Agenda
City Council Regular Meeting
Tuesday, December 17, 2019
City Hall Council Chambers | 625 Swift Boulevard

City Council Workshop - 6:30 p.m. (Discussion Only – Council Chambers)

Agenda Item:

1. Executive Session per RCW 42.30.110(1)(g): Performance Review of Public Employee (45 minutes)
   - City Councilmembers

2. Discuss Meeting Agenda Items (15 minutes)
   - City Councilmembers

City Council Regular Meeting - 7:30 p.m. (City Hall Council Chambers)

Welcome and Roll Call

Pledge of Allegiance

Approval of Agenda: (Approved by Motion)

Presentations:

3. Status and Potential Impacts of the Columbia and Snake River Issues (10 minutes)
   - Clint Whitney, Energy Services Director

Public Hearing: Please limit public hearing comments to 3 minutes. Records intended for Council consideration must be given to the City Clerk.

4. Proposed 2019-2020 Collective Bargaining Agreement with the Southeast Washington Telecommunicators Guild - Resolution No. 163-19
   - Cathleen Koch, Administrative Services Director

Public Comments: Please limit public comments to 2 minutes. Records intended for Council consideration must be given to the City Clerk.

Consent Calendar: Approved by single vote; Councilmembers may transfer individual items to Items of Business.

Minutes - Approval:

5. Approval of the December 3, 2019 Council Meeting Minutes
   - Heather Kintzley, City Attorney

Ordinances - First Reading:

6. Ordinance No. 63-19, Amending the Richland Municipal Code related to Fees
   - Heather Kintzley, City Attorney

Ordinances - Second Reading/Passage:

7. Ordinance No. 62-19, Approving the 2023 Council Compensation Plan
   - Cathleen Koch, Administrative Services Director

Resolutions – Adoption:

8. Resolution No. 147-19, Adopting the 2020 Fee Schedule
   - Heather Kintzley, City Attorney

9. Resolution No. 157-19, Authorizing an Agreement with UtiliWorks Consulting, LLC for Advanced Metering Infrastructure Phase Three Program Management and Consulting Services
   - Clint Whitney, Energy Services Director

10. Resolution No. 158-19, Authorizing a Change Order to Contract No. 89-18 with Paramount Communications, Inc. for the 2018 Horizontal-Directional Boring and Drilling Project
    - Clint Whitney, Energy Services Director

11. Resolution No. 159-19, Authorizing a First Amendment to the Funding Agreement with Battelle Memorial Institute for Crossing Improvements on George Washington Way
    - Pete Rogalsky, Public Works Director

12. Resolution No. 160-19, Authorizing a First Amendment to the Agreement for Hearing Examiner Services
    - Kerwin Jensen, Development Services Director

13. Resolution No. 161-19, Authorizing Amendments to Consulting Agreements with RGW Enterprises
    - Kerwin Jensen, Development Services Director

14. Resolution No. 162-19, Authorizing Phase II 2019 Park Partnership Grant Agreements with Sagebrush Elementary School and Friends of Badger Mountain
    - Joe Schiessl, Parks & Public Facilities Director

15. Resolution No. 163-19, Approving the 2019-2020 Collective Bargaining Agreement with the Southeast Washington Telecommunicators Guild
    - Cathleen Koch, Administrative Services Director

Items for Approval:

16. Authorize a Salary Adjustment for the City Manager
    - City Councilmembers

17. Confirm Jennifer Rogers as City Clerk Per Article IV, Section 4.06 of the Richland City Charter
    - Heather Kintzley, City Attorney

Expenditures - Approval:

18. Expenditures from November 25, 2019 - December 6, 2019 for $21,388,939.57 including Check Nos. 274195-274609, Travel Check Nos. 19889-19894, Wire Nos. 7894-7918, Payroll Check Nos. 158404-158971, Pension Check Nos. 5291-5323, and Payroll Wire/ACH Nos. 11257-11273
    - Cathleen Koch, Administrative Services Director

Items of Business:

Reports and Comments:

1. City Manager
2. City Council
3. Mayor

Adjournment

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COUNCIL AGENDA ITEM COVERSHEET

Council Date: 12/17/2019

Agenda Category: Agenda Item

Core Focus Area 1 - Promote Financial Stability & Operational Effectiveness

Subject:
Executive Session per RCW 42.30.110(1)(g): Performance Review of Public Employee (45 minutes)

Department:	Ordinance/Resolution Number:	Document Type:
City Council		Executive Session Item

Recommended Motion:
None.

Summary:
City Council will conclude its 2019 performance review for the City Manager.

Fiscal Impact: None.

Attachments:

COUNCIL AGENDA ITEM COVERSHEET

Council Date: 12/17/2019

Agenda Category: Presentations

Core Focus Area 4 - Manage our Natural Resources
Core Focus Area 3 - Increase Economic Vitality

Subject:
Status and Potential Impacts of the Columbia and Snake River Issues (10 minutes)

Department:	Ordinance/Resolution Number:	Document Type:
Energy Services		Presentation

Recommended Motion:
None.

Summary:
Energy Services Director Clint Whitney will give a presentation on the status and potential impacts to the City of Richland of the following Columbia River and/or Snake River issues:

1. Governor Inslee's Executive Order 18-02, Southern Resident Orca Task Force
2. Columbia River System Operations (CRSO) draft Environmental Impact Statement (EIS)
3. Columbia River Treaty

Fiscal Impact: None.

Attachments:

COUNCIL AGENDA ITEM COVERSHEET

Council Date: 12/17/2019

Agenda Category: Public Hearing

Key 1 - Financial Stability & Operational Effectiveness

Subject:
Proposed 2019-2020 Collective Bargaining Agreement with the Southeast Washington Telecommunicators Guild - Resolution No. 163-19

Department:	Ordinance/Resolution Number:	Document Type:
Administrative Services		Presentation

Recommended Motion:
None.

Summary:
This public hearing is held to allow for input on the proposed 2019-2020 Collective Bargaining Agreement with the Southeast Washington Telecommunicators Guild.

Resolution No. 163-19 is being presented for Council consideration and approval on the agenda. Please see the staff report accompanying Resolution No. 163-19 for more information.

Fiscal Impact:
See the staff report accompanying Resolution No. 163-19 for more information.

Attachments:

COUNCIL AGENDA ITEM COVERSHEET

Council Date: 12/17/2019

Agenda Category: Minutes - Approval

Core Focus Area 1 - Promote Financial Stability & Operational Effectiveness

Subject:

Approval of the December 3, 2019 Council Meeting Minutes

Department:
City Attorney

Ordinance/Resolution Number:

Document Type:
Minutes

Recommended Motion:

Approve the minutes of the Council meeting held on December 3, 2019.

Summary:

Draft meeting minutes from the Richland City Council meeting held on December 3, 2019 are presented for Council's consideration and approval.

Fiscal Impact:

None.

Attachments:

1. Draft December 3, 2019 Council Meeting Minutes

MINUTES
RICHLAND CITY COUNCIL REGULAR MEETING
Richland City Hall ~ 625 Swift Boulevard
Tuesday, December 3, 2019

City Council Workshop - 6:30 p.m.
Mayor Pro Tem Christensen called the workshop to order at 6:30 p.m. in the Council Chambers at City Hall.

Attendance: Mayor Pro Tem Christensen and Councilmembers Alvarez, Anderson, Kent, Lemley and Lukson were present. Mayor Thompson was absent.

Also present were City Manager Reents, Assistant City Manager Amundson, City Attorney Kintzley, Chief of Police Bruce, Fire & Emergency Services Director Huntington, Development Services Director Jensen, Administrative Services Director Koch, Public Works Director Rogalsky, Parks & Public Facilities Director Schiessl, Energy Services Director Whitney and Acting Deputy City Clerk Fulton.

Agenda Item

1. Executive Session per RCW 42.30.110(1)(g) Performance Review of Public Employee

MAYOR PRO TEM CHRISTENSEN MOVED AND COUNCILMEMBER LUKSON SECONDED THE MOTION TO ENTER INTO EXECUTIVE SESSION FOR FIFTY-FIVE (55) MINUTES TO DISCUSS PERFORMANCE OF THE CITY MANAGER PURSUANT TO RCW 42.30.110(1)(g). MAYOR PRO TEM CHRISTENSEN MOVED AND COUNCILMEMBER LEMLEY SECONDED A MOTION TO EXIT EXECUTIVE SESSION AT 7:25 P.M. THE EXECUTIVE SESSION ROOM WAS VACATED.

Those present during executive session include Mayor Pro Tem Christensen and Councilmembers Alvarez, Anderson, Kent, Lemley and Lukson. City Manager Reents was present for 45 minutes of the executive session.

2. Discuss Meeting Agenda Items

Council and staff briefly reviewed the proposed agenda scheduled for the regular meeting.

City Council Regular Meeting - 7:30 p.m.
Mayor Pro Tem Christensen called the Council meeting to order at 7:30 p.m. in the Council Chambers at City Hall.

Welcome and Roll Call
Mayor Pro Tem Christensen welcomed those in the audience and expressed appreciation for their attendance.

Attendance: Mayor Pro Tem Christensen and Councilmembers Alvarez, Anderson, Kent, Lemley and Lukson were present. Mayor Thompson was absent.

COUNCILMEMBER LEMLEY MOVED AND MAYOR PRO TEM CHRISTENSEN SECONDED THE MOTION TO EXCUSE MAYOR THOMPSON. THE MOTION CARRIED 6-0.

Also present were City Manager Reents, Assistant City Manager Amundson, City Attorney Kintzley, Chief of Police Bruce, Fire & Emergency Services Director Huntington, Development Services Director Jensen, Administrative Services Director Koch, Public Works Director Rogalsky, Parks & Public Facilities Director Schiessl, Energy Services Director Whitney and Acting Deputy City Clerk Fulton.

Pledge of Allegiance
Mayor Pro Tem Christensen led the Council and audience in the recitation of the Pledge of Allegiance.

Approval of Agenda

MAYOR PRO TEM CHRISTENSEN MOVED AND COUNCILMEMBER LEMLEY SECONDED A MOTION TO APPROVE THE AGENDA AS PUBLISHED. THE MOTION CARRIED 6-0.

Presentations

3. New Hire/Retirements

Administrative Services Director Cathleen Koch introduced new hires from November, including new BCES SECOMM Dispatcher Ryan Majetich, Parks & Public Facilities Contracts Administrator Stacy Jackson, Energy Services Engineering Tech III Jared Waddell, Energy Services Meter Reader Corey Peck, and ASD Customer Service Representative Carrie Johnson.

Public Hearing
Acting Deputy City Clerk Fulton read the Public Hearing and Public Comments procedures.

4. Proposed Relinquishment of Utility Easement within 3077 and 3095 Kingsgate Way - Resolution No. 150-19

Public Works Director Pete Rogalsky presented a request to relinquish a utility easement lying within 3077 and 3095 Kingsgate Way. Mr. Rogalsky advised that the City no longer needs the easement, and recommended its surplus.

Mayor Pro Tem Christensen opened and closed the public hearing at 7:37 p.m. No testimony was offered.

5. Proposed Relinquishment of Waterline Easement within 2800 Polar Way - Resolution No. 151-19

Public Works Director Pete Rogalsky presented a request to relinquish a waterline easement lying within 2800 Polar Way. Mr. Rogalsky advised that the City no longer needs the easement, and recommended its surplus.

Mayor Pro Tem Christensen opened and closed the public hearing at 7:37 p.m. No testimony was offered.

6. Proposed Relinquishment of a Utility Easement lying within 2800 Polar Way - Resolution No. 152-19

Public Works Director Pete Rogalsky presented a request to relinquish a utility easement lying within 2800 Polar Way. Mr. Rogalsky advised that the City no longer needs the easement, and recommended its surplus.

Mayor Pro Tem Christensen opened and closed the public hearing at 7:38 p.m. No testimony was offered.

Public Comments

Paul Taiclet, American Cruise Lines, Guilford CT, shared that American Cruise Lines is experiencing a significant period of growth right now, and expressed interest in investments the company could make to improve tourism and the local economy in Richland. Mr. Taiclet spoke of American Cruise Line's appreciation for Richland as a port of call. Mr. Taiclet also spoke about the benefit of agreements between the City and American Cruise Lines that will give certainty of future use of local facilities. Mr. Taiclet provided a hand-out of information that was distributed to the City Council.

Francisca Meier, 2146 Hudson Avenue, Richland WA, spoke in favor of Resolution No. 153-19 regarding the WTSC grant funding being made available to the City. Ms. Meier spoke about her efforts to count cyclists and pedestrians in Richland, and her conclusion that driver behavior is creating unsafe conditions for pedestrians and cyclists in the downtown area during peak hours. Ms. Meier encouraged the City Council to approve Resolution No. 153-19.

Consent Calendar

Acting Deputy City Clerk Fulton read the Consent Calendar.

MAYOR PRO TEM CHRISTENSEN MOVED AND COUNCILMEMBER LUKSON SECONDED A MOTION TO APPROVE THE CONSENT CALENDAR AS PUBLISHED. THOSE IN FAVOR: CHRISTENSEN, ALVAREZ, ANDERSON, KENT, LEMLEY, AND LUKSON. THOSE OPPOSED: NONE. THE MOTION CARRIED 6-0.

Minutes - Approval

7. Approval of the November 19, 2019 Council Meeting Minutes

Ordinances - First Reading

8. Ordinance No. 62-19, Approving the 2023 Council Compensation Plan

Ordinances - Second Reading/Passage

9. Ordinance No. 57-19, Amending Chapter 12.10 of the Richland Municipal Code related to Installation of Street Improvements

10. Ordinance No. 58-19, Approving Amendments to the 2019 Budget

11. Ordinance No. 59-19, Repealing Chapter 23.34 of the Richland Municipal Code related to Floodplain Combining District and Adopting Chapter 22.16 of the Richland Municipal Code related to Floodplain Damage Prevention

12. Ordinance No. 60-19, Amending Richland Municipal Code Section 23.26.030 related to Industrial Use Districts Permitted Land Uses

13. Ordinance No. 61-19, Amending Chapter 3.24 of the Richland Municipal Code related to Miscellaneous Accounting Funds

Resolutions – Adoption

14. Resolution No. 150-19, Authorizing the Relinquishment of Utility Easements within 3077 and 3095 Kingsgate Way

15. Resolution No. 151-19, Authorizing the Relinquishment of a Waterline Easement lying within 2800 Polar Way

16. Resolution No. 152-19, Authorizing the Relinquishment of a Utility Easement lying within 2800 Polar Way

17. Resolution No. 153-19, Authorizing a Memorandum of Understanding with the Washington Traffic Safety Commission for Pedestrian Safety Grant Funding

18. Resolution No. 154-19, Authorizing a Financial Advisory and Consulting Services Contract with PFM Financial Advisors, LLC

19. Resolution No. 155-19, Adopting the City of Richland's 2020 Legislative Priorities

Items for Approval

None.

Expenditures - Approval

20. Expenditures from October 28, 2019 - November 22, 2019 for $22,771,757.47 including Check Nos. 273123-274194, Travel Check Nos. 19869-19888, Wire Nos. 7832-7893, Payroll Check Nos. 157312-158403, and Payroll Wire/ACH Nos. 11223-11256

Items of Business

21. Resolution No. 156-19, Adopting Priority Transportation System Improvements for Improving North-South Travel through Richland

Public Works Director Pete Rogalsky introduced consultants from The Langdon Group, who presented on the outcome of the North-South Travel Capacity Study. After a robust public process, which included consideration of a number of different alternatives, the study concluded that the City's highest priority, as identified in both the advisory committee's work and the consultant's technical evaluation, should be to make improvements to SR-240, ultimately working toward a separated bypass, and to make improvements to the intersection at George Washington Way and Columbia Point Drive. According to the consultant, improvements at both locations will effectively move traffic north and south through Richland. The consultant clarified that the study is concept only, and that no concrete projects are in motion to make these changes occur.

Council asked a number of questions. Councilmember Kent sought clarification on the ranking of improvements to the intersection of George Washington Way/Columbia Point Drive. Councilmember Kent questioned, and the consultant acknowledged, that proposed improvements to the George Washington Way/Columbia Point Drive intersection rank high in value from a technical perspective, but are not popular with those who took the survey.

Councilmember Kent also asked why the improvements to Kingsgate Way scored so low in the survey. The consultant suggested that the low ranking was associated with cost, length of time to accomplish, and greater impacts (environmental and otherwise) to surrounding properties in return for minimal positive traffic impact.

Councilmember Lemley addressed the community feedback that was received related to a possible right-in/right-out on Swift at the Bypass Highway. Councilmember Lemley clarified that there is no project affecting the Swift/Bypass Highway intersection (or any other location recommended for improvement) at this time.

Councilmember Lukson sought more information about the survey participation, including the purported 1,100 visitors responding to the survey. The consultant advised that it was not a scientific survey, and that the platform used (Survey Monkey) does require unique IP addresses in an effort to reduce multiple responses from the same participant.

Mayor Pro Tem Christensen clarified that although a recommendation was before Council on possible improvements that could improve north-south traffic through Richland, the recommendations are very high level, and that no specifics are included. If or when action is taken by the City to implement any improvements, each discrete project will have its own review process, including the opportunity for additional public input.

COUNCILMEMBER LEMLEY MOVED AND COUNCILMEMBER ANDERSON SECONDED THE MOTION TO APPROVE RESOLUTION NO. 156-19, ADOPTING PRIORITY TRANSPORTATION SYSTEM IMPROVEMENTS FOR IMPROVING NORTH-SOUTH TRAVEL THROUGH RICHLAND. THOSE IN FAVOR: CHRISTENSEN, ALVAREZ, ANDERSON, KENT, LEMLEY, AND LUKSON. THOSE OPPOSED: NONE. THE MOTION CARRIED 6-0.

Reports and Comments

City Manager

None.

City Council

Councilmember Alvarez gave kudos to staff in Richland who volunteered to support the Tri-Cities Special Olympics. Councilmember Alvarez also thanked those who attended the meeting for their participation in local government.

