



Agenda
City Council Regular Meeting
Tuesday, December 6, 2022
Richland City Hall Council Chambers
625 Swift Boulevard

City Council Regular Meeting - 6:00 p.m.

Welcome and Roll Call

Pledge of Allegiance

Approval of Agenda: (Approved by Motion)

Presentations:

1. 2021 Outstanding Wastewater Treatment Plant Award Presentation
 - Pete Rogalsky, Public Works Director
 - Coleman Miller, PE, Department of Ecology
2. New Hires & Retirements
 - Lacey Paulsen, Human Resources Director

Public Hearing: Please limit public hearing comments to 3 minutes. Comments must speak only to the item for which the hearing is convened. Records intended for Council consideration must be given to the City Clerk for distribution.

3. Public Hearing on Rules Related to City Employment: Amendment to Exhibit A of the Compensation Plan for Unaffiliated Employees - 2015 and Continuing, (Resolution No. 2022-138) and Amendment to Appendix A of the 2021-2023 IBEW Collective Bargaining Agreement (Resolution No. 2022-148)
 - Lacey Paulsen, Human Resources Director

Public Comments: Please limit public comments to 2 minutes. The public comment period is not an opportunity for dialogue with councilmembers, or for posing questions with the expectation of an immediate answer. Many questions require an opportunity for information-gathering and deliberation. For this reason, Council will accept comments, but will not directly respond to comments, questions or concerns during public comment. Records intended for Council consideration must be given to the City Clerk for distribution.

Consent Calendar: Items on the Consent Calendar have been distributed to the City Council in advance for reading and study, are considered to be routine, and will be enacted by one motion of the Council with no discussion. Councilmembers may transfer individual items to Items of Business for deliberation before voting.

Minutes:

4. Approval of the November 15, 2022 City Council Regular Meeting Minutes
 - Jennifer Rogers, City Clerk

Ordinances - First Reading:

Ordinances - Second Reading & Passage:

5. Ordinance No. 2022-40, Approving Amendments to the 2022 Budget
 - Brandon Allen, Finance Director

Resolutions - Adoption:

6. Resolution No. 2022-144, Authorizing a Consultant Agreement with Hyas Group, LLC for Investment Consulting Services for 401(a) Plan No. 107162, 457 Plan No. 300042 and Retirement Health Savings Plan No. 800205
 - Lacey Paulsen, Human Resources Director
7. Resolution No. 2022-145, Approving 2023 Hotel/Motel Lodging Tax Funding Awards
 - Hollie Alexander, Communications & Marketing Manager
8. Resolution No. 2022-146, Awarding 2023 Business License Reserve Fund Grants
 - Kerwin Jensen, Development Services Director
9. Resolution No. 2022-147, Authorizing Additional Project-Specific Scope for the Consultant Agreement with Commonstreet Consulting, LLC
 - Pete Rogalsky, Public Works Director

Items - Approval:

Expenditures - Approval:

Items of Business:

10. 2023 Richland Police Department Recruitment and Retention Program
 - Brigit Clary, Chief of Police
11. Resolution No. 2022-148, Amending Appendix A of the 2021-2023 Collective Bargaining Agreement with the International Brotherhood of Electrical Workers Local Union No. 77
 - Lacey Paulsen, Human Resources Director
12. Resolution No. 2022-138, Amending Exhibit A of the Compensation Plan for Unaffiliated Employees - 2015 and Continuing
 - Lacey Paulsen, Human Resources Director

Reports and Comments:

1. City Manager
2. City Council
3. Mayor

Executive Session:

13. Executive Session Per RCW 42.30.110(1)(g): Review Performance of a Public Employee (30 minutes)
 - City Council

Adjournment

This meeting will be broadcast live on [CityView Channel 192](#) on the City's website and on the [City's YouTube Channel](#).

Richland City Hall is ADA accessible. Any individual who has difficulty attending the meeting in-person may request to provide comments remotely. (Ch. 42.30 RCW) Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the meeting by calling the City Clerk's Office at 509-942-7389.



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 12/6/2022

Agenda Category: Presentations

Presentation of award from the Department of Ecology to the Wastewater Team for excellent work.

Subject:

2021 Outstanding Wastewater Treatment Plant Award Presentation

Department/Office
Public Works

Ordinance/Resolution Number:

Document Type:
Presentation

Recommended Motion:

Summary:

Each year, the Washington Department of Ecology honors the wastewater treatment plants that achieve full compliance with water quality permits with the agency's Outstanding Performance Award. Only about 40% of Washington's treatment systems earn the top-performing status each year. For their work in 2021, the Department of Ecology will present the Wastewater Team an award for their excellent work.

Fiscal Impact: None.

Attachments:



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 12/6/2022

Agenda Category: Minutes

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Subject:

Approval of the November 15, 2022 City Council Regular Meeting Minutes

Department/Office
City Clerk

Ordinance/Resolution Number:

Document Type:
Minutes

Recommended Motion:

Approve the meeting minutes from the City Council regular meeting held on November 15, 2022.

Summary:

Draft minutes from the November 15, 2022 City Council regular meeting are presented for Council's consideration and approval.

Fiscal Impact:

None.

Attachments:

- I. Draft November 15, 2022 City Council Meeting Minutes



MINUTES

RICHLAND CITY COUNCIL REGULAR MEETING

Tuesday, November 15, 2022

**Richland City Hall ~ Council Chambers
625 Swift Boulevard**

City Council Regular Meeting - 6:00 p.m.

Mayor Alvarez called the Council meeting to order at 6:00 p.m.

Welcome and Roll Call

Mayor Alvarez welcomed those in the audience and expressed appreciation for their attendance.

Attendance: Mayor Alvarez and Councilmembers Kent, Lukson, Richardson and VanDyke were present. Mayor Pro Tem Christensen and Councilmember Jones were absent.

COUNCILMEMBER KENT MOVED AND COUNCILMEMBER VANDYKE SECONDED THE MOTION TO EXCUSE MAYOR PRO TEM CHRISTENSEN AND COUNCILMEMBER JONES. MOTION CARRIED 5-0.

Also present were City Manager Amundson, Deputy City Manager Schiessl, Assistant City Manager Florence, City Attorney Kintzley, Fire Chief Huntington, Public Works Director Rogalsky, Development Services Director Jensen, Energy Services Director Whitney, Finance Director Allen, Police Commander Neher and City Clerk Rogers.

Pledge of Allegiance

Mayor Alvarez led the Council and audience in the recitation of the Pledge of Allegiance.

Approval of Agenda

COUNCILMEMBER VANDYKE MOVED AND COUNCILMEMBER LUKSON SECONDED THE MOTION TO APPROVE THE AGENDA AS PUBLISHED. MOTION CARRIED 5-0.

Presentations

1. Heads Up Tri-Cities

Mistee Verhulp, Secretary of Heads Up Tri-Cities and Chair of the Foster Kids Committee, provided an overview of the non-profit organization's mission to support local mental health services through fundraising, collaboration, and awareness. Ms. Verhulp then provided a summary of services and programs offered, along with statistics relating to foster/relative care in Benton and Franklin counties.

Ms. Verhulp thanked the City for its support and participation in the Christmas Stocking Program for foster children over the years. More information is available in the presentation included in the agenda packet and at www.headsuptricity.org. Council thanked Ms. Verhulp for her presentation and for the positive impact Heads Up Tri-Cities has had on the community.

2 HOME & CDBG Project History Summary

With the aid of a PowerPoint presentation, Community Development Block Grant (CDBG) and Home Investment Partnerships Program (HOME) Administrator Toni Lehman provided a high-level overview of the CDBG and HOME programs, activities and projects funded through CDBG and HOME from 2015 to the present, COVID-CDBG funding recipients, and CDBG and HOME goals for 2023.

Following the presentation, Council engaged in a question-and-answer session with Ms. Lehman.

Public Hearing

City Clerk Rogers read the Public Hearing and Public Comments procedures.

3. Adopting the 2023 Annual Action Plan (Year Four) and Authorizing Submission of Grant Forms for the 2023 Community Development Block Grant and HOME Investment Partnerships Program Funds, Resolution No. 2022-136

Mayor Alvarez opened and closed the public hearing at 6:24 p.m.

Ginger Wireman - 2435 Michael Ave. Richland, WA: Ms. Wireman provided comments relating to the Area Median Income (AMI) percentages and provisions included in the Revised Code of Washington (RCW) which permits local governments to disposition surplus property for the purpose of assisting in the development of affordable housing.

No other testimony was received. Mayor Alvarez closed the public hearing at 6:26 p.m.

4. Proposed 2023 Budget and 2023-2028 Capital Improvement Plan (Third Public Hearing), Ordinance No. 2022-39

Mayor Alvarez opened and closed the public hearing at 6:26 p.m. No testimony was offered.

5. Approving Amendments to the 2022 Budget, Ordinance No. 2022-40

Mayor Alvarez opened and closed the public hearing at 6:27 p.m. No testimony was offered.

Public Comments

The following individuals provided public comment:

- Roy Keck - 3250 Port of Benton Blvd. Richland, WA: Port of Benton Commission Vice-President Keck provided updates to the following Port of Benton projects: Van Giesen/State Route 224 Crossing Replacement, Swift Blvd./Cemetery Rd. Crossing Replacement, Electrical Replacement Project at Richland Airport (RLD) and White Bluffs STEM Center Project - Phase 1. Port of Benton project information can be found at <https://portofbenton.com/about-the-port/news>. Mr. Keck also thanked Council for considering establishment of Targeted Urban Areas Exemption and Tax Increment Financing (TIF) areas in the Horn Rapids Industrial Park and vicinity.
- Molly Petersen - Stevens Dr. Richland, WA: Ms. Petersen commented on the City of Richland's Council appointment recruitment process, councilmember conduct, and continued building safety practices. Ms. Petersen then called on Council to reinstate the Ethics Committee.
- Ginger Wireman - 2435 Michael Ave. Richland, WA: Ms. Wireman commented on councilmember conduct, voiced personal recommendations regarding the 350 Thayer Drive property surplus action, and then asked Council to contemplate the implications of not reinstating the Ethics Committee.

Consent Calendar

City Clerk Rogers read the Consent Calendar.

COUNCILMEMBER KENT MOVED AND COUNCILMEMBER VANDYKE SECONDED THE MOTION TO APPROVE THE CONSENT AGENDA AS PUBLISHED. MOTION CARRIED 5-0.

Minutes

6. Approval of the November 1, 2022 City Council Regular Meeting Minutes

Ordinances - First Reading

None.

Ordinances - Second Reading & Passage

None.

Resolutions – Adoption

7. Resolution No. 2022-137, Authorizing a Purchase and Sale Agreement with N.W. Metal Fabricators, Inc.

8. Resolution No. 2022-139, Authorizing Amendment No. 1 with DKS Associates to Supplement the 2022 Local Road Safety Plan
9. Resolution No. 2022-140, Authorizing Award of Bid to Tapani, Inc. for the Horn Rapids Landfill - Phase 2 Closure Project
10. Resolution No. 2022-141, Authorizing a Grant Agreement with the Washington State Department of Health for the Tri-City Estates Water District Consolidation Study
11. Resolution No. 2022-142, Ratifying the Acceptance of the Financial Aid Outreach Pilot Grant
12. Resolution No. 2022-143, Authorizing Application and Acceptance of a Prime Time Family Reading Grant from Humanities Washington

Items – Approval

13. Relocation Expenses for the Parks & Public Facilities Director

Expenditures - Approval

14. Expenditures from October 1, 2022 to October 31, 2022 for \$25,378,194.44 including Travel Check Nos. 20206-20226, Accounts Payable Check Nos. 305185-306201, Accounts Payable Wire Nos. 9243-9282, Payroll Wires & ACH Nos. 12997-13049 Payroll Direct Deposit & Check Nos. 199526-200663, and Pension Check Nos. 6291-6315

Items of Business

15. Resolution No. 2022-136, Adopting the 2023 Annual Action Plan (Fourth Year) and Authorizing Submission of Grant Forms for the 2023 Community Development Block Grant and HOME Investment Partnerships Program Funds.

With the aid of a PowerPoint presentation, CDBG/HOME Administrator Lehman provided an overview of the 2023 Annual Action Plan with proposed CDBG and HOME funding allocations. Councilmember Kent thanked Ms. Lehman for the thorough presentation.

COUNCILMEMBER KENT MOVED AND COUNCILMEMBER RICHARDSON SECONDED THE MOTION TO APPROVE RESOLUTION NO. 2022-136, ADOPTING THE 2023 ANNUAL ACTION PLAN (FOURTH YEAR) AND AUTHORIZING SUBMISSION OF GRANT FORMS FOR THE 2023 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME INVESTMENT PARTNERSHIPS PROGRAM FUNDS. MOTION CARRIED 5-0.

16. Ordinance No. 2022-39, Approving the 2023 Budget and the 2023-2028 Capital Improvement Plan

Finance Director Allen provided an overview of the 2023 Budget and 2023-2028 Capital Improvement Plan and welcomed questions from Council.

COUNCILMEMBER VANDYKE MOVED AND COUNCILMEMBER RICHARDSON SECONDED THE MOTION TO ADOPT ORDINANCE NO. 2022-39, APPROVING THE 2023 BUDGET AND THE 2022-2028 CAPITAL IMPROVEMENT PLAN. MOTION CARRIED 5-0.

17. Ordinance No. 2022-40, Approving Amendments to the 2022 Budget

Finance Director Allen highlighted the 2022 Budget “true-up” adjustment in the amount of \$5,550,151. Council thanked Finance Director Allen and all staff involved in budget preparation for 2023 on a job well done.

COUNCILMEMBER LUKSON MOVED AND COUNCILMEMBER KENT SECONDED THE MOTION TO ADOPT ORDINANCE NO. 2022-40, APPROVING AMENDMENTS TO THE 2022 BUDGET. MOTION CARRIED 5-0.

18. Discussion Regarding the Surplus or Reuse of Former Fire Station No. 73 Located at 1900 Jadwin Avenue

Deputy City Manager Schiessl provided Council with information relating to the status of former Fire Station No. 73 located at 1900 Jadwin Avenue, and described the process and procedures from the Richland Municipal Code that govern lease or sale of city property.

Deputy City Manager Schiessl announced that the Boys and Girls Club submitted a proposal to lease the former Fire Station No. 73 facility. Deputy City Manager Schiessl provided details of the lease proposal and offered next steps for consideration if there is interest to proceed with the lease proposal. Additional information can be found in the PowerPoint presentation included in the agenda packet.

Following the presentation, Council provided comments and engaged in a question-and-answer session with Mr. Schiessl.

Reports and Comments

City Manager

City Manager Amundson thanked Finance Director Allen and all staff involved in the budget preparation process. City Manager Amundson added that the City will submit an application to the Government Finance Officers Association (GFOA) for the Annual Comprehensive Financial Report (ACFR) award. The ACFR award recognizes excellence in accounting principles. Lastly, City Manager Amundson wished everyone a happy Thanksgiving.

City Council

Councilmember Kent wished everyone a happy Thanksgiving and encouraged citizens to provide help and encouragement to others when possible.

Councilmember Lukson commented on the quality of staff employed with the City and spoke favorably of operating under an adopted biennial budget in the future.

Councilmembers VanDyke and Richardson had no comments.

Mayor

Mayor Alvarez wished everyone a happy Thanksgiving.

Executive Session

19. RCW 42.30.110(I)(g): Review Performance of a Public Employee (60 minutes)
RCW 42.30.110(f): To Receive and Evaluate Complaints or Charges Brought Against a Public Officer or Employee (30 minutes) (added by Council at the meeting)

At 7:07 p.m., Richland City Council convened in executive session for ninety (90) minutes to review performance of a public employee and to receive and evaluate complaints or charges brought against a public officer or employee.

Individuals present for the executive session included Mayor Alvarez and Councilmembers Kent, Lukson, Richardson and VanDyke. After 45 minutes, City Manager Amundson joined the executive session. At the 60-minute mark, City Attorney Kintzley joined the executive session. All parties remained until the executive session concluded.

AT 8:45 P.M., MAYOR ALVAREZ EXTENDED THE EXECUTIVE SESSION FOR AN ADDITIONAL THIRTY (30) MINUTES.

COUNCIL EXITED THE EXECUTIVE SESSION AT 9:09 P.M.

Adjournment

Mayor Alvarez adjourned the meeting at 9:09 p.m.

APPROVED:

ATTEST:

Michael Alvarez, Mayor

Jennifer Rogers, City Clerk

DATE APPROVED:

DATE PUBLISHED:



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 12/6/2022

Agenda Category: Ordinances - Second Reading & Passage

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Subject:

Ordinance No. 2022-40, Approving Amendments to the 2022 Budget

Department/Office
Finance

Ordinance/Resolution Number:
2022-40

Document Type:
Ordinance

Recommended Motion:

Give second reading and pass Ordinance No. 2022-40, amending the 2022 Budget.

Summary:

Proposed Ordinance No. 2022-40 will amend the 2022 budget appropriations. Net additional appropriations in the amount of \$5,550,151 are identified in the attached worksheet. The increases are the result of additional expenditures in the General Fund, Industrial Development Fund, Public Safety Sales Tax Fund, Special Lodging Assessment Fund, Community Development Block Grant Fund, HOME Fund, Wastewater Utility Fund, Solid Waste Utility Fund, Medical Services Fund, Equipment Maintenance Fund, Equipment Replacement Fund, Public Works Admin and Engineering Fund and Workers Compensation Fund. In some instances, it is necessary for the City to declare that a public emergency exists in certain funds, as required by state law, because certain expenses were not originally anticipated when the 2022 Budget was adopted.

