

Agenda

Police Pension Board Regular Meeting

Thursday, December 21, 2023 ~ 8:15 AM

Richland City Hall ~ Parkway Conference Room

625 Swift Boulevard

Police Pension Board Meeting No. 773

Call to Order

Attendance

Presentations

1. 2024 Salary Escalations for Police Guild, Commanders, and Unaffiliated Staff
 - Brandon Allen, Finance Director

Public Comments

Minutes: (Approve by Motion)

2. Approval of the November 16, 2023 Police Pension Board Regular Meeting Minutes
 - Jennifer Rogers, Police Pension Board Secretary

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

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

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

4. December 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: 12/21/2023

Agenda Category: Presentations

Subject:

2024 Salary Escalations for Police Guild, Commanders and Unaffiliated Staff

Department:

Police Pension Board

Document Type:

Presentation

Recommended Motion:

None.

Summary:

The 2024 Salary Escalator increases will be effective the first payroll of 2024. (December 18, 2023)

Attachments:

1. Police Guild Salary Escalations
2. Police Commanders Salary Escalations
3. Unaffiliated Police Salary Escalations

Following is the list of the new pension allowances for retired Police Officers through Sergeant receiving the salary escalator. The changes represent a 4% wage increase effective the 1st payroll period in 2024(December 18, 2023), pursuant to the Police Guild bargaining agreement approved by City Council on January 18, 2022. Calculations were verified by Brandon Allen, Finance Director.

Emp #	Name	Position	Salary Schedule	Long-evity	Wage	%	41.20 Amt	Less LEOFF	Board Payment
704		Police Officer	8,843.00	176.86	9,019.86	50	4,509.93	3,537.03	972.90
3218		Sergeant	10,435.00	1,252.20	11,687.20	50	5,843.60	4,071.79	1,771.81
3757		Corporal	9,462.00		9,462.00	50	4,731.00	3,901.10	829.90
985		Detective	9,374.00	187.48	9,561.48	50	4,780.74	3,905.75	874.99
489		Sergeant	10,435.00	208.70	10,643.70	33	3,547.90	4,128.66	-
927		Sergeant	10,435.00	208.70	10,643.70	50	5,321.85	4,073.65	1,248.20
3187		Police Officer	8,843.00	1,061.16	9,904.16	50	4,952.08	3,739.41	1,212.67
P37W		Sergeant	10,435.00	1,252.20	11,687.20	33	3,895.73	4,073.51	-
421		Police Officer	8,843.00	176.86	9,019.86	50	4,509.93	3,633.81	876.12

Total Monthly Increase	\$	1,327.71	Pay from 12-1-23 thru 12-31-23	New Monthly Total	\$	7,786.59
						\$7,058.49

MEMORANDUM

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

DATE: December 18, 2023

RE: Salary Escalations

Below is the list of new pension allowances effective the first payroll in 2024 (December 18, 2023). 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
3338		Lieutenant	13,230.00		13,230.00	52	6,879.60	5,608.83	1,270.77
5178		Captain	13,892.00		13,892.00	33	4,630.67	4,753.90	
		Captain	13,892.00		13,892.00	33	4,630.67	5,781.90	
914		Lieutenant	13,230.00	20.00	13,250.00	54	7,155.00	5,535.59	1,619.41
777		Captain	13,892.00		13,892.00	50	6,946.00	4,780.73	2,165.27

New Monthly Total

\$ 5,055.45

The total monthly increase is \$ 840.30

12/18/23 to 12/31/23

\$ 379.48

MEMORANDUM

TO: POLICE PENSION BOARD
FROM: Jane Gagnebin, Payroll Specialist
DATE: December 21, 2023
RE: Salary Escalations

Below is the list of new pension allowances effective the first payroll in 2024 (December 18, 2023). These changes reflect an 2% increase to the salary ranges for unaffiliated positions approved by Council on December 5, 2023.

Calculations verified by Brandon Allen, Finance Director

Emp #	Name	Position	Sal. Sch.	Longevity	Current Wage	%	41.20 Amount	Less LEOFF	Board Payment
3453		Deputy Chief of Police	15,021.00		15,021.00	60	9,012.60	7,269.57	1,743.03
4917		Director	17,389.00		17,389.00	60	10,433.40	9,442.16	991.24
New Monthly Total									\$ 2,734.27

The total monthly increase is \$ 382.20 12/18/23-12/31/23: \$ 172.61



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 12/21/2023

Agenda Category: Minutes

Subject:

Approval of the November 16, 2023 Police Pension Board Meeting Minutes

Department:

Police Pension Board

Document Type:

Minutes

Recommended Motion:

Approve the meeting minutes from the Police Pension Board meeting held on November 16, 2023.