Councilmember Lemley reported that he recently attended the Energy Community Alliance (ECA) conference in Nashville, TN, where he and two other councilmembers enjoyed authentic BBQ and cowboy boots.

Councilmember Lukson spoke of his trip to the ECA conference, where he learned a lot and was able to identify successes to be celebrated as the City continues to press forward with Hanford clean-up efforts.

Councilmember Kent advised that she toured the Animal Control Facility in Pasco, and encouraged others to do the right thing associated with pet ownership and pets who do not have homes.

Mayor Pro Tem

Mayor Pro Tem Christensen encouraged the community to have a great Thanksgiving holiday, and reminded everyone that there are only 22 shopping days until Christmas.

Adjournment

Mayor Pro Tem Christensen adjourned the meeting at 8:17 p.m.

APPROVED:	ATTESTED:
______________________________	______________________________
Robert J. Thompson, Mayor	Toni Fulton, Acting Deputy City Clerk

DATE APPROVED:

DATE PUBLISHED:

COUNCIL AGENDA ITEM COVERSHEET

Council Date: 12/17/2019

Agenda Category: Ordinances - First Reading

Core Focus Area 1 - Promote Financial Stability & Operational Effectiveness

Subject:
Ordinance No. 63-19, Amending the Richland Municipal Code related to Fees

Department:	Ordinance/Resolution Number:	Document Type:
City Attorney	63-19	Ordinance

Recommended Motion:
Give first reading, by title only, to Ordinance No. 63-19, amending the Richland Municipal Code related to fees.

Summary:
The City has need, from time to time, to amend the Richland Municipal Code to eliminate ambiguity and to bring the code into alignment with current practice.

In 1999, through adoption of Resolution No. 104-99, City Council established a process by which fees provided for in the City's fee schedule would be reviewed and administratively adjusted on an annual basis. The edits found in proposed Ordinance No. 63-19 are necessary to facilitate proper administration of the fee adjustment process established in 1999, and to further clarify the authority in support of the previously established administrative adjustments.

Staff recommends adoption of Ordinance No. 63-19 for first reading, by title only.

Fiscal Impact: The amendments proposed by Ordinance No. 63-19 clarify ambiguity in the code related to imposition of fees. Passage of the ordinance has minimal fiscal impact on the City as the majority of underlying fees have already been authorized by previous Council action.

Attachments:
1. Ordinance No. 63-19

ORDINANCE NO. 63-19

AN ORDINANCE of the City of Richland amending multiple sections of the Richland Municipal Code related to fees.

WHEREAS, the City of Richland has need, from time to time, to amend the Richland Municipal Code (RMC) to eliminate ambiguity and to bring the code into alignment with current practice; and

WHEREAS, in 1999, through adoption of Resolution No. 104-99, City Council established a process by which fees provided for in the City's fee schedule would be reviewed and administratively adjusted on an annual basis; and

WHEREAS, although certain administrative adjustments have occurred over the years, the City has not conducted a comprehensive review if its existing fee schedule since 1999; and

WHEREAS, consistent with the Strategic Leadership Plan's focus on financial stability and operational effectiveness, a comprehensive review of the existing fee schedule is necessary to ensure that obsolete fees are retired, appropriate fees for new services are established, and that all fees are calibrated to reflect the appropriate level of cost recovery; and

WHEREAS, a comprehensive review of the fee schedule has been completed for implementation on January 1, 2020; and

WHEREAS, code amendments are necessary to facilitate proper administration of the process established in 1999, and to further clarify the authority in support of the previously established administrative adjustments.

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

Section 1. Richland Municipal Code Section 3.26.010, entitled Deposit for utility service, as first enacted by Ordinance No. 27-81, and last amended by Ordinance No. 42-01, is hereby amended to read as follows:

3.26.010 Deposit for utility service.
Applications for electrical, water, or other utility service, made by the tenant of leased or rented residential premises, shall be accompanied by a utility services deposit; provided, however, that the deposit will not be required for electrical services for those set forth in RMC 14.12.010. The deposit amount shall equal twice the monthly average bill of the previous 12 months for that occupied location without regard to prior discounted rates. If the premises has not been occupied continuously for the last 12 months, then the deposit will be as provided in the City's posted fee schedule. ~~determined by a methodology~~

~~contained in the city of Richland's administrative policies – customer services policies which reasonably estimates twice the monthly occupied average.~~

Upon termination of service to the tenant, the amount of the deposit may be applied against any electrical, water or other utility charges then due or to become due from the tenant, including any connection or reconnection charges, and shall be remitted to the appropriate fund or funds. If the amount of the deposit is not sufficient to pay the total of the unpaid charges, remittance shall be made to the appropriate fund or funds on a pro rata basis. If there is a balance remaining after payment of all utility charges then due or to become due from the tenant, such balance shall be refunded.

Section 2. Richland Municipal Code Section 14.31.040, entitled Pole attachment fees, as first enacted by Ordinance No. 08-98, and last amended by Ordinance No. 29-01, is hereby amended to read as follows:

14.31.040 Pole attachment fees.
On or about July 1st of each year the city, acting in cooperation with joint pole users, shall determine the total number of pole contacts as of the preceding day. Said tabulation shall include the number of contacts on city-owned poles. The fee herein provided for shall be paid within 30 days after the bill has been submitted, and shall cover the calendar year in which the count is made.

The pole attachment fee will be as provided in the City's posted fee schedule and based on market rates for pole attachment as determined by the energy services director. ~~for 1999 to 2003 shall be $11.50 per pole. Applicable taxes are not included. The pole attachment fee shall be subject to annual adjustment by the energy services director thereafter; provided, that no annual adjustment shall exceed a 10 percent increase in any one year and no more than a 20 percent adjustment of the 2003 rate in total may occur until after the year 2009.~~

Section 3. Chapter 19.80 of the Richland Municipal Code, entitled Application and Appeal Fees, as first enacted by Ordinance No. 12-96, and last amended by Ordinance No. 29-12, is hereby amended to read as follows:

Chapter 19.80
APPLICATION AND APPEALS FEES

Sections:

19.80.010 Payment of fees required.
No ~~development permit~~ application, SEPA review or appeal ~~of a decision relating to such application~~ shall be accepted or processed for action until such fees as set forth in the Richland Municipal Code or city fee schedule have been paid in full.
19.80.020 Provisions for update of fees.

The schedule of fees shall be reviewed and updated as part of the annual budget process. Adjustment to the fees shall be based mainly on changes in the Consumer Price Index – U.S. city average - Urban Wage and Clerical Workers (CPI-W~~U~~) ~~for the Seattle/Tacoma area~~ August through July. ~~using 1996 as the base year.~~ Other factors affecting the cost of processing applications and appeals shall also be considered when making adjustments to the schedule of fees.

Section 4. Richland Municipal Code Section 22.09.280, entitled Fees, as first enacted by Ordinance No. 26-84, is hereby amended to read as follows:

22.09.280 Fees.
The city shall require the following fees for its activities in accordance with the provisions of this chapter:

A. Threshold Determination. For every environmental checklist the city will review when it is lead agency, the city shall collect a fee determined pursuant to RMC 19.80.020 ~~of $100.00~~ from the proponents of the proposal prior to undertaking the threshold determination. The time periods provided by this chapter for making a threshold determination shall not begin to run until payment of the fee.

B. Environmental Impact Statement.

1. When the city is the lead agency for a proposal requiring an EIS, and the responsible official determines that the EIS shall be prepared by employees of the city, the city may charge and collect a reasonable fee from an applicant to cover costs incurred by the city in preparing the EIS. The responsible official shall advise the applicant(s) of the projected costs for the EIS prior to actual preparation. The applicant shall post bond or otherwise ensure payment of such costs.

2. The responsible official may determine that the city will contract directly with a consultant for preparation of an EIS, or a portion of the EIS, for activities initiated by some persons or entity other than the city, and may bill such costs and expenses directly to the applicant. Such consultants shall be selected by mutual agreement of the city and applicant. The city may require the applicant to post bond or otherwise ensure payment of such costs.

3. If a proposal is modified so that an EIS is no longer required, the responsible official shall refund any fees collected under subsection (A) or (B) of this section which remain after incurred costs are paid.

C. Public Notice. The city may collect a reasonable fee from an applicant to cover the cost of meeting the public notice requirements of this chapter relating to the applicant's proposal.

D. Cost of Documents. The city may charge any person for copies of any document prepared under this chapter, and for mailing the document, in a manner provided by Chapter 42.17 RCW.

E. The city shall not collect a fee for performing its duties as a consulted agency.

Section 5. Richland Municipal Code Section 22.10.115, entitled Buffer modifications, as first enacted by Ordinance No. 40-17, and last amended by Ordinance No. 40-17A, is hereby amended to read as follows:

22.10.115 Buffer modifications.

A. Buffer averaging to improve wetland protection may be permitted when all of the following conditions are met:

1. The wetland has significant differences in characteristics that affect its habitat functions, such as a wetland with a forested component adjacent to a degraded emergent component or a “dual-rated” wetland with a Category I area adjacent to a lower rated area.

2. The buffer is increased adjacent to the higher functioning area of habitat or more sensitive portion of the wetland and decreased adjacent to the lower functioning or less sensitive portion as demonstrated by a critical areas report from a qualified wetland professional.

3. The total area of the buffer after averaging is equal to the area required without averaging.

4. The buffer at its narrowest point is never less than either ¾ of the required width or 75 feet for Category I and II, 50 feet for Category III, and 25 feet for Category IV, whichever is greater.

B. Averaging to allow reasonable use~~s~~ may be allowed when all of the following are met:

1. There are no feasible alternatives to the site design that could be accomplished without buffer averaging.

2. The averaged buffer will not result in degradation of the wetland’s functions and values as demonstrated by a critical areas report from a qualified wetland professional.

3. The total buffer area after averaging is equal to the area required without averaging.

4. The buffer at its narrowest point is never less than either ¾ of the required width or 75 feet for Category I and II, 50 feet for Category III, and 25 feet for Category IV, whichever is greater.

C. Reduction in buffer width based on reducing the intensity of impacts from proposed land uses.

1. The buffer widths recommended for proposed land uses with high-intensity impacts to wetlands can be reduced to those recommended for moderate-intensity impacts under the following conditions:

a. For wetlands that score moderate or high for habitat (5 points or more for the habitat functions), the width of the buffer can be reduced if all three of the following criteria are met:

i. A relatively undisturbed, vegetated corridor at least 100 feet wide is protected between the wetland and any other Priority Habitats as defined by the Washington State Department of Fish and Wildlife ("relatively undisturbed" and "vegetated corridor" are defined in the Washington State Wetland Rating System for Eastern Washington – 2014 Update, or latest update). Priority Habitats in eastern Washington include:

(A) Wetlands;
(B) Riparian zones;
(C) Cliffs;
(D) Urban natural open space;
(E) Shrub-steppe habitat;

ii. The corridor must be protected for the entire distance between the wetland and the Priority Habitat by some type of legal protection such as a conservation easement.

iii. Measures to minimize the impacts of different land uses on wetlands, as applicable in Table 22.10.110(D), are applied.

b. For wetlands that score fewer than 5 points for habitat, the buffer width can be reduced to that required for moderate land-use impacts by applying applicable measures to minimize the impacts of the proposed land uses (see examples in Table 22.10.115 D).

D. Required Mitigation to minimize impacts to wetlands from changes in land uses with high impacts:

Table 22.10.115(D)

Types of Disturbance	Examples of Activities and Uses that Cause Disturbances	Required Mitigation
Lights	• Parking lots • Warehouses • Manufacturing • Residential areas	• Direct lights away from wetland
Noise	• Manufacturing	• Locate activity that generates noise

	• Residential areas	away from wetland • If warranted, enhance existing buffer with native vegetation plantings adjacent to noise source • For activities that generate relatively continuous, potentially disruptive noise, such as certain heavy industry or mining, establish an additional 10’ heavily vegetated buffer strip immediately adjacent to the outer wetland buffer
Toxic runoff*	• Parking lots • Roads • Manufacturing • Residential areas • Application of agricultural pesticides • Landscaping	• Route all new, untreated runoff away from wetland while ensuring wetland is not dewatered • Establish covenants limiting use of pesticides within 150 ft of wetland • Apply integrated pest management
Stormwater runoff	• Parking lots • Roads • Manufacturing • Residential areas • Commercial • Landscaping	• Retrofit stormwater detention and treatment for roads and existing adjacent development • Prevent channelized flow from lawns that directly enters the buffer • Use Low Intensity Development techniques
Change in water regime	• Impermeable surfaces • Lawns • Tilling	• Infiltrate or treat, detain, and disperse into buffer new runoff from impervious surfaces and new lawns
Pets and human disturbance	• Residential areas	• Use privacy fencing; plant dense vegetation to delineate buffer edge and to discourage disturbance using vegetation appropriate for the ecoregion; place wetland and its buffer in a separate tract
Dust	• Tilled fields	• Use BMPs to control dust
* These examples are not necessarily adequate for minimizing toxic runoff if sensitive, threatened or endangered species are present at the site.		

E. The minimum buffer width stated in Table 22.10.110(D) Wetland Buffer Widths shall be increased when the qualified professional determines, based upon a site-specific wetland analysis, that impacts on the wetland from a proposed development can only be mitigated by a greater buffer width. The standard wetland buffer width shall be increased:

1. When the adjacent land is susceptible to severe erosion and erosion control measures will not effectively prevent adverse wetland impacts; or

2. When the standard buffer has minimal or degraded vegetative cover that cannot be

improved through enhancement; or

3. When the wetland provides habitat for a species that is particularly sensitive to disturbance (listed by the federal government of the state as endangered, threatened, candidate, monitored or documented priority species or habitat for those species or has unusual nesting or resting sites such as heron rookeries or raptor nesting trees), the width of the buffer should be increased to provide adequate protection for the species based on its particular life-history needs: or

4. When the minimum buffer for a wetland extends into an area with a slope of greater than 25 percent, the buffer shall be the greater of:

a. The minimum buffer for that particular wetland; or

b. Twenty-five feet beyond the point where the slope becomes 25 percent or less.

F. Low impact uses and activities (see Table 22.10.110(C)) that are consistent with the purpose and function of the wetland buffer and do not detract from its integrity may be permitted within the buffer depending on the sensitivity of the wetland. Examples of uses and activities that may be permitted in appropriate cases, based on guidance in Wetlands Guidance for CAO Updates, June 2016, Publication No. 16-06-002 and as amended in the future, include pervious pedestrian trails, viewing platforms, normal and routine maintenance of existing facilities within an existing right-of-way and utility easements. Uses permitted within the buffer shall be located in the outer portion of the buffer as far as possible from the wetland.

G. A variance from buffer width requirements may be granted by the city of Richland Hearing Examiner following Type II permit procedures and payment of a fee as set forth in Title 19 of the Richland Municipal Code upon a demonstration by the applicant that the following criteria are met:

1. That the strict application of the bulk, dimensional or performance standards set forth in this title preclude, or significantly interfere with, reasonable use of the property;

2. That the hardship described in (1) of this subsection is specifically related to the property, and is the result of unique conditions such as irregular lot shape, size, or natural features and the application of this title, and not, for example, from deed restrictions or the applicant's own actions;

3. That the design of the project is compatible with other authorized uses within the area and with uses planned for the area under the comprehensive plan and applicable development regulations and will not cause adverse impacts to the wetland;

4. That the variance will not constitute a grant of special privilege not enjoyed by the other properties in the area;

5. That the variance requested is the minimum necessary to afford relief; and

6. That the public interest will suffer no substantial detrimental effect.

H. Signs and Fencing of Wetlands and Buffers.

1. Temporary markers. The outer perimeter of the wetland buffer and the clearing limits identified in an approved permit or land use approval shall be marked in the field with temporary “clearing limits” fencing in such a way as to ensure that no unauthorized intrusion will occur. The marking is subject to inspection by the administrator prior to the commencement of permitted activities. Temporary marking shall be maintained throughout completion of all construction activities.

2. Permanent signs. As a condition of any permit or land use approval, the administrator may require the applicant to install permanent signs along the boundary of a wetland or its buffer. Permanent signs shall be made of an enamel-coated metal face and attached to a metal post. Signs, when required, shall be posted at an interval of one every fifty feet or one per lot if a lot is less than 50 feet wide and must be maintained by the property owner in perpetuity. Wording of the sign shall note the presence of a protected wetland area and/or wildlife habitat. Specific wording of the sign shall be approved by the administrator.

3. Fencing.

a. The applicant shall be required to install a permanent fence around the wetland or its buffer when domestic grazing animals are present or may be introduced on site.

b. Fencing installed as part of a proposed activity or as required by the administrator shall be designed so as not to interfere with species migration and shall be constructed in a manner that minimizes impacts to the wetland and associated habitat.

Section 6. Richland Municipal Code Section 22.16.040, entitled Administration, as first enacted by Ordinance No. 59-19, is hereby amended to read as follows:

22.16.040 Administration.
A. Establishment of development permit.

1. Development permit required. A development permit shall be obtained before construction or development begins within any area of special flood hazard established in RMC 22.16.030(B). The permit shall be for all structures including manufactured homes, as defined in this chapter, and for all development including fill and other activities, also as defined in this chapter.

2. Application for development permit. Application for a development permit shall be made on forms furnished by the Floodplain Administrator and may include, but not be limited to, plans in duplicate drawn to scale showing the nature, location, dimensions, and elevations

of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities, and the location of the foregoing. Specifically, the following information is required, in addition to payment of a fee as provided in the City's posted fee schedule:

a. Elevation in relation to NAVD-88, of the lowest floor (including basement) of all structures, both prior to (pre-construction), and once construction is complete (post construction), but prior to the City issuing a formal certificate of occupancy;

b. Elevation in relation to mean sea level to which any structure has been flood-proofed;

c. Where a structure is to be flood-proofed, certification by a registered professional engineer or architect that the flood-proofing methods for any non-residential structure meet flood-proofing criteria in RMC 22.16.050(B)(3);

d. Description of the extent to which a watercourse will be altered or relocated as a result of proposed development. Additional information prepared by a registered professional engineer regarding the volumes of fill, amount of floodplain displacement, anchorage of structures or other technical issues not readily apparent at the time of application may be required as the review process proceeds;

e. Where development is proposed in a floodway, an engineering analysis indicating no rise of the base flood elevation; and

f. Any other such information that may be reasonably required by the Floodplain Administrator in order to review the application.

