

Agenda

Police Pension Board Regular Meeting
Thursday, September 21, 2023 ~ 8:15 AM
Richland City Hall ~ Parkway Conference Room
625 Swift Boulevard

Police Pension Board Meeting No. 770**Call to Order****Attendance****Presentations**

1. 2023 LEOFF COLA Salary Escalation Adjustments
 - Brandon Allen, Finance Director

Public Comments**Minutes:** (Approve by Motion)

2. Approval of the August 24, 2023 Police Pension Board Special Meeting Minutes
 - Jennifer Rogers, Police Pension Board Secretary

Financial Reports and Investments: (Approve to Accept and File by Motion)

3. August 2023 Preliminary Financial Statements
 - Brandon Allen, Finance Director

Medical/Dental/Vision/Medicare/Other Claims: (Approve by Motion)

4. September 2023 Medical/Dental/Vision/Other Claims
 - Jennifer Rogers, Police Pension Board Secretary

Business Items: (Approve by Motion)**Board Member Comments****Adjournment:** (Motion to Adjourn)

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



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 9/21/2023

Agenda Category: Presentations

Subject:
2023 LEOFF Salary Escalation Adjustments

Department:
Police Pension Board

Document Type:
Presentation

Recommended Motion:

Summary:

Attachments:

1. Amended LEOFF COLA
2. Salary Escalations for Pension Police Commanders
3. Police Unaffiliated Escalations

MEMORANDUM

TO: Police Pension Board

FROM: Jane Gagnebin, Payroll Specialist

DATE: 4/13/2023-Amended

RE: LEOFF COLA Changes

Following is the list of changes in pension allowances due to the 8.81% LEOFF COLA effective 4/1/23.
Calculations were verified by Brandon Allen, Finance Director.

Emp #	P#	Name	Position	Salary	Longevity	Wage	%	41.20 Amt	Less	Board
3338	P03		Lieutenant	12,136.00		12,136.00	52%	6,310.72	5,608.83	701.89
0704	P04		Police Officer	8,504.00	170.08	8,674.08	50%	4,337.04	3,537.03	800.01
3453	P07		Dpty Dir	13,868.00		13,868.00	60%	8,320.80	7,269.57	1,051.23
3218	P14		Sergeant	10,035.00	1,204.20	11,239.20	50%	5,619.60	4,071.79	1,547.81
3757	P15		Corporal	9,100.00		9,100.00	50%	4,550.00	3,901.10	648.90
5178	P18		Captain	13,335.00		13,335.00	33%	4,445.00	4,753.90	0
0985	P19		Detective	9,015.00	180.30	9,195.30	50%	4,597.65	3,905.75	691.90
4917	P24		Director	17,047.00		17,047.00	60%	10,228.20	9,442.16	786.04
0489	P41W		Sergeant	10,035.00	200.70	10,235.70	33%	3,411.90	4,128.86	0
0042	P25W		Captain	13,335.00		13,335.00	33%	4,445.00	5,781.90	0
0927	P28		Sergeant	10,035.00	200.70	10,235.70	50%	5,117.85	4,073.65	1,044.20
3187	P31		Police Officer	8,504.00	1,020.48	9,524.48	50%	4,762.24	3,739.41	1,022.83
0914	P35		Lieutenant	12,136.00	20.00	12,156.00	54%	6,564.24	5,535.59	1,028.65
0777	P36		Captain	13,335.00		13,335.00	50%	6,667.50	4,780.73	1,886.77
026	P37W		Sergeant	10,035.00	1,204.20	11,239.20	33%	3,746.40	4,073.51	0
0421	P40		Police Officer	8,504.00	170.08	8,674.08	50%	4,337.04	3,633.81	703.23
										11,913.46

This represents a monthly decrease of \$ (4,820.19)

MEMORANDUM

TO: POLICE PENSION BOARD
FROM: Jane Gagnebin, Payroll Specialist

DATE: August 17, 2023

RE: Salary Escalations

Below is the list of new pension allowances effective the first payroll in 2023 (December 29, 2022). These changes reflect an increase to the salary due to joining Collective Bargaining (CBA) Unit with CBA approved by Council on August 2, 2023.