New revenues support \$1,608,012 of the increase. The remaining \$3,942,139 is funded by use of existing fund balances. The attached document lists the increase in appropriations for each fund, with a brief description of the nature of the increase.

A public hearing was held on November 15, 2022, as required by state law.

Staff recommends approval of Ordinance No. 2022-40 for second reading and passage.

Fiscal Impact:

Yes The total increase in appropriations to the 2022 operating budget is \$5,550,151.

Attachments:

1. Ordinance No. 2022-40
2. 2022 Appropriation Changes

ORDINANCE NO. 2022-40

AN ORDINANCE OF THE CITY OF RICHLAND, WASHINGTON, AMENDING THE 2022 BUDGET TO PROVIDE FOR ADDITIONAL APPROPRIATIONS IN THE CITY'S GENERAL FUND, INDUSTRIAL DEVELOPMENT FUND, PUBLIC SAFETY SALES TAX FUND, SPECIAL LODGING ASSESSMENT FUND, COMMUNITY DEVELOPMENT BLOCK GRANT FUND, HOME FUND, WASTEWATER UTILITY FUND, SOLID WASTE UTILITY FUND, MEDICAL SERVICES FUND, EQUIPMENT MAINTENANCE FUND, EQUIPMENT REPLACEMENT FUND, PUBLIC WORKS ADMIN AND ENGINEERING FUND AND WORKERS COMPENSATION FUND AND IN CERTAIN OF THESE FUNDS, DECLARING THAT A PUBLIC EMERGENCY EXISTS.

WHEREAS, on November 16, 2021, Richland City Council approved Ordinance No. 39-21 approving the 2022 Budget; and

WHEREAS, certain additional revenue sources have been identified that were not anticipated when the 2022 budget was approved, the expenditure of which is not included in current appropriations; and

WHEREAS, certain additional expenditures have been identified as necessary or desirable in the current year that do not have a specific new revenue source; and

WHEREAS, no funds were appropriated in for these expenditures; and

WHEREAS, sufficient unappropriated fund balances are available in the funds referred to in Section 2 to support the required budget adjustment; and

WHEREAS, a public hearing was held pursuant to RCW 35.33.091 on November 15, 2022, regarding the increase in appropriations from beginning fund balance.

NOW, THEREFORE, BE IT ORDAINED by the City of Richland as follows:

Section 1. Facts Constituting Emergency. The expenses contained within this Ordinance were not anticipated when the 2022 Budget was approved.

Section 2. Declaration of Public Emergency. Due to circumstances described above, the City Council declares that a public emergency exists in the General Fund, Industrial Development Fund, Public Safety Sales Tax Fund, Wastewater Utility Fund, Solid Waste Utility Fund, Medical Services Fund, Equipment Maintenance Fund, Equipment Replacement Fund, Public Works Admin and Engineering Fund and Workers Compensation Fund.

Section 3. Amendment of the 2022 Budget. The 2022 Budget is hereby amended to provide additional appropriations in the following funds, and from the following sources, as indicated:

2022 BUDGET AMENDMENTS

Fund	Fund Title	Current Appropriations	Change In Appropriations	Amended Appropriations	Source	
					Fund Balance	New Revenue
001	GENERAL FUND	\$ 88,512,295	\$ 1,276,550	\$ 89,788,845	\$ 614,761	\$ 661,789
112	INDUSTRIAL DEVELOPMENT FUND	16,712,019	49,645	16,761,664	49,645	-
117	PUBLIC SAFETY SALES TAX	2,752,578	13,898	2,766,476	13,898	-
151	SPECIAL LODGING ASSESSMENT FUND	473,000	270,000	743,000	-	270,000
153	COMMUNITY DEVELOPMENT BLOCK GRANT FUND	913,859	147,289	1,061,148	-	147,289
154	HOME FUND	5,698,118	142,427	5,840,545	-	142,427
403	WASTEWATER UTILITY FUND	30,705,939	269,151	30,975,090	269,151	-
404	SOLID WASTE UTILITY FUND	17,839,374	538,396	18,377,770	538,396	-
407	MEDICAL SERVICES FUND	6,953,008	762,768	7,715,776	762,768	-
502	EQUIPMENT MAINTENANCE FUND	4,638,536	450,397	5,088,933	63,890	386,507
503	EQUIPMENT REPLACEMENT FUND	14,051,493	1,369,916	15,421,409	1,369,916	-
505	PW ADMIN & ENGINEERING FUND	4,363,950	19,714	4,383,664	19,714	-
506	WORKERS COMPENSATION FUND	840,724	240,000	1,080,724	240,000	-
TOTAL		\$ 194,454,893	\$ 5,550,151	\$ 200,005,044	\$ 3,942,139	\$ 1,608,012

Section 4. This Ordinance shall take effect the day following its publication in the official newspaper of the City of Richland.

PASSED by the City Council of the City of Richland, Washington, at a regular meeting on the 6th day of December, 2022.

Michael Alvarez, Mayor

Attest:

Approved as to Form:

Jennifer Rogers, City Clerk

Heather Kintzley, City Attorney

First Reading: November 15, 2022

Second Reading: December 6, 2022

Date Published: December 11, 2022

2022 BUDGET AMENDMENTS

Fund Title	Project#	Current Appropriations	Change In Appropriations	Amended Appropriations	Funding Source	
					Fund Balance	New Revenue
GENERAL FUND 001		\$ 88,512,295				
Washington State Library grant-purchase 1 copy/1 user digital eBooks			20,200			20,200
WATPA Program award-Interlocal with City of Kennewick			33,589			33,589
IDF funded increase for Economy Inn purchase			608,000			608,000
New rental agreement for Police storage			10,700		10,700	
Additional animal control costs			185,000		185,000	
Adjust overtime for Fire Department			260,000		260,000	
WCIA Insurance increase			3,623		3,623	
WCIA Insurance increase			5,690		5,690	
WCIA Insurance increase			8,338		8,338	
WCIA Insurance increase			35,397		35,397	
M&O Increase			2,834		2,834	
M&O Increase			2,510		2,510	
M&O Increase			80,308		80,308	
M&O Increase			20,361		20,361	
			<u>1,276,550</u>	\$ 89,788,845	<u>614,761</u>	<u>661,789</u>
INDUSTRIAL DEVELOPMENT FUND 112		\$ 16,712,019				
2021 Cost Allocation True-Up			29,977		29,977	
2022 Cost Allocation True-Up			15,238		15,238	
2023 Cost Allocation True-Up			4,430		4,430	
			<u>49,645</u>	\$ 16,761,664	<u>49,645</u>	<u>-</u>
PUBLIC SAFETY SALES TAX FUND 117		\$ 2,752,578				
M&O Increase			13,898		13,898	
			<u>13,898</u>	\$ 2,766,476	<u>13,898</u>	<u>-</u>
SPECIAL LODGING ASSESSMENT FUND 151		\$ 473,000				
Additional Assessment Revenues and Expenditures			270,000			270,000
			<u>270,000</u>	\$ 743,000	<u>-</u>	<u>270,000</u>
COMMUNITY DEVELOPMENT BLOCK GRANT FUND 153		\$ 913,859				
2022 Grant Award from HUD CDBG			692			692
2023 Grant Award from HUD CDBG			(692)			(692)
2024 Grant Award from HUD CDBG			4,083			4,083
2025 Grant Award from HUD CDBG			79,966			79,966
2026 Grant Award from HUD CDBG			63,240			63,240
			<u>147,289</u>	\$ 1,061,148	<u>-</u>	<u>147,289</u>
HOME FUND 154		\$ 5,698,118				
2022 Grant Award from HUD HOME			23,661			23,661
2022 Grant Award from HUD HOME			39,434			39,434
2022 Grant Award from HUD HOME			39,434			39,434
2022 Grant Award from HUD HOME			39,434			39,434
2022 Grant Award from HUD HOME			465			465
			<u>142,427</u>	\$ 5,840,545	<u>-</u>	<u>142,427</u>
WASTEWATER UTILITY FUND 403		\$ 30,705,939				
WCIA Insurance increase			130,025		130,025	
2021 Cost Allocation True-Up			5,388		5,388	
2022 Cost Allocation True-Up			96,764		96,764	
M&O Increase			36,974		36,974	
			<u>269,151</u>	\$ 30,975,090	<u>269,151</u>	<u>-</u>
SOLID WASTE UTILITY FUND 404		\$ 17,839,374				
WCIA Insurance increase and Cost Allocation decrease			55,796		55,796	
M&O Increase			291,387		291,387	
M&O Increase			191,213		191,213	
			<u>538,396</u>	\$ 18,377,770	<u>538,396</u>	<u>-</u>
MEDICAL SERVICES FUND 407		\$ 6,953,008				
Overtime in excess of budget			250,000		250,000	
Amazon System (legacy) ambulance transports not collectable			512,768		512,768	
			<u>762,768</u>	\$ 762,768	<u>762,768</u>	<u>-</u>

Fund Title	Project#	Current Appropriations	Change In Appropriations	Amended Appropriations	Fund Balance	New Revenue
EQUIPMENT MAINTENANCE FUND 502		\$ 4,638,536				
2022 Cost Allocation True-Up			63,890		63,890	
Oil-Resale cost increase			3,245			3,245
Gas-Resale cost increase			344,210			344,210
Other Sup & Material-Resale cost increase			39,052			39,052
			<u>450,397</u>	\$ 5,088,933	<u>63,890</u>	<u>386,507</u>
EQUIPMENT REPLACEMENT FUND 503		\$ 14,051,493				
WCIA Insurance increase			4,916		4,916	
Replace #7162 (Compactor), #3238 (Police CSU)			1,365,000		1,365,000	
			<u>1,369,916</u>	\$ 15,421,409	<u>1,369,916</u>	<u>-</u>
PW ADMIN & ENGINEERING FUND 505		\$ 4,363,950				
M&O Increase			19,714		19,714	
			<u>19,714</u>	\$ 4,383,664	<u>19,714</u>	<u>-</u>
WORKERS COMPENSATION FUND 506		\$ 840,724				
Industrial Insurance Claims			20,000		20,000	
Disability Benefits - Active			80,000		80,000	
Disability Benefits - Terminated			90,000		90,000	
Expert Services			50,000		50,000	
			<u>240,000</u>	\$ 1,080,724	<u>240,000</u>	<u>-</u>
TOTAL		\$ 194,454,893	\$ 5,550,151	\$ 193,052,036	\$ 3,942,139	\$ 1,608,012



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 12/6/2022

Agenda Category: Resolutions - Adoption

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Subject:

Resolution No. 2022-144, Authorizing a Consultant Agreement with Hyas Group, LLC for Investment Consulting Services for 401(a) Plan No. 107162, 457 Plan No. 300042 and Retirement Health Savings Plan No. 800205

Department/Office
Human Resources

Ordinance/Resolution Number:
2022-144

Document Type:
Resolution

Recommended Motion:

Adopt Resolution No. 2022-144, authorizing a five-year agreement with Hyas Group, LLC to provide financial consulting services for 401(a) Plan No. 107162, 457 Plan No. 300042 and Retirement Health Savings Plan No. 800205.

Summary:

Resolution No. 2022-144 authorizes a service agreement with Hyas Group, LLC to provide financial consulting services for 401(a) Plan No. 107162, 457 Plan No. 300042 and Retirement Health Savings Plan No. 800205. All plans are administered by MissionSquare Retirement, formerly known as ICMA-RC.

The City has fiduciary responsibility over retirement plans that are offered to employees. Hyas Group, LLC provides investment and retirement plan expertise to ensure the City is able to make informed decisions associated with these plans, including:

- Maintenance of Investment Policy Statement;
- Investment manager searches as deemed necessary and appropriate;
- Ongoing due diligence for each investment option in the plans;
- Ongoing plan compliance review and assistance;
- Quarterly performance reports and account review;
- Fiduciary and defined contribution plan education for the City's Retirement Plans Committee.

Staff recommends adoption of Resolution No. 2022-144.

Fiscal Impact:

The contract stipulates a fee not to exceed \$45,000 for years 2023 - 2025. Rates for 2026 and 2027 will be reviewed, and any rate increases will be adjusted by amendment to the agreement. Services are paid by administrative fees collected from plan participants under the Administrative Services Agreement with MissionSquare Retirement (formerly ICMA-RC).

Attachments:

- I. Proposed Consultant Agreement – Hyas Group, LLC

RESOLUTION NO. 2022-144

**A RESOLUTION OF THE CITY OF RICHLAND, WASHINGTON,
AUTHORIZING AN AGREEMENT WITH HYAS GROUP, LLC TO
PROVIDE INVESTMENT CONSULTING SERVICES FOR 401(A)
PLAN NO. 107162, 457 PLAN NO. 300042, AND RETIREMENT
HEALTH SAVINGS PLAN NO. 800205.**

WHEREAS, the City of Richland (“Employer”) has employees rendering valuable services that adhere to the benefit of the City; and

WHEREAS, Employer has established a 401(a) Governmental Money Purchase Plan & Trust (No. 107162), a 457 Deferred Compensation Plan (No. 300042), and a Retirement Health Savings Plan (No. 800205) (“the Plans”) that serve the interest of Employer by enabling it to: 1) provide reasonable retirement security for its employees; 2) exercise increased flexibility in its personnel management system; and 3) attract and retain competent employees; and

WHEREAS, retaining professional expertise to monitor the Plans’ investment performance and fulfill the fiduciary responsibilities of Employer is necessary and consistent with Employer’s due diligence obligations; and

WHEREAS, Employer has executed prior agreements with Hyas Group, LLC to provide investment consulting services; and

WHEREAS, employees participating in the Plans pay for such services through administrative fees collected under the Administrative Services Agreement with MissionSquare Retirement; and

WHEREAS, the best interests of Employer and all plan participants are served by entering into an agreement for investment consulting services with Hyas Group, LLC through December 31, 2027.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richland that the City Manager is authorized to execute and administer a consulting services agreement with Hyas Group, LLC for Plan Nos. 107162, 300042, and 800205.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

ADOPTED by the City Council of the City of Richland, Washington, at a regular meeting on the 6th day of December, 2022.

Michael Alvarez, Mayor

Attest:

Approved as to Form:

Jennifer Rogers, City Clerk

Heather Kintzley, City Attorney



AGREEMENT BETWEEN CITY AND CONSULTANT

Investment Consulting Services – 401(a) Defined Contribution Retirement Plans, 457 Deferred Compensation Plan and Retirement Health Savings

This Agreement is entered into this 1st day of January, 2023 (“Effective Date”) by and between the **City of Richland** (“**City**”), a Washington municipal corporation located at 625 Swift Blvd. Richland, WA 99352, and **Hyas Group, LLC** (“**Consultant**”), a foreign limited liability company with service at 9755 SW Barnes Road #660, Portland, OR 97225. **City** and **Consultant** are referred to individually herein as a “Party” and collectively herein as the “Parties.”

WITNESSETH:

1. SCOPE OF WORK

- a. Consultant shall furnish all services, labor and related equipment necessary to conduct and complete the work outlined in Exhibit A. In performing these services, Consultant shall at all times comply with all federal, state and local statutes, rules and ordinances applicable to the performance of such services. In addition, these services and all duties incidental or necessary therefore, shall be performed diligently and completely and in accordance with professional standards of conduct and performance. All services performed under this Agreement will be conducted solely for the benefit of the City and will not be used for any other purpose without written consent of the City.
- b. This Agreement consists of this Agreement and other documents listed below. These form the entire Agreement between the Parties, and are fully integrated into this Agreement as if stated or repeated herein. In the event of a conflict between documents, the order of precedence will be the order listed below. An enumeration of the Agreement documents is set forth below (mark all that apply):
 1. ☒ City of Richland Agreement No. _____
 2. ☐ Exhibit A: Scope of Work
 3. ☐ City Richland Solicitation No. N/A
 4. ☐ Exhibit B: Solicitation No. N/A proposal response submitted by Consultant dated N/A.
 5. ☐ Additional Documents – N/A.

2. TIME FOR COMPLETION

Consultant shall not begin any work under the terms of this Agreement until authorized in writing by the City. Consultant agrees to use best efforts to complete all work described under this Agreement by December 31, 2027.

3. TERM

The term of this Agreement shall commence on the Effective Date identified above and end at midnight on December 31, 2027.

4. PAYMENT

- a. Services rendered by Consultant under this Agreement will be paid at the rate set forth in Exhibit A Scope of Work, but in no event shall the total compensation for services rendered under this Agreement exceed **in the amounts listed in Exhibit A – Scope of Work (\$Exhibit A)**, including all fees and those reimbursable expenses listed in Exhibit A.
- b. City shall pay Consultant for services rendered after receipt of a detailed invoice. Invoices not in dispute by the City will be paid net thirty (30) days and shall reference the contract number and/or purchase order applicable to the work. The invoice shall provide sufficient detail on the work being billed and include detailed receipts for any invoices.
- c. Partial payments to cover the percentage of work completed may be requested by Consultant. These payments shall not be more than one (1) per month.
- d. Pre-approved travel, meals and lodging will be reimbursed at cost and only when consultant travels at least 150 miles per one way trip. Reimbursable expenses are limited to the following: coach airfare, ground transportation (taxi, shuttle, car rental), hotel accommodations as provided below, personal or company vehicle use at the then-current federal mileage rate, and meals at the current federal per-diem meal allowance or up to the current federal per-diem with detailed receipts, no alcohol, and a 20% maximum gratuity.
 - i. Hotel accommodations: eligible lodging expenses include the room cost only; itemized receipts must be provided for hotel reimbursements.
 - ii. Hotel reimbursement is limited to the single room rate. If two or more consultants are sharing a room, reimbursement is allowable for only one consultant at the double room rate.
 - iii. The maximum reimbursement should be limited to the best discount rate available and allowable that meets traveler's business needs and basic needs for health, safety and cleanliness. Non-smoking rooms are authorized even if they are more expensive.
- e. Reimbursement for extra services/reimbursable expenses are not authorized under this Agreement unless detailed in the Scope of Work or agreed upon in writing as a modification to this Agreement.
- f. Consultant will allow access to the City, State of Washington, Federal Grantor Agency, Comptroller General of the United States, or any of their duly authorized representatives, to any books, documents, papers, and records which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcriptions. Unless otherwise provided, said records must be retained for three (3) years from the date of receipt of final payment. If any litigation, claim, or audit arising out of, in connection with, or relating to this Agreement is initiated before the expiration of the three-year period, the records shall be retained until such litigation, claim, or audit involving the records is completed.