B. Designation of Floodplain Administrator. The Development Services Director is hereby appointed to administer, implement, and enforce this chapter by granting or denying development permits in accordance with its provisions. The Floodplain Administrator may delegate authority to implement these provisions.

C. Duties and responsibilities of the Floodplain Administrator. Duties of the Floodplain Administrator shall include, but not be limited to:

1. Permit review. Review all development permits to determine that:

a. The permit requirements of this chapter have been satisfied;

b. All other required state and federal permits have been obtained;

c. The site is reasonably safe from flooding;

d. In areas where a floodway has not been designated, require that no new construction, substantial improvements or other development (including fill) shall be permitted within zoned A1-30 and AE unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.

e. The proposed development is not located in the floodway. If located in the floodway, assure the encroachment provisions of RMC 22.16.050(D)(1) are met.

2. Use of other base flood data (in A and V zones). When base flood elevation data has not been provided (in A or V zones) in accordance with RMC 22.16.030(B), the Floodplain Administrator shall obtain, review, and reasonably utilize any base flood elevation and floodway data available from a federal, state, or other source in order to administer RMC 22.16.050(B) related to specific standards, and RMC 22.16.050(D) related to floodways.
3. Information to be obtained and maintained.

a. Where base flood elevation data is provided through the FIS, FIRM, or required as in RMC 22.16.040(C)(2), obtain and record the actual (as-built) elevation (in relation to mean sea level) of the lowest floor (including basement) of all new or substantially improved structures, and whether or not the structure contains a basement (44 CFR 60.3(b)(5)(i)).

b. Documentation of the bottom of the lowest horizontal structural member in V or VE zones.

c. For all new or substantially improved flood-proofed non-residential structures where base flood elevation data is provided through the FIS, FIRM, or as required in RMC 22.16.040(C)(2):

i. Obtain and record the elevation (in relation to mean sea level) to which the structure was flood-proofed (44 CFR 60.3(b)(5)(ii)); and

ii. Maintain the flood-proofing certifications required in RMC 22.16.040(A)(2)(C) (44 CFR 60.3(b)(5)(iii));

d. Certification required by RMC 22.16.050(D) (floodway encroachments).

e. Records of all variance actions, including justification for their issuance.

f. Improvement and damage calculations.

g. Maintain for public inspection all records pertaining to the provisions of this chapter (44 CFR 60.3(b)(5)(iii)).

4. Notification to other entities. Whenever a watercourse is to be altered or relocated:

a. Notify adjacent communities and the Department of Ecology prior to such alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance Administrator through appropriate notification means; and

b. Assure that the flood carrying capacity of the altered or relocated portion of said watercourse is maintained.

5. Interpretation of FIRM boundaries. Make interpretations where needed, as to exact location of the boundaries of the areas of special flood hazards (e.g. where there appears to be a conflict between a mapped boundary and actual field conditions). The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation. Such appeals shall be granted consistent with the standards of Section 60.6 of the Rules and Regulations of the NFIP (44 CFR 59-76).

6. Review of building permits. Where elevation data is not available either through the FIS, FIRM, or from another authoritative source (see RMC 22.16.040(C)(2)), applications for building permits shall be reviewed to assure that proposed construction will be reasonably safe from flooding. The test of reasonableness is a local judgment and includes use of historical data, high water marks, photographs of past flooding, etc., where available.

Note: Failure to elevate at least two feet above the highest adjacent grade in these zones may result in higher insurance rates.

7. Changes to special flood hazard areas.

a. If a project will alter the BFE or boundaries of the SFHA, then the project proponent shall provide the community with engineering documentation and analysis regarding the proposed change. If the change to the BFE or boundaries of the SFHA would normally require a Letter of Map Change, then the project proponent shall initiate, and receive approval of, a Conditional Letter of Map Revision (CLOMR) prior to approval of the development permit. The project shall be constructed in a manner consistent with the approved CLOMR.

b. If a CLOMR application is made, then the project proponent shall also supply the full CLOMR documentation package to the Floodplain Administrator to be attached to the floodplain development permit, including all required property owner notifications.

Section 7. Richland Municipal Code Section 23.62.110, entitled Application review and approval of eligible facilities requests, as first enacted by Ordinance No. 44-15, and last amended by Ordinance No. 07-19, is hereby amended to read as follows:

23.62.110 Application review and approval of eligible facilities requests.

A. Application. The development services department shall prepare and make publicly available an application form which shall be limited to the information necessary for the development services department to consider whether an application is an eligible facilities request. The application may not require the applicant to demonstrate a need or business case for the proposed modification.

B. Type of Review. Upon receipt of an application for an eligible facilities request pursuant to this section, the development services department shall review such application to determine whether the application so qualifies. The application must be accompanied by payment of a fee as provided in the City's posted fee schedule.

C. Time Frame for Review. Within 60 days of the date on which an applicant submits an eligible facilities request seeking approval under this section, the development services department shall approve the application unless it determines that the application is not covered by this section.

D. Tolling of the Time Frame for Review. The 60-day review period begins to run when the application is filed with the development services department, and may be tolled only by mutual agreement by the development services department and the applicant, or in cases where the development services department determines that the application is incomplete. The time frame for review is not tolled by a moratorium on the review of applications.

1. To toll the time frame for incompleteness, the city must provide a written notice to the applicant within 30 days of receipt of the application, specifically delineating all missing documents or information required in the application.

2. The time frame for review begins running again when the applicant makes a supplemental submission in response to the city's notice of incompleteness.

3. Following a supplemental submission, the city will notify the applicant within 10 days that the supplemental submission did not provide the information identified in the original notice delineating missing information. The time frame is tolled in the case of a second or subsequent notices pursuant to the procedures identified in this subsection (D). Second or subsequent notices of incompleteness may not specify missing documents or information that was not delineated in the original notice of incompleteness.

E. Determination That an Application Is Not an Eligible Facilities Request. If the development services department determines the applicant's request does not qualify as an eligible facilities request, the development services department shall deny the application. To the extent additional information is necessary, the development services department may request additional information from the applicant to evaluate the application under other provisions of this chapter and applicable law.

F. Failure to Act. In the event the city fails to approve or deny a request for an eligible facilities request within the time frame for review (accounting for any tolling), the request shall be deemed granted. The eligible facilities request does not become effective until the applicant notifies the development services department in writing after the review period has expired (accounting for any tolling) that the application has been deemed granted.

G. Remedies. Applicants and the city may bring claims related to Section 6409(a) of the Spectrum Act to any court of competent jurisdiction.

Section 8. Richland Municipal Code Section 24.24.040, entitled Deviations – Requirements, as first enacted by Ordinance No. 73, and last amended by Ordinance No. 27-14, is hereby amended to read as follows:

24.24.040 Deviations – Requirements.
In specific cases, the hearing examiner may authorize deviations from the provisions or requirements of this title that will not be contrary to public interest; but only where, owing to special conditions pertaining to a specific subdivision, the literal interpretation and strict application of the provisions or requirements of this title would cause undue and unnecessary hardship. No such deviation from the provisions or requirements of this title shall be authorized by the hearing examiner unless the hearing examiner shall find that all of the following facts and conditions exist and until:

A. A written application for a deviation from subdivision standards, accompanied by an application fee as specified by the ~~adopted~~ posted fee schedule, is submitted demonstrating all of the following:

1. That special conditions and circumstances exist which are peculiar to the land involved and which are not applicable to other lands in the same area;

2. That literal interpretation of the provisions of this title would deprive the applicant of rights commonly enjoyed by other properties in the same area or as necessary for the reasonable and acceptable development of the property;

3. That the special conditions and circumstances do not result from the actions of the applicant;

4. That granting the deviation requested will not confer on the applicant any special privilege that is denied by this title to other lands in the same area;

5. That the deviation will not nullify the intent and purpose of the comprehensive plan or this title;

6. Deviations with respect to those matters requiring the approval of the city engineer may be granted by the hearing examiner only with the written recommendation of the city engineer.

B. The hearing examiner shall hold an open record hearing to consider the deviation application concurrently with the subdivision application.

Section 9. Richland Municipal Code Section 24.24.060, entitled Fees and deposits, as first enacted by Ordinance No. 73, and last amended by Ordinance No. 103-76, is hereby amended to read as follows:

24.24.060 Fees and deposits.
For the purpose of partially defraying expenses involved in the administrative processing of subdivision applications and subdivision amendment requests, ~~an application~~ fees ~~of $7.50~~ as provided in the City's posted fee schedule ~~for each lot proposed in the preliminary subdivision plat~~ shall be paid ~~the city~~ by the applicant at the time ~~of submission of~~ the preliminary subdivision plat or subdivision amendment request is submitted. ~~In no case, however, shall such fee be less than $50.00.~~ In the instance where renewal of a preliminary plat, as originally approved, is requested, no further fee will be required for that renewal.

Section 10. Richland Municipal Code Section 26.50.021, entitled Exemption procedures, as first enacted by Ordinance No. 25-14, and last amended by Ordinance No. 12-18, is hereby amended to read as follows:

26.50.021 Exemption procedures.
A. A project requiring a permit from the city and subject to an exemption to a shoreline substantial development permit shall be reviewed under the criteria of the underlying permit with an additional finding recorded by the administrator addressing the grounds under which the permit is exempt.

B. Any person claiming exemption from the permit requirements of this shoreline program as a result of the exemptions specified in this section may make application for an exemption certificate to the administrator in the manner prescribed by the city, including payment of a fee as provided in the City's posted fee schedule.

C. For projects where Ecology is designated as the coordinating agency for the state with regard to permits issued by the U.S. Army Corps of Engineers, the city shall transmit an exemption certificate addressed to the applicant and the Department of Ecology whenever a development is subject to one or more of the following federal permit requirements:

1. A U.S. Army Corps of Engineers Section 10 permit under the Rivers and Harbors Act of 1899, which generally applies to any project occurring on or over navigable waters. Specific applicability information should be obtained from the U.S. Army Corps of Engineers; or

2. A Section 404 permit under the Federal Water Pollution Control Act of 1972, which generally applies to any project which may involve discharge of dredge or fill material to any water or wetland area. Specific applicability information should be obtained from the U.S. Army Corps of Engineers.

The letter shall indicate the specific exemption provision from WAC 173-27-040 that is being applied to the development and provide a summary of the local government's analysis of the consistency of the project with the shoreline program and the Act.

D. The city may attach conditions to the approval of exempted developments and/or uses as necessary to ensure consistency of any project with the Shoreline Management Act and this shoreline master program.

Section 11. This ordinance shall take effect the day following its publication in the official newspaper of the City of Richland.

Section 12. The City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance, including but not limited to the correction of scrivener's errors/clerical errors, section numbering, references, or similar mistakes of form.

PASSED by the City Council of the City of Richland, Washington, at a regular meeting on the _____ day of January, 2020.

____
ROBERT J. THOMPSON
Mayor

ATTEST:

____
JENNIFER ROGERS, City Clerk

APPROVED AS TO FORM:

____
HEATHER KINTZLEY, City Attorney

Date Published: ___________

COUNCIL AGENDA ITEM COVERSHEET

Council Date: 12/17/2019 | Agenda Category: Ordinances - Second Reading/Passage

Core Focus Area 1 - Promote Financial Stability & Operational Effectiveness

Subject:
Ordinance No. 62-19, Approving the 2023 Council Compensation Plan

Department:	Ordinance/Resolution Number:	Document Type:
Administrative Services	62-19	Ordinance

Recommended Motion:
Give second reading and pass Ordinance No. 62-19, amending Section 2.32.040 of the Richland Municipal Code related to the 2023 Council Compensation Plan.

Summary:
Article II of the Richland City Charter allows Council to set its own compensation by ordinance. However, per RCW 35.27.130, Council may not set its own salaries during its current members' terms of office. Read together, these two laws grant Council the authority to set compensation to be realized by future councilmembers in subsequent years. Since 2002, Council has based the annual adjustment on the increase in the unaffiliated compensation plan or wage schedule.

On November 19, 2019, Resolution No. 148-19 was adopted to increase the unaffiliated wage schedule by 1.8%. The adjustment did not equate to actual pay increases, but was instead an increase in the wage ranges based on market conditions. Therefore, staff recommends applying the same 1.8% to Council compensation beginning in 2023. The monthly stipend for Councilmembers would increase from $1,231 to $1,253 per month in 2023. In addition to the monthly Council stipend, the Mayor receives another $250 per month. A breakdown of the historical annual increases from 2002 to present is attached for Council review.

Staff recommends approval of Ordinance No. 62-19 for second reading and passage.

Fiscal Impact:
Yes

Approval of Ordinance No. 62-19 will result in a 1.8% increase in expenses for Council compensation in 2023.

Attachments:
1. Ordinance No. 62-19
2. Council Compensation History

ORDINANCE NO. 62-19

AN ORDINANCE of the City of Richland amending Section 2.32.040 of the Richland Municipal Code related to the 2023 Council Compensation Plan.

BE IT ORDAINED by the City of Richland as follows:

Section 1. Section 2.32.040 of the Richland Municipal Code, as enacted by Ordinance No. 8, and last amended by Ordinance No. 67-18, is hereby amended to read as follows:

2.32.040 Councilmembers

The monthly compensation of each member of the council for the years 2002 and 2003 shall be established at $825.00 for current and newly elected council, whether a new or incumbent member. For subsequent years, ~~2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, and 2022,~~ the following salary is established: 2004, $875.00; 2005, $900.00; 2006, $927.00; 2007, $964.00; 2008, $1,003; 2009, $1,013; 2010, $1,028; 2011, $1,038; 2012, $1,069; 2013, $1,090; 2014, $1,090; 2015, $1,112; 2016, $1,123; 2017, $1,123; 2018, $1,143; 2019, $1,160; 2020, $1,177; 2021, $1,195; ~~and~~ 2022, $1,231; and 2023, $1,253; provided, however, that nothing herein shall cause an increase or decrease to the compensation of any member of the council after his or her election or during the term of office or any unexpired term of office, to which such member of the council is appointed or elected. Beginning in 2002, city council shall establish council salary for 2006 and subsequent years as part of the annual approved compensation plan adjustment for unaffiliated staff, maintaining a four-year schedule.

All members of the council shall provide a written certification to human resources, based on a monthly calculation of the number of hours of service they provide to the city of Richland each year. This record shall be maintained in the human resources division for auditing purposes as generally required in Chapter 41.40 RCW.

Section 2. This ordinance shall take effect the day following its publication in the official newspaper of the City of Richland.

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PASSED by the City Council of the City of Richland, Washington, at a regular meeting on the 17[rd] day of December, 2019.

ROBERT J. THOMPSON
Mayor

ATTEST:

APPROVED AS TO FORM:

TONI FULTON, Acting Deputy City Clerk

HEATHER KINTZLEY, City Attorney

Date Published: December 22, 2019

CITY OF RICHLAND

2023 COUNCIL COMPENSATION PLAN

Monthly Compensation History

Year	Mayor	Council Member	% Increase by year
2003	$1,075	$825	0.00%
2004	$1,125	$875	6.00%
2005	$1,150	$900	3.00%
2006	$1,177	$927	3.00%
2007	$1,214	$964	4.00%
2008	$1,253	$1,003	4.00%
2009	$1,263	$1,013	1.00%
2010	$,,278	$1,028	1.50%
2011	$1,288	$1,038	1.00%
2012	$1,319	$1,069	3.00%
2013	$1,340	$1,090	2.00%
2014	$1,340	$1,090	0.00%
2015	$1,362	$1,112	2.00%
2016	$1,373	$1,123	1.00%
2017	$1,373	$1,123	0.00%
2018	$1,393	$1,143	1.75%
2019	$1,410	$1,160	1.50%
2020	$1,427	$1,177	1.50%
2021	$1,445	$1,195	1.50%
2022	$1,481	$1,231	3.00%
2023	$1,508	$1,253	1.80%

COUNCIL AGENDA ITEM COVERSHEET

Council Date: 12/17/2019 | Agenda Category: Resolutions – Adoption

Subject:
Resolution No. 147-19, Adopting the 2020 Fee Schedule

Department:	Ordinance/Resolution Number:	Document Type:
City Attorney	147-19	Resolution

Recommended Motion:
Adopt Resolution No. 147-19, approving the City of Richland 2020 Fee Schedule.

Summary:
In 1999, through adoption of Resolution No. 104-99, City Council established a process by which fees provided for in the City's fee schedule would be reviewed and administratively adjusted on an annual basis. Although certain administrative adjustments have occurred over the years, the City has not conducted a comprehensive review if its existing fee schedule since 1999.

Consistent with the Strategic Leadership Plan's focus on financial stability and operational effectiveness, a comprehensive review of the existing fee schedule is necessary to ensure that obsolete fees are retired, appropriate fees for new services are established, and that all fees are calibrated to reflect the appropriate level of cost recovery. A comprehensive review of the fee schedule has been completed for implementation on January 1, 2020.

Obsolete fees were removed (animal licensing), and a handful of land use development permit fees were added. The new fees included in the fee schedule are specific to users seeking a discrete service from the City (typically development-related) and do not impact citizens receiving general city services. The highlights on the comparison document attached to this staff report show fees added to the 2020 fee schedule, some of which exist in code but were not previously listed.

Staff recommends approval of Resolution No. 147-19.

Fiscal Impact:	The fees established in the 2020 Fee Schedule are intended to reflect the appropriate level of cost recovery based on the specific service being sought. In most instances, the fees collected will provide some off-set, but will not result in full cost recovery (excluding fees adjusted to ensure full cost recovery as required by law).