Calculations verified by Brandon Allen, Finance Director

Emp #	Name	Position	Sal. Sch.	Longevity	Current Wage	%	41.20 Amount	Less LEOFF	Board Payment	December with 3 Days
3338		Lieutenant	12,700.00		12,700.00	52	6,604.00	5,154.70	1,449.30	56.41
5178		Captain	13,335.00		13,335.00	33	4,445.00	4,368.99	76.01	7.36
		Captain	13,335.00		13,335.00	33	4,445.00	5,313.76		-
914		Lieutenant	12,700.00	20.00	12,720.00	54	6,868.80	5,087.39	1,781.41	58.58
777		Captain	13,335.00		13,335.00	50	6,667.50	4,393.65	2,273.85	29.61

New Monthly Total

\$ 5,580.57

The total monthly increase is \$ 1,570.27

12/29/22 to 12/31/22

\$ 151.96

MEMORANDUM

TO: POLICE PENSION BOARD
FROM: Jane Gagnebin, Payroll Specialist
DATE: 12/15/2022-Amended
RE: Salary Escalations

Below is the list of new pension allowances effective the first payroll in 2023 (December 19, 2022). These changes reflect an 5% increase to the salary ranges for unaffiliated positions approved by Council on December 6, 2022.

Calculations verified by Brandon Allen, Finance Director

Emp #	Name	Position	Sal. Sch.	Longevity	Current Wage	%	41.20 Amount	Less LEOFF	Board Payment	with 13 Days
3453		Deputy Chief of Police	14,726.00		14,726.00	60	8,835.60	6,680.98	2,154.62	903.55
4917		Director	17,047.00		17,047.00	60	10,228.20	8,677.66	1,550.54	203.56
New Monthly Total									\$ 1,550.54	1,107.11

The total monthly increase is \$ 1,381.80 12/19/22-12/31/22: \$ 1107.11



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 9/21/2023

Agenda Category: Minutes

Subject:

Approval of the August 24, 2023 Police Pension Board Special Meeting Minutes

Department:

Police Pension Board

Document Type:

Minutes

Recommended Motion:

Approve the special meeting minutes from the Police Pension Board meeting held on August 24, 2023.

Summary:

Draft minutes from the August 24, 2023 Police Pension Board special meeting are presented for the Board's consideration and approval.

Attachments:

- I. DRAFT August 24, 2023 Police Pension Board Special Meeting Minutes

Minutes

Police Pension Board Special Meeting
Thursday, August 24, 2023 ~ 8:15 AM
Richland City Hall ~ Parkway Conference Room
625 Swift Boulevard

Police Pension Board Special Meeting No. 769

Mayor Pro Tem Richardson called the meeting to order at 8:17 a.m.

Attendance: Mayor Pro Tem Richardson, Finance Director Allen (telephonic), Members Couch, Moore, Police Pension Board Secretary Rogers (telephonic), and Acting Police Pension Board Secretary Gagnebin.

Member Thomas was absent.

Presentations

None.

Public Comments

None.

Minutes

1. Approval of the July 20, 2023 Police Pension Board Regular Meeting Minutes

MR. COUCH MOVED AND MR. MOORE SECONDED THE MOTION TO APPROVE THE JULY 20, 2023 REGULAR MEETING MINUTES AS PRESENTED. MOTION CARRIED 5-0.

Financial Reports and Investments

2. July 2023 Preliminary Financial Statements

Finance Director Allen provided an overview of the July 2023 Preliminary Financial Statements, noting that the financials are well under budget and responded to questions from the Board.

MR. MOORE MOVED AND MR. COUCH SECONDED THE MOTION TO RECEIVE AND PLACE ON FILE THE JULY 2023 PRELIMINARY FINANCIAL STATEMENTS AS PRESENTED. MOTION CARRIED 5-0.

Medical/Dental/Vision/Medicare/Other Claims

3. August 2023 Medical/Dental/Vision/Medicare/Other Claims Report

Police Pension Board Secretary Rogers provided an overview of the claims submitted. Three (3) pensioners submitted eight (8) items for payment/reimbursement for the month of August. There were no questions or discussions regarding any of the claims listed.