Summary:

Draft minutes from the November 16, 2023 Police Pension Board regular meeting are presented for the Board's consideration and approval.

Attachments:

- I. DRAFT November 16, 2023 Police Pension Board Meeting Minutes

Minutes

Police Pension Board Regular Meeting
Thursday, November 16, 2023 ~ 8:15 AM
Richland City Hall ~ Parkway Conference Room
625 Swift Boulevard

Police Pension Board Special Meeting No. 772

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

Attendance: Mayor Pro Tem Richardson, Finance Director Allen, Members Couch and Thomas (via telephone), and Acting Police Pension Board Secretary Gagnebin.

Members Robert Moore and Jennifer Rogers were absent.

Presentations

None.

Public Comments

None.

Minutes

1. Approval of the October 19, 2023 Police Pension Board Meeting Minutes

MR. COUCH MOVED AND FINANCE DIRECTOR ALLEN SECONDED THE MOTION TO APPROVE THE OCTOBER 19, 2023 MEETING MINUTES AS PRESENTED. MOTION CARRIED 4-0.

Financial Reports and Investments

2. October 2023 Preliminary Financial Statements

Finance Director Allen provided an overview of the October 2023 Preliminary Financial Statements then welcomed questions from the Board.

MR. COUCH MOVED AND MAYOR PRO TEM RICHARDSON SECONDED THE MOTION TO RECEIVE AND PLACE ON FILE THE OCTOBER 2023 PRELIMINARY FINANCIAL STATEMENTS AS PRESENTED. MOTION CARRIED 4-0.

3. Draft 2024 Police Pension Board Budget

Finance Director Allen provided an overview of the 2024 Police Pension Board Budget. There were no questions or comments from the Board.

Medical/Dental/Vision/Medicare/Other Claims

4. October 2023 Medical/Dental/Vision/Medicare/Other Claims Report

Acting Police Pension Board Secretary Gagnebin provided an overview of the claims submitted. Nine (9) pensioners submitted claims for payment/reimbursement. There were no questions or discussions regarding any of the claims listed.

FINANCE DIRECTOR ALLEN MOVED AND MR. COUCH SECONDED THE MOTION TO APPROVE THE OCTOBER 2023 MEDICAL/DENTAL/VISION/MEDICARE/OTHER CLAIMS AS PRESENTED. MOTION CARRIED 4-0.

Business Items

None.

Board Member Comments

Finance Director Allen announced that off the record, he was asked to clarify vision coverage for LEOFF I pensioners. Finance Director Allen responded that pensioners receive a benefit under the Police Pension Board Policies; the VSP Vision Care Insurance plan is offered only to active employees.

Adjournment:

MR. COUCH MOVED AND MAYOR PRO TEM RICHARDSON SECONDED THE MOTION TO ADJOURN THE MEETING. MOTION CARRIED 4-0.

The meeting adjourned at 8:23 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: 12/21/2023

Agenda Category: Financial Reports and Investments

Subject:
November 2023 Preliminary Financial Statements

Department:
Police Pension Board

Document Type:
Police Pension Board Item

Recommended Motion:
Motion to accept and file the November 2023 Preliminary Revenue & Expense Financial Statement.