5. INDEPENDENT CONTRACTOR

Consultant, and any and all employees of Consultant or other persons engaged in the performance of any work or services required of Consultant under this Agreement, are

independent contractors and shall not be considered employees of the City. Any and all claims that arise at any time under any Workers' Compensation Act on behalf of said employees or other persons while so engaged, and any and all claims made by a third party as a consequence of any act or omission on the part of Consultant's employees or other persons engaged in any of the work or services required to be provided herein, shall be the sole obligation and responsibility of Consultant.

6. OWNERSHIP OF DOCUMENTS

Any and all data, analyses, documents, photographs, plans, designs, drawings, specifications, surveys, films, documents, reports and other work products created, prepared, produced, constructed, assembled, made, performed, or otherwise produced by Consultant or Consultant's subcontractors for delivery to the City pursuant to this Agreement shall become the sole and absolute property of the City upon completion of the services and payment in full of all payment due to Consultant of the fees set forth in this Agreement. Such property shall constitute "work made for hire" as defined by the U.S. Copyright Act of 1976, 17 U.S.C. § 101, and the ownership of the copyright and any other intellectual property rights in such property shall vest in the City at the time of its creation. Ownership of the intellectual property includes the right to copyright, patent, and register, and the ability to transfer these rights. Material which Consultant uses to perform this Agreement but is not created, prepared, constructed, assembled, made, performed or otherwise produced for or paid for by the City is owned by Consultant and is not "work made for hire" within the terms of this Agreement. Consultant will ensure that all independent contractors have written agreements in place that transfers ownership of all Intellectual Property created by them or provided by them to the City.

The City may make or permit to be made any modifications to the plans and specifications without the prior written authorization of Consultant. The City agrees to waive any claim against Consultant arising from any unauthorized reuse of the plans and specifications, and to indemnify and hold Consultant harmless from any claim, liability or cost arising or allegedly arising out of any reuse of the plans and specifications by the City or its agent not authorized by Consultant.

7. TERMINATION

- a. This Agreement may be terminated by either Party upon thirty (30) days' written notice. In the event this Agreement is terminated by Consultant, the City shall be entitled to reimbursement of costs occasioned by such termination. In the event the City terminates this Agreement, the City shall pay Consultant for the work performed, which shall be an amount equal to the percentage of completion of the work as mutually agreed between the City and Consultant.
- b. If any work covered by this Agreement shall be suspended or abandoned by the City before Consultant has completed the assigned work, Consultant shall be paid an amount equal to the costs incurred up to the date of termination or suspension as mutually agreed upon between the City and Consultant.

8. AVAILABILITY OF RECORDS FOR PUBLIC INSPECTION

- a. As a public contract, all records prepared, generated or used by Consultant or its agents, employees and subcontractors relating to this Agreement and associated work (hereinafter "public records") may be subject to disclosure under the Washington State Public Record Act, Chapter 42.56 RCW.

- b. Contractor shall maintain and retain all such public records in a manner that is readily accessible for a minimum term of no less than three (3) years following completion of the contract work. City shall have the right to timely review all such public records upon request. Contractor shall provide copies of any public records requested by City within thirty (30) calendar days of City's request. If City requests that copies of public records be provided to City in an electronic format, said records shall be provided at no cost to City. If paper copies are requested by City, City shall pay \$.10 per page. Payment for paper copies shall be rendered to Consultant within twenty (20) calendar days of receipt.
- c. All records subject to a public disclosure request will be provided to a requester unless exempted from disclosure by law. The City's decision to exempt or redact any public record shall be based only upon valid exemptions that apply to the City. City will not refrain from disclosing any record under an exemption that may be personal to Consultant. In the event Consultant objects to release of any public record under this Agreement, Consultant may seek judicial approval to prevent such disclosure at Consultant's sole expense. City shall neither aid nor interfere with Consultant's request for an injunction to prevent disclosure of any public record under this Agreement.
- d. Consultant shall insert this provision in all contracts with subcontractors or agents providing services relating to this Agreement.

9. DISPUTE RESOLUTION

- a. The City and Consultant agree to negotiate in good faith for a period of thirty (30) days from the date of notice of all disputes between them prior to exercising their rights under this Agreement, or under law.
- b. All disputes between the City and Consultant not resolved by negotiation between the Parties may be arbitrated only by mutual agreement of the City and Consultant. If not mutually agreed to resolve the claim by arbitration, the claim will resolve by legal action.

10. DEBARMENT CERTIFICATION

Consultant certifies that neither Consultant nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this contract by any federal or state department or agency. Further, Consultant agrees not to enter into any arrangements or contracts related to completion of the work contemplated under this Agreement with any party that is on the "General Service Administration List of Parties Excluded from Federal Procurement or Non-Procurement Programs" which can be found at:

www.sam.gov and <https://secure.lni.wa.gov/verify/>

11. VENUE, APPLICABLE LAW AND PERSONAL JURISDICTION

In the event that either Party deems it necessary to initiate a legal action to enforce any right or obligation under this Agreement, the Parties agree that any such action shall be initiated in the Superior Court of the State of Washington situated in Benton County. The Parties agree that all questions shall be resolved by application of Washington law, and that the Parties to such action shall have the right of appeal from such decision of the Superior Court in accordance with the laws of the State of Washington. Consultant hereby consents to the personal jurisdiction of the Superior Court of the State of Washington situated in Benton County.

12. ATTORNEY'S FEES

The Parties agree that should legal action be necessary to enforce any of the provisions of this Agreement, that the substantially prevailing Party will be awarded its reasonable attorney's fees and costs in action, including costs and attorney's fees on appeal if appeal is taken.

13. INSURANCE

Consultant shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by Consultant, its agents, representatives, or employees.

- a. No Limitation. Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.
- b. Minimum Scope of Insurance. Consultant shall obtain insurance of the types described below:
 1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
 2. Commercial General Liability insurance shall be as least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The City shall be named as an insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
 3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
 4. Professional Liability, Errors or Omissions insurance appropriate to the Consultant's profession. Coverage shall be provided if Consultant is providing services under this Agreement as a licensed professional, including, but not limited to, engineers, architects, accountants, surveyors, and attorneys.
- c. Minimum Amounts of Insurance. Consultant shall maintain the following insurance limits:
 1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
 2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.
 3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
- d. Other Insurance Provisions. Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be

primary insurance with respect to the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of Consultant's insurance and shall not contribute with it.

- e. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- f. Verification of Coverage. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to, the additional insured endorsement, evidencing the insurance requirements of Consultant before commencement of the work.
- g. Notice of Cancellation. Consultant shall provide the City with written notice of any policy cancellation within two (2) business days of Consultant's receipt of such notice.
- h. Failure to Maintain Insurance. Failure on the part of Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five (5) business days' notice to Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due Consultant from the City.
- i. Public Entity Full Availability of Consultant Limits. If Consultant maintains higher insurance limits than the minimum shown above, the City shall be insured for the full available limits of the Commercial General and Excess or Umbrella liability maintained by Consultant, irrespective of whether such limits maintained by Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by Consultant.

14. INDEMNIFICATION / HOLD HARMLESS

- a. Consultant shall defend, indemnify, and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the willful or negligent acts, or alleged willful or alleged negligent acts, errors or omissions of the Consultant or the Consultant's employees or agents in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.
- b. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the Parties. The provisions of this section shall survive the expiration or termination of this Agreement.

15. STANDARD OF CARE

The professional services will be furnished in accordance with the care and skill ordinarily used by members of the same profession practicing under similar conditions at the same time and in the same locality.

16. SUCCESSORS OR ASSIGNS

All of the terms, conditions and provisions hereof shall inure to the benefit of and be binding upon the Parties hereto, and their respective successors and assigns; provided, however, that no assignment of the Agreement shall be made without written consent of the non-assigning Party, which may be given in the non-assigning Party's sole discretion.

17. NOTICES

Any notices required under this Agreement will be in writing, addressed to the appropriate Party at the address which appears below (as modified in writing from time to time by such party), and given by electronic submission, by facsimile personally, by registered or certified mail, return receipt requested, or by nationally recognized overnight courier service. All notices shall be effective upon the date sent.

Purchasing Manager
City of Richland
625 Swift Blvd., MS-11
Richland, WA 99352
Email: purchasing@ci.richland.wa.us
Phone: (509) 942-7710
Fax: (509) 942-7397

Contact Name: Greg Settle, Senior Consultant
Name of Firm: Hyas Group, LLC
Address: 9755 SW Barnes Road, Suite 660
Address: Portland, OR 97225
Email: gsettle@hyasgroup.com
Phone Number: (360) 480-6501
Fax Number: N/A

18. EQUAL OPPORTUNITY AGREEMENT

Consultant agrees that Consultant will not discriminate against any employee or job applicants for work under this Agreement for reasons of race, sex, nationality, religious creed, or sexual orientation.

19. SEVERABILITY

If any provision of this Agreement conflicts with applicable law, or its application is found to be invalid by a court of competent jurisdiction, the remainder of this Agreement shall not be affected, and to this end, the terms of this Agreement are declared to be severable.

20. AMENDMENTS

All amendments must be in writing and be approved and signed by both Parties.

21. CHANGE IN LAW

The Parties hereto agree that in the event legislation is enacted or regulations are promulgated, or a decision of court is rendered, or any interpretive policy or opinion of any governmental agency charged with the enforcement of any such law or regulation is published that affects or may affect the legality of this Agreement or any part thereof or that materially and adversely affects the ability of either Party to perform its obligations or receive the benefits intended hereunder ("Adverse Change in Law"), then within fourteen (14) calendar days following written notice by either Party to the other Party of such adverse change in law, the Parties shall meet to negotiate in good faith an amendment which will carry out the original intention of the Parties to the extent possible. If, despite good faith attempts, the Parties cannot reach agreement upon an amendment within sixty (60) calendar days after

commencing negotiation, then this Agreement may be terminated by either Party as of the earlier of: (i) the effective date of the adverse change in law, or (ii) the expiration of a period of sixty (60) days following written notice of termination provided by one Party to the other.

22. CONFIDENTIALITY

In the course of performing under this Agreement, Consultant, including its employees, agents or representatives, may receive, be exposed to, or acquire confidential information of the City. Confidential information may include, but is not limited to, patient information, contract terms, sensitive employee information, or proprietary data in any form, whether written, oral, or contained in any computer database or computer readable form.

Consultant shall: i) not disclose or sell confidential information except as permitted by this Agreement or as required by law; (ii) only permit use of such confidential information by employees, agents and representatives having a need to know in connection with performance under this Agreement; and (iii) advise each of its employees, agents, and representatives of their obligations to keep such information confidential.

23. CHANGES OF WORK

a. When required to do so, and without any additional compensation, Consultant shall make such changes and revisions in the completed work of this Agreement as necessary to correct or revise any errors, omissions, or other deficiencies in the design, drawings, specifications, reports, and other similar documents which Consultant is responsible for preparing or furnishing under this Agreement.

b. Should the City find it desirable for its own purposes to have previously satisfactorily completed work or parts thereof changed or revised, Consultant shall make such revisions as directed by the City. This work shall be considered as Extra Work and will be paid for as herein provided under Section 24, Extra Work.

24. EXTRA WORK

The City may desire to have Consultant perform work or render additional services within the general scope of this Agreement. Such work shall be considered as extra work and will be specified in a written supplement to this Agreement which will set forth the nature of the scope, schedule for additional work, additional fees and the method of payment. Work under a supplemental Agreement shall not proceed until authorized in writing by the City.

25. ENTIRE AGREEMENT

This Agreement contains the entire agreement of the Parties hereto and supersedes all previous understandings and agreements, written and oral, with respect to this transaction. Neither Party shall be liable to the other for any representations made by any person regarding the terms of this Agreement, except to the extent that the same are expressed in this Agreement.

26. AUTHORITY TO EXECUTE

Each person executing this Agreement on behalf of another person, corporation, partnership, company, or other organization or entity represents and warrants that he or she is fully authorized to so execute and deliver this Agreement on behalf of the entity or party for which he or she is signing. The Parties hereby warrant to each other that each has full power and authority to enter into this Agreement and to undertake the actions contemplated herein, and that this Agreement is enforceable in accordance with its terms.

27. COUNTERPART ORIGINALS

Execution of this Agreement and any amendment or other document related to this Agreement may be by electronic signature and in any number of counterpart originals, each of which shall be deemed to constitute an original agreement, and all of which shall constitute one whole agreement.

(Signature page to follow)

Draft

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the day and year first above written.

CITY OF RICHLAND

CONSULTANT

Jon Amundson, ICMA-CM
City Manager

Signature

Attest:

Printed Name

Jennifer Rogers, City Clerk

Title

Approved as to form:

Heather Kintzley, City Attorney

Draft

EXHIBIT A: Detailed Scope of Work

City of Richland 401(a) Defined Contribution Retirement Plans and City of Richland 457 Deferred Compensation Plan – Annual Consulting Services Scope of Work

Maintenance of Investment Policy Statement

- At least annual review of general content and structure
- Review and recommend adjustments to goals and objectives as appropriate
- Review and recommend adjustments to investment guidelines as appropriate
- Review investment performance review and evaluation criteria

Investment manager searches as deemed necessary and appropriate by the Committee

- Select appropriate screening criteria
- Initiate data collection and review
- Provide comprehensive risk and return analysis
- Identify suitable finalist candidates
- Present results to Committee and offer recommendation

Ongoing due diligence for each investment option in the plans

- Produce attributions on each fund manager
- Evaluate attributions according to sector returns and weights, capitalization breakdown, asset class and style benchmarks
- Compare portfolio statistics to the asset class benchmark
- Meet with managers or representatives, as necessary

Ongoing plans compliance review and assistance

- Provide updates related to legal and regulatory changes effecting the plans
- Review plan documents and agreements and provide commentary as required
- Provide assistance to help make sure plans operates in compliance with state and regulatory requirements

Quarterly performance reports and account review

- Illustrate and communicate big picture thematic, economic and specific asset class trends
- Present fund performance against its relative asset class benchmark
- Create asset allocation charts
- Provide investment manager attribution reports and due diligence notes as needed
- Provide in-person presentation of quarterly performance report at client location

Fiduciary and defined contribution plan education for Committee

- Annual training update (or more frequently as needed)
- Dissemination of important regulatory, legal and legislative information to the Committee as it becomes available to the Hyas Group

401(a) PLAN and 457(b) PLAN FEE SCHEDULE

Annual Consulting Services. In accordance with the Consulting Services Scope of Work and for the Services, Deliverables and Consultant Work Product provided for under said Scope, Consultant shall be paid an annual fee for the term of the agreement, payable in quarterly payments per the chart below; such payments shall be Consultant's sole compensation, including

travel and all other expenses for its rendering of the Services and preparation and delivery of the Consultant Work Product. Consultant shall invoice Client at the address listed in this agreement for the Services, Deliverables or Consultant Work Product and shall be paid net thirty (30) days from date of an accurate invoice or receipt of Services, Deliverables or Consultant Work Product, whichever occurs later.

The combined annual fee for the 457(b) Plan and 401(a) Plan shall be allocated to each plan based on percentage of assets. Hyas Group will review the percentage of combined plan assets held in each plan and update the allocation of fees accordingly at least semi-annually.

Term	Annual Fee	Quarterly Payment
January 1, 2023 – December 31, 2025	\$39,000 401(a) Plan - \$8,704 457(b) Plan - \$30,296	\$9,750 401(a) Plan - \$2,176 457(b) Plan - \$7,574
January 1, 2026 – December 31, 2027	\$39,000* 401(a) Plan - \$8,704 457(b) Plan - \$30,296	\$9,750* 401(a) Plan - \$2,176 457(b) Plan - \$7,574
*Rates for years 2026 and 2027 will be reviewed, any rate increases will be adjusted with an amendment to this agreement		

City of Richland Retirement Health Savings Plan – Annual Consulting Services Scope of Work

Maintenance of Investment Policy Statement

- At least annual review of general content and structure
- Review and recommend adjustments to goals and objectives as appropriate
- Review and recommend adjustments to investment guidelines as appropriate
- Review investment performance review and evaluation criteria

Investment manager searches as deemed necessary and appropriate by the Committee

- Select appropriate screening criteria
- Initiate data collection and review
- Provide comprehensive risk and return analysis
- Identify suitable finalist candidates
- Present results to Committee and offer recommendation

Ongoing due diligence for each investment option in the RHS Plan

- Produce attributions on each fund manager
- Evaluate attributions according to sector returns and weights, capitalization
- breakdown, asset class and style benchmarks
- Compare portfolio statistics to the asset class benchmark
- Meet with managers or representatives, as necessary

Ongoing Plan compliance review and assistance

- Provide updates related to legal and regulatory changes effecting the plans

- Review plan documents and agreements and provide commentary as required
- Provide assistance to help make sure plans operates in compliance with state and regulatory requirements

Annual Performance Report

- Illustrate and communicate big picture thematic, economic and specific asset class trends
- Present fund performance against its relative asset class benchmark
- Create asset allocation charts
- Provide investment manager attribution reports and due diligence notes as needed

Quarterly on-site Committee meeting attendance and update

- Provide in-person presentation of annual performance report and quarterly investment performance flash reports at client location
- Provide updates related to legal and regulatory changes effecting the Plan

RETIREMENT HEALTH SAVINGS PLAN FEE SCHEDULE:

Annual Consulting Services. In accordance with the Consulting Services Scope of Work and for the Services, Deliverables and Consultant Work Product provided for under said Scope, Consultant shall be paid an annual fee for the term of the agreement, payable in quarterly payments per the chart below; such payments shall be Consultant's sole compensation, including travel and all other expenses for its rendering of the Services and preparation and delivery of the Consultant Work Product. Consultant shall invoice Client at the address listed in this agreement for the Services, Deliverables or Consultant Work Product and shall be paid net thirty (30) days from date of an accurate invoice or receipt of Services, Deliverables or Consultant Work Product, whichever occurs later.