Attachments:
1. Resolution No. 147-19
2. New Fees compared to 2019 Fee Schedule

RESOLUTION NO. 147-19

A RESOLUTION of the City of Richland establishing and updating fees and charges for services the City of Richland provides to its citizens.

WHEREAS, in 1999, through adoption of Resolution No. 104-99, City Council established a process by which fees provided for in the City's fee schedule would be reviewed and administratively adjusted on an annual basis; and

WHEREAS, although certain administrative adjustments have occurred over the years, the City has not conducted a comprehensive review if its existing fee schedule since 1999; and

WHEREAS, consistent with the Strategic Leadership Plan's focus on financial stability and operational effectiveness, a comprehensive review of the existing fee schedule is necessary to ensure that obsolete fees are retired, appropriate fees for new services are established, and that all fees are calibrated to reflect the appropriate level of cost recovery; and

WHEREAS, a comprehensive review of the fee schedule has been completed for implementation on January 1, 2020.

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

1. The 2020 Fee Schedule attached as **Exhibit A** and incorporated by this reference is adopted. The fees provided therein are effective January 1, 2020.

2. The fees set forth in the adopted 2020 Fee Schedule will be reviewed on an annual basis by the Finance Director or designee and adjusted consistent with each fee's identified adjustment factor; provided, however, that fees, rates and charges, the value of which is expressly set by ordinance, may only be modified by Council action.

3. To the extent the fee information contained in this Resolution No. 147-19 conflicts with fee information contained in Resolution Nos. 104-99, 67-00 (ratifying Res. 104-99), 20-11 or any other fee resolution of Council, said resolutions are hereby superseded.

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

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ADOPTED by the City Council of the City of Richland, Washington, at a regular meeting on the 17th day of December, 2019.

ROBERT J. THOMPSON
Mayor

ATTEST:

TONI FULTON, Acting Deputy City Clerk

APPROVED AS TO FORM:

HEATHER KINTZLEY, City Attorney

Exhibit A to Resolution No. 147-19

City of Richland
2020 Fee Schedule

Following is a schedule summarizing City user fees and charges. Although a comprehensive listing is intended, additional fees and charges may exist in the Richland Municipal Code or other City resolution that are not captured in the fee schedule. Failure to list the fee in the fee schedule does not limit its applicability.

Authority: Fee authority is by statute ("S"), resolution ("R") or contract ("C"). Where "S & R" is indicated, the fee is authorized by statute but determined by resolution. As city programs are introduced or modified, staff are directed and authorized to ensure cost recovery effectiveness by implementing necessary user fees and charges not to exceed actual costs.

Adjustment Factor: Each fee in the fee schedule has a corresponding adjustment factor, which is the factor on which fee adjustments are based. Levels to which fees are rounded are indicated. Consistent with the City's established process, fees and charges are reviewed annually (usually at year-end) and will be adjusted as appropriate. The various adjustment factors are as follows:

A	Cost of service analysis (COSA) by independent third party. This method is customarily used to determine utility rates and charges. The COSA will need to determine that recovery is sufficient to ensure that bond covenants are met.
B	Cost of outside instructors, materials and supplies plus 30%, which is the customary basis for Richland's recreation fees.
C	Annual percent change in the Consumer Price Index – U.S. city average - urban wage and clerical workers (CPI-W) August through July. CPI values will be aggregated over time.
F	Building valuation data published annually by the International Code Council (ICC).
H	Survey of the market and the market average.
I	Established by negotiated contract, franchise or operating agreement.
K	Pass-thru of charge(s) from a financial institution.
M	Based on 70% of the Washington State fee for industrial discharge (See WAC 173-224).
N	Fees are based on the historical average(s) for service projects. Fees are adjusted to reflect current costs for material, equipment and labor associated with performing the service.
O	Fees are codified in the Richland Municipal Code (RMC), the Revised Code of Washington (RCW), or are established by another agency with statutory or contractual jurisdiction over the fee structure.

Adjustment Factor	Fee Description	Unit	2020 Fee	Authority
MISCELLANEOUS FEES - PUBLIC RECORDS				
--	Photocopy Fee (Black & White or Color)	10 pages or less (any size)	No charge	S
O	Photocopy Fee (Black & White or Color)	Per page-8x11, 8x14, 11x17-over 10 pages (all pages charged)	$0.15	S
--	Scanned Paper Documents	10 pages or less (any size)	No charge	--
O	Scanned Paper Documents	Per page-any size-over 10 pages (all pages charged)	$0.10	S
--	Electronic Files/Attachments Uploaded for Delivery	100 records/attachments or less	No charge	--
O	Electronic Files/Attachments Uploaded for Delivery	Every 4 electronic files/attachments-over 100 (all files/attachments charged)	$0.05	S
O	Electronic Transmission of Electronic Public Records	Per gigabyte	$0.10	S
O	Flash Drive	Per flash drive	$7.00	S
O	CD	Per CD	$1.00	S
O	DVD	Per DVD	$1.00	S
MISCELLANEOUS FEES - POLICE				
C – To .10	Fingerprinting	Per set (extra sets $7.25)	$14.70	R
C – To .10	Records Check	Per individual checked	$14.70	R
O	Vehicle Impound Fee	Per vehicle	$50.00	S
O	Concealed Pistol License	Fee set by State of Washington	See DOL website	S
MISCELLANEOUS FEES - BUSINESS/SOLICITOR LICENSES				
O	Business License	Per business license	$40.00 plus $12.00 per employee over 2	S
O	Business License	Per property rental license	$40.00 plus $2.00/rental unit	S
O	Temporary Business License	Private or City-sponsored special event	$10.00	S
O	Solicitor License	Valid for up to 30 days	$10.00	S
O	Solicitor License	Valid for up to 90 days	$30.00	S
MISCELLANEOUS FEES - UTILITY BILLING AND FINANCE FEES				
H	Web Check Request for Information on City Liens	Per request	$20.00	R
O	Utility Billing Non-Payment Contact Fee (Written or Telephonic)	Per account/per contact (limit 2 per bill)	$10.00	S
O	Utility Billing Dispatch Fee - For Non-Payment - At Shut Off Date	Per disconnect/per utility	$50.00	S
O	Utility Billing Late Payment Interest Charge (City's Discretion)	Annually	12%	S
O	Utility Deposit (2 x monthly average bill for previous 12 months @ location or $150 with no history)		See RMC 3.26.010-020 for exemptions	S & R
O	Electric/Water Shut-Off/Reconnect Per Customer Request	Per reconnect/per utility	$50.00	R
O	After Hours Reconnect Fee Electric/Water	reconnection	$75.00	S
O	New Account Fee	Per account	$15.00	S
K – To 1.00	Returned Check Fee	Per check	$25.00	R
A – To 0.10	Accounts Receivable Late Charge	Per month on minimum $10 at 60 days	1%	R
MISCELLANEOUS FEES - UTILITY RATES				
O	Electric	RMC Title 14	Per RMC	S
O	Water	RMC Title 18	Per RMC	S
O	Sewer	RMC Title 17	Per RMC	S
O	Solid Waste	RMC Title 15	Per RMC	S

Adjustment Factor	Fee Description	Unit	2020 Fee	Authority
O	Stormwater	RMC Title 16	Per RMC	S
O	Ambulance	RMC Title 13	Per RMC	S
BUILDING FEES				
F	Building Permit Fee	Per 1997 Uniform Building Code	Varies	S
F	Plumbing Permit Fee	Per 1997 Uniform Plumbing Code	Varies	S
F	Mechanical Permit Fee	Per 1997 Uniform Mechanical Code	Varies	S
O	Energy Code Fee	Per Valuation Table in RMC Title 21	Varies	S
O and F	Plan Review Fee	Additional 65% of Building Permit Fee	Varies	S
O	Deferred Submittal	RMC Title 21	Varies	S
O	Changes after Plan Approval/Permit Issuance-Residential	RMC Title 21	Varies	S
O	Changes after Plan Approval/Permit Issuance-Commercial	RMC Title 21	Varies	S
O	Additional Plan Review Fee	RMC Title 21	Varies	S
F	Plumbing Plan Review Fee	Additional 25% of Plumbing Permit Fee	Varies	S
F	Mechanical Plan Review Fee	Additional 25% of Mechanical Permit Fee	Varies	S
F	Factory Assembled Structures- Residential	Per installation	$150.00	S
F	Factory Assembled Structures – Commercial - Temporary Use	Per installation	$150.00	S
F	Factory Assembled Structures – Commercial - Permanent Use	Based on valuation of foundation	Varies	S
F	Grading Permit Fee	Per 1997 Uniform Building Code	Varies	S
The City collects a State Building Code Fee of $4.50 which is remitted to the State.				
LAND DEVELOPMENT FEES				
C – To 5.00	Annexation Petition	Per annexation	$1,220.00	S & R
C – To 5.00	Appeal of Administrative Decisions	Per appeal	$560.00	S & R
C – To 5.00	Appeal of Board of Adjustment or Planning Commission Action		$165.00 plus Transcript Costs	S & R
C – To 5.00	Binding Site Plan	$575 minimum/no maximum	$75.00/lot	S & R
C – To 5.00	Comprehensive Plan Change	Per request	$1,220.00	S & R
C – To 5.00	Critical Areas - Fish & Wildlife Habitat Designations	Per request	$735.00	S & R
C – To 5.00	Final Plat		$375.00	R
C – To 5.00	Floodplain Permit	Per request	$50.00	S & R
C – To 5.00	Park Impact Fees - Mobile Homes	Per unit	$995.00	S
C – To 5.00	Park Impact Fees - Apartments > 5 Units	Per unit	$880.00	S
C – To 5.00	Park Impact Fees -Apartments 3-4 Units	Per unit	$1,085.00	S
C – To 5.00	Park Impact Fees - Single-Family Residential Unit	Per unit	$1,405.00	S
C – To 5.00	Park Impact Fees - Townhomes and Duplexes	Per unit	$1,250.00	S
C – To 5.00	Planned Unit Development	Per submittal	$3,285.00	S & R
C – To 1.00	Plat Exemption/Lot Line Adjustment		$215.00	R
C – To 5.00	Plat Vacation or Alteration	Per request	$530.00	S & R
C – To 5.00	Preliminary Plat	$1,315 minimum/$3,835 maximum	$40.00/lot	S & R
C – To 5.00	SEPA Review for Threshold Determination - No Notifications Required	Per application	$190.00	S & R
C – To 5.00	SEPA Review for Threshold Determination - Notifications Required	Per application	$375.00	S & R
C – To 5.00	Shoreline Exemption Letter	Per request	$50.00	S & R
C – To 5.00	Shoreline Substantial Development Permit	Per request	$1,335.00	S & R

Adjustment Factor	Fee Description	Unit		2020 Fee		Authority
C – To 5.00	Shoreline Master Program Amendment	Per request		$1,335.00		S & R
C – To 5.00	Short Plat	Per submittal		$440.00		S & R
C – To 5.00	Sidewalk Use License	Per request		$200.00		S & R
C – To 5.00	Site Plan Review	Per request		$1,220.00		S & R
C – To 5.00	Special Use Permit	Per request		$440.00		S & R
C – To 5.00	Subdivision Amendments - Major Revisions	Per request		$510.00		S & R
C – To 5.00	Subdivision Amendments - Minor Revisions	Per request		$205.00		S & R
C – To 5.00	Subdivision/Short Plat Deviation Request	Per request		$155.00		S & R
C – To 5.00	Variance	Per request		$440.00		S & R
C – To 5.00	Wetland Buffer Variance	Per request		$205.00		S & R
C – To 5.00	Wireless Communication Facilities Modifications Permit	Per request		$50.00		S & R
C – To 5.00	Zone Change	Per request		$1,220.00		S & R
C – To 5.00	Zoning Text Amendment	Per request		$1,220.00		S & R
PARKS & RECREATION FEES						
RICHLAND COMMUNITY CENTER RENTAL RATES (PER HOUR)		**RESIDENT**	**NON-RESIDENT**	**NON-PROFIT**	**COMMERCIAL**	
C – To 0.25	Damage Deposit (all rooms/no alcohol)	$152.50	$152.50	$152.50	$152.50	R
C – To 0.25	Damage Deposit (all rooms/with alcohol)	$432.25	$432.25	$432.25	$432.25	R
C – To 0.25	Contract Administration Fee (non-refundable)	$76.25	$76.25	$76.25	$76.25	R
C – To 0.25	Portable Stage Rental	$61.00	$61.00	$61.00	$61.00	R
C – To 0.25	Community Center additional fee per hour before or after operating hours (>50 people)	$50.75	$50.75	$50.75	$50.75	R
C – To 0.25	Riverview (full room)	$98.00	$147.50	$50.00	$235.75	R
C – To 0.25	Riverview (half room)	$73.25	$112.75	$36.75	$177.00	R
C – To 0.25	Activity/Board Games	$65.75	$98.25	$32.50	$141.25	R
C – To 0.25	Meeting Room	$49.75	$73.25	$16.75	$118.00	R
C – To 0.25	Arts & Crafts	$49.75	$73.25	$16.75	$118.00	R
C – To 0.25	Kitchen	$32.50	$50.00	$21.00	$78.50	R
PARKS & FACILITY RENTALS - SPECIAL EVENTS		**NON-PROFIT**		**COMMERCIAL**		
C – To 0.25	Contract Administration Fee (non-refundable)	$76.25		$76.25		R
C – To 0.25	HAPO Community Stage with John Dam Plaza (all-day rental)	$406.75		$813.50		R
C – To 0.25	Ellipsoid Stage including Central or South Howard Amon Park (up to 999 people; all-day rental)	$203.50		$406.75		R
C – To 0.25	Ellipsoid Stage including Central or South Howard Amon Park (1,000+ people; all-day rental)	$356.00		$712.00		R
C – To 0.25	Columbia Point Marina Park (full park)	$610.25		$813.50		R
C – To 0.25	Park Rental Damage Deposit (no alcohol and 150+ participants)	$203.50		$203.50		R
C – To 0.25	Park Rental Damage Deposit (with alcohol regardless of number of participants)	$432.25		$432.25		R
C – To 0.25	Park Rental Damage Deposit - Boat/Car/RV Shows	$2,034.00		$2,034.00		R
Facility Rental/Special Event Ala Carte		**ALL USERS**				
C – To 0.25	City Support Staff for Private Rentals/Special Events (general set-up)	$21.00/hour				R
C – To 0.25	Lighting & Sound Equipment (includes support staff/2-hour minimum)	$108.00/hour				R
C – To 0.25	Projector Screen & Projector (includes support staff/4-hour minimum)	$53.00/hour				R
C – To 0.25	Maintenance Staff (scheduled)	$56.00/hour				R
C – To 0.25	Maintenance Staff (after hours/2-hour minimum)	$76.25/hour				R

Adjustment Factor	Fee Description	Unit		2020 Fee		Authority
PARK SHELTER RENTAL RATES (PER HOUR/4-HOUR MINIMUM)		**RESIDENT**	**NON-RESIDENT**	**NON-PROFIT**	**COMMERCIAL**	
C – To 0.25	50 or Fewer Participants	$13.00	$19.75	$7.75	$23.75	R
C – To 0.25	50+ Participants	$19.50	$29.50	$11.25	$35.50	R
SPORTS FIELD RENTALS (2-HOUR MINIMUM)		**RESIDENT**		**NON-RESIDENT**		
C – To 0.25	Sports Field Application Fee for Non-Tournaments and Non-Special Events (per year)	$25.00		$25.00		R
C – To 0.25	Field/Court Hourly Rate (all courts/fields; 2-hour minimum)	$5.25/hour		$7.25/hour		R
C – To 0.25	City Support Staff at Sports Fields (Park Ranger/2-hour minimum)	$21.00/hour		$21.00/hour		R
C – To 0.25	Ball Field Crew (scheduled/3 Maintenance Staff minimum/2-hour minimum)	$61.50/hour		$61.50/hour		R
C – To 0.25	Ball Field Crew (after hours/3 Maintenance Staff minimum/2-hour minimum)	$90.00/hour		$90.00/hour		R
C – To 0.25	Maintenance Staff (scheduled)	$58.00/hour		$58.00/hour		R
C – To 0.25	Maintenance Staff (after hours/2-hour minimum)	$79.00/hour		$79.00/hour		R
TOURNAMENTS AND SPECIAL EVENTS		**ALL USERS**				
C – To 0.25	Sports Field Application Fee for Tournaments or Contracted Athletic Special Events/per event (non-refundable)				$76.25	R
C – To 0.25	Damage Deposit				$254.25	R
C – To 0.25	Tournament at Columbia Playfields (all-day)				$915.25	R
C – To 0.25	Tournament at Columbia Playfields (half-day)				$508.50	R
C – To 0.25	Tournament at Horn Rapids/Claybell/Badger Mtn. Comm/Columbia Point/Jefferson (all-day)				$712.00	R
C – To 0.25	Tournament at Horn Rapids/Claybell/Badger Mtn. Comm/Columbia Point/Jefferson (half-day)				$406.75	R
Sports Field Rentals Ala Carte		**ALL USERS**				
C – To 0.25	Fence Set-up at Horn Rapids				$101.75	R
C – To 0.25	Lighted Facilities (per field/court per day)				$20.75	R
C – To 0.25	Turface/Chalk/Paint (per bag or per gallon)				$15.25	R
BALL FIELD PAINT AND STRIPING FEES		**ALL USERS**				
C – To 0.25	Football Field Set-up (labor @ $400 + materials/8 gallons @ $68.00)				$468.00	R
C – To 0.25	Touch-up Paint (Football)				$75.00	R
C – To 0.25	Lacrosse Field Set-up (labor @ $200 + materials/5 gallons @ $43.00)				$243.00	R
C – To 0.25	Touch-up Paint (Lacrosse)				$75.00	R
C – To 0.25	Larger Soccer Field Set-up (labor @ $150 + materials/6 gallons @ $51.00)				$201.00	R
C – To 0.25	Touch-up Paint (Large Soccer)				$60.00	R
C – To 0.25	Small Soccer Field Set-up (labor @ $150 + materials/4.5 gallons @ $33.00)				$183.00	R
C – To 0.25	Touch-up Paint (Small Soccer)				$60.00	R
COURT FEES (TENNIS, PICKLEBALL, BASKETBALL, VOLLEYBALL)		**RESIDENT**		**NON-RESIDENT**		
C – To 0.25	Sand Volleyball (3 courts/full groom)	$50.00		$50.00		R
C – To 0.25	Court Reservation (hourly fee per court/all courts)	$5.25		$7.25		R
RECREATION PROGRAM FEES - AQUATICS - SWIM FEES		**RESIDENT**		**NON-RESIDENT**		
H	Swim Diaper	$1.00		$1.00		R
C – To 0.25	Child (3-6 years old) per session	$1.00		$1.00		R
C – To 0.25	Youth & Teen (7-17 years old) per session	$2.00		$2.00		R
C – To 0.25	Adult (18+) per session	$3.00		$3.00		R
C – To 0.25	Season Pass - Child (3-6 years old)	$15.00		$15.00		R
C – To 0.25	Season Pass - Youth & Teen (7-17 years old)	$25.00		$25.00		R

