRUN	1ST	OKANOGAN	S25-07524
11/26/2025 17:30	VIOLATE ORDER	3RD	OKANOGAN	S25-07530
11/26/2025 17:46	SUSPICIOUS	MAPLE	OKANOGAN	S25-07532

EMS Calls - Last 30 Days

LIFELINE EMS		26
10/28/25 09:26	FALL	E25-05333
10/29/25 15:40	FALL	E25-05353
10/30/25 13:51	MEDICAL	E25-05369
10/30/25 20:36	TRANSFER PATIEN	E25-05374
11/01/25 06:30	SICKNESS	E25-05402
11/02/25 16:00	STROKE	E25-05430
11/06/25 23:54	SICKNESS	E25-05505
11/08/25 01:42	FALL	E25-05527
11/08/25 23:55	MEDICAL	E25-05540
11/11/25 16:53	OVERDOSE	E25-05582
11/12/25 04:50	CHEST PAIN	E25-05603
11/13/25 08:34	MEDICAL	E25-05638
11/15/25 20:55	JUVENILE PROB	E25-05690
11/15/25 22:56	UNCONSCIOUSNESS	E25-05692
11/17/25 04:20	MEDICAL	E25-05717
11/18/25 20:35	FALL	E25-05739
11/19/25 02:14	BREATHING	E25-05745
11/20/25 14:51	TEST MEDICAL	E25-05770
11/21/25 15:34	SICKNESS	E25-05789
11/22/25 06:00	BACK PAIN	E25-05806
11/22/25 09:41	MEDICAL	E25-05809
11/24/25 14:17	FIRE STRUCTURE	E25-05847
11/25/25 20:56	UNCONSCIOUSNESS	E25-05876
11/26/25 07:17	FALL	E25-05885
11/26/25 12:24	FALL	E25-05889
11/26/25 19:08	ABDOMINAL	E25-05894

Fire Calls - Last 30 Days

LIFELINE EMS		2
11/24/25 14:17	FIRE STRUCTURE	F25-02310
11/25/25 20:56	UNCONSCIOUSNESS	F25-02323
OKANOGAN FIRE DEPARTMENT FD03		4
11/25/25 20:56	UNCONSCIOUSNESS	F25-02322
11/24/25 14:17	FIRE STRUCTURE	F25-02309
10/31/25 11:39	COMMUNICATIONS	F25-02197
11/06/25 22:13	UTILITY PROBLEM	F25-02237
OKANOGAN PUD		1
11/06/25 22:13	UTILITY PROBLEM	F25-02238

RESOLUTION NO. 2025-9

A RESOLUTION OF THE CITY OF OKANOGAN ALLOCATING EXPENDITURES FROM THE CITY'S TOURISM PROMOTION FUND (No. 101) TO AUTHORIZED ORGANIZATIONS FOR THE PURPOSE OF PROMOTING TOURISM WITHIN THE CITY OF OKANOGAN

WHEREAS, The Business and Tourism Committee of the Okanogan City Council has recommended the following expenditures to be used for the promotion of tourism:

The Omak/Okanogan Chronicle	\$ 3,478
The Okanogan Chamber of Commerce	\$ 15,000
<u>City of Okanogan</u>	<u>\$ 1,400</u>
Total Request	\$ 19,878

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Okanogan, Washington that the organizations listed above shall be allocated the amounts as indicated from funds to be appropriated for Tourism Promotion as part of the City of Okanogan 2026 Budget.

PASSED AND APPROVED this _____ day of _____ 2025.

APPROVED:

Wayne L. Turner, Mayor

ATTEST:

Jessica Blake, Clerk Treasurer

Revize Custom Design Web Services Sales Agreement

This Sales Agreement is between Okanogan, Washington ("CLIENT") and Revize LLC, aka Revize Software Systems, ("Revize"). Federal Tax ID# 20-5000179 Date: 11-17-2025

CLIENT INFORMATION:		REVIZE LLC:
Client Name:	<u>Okanogan, Washington</u>	Revize Software Systems
Client Address:	<u>120 3rd Avenue North</u>	150 Kirts Blvd., Suite B
Client Address 2:	<u></u>	Troy, MI 48084
Client City/State/Zip:	<u>Okanogan, WA 98840</u>	248-269-9263
Contact Name:	Primary: Jessica Blake – City Clerk <u>cityclerk@okanogancity.com</u> <u>509-422-3600 x12</u>	Client Website Address: <u>www.okanogancity.com</u>
Billing Dept. Contact:	Susan Stewart - Accounts Payable <u>accountspayable@okanogancity.com</u> <u>509-422-3600</u>	

Terms:

- Five-year agreement. Revize will provide a free redesign beginning in year 5 after 4 completed years of service.
- Payments: All Invoices are due according to the due date on forthcoming invoice. All sent invoices will be due on a net 30 business day billing cycle.
- Revize requires payments to be made according to the payment schedule listed on agreement.
- Additional content migration, if requested, is available for \$3 per web page or document.
- Additional bandwidth is available at \$360 per year for each additional 50GB per month.
- This agreement is the only legal document governing this sale & the proper jurisdiction and venue for any legal action or dispute relating to this Agreement shall be the State of Michigan.
- Revize requires a 90-day written termination notice in advance before the next contract renewal date. If client cancels this sales agreement with or without cause before contract expiration, client will be required to pay remaining balance of custom website design costs remaining from site development (\$13,180). Agreement will automatically renew annually after initial contract term at base annual rate (\$1,800/yr) unless either party gives notice of intending for redesign or cancellation.
- Both parties must agree in writing to any changes or additions to this Sales Agreement.
- The CLIENT understands that project completion date is highly dependent on their timely communication with Revize. CLIENT also agrees and understands that;
 - The primary communication tool for this project and future tech support is the Revize customer portal found at <https://support.revize.com>.
 - During the project, the CLIENT will respond to Revize inquiries within 48 hours of the request to avoid any delay in the project timeline.
 - The CLIENT understands that project timelines will be delayed if they do not respond to Revize inquiries in a timely manner.
- The CLIENT owns the design, content, and will receive software updates to the CMS for the life of the contract.
- Unless otherwise agreed, Revize does not migrate irrelevant records, calendar events, news items, bid results, low quality images, previous alt-tags, or data that can reasonably be considered non-conforming to new website layout. Video/Audio files are not permitted to be uploaded to web server directly; Revize offers streaming video server at additional cost.
- Revize expects to complete phase 7 (training) of this project within 26-30 weeks from the date of the project kickoff meeting. Upon completion of phase 7 it is the CLIENT's responsibility to decide when to go live with the website. The CLIENT's decision to delay go-live for any reason, unrelated to a functional defect making the site inoperable, does not constitute breach of contract on the part of Revize. The CLIENT understands that it is incumbent upon the CLIENT to respond to Revize requests in a timely manner. The CLIENT further understands that any timeline delays due to their lack of timely communication do not constitute a breach of contract on the part of Revize.

Revize Custom Design Cost Proposal Okanogan, Washington

Phase 1: Project Planning and Analysis and SOW as outlined by stakeholder and user feedback	\$500
Phase 2: Creation of Brand Identity – determine marketing goals and initiatives, targeted audiences and stakeholder priority. Discovery & Design from scratch – one design concept, three rounds of changes, home page design, inner page designs, content information architecture, UI redesign, and navigation framework to support easy access to key services. - Includes Responsive Web Programming for great viewing on mobile screens.	\$1,050
Phase 3 & 4: Revize Template Development - Set-up all CMS modules listed on the following page with I-framing or linking to any additional 3rd party web applications (as dictated by needs of the scope of work). Includes the ability for editors to create new pages within the site using standardized framework and module options. You also receive all updates to all CMS modules for the life of your Revize relationship. You own the template, design and content!	\$2,700
Phase 5 & 6: Quality Assurance, Accessibility and Custom Development, including integration of internal custom applications and SQL datasets (if applicable) - Includes Google Analytics implementation upon client request	\$750
Phase 7: Site map development/content reorganization and migration from old website into new website including spell checking and style corrections. To help remove stale content, Revize will not be moving over old announcements, events or calendar items. (Approximately 1,960 pages and documents, based on supplied client migration needs and available data). Additional content migration, if requested, is available for \$3 per webpage and document.	\$5,880
Phase 8: Content editing and site administration training via web conference for content editors through “train the trainer” approach with selected staff (can also provide on-site training upon request for additional fee)	\$500
	Go live! Included
Custom Website Design Subtotal	\$11,380
Revize Annual Maintenance Fee (1st Year pre-paid during site development)	
Includes Unlimited Tech Support, CMS software updates (5 users), security software updates, SSL security certificates and website health checks. Website hosting Included free of charge. (10 GB storage space, 100GB monthly bandwidth limit)	\$1,800/yr
Grand Total (1st Year) 5-Year Agreement	\$13,180

Revize Website Project & Services Payment Plan Schedule

Payment Amount	Due Date	Payment Includes
\$ 4,393.33	1/15/2026	33% of Project Cost + Year 1 Annual Hosting and Maintenance
\$ 4,393.33	TBD: Upon completion of Phase 2: Discovery and Design	33% of Project Cost + Year 1 Annual Hosting and Maintenance
\$ 4,393.33	TBD: Upon delivery of website at Phase 7 Training	Remaining 33% of Project Cost + Year 1 Annual Hosting and Maintenance
\$ 1,800	1/15/2027	Year 2 Annual Hosting & Maintenance
\$ 1,800	1/15/2028	Year 3 Annual Hosting & Maintenance
\$ 1,800	1/15/2029	Year 4 Annual Hosting & Maintenance
\$ 1,800	1/15/2030	Year 5 Annual Hosting & Maintenance
\$ 1,800		Year 6 and Beyond Annual Hosting & Maintenance (until re-design or termination of contract as dictated by CLIENT)

AGREED TO BY:

CLIENT

REVIZE

Signature of Authorized Person:

Name of Authorized Person:

Title of Authorized Person

Date:

Shawn C. Stewart

Account Manager

Please sign and return full sales agreement to: shawn@revize.com Fax 1-866-346-8880

ADA Compliance Disclaimer:

Revize designs and develops all websites to be ADA Compliant according to the WC3 Consortium's Web Content Accessibility Guidelines according to the 2.2 AA Level

Custom Design Website Features Included

In addition to the Government Content Management System that enables non-technical staff to easily and quickly create/update content in the new web site, Revize provides a suite of applications and features specifically designed for government. The applications and features are grouped into five categories:

VISITOR'S COMMUNICATION CENTER APPS

- Home Page Alert
- Document Center with keyword search
- FAQs with keyword search
- Staff/Listing Directory with keyword search
- Job Posting with keyword search
- RFP/RFQ Bid Posting
- News Center with Facebook/Twitter Integration
- "Share This" Social Media App
- Photo Galleries
- Quick Link Buttons
- New Revize Web Calendars with monthly grid and listing view
- Sliding Feature Bar
- Language Translator – over 95 languages

VISITOR'S ENGAGEMENT CENTER APPS:

- Citizen Request Center with Captcha
- RSS Feed
- Online Bill Pay via Third Party Payment Provider (if required)

MOBILE DEVICE AND ACCESSIBILITY FEATURES

- ADA Compliant WCAG 2.2 AA
- ADA Accessibility Widget
- Responsive Website Design (RWD) – for great Mobile Device viewing i.e SMART phones, PC Tablets, iPads, iPhones, Windows and Android devices

STAFF PRODUCTIVITY APPS

- Image Manager
- iCal Integration
- Link Checker
- Menu Manager
- CMS Web Form Builder with drag & drop text fields
- Website Content Archiving
- Website Content Scheduling
- New Agenda Listing Module
- Page Builder Functionality

SITE ADMIN & SECURITY APPS

- Audit Trail
- Drag and Drop Menu Management
- Drag and Drop Picture Management
- Drag and Drop Document Management
- History Log
- URL Redirect Setup
- Roles and Permission-based Security Mode
- Secure Site Gateway
- SSL Security Certificate
- Unique Login/Password for each Content Editor
- Web Statistics and Analysis with Google Analytics

Service Level Agreement

Revize Maximum Response Times via Severity Level

Crisis issues, determined by Revize, are defined as when a website error renders the CMS program or website completely unusable or nearly unusable or introduces a high degree of operational risk and no workaround is available. Until this error is resolved, the website is essentially halted. A large number of users and or core program functionality are severely impacted.

Critical issues are defined as website errors that are an inconvenience, or causes a inconsistent behavior of the website, which does not impede the normal functioning of the website. It could be an error that occurs consistently and affects non-essential functions and is an inconvenience which impacts a small number of users. May also contain visual errors for the graphical display of the website that is not ideal but still functioning correctly.

Normal issues are defined as an error that has a small degree of significance or is a minor cosmetic issue, or is a one-off case. A one-off case occurs when the error occurs and cannot be reproduced easily. These are errors that do not impact the daily use of the website. A low error is something that does not affect normal use, and can be accepted for a period of time, but the ser would eventually want changed.

- 1 hour for crisis issues
- 4-6 hours for critical issues
- 24 hours for normal issues

Revize Support Includes

- 8 AM – 8 PM EST Phone Support (Monday thru Friday)
- 24/7/365 Portal and Email Support
- Staff provides assistance and answers all questions
- Dedicated support staff
- New/existing user training
- Free Training Refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- Automatic upgrade of CMS modules, such as Calendar, Document Center, etc.
- Four major CMS upgrades per year
- Software and modules upgrades (automatic install)
- Server hardware and OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center Network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Quarterly Newsletters on major feature updates
- Regular webinars on CMS features and web site trends



The Government Website Experts

WEBSITE HOSTING & COMPREHENSIVE DESIGN PROPOSAL FOR

Okanogan, Washington

Revize is a Minority Business Enterprise (MBE)

Prepared by Shawn Stewart
shawn@revize.com
150 Kirks Blvd. Troy, MI 48084
Ph: 248-928-8064 Fax: 866-346-8880
www.revize.com October 8th, 2025
Pricing good for 30 Days



To Jessica Blake and Members of the Okanogan City Council,

We are writing to provide a letter of intent from Revize Government Websites, LLC. ("Revize") in respect to the request for proposals for your website redesign project. We appreciate the time and energy you and your team have afforded us in discussing this opportunity and the information that has been provided thus far.

For two decades, Revize has been a leader in providing high quality, government-compliant web solutions for our clients. Located in Troy, Michigan, we have launched thousands of government and non-profit websites nationwide, and our myriad of industry awards and hundreds of satisfied clients stand as testament to the quality and value of our work.

Every member of the Revize team understands that this project is more than a website; it's a valuable resource that can help you build a better communication tool for your non-profit partners and community. It will allow visitors to see the full breadth of your community services, special events, lobbying efforts and any important information for local opportunities!

Visitors looking for the "digital front door" to your organization will be drawn to a website that is not only visually appealing, but is also functional, user-friendly, and can provide a plethora of services on a wide range of devices. A Revize website will allow your users to easily fill out and submit documents for employment, review local events and family development programs, read blog updates, perform curated searches to answer frequently asked questions and perform a suite of other tasks that would otherwise require staff assistance.

What's more; with Revize your website will enable you to increase staff productivity and decrease costs by reducing off-line departmental operations!

We will work closely with you to design and develop a dynamic, easy-to-navigate website that will perfectly fit your vision. The sites will empower you to control your digital presence with the industry's best administrative management applications, and our Revize training ensures that your teams will have the skills needed to expertly update and manage website content and delivery all in-house across all of your departments!

Government clients select Revize because we can help them

- Effectively engage prospective users.
- Enhance their web presence and build an online communications center.
- Empower non-technical web content editors and administrators to easily execute changes and provide inter-departmental workflow solutions.
- Implement a scalable solution that allows them to affordably grow their web presence for the long term.

Based on our preliminary review of the information provided and subject to the conditions set forth, Revize is pleased to submit this letter of intent (the "Proposal") for the website redesign project, good for a period of 30 days. Please contact me if you have any questions at all.

Sincerely,



Shawn C. Stewart
shawn@revize.com

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Experience and Qualifications

Executive Summary

Thank you for considering Revize Software Systems for your new website project. We understand the importance of this undertaking and know how motivated the Board is to select the right vendor; one who will work with you through all the steps required to create an excellent website to fully represent the services you offer.

In more than two decades of working with non-profit leaders and overseeing multiple government association/non-profit collective communication projects, we have learned that the key to choosing a website vendor is finding the right balance between the total cost of the solution and the quality of the design; including all the online applications and user functionality. In simpler terms: you need a solution that works for YOU and is tailored to accommodate any nuanced use-cases; whether it be document management of programs and applications, donation forms, listing directories for contacts, blogging platforms for news and events, or any other unique aspects you need!

About Us

Focused exclusively on creative web-design, government web apps and content management technologies, Revize continues to invest in its technology by continually adding new capabilities and features that manifest our vision. While many organizations choose Revize to develop and cost-effectively manage their website content, clients also use Revize as an information-sharing platform. Our suite of Revize web-based solutions has proven valuable as a powerful technology that empowers clients to build and maintain sophisticated web sites, all while using the Internet and internal Intranets/extranets to acquire, analyze, process, summarize and share information – ensuring that the right people always have the right information at the right time.

Our Innovative Responsive Web Design (RWD) and Web Apps

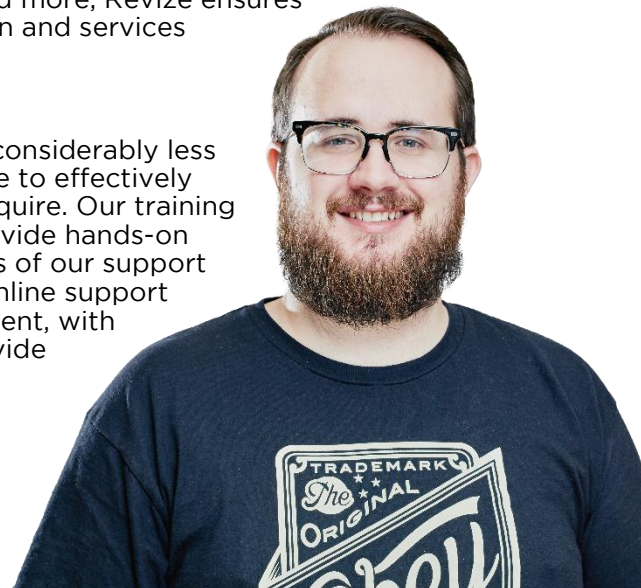
Revize has been a pioneer in implementing the latest trends in design by using Responsive Web Design (RWD): This technology ensures that site visitors have an optimal viewing experience — easy reading and navigation with minimal resizing, panning, and scrolling — across a wide range of devices; from desktop monitors to mobile phones. RWD provides flexible and fluid website layouts that adapt to almost any screen. When you implement a dynamic new website powered by Revize, you will not only get an outstanding look, layout and navigation, but will also receive 24/7 access to our Communication Center for residents, businesses and visitors.

Our Award-Winning Non-Profit CMS

Revize is renowned as a leader in providing practical, high-value, easy-to-use content management software. This powerful solution enables clients to manage their online presence with efficiency and style. With applications such as the online document center, our public service request app, frequently asked questions modules and more, Revize ensures that our clients have the tools they need to make information and services available for website users at the click of a mouse.

Quick Deployment, Personalized Training and Support

Revize addresses time concerns by completing websites in considerably less time, and because our software is so easy to use, we are able to effectively train our clients in less than half the time our competitors require. Our training program is customized based on each client's needs: we provide hands-on training the way you want it! We pride ourselves on the skills of our support staff, who are responsive, knowledgeable and helpful. Our online support portal is available 24/7/365 for issue tracking and management, with a team dedicated specifically to your websites. We also provide phone and e-mail support during regular business hours.