MR. COUCH MOVED AND MR. MOORE SECONDED THE MOTION TO APPROVE THE AUGUST 2023 MEDICAL/DENTAL/VISION/MEDICARE/OTHER CLAIMS AS PRESENTED. MOTION CARRIED 5-0.

Business Items

4. Cost Estimates for Eyeglass Frames

Police Pension Board Secretary Rogers presented information gathered from local businesses regarding the average cost of eyeglass frames in the Tri-Cities. It was discovered that several businesses offer a wide variety of eyeglass frames for under \$150, the annual maximum benefit for eyeglass frames listed in the Police Pension Board Policies. The Board reached an agreement to maintain the annual eyeglass frame benefit at \$150.

Board Member Comments

Finance Director Allen provided an overview of the Commander and Lieutenant contract negotiations.

The Board discussed the possibility of rescheduling the September 21, 2023 meeting to accommodate staff attendance. At the conclusion of the discussion, it was decided the meeting would be held as scheduled.

Adjournment:

MR. MOORE MOVED AND MR. COUCH SECONDED THE MOTION TO ADJOURN THE MEETING. MOTION CARRIED 5-0.

The meeting adjourned at 8:35 a.m.

APPROVED:

ATTEST:

Mayor Pro Tem Richardson, Chair

Jennifer Rogers, Police Pension Board Secretary

DATE APPROVED:

DATE PUBLISHED:



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 9/21/2023

Agenda Category: Financial Reports and Investments

Subject:

August 2023 Preliminary Financial Statements

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Motion to accept and file the August 2023 Preliminary Revenue & Expense Statement.

Summary:

The August 2023 Preliminary Revenue & Expense Statement is presented for the Board's review.

Attachments:

- I. August Police Income & Expense Statement

CITY OF RICHLAND POLICE PENSION FUND 2023 REVENUE AND EXPENSE

Police Pension

Year of 2023	January	February	March	April	May	June	July	Preliminary August	September	October	November	December	Year to Date	Budget	YTD%
Beginning Balance	\$ 371,872.94	\$ 372,298.03	\$ 373,101.94	\$ 372,230.00	\$ 371,967.07	\$ 372,075.49	\$ 372,321.40	\$ 372,219.54						\$ -	0.00
REVENUE															
Investment Interest	1,230.97	1,136.52	1,194.46	1,248.23	1,216.28	1,194.11	1,249.61	909.12					9,379.30	12,000.00	78.2%
Other Interest Earnings													-	-	0.0%
Medical Reimburse													-	-	0.0%
Net Change in Fair Market Value													-	-	0.0%
Contribution- General Fund	29,000.00	28,000.00	27,000.00	22,000.00	23,000.00	23,000.00	24,000.00	42,000.00					218,000.00	446,300.00	48.8%
TOTAL REVENUE:	30,230.97	29,136.52	28,194.46	23,248.23	24,216.28	24,194.11	25,249.61	42,909.12	-	-	-	-	227,379.30	458,300.00	49.6%
EXPENSE															
Medical Insurance - <65	-	-	-	-	-	-	-	-					-	-	
Medical Insurance - >65	4,174.75	4,174.75	4,174.75	4,174.75	4,174.75	4,174.75	4,174.75	4,174.75					33,398.00	50,100.00	66.7%
Dental Insurance - Retired	679.50	679.50	679.50	679.50	679.50	679.50	679.50	679.50					5,436.00	8,200.00	66.3%
Dental Expense Pension	156.50	70.05	-	116.20	-	106.00	988.00	183.00					1,619.75	9,500.00	17.1%
Medical Expense Pension	1,629.88	232.86	496.50	205.64	447.29	503.98	1,113.25	558.53					5,187.93	110,000.00	4.7%
Medicare Premiums	4,537.50	4,547.70	4,592.90	4,501.70	4,585.70	4,585.70	4,585.70	4,585.70					36,522.60	60,600.00	60.3%
Retirement Allowance	15,452.92	15,452.92	15,452.92	10,635.44	10,635.44	10,635.44	10,635.44	29,905.32					118,805.84	175,000.00	67.9%
Widow's Benefits	3,174.83	3,174.83	3,174.83	3,174.83	3,174.83	3,174.83	3,174.83	3,402.86					25,626.67	39,500.00	64.9%
Supplies	-	-	-	-	-	-	-	-					-	100.00	0.0%
Postage	-	-	-	23.10	-	-	-	-					23.10	150.00	15.4%
Travel	-	-	-	-	410.35	88.00	-	-					498.35	2,400.00	20.8%
Training & Conference	-	-	495.00	-	-	-	-	-					495.00	1,500.00	33.0%
Other Expenses	-	-	-	-	-	-	-	-					-	1,250.00	0.0%
Total Expense	29,805.88	28,332.61	29,066.40	23,511.16	24,107.86	23,948.20	25,351.47	43,489.66	-	-	-	-	227,613.24	458,300.00	49.7%
Revenues Over (Under)															
Expense:	425.09	803.91	(871.94)	(262.93)	108.42	245.91	(101.86)	(580.54)					(233.94)	-	
Ending Balance	\$ 372,298.03	\$ 373,101.94	\$ 372,230.00	\$ 371,967.07	\$ 372,075.49	\$ 372,321.40	\$ 372,219.54	\$ 371,639.00	\$ -	\$ -	\$ -	\$ -	\$ (233.94)	\$ -	
ENDING BALANCE CONSISTING OF:															
Cash	161,179.71	161,983.62	161,111.68	160,848.75	160,957.17	161,203.08	161,101.22	160,520.68							
Investments	325,402.26	325,402.26	325,402.26	325,402.26	325,402.26	325,402.26	325,402.26	325,402.26							
Gain(Loss) on Investments	(114,283.94)	(114,283.94)	(114,283.94)	(114,283.94)	(114,283.94)	(114,283.94)	(114,283.94)	(114,283.94)							
Net Current Assets & Liabilities	-	-	-	-	-	-	-	-							
Ending Fund Balance	\$ 372,298.03	\$ 373,101.94	\$ 372,230.00	\$ 371,967.07	\$ 372,075.49	\$ 372,321.40	\$ 372,219.54	\$ 371,639.00	\$ -	\$ -	\$ -	\$ -			
Minimum Balance	\$ 371,426.00	\$ 371,426.00	\$ 371,426.00	\$ 371,426.00	\$ 371,426.00	\$ 371,426.00	\$ 371,426.00	\$ 371,426.00	\$ 371,426.00	\$ 371,426.00	\$ 371,426.00	\$ 371,426.00			

Please note: Any months marked as "Preliminary" are in draft form and are not for decision-making purposes. Preliminary months are subject to change per the completion of the City' monthly and annual closing processes.



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting
Date: 9/21/2023

Agenda Category: Medical/Dental/Vision/Medicare/Other
Claims

Subject:
September 2023 Medical/Dental/Vision/Other Claims

Department:
Police Pension Board

Document Type:
Police Pension Board Item

Recommended Motion:
Approve the September 2023 Medical/Dental/Vision/Other Claims Report for payment as presented.

Summary:
The September 2023 Medical/Dental/Vision/Other Claims Report is presented for the Board's review and approval.