Term	Annual Fee	Quarterly Payment
January 1, 2023 – December 31, 2025	\$6,000	\$1,500
January 1, 2026 – December 31, 2027	\$6,000*	\$1,500*
*Rates for years 2026 and 2027 will be reviewed, any rate increases will be adjusted with an amendment to this agreement		

ADDITIONAL TERMS:

Fiduciary Responsibility. Consultant acknowledges and agrees that in providing services described in the Scope of Work, it is acting as an investment advisor fiduciary as defined in ERISA § 3(21) in rendering investment advice to the Client based on the particular needs of the Client as stated herein.

Proxy Voting. Consultant does not exercise proxy voting authority over client securities or take any action relating such securities, which become the subject of any legal proceedings including class action lawsuits and bankruptcies. The obligation to vote client proxies at all times rests with

Client. However, Client is not precluded from contacting Consultant for advice or information about a particular proxy vote. However, Consultant will not be deemed to have proxy voting authority as a result of providing such advice to Client.

Should Consultant inadvertently receive proxy information for a security held in the Plan's account, Consultant will immediately forward such information to Client, but will not take any further action with respect to the voting of such proxy. Upon termination of this Agreement, Consultant will make a good faith and reasonable attempt to forward proxy information inadvertently received by Consultant on Client's behalf to the forwarding address provided by Client.

Risk. Client recognizes that there may be loss or depreciation of the value of any investment due to the fluctuation of market values. Client represents that no party to this Agreement has made any guarantee, either oral or written, that the Plan's investment objectives will be achieved. Consultant will not be liable for any error in judgment and/or for any investment losses in the absence of malfeasance, negligence or violation of applicable law. Nothing in this Agreement will constitute a waiver or limitation of any rights which Client may have under applicable state or federal law, including without limitation state and federal securities laws.

Acknowledgement of Receipt of Part 2 Form ADV. Client acknowledges that it has received and has had an opportunity to read Consultant's firm brochure (Form ADV, Part 2A) and applicable brochure supplements (Form ADV, Part 2B) prior to, or at the time of, entering into this Agreement.



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 12/6/2022

Agenda Category: Resolutions - Adoption

Core Focus Area 3 - Increase Economic Vitality

Subject:

Resolution No. 2022-145, Approving 2023 Hotel/Motel Lodging Tax Funding Awards

Department/Office
City Manager

Ordinance/Resolution Number:
2022-145

Document Type:
Resolution

Recommended Motion:

Adopt Resolution No. 2022-145, approving the 2023 Hotel/Motel Lodging Tax Fund Awards and authorizing the City Manager to sign and execute the necessary agreements.

Summary:

The Lodging Tax Advisory Committee (LTAC) met on October 27, 2022 to review applications received for 2023 Hotel/Motel Funding Awards. After review and discussion, final recommendations to the Council are outlined below. Additional information can be found in Exhibit A of Resolution No. 2022-145.

First Two Percent (Marketing)

Allied Arts Association Art in the Park - \$8,000
COR BASS National West Regional Championship Fishing Championship - \$7,500
City of Richland 2023 Geocoin Challenge - \$7,500
City of Richland 2023 Winter Wonderland - \$3,500
Northwest Power Boat Association Richland Regatta - \$17,500
Red Mountain Event Tri-City Raceway Events - \$15,000
The Rude Mechanicals, Shakespeare in the Park - \$1,500
Special Olympics Washington 2022 State Fall Games - \$10,000
Stephens Media Group Live @ 5 - \$5,000
Three Rivers Folklife Society 2022 Tumbleweed Music Festival - \$5,000
Tri-Cities Sunrise Rotary See3Slam - \$10,000
Tri-Cities Water Follies Columbia Cup - \$15,000
Wild West Bass Trail 2022 Pro-Am Circuit Event - \$15,000

Second two Percent (Capital Projects)

City of Richland – Fitness Court in Howard Amon Park - \$305,000
City of Richland Economic Development BID Lighting and Kiosk Improvements - \$60,000
Friends of Badger Mountain - Little Badger Mt. Ice Age Floods Interpretive Trail - \$238,000

Staff recommends adoption of Resolution No. 2022-145.

Fiscal Impact:

\$120,500 in funding awards is proposed from the first 2% of available funds, leaving an estimated fund balance of \$373,902. \$603,000 in funding awards is proposed from the second 2% of available funds, leaving an estimated fund balance of \$404,281.

Attachments:

I. Resolution No. 2022-145

RESOLUTION NO. 2022-145

**A RESOLUTION OF THE CITY OF RICHLAND, WASHINGTON,
AWARDING THE DISTRIBUTION OF 2023 HOTEL/MOTEL TAX
FUNDS.**

WHEREAS, pursuant to RCW 67.28.1817, Richland City Council established a reserve, funded through a tax on lodging, to be used to promote or increase tourism; and

WHEREAS, an estimated \$494,402 from the first two percent (2%) of funds (marketing projects) and \$1,007,281 from the second two percent (2%) of funds (capital projects) is available to be awarded in the 2023 funding cycle, for a total fund balance of \$1,501,683; and

WHEREAS, the City received applications for projects to be considered by the Lodging Tax Advisory Committee (LTAC) and City Council for funding; and

WHEREAS, at its October 27, 2022 meeting, the Lodging Tax Advisory Committee provided a positive recommendation to allocate a total of \$723,500 toward projects that have been determined eligible as described in **Exhibit A**, attached hereto and incorporated by reference.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richland that the City Manager is authorized to sign and execute funding agreements with applicants as detailed in **Exhibit A**.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

ADOPTED by the City Council of the City of Richland, Washington, at a regular meeting on the 6th day of December, 2022.

Michael Alvarez, Mayor

Attest:

Approved as to Form:

Jennifer Rogers, City Clerk

Heather Kintzley, City Attorney

2023 HOTEL/MOTEL FUNDING REQUESTS

Exhibit A to Resolution No. 2022-145

First 2% Available Funds as of 9/30/22 = \$494,402

ORGANIZATION	PROPOSED USE OF MONEY	2022 ALLOCATION	2023 REQUEST	2023 RECOMMENDATION
Allied Arts Association	Art in the Park	\$5,000.00	\$8,000.00	\$ 8,000.00
COR BASS Nat'l West Regional Championship	Fishing Championship	\$0.00	\$7,500.00	\$ 7,500.00
City of Richland - Parks & Recreation	GeoCoin Challenge	\$6,500.00	\$7,500.00	\$ 7,500.00
City of Richland - Parks & Recreation	Winter Wonderland	\$0.00	\$3,500.00	\$ 3,500.00
North American Talk	Event Messaging along the I-5 Corridor	\$0.00	\$28,000.00	\$ -
Northwest Powerboat Association	Richland Regatta	\$17,500.00	\$17,500.00	\$ 17,500.00
Red Mountain Event	Tri-City Raceway (24 Total Events)	\$0.00	\$100,915.50	\$ 15,000.00
Rude Mechanicals	Shakespeare in the Park	\$0.00	\$5,000.00	\$ 1,500.00
Special Olympics of Washington	Special Olympics Washington Fall Games	\$10,000.00	\$10,000.00	\$ 10,000.00
Stephens Media Group	Live@5	\$0.00	\$10,000.00	\$ 5,000.00
Three Rivers Folklife Society	Tumbleweed Music Festival	\$4,000.00	\$5,000.00	\$ 5,000.00
Tri-Cities Sunrise Rotary	SEE3SLAM	\$10,000.00	\$10,000.00	\$ 10,000.00
Tri-Cities Water Follies Association	HAPO Columbia Cup and Air Show	\$15,000.00	\$15,000.00	\$ 15,000.00
Wild West Bass Trail	Wild West Ball Trail Columbia River Pro-Am	\$15,000.00	\$15,000.00	\$ 15,000.00
Total Requested			\$242,915.50	\$ 120,500.00
Balance				\$ 373,902.00

Second 2% Available Funds as of 9/30/22 = \$1,007,281

ORGANIZATION	PROPOSED USE OF MONEY	2022 ALLOCATION	2023 REQUEST	2023 RECOMMENDATION
City of Richland - City Manager's Office	Fitness Court in Howard Amon Park	\$0.00	\$305,000	\$ 305,000.00
City of Richland - Economic Development	BID Improvement Districts Lighting & Kiosk Improven	\$0.00	\$60,000	\$ 60,000.00
Friends of Badger Mountain	Little Badger Mt. Ice Age Floods Interpretive Trail	\$0.00	\$238,000	\$ 238,000.00
Red Mountain Event Center	Lights, Grandstands, Asphalt/Course	\$0.00	\$284,000	\$ -
Tri-City Kart Club	Track Improvements - Asphalt, Air/Water/Power Ext	\$0.00	\$204,000	\$ -
Total Requested			\$1,091,000	\$ 603,000.00
Balance				\$ 404,281.00



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 12/6/2022

Agenda Category: Resolutions - Adoption

Core Focus Area 3 - Increase Economic Vitality

Subject:

Resolution No. 2022-146, Awarding 2023 Business License Reserve Fund Grants

Department/Office
Development Services

Ordinance/Resolution Number:
2022-146

Document Type:
Resolution

Recommended Motion:

Adopt Resolution No. 2022-146, awarding 2023 Business License Reserve Fund (BLRF) grant amounts and authorizing the City Manager to sign and execute funding agreements with recipients as provided therein.

Summary:

Per RMC 5.04.385, eighteen percent (18%) of business license fees are placed in the Business License Reserve Fund (BLRF) for economic development, prevention of blight, tourism, and expenditures that support business. Each year, applications are accepted from eligible organizations for these funds. For the 2023 funding cycle, the City received eight (8) applications (shown below and attached). Funding requests for 2023 total \$185,500. \$150,000 is anticipated to be available for award. After review for completeness and program compatibility, applications were provided to the Economic Development Committee (EDC) for consideration. Presentations were heard on November 21, 2022.

The EDC's funding recommendations are as follows:

Applicant	Project Description	Request	Recommendation
Commercial Facade Improvement Program	Facade Improvements (matching funds)	\$100,000	\$77,500
Uptown and Downtown BIDs	BID Revitalization (COR projects)	\$10,000	\$10,000
Small Business Development Council	Small Business Counseling	\$20,000	\$15,000
Tri-City Regional Chamber of Commerce	Economic Gardening	\$14,000	\$7,000
Visit Tri-Cities	Workforce Training	\$10,000	\$10,000
Uptown Business Improvement District	Events and Marketing	\$11,000	\$11,000
Downtown Business Improvement District (Parkway)	Bench and Trash Can Refurbishment	\$5,500	\$5,500
Tri-City Regional Chamber of Commerce	Live @ 5	\$15,000	\$14,000
	Total	\$185,500	\$150,000

Staff recommends adoption of Resolution No. 2022-146.

Fiscal Impact:

The City anticipates \$150,000 in available funds for 2023. This amount includes the anticipated carry-over of funds not spent in 2022.

Attachments:

1. Resolution No. 2022-146
2. 2023 Business License Reserve Fund (BLRF) Applications

RESOLUTION NO. 2022-146

**A RESOLUTION OF THE CITY OF RICHLAND, WASHINGTON,
AUTHORIZING THE DISTRIBUTION OF FUNDS FROM THE
BUSINESS LICENSE RESERVE FUND FOR CALENDAR YEAR
2023.**

WHEREAS, pursuant to Richland Municipal Code (RMC) 5.04.385, City Council established a reserve, funded through a portion of fees for business licenses, that is used to promote business activities related to tourism, core development, general economic development, capital expenditures for community improvements, and the prevention of blight; and

WHEREAS, an estimated \$150,000 is available for eligible projects in 2023; and

WHEREAS, applications were solicited and reviewed by the Economic Development Committee (EDC); and

WHEREAS, at its November 21, 2022 regular meeting, the EDC recommended allocation of \$150,000 toward projects deemed eligible under RMC 5.04.385 and RMC 5.04.386 as described on **Exhibit A**, attached hereto and incorporated herein by reference.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richland that the City Manager is authorized to sign and execute Business License Reserve Fund funding agreements in the amounts identified and with the applicants listed on **Exhibit A**.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

ADOPTED by the City Council of the City of Richland, Washington, at a regular meeting on the 6th day of December, 2022.

Michael Alvarez, Mayor

Attest:

Approved as to Form:

Jennifer Rogers, City Clerk

Heather Kintzley, City Attorney

EXHIBIT A

Description	Applicant	Amount
Façade Improvement Program (001)	COR Economic Development	\$77,500
BID Revitalization (002)	UBID & DBID	\$10,000
Small Business Counseling (003)	SBDC	\$15,000
Economic Gardening (004)	Tri-City Regional Chamber	\$7,000
Workforce Training (005)	Visit Tri-Cities	\$10,000
Uptown Events & Marketing (006)	Uptown BID	\$11,000
Benches and Garbage Refinish (007)	Parkway BID	\$5,500
Live @ 5 (008)	Tri-City Regional Chamber (SMG)	\$14,000

Total: \$150,000



Business License Reserve Program

Application

Eligible Applicant Agency			
☐ Tri-City Regional Chamber of Commerce		☐ Downtown Business Improvement District	
☐ Tri-City Visitor and Convention Bureau		☐ Uptown Business Improvement District	
☐ SCORE of the Mid-Columbia		☐ Small Business Development Center	
☒ Commercial Façade Improvement Program			
Agency Address	625 Swift Blvd. MS-18	Agency Telephone	509-942-7725
Contact Person	Lynne Follett	Contact Title	Program Administrator
Contact Phone	509-942-7725	Contact Email	lfollett@ci.richland.wa.us
Project Title	2023 CFIP	Amount Requested	100,000
1) Please explain how your <u>organization</u> supports the enhancement of the local business community and the improvement of the environs of the City of Richland. Attach additional pages as necessary.			
The Business License Reserve Program provides funding annually for the Commercial Façade Improvement Program as outlined in RMC 5.04 through Ordinance 50-19. The City of Richland's Business and Economic Development Office (BEDO) is charged with supporting the local business community and executes programs and projects designed to support local businesses and improve the built environment of the Central Business District and outlying nodal areas of commerce.			
2) Please provide a description of the proposed project or program, including a timetable for implementation. Attach additional pages as necessary			
The Commercial Façade Improvement Program (CFIP), has been an important tool to help leverage private investment funds to reinvest in deteriorating property and structures throughout the city, and update aging buildings. This type of project directly supports the core mission of preventing blight. The CFIP is an ongoing program through the economic development office that provides matching funds for permanent exterior enhancements to buildings and storefronts. Applications are accepted for this program throughout the year until the funds are depleted.			
3) What business activities does the proposed project promote? Check all that apply.			
☒ Core Development		☒ General Economic Development	
☐ Tourism		☒ Prevention of Blight	
☒ Capital Expenditures for Community Improvements		☐ Small business development program (Richland)	
3a) Please explain how your proposal carries out <u>each</u> business activity identified above. Attach additional pages as necessary.			

Public/Private investment in the redevelopment of Richland's businesses supports the larger economic development goals of the city. This program provides valuable matching funds and encourages a completion timeline for reimbursement to keep exterior projects from lingering.

3b) Please identify other sources of revenue are being utilized and whether they have been secured.

This program is an annual program entirely funded from the Business License Reserve Fund. The nature of this program's guidelines require the applicant to pay for the entire cost of the improvement; the program then reimburses up to 50% of completed project expenses within the allowable guidelines provided. While the minimum participation by the applicant is 50%, most applicants expend more than required to receive the maximum reimbursement and on average carry 70% of the project cost.

4) How does this project support Richland's business community?

The CFIP promotes all objectives of the BLRF program, and encourages business and property owners to make investments in Richland's economic success. The purpose of the funding is to provide direct investment that improves curb appeal and aesthetic quality of Richland's business districts.

5) Is the project a collaboration with other agencies or organizations? Please provide the names of the other agencies and describe the relationship.

The project is a public/private partnership, with the business or property owner participating in at least 50% of the project cost.

6) Will the project be completed by December 30? Please explain.

This program operates entirely separate from the BLRF fund once funds are awarded, and the due date is not required because unspent funds remain in the CFIP program until the following year.

Revenue (Attach additional pages as necessary)

Source	Amount
Private Investment from owner	\$ \$100,000.00
CFIP Grant	\$ \$100,000.00
	\$
	\$
	\$
	\$
Total	\$ \$200,000.00

Expenses (Attach additional pages as necessary)

Source	Amount
Owner investment	\$ \$100,000.00
CFIP Grant	\$ \$100,000.00
	\$
	\$

	\$
	\$
Total	\$ \$200,000.00

You may use additional pages if necessary to complete the application. Please attach any additional information about the project or your organization that you believe is relevant to this application.