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

Attachments:
I. November 2023 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	August	September	October	Preliminary 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	\$ 371,906.01	\$ 372,356.65	\$ 372,474.39			\$ -	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	1,176.13	1,304.46	1,368.45	964.64		13,283.86	12,000.00	110.7%
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	26,000.00	22,000.00	23,000.00		289,000.00	446,300.00	64.8%
TOTAL REVENUE:	30,230.97	29,136.52	28,194.46	23,248.23	24,216.28	24,194.11	25,249.61	43,176.13	27,304.46	23,368.45	23,964.64		302,283.86	458,300.00	66.0%
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	4,174.75	4,174.75	4,174.75		45,922.25	50,100.00	91.7%
Dental Insurance - Retired	679.50	679.50	679.50	679.50	679.50	679.50	679.50	679.50	679.50	679.50	679.50		7,474.50	8,200.00	91.2%
Dental Expense Pension	156.50	70.05	-	116.20	-	106.00	988.00	183.00	2,043.58	89.84	499.84		4,253.01	9,500.00	44.8%
Medical Expense Pension	1,629.88	232.86	496.50	205.64	447.29	503.98	1,113.25	558.53	227.64	694.82	1,865.04		7,975.43	110,000.00	7.3%
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	4,585.70	4,585.70	4,585.70		50,279.70	60,600.00	83.0%
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	13,026.10	13,026.10	13,026.10		157,884.14	175,000.00	90.2%
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	2,116.55	-	-		27,743.22	39,500.00	70.2%
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	26,853.82	23,250.71	24,830.93		302,548.70	458,300.00	66.0%
Revenues Over (Under)															
Expense:	425.09	803.91	(871.94)	(262.93)	108.42	245.91	(101.86)	(313.53)	450.64	117.74	(866.29)		-	(264.84)	-
Ending Balance	\$ 372,298.03	\$ 373,101.94	\$ 372,230.00	\$ 371,967.07	\$ 372,075.49	\$ 372,321.40	\$ 372,219.54	\$ 371,906.01	\$ 372,356.65	\$ 372,474.39	\$ 371,608.10	\$ -	\$ (264.84)	\$ -	
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	160,787.69	161,238.33	161,356.07	160,489.78				
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	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)	(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	\$ 371,906.01	\$ 372,356.65	\$ 372,474.39	\$ 371,608.10	\$ -			
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: 12/21/2023

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

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

Department:
Police Pension Board

Document Type:
Police Pension Board Item

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

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

Attachments:
I. December 2023 Police Pension Board Claims Log

DECEMBER 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	1/1/24	Reimburse	Medicare	\$164.90															\$164.90
P3	1/1/24	Reimburse	Medicare	\$164.90															\$164.90
P4	1/1/24	Reimburse	Medicare	\$164.90															\$164.90
P7	1/1/24	Reimburse	Medicare	\$164.90															\$164.90
P9	1/1/24	Reimburse	Medicare	\$670.90															\$670.90
P10	1/1/24	Reimburse	Medicare	\$164.90															\$164.90
P10	11/17/23	Reimburse	RX		\$10.45														\$10.45
P10	11/22/23	Reimburse	RX		\$160.95														\$160.95
P10	11/24/23	Reimburse	RX		\$70.87														\$70.87
P11	1/1/24	Reimburse	Medicare	\$164.90															\$164.90
P12	1/1/24	Reimburse	Medicare	\$164.90															\$164.90
P14	1/1/24	Reimburse	Medicare	\$164.90															\$164.90
P15	1/1/24	Reimburse	Medicare	\$164.90															\$164.90
P17	1/1/24	Reimburse	Medicare	\$164.90															\$164.90
P17	11/20/23	Reimburse	Dental				\$60.00												\$60.00
P19	1/1/24	Reimburse	Medicare	\$164.90															\$164.90
P20	1/1/24	Reimburse	Medicare	\$164.90															\$164.90
P21	1/1/24	Reimburse	Medicare	\$164.90															\$164.90
P22	1/1/24	Reimburse	Medicare	\$141.10															\$141.10
P23	1/1/24	Reimburse	Medicare	\$164.90															\$164.90
P23	10/25/23	Reimburse	Dental				\$220.00												\$220.00
P24	1/1/24	Reimburse	Medicare	\$145.90															\$145.90
P28	1/1/24	Reimburse	Medicare	\$164.90															\$164.90
P30	1/1/24	Reimburse	Medicare	\$164.90															\$164.90
P31	1/1/24	Reimburse	Medicare	\$164.90															\$164.90
P32	1/1/24	Reimburse	Medicare	\$164.90															\$164.90
P34	1/1/24	Reimburse	Medicare	\$164.90															\$164.90
P35	1/1/24	Reimburse	Medicare	\$164.90															\$164.90
P36	1/1/24	Reimburse	Medicare	\$164.90															\$164.90
P40	1/1/24	Reimburse	Medicare	\$164.90															\$164.90
PSEC	1/1/24																		\$0.00
PEXP	1/1/24																		\$0.00
			GRAND TOTAL	\$4,585.70	\$242.27	\$0.00	\$280.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,107.97
Red indic																			

The above-listed claims were approved by the LEOFF I Police Pension Board at its regular meeting held on December 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 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: _____