Revize Project Management Team

Revize understands the importance of having a talented and experienced staff. We are proud of our well-respected team of top-notch experts in the field of government website design, development, analysis, content management, training and support. Here are just a few who will be working on your project!

Shawn Stewart

Sales Account Manager

Shawn is a proven and experienced website design and IT services consultant. His attention to detail, assertive personality and general desire to help his clients make him a great asset to have and is someone you can truly trust to manage your website project. He has worked with a variety of clients in healthcare, non-profits and municipalities across the US and has extensive knowledge on the current trends, industry standards, and advanced applications that help make Revize Government Websites a leader in municipal government web design.

- **Education:** Bachelor of Science and Bachelor of Arts – Michigan State University 2011.
- **Expertise:** 7+ years of experience in account management, project management, sales and marketing with a focus in consultative web design sales, server hardware/software implementation and digital marketing strategies including SEO, Google Adwords, and other digital solutions.
- **Role on your website project:** Account & Project Manager

Joseph J Nagrant

Business Development Director

Joseph is an accomplished professional internet and website design consultant with more than 20 years of successful business development and account management leadership experience. He has worked with well over 500 townships, cities, counties, educational institutions, companies, and non-profit organizations. He's a foremost expert in translating technical solutions into compelling living websites and other online community building opportunities. Additionally, he is a board member for Mott Community College (Flint, MI) MTEC Center, IT Advisory Council, Education Advisory Group. He also participates in many government discussions regarding the Internet for government use, including being a frequent guest on WDET (NPR) public radio and in The Detroit News. He has an excellent reputation for building and sustaining effective, long lasting client relationships.

- **Education:** BS in Electrical Engineering, Lawrence Tech University, MS in Business, Central Michigan University.
- **Expertise:** 30+ years of project, sales and marketing experience with government, education, corporate, and non-profit organizations.
- **Role on your website project:** Supervisor of account management between client and project team.

Ray Akshaya

Technical Director

Ray has 22+ years of extensive technical experience with internet and website solutions. He has worked on hundreds of government, non-profit and educational websites and has a keen eye for web visitor requirements, information architecture, and usability. He is also a long-time veteran of Revize Software Systems and our clients enjoy working with him. In his career, he has deployed and/or assisted with technical solutions for more than 500 websites. When working on a project, Ray always visualizes himself in the client's chair at the closing stages of the project and makes sure that all decisions made on a project are in alignment with the client's vision and best practices for developing the system.

- **Education:** MS in Engineering Science, Louisiana State University, Baton Rouge
- **Expertise:** Client Management, Project Management, Technology Development for CMS & Web Apps

Samir Alley

Creative Director

Samir has more than a decade of experience in managing web site design projects. He has deployed 600+ municipal websites and has a solid background in web design and the latest web technologies. Formerly with Google, Samir is a leader equipped to handle any kind of sophisticated web project. He is an exceptional communicator with an innate listening skill that gives him the ability to understand and deploy a client's unspoken needs. Samir's blend of creativity, proficiency, and technical knowledge is unsurpassed in the industry.

- **Expertise:** Web Project Management - Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5.
- **Role on your website project:** Graphic design of website and backup support.

Derek Ortiz

Website Developer / Front End Application Designer Manager

Derek is the senior front-end developer and designer manager for Revize with more than 13 years of experience in website development. He is highly skilled in his ability to leverage the latest technologies to create fast and innovative web solutions. He commands an intense, yet light-hearted creative presence at Revize, producing excellent website development work.

- **Expertise:** Skilled in Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5.
- **Role on your website project:** Web development of website templates and backup support.

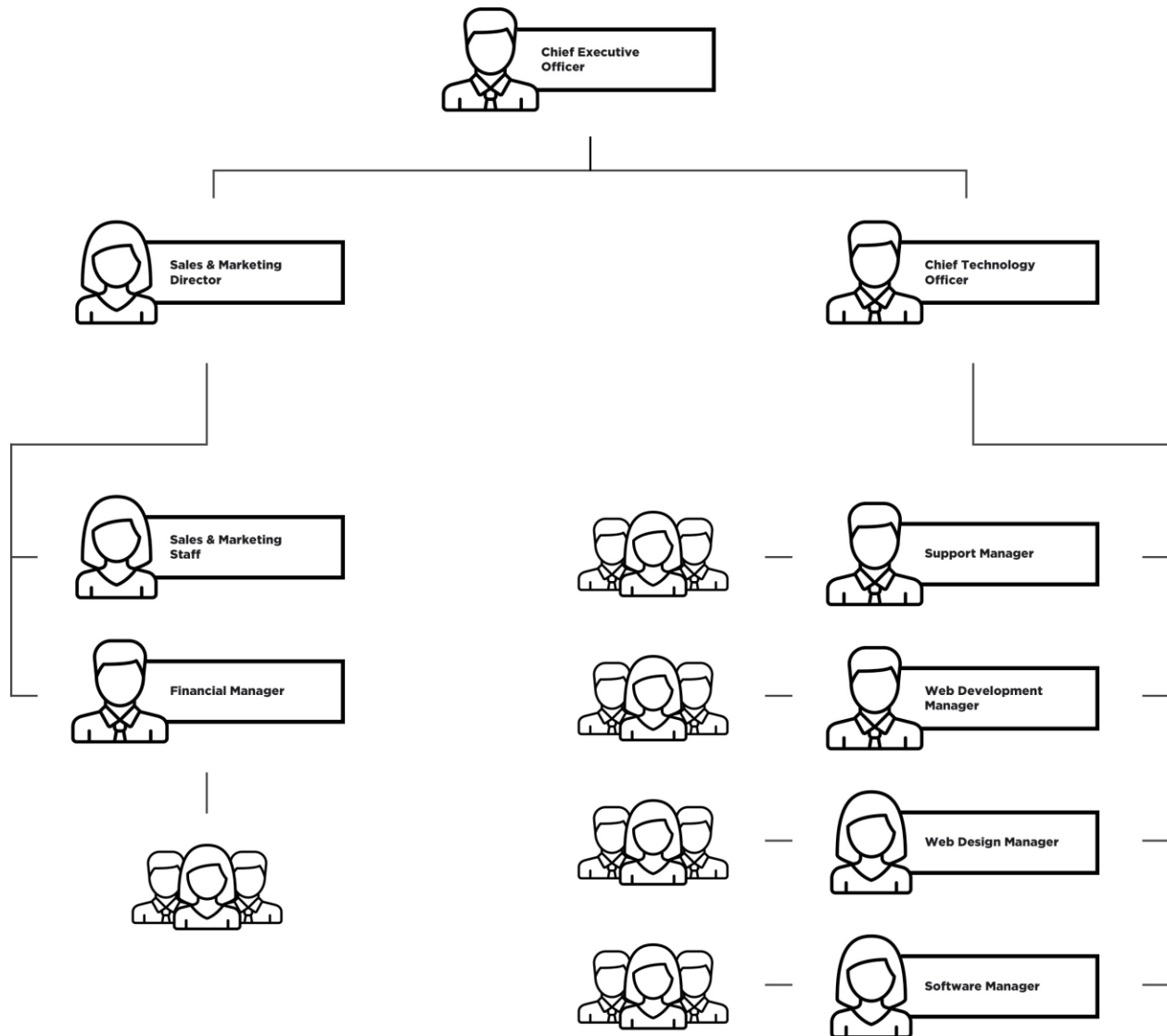
Denise Brazier

Project Manager/Trainer

Denise is an educator by nature. Her 20 years of experience in the public school system has made her a master of engaging participants during training. She effortlessly builds effective relationships with all clients. Denise has served as Advisory Counselor, Coordinator, Publicity Director, and Project Manager for several organizations in the education, non-profit and public sectors. She has been appointed to the state's quality committee evaluating organizational policies and procedures for recognition.

- **Education & Training:** MS in the Art of Education from Marygrove College. Certification in Secondary Education
- **Expertise:** Training, education, teaching, public affairs and project management.
- **Role on your website project:** Trainer for the Content Management toolset and project manager

Revize Organizational Chart



Website Project Experience Examples

The City of Marysville, Michigan

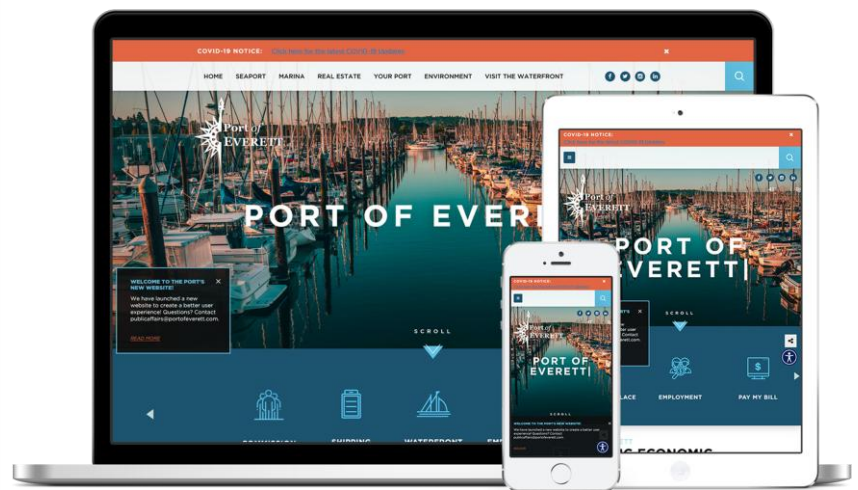


www.cityofmarysvillemi.com

Details:

A recent Revize client, Marysville is up and live with their newly re-designed site! This municipality has many departments with varying levels of needs on the website. The success of any government website relies on balancing these departmental needs, whilst showcasing a unified vision. In this website, we did just that. While respecting their history, we also designed the site to towards innovation. Users will notice that they can easily find the most important online services without having to search through line after line of text. This website is the perfect mix of functionality and design!

The City of Port Everett, Washington



www.portofeverett.com

Details:

Port Everett is one of the fastest growing areas in the state. Because of this fact, the website needed to refocus its attention. In addition to resident services, this website has a focus on economic development. As you scroll down the website, this business-friendly atmosphere is intertwined with resident engagement features. Each department has their own icon that is used to identify them uniquely. The interior pages have distinctive features that make them stand out as if they were stand-alone websites. With its service for residents and its appeal to the business community, this is the next generation of government websites.

The City of Largo, Florida



www.largo.com

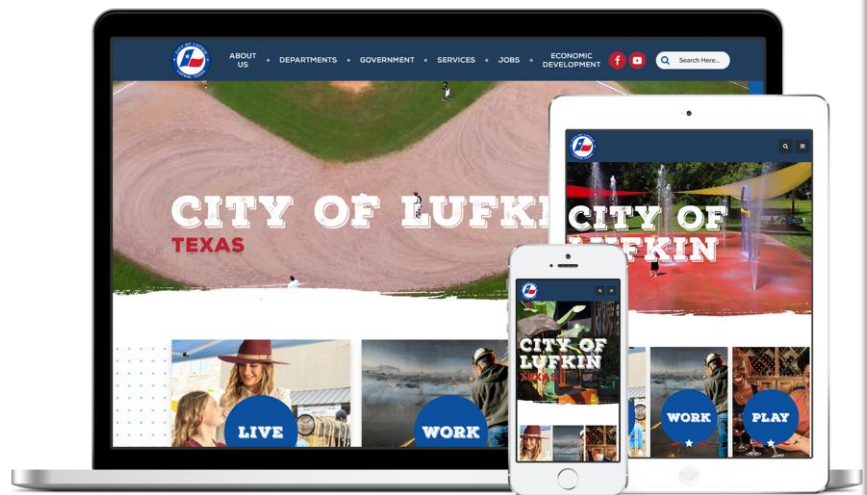
Details:

Largo, Florida wanted a website like no other. Through a collaboration between the city marketing team and Revize, we were able to create this award-winning website. Each page in this website was designed to uniquely fit the needs of the community. We also built unique designs for the city parks, library, and theater. The navigation within this site is built based on services rather than department silos. Overall, this website brings together an amazing mix of design expertise and functional clarity to create a great user experience!

Details:

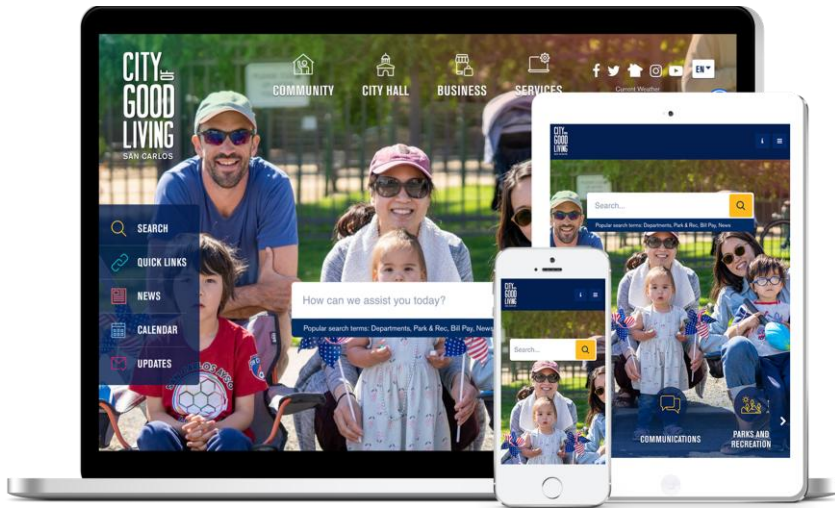
Lufkin wanted a design unlike any other. We pushed the limit of what people think when they see a city website. In addition to integrating a drone video that spans the full width of the homepage, this site features a strong mobile-ready design that showcases multiple aspects of the city they wanted visitors to see. Users are now, more than ever, viewing websites on their hand-held devices. Some estimates say this is as high as 60% of all internet usage! With more scrolling we are able to give the user a lot of information without having to squeeze it into such a small space. We use images, icons, and interactive features to create an experience for the user. This type of design also allows us to extend the city's brand in a way that is unmatched in the industry!

The City of Lufkin, Texas



www.cityoflufkin.com

The City of San Carlos, California



www.cityofsancarlos.org

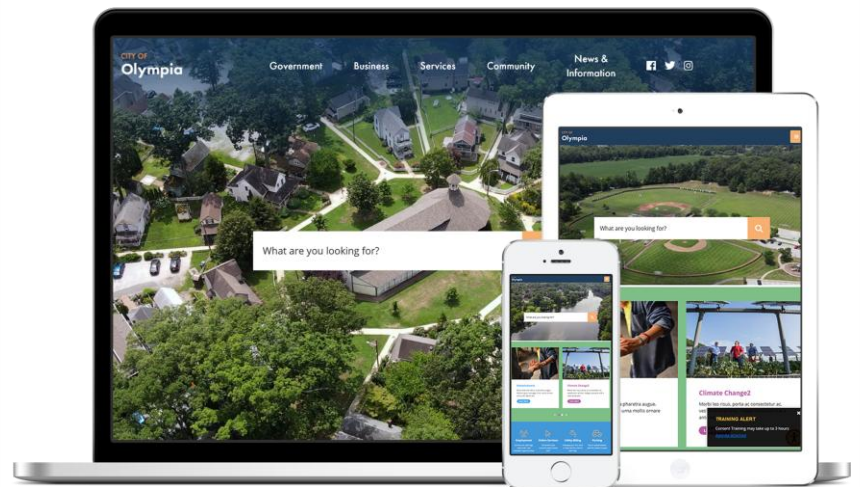
Details:

The City San Carlos, California chose Revize because they wanted a website that stood out from all of the others in California! For this site, we built unique designs for the city, with every page having a unique look and feel while maintaining their new brand. This site also includes our proprietary “curated search” feature. This feature puts you in control of the search results on the site. You get to decide which results display based on the search criteria your users input into the search. This allows them to find the results they are looking for instantly!

Details:

The City of Olympia, the capitol of Washington, presented a unique opportunity for Revize and the city’s web team. This website features an extremely innovative homepage: As users scroll from one section to the next, they can explore different trending topics, services, news and much more in an extremely modern fashion. We built this website to be one of the most visually inspiring, but also most functional websites in the United States. With the unique design coupled with features such as a curated “smart search” feature and online interactive forms, this website makes a strong case for that title!

The City of Olympia, Washington



www.olympia.gov

Website Account References

Client: City of Wylie, TX

Craig Kelly, Public Information Officer
Office: (972) 516-6016
Email: craig.kelly@wylietexas.gov
Website: www.ci.wylie.tx.us

Client: Borough of Prospect Park, NJ

Intashan Chowdhury, Borough Administrator
Phone: (973) 790-7902 x532
Email: chowdhuryi@prospectpark.net
Website: www.prospectpark.net

Client: City of Lufkin, TX

Jessica Pebsworth, Public Relations Specialist
Phone: (936) 633-0321
Email: jpebsworth@cityoflufkin.com
Website: www.cityoflufkin.com

Client: City of St. Petersburg, FL

Megan McDonald, Website Coordinator
Phone: (727) 893-7468
Email: megan.mcdonald@stpete.org
Website: www.stpete.org

Client: City of Victoria, MN

Kendra Grahl, Communications Manager
Office: (952) 443-4230
Email: kdahl@victoriamn.gov
Website: www.victoriamn.gov

Client: City of Duluth, GA

Alisa Williams, Economic Development &
Marketing Director
Office: (678) 475-3506
Email: awilliams@duluthga.net
Website: www.duluthga.net

Client: City of Olympia, WA

Joshua Linn, Website Administrator
Office: (360) 570-3782
Email: JLinn@ci.olympia.wa.us
Website: www.olympiawa.gov

Client: City of San Carlos, CA

Quinne Woolley, Management Analyst
Office: (650) 802-4212
Email: qwoolley@cityofsancarlos.org
Website: www.cityofsancarlos.org

“The Revize responsive website design is second to none for us providing an excellent experience for the growing number of residents, visitors and businesses accessing WylieTexas.gov on mobile devices. Our website’s progressive look captures the vibrant culture of the community.

— Craig Kelly, Public Information Officer
City of Wylie, TX



Project Approach/Technical Capabilities

The following list the details of each project's goals:

1. Visually Appealing Sites for Your Major Target Audience

Revize clients have told us that Revize has one of the best creative design teams in the industry. We will create a branded style for the site with eye-catching, functional elements that will help your prospective users increase communication and promote awareness. Your website is your front-facing advertisement to the world and should appeal to wide-ranging communities to attract families and businesses considering utilizing your services. The award-winning Revize designs have been sought by municipalities, development boards, healthcare leaders and government organizations across the country to increase education, embrace new perspectives and foster collaboration!

2. Easy to Find Content

Revize regularly conducts government web visitor usability studies, and as a result, we already know how web visitors want to navigate the website and get to the programs, services and information they desire in an easy-to-use manner! Revize has developed a navigation system to get to any web page in one click from the Home Page, and provides specific applications that allow for SEO optimized, functional directories and navigation that are as attractive as they are useful. The streamlined navigation includes elements such as drop-down menu navigations and mega-menus, content categorization, resource tabs and quick-links and the ability to create additions to website pages or link to all the third-party programs and online training platforms you need!

3. Increase Partner Engagement and Follow-Up

Our list of website features allows a plethora of features specifically tailored to increase interactivity with your local businesses, coalitions, and organizations. These applications include web forms for direct submissions with workflow, listing directories with keyword search, mapping and categorization for highlighting all your important partnerships, e-mail and text notifications, home page alerts, etc. We also design the website with "Calls-to-Action" in mind to inspire web visitors to take advantage of programs and information offered. We will also include bookables/appointment setting capabilities as well.