APPLICATION CRITERIA
The Economic Development Committee annually determines criteria for the award of program funds. The committee utilizes these criteria to assist in determining whether applications make a good faith effort to reinforce annual goals for public/private redevelopment, economic development, and investment. Applicants shall make every effort for their project to support each criteria, but the Economic Development Committee may consider other factors if not all criteria are met.

☒	CRITERIA CONSIDERED
Physical	
☒	The project retains, enhances, or has no negative effect on Richland's natural resources (rivers, trails, recreation areas, parks, natural open space)
☐	The project is accessible to or benefits all members of the public
☒	The project improves or does not otherwise inhibit access to any Richland business
☒	The project targets positive development of the Richland Central Business District and/or outlying nodal areas of commerce
☒	The project enhances existing plans, strategies, and development by the City of Richland
Programmatic Goals	
☒	The project promotes social and cultural diversity
☒	The project enhances or has no negative impact on locally produced foods, wares, or agriculture
Relationship Building	
☒	The project has the support of or otherwise does not negatively impact any Business Improvement District
☒	The project promotes collaboration between multiple regional entities
Legal	
☒	The project does not violate any Richland Municipal Code
☒	The applicant clearly states the nature of the project and how it supports business activities for the purposes authorized herein.

By signing below, you are affirming that you:

- ☒ Have read the Business License Reserve Program Guidelines and Procedures document
- ☒ Are aware of the program permissions and limitations
- ☒ Certify that requested funds will only be used for purposes as described in this application and/or as approved by the City of Richland
- ☒ You understand that use of funds is subject to audit by the State of Washington

- ☒ Will submit, if approved for award, a detailed project schedule and updated budget within 30 days of receipt of a fully executed contract
- ☒ Understand that the fund is a reimbursement program and funds are released only once economic development staff has reviewed and approved of the expenses
- ☒ Expressly agree, if approved to the publicity of your project as part of the program, now and in the future
- ☒ Understand that all information provided is public

eSigned via SeamlessDocs.com

Lynne Follett

Key: 251de9e7f0391e503125369cc896f8a9

Signature

Lynne Follett

Printed Name

10-17-2022

Date



Business License Reserve Program

Application

Eligible Applicant Agency			
☐ Tri-City Regional Chamber of Commerce		☒ Downtown Business Improvement District	
☐ Tri-City Visitor and Convention Bureau		☒ Uptown Business Improvement District	
☐ SCORE of the Mid-Columbia		☐ Small Business Development Center	
☐ Commercial Façade Improvement Program			
Agency Address	Uptown and Downtown BIDs	Agency Telephone	509 942-7725
Contact Person	Lynne Follett	Contact Title	Economic Development
Contact Phone	same	Contact Email	lfollett@ci.richland.wa.us
Project Title	Downtown Renewal and Revitalization	Amount Requested	10,000
1) Please explain how your <u>organization</u> supports the enhancement of the local business community and the improvement of the environs of the City of Richland. Attach additional pages as necessary.			
Downtown Richland is anchored by two Business Improvement Districts, the Uptown Business Improvement District and the Downtown (Parkway) Business Improvement District. This project is a collaboration between the City's Economic Development and Parks & Public Facilities departments, and both business improvement districts. The city is responsible for most of the common areas in both districts. Since the parking and common areas in both districts were acquired by the city in the early 1990s, the city's goal has been to support economic growth, including tourism in both business districts. Neither district has the capacity to fund identified needs without the financial support of the City and grants. Both business districts are home to local small businesses and support events that draw people to the downtown core of Richland.			
2) Please provide a description of the proposed project or program, including a timetable for implementation. Attach additional pages as necessary			
The objective of this project is to <u>renew and replace public amenities in each business district</u> to support the growth of tourism in Richland's downtown by creating destinations that are safe, inclusive, and assessable. This project is a partnership between the business districts and the City. Many of the common area amenities are of an age that does not reflect today's inclusivity standards for users of all abilities and needs. Informational kiosks in both districts need to be replaced. Installing new kiosks supports tourism by providing information about the area, events, and merchants available to visitors. Additionally, the replacement of decorative lights (along the sidewalk) in the Uptown is needed.			
3) What business activities does the proposed project promote? Check all that apply.			
☒ Core Development		☒ General Economic Development	
☐ Tourism		☒ Prevention of Blight	
☒ Capital Expenditures for Community Improvements		☐ Small business development program (Richland)	
3a) Please explain how your proposal carries out <u>each</u> business activity identified above. Attach additional pages as necessary.			

The revitalization project will update core downtown business districts and prevent blight by improving the public amenities in each area. These improvements support economic growth by creating safe, inviting and accessible public spaces.

3b) Please identify other sources of revenue are being utilized and whether they have been secured.

City of Richland general fund contribution as well as Hotel-Motel grant funds.

4) How does this project support Richland's business community?

Directly supports the business community by making these areas safe, inviting and accessible to all.

5) Is the project a collaboration with other agencies or organizations? Please provide the names of the other agencies and describe the relationship.

City of Richland Economic Development and Parks and Public Facilities departments.

6) Will the project be completed by December 30? Please explain.

The first phase will be completed by 12/31/2023. Phase 2 is planned for 2024

Revenue (Attach additional pages as necessary)

Source	Amount
General Fund	\$ \$30,000.00
Hotel-Motel Grant	\$ \$60,000.00
BLRF Grant	\$ \$10,000.00
	\$
	\$
	\$
Total	\$ \$100,000.00

Expenses (Attach additional pages as necessary)

Source	Amount
New Lighting (Decorative Sidewalk Lights, chg. to LED)	\$ \$70,000.00
Kiosk Replacement/Signage	\$ \$20,000.00
Landscape Improvements	\$ \$10,000.00
	\$

	\$
	\$
Total	\$ \$100,000.00

You may use additional pages if necessary to complete the application. Please attach any additional information about the project or your organization that you believe is relevant to this application.

APPLICATION CRITERIA
The Economic Development Committee annually determines criteria for the award of program funds. The committee utilizes these criteria to assist in determining whether applications make a good faith effort to reinforce annual goals for public/private redevelopment, economic development, and investment. Applicants shall make every effort for their project to support each criteria, but the Economic Development Committee may consider other factors if not all criteria are met.

✓ CRITERIA CONSIDERED
Physical
☒ The project retains, enhances, or has no negative effect on Richland's natural resources (rivers, trails, recreation areas, parks, natural open space)
☒ The project is accessible to or benefits all members of the public
☒ The project improves or does not otherwise inhibit access to any Richland business
☒ The project targets positive development of the Richland Central Business District and/or outlying nodal areas of commerce
☒ The project enhances existing plans, strategies, and development by the City of Richland
Programmatic Goals
☒ The project promotes social and cultural diversity
☒ The project enhances or has no negative impact on locally produced foods, wares, or agriculture
Relationship Building
☒ The project has the support of or otherwise does not negatively impact any Business Improvement District
☒ The project promotes collaboration between multiple regional entities
Legal
☒ The project does not violate any Richland Municipal Code
☒ The applicant clearly states the nature of the project and how it supports business activities for the purposes authorized herein.

By signing below, you are affirming that you:

- ☒ Have read the Business License Reserve Program Guidelines and Procedures document
- ☒ Are aware of the program permissions and limitations
- ☒ Certify that requested funds will only be used for purposes as described in this application and/or as approved by the City of Richland
- ☒ You understand that use of funds is subject to audit by the State of Washington

- ☒ Will submit, if approved for award, a detailed project schedule and updated budget within 30 days of receipt of a fully executed contract
- ☒ Understand that the fund is a reimbursement program and funds are released only once economic development staff has reviewed and approved of the expenses
- ☒ Expressly agree, if approved to the publicity of your project as part of the program, now and in the future
- ☒ Understand that all information provided is public

eSigned via SeamlessDocs.com

Lynne Follett

Key: 251de9e7f0391e503125369cc896f8a9

Signature

Lynne Follett

Printed Name

10-16-2022

Date



Business License Reserve Program

Application

Eligible Applicant Agency

- | | |
|---|---|
| ☐ Tri-City Regional Chamber of Commerce | ☐ Downtown Business Improvement District |
| ☐ Tri-City Visitor and Convention Bureau | ☐ Uptown Business Improvement District |
| ☐ SCORE of the Mid-Columbia | ☒ Small Business Development Center |
| ☐ Commercial Façade Improvement Program | |

Agency Address		Agency Telephone	
Contact Person	Duane Fladland	Contact Title	State Director
Contact Phone	509-358-7763	Contact Email	Duane.fladland@wsbdc.org
Project Title	Washington SBDC Business Resiliency Program	Amount Requested	\$20,000

1) Please explain how your organization supports the enhancement of the local business community and the improvement of the environs of the City of Richland. Attach additional pages as necessary.

The Washington Small Business Development Center is a network of more than 38 business advisors who provide no-cost, confidential, individualized assistance to business owners and entrepreneurs who want to start, grow, or buy/sell a business. The Washington SBDC is one of the oldest SBDC networks in the country and was established in 1980 through a cooperative agreement between Washington State University and the U.S. Small Business Administration. SBDC advisors provide assistance with all aspects of starting and operating a business including, but not limited to: financial literacy, recordkeeping, business planning, marketing, access to markets, access to capital and credit, legal structures, risk management, leases, succession planning, partnership strategies, human resources and international trade. The Washington SBDC also offers a variety of webinars and online training at no cost on a range of topics including cash flow management, social media strategies, Labor and Industries regulations, marketing, eCommerce, cybersecurity, and business resiliency. The Washington SBDC currently has a certified business advisor located in the Tri-cities, has hired an International Trade Advisor to be located in the Tri-cities, and has a network of advisors who assist business owners via Zoom, phone calls, emails, and other technology. Over the past year, 20 Richland business owners met one-on-one with an SBDC advisor for assistance, with over 80 hours of advising time. According to client records, the top reason for contacting a business advisor was for help with managing a business. Other areas of assistance included help with loan applications, disaster assistance, and cash flow management. Through the results from a state-wide needs assessment conducted in partnership with the Washington State Department of Commerce, the SBDC has gained insights into the needs of small business owners, post-pandemic, as well as the unique needs of minority business owners. As such, we have hired a Hispanic Outreach Coordinator, serving south central Washington, and have developed new outreach programs to better assist the needs of business owners in the City of Richland and throughout the region.

2) Please provide a description of the proposed project or program, including a timetable for implementation. Attach additional pages as necessary

This proposal seeks funding to increase SBDC visibility among economic development stakeholders in Richland and build partnerships within the small business ecosystem that will foster small business success, especially in Richland's Central Business District and among underserved community groups. Over the past year, the Washington SBDC has hired a Spanish speaking Business Advisor located in the Tri-cities and is finalizing the hiring of an International Trade Advisor to also be located in the Tri-cities. The SBDC has partnered with the Hispanic Chamber of Commerce in Pasco to find on-going support for the work being done. These advisors will continue to make inroads into the local community and expand outreach to underserved communities. The Outreach Coordinator will focus on outreach to community partners and will develop ongoing training needs for Richland.

3) What business activities does the proposed project promote? Check all that apply.

- | | |
|--|--|
| ☒ Core Development | ☒ General Economic Development |
|--|--|

☒ Tourism	☐ Prevention of Blight
☐ Capital Expenditures for Community Improvements	☒ Small business development program (Richland)

3a) Please explain how your proposal carries out each business activity identified above. Attach additional pages as necessary.

Core Development: SBDC business advisors are a tremendous resource for brick-and-mortar businesses in the downtown core. SBDC advisors can assist entrepreneurs and business owners who are working to strengthen their e-commerce presence while continuing with in-person sales. The Washington SBDC network has advisors who can assist businesses in every industry and at every phase of business development.

Tourism: The tourism and hospitality industries have been decimated by the pandemic. SBDC advisors provide advising, education and research to help business owners pivot or restructure their business to adapt to the current economy. The value of having an objective, expert business advisor to talk through decisions either virtually or in person cannot be overstated. In addition to one-to-one advising, SBDC advisors also offer webinars in collaboration with resource partners including the Washington Hospitality/Restaurant Association to provide integrated, tourism-specific webinars.

General Economic Development: Statewide, about 70 percent of SBDC clients are from the following industries: Service Establishments, Manufacturer/Producer, Retail, Accommodation & Food Service, Professional-Technical and Health Care businesses. This mirrors the business landscape of the City of Richland where more than 18,000 jobs (pre-pandemic) were in those industries.

Small Business Development: Every SBDC advisor must undergo a rigorous six-month certification process to ensure a thorough understanding of all phases of business development, best practices for business advising and the highest level of service across the network. Consistent with other communities across the country, more than 95 percent of businesses in Richland are small businesses. SBDC advisors can help with every stage of business development, from startup to succession.

3b) Please identify other sources of revenue are being utilized and whether they have been secured.

Currently SBDC services to the Tri-Cities area are being subsidized by local funding from other communities, such as Tri-DEC and the Hispanic Chamber of Commerce of Pasco. This funding proposal will enable us to provide more targeted attention to resource partners and stakeholders in Richland so that we can ensure that business owners experience a seamless transition from one resource partner to another. Additional funds will be provided by Washington State Department of Commerce, Washington State University, and the Small Business Administration.

4) How does this project support Richland's business community?

When small businesses succeed, communities thrive. For many small businesses, the difference between sustainability and bankruptcy can be paper thin. SBDC advisors are experts at helping business owners analyze profit and loss statements to figure out how to cut expenses and increase profits. Since the beginning of mandated business restrictions because of COVID, SBDC advisors have been critical in helping business owners pivot their business and respond to changing conditions. SBDC advisors have also been instrumental in helping their clients apply for EIDL loans, PPP loans and Working Washington grants. We have clients who work with an advisor for several weeks to accomplish one specific goal, like getting a loan, and other clients who have an ongoing relationship with their advisor and seek assistance throughout the lifecycle of their business. Having that kind of resource available to small business owners in Richland will promote business sustainability and strengthen the entire small business support system.

5) Is the project a collaboration with other agencies or organizations? Please provide the names of the other agencies and describe the relationship.

Collaboration is one of the key values of the Washington SBDC. (The other two are innovation and integrity.) Our focus on collaboration has intensified since the pandemic. Business advising is always a collaboration because no one person or one agency has all the answers. Within our network, advisors collaborate constantly to leverage the specific expertise of different advisors. We also collaborate across resource partners including ADOs, SCORE, Women's Business Center, Veteran's Business Center, and community groups affiliated with WA Commerce's Business Resiliency Network. SBDC Lead Office works closely with WEDA and other industry groups, including Inland Northwest Partners and the Association of Washington Businesses. Our Washington SBDC Biz Buzz newsletter is sent to more than 900 resource partners across the state to keep them informed about new initiatives and resources they can use.

6) Will the project be completed by December 30? Please explain.

SBDC advising is ongoing, but the deliverables described in this proposal will be completed by Dec. 30, 2023.

Revenue (Attach additional pages as necessary)

Source	Amount
Small Business Admin., OSBDC	2,930,000
Washington State, Commerce	\$970,000
Washington State University	\$750,000
Various institutions of Higher Education	\$975,000
Various EDC, regional ports, chambers of commerce	\$425,000
Total	\$6,050,000

Expenses (Attach additional pages as necessary)

Source	Amount
Salaries & Wages	\$11,088
Benefits	\$3,933
Local Travel	\$852
Indirect Costs	\$4,127
	\$
	\$
Total	\$20,000

You may use additional pages if necessary to complete the application. Please attach any additional information about the project or your organization that you believe is relevant to this application.

APPLICATION CRITERIA

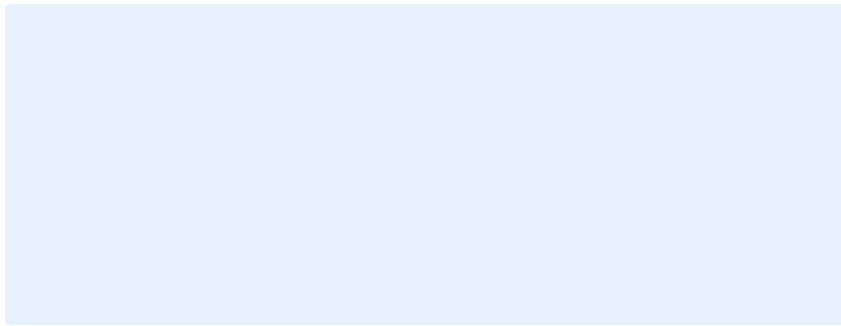
The Economic Development Committee annually determines criteria for the award of program funds. The committee utilizes these criteria to assist in determining whether applications make a good faith effort to reinforce annual goals for public/private redevelopment, economic development, and investment. Applicants shall make every effort for their project to support each criteria, but the Economic Development Committee may consider other factors if not all criteria are met.

	CRITERIA CONSIDERED
Physical	
☒	The project retains, enhances, or has no negative effect on Richland's natural resources (rivers, trails, recreation areas, parks, natural open space)
☒	The project is accessible to or benefits all members of the public
☒	The project improves or does not otherwise inhibit access to any Richland business
☒	The project targets positive development of the Richland Central Business District and/or outlying nodal areas of commerce
☒	The project enhances existing plans, strategies, and development by the City of Richland
Programmatic Goals	
☒	The project promotes social and cultural diversity
☒	The project enhances or has no negative impact on locally produced foods, wares, or agriculture
Relationship Building	

☒	The project has the support of or otherwise does not negatively impact any Business Improvement District
☒	The project promotes collaboration between multiple regional entities
Legal	
☒	The project does not violate any Richland Municipal Code
☒	The applicant clearly states the nature of the project and how it supports business activities for the purposes authorized herein.