Attachments:
I. September 2023 Police Pension Board Claims Log

SEPTEMBER 2023 POLICE PENSION BOARD CLAIM LOG																			
				MEDICARE	MEDICAL/RX/ADULT CARE	PHYSICAL EXAMS	DENTAL		VISION (non-medical)				HEARING AID	MASSAGE	ACUPUNCTURE	DEATH BENEFIT	TRAVEL/ TUITION	OPERATING EXP	GRAND TOTAL
P NO.	DATE OF SERVICE	CLAIMANT	SERVICE RENDERED	BOARD PAYMENT	BOARD PAYMENT	\$400 YR MAX: BOARD PAYMENT	\$4,000 YR MAX DENTAL: BOARD PAYMENT	\$1,500 MAX BRIDGES/ DENTURES:- Every 5 Years BOARD PAYMENT	\$150 YR MAX FRAMES: BOARD PAYMENT	\$200 YR MAX CONTACTS: BOARD PAYMENT	LENS: BOARD PAYMENT	ONE EYE EXAM PER YEAR: BOARD PAYMENT	\$1,800 PER HEARING AID EVERY 5 YEARS: BOARD PAYMENT	\$50 MAX PER MONTH: BOARD PAYMENT	12 Visit Yr Max ACUPUNCTURE	\$1,000 ONE-TIME PAYMENT: BOARD PAYMENT	BOARD PAYMENT	\$450 Budgeted Operating Expenses BOARD PAYMENT	GRAND TOTAL
P2	10/1/23	Reimburse	Medicare	\$164.90															\$164.90
P3	10/1/23	Reimburse	Medicare	\$164.90															\$164.90
P4	10/1/23	Reimburse	Medicare	\$164.90															\$164.90
P7	10/1/23	Reimburse	Medicare	\$164.90															\$164.90
P9	10/1/23	Reimburse	Medicare	\$670.90															\$670.90
P10	10/1/23	Reimburse	Medicare	\$164.90															\$164.90
P10	8/23/23	Reimburse	RX		\$66.69														\$66.69
P10	8/25/23	Reimburse	RX		\$160.95														\$160.95
P11	10/1/23	Reimburse	Medicare	\$164.90															\$164.90
P12	10/1/23	Reimburse	Medicare	\$164.90															\$164.90
P14	10/1/23	Reimburse	Medicare	\$164.90															\$164.90
P15	10/1/23	Reimburse	Medicare	\$164.90															\$164.90
P17	10/1/23	Reimburse	Medicare	\$164.90															\$164.90
P19	10/1/23	Reimburse	Medicare	\$164.90															\$164.90
P20	10/1/23	Reimburse	Medicare	\$164.90															\$164.90
P21	10/1/23	Reimburse	Medicare	\$164.90															\$164.90
P22	10/1/23	Reimburse	Medicare	\$141.10															\$141.10
P23	10/1/23	Reimburse	Medicare	\$164.90															\$164.90
P24	10/1/23	Reimburse	Medicare	\$145.90															\$145.90
P28	10/1/23	Reimburse	Medicare	\$164.90															\$164.90
P28	7/28/23	Reimburse	Dental				\$220.00												\$220.00
P28	7/28/23	Payment	Dental				\$22.00												\$22.00
P28	7/28/23	Payment	Dental				\$86.33												\$86.33
P28	7/31/23	Payment	Dental				\$293.00												\$293.00
P28	8/1/23	Payment	Dental				\$24.95												\$24.95
P30	10/1/23	Reimburse	Medicare	\$164.90															\$164.90
P31	10/1/23	Reimburse	Medicare	\$164.90															\$164.90
P31	7/27/23	Payment	Dental				\$455.00												\$455.00
P31	8/3/23	Payment	Dental				\$896.00												\$896.00
P32	10/1/23	Reimburse	Medicare	\$164.90															\$164.90
P34	10/1/23	Reimburse	Medicare	\$164.90															\$164.90
P35	10/1/23	Reimburse	Medicare	\$164.90															\$164.90
P35	8/7/23	Reimburse	Dental				\$47.00												\$47.00
P36	10/1/23	Reimburse	Medicare	\$164.90															\$164.90
P40	10/1/23	Reimburse	Medicare	\$164.90															\$164.90
PSEC	10/1/23																		\$0.00
PEXP	10/1/23																		\$0.00
			GRAND TOTAL	\$4,585.70	\$227.64	\$0.00	\$2,044.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,857.62
Red indicates Out of Network																			

The above-listed claims were approved by the LEOFF I Police Pension Board at its regular meeting held on September 21, 2023.

We, the LEOFF I Police Pension Board Chairperson and Board Secretary, each swear under the penalty of perjury under the laws of the State of Washington certify that the above-listed claims are a true and correct listing of claims approved by the LEOFF I Police Pension Board on the date identified above.

LEOFF I Police Pension Board Chair: _____ Date: _____

LEOFF I Police Pension Board Secretary: _____ Date: _____