4. Increase Search Engine Visibility

Every Revize website is programmed to allow 100% of each page's content to be indexed by all the popular Search Engines. We also allow non-technical editors access to each web page's metadata so you can increase your web presence and contour the search so if someone enters a question in Bing or Google Search, it will try to pull them to the web page of your new website directly. This also includes allowing web crawling of the website, and you can even elect to implement a curated search function and categorization for all your internal searches! This can be especially important for your job postings that you can place in dedicated modules so users can see what is available quickly and easily! Additionally, we provide keyword directories to provide excellent representation for your staff as well as the community profiles you have created, which include mapping integration and can even embed your own third-party applications for increased functionality.

5. Seamless Integration with Social Media and Third-Party Applications

Revize: Revize will add Social Media icons and Social Media integration to your website's News Center. We will also create a social media wall or a clean looking social media center to show off your latest social media posts. More and more, younger populations seeking resources for career options find these elements through Facebook and other social media sites. With Revize, we incorporate these elements from the start!

6. Mobile and User-Friendly

Your new website will be functional on any electronic devices, including phones, tablets and PCs. Revize has made Responsive Website Design a standard for over 10 years. Because of this, we add additional responsive programming to take advantage of new mobile phone technologies and high-definition video cards to make your web visitors' website experience more enjoyable and smoother. This is especially important for low-income communities, as many cannot afford home computers and mobile devices are their best option.

7. Easy-to-Update Content and Integrations

The Revize CMS non-technical website editing solution has a 25-year maturity and was written for non-technical editors to edit the website in an easy-to-use "common-sense" manner through a methodology called Live-Page Editing. This allows for easy management of all functions of the website, including updating menus, removing content, embedding media, etc. The sites also all provide translations for every page with over 95 languages.

Clients have indicated that if you know know about 5% of Microsoft Word, you should be able to fully edit and update a Revize Government Website! This includes implementations of your own custom server applications into the Revize CMS and providing consistent, high-speed connections and loading for every functionality!

8. ADA Compliant Website

Your new website will adhere to the new WCAG 2.2 AA requirements and Section 508. We will also train your content editors how to keep ADA compliance when writing content. With your approval, Revize will also install an ADA Accessibly Widget, free of charge. This widget brings the ADA software for reading and resizing text, change color contrasts, etc. on demand for the visually impaired and/or disabled web visitor.

Example – Double Click on the Man Icon in the lower right corner to see it in action:

<https://www.olympiawa.gov>

9. Cyber-Security

Revize has not had any website security intrusions for over a decade. Revize has partnered with Amazon Web Services (AWS) and Google Cloud Service Platform (GCP) for its Live-Web server hosting infrastructure needs. Both AWS and GCP are industry leaders in high availability cloud server architecture, both server farm infrastructures are highly secured, scalable and redundant for 24/7/365 availability. Snapshot/Mirror Image backups of all of our cloud servers guarantees 100% data protection and recovery in case of any disaster. Also, Revize has dedicated CMS servers in two state-of-the-art physical data centers located in Chicago and Detroit. Onsite/Offsite data backups of all of our dedicated servers are scheduled nightly with R1Soft backup service. Additionally, Revize utilizes multiple Tier 1 bandwidth providers such as Level 3, Wiltel, and Cogent for redundancy and continuous connectivity. These procedures provide our clients with up to 500Mbps of fast fiber optic up-stream connectivity.



Did you know?

Revize will provide a project portal that allows you to check in on the status of your project at any time!

The Revize Solution

Project Planning and Setup

What makes Revize unique in its project approach and experience is our thorough preparation for each individual community combined with the range of website deployments and creative, customized fit we implement for each client. From small to large, rural to urban, the Revize project management process guarantees a perfect fit between the concept of the deployment and the expectations of the client's level of engagement preferences.

We use a standard and effective process methodology: each client is unique and we tailor our process to fit their unique needs. For as long as you are our client you will have staff dedicated to your account and access to an on-line portal for communication, design process and on-going support.

24/7/365 Project Portal Access: From day one, your project and on-going support is tracked in the Revize On-line Project Portal. The main point of contact you select for the project will receive an invitation to register, including setting up a secure user name and password. The Project Portal serves as a communication tool for any matter pertaining to your website design, development and on-going support even after your website is launched.

Dedicated Accounts Manager: Your dedicated Account Manager will handle all issues related to your contract, pricing, future product add-ons, and general account satisfaction. During the initial kick-off meeting, your Account Manager will introduce you to the team, explain roles and responsibilities, and place you in the very capable hands of your Dedicated Project Manager and Designer.

Dedicated Project Manager: Your dedicated Project Manager will handle all issues related to the website design, development, navigation, content, training, timelines and deliverables, as well as ensuring that feedback and communication occurs promptly in order to keep the project on-track. Also, the dedicated project manager will be the point of contact for any future technical support or issues that need to be addressed during the deployment and post deployment of the site.

We don't use a "one size fits all" approach
because it doesn't make sense.

The following steps are followed while designing new sites

- **Establish Needs and Creative Direction:** Understand your objectives and requirements, and provide recommendations for effective online branding pertinent to your requirements, existing branding and your web audience's needs. The Revize designer will also conduct his own research in order to capture the character and "feel" of your area, which will inspire ideas for the overall design direction of the website.
- **Main Menu Navigation & Home Page Wireframes:** Work with you to establish a main-level navigational architecture and identify key items accessible from your home page. This establishes a baseline for the navigational structure, as well as the preferred content structure (wireframe*) for the home page.
- **Page Layout and module placement:** We will follow all the best practices to layout the different features and modules so that they can be easily accessed by your residents. For example, on the home page there will be sliding picture gallery and quick link buttons for Notify Me, Report a Concern, Document Center, FAQs etc. The news and announcements module and events calendar would be integrated into the website, along with the social media center.

Revize Design Principles

Security

The Revize Web Application Developers are not only responsible for the look, functionality, and performance of your website. They are also responsible for the security of the web content and web-based applications they create. They ensure that the code supports secure authentication and authorization, and provides access control mechanisms as required.

Accessibility

Good design principles are always based on readability, taking into consideration appropriate font type and size for headlines and text area, as well as line height – ensuring all page elements are balanced. Our designers also pay meticulous attention to their use of shadows and gradients. To the layman's eye there may not appear to be a shadow, however on the website the font will appear sharper (or maybe softer depending on the amount of shadow used).

Color

Of course, color cannot be overlooked! Our designers first take the client's preferences, official logo colors and pictures into consideration to create a unique color scheme that balances good, marketable color contrast with simplicity of design. Starting with the basic 2-3 colors, we then expand and utilize variants and hues to create maximum visual appeal, ADA compliance contrast, eye-catching allure and invoke the overall feel the client wishes to display.

Functionality

Last, but not least, are effective page elements such as call-to-action buttons, social sharing icons, e-mail newsletter sign-up submissions, and other promotional areas. The ultimate goal is to provide an easy to navigate webpage that is informative without being overwhelming. Therefore, it is the designer's job to guide the client in making appropriate placement choices for needed items.

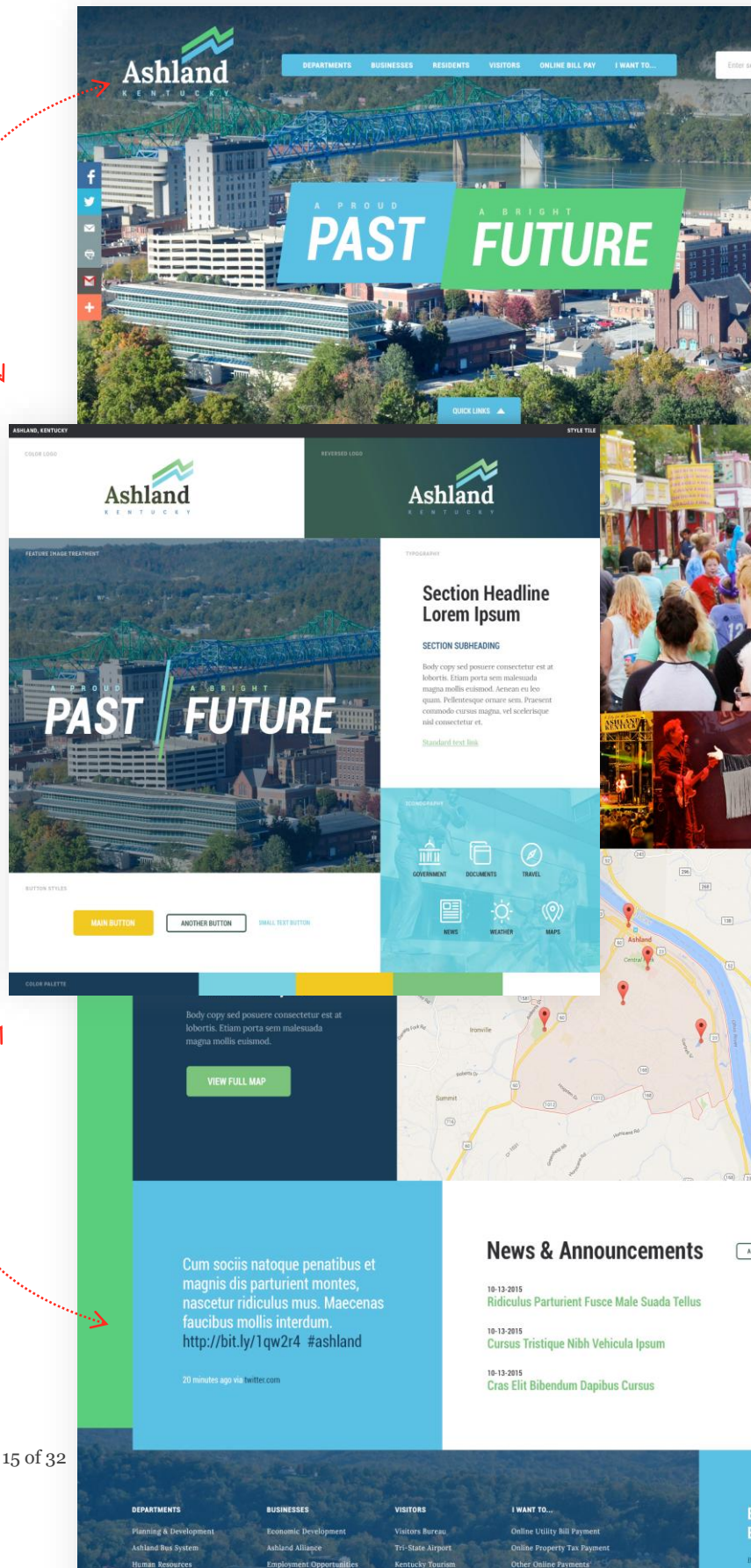
Wireframe to Concept

- **Design Deliverable:** The design concepts for this phase will be based on one or possibly two home page layouts. The client will review and provide design feedback to the designer for changes. Revize asks that clients have no more than three iterations of changes up to the point that the final concept is approved.

- **Final Home Page Sign Off:** When all changes have been made, Revize will present your final home page design and layout for approval. Customer approval is required to proceed to the next phase, the inner pages of the website, and the process repeats itself before the actual HTML & CSS is written.

- **Final Inner Page Sign Off:** When all changes have been made, Revize will present your final inner page designs and layouts for approval. Customer approval is required to proceed to the next phase, when the actual HTML & CSS is written

Please Note: The home page “wireframe” will simply serve as a realistic guideline in terms of content placement, but will not include the final text nor final imagery for this phase.



Revize Project Life Cycle

Phase 1: Initial Meeting, Communication Strategy, SOW

Your Revize Account Manager will set up the initial internal project planning meetings for each site where we will talk about the overall management of your projects, establish a timeline, and devise a Revize/Client Communication Strategy that will keep everyone engaged and up-to-date on the progress of the project. We will also discuss specific technical requirements of the project and determine the phases through which those requirements will be addressed. In addition, Revize will address the content strategy of each site, per your scope of work, any new content that needs to be written and how to fit the existing content into the new site. Additionally, Revize will discuss the process of conducting online surveys to gather feedback from your constituents for the new website layout and requirements. After this meeting, Revize will develop a Statement of Work and provide it to the client for review and approval for each design.

Prior to the design kick-off meeting, each organization will receive our questionnaire to complete with various answers that will help our designers gather information regarding their specific needs and preferences. Our team will also brainstorm ideas and suggestions with you during the meeting.

The questionnaire addresses various issues such as:

- As a result of a new website design and navigation, what are the main improvements you hope to achieve?
- What are some key points and areas you may want featured on the Home Page?
- Do you need help with logo design? Image? Marketing & branding?
- What key modules do you want featured in your web site, like Document Center, Report a Request, News & Events, Events Calendar etc.
- Do you need social media features need to be highlighted in the new site? etc..

Phase 2: Discovery & Design

If there is client approval, we will collect feedback from the residents/members on the new design layout by setting up an online survey with a set of standard questions. The survey questions need to be approved by the client prior to our adding a link from your current website. This link can also be distributed through other channels like email, newsletter or any other form of communications you need. Usually there is a 1-2 week survey period.

Once survey results have been tabulated and your needs have been determined, you and your Revize team will participate in a Design Kick-Off Meeting. A senior designer and team will conduct an in-depth interview, and brainstorm ideas with you about your vision for the look and feel of your custom website. Our efforts on this project will extend far beyond placement of provided information within a stunning design. It's about uncovering how your audience wants to be informed, and applying our 20+ years of web design and development expertise to create the most effective ways of displaying that information and getting users to access and use your website. We always strive for nothing less than an award-winning design!

Phase 3: Template Development, CMS Integration

First, the Revize development team will transform the approved designs from mere pictures into fully-functioning HTML/CSS and Revize Smart Tag enabled web page templates using the Revize Dreamweaver Extension. The Revize Smart Tags are fully customizable and allow customers to expand functionality as needed. To maximize this extensibility, the full Revize Java API is provided to clients with our Advanced Training Program.

Phase 4: CMS Modules Setup

In this phase, all of the features and modules the client has requested will be set up, e.g. calendar, document center, picture galleries, alert center, e-Notify, etc. are all brought to life and made functional while also being tested in the Revize CMS. Revize enhances current modules and adds new modules continuously, and you will receive all future updates to modules at no additional cost.

Phase 5: Custom Functionality Development

In this phase and according to your specifications, custom functionality of existing CMS modules, database scripting and programming, as well as any custom application development will be executed. The Revize development team will be interfacing directly with your technical staff to obtain information and test information exchange and application functionality. This phase may overlap phases 2 – 4.

Phase 6: Quality Assurance Testing

In our testing phase, we ensure that your website meets functionality, performance and security standards. Our QA team uses mock data to test navigation and interfaces of the templates, along with any custom developed applications or modules. Additionally, through a series of tests, we perform input validation to ensure that security mechanisms cannot be bypassed if anybody tampers with data he or she sends to the application, including HTTP requests, headers, query strings, cookies, and form fields. We also ensure that when errors do occur, they are processed in a secure manner to reduce or eliminate exposure of sensitive implementation information.

Phase 7: Content Development / Content Migration

Revize will develop all of the pages for your site to make the initial content available upon site deployment. Our content development and migration experts use the latest standard formatting practices to develop the navigation and create the most effective content possible for your website. This includes spelling and style corrections into the new website.

Revize will implement an effective website architecture with the latest technology and usability trends so your website visitors can find information in an instant. We will also assess your current website content and incorporate what you currently have with additional content to maximize interest and excitement for your readers. Our content experts are educated in proper writing and terminology, and will use correct grammar, spelling and punctuation.

Our web designers use creative typography which makes the website more visually appealing and also plays a role in defining the hierarchy of content to be placed on the web page. Variations in size and color are used, as well as strategic placement on the page to highlight

certain site areas so the visitors can easily navigate the site. Effective typography also ensures that your website will look good on desktop, laptop, mobile and tablet devices.

Phase 8: Training Your Staff (in-person or web-based training)

Once your website is ready for you to begin editing, you will be able to easily revise your content as often as needed. Revize will train you on how to operate the Administrative and Content Editor functions so you can manage your website. We typically provide this training on-site; however, we can also provide on-line training for your staff if you prefer. For your convenience, training materials can be downloaded from the Revize website.

Final Phase: You Go Live!

At last, your website content is complete and your staff is sufficiently trained! The final phase in the process is to redirect your website domain name from your old site to your beautiful new one. Once this is completed, Revize will closely monitor the transfer for the first 24 hours to ensure that everything is working properly. Any issues that arise will be immediately resolved.

Marketing & Ongoing Consultation

Revize seizes on every effort to make our clients' sites highly visible. We draft press releases for posting on our website and for distribution locally and will continuously monitor your site after it goes live so that you can take advantage of all marketing opportunities. We also look to submit your site for different awards and recognition competitions to further maximize your site's exposure.

Search Engine Registration and Marketing

Revize will input all the targeted keywords to make your web pages search engine friendly, thus enabling users to find targeted information when they do a Google, Yahoo or any other search on your site.



Did you know?

Revize will provide a 100% from scratch design with a satisfaction guarantee!

Standard Training Agenda

Basic Administrator Training (How to)

- Sign-in
- Create users
- Assign roles
- Set page level permissions
- Set section level permissions
- Configure and set up workflow approval process

Content Editor Training (How to)

- Sign-in
- Edit page content
- Copy/paste content or add new
- Create a file link
- Create a link to another web page or external web site
- Create a new page and link to it
- Insert/update a picture
- Insert/update a table
- Spell check
- Save and Save as Draft
- History of the page content (content archive)
- Create a survey form or any other type of online web form
- Create navigation pages (top/left menus)
- Create new calendar and create/edit calendar events
- Edit metadata

Advanced Administrator Training (How to)

- Run back-end reports
- Run Google Analytics reports

Specific Modules

- Emergency Notification Center
- Web Calendar
- E-Notify
- Quick Links
- Document Center
- Form Center
- News Center
- Frequently Asked Questions
- Visitor Request Center
- Library Bid Posting Center
- Job Posting Application
- RSS
- And more....

Revize Maintenance Covers

- Quarterly CMS upgrades
- Software and module upgrades (Automatically Installed)
- Server Hardware & OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Quarterly newsletters on major feature updates
- Regular Webinars on CMS features and usage



Did you know?

Revize has launched hundreds of municipal and county websites large and small!