By signing below, you are affirming that you:

- ✓ Have read the Business License Reserve Program Guidelines and Procedures document
- ✓ Are aware of the program permissions and limitations
- ✓ Certify that requested funds will only be used for purposes as described in this application and/or as approved by the City of Richland
- ✓ You understand that use of funds is subject to audit by the State of Washington
- ✓ Will submit, if approved for award, a detailed project schedule and updated budget within 30 days of receipt of a fully executed contract
- ✓ Understand that the fund is a reimbursement program and funds are released only once economic development staff has reviewed and approved of the expenses
- ✓ Expressly agree, if approved to the publicity of your project as part of the program, now and in the future
- ✓ Understand that all information provided is public



Signature

Printed Name

Date

Application Submittal

- ☒ Will submit, if approved for award, a detailed project schedule and updated budget within 30 days of receipt of a fully executed contract
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Craig Abbs

Key: 251de9a7f0391e503125369cc896fba9

Signature

Craig Abbs

10-14-2022

Printed Name

Date



Business License Reserve Program

Application

Eligible Applicant Agency			
☒ Tri-City Regional Chamber of Commerce		☐ Downtown Business Improvement District	
☐ Tri-City Visitor and Convention Bureau		☐ Uptown Business Improvement District	
☐ SCORE of the Mid-Columbia		☐ Small Business Development Center	
☐ Commercial Façade Improvement Program			
Agency Address	7130 W Grandridge Blvd., Ste. C,	Agency Telephone	509-736-0510
Contact Person	Logan LaPierre	Contact Title	Program Manager
Contact Phone	509-736-0510	Contact Email	logan.lapierre@tricityregionalc
Project Title	Economic Gardening	Amount Requested	\$14,000
1) Please explain how your <u>organization</u> supports the enhancement of the local business community and the improvement of the environs of the City of Richland. Attach additional pages as necessary.			
The Tri-City Regional Chamber of Commerce is the voice of business. The Chamber promotes regional prosperity and strengthens our member businesses through advocacy, leadership, networking and innovative business programs. Our mission is simple: to engage stakeholders, build capacity, and lead the region. The Chamber hosts various programs, such as Ask the Experts, which connect local business owners, managers, and employees with industry experts from a variety of industries.			
2) Please provide a description of the proposed project or program, including a timetable for implementation. Attach additional pages as necessary			
Economic Gardening is one of the oldest entrepreneurial economic development programs in the country. It provides strategic research and frameworks to help local companies scale up, adding jobs and wealth to the community and local economy. It complements economic development efforts that focus on startups or recruitment/retention of major companies by offering support to companies in the middle. This program is offered through a partnership with the National Center for Economic Gardening.			
3) What business activities does the proposed project promote? Check all that apply.			
☐ Core Development		☒ General Economic Development	
☐ Tourism		☐ Prevention of Blight	
☐ Capital Expenditures for Community Improvements		☐ Small business development program (Richland)	
3a) Please explain how your proposal carries out <u>each</u> business activity identified above. Attach additional pages as necessary.			

Economic Gardening is a unique economic development process that focuses on second-stage companies already located in our community rather than assisting a startup or recruiting a new business. It is an entrepreneurial approach to traditional economic development strategies and provides companies with resources they might not otherwise know about or be able to afford. It allows small, second stage businesses the ability to grow from within.

3b) Please identify other sources of revenue are being utilized and whether they have been secured.

N/A

4) How does this project support Richland's business community?

Economic Gardening will provide the selected Richland businesses access to otherwise inaccessible data. They be able to identify new markets, possible investment opportunities, new marketing techniques, and other vital information. In conducting follow up with previous Richland businesses, the Chamber observed one business experienced a 40% increase in staff, and another who invested in a new, 25,000 square foot warehouse to contain new expansion.

5) Is the project a collaboration with other agencies or organizations? Please provide the names of the other agencies and describe the relationship.

2021 marks the 7th year the Chamber has offered this program. While Economic Gardening received private funding through 2017, partnering with the City of Richland since 2018 and beyond has allowed for a level of collaboration that wasn't previously known and has been an exclusive partnership the Chamber has with the City.

6) Will the project be completed by December 30? Please explain.

The Chamber has set goals to ensure the 2022 program will concluded no later than 12/31/2022: We aim to secure funding for two companies by March 30th, 2020, begin preliminary recruitment that same month and have final selections by June 1st, 2021. This timeline allows the companies to spend up to 6 months to complete the program, but should take no longer than 6-8 weeks.

Revenue (Attach additional pages as necessary)

Source	Amount
	\$
	\$
	\$
	\$
	\$
	\$
Total	\$ \$0.00

Expenses (Attach additional pages as necessary)

Source	Amount
Company 1, Economic Gardening from the City of Richland, Economic	\$ \$7,000.00
Company 2, Economic Gardening from the City of Richland, Economic	\$ \$7,000.00
	\$
	\$

	\$
	\$
Total	\$ \$14,000.00

You may use additional pages if necessary to complete the application. Please attach any additional information about the project or your organization that you believe is relevant to this application.

APPLICATION CRITERIA
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Relationship Building	
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Logan LaPierre
Key: 251de9e7f6391e503125389cc899f9a8

Signature

Logan LaPierre

Printed Name

12/13/2021

Date



Business License Reserve Program

Application

Eligible Applicant Agency			
☐ Tri-City Regional Chamber of Commerce		☐ Downtown Business Improvement District	
☒ Tri-City Visitor and Convention Bureau		☐ Uptown Business Improvement District	
☐ SCORE of the Mid-Columbia		☐ Small Business Development Center	
☐ Commercial Façade Improvement Program			
Agency Address	7130 W Grandridge Blvd., Suite B	Agency Telephone	509-735-8486
Contact Person	Kim Shugart	Contact Title	Senior Vice President
Contact Phone	509-735-8486 ext 232	Contact Email	Kim@VisitTri-Cities.com
Project Title	Workforce Development	Amount Requested	\$10,000
1) Please explain how your <u>organization</u> supports the enhancement of the local business community and the improvement of the environs of the City of Richland. Attach additional pages as necessary.			
Visit Tri-Cities engages in marketing, public relations, and group business sales endeavors nationally and internationally to drive economic impact in our community through visitor spending. Visitors spend half a billion dollars in our community supporting local businesses in the City of Richland and throughout the Tri-Cities. A healthy business climate in Richland, supported by visitor activities, can also attract new businesses, creating jobs and additional taxes.			
2) Please provide a description of the proposed project or program, including a timetable for implementation. Attach additional pages as necessary			
VTC received BLRF funding and partnered with WSU Tri-Cities to develop a workforce certificate training program in 2022. The request for grant funding is to continue this program to offer Richland residents or employees of Richland businesses certificate training scholarships to help create thriving businesses and career advancement opportunities for individual participants. Scholarships would be awarded throughout 2023 and the program would be fully administered by December 31, 2023.			
3) What business activities does the proposed project promote? Check all that apply.			
☒ Core Development		☐ General Economic Development	
☒ Tourism		☐ Prevention of Blight	
☐ Capital Expenditures for Community Improvements		☐ Small business development program (Richland)	
3a) Please explain how your proposal carries out <u>each</u> business activity identified above. Attach additional pages as necessary.			

Visit Tri-Cities will again administer scholarships to the City of Richland residents or employees of Richland businesses to improve employment and career advancement opportunities for residents. Overarching themes for courses include Professional Development, Financial Well-Being of the Organization and Wine Business Management. Courses are outlined on the VTC website, <https://www.visittri-cities.com/about/careers/wsu-workforce-training-opportunities/>

3b) Please identify other sources of revenue are being utilized and whether they have been secured.

NA

4) How does this project support Richland's business community?

On example of how this program supports the Richland business community is the customer service training program which is designed for individuals interfacing with the public and internal customers. A well-trained hospitality workforce creates memorable experiences leading to additional room night stays and repeat visitation to Richland. Workforce retention is a problem for businesses and training increases employee satisfaction, while improving skills of the workforce which benefits employers.

5) Is the project a collaboration with other agencies or organizations? Please provide the names of the other agencies and describe the relationship.

Yes, Washington State University Tri-Cities has developed curriculum that Visit Tri-Cities would continue to provide scholarship opportunities for. Visit Tri-Cities aided in program development with WSU-TC. Port of Benton and the City of Pasco are also partnered in the program.

6) Will the project be completed by December 30? Please explain.

Yes, scholarships would be awarded throughout 2023 and would be fully administrated by December 30, 2023.

Revenue (Attach additional pages as necessary)

Source	Amount
	\$
	\$
	\$
	\$
	\$
	\$
Total	\$ \$0.00

Expenses (Attach additional pages as necessary)

Source	Amount
Visit Tri-Cities Administration Fee: 15%	\$ \$1,500.00
	\$
	\$
	\$

	\$
	\$
Total	\$ \$1,500.00

You may use additional pages if necessary to complete the application. Please attach any additional information about the project or your organization that you believe is relevant to this application.

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Relationship Building
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☒ The project promotes collaboration between multiple regional entities
Legal
☒ The project does not violate any Richland Municipal Code
☒ The applicant clearly states the nature of the project and how it supports business activities for the purposes authorized herein.

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Kimberly Shugart

Key: 251de9e7f0391e503125369cc89d6f8a9

Signature

Kimberly Shugart

Printed Name

10-14-2022

Date



Business License Reserve Program

Application

Eligible Applicant Agency			
☐ Tri-City Regional Chamber of Commerce		☐ Downtown Business Improvement District	
☐ Tri-City Visitor and Convention Bureau		☒ Uptown Business Improvement District	
☐ SCORE of the Mid-Columbia		☐ Small Business Development Center	
☐ Commercial Façade Improvement Program			
Agency Address	PO Richland	Agency Telephone	5099460077
Contact Person	Gus Sako	Contact Title	Chair Uptown BID
Contact Phone	5099460077	Contact Email	Oldoctopus@hotmail.com
Project Title	Uptown BID 2022	Amount Requested	\$11000.00
1) Please explain how your <u>organization</u> supports the enhancement of the local business community and the improvement of the environs of the City of Richland. Attach additional pages as necessary.			
The Uptown BID supports small businesses, maintains aspects of the area, has - with the City - worked to enhance the visual presentation of the Uptown for both locals and travelers and has worked to provide community activities.			
2) Please provide a description of the proposed project or program, including a timetable for implementation. Attach additional pages as necessary			
Marketing and events, see details under expenses.			
3) What business activities does the proposed project promote? Check all that apply.			
☒ Core Development		☒ General Economic Development	
☒ Tourism		☒ Prevention of Blight	
☒ Capital Expenditures for Community Improvements		☐ Small business development program (Richland)	
3a) Please explain how your proposal carries out <u>each</u> business activity identified above. Attach additional pages as necessary.			

The projects we propose for 2022 all work to enhance and improve an aging shopping district in the City core. This activity supports the resident businesses. We are lucky in that the Uptown hosts a number of businesses popular with tourists. Creating a more welcoming visual and physical presence to the Uptown helps build that popularity.

3b) Please identify other sources of revenue are being utilized and whether they have been secured.

There will be some revenue from Chalk Art entry fees. Beyond that we explore finding other partners.

4) How does this project support Richland's business community?

Everything we propose supports businesses in the Uptown

5) Is the project a collaboration with other agencies or organizations? Please provide the names of the other agencies and describe the relationship.

With Chalk Art we have a loose relationship with Chief Joseph Middle School which we hope to grow.

6) Will the project be completed by December 30? Please explain.

All proposed projects will be completed in 2022.

Revenue (Attach additional pages as necessary)

Source	Amount
BLRF	\$ \$11,000.00
Uptown BID (includes Chalk Art entry fees)	\$ \$8,000.00
	\$
	\$
	\$
	\$
Total	\$ \$19,000.00

Expenses (Attach additional pages as necessary)

Source	Amount
Art in the Alley paint and labor	\$ \$4,000.00
Christmas Lights commercial grade lights and ancillary equipment	\$ \$3,000.00
Rehabilitate or Replace street furniture and fixtures	\$ \$9,000.00
Events and Marketing Chalk Art Production, Internet Marketing	\$ \$3,000.00

	\$
	\$
Total	\$ \$19,000.00

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☒	CRITERIA CONSIDERED
Physical	
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Programmatic Goals	
☐	The project promotes social and cultural diversity
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Relationship Building	
☒	The project has the support of or otherwise does not negatively impact any Business Improvement District
☐	The project promotes collaboration between multiple regional entities
Legal	
☒	The project does not violate any Richland Municipal Code
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Key: 251de9e7f6391e503125389cc699f9a8

Signature

Douglas Sako

Printed Name

12/29/2021

Date



Business License Reserve Program

Application

Eligible Applicant Agency			
☐ Tri-City Regional Chamber of Commerce		☒ Downtown Business Improvement District	
☐ Tri-City Visitor and Convention Bureau		☐ Uptown Business Improvement District	
☐ SCORE of the Mid-Columbia		☐ Small Business Development Center	
☐ Commercial Façade Improvement Program			
Agency Address	Greenies - 701 GW Way	Agency Telephone	509 946-3787
Contact Person	Darin Warrick	Contact Title	Chairman, Downtown BID
Contact Phone	509 946-3787	Contact Email	greenielife@gmail.com
Project Title	Garbage Container Powder-Coating Project	Amount Requested	\$5,500.00
1) Please explain how your <u>organization</u> supports the enhancement of the local business community and the improvement of the environs of the City of Richland. Attach additional pages as necessary.			
Please see additional page.			
2) Please provide a description of the proposed project or program, including a timetable for implementation. Attach additional pages as necessary			
Our powder-coated public garbage containers are rusting, and need to be re-coated. We will need to do this in stages, so that we will have at least half of the containers still in use in The Parkway at all times. The containers will need to be removed, transported, sand blasted, powder coated, and then delivered and re-installed. As stated in the Reserve Fund eligibility requirements, we would require that this would be completed by December 31.			
3) What business activities does the proposed project promote? Check all that apply.			
☐ Core Development		☐ General Economic Development	
☐ Tourism		☒ Prevention of Blight	
☒ Capital Expenditures for Community Improvements		☐ Small business development program (Richland)	
3a) Please explain how your proposal carries out <u>each</u> business activity identified above. Attach additional pages as necessary.			

Re Capital Ependitures for Community Improvements:
 Maintaining the garbage containers is a necessary improvement for health and beautification concerns for our downtown neighborhood, making the project a perfect capital expenditure. Continued maintenance also is much more economically feasible than replacement.
 Re Prevention of blight:
 Rusting garbage containers is an eyesore and without re-coating the containers will continue to decline.

3b) Please identify other sources of revenue are being utilized and whether they have been secured.

No other sources of revenue have been secured for this project.

4) How does this project support Richland's business community?

This project supports downtown Richland's business community by providing a necessary service for a sometimes large number of guests at once, namely public garbage collection,. At the same time, this project maintains the beautiful, well-managed and unified look of our neighborhood.

5) Is the project a collaboration with other agencies or organizations? Please provide the names of the other agencies and describe the relationship.

No other organizations are involved

6) Will the project be completed by December 30? Please explain.

Yes, when requests for bids are sent out, we will require that work will be finished by December 31.

Revenue (Attach additional pages as necessary)

Source	Amount
None for this project	\$
	\$
	\$
	\$
	\$
	\$
Total	\$ \$0.00

Expenses (Attach additional pages as necessary)

Source	Amount
None for this project	\$
	\$
	\$
	\$

	\$
	\$
Total	\$ \$0.00

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eSigned via SeamlessDocs.com

DawnAnn Johnson

Key: 251de9e7f0391e503125369cc696fba9

Signature

DawnAnn Johnson

10-14-2022

Printed Name

Date

Additional page for Richland Downtown BID Reserve Program Application 2022

In addition to the listed agency and contact information for Darin Warnick, BID Chair, due to Darin's absence, this application is being made, submitted, and signed by Downtown BID Seceretary

DawnAnn Johnson
Things Worth Keeping
623 The Parkway
Richland
509 946-4871
email: dawnann@thingsworthkeeping.com

In answer to Question

1) Please explain how your organization supports the enhancement of the local business community and the improvement of the environs of the City of Richland.

Downtown BID provides approval, oversight and/or support of activities held in the downtown business district, specifically on The Parkway. We are pleased to host Farmers Market, Players Theater events, a growing number of exciting restaurants, an art-friendly area, the tour destination for Columbia River cruises and many more shops and boutiques. Downtown BID funds landscape maintenance, summer flowerpot plantings, and the winter holiday tree lighting including installation and removal. We maintain public garbage caontainers and trash bags, benches and kiosks. We pay an individual to collect trash and replace bags weekly. We monitor parking areas and the business' trash dumpsters in order to try to prevent any misuse and to promote a pleasing environment, avoiding health concerns or other undesirable issues in our neighborhood.