Adjustment Factor	Fee Description	Unit	2020 Fee	Authority
C – To 0.25	Season Pass - Adult (18+)	$35.00	$35.00	R
C – To 0.25	Pool Rental (not to exceed 200 participants/2-hour session)	$260.00	$325.00	R
RECREATION PROGRAM FEES - NEW OR MODIFIED CITY PROGRAM/SERVICES				
C – To 0.25	New or Modified City Program	Not to exceed costs.		R
NOTES: RECREATION PROGRAM FEES - SPECIAL CLASSES AND PROGRAMS				
Special classes and programs are offered seasonally. Class fees vary and are based on material cost, number of class hours/days and administrative overhead. Program/class offerings and prices are updated every four (4) months. The Parks & Public Facilities (P&PF) Director is authorized to establish a fee schedule for P&PF programs. See the City's E-Activity Guide or contact the Parks & Public Facilities Department for current offerings and prices. The Parks & Public Facilities Director is authorized to deviate from this fee schedule per policy by offering reduced rates to senior citizens and low-income individuals as defined in RMC 3.29.030. Information regarding the availability of scholarships and/or discounted rates is available at the Richland Community Center. City programs and special events/activities will comply with Richland's programming guidelines, and are implemented based on community needs and interests. The Parks & Public Facilities Director establishes appropriate fees with annual updates according to the indicated adjustment factor code.				
Unless otherwise noted, Parks & Public Facilities fees are rounded to the nearest 0.25				
LIBRARY FEES				
H	Overdue Books	Per day/$10 maximum	$0.25	R
H	Overdue-3 Week Material	Per day/$10 maximum	$0.25	R
H	Overdue High Demand Books/DVDs/Games/Lucky Day	Per day/$10 maximum	$0.50	R
H	Overdue Inter-library Loans of Library Materials	Per day/per item	$1.00	R
H	Lost Books/Movies	Per item	Retail price	R
H	Lost CDs (music or materials)	Per item	Retail price	R
H	Lost Audio Books	Per item	Retail price	R
H	Processing Fees For all Lost Materials	Per item if replaced by patron	$5.00	R
H	Processing Fees For all Lost Materials	Per item if not replaced by patron	$15.00	R
H	Lost/Damaged Bar Code or RFID Label	Per item	$3.00	R
H	Lost/Damaged DVD Case	Per item	$3.00	R
H	Lost/Damaged Audio Book Case	Per item	$5.00-$7.00	R
H	Lost/Damaged Book Jacket	Per item	$3.00	R
H	Lost/Damaged CD Case	Per item	$2.00	R
H	Lost/Damaged Book (crayon marks, tape, missing pages etc.)	Per item plus processing fee	Retail price	R
H	Inter-library Loans of Library Materials	Per item + lending library charges	$4.00	R
H	Printer/Copy Machine Charges	Per page	$0.10	R
H	Color Printer Charges	Per page	$0.50	R
H	E-Card	Per year	$25.00	R
H	Replacement Library Card	Per card	No charge	R
H	Non-Resident Library Card	Per year	$40.00	R
H	Non-Resident Family Library Card	Per year	$75.00	R
H	*Conference Room Rental - Side A	Per hour	$25.00	R
H	*Conference Room Rental - Side B	Per hour	$25.00	R
H	*Seminar Room Rental	Per hour	$15.00	R
H	*Gallery Room Rental	Per hour	$75.00	R
**Charges are for for-profit groups, groups charging admission or after hours. Adjustment of Library fees requires action by the Library Board.*				

Adjustment Factor	Fee Description	Unit	2020 Fee	Authority
COLUMBIA POINT GOLF COURSE FEES - DETERMINED BY THIRD-PARTY OPERATOR/SEE GOLF COURSE WEBSITE.				
GREEN FEES & RENTALS		**18 HOLES**	**9 HOLES**	
I – To 1.00	Weekday (Monday-Thursday)	$41.00	$27.00	C
I – To 1.00	Weekday (Monday-Thursday) Twilight (after 1:00 PM)	$34.00	N/A	C
I – To 1.00	Weekday (Monday-Thursday) Super Twilight (after 4:00 PM)	N/A	$27.00	C
I – To 1.00	Friday	$46.00	$30.00	C
I – To 1.00	Friday - Twilight (after 1:00 PM)	$39.00	N/A	C
I – To 1.00	Friday - Super Twilight (after 4:00PM)	N/A	$27.00	C
I – To 1.00	Weekend and Holidays	$51.00	$30.00	C
I – To 1.00	Weekend and Holidays - Twilight (after 1:00 PM)	$44.00	N/A	C
I – To 1.00	Weekend and Holidays - Super Twilight (after 4:00 PM)	N/A	$27.00	C
I – To 1.00	Senior (55+) Weekday (Monday-Thursday)	$33.00	$25.00	C
I – To 1.00	Senior (55+) Friday (after 1:00 PM)	$38.00	$25.00	C
I – To 1.00	Senior (55+) Weekend and Holidays (after 1:00 PM)	$43.00	$25.00	C
I – To 1.00	Junior (16 & Under) Weekday (Monday-Thursday)	$20.00	$15.00	C
I – To 1.00	Junior (16 & Under) Friday (after 1:00 PM)	$25.00	$18.00	C
I – To 1.00	Junior (16 & Under) Weekend & Holiday (after 1:00 PM)	$25.00	$18.00	C
I – To 1.00	League Play - 9 Holes (Monday-Friday)	N/A	$25.00	C
I – To 1.00	*Preferred Weekday	$20.50	N/A	C
I – To 1.00	*Preferred Friday	$23.00	N/A	C
I – To 1.00	*Preferred Weekend & Holidays	$25.00	N/A	C
I – To 1.00	Cart Rental (per rider)	$16.00	$10.00	C
I – To 1.00	*Preferred Cart Rental	$14.00	$8.00	C
I – To 1.00	Rental - Set of Clubs	$20.00	$10.00	C
I – To 1.00	Rental - Pull/Push Cart	$5.00	$4.00	C
I – To 1.00	Titleist Demo Set/VIP Rental (reservations accepted)	$36.00	$18.00	C
MISCELLANEOUS GOLF COURSE FEES				
I – To 1.00	Golf Instruction w/PGA Staff	Per 30-minute session	$70.00	C
I – To 1.00	Golf Instruction w/PGA Staff	Five (5) lesson package	$280.00	C
I – To 1.00	Practice Range	Small bucket	$6.00	C
I – To 1.00	Practice Range	Medium bucket	$8.00	C
I – To 1.00	Practice Range	Large bucket	$10.00	C
I – To 1.00	Practice Range	Monthly	$39.95	C
I – To 1.00	Daily Trail Fee	--	$8.00	C
I – To 1.00	Annual Trail Fee	--	$350.00	C
MEMBERSHIP FEES - SINGLE				
I – To 1.00	4-day Senior		$1,230.00	C
I – To 1.00	5-day		$1,430.00	C
I – To 1.00	7-day		$1,800.00	C
I – To 1.00	Preferred Player Card (discounts up to 50% and limited free play)	Per card (plus tax)	$320.00	C
**Yearly Preferred Card purchase required to receive the Preferred rates.*				

Adjustment Factor	Fee Description	Unit	2020 Fee	Authority
CITY GIS FEES				
C – To 0.50	GIS "D" Map	Copy	$14.00	R
C – To 0.50	GIS "E" Map	Copy	$19.50	R
C – To 1.00	Map Book	Copy	$26.00	R
PUBLIC WORKS - WATER & SEWER FEES				
C – To 1.00	City Engineering Standards Electronic Book (CD) with Free Updates	Per electronic book	$61.00	R
O	ROW Construction Permits - Single Family Residential	Per permit	$150.00	S
O	ROW Construction Permits - Utility Trenching	Per permit	$250.00	S
N	ROW - Public Infrastructure Plan Review Fee - Commercial/Industrial	Per engineering plan sheet	$100.00	S
N	ROW - Public Infrastructure Plan Review Fee - Subdivision	Per engineering plan sheet	$400.00	S
O	ROW Public Infrastructure - 3% Construction Permit	Per RMC 12.08.040	Varies	S
O	ROW Public Infrastructure - 2% Large Projects	Per RMC 12.08.040	Varies	S
O	ROW Construction Permit - Commercial with Private Stormwater Facility	Per permit	$250.00	S
O	Encroachments/Relinquishments	Per Benton County recording fees	Actual Cost	R
O	ROW License/Franchise/Master Permit Fees	Per RMC 28.06	Varies	S
O	Road Impact Fees - Traffic Impact Zone 1	Per residential unit	$1,991.25	S
O	Road Impact Fees - Traffic Impact Zone 2	Per residential unit	$854.81	S
O	Road Impact Fees - Traffic Impact Zone 3	Per residential unit	$2,229.09	S
N	Water Meter Relocate - Meter Inside to Outside	If owner digs hole	$250.00	R
N	Water Meter Relocate - Meter Outside to Outside	If owner digs hole	$350.00	R
N	Water Meter Exchange - Meter Exchange to 1"	Per meter	$100.00	R
N	Water Service Line Per Standard Detail W1 & W1A	On 1" or 2" line	$1,150.00	R
WATER TAP FEES		**TAP SIZE**		
N	8" Main Line	6"	$400.00	R
N	8" Main Line	8"	$450.00	R
N	10" Main Line	6"	$400.00	R
N	10" Main Line	8"	$450.00	R
N	10" Main Line	10"	$550.00	R
N	12" Main Line	6"	$450.00	R
N	12" Main Line	8"	$500.00	R
N	12" Main Line	10"	$550.00	R
N	12" Main Line	12"	$700.00	R
N	14" Main Line	6"	$550.00	R
N	14" Main Line	8"	$600.00	R
N	14" Main Line	10"	$650.00	R
N	14" Main Line	12"	$700.00	R
N	16" Main Line	6"	$600.00	R
N	16" Main Line	8"	$650.00	R
N	16" Main Line	10"	$700.00	R
N	16" Main Line	12"	$750.00	R
N	20" Main Line	6"	$650.00	R

Adjustment Factor	Fee Description	Unit	2020 Fee	Authority
N	20” Main Line	8”	$700.00	R
N	20” Main Line	10”	$750.00	R
N	20” Main Line	12”	$800.00	R
N	24” Main Line	6”	$750.00	R
N	24” Main Line	8”	$800.00	R
N	24” Main Line	10”	$850.00	R
N	24” Main Line	12”	$900.00	R
N	36” Concrete Cylinder Line	12”	$2,500.00	R
N	Subdivision 1” Service Tap	Contractor must supply materials	$200.00	R
N	Subdivision 2” Service Tap	Contractor must supply materials	$200.00	R
WATER LINE REPLACEMENT OF 20 LINEAR FEET OF ASBESTOS CEMENT PIPE WITH DUCTILE IRON PIPE				
N	6” Pipe - Replacement only		$640.00	R
N	6” Pipe - Replacement with Excavation & Backfill		$1,150.00	R
N	8” Pipe - Replacement only		$720.00	R
N	8” Pipe - Replacement with Excavation & Backfill		$1,230.00	R
N	10” Pipe - Replacement only		$810.00	R
N	10” Pipe - Replacement with Excavation & Backfill		$1,310.00	R
WATER METER CONNECTION FEES - SEE RMC 18.24.050 FOR FEES RELATED TO BADGER MOUNTAIN SOUTH OR OTHER MISCELLANEOUS CONNECTION FEES				
O	Per Foot Frontage Fee - Meters 3/4” to 4”	Per foot	$15.00	S
N	**Water Meter Fee - Size 3/4”**	Meter fee	$500.00	R
O	Connection Fee - Indoor & Non-Irrigation Users	Connection fee - Indoor	$2,100.00	S
O	Connection Fee - Outdoor Landscape, Irrigation, Car Washes	Connection fee - Outdoor	$2,990.00	S
N	**Water Meter Fee - Size 1”**	Meter fee	$530.00	R
O	Connection Fee - Indoor & Non Irrigation Users	Connection fee - Indoor	$2,100.00	S
O	Connection Fee - Outdoor Landscape, Irrigation, Car Washes	Connection fee - Outdoor	$2,990.00	S
N	**Water Meter Fee - Size 1 1/2”**	Meter fee	$1,340.00	R
O	Connection Fee - Indoor & Non Irrigation Users	Connection fee - Indoor	$6,993.00	S
O	Connection Fee - Outdoor Landscape, Irrigation, Car Washes	Connection fee - Outdoor	$9,957.00	S
N	**Water Meter Fee - Size 2”**	Meter fee	$1,490.00	R
O	Connection Fee - Indoor & Non Irrigation Users	Connection fee - Indoor	$11,193.00	S
O	Connection Fee - Outdoor Landscape, Irrigation, Car Washes	Connection fee - Outdoor	$15,937.00	S
N	**Water Meter Fee - Size 3”**	Meter fee	$1,955.00	R
O	Connection Fee - Indoor & Non Irrigation Users	Connection fee - Indoor	$21,000.00	S
O	Connection Fee - Outdoor Landscape, Irrigation, Car Washes	Connection fee - Outdoor	$29,900.00	S
N	**Water Meter Fee - Size 4”**	Meter fee	$2,950.00	R
O	Connection Fee - Indoor & Non Irrigation Users	Connection fee - Indoor	By contract	S
O	Connection Fee - Outdoor Landscape, Irrigation, Car Washes	Connection fee - Outdoor	By contract	S
N	**Water Meter Fee - Size 6”**	Meter fee	$4,145.00	R
O	Connection Fee - Indoor & Non Irrigation Users	Connection fee - Indoor	By contract	S
O	Connection Fee - Outdoor Landscape, Irrigation, Car Washes	Connection fee - Outdoor	By contract	S
O	Per Foot Frontage Fee - 6” Meter	Per foot	By contract	S

Adjustment Factor	Fee Description	Unit	2020 Fee	Authority
SEWER CONNECTIONS FEES				
O	Per Foot Frontage Fee - Meters 3/4” to 4”	Per foot	$30.00	S
O	Sewer Connection Fee - Water Meter Size 3/4”	Per connection	$2,495.00	S
O	Sewer Connection Fee - Water Meter Size 1”	Per connection	$2,495.00	S
O	Sewer Connection Fee - Water Meter Size 1 1/2”	Per connection	$8,308.00	S
O	Sewer Connection Fee - Water Meter Size 2”	Per connection	$13,298.00	S
O	Sewer Connection Fee - Water Meter Size 3”	Per connection	$24,950.00	S
O	Sewer Connection Fee - Water Meter Size 4”	Per connection	By contract	S
O	Sewer Connection Fee - Water Meter Size 6”	Per connection	By contract	S
O	Per Foot Frontage Fee - 6” Meter	Per foot	By contract	S
M	Industrial Discharge Fees	Per RMC 17.30	Varies	S
O	Discharge Authorization	Per RMC 17.30	$250.00	S
O	Discharge Permit Transfer	Per RMC 17.30	$250.00	S
O	Discharge Permit Modification Fee	Per RMC 17.30	$500.00	S
O	High Strength Waste Fees	Per RMC 17.30	Varies	S
ELECTRICAL SERVICE FEES				
N	New Services - Overhead 200 Amp	First 100 feet	$450.00	S & R
N	New Services - Underground 200 Amp	First 100 feet	$625.00	S & R
N	New Services - Overhead 320 Amp	First 100 feet	$550.00	S & R
N	New Services - Underground 320 Amp	First 100 feet	$825.00	S & R
N	New Services - Overhead 400 Amp	First 100 feet	$850.00	S & R
N	New Services - Underground 400 Amp	First 100 feet	$1,125.00	S & R
N	New Services - Over 400 Amp	Based on cost estimate	Variable	S & R
ADDITIONAL SERVICE CHARGES				
N	Up To 225 Amps - Additional Footage over 100 Feet and less than 200 Feet	Additional fee based on added footage of cable over 100 feet at current cable cost		S & R
N	320 And 400 Amps - Additional Footage over 100 Feet and less than 200 Feet	Additional fee based on added footage of cable over 100 feet at current cable cost		S & R
N	Upgraded Cable Size for Services up to 400 Amps and Over 200 Feet in Length	Variable fee based on overall length at current cable cost		S & R
CUSTOMER REQUESTED DISCONNECTS/RECONNECTS				
--	Voluntary Disconnect or Reconnect Meter/Power Source (during work hours)	No charge	No charge	**--**
N – To 1.00	Voluntary Disconnect or Reconnect Meter Only (after hours)	Per call out	$100.00	R
N – To 1.00	Voluntary Disconnect or Reconnect at Power Source (after hours)	Per call out/2-hour mimimum	Actual cost	R
ALTERED SERVICE FEES				
N	Rewire and Relocate Existing Services	Based on cost estimate	Variable	S & R
N	Overhead-to-Underground Conversions	Based on cost estimate	Variable	S & R
N	Upgrading Services	Based on cost estimate	Variable	S & R
TEMPORARY SERVICES				
N	Metered Temporary Services - Install & Remove	Per job	$225.00	S & R
N	Unmetered Temporary Services - Install & Remove	Per three (3) month duration	$225.00	S & R
RENEWABLE ENERGY PROJECT METERING				
N	Initial Installation of Net Meter	Per job (plus any new electric fees)	$225.00	S & R