Timeline Summary

Phase	When	Duration
Phase 1: Initial Meeting, Communication Strategy, SOW - Revize will conduct a staff interview and website design kickoff meeting with the client. - After the meeting, Revize will provide a detailed project plan that assesses key findings and details.	Weeks 1 through 3	3 Weeks
Phase 2: Discovery & Design - Within (5) five weeks of the kick-off meeting Revize will provide (1) one custom homepage mockup, (1) one basic interior page mockup, and (1) one navigation mockup. - Revize will provide revisions to each mockup based on the feedback received from the client, and will begin site-mapping process when client approves design	Weeks 4 through 8	5 Weeks
Phase 3 and 4: Template Development and CMS Integration - Mockups will be developed into HTML pages making them clickable and resizable. - Following HTML Development, Revize will add in the Revize Content Management System which makes the website easily editable. - Integration of any 3rd party software will begin during this phase	Phase 3: Weeks 9-12 Phase 4: Weeks 12-16	4 Weeks 5 Weeks
Phase 5 and 6: Quality Assurance, Accessibility and Custom Development - Revize will review all developed assets for functionality. The development team will review functionality, style sheet, and formatting checking for errors and verifying that site matches approved design mockups. - Any custom needs identified earlier in the project will be executed during this phase and tested for quality assurance. - ADA programming and beta site review with the client	Phase 5 Weeks 15-16 Phase 6: Week 17	2 Weeks 1 Week
Phase 7: Sitemap Development / Content Migration - Revize will deliver a suggested sitemap, in Excel format, for the website prior to this phase (Unless the client has chosen to create their sitemap). Client and Revize will review and provide updated versions for approval. Pages will be built out one-by-one according to this previously approved sitemap architecture. Pages that are not linked in the sitemap will be created as blank pages. - Migration includes up to all webpages, documents, and new content up to the relevant amount on the current website.	Weeks 18-24	7 Weeks
Phase 8: Content Editor and Web Administrator Training and Go Live preparation - Revize will conduct a review of the beta site followed by a core team training (smaller group). - After the beta site review, the client may request tweaks to the functionality of the website. - Revize will conduct Website Usability testing and a separate full staff training for all CMS editors on-site in a classroom style setting. - The training schedule will include editor training, and administrator training with a question-and-answer period. - Results of the user experience testing will be provided to the client for review. - Any change requests will be reviewed by Revize for feasibility and scope conformance before they are completed. - Revize will conduct meeting with client IT department before go live to discuss the process and establish pre-go-live checklist (e.g. SSL certificates, redirects, subdomains, etc.) - Retraining is available any time after Go Live.	Weeks 25-27	3 Weeks
Go-Live (Average)		24-30 Weeks

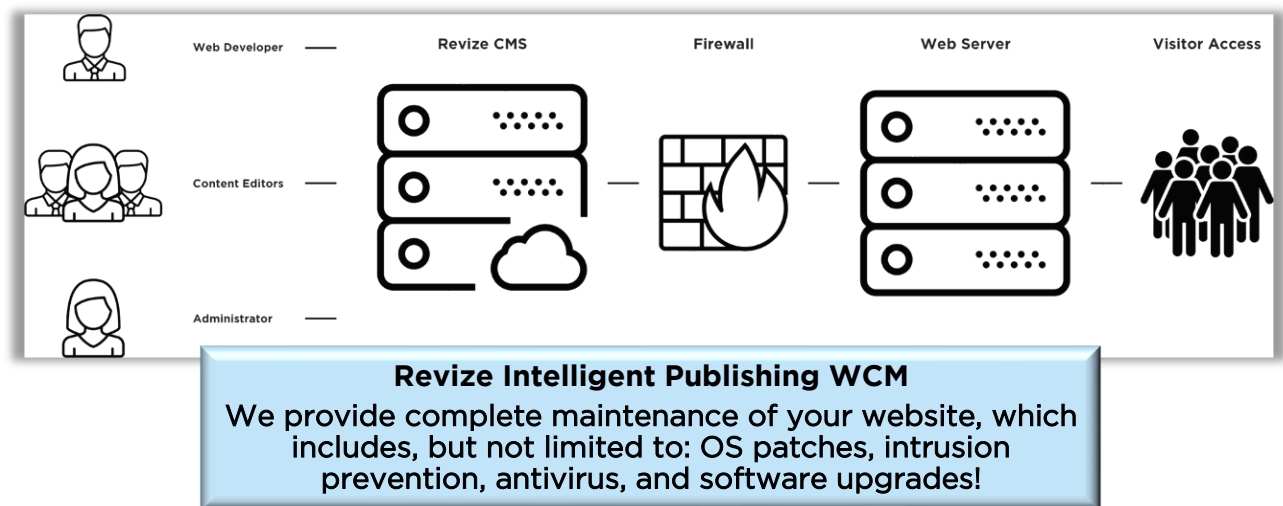
Did you know?

The project planning process is designed to fit your needs.
We will adapt our timeline if your schedule requires!

Hosting Service and Technology Architecture

Revize has partnered with Amazon Web Services (AWS) and Google Cloud Service Platform (GCP) for its LIVE WEB server hosting infrastructure needs. Both AWS and GCP are industry leaders in high availability cloud server architecture, both server farm infrastructure is highly secured, scalable and redundant for 24/7/365 availability. Snapshot/Mirror Image backups of all of our cloud servers guarantees 100% data protection and recovery in case of any disaster. Also, Revize has dedicated CMS servers in two state-of-the-art physical data centers located in Chicago and Detroit. Onsite/Offsite data backups of all of our dedicated servers are scheduled nightly with R1Soft backup service. Additionally, Revize utilizes multiple Tier 1 bandwidth providers such as Level 3, Wiltel, and Cogent for redundancy and continuous connectivity. These procedures provide our clients with up to 500Mbps of fast fiber optic up-stream connectivity.

Revize hosts your web sites and web applications on redundant (3 TB Hard Drive, 3.2 GHZ CPU and 32 GB RAM) servers in order to provide enhanced performance and reliability. The Revize technology architecture physically separates the CMS from the website in order to provide another layer of redundancy/security. With this model, we keep an up-to-the-minute exact duplicate of your website in the event your site must be restored. Revize support staff will simply republish your site within a guaranteed two hours (as opposed to a timeframe of several hours or days our competitors offer).



The Revize Government CMS is a standards-based, open architecture software product without any proprietary restrictions. Revize uses leading technologies to avoid integration problems with existing systems and comes complete with its own Integrated Publishing Engine, Embedded Relational DB, JSP/Servlet Engine, and Application Server.

Security

Revize takes website security very seriously and we provide our clients with the very best website protection protocols. Our data centers are located on secure premises equipped with card-reader access, security cameras and guards on duty 24/7 to ensure the physical protection from unauthorized entry.

Our web and network administrators monitor network activity 24-hours-a-day to ensure system integrity and protection against threats such as Denial of Service (DoS) attacks that could corrupt your website or block user access. Maintaining the secure configuration of our web servers is managed through application of appropriate patches and upgrades, security testing, vulnerability scans, monitoring of logs, and backups of data and OS.

Security Controls, SSL, and Active Directory (LDAP)

- Anti-malware software such as antivirus software, anti-spyware software, and rootkit detectors
- Shield Plus Security Bundle to prevent DDoS attacks
- Intrusion detection and prevention software (such as file integrity checking software)
- Host-based firewalls to protect CMS servers from unauthorized access
- Patch management software
- Security and Authentication Gateways
- Content filters, which can monitor traffic to and from the web server for potentially sensitive or inappropriate data and take action as necessary
- HTTPS (Hypertext Transfer Protocol over SSL), which provides encryption and decryption for user page requests that require more secure online transactions
- SSL (Secure Socket Layer) provides an encrypted end-to-end data path between a client and a server regardless of platform or OS
- If you have an existing SSL certificate, we can transfer it to the new website. Otherwise, if included, we will install a new SSL Certificate upon go live.
- Active Directory (LDAP) is compatible with the Revize CMS. It can be set up in a variety of configurations. As part of the process, we will work with you to determine which configuration will best meet your needs.

Application Security Authentication

- Role-Based Security: Role-based authentication to add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers, etc., or department roles and empower the department to assign specific roles to users.
- Permission-Based Security: Ability to set up Content Owners/Editors and restrict which site pages they are authorized to update
 - Global & Department Workflow Management: Create workflow management and approval processes where authorized department personnel become approvers



Did you know?

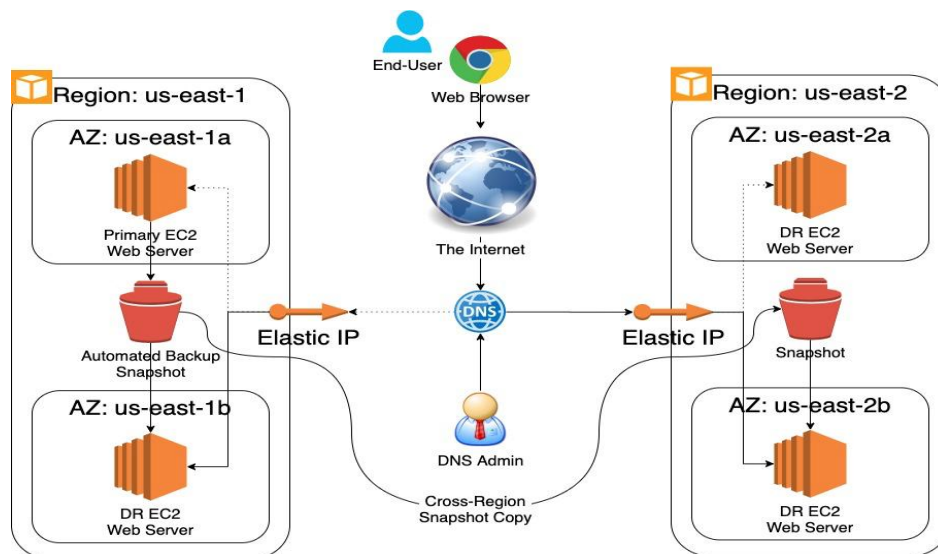
Revize will host your website and CMS in at least two completely separate geographic locations!

Revize Security/Disaster Recovery Architecture:

Revize uses the following AWS services to provide the most secure and reliable server infrastructure to its clients:

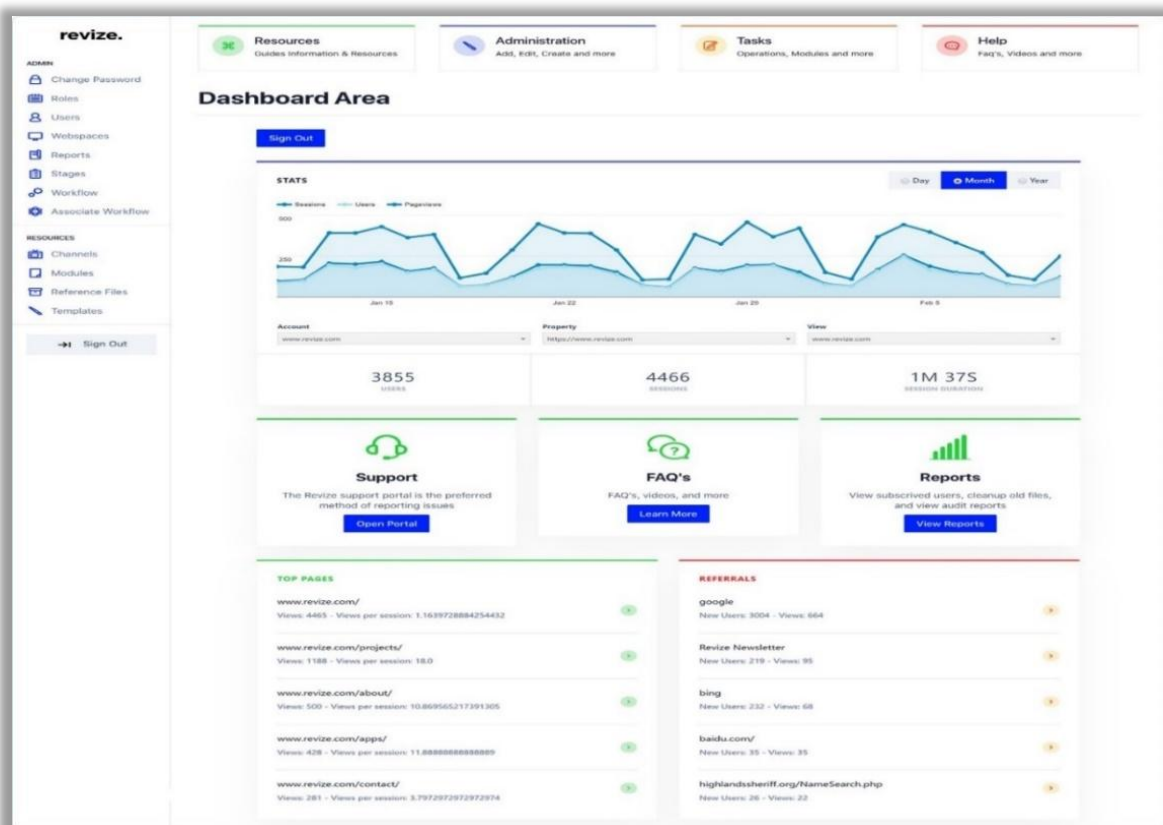
1. AWS Server infrastructure is built in with AWS Shield Standard service to prevent layer1 thru layer 6 security attacks. Shield Standard defends against the most common, frequently occurring network and transport layer DDoS attacks that targets websites or applications. AWS WAF (Web Application Firewall) is used to prevent Application Layer security attacks like HTTP Floods, SQL Injections etc
2. AWS Global Accelerator service is used to allocate global IP, client's website points to one of the global ips within the whole AWS infrastructure
3. Primary webserver instances runs in one of the geographic regions: US-East(Virginia), US-East (Ohio) and US-West(Oregon)
4. Each primary webserver has a corresponding failover webserver across regions
5. Load balancers are deployed in all regions that directs the traffic to corresponding EC-2 instances (primary web server)
6. Each Load Balancer is associated with a Web ACL (AWS Firewall service)
7. Web server Elastic Block Storage (EBS) data volume is snapshotted every night and copied to another geographic region in AWS data center, the failover webserver is connected with the copied data volume.
8. Global accelerator always points to two different regions, if the traffic direction to one region fails because of a region wide issue or server specific issue, accelerator service automatically redirects the traffic to the failover instance in another region. Therefore, **there is zero down time** in the case of a server/zone/region wide failure.
9. For Clients who expect their sites to have unusual high-volume traffic at peak load time, AWS Cloudfront service is deployed for CDN and caching.

Revize Disaster Recovery Infrastructure Diagram. AZ stands for Availability Zones



Revize Website Analytics

Revize has Custom APIs for Google Web Analytics that is integrated in each of our client's websites. Analytics makes it easy to understand how your site and app users are engaging with your content, so you know what's working and what's not. Revize CMS dashboard for Analytics provides an overall picture of how residents are interacting with your site, which pages/documents are being viewed most, how much traffic you are getting in your site across different geographic regions etc. You can filter and download all sorts of analytics reports for your IT Team and Management to analyze the data and effectiveness of your website content and services offered. Below is an example graphical view of our analytics dashboard!



Revize Support Includes

- 8 AM – 8 PM EST Phone Support (Monday thru Friday)
- 24/7/365 Portal and Email Support
- Staff provides assistance and answers all questions
- Dedicated support staff
- New/existing user training
- Free Training Refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- Automatic upgrade of CMS modules, such as Calendar, Document Center, etc.
- Four major CMS upgrades per year
- Software and modules upgrades (automatic install)
- Server hardware and OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center Network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Quarterly Newsletters on major feature updates
- Regular webinars on CMS features and web site trends

Software Maintenance

As a Revize Client, you will receive full access to all enhancements to the core components and modules within the Revize CMS at no additional charge!

Revize rolls out two new versions of the Revize CMS, and six to eight product updates every year. The Revize CMS is continuously enhanced to keep pace with cutting edge technologies and industry trends. When a software update or new version is rolled out, Revize will automatically update all servers used by our subscription service clients.

Maximum Response Times

1 hour for crisis issues

4-6 hours for critical issues

24 hours for normal issues



Revize Custom Design Cost Proposal Okanogan, Washington

Phase 1: Project Planning and Analysis and SOW as outlined by stakeholder and user feedback	\$500
Phase 2: Creation of Brand Identity – determine marketing goals and initiatives, targeted audiences and stakeholder priority. Discovery & Design from scratch – one design concept, three rounds of changes, home page design, inner page designs, content information architecture, UI redesign, and navigation framework to support easy access to key services. - Includes Responsive Web Programming for great viewing on mobile screens.	\$1,050
Phase 3 & 4: Revize Template Development - Set-up all CMS modules listed on the following page with I-framing or linking to any additional 3rd party web applications (as dictated by needs of the scope of work). Includes the ability for editors to create new pages within the site using standardized framework and module options. You also receive all updates to all CMS modules for the life of your Revize relationship. You own the template, design and content!	\$2,700
Phase 5 & 6: Quality Assurance, Accessibility and Custom Development, including integration of internal custom applications and SQL datasets (if applicable) - Includes Google Analytics implementation upon client request	\$750
Phase 7: Site map development/content reorganization and migration from old website into new website including spell checking and style corrections. To help remove stale content, Revize will not be moving over old announcements, events or calendar items. Additional content migration, if requested, is available for \$3 per webpage and document. (Approximately 1,960 webpages and documents, based on supplied client migration needs and available data).	\$5,880
Phase 8: Content editing and site administration training via web conference for content editors through “train the trainer” approach with selected staff (can also provide on-site training upon request for additional fee)	\$500
Go live!	Included
Custom Website Design Subtotal	\$11,380
Revize Annual Maintenance Fee (1st Year pre-paid during site development) Includes Unlimited Tech Support, CMS software updates (5 users), security software updates, SSL security certificates and website health checks. Website hosting Included free of charge. (10 GB storage space, 100GB monthly bandwidth limit)	\$1,800/yr
Grand Total (1st Year) 5-Year Agreement (Term Length Optional)	\$13,180

Revize provides a free website design refresh during last year of service if client signs a locked-in rate agreement (Payment Plans on Following Page, Agreement Term Length Optional)

Optional Interest-Free Payment Plans

Option 1: Revize Year One Pay-In-Phases Payment Plan

During year one the client reserves the option to pay for the website upon completion of certain project phases. The first payment would be collected upon project start, second payment upon completion of Phase 2: Design Concept, and the final payment after completion of Phase 7: Client Training.

Payment Amount	Due Date	Payment Includes
\$ 4,393.33	Start of Project	33% of Project Cost + Year 1 Annual Hosting and Maintenance
\$ 4,393.33	TBD: Upon completion of Phase 2: Discovery and Design	33% of Project Cost + Year 1 Annual Hosting and Maintenance
\$ 4,393.33	TBD: Upon delivery of website at Phase 7 Training	Remaining 33% of Project Cost + Year 1 Annual Hosting and Maintenance
\$ 1,800	Year 2	Year 2 Annual Hosting & Maintenance
\$ 1,800	Year 3	Year 3 Annual Hosting & Maintenance
\$ 1,800	Year 4	Year 4 Annual Hosting & Maintenance
\$ 1,800	Year 5	Year 5 Annual Hosting & Maintenance
\$ 1,800		Year 6 and Beyond Annual Hosting & Maintenance (until re-design or termination of contract as dictated by CLIENT)

Option 2: Revize Three-Year Interest-Free Payment Plan

Instead of paying for the total project cost in year one, Revize would spread out the total first year cost over three years of service.