Business License Reserve Program

Application

Eligible Applicant Agency			
☒ Tri-City Regional Chamber of Commerce ☐ Tri-City Visitor and Convention Bureau ☐ SCORE of the Mid-Columbia ☐ Commercial Façade Improvement Program		☐ Downtown Business Improvement District ☐ Uptown Business Improvement District ☐ Small Business Development Center	
Agency Address	4304 W24th Ave Suite 200	Agency Telephone	509-783-0783
Contact Person	Jennifer Little	Contact Title	Events & Promotions Manager
Contact Phone	253-670-3522	Contact Email	jennifer.little@smgnational.com
Project Title	Live@5	Amount Requested	\$15,000
1) Please explain how your <u>organization</u> supports the enhancement of the local business community and the improvement of the environs of the City of Richland. Attach additional pages as necessary.			
Live@5 is entering its 19th season with the City of Richland. Throughout the years this events has provided an audience for local businesses to grow their brand, pick up multiple other events and thrive at a time when their business might otherwise have a slow revenue. This event draws people in from other cities and from out of state.			
2) Please provide a description of the proposed project or program, including a timetable for implementation. Attach additional pages as necessary			
Due to the popularity of this event, last season we added a Fall Version of Live@5. The asks we continue to get from the public is to add more dates to our event. This year we will be adding dates to the Summer Concert series and putting on the Fall series again. Our current proposed dates are May 25th - Aug 3rd (Summer Series) Sept 7th - Sept 28th (Fall Series). This will be adding 6 additional dates to our schedule.			
3) What business activities does the proposed project promote? Check all that apply.			
☐ Core Development ☒ Tourism ☐ Capital Expenditures for Community Improvements		☒ General Economic Development ☐ Prevention of Blight ☒ Small business development program (Richland)	
3a) Please explain how your proposal carries out <u>each</u> business activity identified above. Attach additional pages as necessary.			

This event brings in people from all surrounding cities and from out of state. Creating revenue for hotels, restaurants and local shops.

3b) Please identify other sources of revenue are being utilized and whether they have been secured.

At this time we have not signed any vendors for our event. We expect HAPO to be back as our main sponsor.

4) How does this project support Richland's business community?

We invite local businesses to participate each week in the concert series. Encouraging new businesses to come out and showcase their brand, services and products. We provide exposure and advertising to all businesses who are apart of our event.

5) Is the project a collaboration with other agencies or organizations? Please provide the names of the other agencies and describe the relationship.

Tri City Chamber partnership
City of Richland partnership

6) Will the project be completed by December 30? Please explain.

Yes, this is a limited series event each year

Revenue (Attach additional pages as necessary)

Source	Amount
TBD- 2023 sponsors are not yet confirmed	\$
First right of refusal March 2023	\$
	\$
	\$
	\$
	\$
Total	\$ \$0.00

Expenses (Attach additional pages as necessary)

Source	Amount
Advertising	\$ \$175,000.00
Bands \$15,400, Audio \$10,000, Security \$7,480	\$ \$32,880.00
Stage/Park Rental	\$ \$10,410.88
Staffing \$8,500, Supplies \$2,500, Equipment \$500	\$ \$11,500.00

	\$
	\$
Total	\$ \$229,790.88

You may use additional pages if necessary to complete the application. Please attach any additional information about the project or your organization that you believe is relevant to this application.

APPLICATION CRITERIA
The Economic Development Committee annually determines criteria for the award of program funds. The committee utilizes these criteria to assist in determining whether applications make a good faith effort to reinforce annual goals for public/private redevelopment, economic development, and investment. Applicants shall make every effort for their project to support each criteria, but the Economic Development Committee may consider other factors if not all criteria are met.

✓ CRITERIA CONSIDERED
Physical
☒ The project retains, enhances, or has no negative effect on Richland's natural resources (rivers, trails, recreation areas, parks, natural open space)
☒ The project is accessible to or benefits all members of the public
☒ The project improves or does not otherwise inhibit access to any Richland business
☒ The project targets positive development of the Richland Central Business District and/or outlying nodal areas of commerce
☒ The project enhances existing plans, strategies, and development by the City of Richland
Programmatic Goals
☒ The project promotes social and cultural diversity
☒ The project enhances or has no negative impact on locally produced foods, wares, or agriculture
Relationship Building
☒ The project has the support of or otherwise does not negatively impact any Business Improvement District
☒ The project promotes collaboration between multiple regional entities
Legal
☒ The project does not violate any Richland Municipal Code
☒ The applicant clearly states the nature of the project and how it supports business activities for the purposes authorized herein.

By signing below, you are affirming that you:

- ☒ Have read the Business License Reserve Program Guidelines and Procedures document
- ☒ Are aware of the program permissions and limitations
- ☒ Certify that requested funds will only be used for purposes as described in this application and/or as approved by the City of Richland
- ☒ You understand that use of funds is subject to audit by the State of Washington

- ☒ Will submit, if approved for award, a detailed project schedule and updated budget within 30 days of receipt of a fully executed contract
- ☒ Understand that the fund is a reimbursement program and funds are released only once economic development staff has reviewed and approved of the expenses
- ☒ Expressly agree, if approved to the publicity of your project as part of the program, now and in the future
- ☒ Understand that all information provided is public

eSigned via SeamlessDocs.com

Jennifer Ann Little

Key: 251.de9e7f0391e503125369cc696f8a9

Signature

Jennifer Ann Little

10-07-2022

Printed Name

Date



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 12/6/2022

Agenda Category: Resolutions - Adoption

Core Focus Area 2 - Manage & Maintain Infrastructure & Facilities

Subject:

Resolution No. 2022-147, Authorizing Additional Project-Specific Scope for the Consultant Agreement with Commonstreet Consulting, LLC

Department/Office
Public Works

Ordinance/Resolution Number:
2022-147

Document Type:
Resolution

Recommended Motion:

Adopt Resolution No. 2022-147, authorizing additional project-specific scope for the consultant agreement with Commonstreet Consulting, LLC as provided therein.

Summary:

Pursuant to City Council's adoption of Resolution No. 126-20 on November 5, 2020, the City of Richland and Commonstreet Consulting, LLC ("Commonstreet") entered into a consultant agreement ("Original Agreement") whereby Commonstreet committed to providing professional support for right-of-way acquisitions for upcoming capital improvement projects (see Contract No. 315-20).

The Original Agreement referenced a list of specific projects that would utilize Commonstreet's services, with scope and fee for each project authorized through administrative execution of a task order. The City has need for right-of-way acquisition services for improvements at the intersection of Gage Boulevard and Leslie Road, a project not specified on the list contained in the Original Agreement.

Through adoption of Resolution No. 2022-147, City Council will authorize the City Manager to execute a task order with Commonstreet under the Original Agreement to provide services for the project at Leslie Road and Gage Boulevard. Additionally, Resolution No. 2022-147 will also authorize the City Manager to execute task orders for future projects that require right-of-way acquisition services when the projects have already received City Council authorization through budget approval or a project-specific action.

This action does not affect the process for obtaining Council approval on right-of-way acquisition agreements with property owners since all transactions will continue to be presented to Richland City Council for approval by resolution.

Staff recommends adoption of Resolution No. 2022-147.

Fiscal Impact:

The additional scope for the Gage Boulevard/Leslie Road intersection improvements is estimated at \$43,000. Approximately \$50,000 is available in existing projects through Real Estate Excise Tax (REET) funds. The additional scope will be absorbed within the existing Streets capital budget without impacting other projects.

Attachments:

- I. Resolution No. 2022-147

RESOLUTION NO. 2022-147

**A RESOLUTION OF THE CITY OF RICHLAND, WASHINGTON,
AUTHORIZING ADDITIONAL PROJECT-SPECIFIC SCOPE FOR
THE CONSULTANT AGREEMENT WITH COMMONSTREET
CONSULTING, LLC.**

WHEREAS, on November 5, 2020, the City of Richland and Commonstreet Consulting, LLC (“Commonstreet”) entered into a consultant agreement (“Original Agreement”) whereby Commonstreet committed to providing professional support for right-of-way acquisitions for upcoming capital improvement projects (*see* Contract No. 315-20); and

WHEREAS, the Original Agreement referenced a list of specific projects that would utilize Commonstreet’s services; and

WHEREAS, the City has need for right-of-way acquisition services for Gage Boulevard-Leslie Road Intersection Improvements, a project not specified in the Original Agreement; and

WHEREAS, the Original Agreement provides that the scope of services for each project will be determined through a task order executed by the City Manager; and

WHEREAS, Commonstreet’s services are utilized only for projects previously authorized by Richland City Council through approval of the annual budget and the current Capital Improvement Plan (CIP); and

WHEREAS, after successful negotiation by Commonstreet, each right-of-way acquisition transaction will be presented to Richland City Council for approval by resolution; and

WHEREAS, the best interests of the City’s are served by utilizing Commonstreet’s expertise on projects requiring right-of-way acquisition.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richland that the City Manager is authorized to sign and execute a task order for right-of-way acquisition services for Gage Boulevard-Leslie Road Intersection Improvements with Commonstreet Consulting, LLC.

BE IT FURTHER RESOLVED that the City Manager is authorized to execute project-specific task orders with Commonstreet Consulting, LLC authorizing a scope of services and fees for all projects that are authorized by Richland City Council through budget authorization or project-specific action.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

This space intentionally left blank.

ADOPTED by the City Council of the City of Richland, Washington, at a regular meeting on the 6th day of December, 2022.

Michael Alvarez, Mayor

Attest:

Approved as to Form:

Jennifer Rogers, City Clerk

Heather Kintzley, City Attorney



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 12/6/2022

Agenda Category: Items of Business

Core Focus Area 1 - Promote Financial Stability & Operational Effectiveness

Core Focus Area 6 - Enhance Neighborhood & Community Safety

Subject:

2023 Richland Police Department Recruitment and Retention Program

Department/Office
Police

Ordinance/Resolution Number:

Document Type:
Presentation

Recommended Motion:

None.

Summary:

Chief Clary will present on the Richland Police Department (RPD) Recruitment and Retention Program.

Fiscal Impact:

Fiscal impact based on the number of lateral officers hired in 2023 with reimbursable moving expenses and the number of referral bonus incentives.

Attachments:



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 12/6/2022

Agenda Category: Items of Business

Key I - Financial Stability & Operational Effectiveness

Subject:

Resolution No. 2022-148, Amending Appendix A of the 2021-2023 Collective Bargaining Agreement with the International Brotherhood of Electrical Workers Local Union No. 77

Department/Office
Human Resources

Ordinance/Resolution Number:
2022-148

Document Type:
Resolution

Recommended Motion:

Adopt Resolution No. 2022-148, Amending Appendix A of the 2021-2023 Collective Bargaining Agreement with the International Brotherhood of Electrical Workers (IBEW), Local Union No. 77 as provided therein.

Summary:

For retention purposes, the City recently proposed opening the 2021-2023 Collective Bargaining Agreement (CBA) with the International Brotherhood of Electrical Workers (IBEW), Local Union No. 77 to negotiate wages only. The purpose of reopening the wage portion of the existing CBA is to allow the City to remain competitive with other local electric utilities.

IBEW represents approximately 33 city positions:

- Power Operations - 22 positions (Apprentice and Journey Lineworkers, Service Crew Leads, Heavy Equipment Operators)
- Systems - 4 positions (Meter, Power & Protection Technicians/Lead)
- Technical Services - 6 positions (Electricians/Lead; Electronics & Instrumentation Technicians/Lead)
- Warehouse - 1 position (Warehouse Worker)

The City proposed an economic package that included an additional increase of 0.80% for the remainder of 2022 and a 4.50% increase for 2023. This proposed increase would align IBEW-represented positions with similar positions at Benton County and Franklin County Public Utility Districts (PUDs). These adjustments are captured in updated Appendix A of the 2021-2023 CBA with IBEW which is Exhibit A to Resolution No. 2022-148..

The City was notified that IBEW accepted the proposed amendment to Appendix A. As required by the Richland City Charter, a public hearing is scheduled for December 6, 2022 to take public comment on the proposed agreement.

Staff recommends the adoption of Resolution No. 2022-148.

Fiscal Impact:

Terms of the proposed amendment fall within Council's collective bargaining parameters and have been accounted for in the budgeting process.

Attachments:

- I. Resolution No. 2022-148

RESOLUTION NO. 2022-148

**A RESOLUTION OF THE CITY OF RICHLAND, WASHINGTON,
AMENDING APPENDIX A OF THE 2021-2023 COLLECTIVE
BARGAINING AGREEMENT WITH THE INTERNATIONAL
BROTHERHOOD OF ELECTRICAL WORKERS (IBEW), LOCAL
UNION NO 77.**

WHEREAS, the Richland City Council desires to attract and retain qualified employees and maintain harmonious relations between the City and the International Brotherhood of Electrical Workers (IBEW), Local Union No. 77; and

WHEREAS, the current Collective Bargaining Agreement (CBA) between the City and IBEW expires on December 31, 2023; and

WHEREAS, an amendment to Appendix A of the 2021-2023 IBEW CBA is warranted based on external market conditions and local utility comparators for wages.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richland that Appendix A to the 2021-2023 IBEW Collective Bargaining Agreement, as amended, attached hereto as **Exhibit A**, is hereby approved and incorporated therein.

BE IT FURTHER RESOLVED that the City Manager is authorized to execute a Letter of Agreement with IBEW to incorporate the changes to Appendix A.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

ADOPTED by the City Council of the City of Richland, Washington, at a regular meeting on the 6th day of December, 2022.

Michael Alvarez, Mayor

Attest:

Approved as to Form:

Jennifer Rogers, City Clerk

Heather Kintzley, City Attorney

Appendix A – Updated Dec. 2022 2021-2023 Classifications & Wages

[illegible]

	2020**	5/1/2021	7/1/2021	1/1/2022	7/1/2022	12/6/2022	1/1/2023
		3.00%	1.00%	3.00%	0.75%	0.80%	4.50%
<u>TECHNICAL SERVICES DIVISION</u>							
ELECTRONIC & INSTRUMENTATION LEAD (M-F)	\$54.26	\$55.89	N/A	\$57.57	\$58.00	\$58.46	\$61.09
ELECTRONIC & INSTRUMENTATION TECHNICIAN III	\$52.11	\$53.67	N/A	\$55.28	\$55.69	\$56.14	\$58.67
ELECTRONIC & INSTRUMENTATION TECHNICIAN II	\$50.20	\$51.71	N/A	\$53.26	\$53.66	\$54.09	\$56.52
ELECTRONIC & INSTRUMENTATION TECHNICIAN I	\$48.77	\$50.23	N/A	\$51.74	\$52.13	\$52.55	\$54.91
ELECTRICIAN LEAD (M-F)	\$54.26	\$55.89	N/A	\$57.57	\$58.00	\$58.46	\$61.09
ELECTRICIAN III	\$52.11	\$53.67	N/A	\$55.28	\$55.69	\$56.14	\$58.67
ELECTRICIAN II	\$50.20	\$51.71	N/A	\$53.26	\$53.66	\$54.09	\$56.52
ELECTRICIAN I	\$48.77	\$50.23	N/A	\$51.74	\$52.13	\$52.55	\$54.91

*\$1000 on the first pay period following ratification to all current employees who were employed as of 1-1-2021 and the individual who retired on 6/30/21. (the amount will be prorated for employees hired after 1-1-2021 through 4-30-21).

**Should the City of Richland distribute funds received pursuant to the American Rescue Plan to other Essential Workers in any manner, the IBEW Local 77 bargaining unit shall also receive a like amount relative to base hourly wage.



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 12/6/2022

Agenda Category: Items of Business

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Subject:

Resolution No. 2022-138, Amending Exhibit A of the Compensation Plan for Unaffiliated Employees - 2015 and Continuing

Department/Office
Human Resources

Ordinance/Resolution Number:
2022-138

Document Type:
Resolution

Recommended Motion:

Adopt Resolution 2022-138, amending Exhibit A of the Compensation Plan for Unaffiliated Employees - 2015 and Continuing.

Summary:

Routine adjustments to the City's compensation schedule for unaffiliated employees are necessary to keep employee pay aligned with the market. This effort is critical to recruiting and retaining top talent. These adjustments, along with other housekeeping updates such as aligning positions based on internal restructuring, eliminating obsolete job titles, and incorporating newly created positions, typically occur at the end of each calendar year.

To keep the City's compensation schedule updated, staff recommends amending the existing Compensation Plan for Unaffiliated Employees - 2015 and Continuing by replacing the existing Exhibit A with an updated Exhibit A for 2023. The update will take effect on December 19, 2022, which is the start of the 2023 payroll year. The exhibit includes a market adjustment of 5.0%, which aligns with the City's analysis of internal and external comparators as well as other current economic factors.

Adjusting the compensation schedule by 5.0% does not have the effect of increasing employee pay by 5.0%. Instead, it builds capacity for pay increases for those employees who have reached the top of the pay scale due to longevity, and aligns mid-range compensation with market rates for similar work. Individual pay increases occur separately as a part of the City's pay-for-performance program, and percentage increases are awarded on an individual basis based on performance.

Consistent with Article VI, Section 6.03 of the Richland City Charter, a public hearing was held on December 6, 2022 to take public testimony on the proposed action.

Staff recommends approval of Resolution No. 2022-138.

Fiscal Impact:

The fiscal impact of the proposed amendments to Exhibit A were included in the City's 2023 Budget.