Adjustment Factor	Fee Description	Unit	2020 Fee	Authority
RENTAL LIGHTING (Limited to existing distribution infrastructure and Chief Electrical Engineer approval)				
--	Install/Remove		No charge	S & R
Installed Type				
A	Unmetered High Pressure Sodium or Mercury Vapor Lamp	70 Watts	$0.32/day	S & R
A	Unmetered High Pressure Sodium or Mercury Vapor Lamp	100 Watts	$0.35/day	S & R
A	Unmetered High Pressure Sodium or Mercury Vapor Lamp	150 Watts	$0.38/day	S & R
A	Unmetered High Pressure Sodium or Mercury Vapor Lamp	175 Watts	$0.40/day	S & R
A	Unmetered High Pressure Sodium or Mercury Vapor Lamp	200 Watts	$0.41/day	S & R
A	Unmetered High Pressure Sodium or Mercury Vapor Lamp	250 Watts	$0.44/day	S & R
A	Unmetered High Pressure Sodium or Mercury Vapor Lamp	400 Watts	$0.53/day	S & R
A	Unmetered High Pressure Sodium or Mercury Vapor Lamp	1,000 Watts	$0.90/day	S & R
A	Unmetered LED Lamp	49 - 63 Watts	$0.30/day	S & R
A	Unmetered LED Lamp	92 - 102 Watts	$0.33/day	S & R
A	Unmetered LED Lamp	137 - 169 Watts	$0.39/day	S & R
A	Unmetered LED Lamp	215 - 260 Watts	$0.48/day	S & R
A	Unmetered Quartz Lamp	1,000 Watts	$0.99/day	S & R
A	Metered High Pressure Sodium or Mercury Vapor	70 - 400 Watts	$0.27/day	S & R
A	Metered High Pressure Sodium or Mercury Vapor	1,000 Watts	$0.28/day	S & R
A	Metered LED Lamp	49 - 63 Watts	$0.26/day	S & R
A	Metered LED Lamp	92 - 102 Watts	$0.28/day	S & R
A	Metered LED Lamp	137 - 169 Watts	$0.31/day	S & R
A	Metered LED Lamp	215 - 260 Watts	$0.35/day	S & R
DE MINIMIS UNMETERED LOADS				
A	De Minimis Unmetered Load		$0.24/day	S & R
STREET LIGHTING				
A	Unmetered High Pressure Sodium or Mercury Vapor Lamp	70 Watts	$0.15/day	S & R
A	Unmetered High Pressure Sodium or Mercury Vapor Lamp	100 Watts	$0.17/day	S & R
A	Unmetered High Pressure Sodium or Mercury Vapor Lamp	150 Watts	$0.20/day	S & R
A	Unmetered High Pressure Sodium or Mercury Vapor Lamp	170 Watts	$0.21/day	S & R
A	Unmetered High Pressure Sodium or Mercury Vapor Lamp	200 Watts	$0.22/day	S & R
A	Unmetered High Pressure Sodium or Mercury Vapor Lamp	250 Watts	$0.26/day	S & R
A	Unmetered High Pressure Sodium or Mercury Vapor Lamp	400 Watts	$0.34/day	S & R
A	Unmetered LED Lamp	49 - 63 Watts	$0.12/day	S & R
A	Unmetered LED Lamp	92 - 102 Watts	$0.14/day	S & R
A	Unmetered LED Lamp	137 - 169 Watts	$0.19/day	S & R
A	Unmetered LED Lamp	215 - 260 Watts	$0.25/day	S & R
A	Unmetered Low Pressure Sodium	180 Watts	$0.21/day	S & R
A	Metered High Pressure Sodium or Mercury Vapor	100 Watts	$0.10/day	S & R
PRIMARY LINE EXTENSION FEES				
Permanent Service - Construction Allowance By Customer Class as follows:		*Variable fee based on cost estimate less a construction allowance*		
A – To 10.00	Residential without Natural Gas Service	Construction allowance $1,001	Variable	S & R

Adjustment Factor	Fee Description	Unit	2020 Fee	Authority
A – To 10.00	Residential with Natural Gas Service	Construction allowance $600	Variable	S & R
A – To 10.00	Small General Service	Construction allowance $1,239	Variable	S & R
A – To 10.00	Medium General Service	Construction allowance $6,247	Variable	S & R
A – To 10.00	Large General Service	Construction allowance $27,423	Variable	S & R
A – To 10.00	Small Industrial	Construction allowance $82,180	Variable	S & R
A – To 10.00	Large Industrial	Construction allowance $175,314	Variable	S & R
A – To 10.00	Small Irrigation	Const. allowance $44 per motor HP	Variable	S & R
A – To 10.00	Large Irrigation	Const. allowance $22 per motor HP	Variable	S & R
N	Indeterminate Service	Based on cost estimate	Variable	S & R
N	Temporary Service	Based on cost estimate	Variable	S & R
N	Overhead to Underground Conversions	Based on cost estimate	Variable	S & R
N	Special Service (Large New Customer)	Negotiated fee	Variable	S & R
N	Non-standard Service	Based on cost estimate or actual cost	Variable	S & R
POLE ATTACHMENT FEES				
O	Pole Attachment Application Fee	Per application	$250.00	S
H	Pole Attachment Fee	Per pole	$15.25	S & R
INACCESSIBLE METER CHARGES				
N	Relocate Inaccessible Revenue Meters	Per RMC 14.16.070	Actual cost	S & R
N	Additional Meters	Per RMC 14.16.090	Actual cost	S & R
N	Customer Requested Meter Test	Per RMC 14.16.110	Actual cost (minimum $25)	S & R
ENERGY EFFICIENCY SERVICE FEES				
--	Residential/Commercial Energy Efficiency Loans	Based on term & efficiency measure	3.0% -7.0%	R
LOAN ORIGINATION/SERVICING FEES				
O	Recording Fee - Security Interest Agreements (fee charged by Benton County Auditor)	First page and additional pages	See Benton County fee schedule	R
O	Recording Fee - Municipal Liens/Releases (fee charged by Benton County Auditor)	First page and additional pages	See Benton County fee schedule	R
C – To 1.00	Loan Service Fee	Per account	$38.00	R
C – To 1.00	Subordination Fee	Per property	$113.00	R
C – To 1.00	Credit Report	Per account	$33.00	R
C – To 1.00	Title Report	Per account	$192.00	R
C – To 1.00	Customer Cancellation Fee	Per property	Actual fees expended	R
C – To 1.00	Late Charge Fee	Per occurrence	$20.00	R
AUTHORIZED CONTRACTOR FEES				
C – To 1.00	Contractor Application	Per application	$375.00	R
C – To 1.00	Construction Re-Inspection	Per inspection	$98.00	R

Adjustment Factor	Fee Description	Unit	2020 Fee	Authority
MISCELLANEOUS FEES - PUBLIC RECORDS				
--	Photocopy Fee (Black & White or Color)	10 pages or less (any size)	No charge	S
O	Photocopy Fee (Black & White or Color)	Per page-8x11, 8x14, 11x17-over 10 pages (all pages charged)	$0.15	S
--	Scanned Paper Documents	10 pages or less (any size)	No charge	--
O	Scanned Paper Documents	Per page-any size-over 10 pages (all pages charged)	$0.10	S
--	Electronic Files/Attachments Uploaded for Delivery	100 records/attachments or less	No charge	--
O	Electronic Files/Attachments Uploaded for Delivery	Every 4 electronic files/attachments-over 100 (all files/attachments charged)	$0.05	S
O	Electronic Transmission of Electronic Public Records	Per gigabyte	$0.10	S
O	Flash Drive	Per flash drive	$7.00	S
O	CD	Per CD	$1.00	S
O	DVD	Per DVD	$1.00	S
MISCELLANEOUS FEES - POLICE				
C – To .10	Fingerprinting	Per set (extra sets $7.25)	$14.70	R
C – To .10	Records Check	Per individual checked	$14.70	R
O	Vehicle Impound Fee	Per vehicle	$50.00	S
O	Concealed Pistol License	Fee set by State of Washington	See DOL website	S
MISCELLANEOUS FEES - BUSINESS/SOLICITOR LICENSES				
O	Business License	Per business license	$40.00 plus $12.00 per employee over 2	S
O	Business License	Per property rental license	$40.00 plus $2.00/rental unit	S
O	Temporary Business License **Already in the RMC, just added to the list.**	Private or City-sponsored special event	$10.00	S
O	Solicitor License	Valid for up to 30 days	$10.00	S
O	Solicitor License	Valid for up to 90 days	$30.00	S
MISCELLANEOUS FEES - UTILITY BILLING AND FINANCE FEES				
H	Web Check Request for Information on City Liens	Per request	$20.00	R
O	Utility Billing Non-Payment Contact Fee (Written or Telephonic)	Per account/per contact (limit 2 per bill)	$10.00	S
O	Utility Billing Dispatch Fee - For Non-Payment - At Shut Off Date	Per disconnect/per utility	$50.00	S
O	Utility Billing Late Payment Interest Charge (City's Discretion)	Annually	12%	S
O	Utility Deposit (2 x monthly average bill for previous 12 months @ location or $150 with no history)		See RMC 3.26.010-020 for exemptions	S & R
O	Electric/Water Shut-Off/Reconnect Per Customer Request	Per reconnect/per utility	$50.00	R
O	After Hours Reconnect Fee Electric/Water	reconnection	$75.00	S
O	New Account Fee	Per account	$15.00	S
K – To 1.00	Returned Check Fee	Per check	$25.00	R
A – To 0.10	Accounts Receivable Late Charge	Per month on minimum $10 at 60 days	1%	R
MISCELLANEOUS FEES - UTILITY RATES				
O	Electric	RMC Title 14	Per RMC	S
O	Water	RMC Title 18	Per RMC	S
O	Sewer	RMC Title 17	Per RMC	S
O	Solid Waste	RMC Title 15	Per RMC	S
O	Stormwater	RMC Title 16	Per RMC	S
O	Ambulance	RMC Title 13	Per RMC	S
BUILDING FEES				
F	Building Permit Fee	Per 1997 Uniform Building Code	Varies	S
F	Plumbing Permit Fee	Per 1997 Uniform Plumbing Code	Varies	S
F	Mechanical Permit Fee	Per 1997 Uniform Mechanical Code	Varies	S
O	Energy Code Fee	Per Valuation Table in RMC Title 21	Varies	S
O and F	Plan Review Fee	Additional 65% of Building Permit Fee	Varies	S
O	Deferred Submittal	RMC Title 21	Varies	S
O	Changes after Plan Approval/Permit Issuance-Residential	RMC Title 21	Varies	S
O	Changes after Plan Approval/Permit Issuance-Commercial	RMC Title 21	Varies	S
O	Additional Plan Review Fee	RMC Title 21	Varies	S
F	Plumbing Plan Review Fee	Additional 25% of Plumbing Permit Fee	Varies	S
F	Mechanical Plan Review Fee	Additional 25% of Mechanical Permit Fee	Varies	S

Adjustment Factor	Fee Description	Unit	2020 Fee	Authority
F	Factory Assembled Structures- Residential	Per installation	$150.00	S
F	Factory Assembled Structures – Commercial - Temporary Use	Per installation	$150.00	S
F	Factory Assembled Structures – Commercial - Permanent Use	Based on valuation of foundation	Varies	S
F	Grading Permit Fee	Per 1997 Uniform Building Code	Varies	S
The City collects a State Building Code Fee of $4.50 which is remitted to the State.				
LAND DEVELOPMENT FEES				
C – To 5.00	Annexation Petition	Per annexation	$1,220.00	S & R
C – To 5.00	Appeal of Administrative Decisions	Per appeal	$560.00	S & R
C – To 5.00	Appeal of Board of Adjustment or Planning Commission Action		$165.00 plus Transcript Costs	S & R
C – To 5.00	Binding Site Plan	$575 minimum/no maximum	$75.00/lot	S & R
C – To 5.00	Comprehensive Plan Change	Per request	$1,220.00	S & R
C – To 5.00	Critical Areas - Fish & Wildlife Habitat Designations **Already in the RMC, just added to the list.**	Per request	$735.00	S & R
C – To 5.00	Final Plat		$375.00	R
C – To 5.00	Floodplain Permit **New addition - See Ordinance No. 63-19**	Per request	$50.00	S & R
C – To 5.00	Park Impact Fees - Mobile Homes	Per unit	$995.00	S
C – To 5.00	Park Impact Fees - Apartments > 5 Units	Per unit	$880.00	S
C – To 5.00	Park Impact Fees -Apartments 3-4 Units	Per unit	$1,085.00	S
C – To 5.00	Park Impact Fees - Single-Family Residential Unit	Per unit	$1,405.00	S
C – To 5.00	Park Impact Fees - Townhomes and Duplexes	Per unit	$1,250.00	S
C – To 5.00	Planned Unit Development	Per submittal	$3,285.00	S & R
C – To 1.00	Plat Exemption/Lot Line Adjustment		$215.00	R
C – To 5.00	Plat Vacation or Alteration	Per request	$530.00	S & R
C – To 5.00	Preliminary Plat	$1,315 minimum/$3,835 maximum	$40.00/lot	S & R
C – To 5.00	SEPA Review for Threshold Determination - No Notifications Required	Per application	$190.00	S & R
C – To 5.00	SEPA Review for Threshold Determination - Notifications Required	Per application	$375.00	S & R
C – To 5.00	Shoreline Exemption Letter **New addition - See Ordinance No. 63-19**	Per request	$50.00	S & R
C – To 5.00	Shoreline Substantial Development Permit	Per request	$1,335.00	S & R
C – To 5.00	Shoreline Master Program Amendment	Per request	$1,335.00	S & R
C – To 5.00	Short Plat	Per submittal	$440.00	S & R
C – To 5.00	Sidewalk Use License **Already in the RMC, just added to the list.**	Per request	$200.00	S & R
C – To 5.00	Site Plan Review	Per request	$1,220.00	S & R
C – To 5.00	Special Use Permit	Per request	$440.00	S & R
C – To 5.00	Subdivision Amendments - Major Revisions	Per request	$510.00	S & R
C – To 5.00	Subdivision Amendments - Minor Revisions **New addition - See Ordinance No. 63-19**	Per request	$205.00	S & R
C – To 5.00	Subdivision/Short Plat Deviation Request	Per request	$155.00	S & R
C – To 5.00	Variance	Per request	$440.00	S & R
C – To 5.00	Wetland Buffer Variance **New addition - See Ordinance No. 63-19**	Per request	$205.00	S & R
C – To 5.00	Wireless Communication Facilities Modifications Permit	Per request	$50.00	S & R
C – To 5.00	Zone Change	Per request	$1,220.00	S & R
C – To 5.00	Zoning Text Amendment	Per request	$1,220.00	S & R
PARKS & RECREATION FEES				

	RICHLAND COMMUNITY CENTER RENTAL RATES (PER HOUR)	**RESIDENT**	**NON-RESIDENT**	**NON-PROFIT**	**COMMERCIAL**	
C – To 0.25	Damage Deposit (all rooms/no alcohol)	$152.50	$152.50	$152.50	$152.50	R
C – To 0.25	Damage Deposit (all rooms/with alcohol)	$432.25	$432.25	$432.25	$432.25	R
C – To 0.25	Contract Administration Fee (non-refundable)	$76.25	$76.25	$76.25	$76.25	R
C – To 0.25	Portable Stage Rental	$61.00	$61.00	$61.00	$61.00	R
C – To 0.25	Community Center additional fee per hour before or after operating hours (>50 people)	$50.75	$50.75	$50.75	$50.75	R
C – To 0.25	Riverview (full room)	$98.00	$147.50	$50.00	$235.75	R
C – To 0.25	Riverview (half room)	$73.25	$112.75	$36.75	$177.00	R
C – To 0.25	Activity/Board Games	$65.75	$98.25	$32.50	$141.25	R
C – To 0.25	Meeting Room	$49.75	$73.25	$16.75	$118.00	R
C – To 0.25	Arts & Crafts	$49.75	$73.25	$16.75	$118.00	R
C – To 0.25	Kitchen	$32.50	$50.00	$21.00	$78.50	R