Payment Amount	Due Date	Payment Includes
\$4,076	Year 1	20% of Project Cost + Year 1 Annual Hosting & Maintenance
\$4,076	Year 2	20% of Project Cost + Year 2 Annual Hosting & Maintenance
\$4,076	Year 3	20% of Project Cost + Year 3 Annual Hosting & Maintenance
\$4,076	Year 4	20% of Project Cost + Year 4 Annual Hosting & Maintenance
\$4,076	Year 5	20% of Project Cost + Year 5 Annual Hosting & Maintenance
\$ 1,800		Year 6 and Beyond Annual Hosting & Maintenance (until re-design or termination of contract as dictated by CLIENT)

Custom Design Website Features Included

In addition to the Government Content Management System that enables non-technical staff to easily and quickly create/update content in the new web site, Revize provides a suite of applications and features specifically designed for government. The applications and features are grouped into five categories:

VISITOR'S COMMUNICATION CENTER APPS

- Home Page Alert
- Document Center with keyword search
- FAQs with keyword search
- Staff/Listing Directory with keyword search
- Job Posting with keyword search
- RFP/RFQ Bid Posting
- News Center with Facebook/Twitter Integration
- "Share This" Social Media App
- Photo Galleries
- Quick Link Buttons
- New Revize Web Calendars with monthly grid and listing view
- Sliding Feature Bar
- Language Translator – over 95 languages

VISITOR'S ENGAGEMENT CENTER APPS:

- Citizen Request Center with Captcha
- RSS Feed
- Online Bill Pay via Third Party Payment Provider (if required)

STAFF PRODUCTIVITY APPS

- Image Manager
- iCal Integration
- Link Checker
- Menu Manager
- CMS Web Form Builder with drag & drop text fields
- Website Content Archiving
- Website Content Scheduling
- New Agenda Listing Module
- Page Builder Functionality

SITE ADMIN & SECURITY APPS

- Audit Trail
- Drag and Drop Menu Management
- Drag and Drop Picture Management
- Drag and Drop Document Management
- History Log
- URL Redirect Setup
- Roles and Permission-based Security Mode
- Secure Site Gateway
- SSL Security Certificate
- Unique Login/Password for each Content Editor
- Web Statistics and Analysis with Google Analytics

MOBILE DEVICE AND ACCESSIBILITY FEATURES

- ADA Compliant WCAG 2.2 AA
- ADA Accessibility Widget
- Responsive Website Design (RWD) – for great Mobile Device viewing i.e SMART phones, PC Tablets, iPads, iPhones, Windows and Android devices

ADA Compliance Disclaimer:

Revize designs and develops all websites to be ADA Compliant according to the WC3 Consortium's Web Content Accessibility Guidelines according to the 2.2 AA Level



Optional Applications Discussed

Online Interactive Forms Application One-Time Set-up Fee: Annual Hosting and Maintenance Fee Example: https://www.arcadiaca.gov/resource_center/index.php		\$1,950 \$900/yr
Add Facility Reservation System to Forms Application One-Time Set-up Fee: Annual Hosting and Maintenance Fee Example: https://sedrowoolley.ria.revize.com/app/bookable-groups/shelters		\$950 \$600/yr
Alert Center with E-mail Notifications (5,000 emails/month base) Annual Hosting and Maintenance Fee Example: https://www.covingtonwa.gov/enotify/	Add Text Notifications (1,000 texts/month base)	\$700/yr Additional 1,000 emails/month is \$100/yr + \$290/yr Additional 500 texts/month is \$100/yr
ADA Compliance AI Image Analyzer/Alt-Tag Generator Annual Hosting and Maintenance Fee:		\$450/yr
AI Webpage Content Generator Annual Hosting and Maintenance Fee:		\$800/yr
Multi-Use Listing Directory (for business/municipal listings with Google Mapping and indexing) One Time Set-up Fee: Example: https://www.largo.com/facilities_directory/index.php		\$1,500
Tile Template Organization One Time Set-up Fee: Example: https://www.pascocountyfl.net/government/		\$990
Project Listing Center One Time Set-up Fee: Example: https://www.mountpleasantwaterworks.com/projects/		\$1,500
NEW AI Search Bar One-Time Set-up Fee: Example: https://www.redondo.org/ Try the main search bar! Provides Normal Search Bar Functionality and also AI Generative, Conversational Response!		\$4,900/yr
New Revize AI ChatBot Options Tier I: AI ChatBot Annual Hosting and Maintenance Fee - Up to 5,000 monthly queries - Up to 4,000 trained pages/documents - No backend dashboard access - Revize retrain of content up to 10 times max per year - Default look/feel		\$2,900/yr
Tier II: AI ChatBot with Auto Retrain & Backend Access Annual Hosting and Maintenance Fee - Up to 10,000 monthly queries - Up to 4,000 trained pages/documents - Backend dashboard access with ability for Client to manually retrain pages - Monthly automatic retrains - Includes built in analytics		\$3,400/yr

• Color, text and position customized by Revize (1 revision) Tier III: AI ChatBot with Auto Retrain & Backend Access with External Site Page Training Annual Hosting and Maintenance Fee • Up to 20,000 monthly queries • Unlimited trained pages/documents • Backend dashboard access with ability for Client to manually retrain pages • Weekly automatic retrains • Includes built in analytics • Ability to train external websites • Color, text and position customized by Revize (1 revision)	\$4,900/yr
Additional WCAG Scan and Remediation ADA Service Options Tier I Annual Hosting and Maintenance Fee • Up to 2 comprehensive WCAG Compliance scans per year upon client request. • Up to 4 custom development hours included to remediate suspected WCAG compliance issues. • Scans and fixes archived for audit purposes Tier II Annual Hosting and Maintenance Fee • Up to 2 comprehensive WCAG Compliance scans per year upon client request. • Up to 10 custom development hours included to remediate suspected WCAG compliance issues. • Optional post scan meeting with CLIENT and Revize ADA Team • Scans and fixes archived for audit purposes Tier III Annual Hosting and Maintenance Fee • Up to 4 comprehensive WCAG Compliance scans per year upon client request. • Up to 20 custom development hours included to remediate suspected WCAG compliance issues. • Optional post scan meeting with CLIENT and Revize ADA Team • Scans and fixes archived for audit purposes • Up to 250 pages of PDFs remediated annually	\$2,400/yr \$3,000/yr \$4,950/yr
New E-News Center/Newsletter Application with opt-in list One Time Set-Up Fee: Example: https://www.cityofsancarlos.org/e-notify/index.php	\$1,900 (First 2000 newsletters/month Free!) Additional newsletters available for \$50/month per 10,000

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AGREEMENT

By and Between

CITY OF OKANOGAN

and

TEAMSTERS LOCAL NO. 760

TEAMSTERS, FOOD PROCESSING EMPLOYEES,
PUBLIC EMPLOYEES, WAREHOUSEMEN AND HELPERS

January 1, 2026

to

December 31, 2028

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PREAMBLE

THIS AGREEMENT is between the City of Okanogan, Washington, hereinafter referred to as "Employer", and Teamsters Local Union No. 760, hereinafter referred to as "Union", for the purpose of setting forth the mutual understanding of the parties regarding wages, hours, and working conditions.

ARTICLE 1 – RECOGNITION

The Employer hereby recognizes the Union as the exclusive collective bargaining representative for the purposes stated in Chapter 41.56 RCW of all regular full-time and regular part-time employees employed within the Bargaining Unit of this Agreement, but shall exclude all supervisory, confidential, and temporary employees. Excluded from the Bargaining Unit are the Mayor, Council Members, City Clerk/Treasurer, Supervisory Personnel, Confidential Personnel, Fire Chief, Code Enforcement Officer, City Planner, Building Official, and Public Works employees.

ARTICLE 2 – DEFINITIONS

2.1 Regular Full-Time Employee: Means any employee who has completed their probationary period and who works regularly scheduled shifts requiring an average of forty 40 hours per week.

2.2 Regular Part-Time Employee: Means any employee who has completed their probationary period and who works regularly scheduled shifts of less than forty (40) but more than twenty (20) hours per week of the normal shift.

2.3 Probationary Employee: Means an employee who has not completed their probationary period.

2.4 Probationary Period (New Hires): Means an evaluation period of six (6) months in which a newly hired employee may be disciplined or discharged at the will of the City without recourse to the grievance procedure. The probationary period may be extended up to an additional six (6) months; provided however, such request is agreed upon in writing by the Union. The employee will be afforded all rights under the contract but not beyond step 2 of the grievance procedure. Such agreed upon extension shall be determined on a case-by-case basis.

2.5 Temporary Employee: Means any employee who performs work on a temporary basis, has an end in sight, and normally lasts for less than four (4) months in a twelve (12) month period. Temporary employment may be extended with the agreement of the Union. Temporary employees are not covered by any of the terms and conditions of this Agreement with the exception of this provision.

2.6 Trial Period (Classification Change): Means an evaluation period of four (4) months in which the employee may elect to return to their former position or in which the employer may return the employee to their former position for failure to meet established performance criteria. In either case, the employer or employee must provide forty (40) working hours written notice to the other prior to any change.

Article 3 – Union Membership

3.1 Employees of the Employer covered by this Agreement may, following the beginning of such employment, join the Union.

3.2 The Union agrees to represent all Employees within the bargaining unit without regard to Union membership. The Union shall provide the Employer with thirty (30) calendar days' notice of any change in the dues structure and/or the initiation fee structure.

3.3 The Union and a non-member Employee may enter into an agreement to provide for a division of the costs incurred, should the Employee request the Union's assistance in pursuing a grievance on the Employee's behalf. If such Employee pursuant to this Section requests the Union to use the Grievance and Arbitration Procedure on his behalf, the Union is authorized to charge the Employee for the reasonable cost of using such procedure.

3.4 When the Employer hires a new Employee, the Employer shall, within fourteen (14) calendar days of the date of employment, notify the Union in writing giving the name, social security number, hire date, address, and classification of the Employee hired. The Employer will inform new, transferred, promoted, or demoted Employees in writing prior to appointment into positions included in the bargaining unit(s) of the Union's exclusive representation status. The Employer will furnish the Employees appointed into bargaining unit positions membership materials supplied by the Union. The Employer will inform Employees in writing if they are subsequently appointed to a position that is not in a bargaining unit.

3.5 The Employer must provide the exclusive bargaining representative reasonable access to new Employees of the bargaining unit for the purposes of presenting information about their exclusive bargaining representation to the new Employee. The presentation may occur during a new Employee orientation provided by the employer, or at another time mutually agreed to by the employer and the exclusive bargaining representative.

- a) Access to the new Employee occurs within ninety days of the Employee's start date within the bargaining unit and,
- b) The access is for no less than thirty minutes; and
- c) The access occurs during the new Employee's regular work hours at the Employee's regular worksite, or at a location mutually agreed to by the employer and the exclusive bargaining representative.
- d) Nothing in this section prohibits the Employer from agreeing to longer or more frequent new Employee access, but in no case may an employer agree to less access than required by this section.
- e) There shall be no soliciting of Employees for Union membership, outside of a designated new member orientation, and any Employee who does so shall be subject to disciplinary action, including dismissal.

3.6 The Union agrees to indemnify and hold harmless the Employer from any and all liability resulting from the dues and initiation fee check-off system.

3.7 D.R.I.V.E (Democrat, Republican, Independent, Voter Education)- Upon receipt of a signed and voluntary written authorization requesting it to do so, the City agrees to deduct from the Employee's pay and forward to the Local Union or stated designee, the amount specified by the Employees as a D.R.I.V.E contribution until such authorization expires or is revoked by the Employee. It will be the Union's obligation to ensure that such authorization, deduction or payment does not violate any applicable law.

ARTICLE 4 – MANAGEMENT RIGHTS

4.1 The right to hire, promote, discharge, for just cause, improve efficiency and determine the work schedules and location of department headquarters are examples of management prerogatives. It is also understood that the City retains its right to manage and operate its departments except as may be limited by express provisions of this Agreement. Such right to manage and operate its department shall include the City's authority to determine work assignments of a temporary nature which may include qualified employees outside of the bargaining unit performing work, provided assignment of such employees shall not deny existing work to employees covered under this Agreement.

4.2 The Employer shall have the right to contract out or subcontract work, without negotiations about the decision and/or its effects, which has previously or historically been contracted out or subcontracted.

4.3 In delivery of municipal services, management reserves the right to perform services, including but not limited to, the operation of equipment, performance of clerk's office duties, and any other items necessary in order to deliver municipal services in the most efficient, effective, and courteous manner provided no bargaining unit employee is available to perform the service due to an extended or unforeseen absence or event that otherwise cannot be covered by other bargaining unit members.

ARTICLE 5- NON-DISCRIMINATION

Under this Agreement, neither party will discriminate against employees on the basis of age, sex, marital status, status as a discharged veteran, disabled veteran or Vietnam era veteran, military status, race, sexual orientation, religious or political affiliation, creed, color, national origin, genetic information, or any real or perceived sensory, mental or physical disability. Bona fide occupational qualifications based on the above traits do not violate this Section. The parties agree that sexual harassment will not be tolerated within the workplace. No employee covered by this Agreement shall be discriminated against because of his membership in the Union or activities on behalf of the Union; provided, however, that such activity shall not be allowed to unduly interfere with the Employer's operations. Whenever words denoting the masculine gender are used in this Agreement, they are intended to apply equally to either gender.

ARTICLE 6- RIGHT OF ACCESS - UNION REPRESENTATIVE

Duly authorized representatives of the Union shall be allowed access to the Employer's premises to observe working conditions and communicate with the employees. The Union agrees its representatives will not unduly interfere with the operations of the Employer.

ARTICLE 7 - SENIORITY

Section 7.1:

Seniority shall mean an employee's length of service as computed from the original date of hire. Continuous length of service shall include all approved leave of absences, including but not limited to extended FMLA leave, or workplace injury and shall not exceed 180 days.

Section 7.2:

Seniority within the clerical classifications shall prevail for promotions, layoffs, recall from layoffs, demotions and the scheduling of vacations, skill and ability being equal as determined by the Employer. An Employee who has been laid off will have the right to return to the position if the Employer decides to fill the position within one (1) year from date of the layoff; provided, however, the Employer shall determine whether or not the employee has the skills, abilities and efficiency to be recalled.

Section 7.3:

Normally, layoffs are due to lack of funds, lack of work, reorganizations, project funding and/or project timeliness; provided, however, the Employer has the right to determine when layoffs are necessary. After the Employer has determined that a layoff is necessary and which job classifications will be affected by the layoff, then the Employer will provide as much notice as practical to the Union regarding which classifications are to be affected by the layoff.

ARTICLE 8- HOURS OF WORK

Section 8.1:

The normal workweek shall consist of five (5) consecutive eight (8) hour days of work, or four (4) consecutive ten (10) hour days of work, forty (40) hours per week as determined by the Clerk/Treasurer. A lunch period of one (1) or one half (.5) hour shall be taken during the middle of the workday on the employee's own time. For any changes to the normal work schedule, the Employer shall provide two weeks' written notice to the employee(s) and such changes shall not be made for the purpose of avoiding overtime.

Section 8.2:

Employees will be allowed a rest period on the Employer's time of fifteen (15) minutes per one half (1/2) shift, as provided by state law and as posted by the Clerk/Treasurer.

Section 8.3:

If an Employee is required to work more than eight (8) hours or ten (10) hours, depending on the work shift, or over forty (40) hours in a seven (7) day work period, the employee shall be compensated for such overtime by one and one-half (1-1/2) times his regular rate of pay. There shall be a two hour minimum for overtime or compensatory time to include for scheduled meetings. The hourly rate shall be determined by dividing the employee's annual salary, excluding

overtime, by two thousand eighty (2,080) hours. In lieu of overtime payments, when requested by an employee, compensatory time off on a one and one-half (1 1/2) to one basis may be granted.

To ensure that the City maintains normal operations, the taking of such time shall be scheduled by mutual agreement between the employee and the supervisor. All compensatory time, sick leave, holiday and annual leave shall count as time worked for the purposes of calculating overtime.

ARTICLE 9- HOLIDAYS

Section 9.1:

The following days shall be recognized and observed as paid holidays:

New Year's Day	Veteran's Day
Martin Luther King's Birthday	Thanksgiving Day
President's Birthday	Friday after Thanksgiving Day
Memorial Day	Christmas Day
Juneteenth	(1) Birthday Holiday
Independence Day	(2) Floating Holiday
Labor Day	

The Floating Holiday is to be taken by the employee at a time mutually agreed upon by the Employer and the employee. The Birthday Holiday shall be taken during the birth month unless otherwise mutually agreed upon between the Employer and Employee. Any other day that is proclaimed as a legal holiday by the Governor of the State of Washington shall be recognized under this Agreement.

Section 9.2:

Employees shall receive one (1) day's pay for each of the recognized holidays on which they performed no work. Whenever a recognized holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a recognized holiday falls on Sunday, the following Monday shall be observed as the holiday. Whenever a holiday falls on an employee's regularly scheduled day off, the employee may elect to observe the holiday on the day immediately prior to or immediately after his regularly scheduled days off, subject to receiving proper approval from the Employer.

Section 9.3:

If an employee is required to work on a recognized holiday, the employee shall receive one and one half (1-1/2) times his normal rate of pay for all hours worked and in addition shall receive his established holiday pay. Whenever a recognized holiday falls in the middle of an employee's work week, the employee may elect to observe the holiday at the beginning or end of his work week, with the approval of his immediate supervisor.

Section 9.4:

Employees will be entitled to observe the legal holidays set forth in Article 9.1 above subject to the Employer's determination of needed services whether they be for emergency work, normal operations and/or special operational requirements.

ARTICLE 10- SICK LEAVE

Section 10.1: Sick leave shall accrue at the rate of eight hours for each full calendar month of the employee's service and any such leave accrued but unused in any year shall be accumulative for succeeding years to a maximum of nine hundred and sixty hours (960). Employees who are granted a leave of absence with pay for any purpose shall continue to accrue sick leave at the regularly prescribed rate during such absence. It is the intent of both parties to this Agreement to be in full compliance with all of RCW 49.46.200, RCW 49.46.210 as presently exist or hereafter modified.

Section 10.2: Employees may use their accrued, unused paid sick leave hours to care for themselves or a Family member (definition below) for:

- a. Mental or physical illnesses, injuries, or health conditions
- b. Forced quarantine of the Employee or Family Member in accordance with community health requirements.
- c. The need for medical diagnosis, care, or treatment of mental or physical illnesses, injuries, or health conditions; the need for preventive medical care.
- d. Death of a member of the Employee's immediate family, as defined by Article 13.
- e. Employer may exercise discretion on any other usage of sick leave on a non-precedent setting basis.

10. 3 Family Member Defined:

- a. A child; including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status,
- b. A parent; including a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse, or a person who stood in loco parentis when the employee was a minor child.
- c. A spouse/Significant other with affidavit listed in Appendix B on file with City prior to event
- d. A grandparent;
- e. A grandchild;
- f. A sibling;
- g. All in-law relations of the same

Section 10.4 The use of sick leave which exceeds three (3) consecutive working days or more may require medical certification for the use of such leave upon return to work. The Employer shall

provide the employee forty-eight hours (48) notice of the need for certification in the event it is requested. Sick leave may be taken in one-half (.5) hour increments.

Section 10.5: After five (5) years employment, any unused sick leave shall be deposited into the employee's veba at 50% upon date of separation for any reason, except for just cause, up to a maximum of nine hundred sixty (960) hours. Any hours exceeding the 960-hour cap shall be converted at 100% of the employee's regular hourly rate and deposited into the employees VEBA account on a semi-annual basis. Such conversions to the VEBA shall be made in January and July (annually) to coincide with the dates of the employer VEBA contribution.

Section 10.6

The City shall follow the Family and Medical Leave Act of 1993 (FMLA) for all employees covered under this Agreement.

Section 10.7:

Any employee with accumulated sick leave shall have the right to voluntarily transfer to another employee up to forty (40) hours of sick leave per year; provided that such transferred leave use be restricted to employee illness, and provided that the employee donating the leave maintains a minimum of forty (40) hours balance, the unused portion of which shall remain in the original employees account.

Section 10.8:

State Industrial Leave: Disability leave for an on-the-job injury shall be granted during the period an employee is disabled and unable to work, in accordance with state law. The leave shall be for up to twelve (12) months from the date of initial absence due to a covered illness or injury unless agreed to otherwise by the employer.

ARTICLE 11- ANNUAL LEAVE

Section 11.1:

Annual leave shall be earned at the rate of eight (8) hours for each calendar month of employment computed from the original date of hire, and shall be credited as earned. Annual leave may be accumulated to a total of two hundred and forty hours (240) plus the current year's leave allowance. Any unused leave in excess of two hundred and forty hours (240), up to forty (40) hours, remaining on December 31st of any year, shall be paid to the Employee's VEBA account.

Section 11.2:

Annual leave becomes the property of the Employee. Upon termination or separation of employment, all unused annual leave earned shall be deposited into their VEBA account.