Attachments:

- I. Resolution No. 2022-138

RESOLUTION NO. 2022-138

**A RESOLUTION OF THE CITY OF RICHLAND, WASHINGTON,
AMENDING EXHIBIT A OF THE COMPENSATION PLAN FOR
UNAFFILIATED EMPLOYEES – 2015 AND CONTINUING.**

WHEREAS, Chapter 2.28 of the Richland Municipal Code (RMC) provides for regular review and adoption of the City of Richland Compensation Plan for Unaffiliated Employees; and

WHEREAS, the City previously contracted with Springsted, Inc. to complete a Classification and Compensation Study to determine the appropriate classification of positions based on an established objective evaluation process; and

WHEREAS, Exhibit A, attached hereto, reflects an updated alignment of positions based on internal restructuring, eliminates obsolete titles, incorporates new positions created since the last comprehensive update was performed, and establishes a new market competitive pay structure; and

WHEREAS, the City Manager recommends amending the Compensation Plan for Unaffiliated Employees – 2015 and Continuing, effective December 19, 2022 (the beginning of the 2023 payroll year), by replacing the existing Exhibit A with the attached **Exhibit A**; and

WHEREAS, no amendments to the remainder of the Compensation Plan for Unaffiliated Employees – 2015 and Continuing are recommended at this time.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richland that **Exhibit A** attached hereto is hereby adopted effective December 19, 2022, which exhibit shall supersede the previously existing Exhibit A of the Compensation Plan for Unaffiliated Employees – 2015 and Continuing.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

ADOPTED by the City Council of the City of Richland, Washington, at a regular meeting on the 6th day of December, 2022.

Michael Alvarez, Mayor

Attest:

Approved as to Form:

Jennifer Rogers, City Clerk

Heather Kintzley, City Attorney

2023 Exhibit A - Article XIV, Section 14.01, Page 29

City of Richland

Classification, Pay Grades and Salaries for Unaffiliated Employees

(Alphabetical)

Effective December 19, 2022

Classification Title	Pay Grade	Minimum Hourly	Midpoint Hourly	Maximum Hourly	Classification Status	EE0-4 Group Status	FLSA Status	Non-Match Def. Comp.
Accountant	20	\$35.48	\$42.58	\$49.67	Classified	Professionals	Professional	1%
Accounting Specialist	14	\$26.48	\$31.77	\$37.07	Classified	Admin Support Workers	Non-Exempt	
Administrative Assistant	13	\$25.22	\$30.26	\$35.30	Classified	Admin Support Workers	Non-Exempt	
Administrative Assistant II	15	\$27.80	\$33.36	\$38.92	Classified	Admin Support Workers	Non-Exempt	
Aquatics Head Lifeguard	Based on market assessment of current minimum wage				Classified	Admin Support Workers	Non-Exempt	
Aquatics Lifeguard /Swim Instructor /Coach	Based on market assessment of current minimum wage				Classified	Admin Support Workers	Non-Exempt	
Aquatics Pool Manager	Based on market assessment of current minimum wage				Classified	Admin Support Workers	Non-Exempt	
Assistant City Manager	34	\$70.25	\$84.30	\$98.35	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%
BCES Communications Manager	24	\$43.13	\$51.75	\$60.38	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
BCES Communications Supervisor	20	\$35.48	\$42.58	\$49.67	Classified	First/Mid Offs & Mgrs.	Executive	1%
BCES Emergency Management Manager	24	\$43.13	\$51.75	\$60.38	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
BCES Emergency Planner	17	\$30.65	\$36.78	\$42.91	Classified	Professionals	Non-Exempt	
BCES Executive Director	33	\$66.90	\$80.29	\$93.67	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%
BCES Information Systems Manager	27	\$49.93	\$59.91	\$69.90	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
BCES Tech Systems Coordinator	18	\$32.18	\$38.62	\$45.06	Classified	Technicians	Non-Exempt	
Building Inspector I	17	\$30.65	\$36.78	\$42.91	Classified	Professionals	Non-Exempt	
Building Inspector II	19	\$33.79	\$40.55	\$47.31	Classified	Professionals	Non-Exempt	
Building Official	25	\$45.28	\$54.34	\$63.40	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
Business Services Manager	24	\$43.13	\$51.75	\$60.38	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
Buyer	17	\$30.65	\$36.78	\$42.91	Classified	Professionals	Non-Exempt	
CDBG/HOME Administrator	19	\$33.79	\$40.55	\$47.31	Classified	Professionals	Admin.	1%
Chief Electrical Engineer	30	\$57.79	\$69.35	\$80.91	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
Chief of Police	34	\$70.25	\$84.30	\$98.35	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%

2023 Exhibit A - Article XIV, Section 14.01, Page 29**City of Richland****Classification, Pay Grades and Salaries for Unaffiliated Employees****(Alphabetical)****Effective December 19, 2022**

Classification Title	Pay Grade	Minimum Hourly	Midpoint Hourly	Maximum Hourly	Classification Status	EE0-4 Group Status	FLSA Status	Non-Match Def. Comp.
City Attorney	34	\$70.25	\$84.30	\$98.35	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%
City Clerk	22	\$39.12	\$46.94	\$54.77	Classified	Professionals	Executive	1%
City Surveyor	22	\$39.12	\$46.94	\$54.77	Classified	Professionals	Executive	1%
Civil Engineer I	18	\$32.18	\$38.62	\$45.06	Classified	Professionals	Non-Exempt	
Civil Engineer II	24	\$43.13	\$51.75	\$60.38	Classified	Professionals	Professional	1%
Code Enforcement Officer	17	\$30.65	\$36.78	\$42.91	Classified	Service Worker	Non-Exempt	
Communications and Marketing Manager	24	\$43.13	\$51.75	\$60.38	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
Communications and Marketing Specialist	17	\$30.65	\$36.78	\$42.91	Classified	Professionals	Non-Exempt	
Communications Graphic Designer	18	\$32.18	\$38.62	\$45.06	Classified	Professionals	Professional	1%
Crime Analyst	18	\$32.18	\$38.62	\$45.06	Classified	Technicians	Non-Exempt	
Crime Prevention Specialist	17	\$30.65	\$36.78	\$42.91	Classified	Professionals	Non-Exempt	
Customer Service Lead	17	\$30.65	\$36.78	\$42.91	Classified	Professionals	Non-Exempt	
Customer Service Representative	14	\$26.48	\$31.77	\$37.07	Classified	Admin Support Workers	Non-Exempt	
Customer Service Supervisor	20	\$35.48	\$42.58	\$49.67	Classified	Admin Support Workers	Executive	1%
Deputy Chief of Police	31	\$60.68	\$72.82	\$84.96	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
Deputy City Manager	35	\$73.76	\$88.52	\$103.27	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%
Deputy Fire Chief	31	\$60.68	\$72.82	\$84.96	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
Development Services Director	32	\$63.72	\$76.46	\$89.21	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%
Economic Development Specialist	18	\$32.18	\$38.62	\$45.06	Classified	Professionals	Non-Exempt	
Economic Development Manager	27	\$49.93	\$59.91	\$69.90	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
Electrical Distribution Engineer I	21	\$37.26	\$44.71	\$52.16	Classified	Professionals	Professional	1%
Electrical Distribution Engineer II	26	\$47.55	\$57.06	\$66.57	Classified	Professionals	Professional	1%
Energy Efficiency Coordinator	20	\$35.48	\$42.58	\$49.67	Classified	Professionals	Admin.	1%

City of Richland

Classification, Pay Grades and Salaries for Unaffiliated Employees

(Alphabetical)

Effective December 19, 2022

Classification Title	Pay Grade	Minimum Hourly	Midpoint Hourly	Maximum Hourly	Classification Status	EE0-4 Group Status	FLSA Status	Non-Match Def. Comp.
Energy Services Director	33	\$66.90	\$80.29	\$93.67	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%
Energy Services Project Manager	21	\$37.26	\$44.71	\$52.16	Classified	Professionals	Professional	1%
Engineering Aide	Based on market assessment of current minimum wage				Classified	Technicians	Non-Exempt	
Engineering Technician I	15	\$27.80	\$33.36	\$38.92	Classified	Technicians	Non-Exempt	
Engineering Technician II	17	\$30.65	\$36.78	\$42.91	Classified	Technicians	Non-Exempt	
Engineering Technician III	19	\$33.79	\$40.55	\$47.31	Classified	Technicians	Non-Exempt	
Engineering Technician IV	20	\$35.48	\$42.58	\$49.67	Classified	Technicians	Professional	1%
ERP Analyst	24	\$43.13	\$51.75	\$60.38	Classified	Professionals	Professional	1%
Evidence Technician	16	\$29.19	\$35.03	\$40.87	Classified	Technicians	Non-Exempt	
Executive Assistant	17	\$30.65	\$36.78	\$42.91	Classified	Admin Support Workers	Admin.	1%
Field Engineer	21	\$37.26	\$44.71	\$52.16	Classified	Professionals	Professional	1%
Finance Director	32	\$63.72	\$76.46	\$89.21	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%
Finance Manager	26	\$47.55	\$57.06	\$66.57	Classified	First/Mid Offs & Mgrs.	Executive	3%
Fire and Emergency Services Analyst	19	\$33.79	\$40.55	\$47.31	Classified	Professionals	Professional	1%
Fire Chief	34	\$70.25	\$84.30	\$98.35	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%
Fire Logistics Technician	16	\$29.19	\$35.03	\$40.87	Classified	Admin Support Workers	Non-Exempt	
Fleet and Equipment Maintenance Manager	25	\$45.28	\$54.34	\$63.40	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
GIS/CADD Technician	17	\$30.65	\$36.78	\$42.91	Classified	Technicians	Non-Exempt	
Human Resources Director	33	\$66.90	\$80.29	\$93.67	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%
Human Resources Generalist	20	\$35.48	\$42.58	\$49.67	Classified	Professionals	Professional	1%
Human Resources Specialist	17	\$30.65	\$36.78	\$42.91	Classified	Professionals	Non-Exempt	
Information Technology Manager	28	\$52.42	\$62.91	\$73.39	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
IT Applications Developer/Integrator	22	\$39.12	\$46.94	\$54.77	Classified	Professionals	Professional	1%

2023 Exhibit A - Article XIV, Section 14.01, Page 29**City of Richland****Classification, Pay Grades and Salaries for Unaffiliated Employees****(Alphabetical)****Effective December 19, 2022**

Classification Title	Pay Grade	Minimum Hourly	Midpoint Hourly	Maximum Hourly	Classification Status	EE0-4 Group Status	FLSA Status	Non-Match Def. Comp.
IT Applications Supervisor	26	\$47.55	\$57.06	\$66.57	Classified	First/Mid Offs & Mgrs.	Executive	1%
IT Business Analyst	21	\$37.26	\$44.71	\$52.16	Classified	Professionals	Professional	1%
IT Customer Service Supervisor	25	\$45.28	\$54.34	\$63.40	Classified	First/Mid Offs & Mgrs.	Executive	1%
IT Customer Service Technician I	16	\$29.19	\$35.03	\$40.87	Classified	Technicians	Non-Exempt	
IT Customer Service Technician II	18	\$32.18	\$38.62	\$45.06	Classified	Technicians	Non-Exempt	
IT Network Administrator	22	\$39.12	\$46.94	\$54.77	Classified	Professionals	Professional	1%
IT Operations Supervisor	26	\$47.55	\$57.06	\$66.57	Classified	First/Mid Offs & Mgrs.	Executive	1%
IT Systems Administrator	22	\$39.12	\$46.94	\$54.77	Classified	Professionals	Professional	1%
Librarian I	17	\$30.65	\$36.78	\$42.91	Classified	Professionals	Professional	1%
Library Assistant	13	\$25.22	\$30.26	\$35.30	Classified	Admin Support Workers	Non-Exempt	
Library Manager	25	\$45.28	\$54.34	\$63.40	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
Library Page	6	\$17.92	\$21.50	\$25.09	Classified	Admin Support Workers	Non-Exempt	
Library Supervisor	19	\$33.79	\$40.55	\$47.31	Classified	First/Mid Offs & Mgrs.	Executive	1%
Library Technical Support Specialist	15	\$27.80	\$33.36	\$38.92	Classified	Technicians	Non-Exempt	
Maintenance and Operations Supervisor	26	\$47.55	\$57.06	\$66.57	Classified	First/Mid Offs & Mgrs.	Executive	1%
Marketing Specialist	18	\$32.18	\$38.62	\$45.06	Classified	Professionals	Non-Exempt	
Multimedia Assistant	14	\$26.48	\$31.77	\$37.07	Classified	Technicians	Non-Exempt	
Multimedia Coordinator	18	\$32.18	\$38.62	\$45.06	Classified	Professionals	Professional	1%
Park Ranger	13	\$25.22	\$30.26	\$35.30	Classified	Admin Support Workers	Non-Exempt	
Parks and Public Facilities Contracts Administrator	18	\$32.18	\$38.62	\$45.06	Classified	Admin Support Workers	Non-Exempt	
Parks and Public Facilities Director	33	\$66.90	\$80.29	\$93.67	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%
Parks and Public Facilities Project Manager	22	\$39.12	\$46.94	\$54.77	Classified	Professionals	Professional	1%
Parks and Public Facilities Supervisor	22	\$39.12	\$46.94	\$54.77	Classified	First/Mid Offs & Mgrs.	Executive	1%

2023 Exhibit A - Article XIV, Section 14.01, Page 29**City of Richland****Classification, Pay Grades and Salaries for Unaffiliated Employees****(Alphabetical)****Effective December 19, 2022**

Classification Title	Pay Grade	Minimum Hourly	Midpoint Hourly	Maximum Hourly	Classification Status	EE0-4 Group Status	FLSA Status	Non-Match Def. Comp.
Parks and Recreation Aide	6	\$17.92	\$21.50	\$25.09	Classified	Admin Support Workers	Non-Exempt	
Parks and Recreation Assistant	13	\$25.22	\$30.26	\$35.30	Classified	Admin Support Workers	Non-Exempt	
Parks and Recreation Coordinator	18	\$32.18	\$38.62	\$45.06	Classified	Admin Support Workers	Admin.	1%
Payroll Specialist	17	\$30.65	\$36.78	\$42.91	Classified	Professionals	Non-Exempt	
Permit Technician	15	\$27.80	\$33.36	\$38.92	Classified	Technicians	Non-Exempt	
Permit Technician II	16	\$29.19	\$35.03	\$40.87	Classified	Admin Support Workers	Non-Exempt	
Planner	19	\$33.79	\$40.55	\$47.31	Classified	Professionals	Non-Exempt	
Planning Manager	25	\$45.28	\$54.34	\$63.40	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
Plans Examiner	19	\$33.79	\$40.55	\$47.31	Classified	Professionals	Non-Exempt	
Police Public Records Specialist	16	\$29.19	\$35.03	\$40.87	Classified	Admin Support Workers	Non-Exempt	
Police Public Records Supervisor	19	\$33.79	\$40.55	\$47.31	Classified	First/Mid Offs & Mgrs.	Executive	1%
Police Quartermaster	16	\$29.19	\$35.03	\$40.87	Classified	Admin Support Workers	Non-Exempt	
Police Records Specialist	13	\$25.22	\$30.26	\$35.30	Classified	Admin Support Workers	Non-Exempt	
Police Records Supervisor	19	\$33.79	\$40.55	\$47.31	Classified	First/Mid Offs & Mgrs.	Executive	1%
Power Analyst	17	\$30.65	\$36.78	\$42.91	Classified	Professionals	Professional	1%
Power Operations Manager	28	\$52.42	\$62.91	\$73.39	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
Professional Land Surveyor	19	\$33.79	\$40.55	\$47.31	Classified	Professionals	Non-Exempt	
Public Records Officer	19	\$33.79	\$40.55	\$47.31	Classified	Professionals	Professional	1%
Public Works Budget and Contracts Analyst	20	\$35.48	\$42.58	\$49.67	Classified	Professionals	Professional	1%
Public Works Capital Projects Manager	27	\$49.93	\$59.91	\$69.90	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
Public Works Director	34	\$70.25	\$84.30	\$98.35	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%
Purchasing Agent	20	\$35.48	\$42.58	\$49.67	Classified	Professionals	Professional	1%
Purchasing Manager	25	\$45.28	\$54.34	\$63.40	Unclassified	First/Mid Offs & Mgrs.	Executive	3%

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City of Richland

Classification, Pay Grades and Salaries for Unaffiliated Employees

(Alphabetical)

Effective December 19, 2022

Classification Title	Pay Grade	Minimum Hourly	Midpoint Hourly	Maximum Hourly	Classification Status	EE0-4 Group Status	FLSA Status	Non-Match Def. Comp.
Recreation Attendant I	Based on market assessment of current minimum wage				Classified	Admin Support Workers	Non-Exempt	
Recreation Attendant II	Based on market assessment of current minimum wage				Classified	Admin Support Workers	Non-Exempt	
Recreation Manager	22	\$39.12	\$46.94	\$54.77	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
Risk and Safety Program Administrator	21	\$37.26	\$44.71	\$52.16	Classified	Professionals	Professional	1%
Senior Planner	22	\$39.12	\$46.94	\$54.77	Classified	Professionals	Professional	1%
Solid Waste Manager	25	\$45.28	\$54.34	\$63.40	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
Solid Waste Supervisor	21	\$37.26	\$44.71	\$52.16	Classified	First/Mid Offs & Mgrs.	Executive	1%
Streets Supervisor	21	\$37.26	\$44.71	\$52.16	Classified	First/Mid Offs & Mgrs.	Executive	1%
Survey Technician	16	\$29.19	\$35.03	\$40.87	Classified	Professionals	Non-Exempt	
Traffic Engineer	24	\$43.13	\$51.75	\$60.38	Classified	Professionals	Professional	1%
Transportation and Development Manager	27	\$49.93	\$59.91	\$69.90	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
Wastewater/Stormwater Maintenance Supervisor	22	\$39.12	\$46.94	\$54.77	Classified	First/Mid Offs & Mgrs.	Executive	1%
Wastewater/Stormwater Manager	25	\$45.28	\$54.34	\$63.40	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
Water Manager	25	\$45.28	\$54.34	\$63.40	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
Water Operations Supervisor	22	\$39.12	\$46.94	\$54.77	Classified	First/Mid Offs & Mgrs.	Executive	1%