Adjustment Factor	Fee Description	Unit		2020 Fee		Authority
PARKS & FACILITY RENTALS - SPECIAL EVENTS		**NON-PROFIT**		**COMMERCIAL**		
C – To 0.25	Contract Administration Fee (non-refundable)	$76.25		$76.25		R
C – To 0.25	HAPO Community Stage with John Dam Plaza (all-day rental)	$406.75		$813.50		R
C – To 0.25	Ellipsoid Stage including Central or South Howard Amon Park (up to 999 people; all-day rental)	$203.50		$406.75		R
C – To 0.25	Ellipsoid Stage including Central or South Howard Amon Park (1,000+ people; all-day rental)	$356.00		$712.00		R
C – To 0.25	Columbia Point Marina Park (full park)	$610.25		$813.50		R
C – To 0.25	Park Rental Damage Deposit (no alcohol and 150+ participants)	$203.50		$203.50		R
C – To 0.25	Park Rental Damage Deposit (with alcohol regardless of number of participants)	$432.25		$432.25		R
C – To 0.25	Park Rental Damage Deposit - Boat/Car/RV Shows	$2,034.00		$2,034.00		R
Facility Rental/Special Event Ala Carte		**ALL USERS**				
C – To 0.25	City Support Staff for Private Rentals/Special Events (general set-up)			$21.00/hour		R
C – To 0.25	Lighting & Sound Equipment (includes support staff/2-hour minimum)			$108.00/hour		R
C – To 0.25	Projector Screen & Projector (includes support staff/4-hour minimum)			$53.00/hour		R
C – To 0.25	Maintenance Staff (scheduled)			$56.00/hour		R
C – To 0.25	Maintenance Staff (after hours/2-hour minimum)			$76.25/hour		R
PARK SHELTER RENTAL RATES (PER HOUR/4-HOUR MINIMUM)		**RESIDENT**	**NON-RESIDENT**	**NON-PROFIT**	**COMMERCIAL**	
C – To 0.25	50 or Fewer Participants	$13.00	$19.75	$7.75	$23.75	R
C – To 0.25	50+ Participants	$19.50	$29.50	$11.25	$35.50	R
SPORTS FIELD RENTALS (2-HOUR MINIMUM)		**RESIDENT**		**NON-RESIDENT**		
C – To 0.25	Sports Field Application Fee for Non-Tournaments and Non-Special Events (per year)	$25.00		$25.00		R
C – To 0.25	Field/Court Hourly Rate (all courts/fields; 2-hour minimum)	$5.25/hour		$7.25/hour		R
C – To 0.25	City Support Staff at Sports Fields (Park Ranger/2-hour minimum)	$21.00/hour		$21.00/hour		R
C – To 0.25	Ball Field Crew (scheduled/3 Maintenance Staff minimum/2-hour minimum)	$61.50/hour		$61.50/hour		R
C – To 0.25	Ball Field Crew (after hours/3 Maintenance Staff minimum/2-hour minimum)	$90.00/hour		$90.00/hour		R
C – To 0.25	Maintenance Staff (scheduled)	$58.00/hour		$58.00/hour		R
C – To 0.25	Maintenance Staff (after hours/2-hour minimum)	$79.00/hour		$79.00/hour		R
TOURNAMENTS AND SPECIAL EVENTS		**ALL USERS**				
C – To 0.25	Sports Field Application Fee for Tournaments or Contracted Athletic Special Events/per event (non-refundable)			$76.25		R
C – To 0.25	Damage Deposit			$254.25		R
C – To 0.25	Tournament at Columbia Playfields (all-day)			$915.25		R
C – To 0.25	Tournament at Columbia Playfields (half-day)			$508.50		R
C – To 0.25	Tournament at Horn Rapids/Claybell/Badger Mtn. Comm/Columbia Point/Jefferson (all-day)			$712.00		R
C – To 0.25	Tournament at Horn Rapids/Claybell/Badger Mtn. Comm/Columbia Point/Jefferson (half-day)			$406.75		R
Sports Field Rentals Ala Carte		**ALL USERS**				
C – To 0.25	Fence Set-up at Horn Rapids			$101.75		R
C – To 0.25	Lighted Facilities (per field/court per day)			$20.75		R
C – To 0.25	Turface/Chalk/Paint (per bag or per gallon)			$15.25		R
BALL FIELD PAINT AND STRIPING FEES		**ALL USERS**				
C – To 0.25	Football Field Set-up (labor @ $400 + materials/8 gallons @ $68.00)			$468.00		R
C – To 0.25	Touch-up Paint (Football)			$75.00		R
C – To 0.25	Lacrosse Field Set-up (labor @ $200 + materials/5 gallons @ $43.00)			$243.00		R
C – To 0.25	Touch-up Paint (Lacrosse)			$75.00		R
C – To 0.25	Larger Soccer Field Set-up (labor @ $150 + materials/6 gallons @ $51.00)			$201.00		R
C – To 0.25	Touch-up Paint (Large Soccer)			$60.00		R
C – To 0.25	Small Soccer Field Set-up (labor @ $150 + materials/4.5 gallons @ $33.00)			$183.00		R
C – To 0.25	Touch-up Paint (Small Soccer)			$60.00		R
COURT FEES (TENNIS, PICKLEBALL, BASKETBALL, VOLLEYBALL)		**RESIDENT**		**NON-RESIDENT**		
C – To 0.25	Sand Volleyball (3 courts/full groom) **New addition to fee schedule**	$50.00		$50.00		R
C – To 0.25	Court Reservation (hourly fee per court/all courts)	$5.25		$7.25		R
RECREATION PROGRAM FEES - AQUATICS - SWIM FEES		**RESIDENT**		**NON-RESIDENT**		
H	Swim Diaper	$1.00		$1.00		R
C – To 0.25	Child (3-6 years old) per session	$1.00		$1.00		R
C – To 0.25	Youth & Teen (7-17 years old) per session	$2.00		$2.00		R
C – To 0.25	Adult (18+) per session	$3.00		$3.00		R

Adjustment Factor	Fee Description	Unit	2020 Fee	Authority
C – To 0.25	Season Pass - Child (3-6 years old)	$15.00	$15.00	R
C – To 0.25	Season Pass - Youth & Teen (7-17 years old) New additions to fee schedule	$25.00	$25.00	R
C – To 0.25	Season Pass - Adult (18+)	$35.00	$35.00	R
C – To 0.25	Pool Rental (not to exceed 200 participants/2-hour session)	$260.00	$325.00	R
RECREATION PROGRAM FEES - NEW OR MODIFIED CITY PROGRAM/SERVICES				
C – To 0.25	New or Modified City Program	Not to exceed costs.		R
NOTES: RECREATION PROGRAM FEES - SPECIAL CLASSES AND PROGRAMS				
Special classes and programs are offered seasonally. Class fees vary and are based on material cost, number of class hours/days and administrative overhead. Program/class offerings and prices are updated every four (4) months. The Parks & Public Facilities (P&PF) Director is authorized to establish a fee schedule for P&PF programs. See the City's E-Activity Guide or contact the Parks & Public Facilities Department for current offerings and prices. The Parks & Public Facilities Director is authorized to deviate from this fee schedule per policy by offering reduced rates to senior citizens and low-income individuals as defined in RMC 3.29.030. Information regarding the availability of scholarships and/or discounted rates is available at the Richland Community Center. City programs and special events/activities will comply with Richland's programming guidelines, and are implemented based on community needs and interests. The Parks & Public Facilities Director establishes appropriate fees with annual updates according to the indicated adjustment factor code.				
Unless otherwise noted, Parks & Public Facilities fees are rounded to the nearest 0.25				
LIBRARY FEES				
H	Overdue Books	Per day/$10 maximum	$0.25	R
H	Overdue-3 Week Material	Per day/$10 maximum	$0.25	R
H	Overdue High Demand Books/DVDs/Games/Lucky Day	Per day/$10 maximum	$0.50	R
H	Overdue Inter-library Loans of Library Materials	Per day/per item	$1.00	R
H	Lost Books/Movies	Per item	Retail price	R
H	Lost CDs (music or materials)	Per item	Retail price	R
H	Lost Audio Books	Per item	Retail price	R
H	Processing Fees For all Lost Materials	Per item if replaced by patron	$5.00	R
H	Processing Fees For all Lost Materials	Per item if not replaced by patron	$15.00	R
H	Lost/Damaged Bar Code or RFID Label	Per item	$3.00	R
H	Lost/Damaged DVD Case	Per item	$3.00	R
H	Lost/Damaged Audio Book Case	Per item	$5.00-$7.00	R
H	Lost/Damaged Book Jacket	Per item	$3.00	R
H	Lost/Damaged CD Case	Per item	$2.00	R
H	Lost/Damaged Book (crayon marks, tape, missing pages etc.)	Per item plus processing fee	Retail price	R
H	Inter-library Loans of Library Materials	Per item + lending library charges	$4.00	R
H	Printer/Copy Machine Charges	Per page	$0.10	R
H	Color Printer Charges	Per page	$0.50	R
H	E-Card	Per year	$25.00	R
H	Replacement Library Card	Per card	No charge	R
H	Non-Resident Library Card	Per year	$40.00	R
H	Non-Resident Family Library Card	Per year	$75.00	R
H	*Conference Room Rental - Side A	Per hour	$25.00	R
H	*Conference Room Rental - Side B	Per hour	$25.00	R
H	*Seminar Room Rental	Per hour	$15.00	R
H	*Gallery Room Rental	Per hour	$75.00	R
**Charges are for for-profit groups, groups charging admission or after hours. Adjustment of Library fees requires action by the Library Board.*				
COLUMBIA POINT GOLF COURSE FEES - DETERMINED BY THIRD-PARTY OPERATOR/SEE GOLF COURSE WEBSITE.				
GREEN FEES & RENTALS		**18 HOLES**	**9 HOLES**	
I – To 1.00	Weekday (Monday-Thursday)	$41.00	$27.00	C
I – To 1.00	Weekday (Monday-Thursday) Twilight (after 1:00 PM)	$34.00	N/A	C
I – To 1.00	Weekday (Monday-Thursday) Super Twilight (after 4:00 PM)	N/A	$27.00	C
I – To 1.00	Friday	$46.00	$30.00	C
I – To 1.00	Friday - Twilight (after 1:00 PM)	$39.00	N/A	C
I – To 1.00	Friday - Super Twilight (after 4:00PM)	N/A	$27.00	C
I – To 1.00	Weekend and Holidays	$51.00	$30.00	C
I – To 1.00	Weekend and Holidays - Twilight (after 1:00 PM)	$44.00	N/A	C
I – To 1.00	Weekend and Holidays - Super Twilight (after 4:00 PM)	N/A	$27.00	C
I – To 1.00	Senior (55+) Weekday (Monday-Thursday)	$33.00	$25.00	C
I – To 1.00	Senior (55+) Friday (after 1:00 PM)	$38.00	$25.00	C

Adjustment Factor	Fee Description	Unit	2020 Fee	Authority
I – To 1.00	Senior (55+) Weekend and Holidays (after 1:00 PM)	$43.00	$25.00	C
I – To 1.00	Junior (16 & Under) Weekday (Monday-Thursday)	$20.00	$15.00	C
I – To 1.00	Junior (16 & Under) Friday (after 1:00 PM)	$25.00	$18.00	C
I – To 1.00	Junior (16 & Under) Weekend & Holiday (after 1:00 PM)	$25.00	$18.00	C
I – To 1.00	League Play - 9 Holes (Monday-Friday)	N/A	$25.00	C
I – To 1.00	*Preferred Weekday	$20.50	N/A	C
I – To 1.00	*Preferred Friday	$23.00	N/A	C
I – To 1.00	*Preferred Weekend & Holidays	$25.00	N/A	C
I – To 1.00	Cart Rental (per rider)	$16.00	$10.00	C
I – To 1.00	*Preferred Cart Rental	$14.00	$8.00	C
I – To 1.00	Rental - Set of Clubs	$20.00	$10.00	C
I – To 1.00	Rental - Pull/Push Cart	$5.00	$4.00	C
I – To 1.00	Titleist Demo Set/VIP Rental (reservations accepted)	$36.00	$18.00	C
MISCELLANEOUS GOLF COURSE FEES				
I – To 1.00	Golf Instruction w/PGA Staff	Per 30-minute session	$70.00	C
I – To 1.00	Golf Instruction w/PGA Staff	Five (5) lesson package	$280.00	C
I – To 1.00	Practice Range	Small bucket	$6.00	C
I – To 1.00	Practice Range	Medium bucket	$8.00	C
I – To 1.00	Practice Range	Large bucket	$10.00	C
I – To 1.00	Practice Range	Monthly	$39.95	C
I – To 1.00	Daily Trail Fee	--	$8.00	C
I – To 1.00	Annual Trail Fee	--	$350.00	C
MEMBERSHIP FEES - SINGLE				
I – To 1.00	4-day Senior		$1,230.00	C
I – To 1.00	5-day		$1,430.00	C
I – To 1.00	7-day		$1,800.00	C
I – To 1.00	Preferred Player Card (discounts up to 50% and limited free play)	Per card (plus tax)	$320.00	C
**Yearly Preferred Card purchase required to receive the Preferred rates.*				
CITY GIS FEES				
C – To 0.50	GIS “D” Map	Copy	$14.00	R
C – To 0.50	GIS “E” Map	Copy	$19.50	R
C – To 1.00	Map Book	Copy	$26.00	R
PUBLIC WORKS - WATER & SEWER FEES				
C – To 1.00	City Engineering Standards Electronic Book (CD) with Free Updates	Per electronic book	$61.00	R
O	ROW Construction Permits - Single Family Residential	Per permit	$150.00	S
O	ROW Construction Permits - Utility Trenching	Per permit	$250.00	S
N	ROW - Public Infrastructure Plan Review Fee - Commercial/Industrial ROW -	Per engineering plan sheet	$100.00	S
N	Public Infrastructure Plan Review Fee - Subdivision	Per engineering plan sheet	$400.00	S
O	ROW Public Infrastructure - 3% Construction Permit	Per RMC 12.08.040	Varies	S
O	ROW Public Infrastructure - 2% Large Projects	Per RMC 12.08.040	Varies	S
O	ROW Construction Permit - Commercial with Private Stormwater Facility	Per permit	$250.00	S
O	Encroachments/Relinquishments **New addition to fee schedule**	Per Benton County recording fees	Actual Cost	R
O	ROW License/Franchise/Master Permit Fees	Per RMC 28.06	Varies	S
O	Road Impact Fees - Traffic Impact Zone 1	Per residential unit	$1,991.25	S
O	Road Impact Fees - Traffic Impact Zone 2	Per residential unit	$854.81	S
O	Road Impact Fees - Traffic Impact Zone 3	Per residential unit	$2,229.09	S
N	Water Meter Relocate - Meter Inside to Outside	If owner digs hole	$250.00	R
N	Water Meter Relocate - Meter Outside to Outside	If owner digs hole	$350.00	R
N	Water Meter Exchange - Meter Exchange to 1"	Per meter	$100.00	R
N	Water Service Line Per Standard Detail W1 & W1A	On 1" or 2" line	$1,150.00	R
WATER TAP FEES		**TAP SIZE**		
N	8” Main Line	6”	$400.00	R
N	8” Main Line	8"	$450.00	R
N	10” Main Line	6”	$400.00	R
N	10” Main Line	8”	$450.00	R

Adjustment Factor	Fee Description	Unit	2020 Fee	Authority
N	10” Main Line	10"	$550.00	R
N	12” Main Line	6”	$450.00	R
N	12” Main Line	8”	$500.00	R
N	12” Main Line	10”	$550.00	R
N	12” Main Line	12"	$700.00	R
N	14” Main Line	6”	$550.00	R
N	14” Main Line	8”	$600.00	R
N	14” Main Line	10”	$650.00	R
N	14” Main Line	12”	$700.00	R
N	16” Main Line	6”	$600.00	R
N	16” Main Line	8”	$650.00	R
N	16” Main Line	10”	$700.00	R
N	16” Main Line	12”	$750.00	R
N	20” Main Line	6”	$650.00	R
N	20” Main Line	8”	$700.00	R
N	20” Main Line	10”	$750.00	R
N	20” Main Line	12”	$800.00	R
N	24” Main Line	6”	$750.00	R
N	24” Main Line	8”	$800.00	R
N	24” Main Line	10”	$850.00	R
N	24” Main Line	12”	$900.00	R
N	36” Concrete Cylinder Line	12”	$2,500.00	R
N	Subdivision 1” Service Tap	Contractor must supply materials	$200.00	R
N	Subdivision 2” Service Tap	Contractor must supply materials	$200.00	R
WATER LINE REPLACEMENT OF 20 LINEAR FEET OF ASBESTOS CEMENT PIPE WITH DUCTILE IRON PIPE				
N	6” Pipe - Replacement only		$640.00	R
N	6” Pipe - Replacement with Excavation & Backfill		$1,150.00	R
N	8” Pipe - Replacement only		$720.00	R
N	8” Pipe - Replacement with Excavation & Backfill		$1,230.00	R
N	10” Pipe - Replacement only		$810.00	R
N	10” Pipe - Replacement with Excavation & Backfill		$1,310.00	R
WATER METER CONNECTION FEES - SEE RMC 18.24.050 FOR FEES RELATED TO BADGER MOUNTAIN SOUTH OR OTHER MISCELLANEOUS CONNECTION FEES				
O	Per Foot Frontage Fee - Meters 3/4” to 4”	Per foot	$15.00	S
N	**Water Meter Fee - Size 3/4”**	Meter fee	$500.00	R
O	Connection Fee - Indoor & Non-Irrigation Users	Connection fee - Indoor	$2,100.00	S
O	Connection Fee - Outdoor Landscape, Irrigation, Car Washes	Connection fee - Outdoor	$2,990.00	S
N	**Water Meter Fee - Size 1”**	Meter fee	$530.00	R
O	Connection Fee - Indoor & Non Irrigation Users	Connection fee - Indoor	$2,100.00	S
O	Connection Fee - Outdoor Landscape, Irrigation, Car Washes	Connection fee - Outdoor	$2,990.00	S
N	**Water Meter Fee - Size 1 1/2”**	Meter fee	$1,340.00	R
O	Connection Fee - Indoor & Non Irrigation Users	Connection fee - Indoor	$6,993.00	S
O	Connection Fee - Outdoor Landscape, Irrigation, Car Washes	Connection fee - Outdoor	$9,957.00	S
N	**Water Meter Fee - Size 2”**	Meter fee	$1,490.00	R
O	Connection Fee - Indoor & Non Irrigation Users	Connection fee - Indoor	$11,193.00	S
O	Connection Fee - Outdoor Landscape, Irrigation, Car Washes	Connection fee - Outdoor	$15,937.00	S
N	**Water Meter Fee - Size 3”**	Meter fee	$1,955.00	R
O	Connection Fee - Indoor & Non Irrigation Users	Connection fee - Indoor	$21,000.00	S
O	Connection Fee - Outdoor Landscape, Irrigation, Car Washes	Connection fee - Outdoor	$29,900.00	S
N	**Water Meter Fee - Size 4”**	Meter fee	$2,950.00	R
O	Connection Fee - Indoor & Non Irrigation Users	Connection fee - Indoor	By contract	S
O	Connection Fee - Outdoor Landscape, Irrigation, Car Washes	Connection fee - Outdoor	By contract	S
N	**Water Meter Fee - Size 6”**	Meter fee	$4,145.00	R
O	Connection Fee - Indoor & Non Irrigation Users	Connection fee - Indoor	By contract	S
O	Connection Fee - Outdoor Landscape, Irrigation, Car Washes	Connection fee - Outdoor	By contract	S
O	Per Foot Frontage Fee - 6” Meter	Per foot	By contract	S