Section 11.3:

Additional annual leave days shall be earned by employees and credited on the anniversary date of such employment as follows:

2 year anniv.	40 hours
3 year anniv.	48 hours
4-5 year anniv.	56 hours
6-7 year anniv.	60 hours
8-9 year anniv.	68 hours
10-14 year anniv.	80 hours
15-19 year anniv.	100 hours
20+ years	120 hours

ARTICLE 12– OTHER LEAVES

Section 12.1

Jury Duty

Pay during jury duty shall be the employee's regular straight time salary. Any travel expense and/or daily per diem to serve as juror shall remain with the employee and shall not be deducted from Jury Duty Leave Pay. Employees granted such leave shall remain absent from work only as long as necessary to satisfy the requirements of the duty being performed. The employee shall furnish the employer with satisfactory evidence of the actual time spent on such duty and the compensation received therefore.

Section 12.2

Leave of Absence Without Pay

Unpaid leaves of absence up to a maximum of thirty (30) business days may be granted at the discretion of the City Clerk.

ARTICLE 13 – BEREAVEMENT LEAVE

Each employee shall be allowed up to three (3) days of bereavement leave with pay in the event of death of the following members of the employee's immediate family in each instance: spouse/significant other per terms in 10.3, parents, stepparents, children, step-children, guardian children, grandparents, grandchildren, in-law relations of the same, aunts, uncles, and siblings. Two (2) additional days shall be allowed in cases where the employee must travel five hundred (500) or more miles to attend funeral services. Employees may use Sick Leave as provided by Article 10.2(d) for additional bereavement subject to the approval of the Mayor or his designee.

ARTICLE 14- HEALTH & WELFARE

Section 14.1:

The Employer agrees to provide and maintain medical, dental and vision and a \$10,000 life insurance coverage through the AWC Healthfirst 250 Plan and Washington Teamsters Dental Plan. Should the employer find a comparable insurance plan for year 2 or 3 of the contract, the City agrees to provide notice and open the contract for negotiation of the proposed benefit by August 1st.

A. The Employer shall pay the full medical/vision/dental/life insurance premiums for each Employee per month, for the life of the Agreement.

Section 14.2:

The Employer agrees to payment of fifty dollars (\$50.00) per month for each full-time employee covered under this Agreement as a personal benefit, to be applied toward their City medical/dental/vision plan, VEBA, or life insurance in a policy or policies approved by the Employer, at the direction of the employee.

Section 14.3:

Effective January 1, 2026, the employer agrees to pay the Teamsters Dental Plan A premium for the duration of this agreement.

**During the 2026-2028 contract period the City agrees that other represented employees at the City, shall not receive any increase to insurance benefits unless the represented employees covered under this CBA enjoy the same or equivalent level of increase to the aforementioned areas.*

Section 14.4:

Employees receiving benefits provided by the Washington Teamsters Welfare Trust are subject to an eligibility threshold whereby employees must have eighty (80) compensable hours in the prior month before receiving benefits.

Section 14.5:

The Employer shall allow for employees to make payment through payroll deduction (pre-tax) for membership in Life Flight Network.

Section 14.6 The City shall create a VEBA account on behalf of each employee. The City shall contribute twenty-five dollars (\$25.00) per month to each employee's VEBA account. In January of each contract year the City shall contribute two hundred fifty dollars (\$250.00) to each employee's VEBA account and in July of each contract year the City shall contribute \$250 dollars to the VEBA account for each employee.

ARTICLE 15- RETIREMENT

Section 15.1:

The Employer now provides a retirement program for all employees under Washington State Retirement Plans. The Employer agrees to pay any increases in costs necessary to maintain the benefits of the retirement program.

Section 15.2:

The Employer will continue to allow eligible employees to participate in the Deferred Compensation Plan (by City Resolution) of the employees' choice.

Section 15.3:

Pension. The City agrees that during the life of this agreement, it will allow employees to participate in the Western Conference of Teamsters Pension Trust Fund. Any such participation will be made through a wage deferral, diversion, or reduction of an equal amount per compensable hour for each employee subject to trust rules and guidelines.

The scheduled pension increases per compensable hour are as follows and indicate the contribution per year:

1/1/2026	Two Dollars	(\$2.00)
1/1/2027	Two Dollars	(\$2.00)
1/1/2028	Two Dollars	(\$2.00)

Compensable Hours. The above contributions shall be made based on “Compensable Hours,” and shall only include the employee’s actual hours worked, up to a maximum of 2080 hours per calendar year. Compensable hours shall include vacation, sick leave, and holiday pay hours.

Payment Date. The total amount due for each calendar month shall be remitted in a lump sum not later than twenty (20) days after the last business day of each month.

Compliance. In the event the WCT Pension Trust Fund is determined to be endangered or critical under the terms of the Pension Protection Act, the parties hereby adopt the default schedule developed by the WCT Pension Trust Fund. The City and the Union acknowledge responsibility for compliance with the Uniformed Services Employment and Reemployment Rights Act (“USERRA”) as set forth in the WCT Pension Trust Fund.

ARTICLE 16- DISCIPLINE

Section 16.1:

Disciplinary action or measures shall include only the following:

- (a) Verbal reprimand;
- (b) Written reprimand;
- (c) Suspension without pay;
- (d) Discharge.

Section 16.2:

The parties agree that progressive and escalating levels of discipline are preferable to allow an employee proper notice of misconduct and the opportunity to improve performance and to allow the Employer to document prior disciplinary matters.

The level or degree of discipline imposed shall be appropriately based on an employee's prior record of service, length of service, severity of offenses and prior record of discipline; the order in which these criteria appear is not indicative of their priority.

Section 16.3:

When the Employer determines that circumstances are such that retention of the employee will likely result in disruption of Employer services; damage to or loss of Employer property; or be injurious to the employee, fellow employees, or the services provided by the Employer, the Employer may suspend or discharge the employee immediately provided the Employer is able to substantiate just cause. In such cases the specified charges shall be made available to the employee in writing by the Employer not later than three (3) working days after the action became effective.

Section 16.4:

The employee shall have the right to inspect his/her personnel file. No complaint may be placed in the personnel file without the employee having been first notified of said complaint and given a copy and a copy provided to the Union. The employee shall be required to sign the written

reprimand or other disciplinary action acknowledging that they have read the contents of the document.

Section 16.5:

Disciplinary action taken by the Employer shall remain in effect for twelve (12) months from the date of the misconduct which resulted in the disciplinary action; provided, however, if the employee receives another disciplinary action within the twelve (12) month period for any misconduct and/or reason whether similar to the first misconduct or not, then both disciplinary actions shall remain in effect for another twelve (12) months from the date of the latest misconduct.

Section 16.6:

Suspension: Suspensions will remain in effect for a period of twelve (12) months if there have been no further suspensions during the twelve (12) month period; provided, however, if there are additional suspensions within the twelve (12) month period then all suspensions will remain in effect for twelve (12) months from the last suspension.

ARTICLE 17: GRIEVANCES

Section 17.1:

The parties hereto recognize the need for fairness and justice in the adjudication of employee grievances and enter into this Agreement in a cooperative spirit to adjust such actions promptly and fairly. If, however, a grievance cannot be resolved through informal means, the grievance will be settled as hereinafter provided.

Section 17.2:

Any party who believes that they have a grievance arising out of the terms of this Agreement may personally, or through a representative, apply for relief under the provisions of this Article.

Section 17.3:

The parties agree that the time limitations provided are essential to the prompt and orderly resolution of any grievance, and that each will abide by the time limitations, unless waived or extended by mutual agreement of the parties to the grievance.

Section 17.4:

If any party fails to file a written grievance within ten (10) working days from the occurrence, then said party forever waives the grievance, as well as all rights and remedies with regard to said grievance. Failure to pursue a grievance to the next step is also a waiver of the grievance.

Section 17.5:

A grievance may be verbally presented by the aggrieved employee to their immediate supervisor within ten (10) working days from the occurrence. The employee shall have the option of being accompanied by his Union representative, or a representative of his own choosing if he feels that is necessary. The immediate supervisor shall respond in kind within three (3) calendar days. If the matter is not satisfactorily resolved, then the aggrieved employee may initiate a formal grievance in accordance with the provisions herein, below.

Section 17.6:

The formal grievance procedure shall be as follows:

Step 1:

The grievance shall be presented in written form, stating the specific provision of this Agreement allegedly violated, to the Supervisor within ten (10) calendar days from its occurrence. Thereafter, the Supervisor shall respond in writing to the aggrieved employee within ten (10) calendar days after receipt of the grievance.

Step 2:

If the grievance is not resolved to the satisfaction of the concerned parties at Step 1, then within ten (10) calendar days of the response in Step 1, the grievance, in written form, shall be presented to the Mayor. Within five (5) working days the Mayor shall schedule a meeting with the employee and Union and respond within seven (7) working days of the meeting to the employee and Union.

Step 3:

(a) Final and Binding Arbitration

If the grievance has not been resolved at Step 2, either party to this Agreement may refer the unsettled grievance to final and binding arbitration.

(b) Notice - Time Limitations

The referring party shall notify the other party in writing by certified mail of submission to arbitration within ten (10) calendar days after receipt of the Step 2 response.

(c) Arbitrator - Selection

After timely notice, the parties shall establish who the arbitrator will be in the following manner:

- (i) The parties shall select an impartial arbitrator within thirty (30) days, if possible, after the request is made to arbitrate.
- (ii) If the parties cannot mutually agree on an impartial arbitrator who is able and willing to serve on a timely basis, either party may demand a list of eleven (11) qualified persons. A list of impartial arbitrators may be furnished by the American Arbitration Association (AAA) or the Federal Mediation and Conciliation Service (FMCS) or the Public Employment Relations Commission (PERC). The party demanding a paid arbitrator shall have the right to determine the organization from which the list of eleven (11) names is to be derived. The parties shall flip a coin to determine who will strike one of the names submitted until one (1) name remains. This person will serve as the sole arbitrator subject to the following provisions. In conducting a hearing, the arbitrator shall keep a verbatim record of testimony either by tape recording or court reporter. The arbitrator shall also have the authority to receive evidence and question witnesses.

(d) Decision - Time Limit

The Arbitrator will meet and hear the matter at the earliest possible date after the selection of said arbitrator. After completion of the hearing, a decision shall be entered within sixty (60) calendar days or as soon as possible thereafter, unless an extension of time is agreed upon as provided for herein.

(e) Arbitration Award - Damages - Expenses

- (i) The arbitrator shall not have the authority to award punitive damages.
- (ii) Each party hereto shall pay the expenses of their own representatives, witnesses, and other costs associated with the presentation of their case and one half (1/2) the expenses of the arbitrator.

ARTICLE 18- SAVINGS CLAUSE

Should any part hereof or any provision herein contained be rendered or declared invalid by reason of any existing or subsequently enacted legislation or by any decree of a court of competent jurisdiction, such invalidation of such part or portion of this Agreement shall not invalidate the remaining portions hereof; provided, however, upon such invalidation that parties agree immediately to meet and negotiate such parts or provisions affected. The remaining parts or provisions shall remain in full force and effect.

ARTICLE 19- TRAVEL EXPENSES AND OTHER CONDITIONS

Any employee required to be away from home overnight in the performance of his work, shall receive his meals and lodging at the expense of the Employer per the City's Travel & Training Policy. No employee shall suffer a reduction of wages or conditions hereto before enjoyed because of the execution of this Agreement.

ARTICLE 20-PRE-NEGOTIATIONS

Negotiations may be instituted by either party of this Agreement ninety (90) days before the end of this Agreement.

ARTICLE 21 - WAGES*

Effective 1/1/26 A general wage increase of 8% shall be applied to all classifications.

***Effective 1/1/27**

Wages for 2027 (Excluding Longevity Pay) shall be increased by 100% of the (June-June) 12 month change for the preceding 12 months in the Consumer Price Index for all Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) West Region, Minimum increase of 2% and Maximum increase 6%.

***Effective 1/1/28**

Wages for 2028 (Excluding Longevity Pay) shall be increased by 100% of the (June-June) 12 month change for the preceding 12 months in the Consumer Price Index for all Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) West Region, Minimum increase of 2% and Maximum increase 7%.

**For both years 2027 & 2028:*

The preceding year's June-June CPI-W shall be applied to the next year. Example- The June-June for 2021-2022 was 9.2%- that would be applied to 2023. If the June 2023 number was 8%, this would result in a 6% increase as the 8% June-June number exceeds the cap and results in the maximum increase. Another example- if the June 2023 number were .5%, the increase would be 2% as the June-June number falls below the floor and results in the minimum allowable increase of 2%.

<u>Teamster's Wages 2026-2028</u>			
<u>Calendar Year</u>	<u>1/1/2026</u>	<u>1/1/2027</u>	<u>1/1/2028</u>
	8%	CPI-tbd	CPI- tbd
<u>Clerk I</u>	-		
<u>1st year</u>	\$ 3,743.46		
<u>2-4 years</u>	\$ 4,500.62		
<u>5-9 years</u>	\$ 4,900.84		
<u>10+ years</u>	\$ 5,072.37		
-			
<u>Utilities Clerk</u>			
<u>1-4 years</u>	\$ 4,539.65		
<u>5-9 years</u>	\$ 4,997.56		
<u>10+ years</u>	\$ 5,586.30		
-			
<u>Deputy Clerk</u>			
<u>1-4 years</u>	\$ 5,233.85		
<u>5-9 years</u>	\$ 5,775.54		
<u>10+ years</u>	\$ 5,977.70		
-			
<u>Longevity</u>			
-	-		
<u>11-15 years</u>	\$ 79.00	\$79.00	\$79.00
<u>16-20 years</u>	\$ 83.00	\$83.00	\$83.00
<u>21-24 years</u>	\$ 87.00	\$87.00	\$87.00
<u>25+ years</u>	\$ 91.00	\$91.00	\$91.00

ARTICLE 22- EFFECTIVE DATE AND DURATION

The provisions of this Agreement shall be effective January 1, 2026, except as otherwise indicated, and shall remain in full force and effect until December 31, 2028. Negotiations may be instituted by either party by written notice one hundred and eighty days (180) prior to the termination date of the contract in accordance with mutually acceptable time tables. If the parties are unable to reach an agreement during normal negotiations, then the parties shall request mediation through the Public Employment Relations Commission. The mediator shall carry out these services in

accordance with the provisions pertaining to mediation in accordance with the Public Employment Relations Commission's guidelines.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this _____ day of _____, 2025.

CITY OF OKANOGAN

TEAMSTERS LOCAL UNION NO. 760

BY: _____
Wayne L. Turner
Mayor

BY: _____
Leonard J. Crouch
Secretary Treasurer

APPENDIX A

***Weingarten Rights**

Employees have *Weingarten* rights during investigatory interviews. An investigatory interview occurs when a supervisor questions an employee to obtain information which could be used as a basis for discipline or asks an employee to defend his or her conduct.

If an employee has a reasonable belief that discipline or other adverse consequences may result from what he or she says, the employee has the right to request union representation. Management is not required to inform the employee of his/her *Weingarten* rights; it is the employee's responsibility to know and request.

When the employee makes the request for a union representative to be present management has three options:

- (1) it can stop questioning until the representative arrives.
- (2) it can call off the interview or,
- (3) it can tell the employee that it will call off the interview unless the employee voluntarily gives up his/her rights to a union representative

The Union Representative has a right to assist and counsel workers during the interview.

Management must inform the union representative of the subject of the interrogation. The representative must also be allowed to speak privately with the employee before the interview. During the questioning, the representative can interrupt to clarify a question or to object to confusing or intimidating tactics.

While the interview is in progress, the representative cannot tell the employee what to say but he may advise them on how to answer a question. At the end of the interview the union representative can add information to support the employee's case.

**the above description is intended to serve as a guideline and is not intended to conflict with state, federal law or statute, or administrative law decisions as may exist or be modified*

***Loudermill Hearings**

Loudermill Rights apply to incidents of involuntary termination or suspension without pay.

Prior to being terminated or suspended the employee is entitled to written notice of the charges against him/her, an explanation of the employer's evidence, and an opportunity to present his/her side of the story.

The employer has an obligation to inform the employee of his/her Loudermill Rights.

The employee has the right to speak or not to speak at the Loudermill or pre-disciplinary hearing.

The employee also has a right to union representation and the union representative may speak on behalf of the employee.

If the employee does not attend the Loudermill hearing, the employer may proceed with termination.

**the above description is intended to serve as a guideline and is not intended to conflict with state, federal law or statute, or administrative law decisions as may exist or be modified.*

Appendix B – Affidavit of Relationship

*I, _____, residing at _____,
solely swear that I have been in a committed relationship with _____
since _____.*

*We have cohabited continuously at _____, share joint financial
accounts, and are recognized by our community as partners. Together, we have supported each
other emotionally and financially and make decisions jointly concerning our household and
personal matters. This affidavit serves to establish the existence and duration of our common-law
partnership.*

Signed _____

Date _____

AGREEMENT

By and Between

CITY OF OKANOGAN

and

TEAMSTERS LOCAL NO. 760

TEAMSTERS, FOOD PROCESSING EMPLOYEES,
PUBLIC EMPLOYEES, WAREHOUSEMEN AND HELPERS

January 1, 2026

to

December 31, 2028

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PREAMBLE

THIS AGREEMENT is between the City of Okanogan, Washington, hereinafter referred to as "Employer", and Teamsters Local Union No. 760, hereinafter referred to as "Union", for the purpose of setting forth the mutual understanding of the parties regarding wages, hours, and working conditions.

ARTICLE 1 – RECOGNITION

The Employer hereby recognizes the Union as the exclusive collective bargaining representative for the purposes stated in Chapter 41.56 RCW of all regular full-time and regular part-time employees employed within the Bargaining Unit of this Agreement, but shall exclude all supervisory, confidential, and temporary employees. Excluded from the Bargaining Unit are the Mayor, Council Members, City Clerk/Treasurer, Supervisory Personnel, Confidential Personnel, Fire Chief, Code Enforcement Officer, City Planner, Building Official, and Public Works employees.

ARTICLE 2 – DEFINITIONS

2.1 Regular Full-Time Employee: Means any employee who has completed their probationary period and who works regularly scheduled shifts requiring an average of forty 40 hours per week.

2.2 Regular Part-Time Employee: Means any employee who has completed their probationary period and who works regularly scheduled shifts of less than forty (40) but more than twenty (20) hours per week of the normal shift.

2.3 Probationary Employee: Means an employee who has not completed their probationary period.

2.4 Probationary Period (New Hires): Means an evaluation period of six (6) months in which a newly hired employee may be disciplined or discharged at the will of the City without recourse to the grievance procedure. The probationary period may be extended up to an additional six (6) months; provided however, such request is agreed upon in writing by the Union. The employee will be afforded all rights under the contract but not beyond step 2 of the grievance procedure. Such agreed upon extension shall be determined on a case-by-case basis.

2.5 Temporary Employee: Means any employee who performs work on a temporary basis, has an end in sight, and normally lasts for less than four (4) months in a twelve (12) month period. Temporary employment may be extended with the agreement of the Union. Temporary employees are not covered by any of the terms and conditions of this Agreement with the exception of this provision.

2.6 Trial Period (Classification Change): Means an evaluation period of four (4) months in which the employee may elect to return to their former position or in which the employer may return the employee to their former position for failure to meet established performance criteria. In either case, the employer or employee must provide forty (40) working hours written notice to the other prior to any change.

Article 3 – Union Membership

3.1 Employees of the Employer covered by this Agreement may, following the beginning of such employment, join the Union.

3.2 The Union agrees to represent all Employees within the bargaining unit without regard to Union membership. The Union shall provide the Employer with thirty (30) calendar days' notice of any change in the dues structure and/or the initiation fee structure.

3.3 The Union and a non-member Employee may enter into an agreement to provide for a division of the costs incurred, should the Employee request the Union's assistance in pursuing a grievance on the Employee's behalf. If such Employee pursuant to this Section requests the Union to use the Grievance and Arbitration Procedure on his behalf, the Union is authorized to charge the Employee for the reasonable cost of using such procedure.

3.4 When the Employer hires a new Employee, the Employer shall, within fourteen (14) calendar days of the date of employment, notify the Union in writing giving the name, social security number, hire date, address, and classification of the Employee hired. The Employer will inform new, transferred, promoted, or demoted Employees in writing prior to appointment into positions included in the bargaining unit(s) of the Union's exclusive representation status. The Employer will furnish the Employees appointed into bargaining unit positions membership materials supplied by the Union. The Employer will inform Employees in writing if they are subsequently appointed to a position that is not in a bargaining unit.

3.5 The Employer must provide the exclusive bargaining representative reasonable access to new Employees of the bargaining unit for the purposes of presenting information about their exclusive bargaining representation to the new Employee. The presentation may occur during a new Employee orientation provided by the employer, or at another time mutually agreed to by the employer and the exclusive bargaining representative.

- a) Access to the new Employee occurs within ninety days of the Employee's start date within the bargaining unit and,
- b) The access is for no less than thirty minutes; and
- c) The access occurs during the new Employee's regular work hours at the Employee's regular worksite, or at a location mutually agreed to by the employer and the exclusive bargaining representative.
- d) Nothing in this section prohibits the Employer from agreeing to longer or more frequent new Employee access, but in no case may an employer agree to less access than required by this section.
- e) There shall be no soliciting of Employees for Union membership, outside of a designated new member orientation, and any Employee who does so shall be subject to disciplinary action, including dismissal.

3.6 The Union agrees to indemnify and hold harmless the Employer from any and all liability resulting from the dues and initiation fee check-off system.

3.7 D.R.I.V.E (Democrat, Republican, Independent, Voter Education)- Upon receipt of a signed and voluntary written authorization requesting it to do so, the City agrees to deduct from the Employee's pay and forward to the Local Union or stated designee, the amount specified by the Employees as a D.R.I.V.E contribution until such authorization expires or is revoked by the Employee. It will be the Union's obligation to ensure that such authorization, deduction or payment does not violate any applicable law.

ARTICLE 4 – MANAGEMENT RIGHTS

4.1 The right to hire, promote, discharge, for just cause, improve efficiency and determine the work schedules and location of department headquarters are examples of management prerogatives. It is also understood that the City retains its right to manage and operate its departments except as may be limited by express provisions of this Agreement. Such right to manage and operate its department shall include the City's authority to determine work assignments of a temporary nature which may include qualified employees outside of the bargaining unit performing work, provided assignment of such employees shall not deny existing work to employees covered under this Agreement.

4.2 The Employer shall have the right to contract out or subcontract work, without negotiations about the decision and/or its effects, which has previously or historically been contracted out or subcontracted.

4.3 In delivery of municipal services, management reserves the right to perform services, including but not limited to, the operation of equipment, performance of clerk's office duties, and any other items necessary in order to deliver municipal services in the most efficient, effective, and courteous manner provided no bargaining unit employee is available to perform the service due to an extended or unforeseen absence or event that otherwise cannot be covered by other bargaining unit members.

ARTICLE 5- NON-DISCRIMINATION

Under this Agreement, neither party will discriminate against employees on the basis of age, sex, marital status, status as a discharged veteran, disabled veteran or Vietnam era veteran, military status, race, sexual orientation, religious or political affiliation, creed, color, national origin, genetic information, or any real or perceived sensory, mental or physical disability. Bona fide occupational qualifications based on the above traits do not violate this Section. The parties agree that sexual harassment will not be tolerated within the workplace. No employee covered by this Agreement shall be discriminated against because of his membership in the Union or activities on behalf of the Union; provided, however, that such activity shall not be allowed to unduly interfere with the Employer's operations. Whenever words denoting the masculine gender are used in this Agreement, they are intended to apply equally to either gender.

ARTICLE 6- RIGHT OF ACCESS - UNION REPRESENTATIVE

Duly authorized representatives of the Union shall be allowed access to the Employer's premises to observe working conditions and communicate with the employees. The Union agrees its representatives will not unduly interfere with the operations of the Employer.

ARTICLE 7 - SENIORITY

Section 7.1:

Seniority shall mean an employee's length of service as computed from the original date of hire. Continuous length of service shall include all approved leave of absences, including but not limited to extended FMLA leave, or workplace injury and shall not exceed 180 days.

Section 7.2:

Seniority within the clerical classifications shall prevail for promotions, layoffs, recall from layoffs, demotions and the scheduling of vacations, skill and ability being equal as determined by the Employer. An Employee who has been laid off will have the right to return to the position if the Employer decides to fill the position within one (1) year from date of the layoff; provided, however, the Employer shall determine whether or not the employee has the skills, abilities and efficiency to be recalled.

Section 7.3:

Normally, layoffs are due to lack of funds, lack of work, reorganizations, project funding and/or project timeliness; provided, however, the Employer has the right to determine when layoffs are necessary. After the Employer has determined that a layoff is necessary and which job classifications will be affected by the layoff, then the Employer will provide as much notice as practical to the Union regarding which classifications are to be affected by the layoff.

ARTICLE 8- HOURS OF WORK

Section 8.1:

The normal workweek shall consist of five (5) consecutive eight (8) hour days of work, or four (4) consecutive ten (10) hour days of work, forty (40) hours per week as determined by the Clerk/Treasurer. A lunch period of one (1) or one half (.5) hour shall be taken during the middle of the workday on the employee's own time. For any changes to the normal work schedule, the Employer shall provide two weeks' written notice to the employee(s) and such changes shall not be made for the purpose of avoiding overtime.

Section 8.2:

Employees will be allowed a rest period on the Employer's time of fifteen (15) minutes per one half (1/2) shift, as provided by state law and as posted by the Clerk/Treasurer.

Section 8.3:

If an Employee is required to work more than eight (8) hours or ten (10) hours, depending on the work shift, or over forty (40) hours in a seven (7) day work period, the employee shall be compensated for such overtime by one and one-half (1-1/2) times his regular rate of pay. There shall be a two hour minimum for overtime or compensatory time to include for scheduled meetings. The hourly rate shall be determined by dividing the employee's annual salary, excluding

overtime, by two thousand eighty (2,080) hours. In lieu of overtime payments, when requested by an employee, compensatory time off on a one and one-half (1 1/2) to one basis may be granted.

To ensure that the City maintains normal operations, the taking of such time shall be scheduled by mutual agreement between the employee and the supervisor. All compensatory time, sick leave, holiday and annual leave shall count as time worked for the purposes of calculating overtime.

ARTICLE 9- HOLIDAYS

Section 9.1:

The following days shall be recognized and observed as paid holidays:

New Year's Day	Veteran's Day
Martin Luther King's Birthday	Thanksgiving Day
President's Birthday	Friday after Thanksgiving Day
Memorial Day	Christmas Day
Juneteenth	(1) Birthday Holiday
Independence Day	(2) Floating Holiday
Labor Day	

The Floating Holiday is to be taken by the employee at a time mutually agreed upon by the Employer and the employee. The Birthday Holiday shall be taken during the birth month unless otherwise mutually agreed upon between the Employer and Employee. Any other day that is proclaimed as a legal holiday by the Governor of the State of Washington shall be recognized under this Agreement.

Section 9.2:

Employees shall receive one (1) day's pay for each of the recognized holidays on which they performed no work. Whenever a recognized holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a recognized holiday falls on Sunday, the following Monday shall be observed as the holiday. Whenever a holiday falls on an employee's regularly scheduled day off, the employee may elect to observe the holiday on the day immediately prior to or immediately after his regularly scheduled days off, subject to receiving proper approval from the Employer.

Section 9.3:

If an employee is required to work on a recognized holiday, the employee shall receive one and one half (1-1/2) times his normal rate of pay for all hours worked and in addition shall receive his established holiday pay. Whenever a recognized holiday falls in the middle of an employee's work week, the employee may elect to observe the holiday at the beginning or end of his work week, with the approval of his immediate supervisor.

Section 9.4:

Employees will be entitled to observe the legal holidays set forth in Article 9.1 above subject to the Employer's determination of needed services whether they be for emergency work, normal operations and/or special operational requirements.

ARTICLE 10- SICK LEAVE

Section 10.1: Sick leave shall accrue at the rate of eight hours for each full calendar month of the employee's service and any such leave accrued but unused in any year shall be accumulative for succeeding years to a maximum of nine hundred and sixty hours (960). Employees who are granted a leave of absence with pay for any purpose shall continue to accrue sick leave at the regularly prescribed rate during such absence. It is the intent of both parties to this Agreement to be in full compliance with all of RCW 49.46.200, RCW 49.46.210 as presently exist or hereafter modified.

Section 10.2: Employees may use their accrued, unused paid sick leave hours to care for themselves or a Family member (definition below) for:

- a. Mental or physical illnesses, injuries, or health conditions
- b. Forced quarantine of the Employee or Family Member in accordance with community health requirements.
- c. The need for medical diagnosis, care, or treatment of mental or physical illnesses, injuries, or health conditions; the need for preventive medical care.
- d. Death of a member of the Employee's immediate family, as defined by Article 13.
- e. Employer may exercise discretion on any other usage of sick leave on a non-precedent setting basis.

10. 3 Family Member Defined:

- a. A child; including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status,
- b. A parent; including a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse, or a person who stood in loco parentis when the employee was a minor child.
- c. A spouse/Significant other with affidavit listed in Appendix B on file with City prior to event
- d. A grandparent;
- e. A grandchild;
- f. A sibling;
- g. All in-law relations of the same

Section 10.4 The use of sick leave which exceeds three (3) consecutive working days or more may require medical certification for the use of such leave upon return to work. The Employer shall

provide the employee forty-eight hours (48) notice of the need for certification in the event it is requested. Sick leave may be taken in one-half (.5) hour increments.

Section 10.5: After five (5) years employment, any unused sick leave shall be deposited into the employee's veba at 50% upon date of separation for any reason, except for just cause, up to a maximum of nine hundred sixty (960) hours. Any hours exceeding the 960-hour cap shall be converted at 100% of the employee's regular hourly rate and deposited into the employees VEBA account on a semi-annual basis. Such conversions to the VEBA shall be made in January and July (annually) to coincide with the dates of the employer VEBA contribution.

Section 10.6

The City shall follow the Family and Medical Leave Act of 1993 (FMLA) for all employees covered under this Agreement.

Section 10.7:

Any employee with accumulated sick leave shall have the right to voluntarily transfer to another employee up to forty (40) hours of sick leave per year; provided that such transferred leave use be restricted to employee illness, and provided that the employee donating the leave maintains a minimum of forty (40) hours balance, the unused portion of which shall remain in the original employees account.

Section 10.8:

State Industrial Leave: Disability leave for an on-the-job injury shall be granted during the period an employee is disabled and unable to work, in accordance with state law. The leave shall be for up to twelve (12) months from the date of initial absence due to a covered illness or injury unless agreed to otherwise by the employer.

ARTICLE 11- ANNUAL LEAVE

Section 11.1:

Annual leave shall be earned at the rate of eight (8) hours for each calendar month of employment computed from the original date of hire, and shall be credited as earned. Annual leave may be accumulated to a total of two hundred and forty hours (240) plus the current year's leave allowance. Any unused leave in excess of two hundred and forty hours (240), up to forty (40) hours, remaining on December 31st of any year, shall be paid to the Employee's VEBA account.

Section 11.2:

Annual leave becomes the property of the Employee. Upon termination or separation of employment, all unused annual leave earned shall be deposited into their VEBA account.

Section 11.3:

Additional annual leave days shall be earned by employees and credited on the anniversary date of such employment as follows:

2 year anniv.	40 hours
3 year anniv.	48 hours
4-5 year anniv.	56 hours
6-7 year anniv.	60 hours
8-9 year anniv.	68 hours
10-14 year anniv.	80 hours
15-19 year anniv.	100 hours
20+ years	120 hours

ARTICLE 12– OTHER LEAVES

Section 12.1

Jury Duty

Pay during jury duty shall be the employee's regular straight time salary. Any travel expense and/or daily per diem to serve as juror shall remain with the employee and shall not be deducted from Jury Duty Leave Pay. Employees granted such leave shall remain absent from work only as long as necessary to satisfy the requirements of the duty being performed. The employee shall furnish the employer with satisfactory evidence of the actual time spent on such duty and the compensation received therefore.

Section 12.2

Leave of Absence Without Pay

Unpaid leaves of absence up to a maximum of thirty (30) business days may be granted at the discretion of the City Clerk.

ARTICLE 13 – BEREAVEMENT LEAVE

Each employee shall be allowed up to three (3) days of bereavement leave with pay in the event of death of the following members of the employee's immediate family in each instance: spouse/significant other per terms in 10.3, parents, stepparents, children, step-children, guardian children, grandparents, grandchildren, in-law relations of the same, aunts, uncles, and siblings. Two (2) additional days shall be allowed in cases where the employee must travel five hundred (500) or more miles to attend funeral services. Employees may use Sick Leave as provided by Article 10.2(d) for additional bereavement subject to the approval of the Mayor or his designee.

ARTICLE 14- HEALTH & WELFARE

Section 14.1:

The Employer agrees to provide and maintain medical, dental and vision and a \$10,000 life insurance coverage through the AWC Healthfirst 250 Plan and Washington Teamsters Dental Plan. Should the employer find a comparable insurance plan for year 2 or 3 of the contract, the City agrees to provide notice and open the contract for negotiation of the proposed benefit by August 1st.

A. The Employer shall pay the full medical/vision/dental/life insurance premiums for each Employee per month, for the life of the Agreement.

Section 14.2:

The Employer agrees to payment of fifty dollars (\$50.00) per month for each full-time employee covered under this Agreement as a personal benefit, to be applied toward their City medical/dental/vision plan, VEBA, or life insurance in a policy or policies approved by the Employer, at the direction of the employee.

Section 14.3:

Effective January 1, 2026, the employer agrees to pay the Teamsters Dental Plan A premium for the duration of this agreement.

**During the 2026-2028 contract period the City agrees that other represented employees at the City, shall not receive any increase to insurance benefits unless the represented employees covered under this CBA enjoy the same or equivalent level of increase to the aforementioned areas.*

Section 14.4:

Employees receiving benefits provided by the Washington Teamsters Welfare Trust are subject to an eligibility threshold whereby employees must have eighty (80) compensable hours in the prior month before receiving benefits.

Section 14.5:

The Employer shall allow for employees to make payment through payroll deduction (pre-tax) for membership in Life Flight Network.

Section 14.6 The City shall create a VEBA account on behalf of each employee. The City shall contribute twenty-five dollars (\$25.00) per month to each employee's VEBA account. In January of each contract year the City shall contribute two hundred fifty dollars (\$250.00) to each employee's VEBA account and in July of each contract year the City shall contribute \$250 dollars to the VEBA account for each employee.

ARTICLE 15- RETIREMENT

Section 15.1:

The Employer now provides a retirement program for all employees under Washington State Retirement Plans. The Employer agrees to pay any increases in costs necessary to maintain the benefits of the retirement program.

Section 15.2:

The Employer will continue to allow eligible employees to participate in the Deferred Compensation Plan (by City Resolution) of the employees' choice.

Section 15.3:

Pension. The City agrees that during the life of this agreement, it will allow employees to participate in the Western Conference of Teamsters Pension Trust Fund. Any such participation will be made through a wage deferral, diversion, or reduction of an equal amount per compensable hour for each employee subject to trust rules and guidelines.

The scheduled pension increases per compensable hour are as follows and indicate the contribution per year:

1/1/2026	Two Dollars	(\$2.00)
1/1/2027	Two Dollars	(\$2.00)
1/1/2028	Two Dollars	(\$2.00)

Compensable Hours. The above contributions shall be made based on "Compensable Hours," and shall only include the employee's actual hours worked, up to a maximum of 2080 hours per calendar year. Compensable hours shall include vacation, sick leave, and holiday pay hours.

Payment Date. The total amount due for each calendar month shall be remitted in a lump sum not later than twenty (20) days after the last business day of each month.

Compliance. In the event the WCT Pension Trust Fund is determined to be endangered or critical under the terms of the Pension Protection Act, the parties hereby adopt the default schedule developed by the WCT Pension Trust Fund. The City and the Union acknowledge responsibility for compliance with the Uniformed Services Employment and Reemployment Rights Act ("USERRA") as set forth in the WCT Pension Trust Fund.

ARTICLE 16- DISCIPLINE

Section 16.1:

Disciplinary action or measures shall include only the following:

- (a) Verbal reprimand;
- (b) Written reprimand;
- (c) Suspension without pay;
- (d) Discharge.

Section 16.2:

The parties agree that progressive and escalating levels of discipline are preferable to allow an employee proper notice of misconduct and the opportunity to improve performance and to allow the Employer to document prior disciplinary matters.

The level or degree of discipline imposed shall be appropriately based on an employee's prior record of service, length of service, severity of offenses and prior record of discipline; the order in which these criteria appear is not indicative of their priority.

Section 16.3:

When the Employer determines that circumstances are such that retention of the employee will likely result in disruption of Employer services; damage to or loss of Employer property; or be injurious to the employee, fellow employees, or the services provided by the Employer, the Employer may suspend or discharge the employee immediately provided the Employer is able to substantiate just cause. In such cases the specified charges shall be made available to the employee in writing by the Employer not later than three (3) working days after the action became effective.

Section 16.4:

The employee shall have the right to inspect his/her personnel file. No complaint may be placed in the personnel file without the employee having been first notified of said complaint and given a copy and a copy provided to the Union. The employee shall be required to sign the written

reprimand or other disciplinary action acknowledging that they have read the contents of the document.

Section 16.5:

Disciplinary action taken by the Employer shall remain in effect for twelve (12) months from the date of the misconduct which resulted in the disciplinary action; provided, however, if the employee receives another disciplinary action within the twelve (12) month period for any misconduct and/or reason whether similar to the first misconduct or not, then both disciplinary actions shall remain in effect for another twelve (12) months from the date of the latest misconduct.

Section 16.6:

Suspension: Suspensions will remain in effect for a period of twelve (12) months if there have been no further suspensions during the twelve (12) month period; provided, however, if there are additional suspensions within the twelve (12) month period then all suspensions will remain in effect for twelve (12) months from the last suspension.

ARTICLE 17: GRIEVANCES

Section 17.1:

The parties hereto recognize the need for fairness and justice in the adjudication of employee grievances and enter into this Agreement in a cooperative spirit to adjust such actions promptly and fairly. If, however, a grievance cannot be resolved through informal means, the grievance will be settled as hereinafter provided.

Section 17.2:

Any party who believes that they have a grievance arising out of the terms of this Agreement may personally, or through a representative, apply for relief under the provisions of this Article.

Section 17.3:

The parties agree that the time limitations provided are essential to the prompt and orderly resolution of any grievance, and that each will abide by the time limitations, unless waived or extended by mutual agreement of the parties to the grievance.

Section 17.4:

If any party fails to file a written grievance within ten (10) working days from the occurrence, then said party forever waives the grievance, as well as all rights and remedies with regard to said grievance. Failure to pursue a grievance to the next step is also a waiver of the grievance.

Section 17.5:

A grievance may be verbally presented by the aggrieved employee to their immediate supervisor within ten (10) working days from the occurrence. The employee shall have the option of being accompanied by his Union representative, or a representative of his own choosing if he feels that is necessary. The immediate supervisor shall respond in kind within three (3) calendar days. If the matter is not satisfactorily resolved, then the aggrieved employee may initiate a formal grievance in accordance with the provisions herein, below.

Section 17.6:

The formal grievance procedure shall be as follows:

Step 1:

The grievance shall be presented in written form, stating the specific provision of this Agreement allegedly violated, to the Supervisor within ten (10) calendar days from its occurrence. Thereafter, the Supervisor shall respond in writing to the aggrieved employee within ten (10) calendar days after receipt of the grievance.

Step 2:

If the grievance is not resolved to the satisfaction of the concerned parties at Step 1, then within ten (10) calendar days of the response in Step 1, the grievance, in written form, shall be presented to the Mayor. Within five (5) working days the Mayor shall schedule a meeting with the employee and Union and respond within seven (7) working days of the meeting to the employee and Union.

Step 3:

(a) Final and Binding Arbitration

If the grievance has not been resolved at Step 2, either party to this Agreement may refer the unsettled grievance to final and binding arbitration.

(b) Notice - Time Limitations

The referring party shall notify the other party in writing by certified mail of submission to arbitration within ten (10) calendar days after receipt of the Step 2 response.

(c) Arbitrator - Selection

After timely notice, the parties shall establish who the arbitrator will be in the following manner:

- (i) The parties shall select an impartial arbitrator within thirty (30) days, if possible, after the request is made to arbitrate.
- (ii) If the parties cannot mutually agree on an impartial arbitrator who is able and willing to serve on a timely basis, either party may demand a list of eleven (11) qualified persons. A list of impartial arbitrators may be furnished by the American Arbitration Association (AAA) or the Federal Mediation and Conciliation Service (FMCS) or the Public Employment Relations Commission (PERC). The party demanding a paid arbitrator shall have the right to determine the organization from which the list of eleven (11) names is to be derived. The parties shall flip a coin to determine who will strike one of the names submitted until one (1) name remains. This person will serve as the sole arbitrator subject to the following provisions. In conducting a hearing, the arbitrator shall keep a verbatim record of testimony either by tape recording or court reporter. The arbitrator shall also have the authority to receive evidence and question witnesses.

(d) Decision - Time Limit

The Arbitrator will meet and hear the matter at the earliest possible date after the selection of said arbitrator. After completion of the hearing, a decision shall be entered within sixty (60) calendar days or as soon as possible thereafter, unless an extension of time is agreed upon as provided for herein.

(e) Arbitration Award - Damages - Expenses

- (i) The arbitrator shall not have the authority to award punitive damages.
- (ii) Each party hereto shall pay the expenses of their own representatives, witnesses, and other costs associated with the presentation of their case and one half (1/2) the expenses of the arbitrator.

ARTICLE 18- SAVINGS CLAUSE

Should any part hereof or any provision herein contained be rendered or declared invalid by reason of any existing or subsequently enacted legislation or by any decree of a court of competent jurisdiction, such invalidation of such part or portion of this Agreement shall not invalidate the remaining portions hereof; provided, however, upon such invalidation that parties agree immediately to meet and negotiate such parts or provisions affected. The remaining parts or provisions shall remain in full force and effect.

ARTICLE 19- TRAVEL EXPENSES AND OTHER CONDITIONS

Any employee required to be away from home overnight in the performance of his work, shall receive his meals and lodging at the expense of the Employer per the City's Travel & Training Policy. No employee shall suffer a reduction of wages or conditions hereto before enjoyed because of the execution of this Agreement.

ARTICLE 20-PRE-NEGOTIATIONS

Negotiations may be instituted by either party of this Agreement ninety (90) days before the end of this Agreement.

ARTICLE 21 - WAGES*

Effective 1/1/26 A general wage increase of 8% shall be applied to all classifications.

***Effective 1/1/27**

Wages for 2027 (Excluding Longevity Pay) shall be increased by 100% of the (June-June) 12 month change for the preceding 12 months in the Consumer Price Index for all Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) West Region, Minimum increase of 2% and Maximum increase 6%.

***Effective 1/1/28**

Wages for 2028 (Excluding Longevity Pay) shall be increased by 100% of the (June-June) 12 month change for the preceding 12 months in the Consumer Price Index for all Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) West Region, Minimum increase of 2% and Maximum increase 7%.

**For both years 2027 & 2028:*

The preceding year's June-June CPI-W shall be applied to the next year. Example- The June-June for 2021-2022 was 9.2%- that would be applied to 2023. If the June 2023 number was 8%, this would result in a 6% increase as the 8% June-June number exceeds the cap and results in the maximum increase. Another example- if the June 2023 number were .5%, the increase would be 2% as the June-June number falls below the floor and results in the minimum allowable increase of 2%.

<u>Teamster's Wages 2026-2028</u>			
<u>Calendar Year</u>	<u>1/1/2026</u>	<u>1/1/2027</u>	<u>1/1/2028</u>
	8%	CPI-tbd	CPI- tbd
<u>Clerk I</u>	-		
<u>1st year</u>	\$ 3,743.46		
<u>2-4 years</u>	\$ 4,500.62		
<u>5-9 years</u>	\$ 4,900.84		
<u>10+ years</u>	\$ 5,072.37		
-			
<u>Utilities Clerk</u>			
<u>1-4 years</u>	\$ 4,539.65		
<u>5-9 years</u>	\$ 4,997.56		
<u>10+ years</u>	\$ 5,586.30		
-			
<u>Deputy Clerk</u>			
<u>1-4 years</u>	\$ 5,233.85		
<u>5-9 years</u>	\$ 5,775.54		
<u>10+ years</u>	\$ 5,977.70		
-			
<u>Longevity</u>			
-	-		
<u>11-15 years</u>	\$ 79.00	\$79.00	\$79.00
<u>16-20 years</u>	\$ 83.00	\$83.00	\$83.00
<u>21-24 years</u>	\$ 87.00	\$87.00	\$87.00
<u>25+ years</u>	\$ 91.00	\$91.00	\$91.00

ARTICLE 22- EFFECTIVE DATE AND DURATION

The provisions of this Agreement shall be effective January 1, 2026, except as otherwise indicated, and shall remain in full force and effect until December 31, 2028. Negotiations may be instituted by either party by written notice one hundred and eighty days (180) prior to the termination date of the contract in accordance with mutually acceptable time tables. If the parties are unable to reach an agreement during normal negotiations, then the parties shall request mediation through the Public Employment Relations Commission. The mediator shall carry out these services in

accordance with the provisions pertaining to mediation in accordance with the Public Employment Relations Commission's guidelines.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this _____ day of _____, 2025.

CITY OF OKANOGAN

TEAMSTERS LOCAL UNION NO. 760

BY: _____
Wayne L. Turner
Mayor

BY: _____
Leonard J. Crouch
Secretary Treasurer

APPENDIX A

***Weingarten Rights**

Employees have *Weingarten* rights during investigatory interviews. An investigatory interview occurs when a supervisor questions an employee to obtain information which could be used as a basis for discipline or asks an employee to defend his or her conduct.

If an employee has a reasonable belief that discipline or other adverse consequences may result from what he or she says, the employee has the right to request union representation. Management is not required to inform the employee of his/her *Weingarten* rights; it is the employee's responsibility to know and request.

When the employee makes the request for a union representative to be present management has three options:

- (1) it can stop questioning until the representative arrives.
- (2) it can call off the interview or,
- (3) it can tell the employee that it will call off the interview unless the employee voluntarily gives up his/her rights to a union representative

The Union Representative has a right to assist and counsel workers during the interview.

Management must inform the union representative of the subject of the interrogation. The representative must also be allowed to speak privately with the employee before the interview. During the questioning, the representative can interrupt to clarify a question or to object to confusing or intimidating tactics.

While the interview is in progress, the representative cannot tell the employee what to say but he may advise them on how to answer a question. At the end of the interview the union representative can add information to support the employee's case.

**the above description is intended to serve as a guideline and is not intended to conflict with state, federal law or statute, or administrative law decisions as may exist or be modified*

***Loudermill Hearings**

Loudermill Rights apply to incidents of involuntary termination or suspension without pay.

Prior to being terminated or suspended the employee is entitled to written notice of the charges against him/her, an explanation of the employer's evidence, and an opportunity to present his/her side of the story.

The employer has an obligation to inform the employee of his/her Loudermill Rights.

The employee has the right to speak or not to speak at the Loudermill or pre-disciplinary hearing.

The employee also has a right to union representation and the union representative may speak on behalf of the employee.

If the employee does not attend the Loudermill hearing, the employer may proceed with termination.

**the above description is intended to serve as a guideline and is not intended to conflict with state, federal law or statute, or administrative law decisions as may exist or be modified.*

Appendix B – Affidavit of Relationship

*I, _____, residing at _____,
solely swear that I have been in a committed relationship with _____
since _____.*

*We have cohabited continuously at _____, share joint financial
accounts, and are recognized by our community as partners. Together, we have supported each
other emotionally and financially and make decisions jointly concerning our household and
personal matters. This affidavit serves to establish the existence and duration of our common-law
partnership.*

Signed _____

Date _____

**CITY OF OKANOGAN
COUNCIL MINUTES
November 18, 2025**

CALL TO ORDER

The Regular Meeting of the Okanogan City Council was called to order by Mayor Turner at 7:00 p.m. and those present stood for the Pledge of Allegiance.

OPEN RECORD PUBLIC HEARING: 2026 Proposed Budget

Mayor Turner opened the 2026 Proposed Budget public hearing at 7:00 p.m. by stating the purpose of the hearing is to take relevant testimony on the City's 2026 proposed budget.

Mayor Turner provided for any challenges to the Council's jurisdiction. There were none stated.

Mayor Turner provided the opportunity for the disclosure of any conflicts of interest or appearance of fairness issues or disclose any pertinent information. There was none stated.

Mayor Turner provided the opportunity for the disclosure of any ex-parte communication, such that everyone will have the benefit of the information. There were none stated.

Mayor Turner asked if there was anyone present who wished to challenge any of the Council, or himself as the Hearing Chairman, for conflicts of interest or appearance of fairness issues in conducting this hearing. There were none stated.

Mayor Turner opened the testimony portion of the hearing at 7:01 p.m. with the presentation of the Staff Report and then will provide for any Petitioners who desire to speak the opportunity, then those who signed in the opportunity to present testimony and then anyone present to present testimony, stating your name and address clearly please. No testimony given.

Mayor Turner asked for Staff to provide a Staff Report. Clerk-Treasurer Blake provided the Staff Report and reviewed the information provided to the council.

Mayor Turner provided an opportunity for the Council to ask direct questions. There were none stated.

Mayor Turner provided opportunity for Petitioners and Staff to rebut. There was no rebuttal offered.

Mayor Turner provided the opportunity for discussion amongst the Council. There was none.

Mayor Turner closed the hearing portion of the meeting at 7:02 p.m. and stated that during the business portion of the meeting the Council may discuss the ordinance.

The following were:

Present: Mayor Wayne L. Turner Councilmembers: Lisa Bauer, Greg Oyler, Eric Lind Sr., John Lyles, Robert Gillespie, Steve Streeter, and Denise Varner.

Also Present: Clerk-Treasurer Jessica Blake, Deputy Clerk-Treasurer Susan Stewart, and Fire Chief Brad Armstrong.

APPROVAL OF AGENDA AND CONSENT AGENDA

Mayor Turner asked if there were any alterations to the Agenda or Consent Agenda. Bauer moved, seconded by Varner to approve the Agenda and Consent Agenda as presented. Mayor Turner asked if there were any objections to the motion. Seeing no objection raised, the motion passed without objection.

EXCUSE COUNCILMEMBERS

There were no pre-excused Councilmembers on the Agenda and Consent Agenda.

APPROVAL OF MINUTES

The Minutes of the Regularly Scheduled Council Meeting of November 4, 2025 were approved with passage of the Consent Agenda.

APPROVAL OF VOUCHERS

Claims Vouchers numbered 56733 through 56774 dated November 18, 2025 in the amount of \$347,460.09, and a debit card transaction dated October 8, 2025 in the amount of \$165.00 were approved with the Consent Agenda.

PUBLIC COMMENT

Mayor Turner opened the floor and invited Public Comment. Seeing none offered, Public Comment was closed.

DEPARTMENT HEAD REPORTS

Director of Public Works Davisson submitted a written report and was excused from the meeting.

Fire Chief Armstrong submitted a written report. He reported he will be attending a Mass Casualty Incident (MCI) debrief tomorrow with the Okanogan County Sheriff's Office, Lifeline Ambulance, and Omak Fire Department.

Code Enforcement/Assistant Permit Administrator Craig Caswell submitted a written report and was excused from the meeting.

Building Official Bryan Forbus did not submit a written report and was excused from the meeting.

Clerk's Office submitted a written report. In addition, Clerk Treasurer Blake announced the following:

- ❖ Finished up the Clerk's Office negotiations and their contract is under final review and will be presented for approval at the December 2, 2025 meeting.

Sheriff's Office submitted a written report and was not present at the meeting.

COMMITTEE REPORTS

There were no committee reports on the Agenda.

UNFINISHED BUSINESS

Ordinance No. 1251 – 2026 Budget – 2nd Reading

Mayor Turner introduced Ordinance No. 1251 – 2026 Budget.

Bauer moved, seconded by Streeter to adopt Ordinance No. 1251.

There was no discussion.

Vote on the motion.

Ayes: Streeter, Lind, Sr., Bauer, Gillespie, Oyler, Lyles, and Varner

Noes: None

Motion carried: 7 Ayes: 0 Noes

NEW BUSINESS

CIAW 2025 – 2026 Insurance Renewal

Clerk Treasurer Blake introduced 2025 – 2026 CIAW Insurance Renewal.

Gillespie moved, seconded by Varner to approve the 2025 – 2026 General Liability Policy through CIAW and authorize the premium to CIAW and broker fee to VIP Insurance Agencies be paid.

There was a brief discussion.

Vote on the motion.

Ayes: Varner, Gillespie, Lyles, Lind, Sr., Streeter, Bauer, and Oyler

Noes: None

Motion carried: 7 Ayes: 0 Noes

Integrated Underwater Services change order

Mayor Turner introduced Integrated Underwater Services change order.

Lyles moved, seconded by Bauer to approve Integrated Underwater Services change order in the amount of \$11,101.72.

There was a brief discussion.

Ayes: Lyles, Bauer, Oyler, Streeter, Varner, Gillespie, Lind, Sr.

Noes: None

Motion carried: 7 Ayes: 0 Noes

PUBLIC COMMENT

Mayor Turner opened the floor and invited Public Comment. Seeing none offered, Public Comment was closed.

COUNCILMEMBER'S COMMENT

Bauer announced she attended a Business After-hours at the Omak Library to discuss the remodel of the Library which is projected to take place in the Fall of 2026, with the Library being shut down for approximately 6 months.

Varner reported Wednesday, December 3, 2025 is the Farm Lights Festival with line up at 5:30 pm, the parade is scheduled to start at 6:00 pm, there will be hot dogs provided by Rawson's, cookies courtesy of 12 Tribes Casino, and hot cocoa served up by Crafted.

MAYOR'S REPORT

Mayor Turner announced he is appointing Streeter to the Okanogan County Solid Waste Advisory Committee as the City representative and Varner will remain the alternate. There were no objections raised.

ADJOURNMENT

There being no further business before the Council, the Meeting was adjourned at 7:19 p.m.

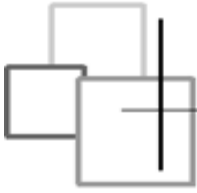
Minutes taken and prepared by Deput Clerk Treasurer Susan Stewart

APPROVED:

Wayne L. Turner, Mayor

ATTEST:

Jessica Blake, Clerk Treasurer



Permit Directory

Permit List: All Permits
Permit Year: 2025

Permit Number	Applicant	Applicant Type	Property	Permit Status	
<u>Commercial - Building</u>					
CB-25-2104	Zaga Construction and Landscaping LLC	Contractor	424 2nd South	Applied	
CB-25-2105	Stout, Dan	Owner	1118 5th South	Applied	
CB-25-2107	Hawkins, Brian	Applicant	647 2nd South	Applied	
CB-25-2109	Woodrow, Doug	Owner	113 1st North	Applied	
CB-25-2113	Invista Home LLC	Contractor	221 1st South	Applied	
CB-25-2118	Sarbat Inc	Owner	1034 2nd South	Applied	
CB-25-2122	City-Okanogan Co Historical Museum	Owner	1410 2nd North	Pending	
CB-25-2126	Housing Authority of Okanogan County	Owner	880 2nd South 20 Apts	Applied	
CB-25-2127	Okanogan County Public Health District	Applicant	1234 2nd South	Applied	
CB-25-2132	Cassidy, Daniel J	Applicant	227 2nd South	Pending	
Type Total					10
<u>Commercial - Grading</u>					
CG-25-2119	Tollefson Construction	Contractor	Vacant lot @ Parks drive& Conconully Rd	Applied	
Type Total					1
<u>Commercial - Sign</u>					
CS-25-2097	Designer Signs	Contractor	105 2nd North	Applied	
CS-25-2102	Morris, Dale	Owner	1820 2nd North	Applied	
CS-25-2131	Designer Signs	Contractor	303 2nd South 2 Units	Applied	
Type Total					3
<u>Residential - Building</u>					
RB-25-2096	Arron Hendrickson Construction	Contractor	546 Norman	Applied	
RB-25-2098	Bridges, Jon	Owner	1446 2nd South	Applied	
RB-25-2100	Zaga Construction and Landscaping LLC	Contractor	417 River Avenue	Applied	
RB-25-2103	JMD Construction	Contractor	429 2nd North	Applied	
RB-25-2106	Love, John D.	Owner	846 7th South	Applied	
RB-25-2108	Judd, Erick & Lana	Owner	943 3rd South	Applied	
RB-25-2110	Turner, Wayne L.		225 Conconully	Applied	
RB-25-2111	Klepec, Dean	Owner	317 Maple 2 Apts	Applied	
RB-25-2112	Absolute Homestead Solutions, LLC	Contractor	708 Monroe 5 Units	Applied	
RB-25-2114	Hulse, Michael	Owner	1197 3rd North 2 Units	Applied	
RB-25-2115	Judd, Erick & Lana	Owner	945 3rd South	Applied	
RB-25-2116	Judd, Erick & Lana	Owner	947 3rd South	Applied	
RB-25-2120	Shifflett, Danny W	Contractor	2405 Elmway	Applied	
RB-25-2123	Valentine, Robert E	Contractor	155 Gordon	Pending	
RB-25-2124	Zaga Construction and Landscaping LLC	Contractor	675 4th North	Pending	
RB-25-2125	Zaga Construction and Landscaping LLC	Contractor	753 4th North	Pending	
RB-25-2128	Miller, Kenneth	Owner	849 3rd North	Pending	
RB-25-2129	Fitchett, John	Applicant	546 Linden	Applied	
RB-25-2130	Loiseau, Trent	Owner	1009 4th North	Applied	

Permit Number	Applicant	Applicant Type	Property	Permit Status	
RB-25-2132	Gomez, Mireya & Bernardino	Owner	155 Gordon	Applied	
RB-25-2134	Delthor Companies LLC	Contractor	337 Conconully	Applied	
Type Total					21
<u>Residential - Mechanical</u>					
RM-25-2099	Valley Lumber Company	Contractor	2236 4th North	Applied	
Type Total					1
<u>Residential - Plumbing</u>					
RP-25-2101	Lees & Duke Excavating, LLC	Contractor	145 Hennepin	Applied	
RP-25-2117	Arch Excavation, LLC	Contractor	956 Sunrise Hts	Applied	
RP-25-2121	Spaccarotelli, Joshua & Christianna	Owner	1293 1st South	Applied	
RP-25-2133	Crofton, Jodi	Owner	863 2nd North	Applied	
Type Total					4
Grand Total					40