Adjustment Factor	Fee Description	Unit	2020 Fee	Authority
SEWER CONNECTIONS FEES				
O	Per Foot Frontage Fee - Meters 3/4" to 4"	Per foot	$30.00	S
O	Sewer Connection Fee - Water Meter Size 3/4"	Per connection	$2,495.00	S
O	Sewer Connection Fee - Water Meter Size 1"	Per connection	$2,495.00	S
O	Sewer Connection Fee - Water Meter Size 1 1/2"	Per connection	$8,308.00	S
O	Sewer Connection Fee - Water Meter Size 2"	Per connection	$13,298.00	S
O	Sewer Connection Fee - Water Meter Size 3"	Per connection	$24,950.00	S
O	Sewer Connection Fee - Water Meter Size 4"	Per connection	By contract	S
O	Sewer Connection Fee - Water Meter Size 6"	Per connection	By contract	S
O	Per Foot Frontage Fee - 6" Meter	Per foot	By contract	S
M	Industrial Discharge Fees	Per RMC 17.30	Varies	S
O	Discharge Authorization	Per RMC 17.30	$250.00	S
O	Discharge Permit Transfer	Per RMC 17.30	$250.00	S
O	Discharge Permit Modification Fee	Per RMC 17.30	$500.00	S
O	High Strength Waste Fees	Per RMC 17.30	Varies	S
ELECTRICAL SERVICE FEES				
N	New Services - Overhead 200 Amp	First 100 feet	$450.00	S & R
N	New Services - Underground 200 Amp	First 100 feet	$625.00	S & R
N	New Services - Overhead 320 Amp	First 100 feet	$550.00	S & R
N	New Services - Underground 320 Amp	First 100 feet	$825.00	S & R
N	New Services - Overhead 400 Amp	First 100 feet	$850.00	S & R
N	New Services - Underground 400 Amp	First 100 feet	$1,125.00	S & R
N	New Services - Over 400 Amp	Based on cost estimate	Variable	S & R
ADDITIONAL SERVICE CHARGES				
N	Up To 225 Amps - Additional Footage over 100 Feet and less than 200 Feet	Additional fee based on added footage of cable over 100 feet at current cable cost		S & R
N	320 And 400 Amps - Additional Footage over 100 Feet and less than 200 Feet	Additional fee based on added footage of cable over 100 feet at current cable cost		S & R
N	Upgraded Cable Size for Services up to 400 Amps and Over 200 Feet in Length	Variable fee based on overall length at current cable cost		S & R
CUSTOMER REQUESTED DISCONNECTS/RECONNECTS				
--	Voluntary Disconnect or Reconnect Meter/Power Source (during work hours)	No charge	No charge	--
N – To 1.00	Voluntary Disconnect or Reconnect Meter Only (after hours)	Per call out	$100.00	R
N – To 1.00	Voluntary Disconnect or Reconnect at Power Source (after hours)	Per call out/2-hour mimimum	Actual cost	R
ALTERED SERVICE FEES				
N	Rewire and Relocate Existing Services	Based on cost estimate	Variable	S & R
N	Overhead-to-Underground Conversions	Based on cost estimate	Variable	S & R
N	Upgrading Services	Based on cost estimate	Variable	S & R
TEMPORARY SERVICES				
N	Metered Temporary Services - Install & Remove	Per job	$225.00	S & R
N	Unmetered Temporary Services - Install & Remove	Per three (3) month duration	$225.00	S & R
RENEWABLE ENERGY PROJECT METERING				
N	Initial Installation of Net Meter	Per job (plus any new electric fees)	$225.00	S & R
RENTAL LIGHTING (Limited to existing distribution infrastructure and Chief Electrical Engineer approval)				
--	Install/Remove		No charge	S & R
Installed Type				
A	Unmetered High Pressure Sodium or Mercury Vapor Lamp	70 Watts	$0.32/day	S & R
A	Unmetered High Pressure Sodium or Mercury Vapor Lamp	100 Watts	$0.35/day	S & R
A	Unmetered High Pressure Sodium or Mercury Vapor Lamp	150 Watts	$0.38/day	S & R
A	Unmetered High Pressure Sodium or Mercury Vapor Lamp	175 Watts	$0.40/day	S & R
A	Unmetered High Pressure Sodium or Mercury Vapor Lamp	200 Watts	$0.41/day	S & R
A	Unmetered High Pressure Sodium or Mercury Vapor Lamp	250 Watts	$0.44/day	S & R
A	Unmetered High Pressure Sodium or Mercury Vapor Lamp	400 Watts	$0.53/day	S & R
A	Unmetered High Pressure Sodium or Mercury Vapor Lamp	1,000 Watts	$0.90/day	S & R
A	Unmetered LED Lamp	49 - 63 Watts	$0.30/day	S & R
A	Unmetered LED Lamp	92 - 102 Watts	$0.33/day	S & R
A	Unmetered LED Lamp	137 - 169 Watts	$0.39/day	S & R

Adjustment Factor	Fee Description	Unit	2020 Fee	Authority
A	Unmetered LED Lamp	215 - 260 Watts	$0.48/day	S & R
A	Unmetered Quartz Lamp	1,000 Watts	$0.99/day	S & R
A	Metered High Pressure Sodium or Mercury Vapor	70 - 400 Watts	$0.27/day	S & R
A	Metered High Pressure Sodium or Mercury Vapor	1,000 Watts	$0.28/day	S & R
A	Metered LED Lamp	49 - 63 Watts	$0.26/day	S & R
A	Metered LED Lamp	92 - 102 Watts	$0.28/day	S & R
A	Metered LED Lamp	137 - 169 Watts	$0.31/day	S & R
A	Metered LED Lamp	215 - 260 Watts	$0.35/day	S & R
DE MINIMIS UNMETERED LOADS				
A	De Minimis Unmetered Load		$0.24/day	S & R
STREET LIGHTING				
A	Unmetered High Pressure Sodium or Mercury Vapor Lamp	70 Watts	$0.15/day	S & R
A	Unmetered High Pressure Sodium or Mercury Vapor Lamp	100 Watts	$0.17/day	S & R
A	Unmetered High Pressure Sodium or Mercury Vapor Lamp	150 Watts	$0.20/day	S & R
A	Unmetered High Pressure Sodium or Mercury Vapor Lamp	170 Watts	$0.21/day	S & R
A	Unmetered High Pressure Sodium or Mercury Vapor Lamp	200 Watts	$0.22/day	S & R
A	Unmetered High Pressure Sodium or Mercury Vapor Lamp	250 Watts	$0.26/day	S & R
A	Unmetered High Pressure Sodium or Mercury Vapor Lamp	400 Watts	$0.34/day	S & R
A	Unmetered LED Lamp	49 - 63 Watts	$0.12/day	S & R
A	Unmetered LED Lamp	92 - 102 Watts	$0.14/day	S & R
A	Unmetered LED Lamp	137 - 169 Watts	$0.19/day	S & R
A	Unmetered LED Lamp	215 - 260 Watts	$0.25/day	S & R
A	Unmetered Low Pressure Sodium	180 Watts	$0.21/day	S & R
A	Metered High Pressure Sodium or Mercury Vapor	100 Watts	$0.10/day	S & R
PRIMARY LINE EXTENSION FEES				
Permanent Service - Construction Allowance By Customer Class as follows:		*Variable fee based on cost estimate less a construction allowance*		
A – To 10.00	Residential without Natural Gas Service	Construction allowance $1,001	Variable	S & R
A – To 10.00	Residential with Natural Gas Service	Construction allowance $600	Variable	S & R
A – To 10.00	Small General Service	Construction allowance $1,239	Variable	S & R
A – To 10.00	Medium General Service	Construction allowance $6,247	Variable	S & R
A – To 10.00	Large General Service	Construction allowance $27,423	Variable	S & R
A – To 10.00	Small Industrial	Construction allowance $82,180	Variable	S & R
A – To 10.00	Large Industrial	Construction allowance $175,314	Variable	S & R
A – To 10.00	Small Irrigation	Const. allowance $44 per motor HP	Variable	S & R
A – To 10.00	Large Irrigation	Const. allowance $22 per motor HP	Variable	S & R
N	Indeterminate Service	Based on cost estimate	Variable	S & R
N	Temporary Service	Based on cost estimate	Variable	S & R
N	Overhead to Underground Conversions	Based on cost estimate	Variable	S & R
N	Special Service (Large New Customer)	Negotiated fee	Variable	S & R
N	Non-standard Service	Based on cost estimate or actual cost	Variable	S & R
POLE ATTACHMENT FEES				
O	Pole Attachment Application Fee In the RMC, just added to the list	Per application	$250.00	S
H	Pole Attachment Fee	Per pole	$15.25	S & R
INACCESSIBLE METER CHARGES				
N	Relocate Inaccessible Revenue Meters	Per RMC 14.16.070	Actual cost	S & R
N	Additional Meters	Per RMC 14.16.090	Actual cost	S & R
N	Customer Requested Meter Test	Per RMC 14.16.110	Actual cost (minimum $25)	S & R
ENERGY EFFICIENCY SERVICE FEES				
--	Residential/Commercial Energy Efficiency Loans	Based on term & efficiency measure	3.0% -7.0%	R
LOAN ORIGINATION/SERVICING FEES				
O	Recording Fee - Security Interest Agreements (fee charged by Benton County Auditor	First page and additional pages	See Benton County fee schedule	R
O	Recording Fee - Municipal Liens/Releases (fee charged by Benton County Auditor	First page and additional pages	See Benton County fee schedule	R
C – To 1.00	Loan Service Fee	Per account	$38.00	R
C – To 1.00	Subordination Fee	Per property	$113.00	R
C – To 1.00	Credit Report	Per account	$33.00	R

Adjustment Factor	Fee Description	Unit	2020 Fee	Authority
C – To 1.00	Title Report	Per account	$192.00	R
C – To 1.00	Customer Cancellation Fee	Per property	Actual fees expended	R
C – To 1.00	Late Charge Fee	Per occurrence	$20.00	R
AUTHORIZED CONTRACTOR FEES				
C – To 1.00	Contractor Application	Per application	$375.00	R
C – To 1.00	Construction Re-Inspection	Per inspection	$98.00	R

COUNCIL AGENDA ITEM COVERSHEET

Council Date: 12/17/2019 Agenda Category: Resolutions – Adoption

Core Focus Area 1 - Promote Financial Stability & Operational Effectiveness
Core Focus Area 2 - Manage & Maintain Infrastructure & Facilities

Subject:
Resolution No. 157-19, Authorizing an Agreement with UtiliWorks Consulting, LLC for Advanced Metering Infrastructure Phase Three Program Management and Consulting Services

Department:	Ordinance/Resolution Number:	Document Type:
Energy Services	157-19	Resolution

Recommended Motion:
Adopt Resolution No. 157-19, authorizing the City Manager to sign and execute an agreement with UtiliWorks Consulting, LLC for Advanced Meter Infrastructure Phase 3 program management and consulting services.

Summary:
In support of Council's Strategic Leadership Plan, Energy Services has been leading a multi-departmental effort for Advanced Metering Infrastructure (AMI). This project is the outcome from an initial baseline assessment and plan design performed by UtiliWorks Consulting, LLC ("UtiliWorks") in 2014.

The Utility Advisory Committee has been engaged on the status of AMI and supportive of the general outcomes that include providing data for customers to make informed choices on their energy usage, improvements to the City's operational effectiveness, and data for managing electrical distribution infrastructure effectively.

From the initial assessment, the City has used a phased approach with UtiliWorks for assistance on planning and implementation of the project. On July 11, 2018, a Request for Proposals was issued to solicit vendor responses on an AMI system for electrical and water infrastructure. On January 31, 2019, Itron, Inc ("Itron") was identified as a qualified vendor to provide the AMI installation services, and the City entered into negotiations with the vendor. The City is finalizing negotiations with Itron and expects to have a recommendation in the first quarter of 2020 for Council's consideration to award the AMI implementation system.

The purpose of Resolution No. 157-19 is to award a Phase 3 agreement with Utiliworks to provide continuity with the AMI consultant as the project transitions from planning to implementation. Staff recommends approval of Resolution No. 157-19.

Fiscal Impact:	This consultant agreement is not to exceed $1,091,464. The work for 2019 was approved in the City's 2019 Budget in the Electric Fund. Work for future years will be funded from future budget appropriations.

Attachments:
1. Resolution No. 157-19
2. Proposed Agreement - UtiliWorks Consulting, LLC

RESOLUTION NO. 157-19

A RESOLUTION of the City of Richland authorizing an agreement with UtiliWorks Consulting, LLC for Phase 3 Advanced Metering Infrastructure (AMI) program management and consulting.

WHEREAS, in 2013, the City of Richland selected UtiliWorks Consulting, LLC ("UtiliWorks") as the best qualified to provide the Smart Grid assessment and consulting services based on a Request for Proposal (RFP) selection process; and

WHEREAS, UtiliWorks has used a phased approach for Smart Grid assistance from assessment through implementation; and

WHEREAS, UtiliWorks, in Phase 1, provided an initial baseline Smart Grid assessment and plan design. The deliverable was received on May 23, 2014 and presented to Richland City Council on June 24, 2014; and

WHEREAS, on April 19, 2016, City Council adopted Resolution No. 14-16, authorizing an agreement with UtiliWorks for Phase 2 of the AMI Project Planning and RFP Development; and

WHEREAS, a Request For Proposals was issued on June 11, 2018 for vendors to supply, install and implement an electrical and water AMI system; and

WHEREAS, on January 31, 2019, Itron, Inc ("Itron") was identified as qualified to provide the AMI installation services, and was notified of the City's intent to enter into competitive negotiations; and

WHEREAS, the Utility Advisory Committee has been engaged with the status of the AMI project and supportive of general outcomes to provide data for customers to make more informed choices of energy usage, improvements to the City's operational effectiveness, and data for effectively managing electrical distribution infrastructure; and

WHEREAS, the AMI project is complex considering its multi-departmental use, work flow process changes and software systems integration; and

WHEREAS, UtiliWorks has the experience and knowledge to ensure success of the AMI project through program management, oversight, business work process changes, reporting and communications.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richland that the City Manager is authorized to execute and administer an agreement with UtiliWorks Consulting, LLC for Phase 3 of Advanced Metering Infrastructure (AMI) program management and consulting services.

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 17th day of December, 2019.

ROBERT J. THOMPSON
Mayor

ATTEST:

TONI FULTON, Acting Deputy City Clerk

APPROVED AS TO FORM:

HEATHER KINTZLEY, City Attorney

Contract No. 95-19

AGREEMENT BETWEEN CITY AND CONSULTANT

AMI/Smart Grid Program Management and Consulting Services

This Agreement is entered into this 1st day of January, 2020 ("Effective Date") by and between the **City of Richland** ("**City**"), a Washington municipal corporation located at 625 Swift Blvd. Richland, WA 99352, and **UtiliWorks Consulting, LLC** ("**Consultant**"), a Washington limited liability company with service at 2351 Energy Drive, Suite 1010, Baton Rouge, LA. **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. 95-19
   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, 2021.

3. TERM

The term of this Agreement shall commence on the Effective Date identified above and end at midnight on December 31, 2021.

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 **one million and ninety-one thousand four hundred sixty-four dollars** ($**1,091,464.00**), 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
http://www.lni.wa.gov/TradesLicensing/PrevWage/AwardingAgencies/default.asp

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 $1,000,000 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	Contact Name:	Dale Pennington
City of Richland	Name of Firm:	UtiliWorks Consulting, LLC
625 Swift Blvd., MS-11	Address:	2351 Energy Dr., Suite 1010
Richland, WA 99352	Address:	Baton Rouge, LA 70808
Email: purchasing@ci.richland.wa.us	Email:	DPennington@UtiliWorks.com
Phone: (509) 942-7710	Phone Number:	225.766.4188
Fax: (509) 942-7397	Fax Number:	225.612.6404

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. 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; (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.

(Signature page to follow)

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

CITY OF RICHLAND, WASHINGTON	CONSULTANT
______________________________	______________________________
Cynthia D. Reents, City Manager	Signature
	______________________________
	Printed Name
ATTEST:	
	______________________________
	Title
______________________________	
Toni Fulton, Acting Deputy City Clerk	

APPROVED AS TO FORM:

____
Heather Kintzley, City Attorney

EXHIBIT A: Detailed Scope of Work

Exhibit A (20 pages) to follow.

Contract No. 95-19
Exhibit A

Phase 3
Exhibit A - Scope of Work
AMI Program Management and Consulting Services

Mr. Clint Whitney
Energy Services Director
City of Richland
625 Swift Blvd. MS-23
Richland, WA 99352

UtiliWorks Consulting, LLC.
2351 Energy Dr. STE 1010
Baton Rouge, LA 70808

225.766.4188 Office
225.612.6404 Fax
www.utiliworks.com

Strategic Utility Consulting

Exhibit A – Scope of Work

Purpose

This Scope of Work (SOW) is to document the services UtiliWorks Consulting, L.L.C. ("UtiliWorks") will provide the City of Richland, Washington ("City" or "Richland") to support the planning and implementation activities associated with an Advanced Metering Infrastructure (AMI) project. There are eight (8) tasks detailed in this SOW including underlying assumptions, milestones, and deliverables.

1. AMI Deployment Program Management and Oversight – Proof of Concept
2. Systems Integration Oversight
3. Business Process Re-Engineering
4. Awareness and Education Campaign
5. Reporting and Business Intelligence
6. AMI Deployment Program Management – Full Deployment
7. Project Closeout / Post Deployment Support
8. Prepay Procurement / Implementation Support

Assumptions

- Richland will assign a Project Manager to participate in regularly scheduled status calls with the UtiliWorks Project Manager to review open issues and remove barriers to progress.
- Richland will designate the necessary Subject Matter Experts (SMEs) from all functional teams to actively participate throughout the project.
- Richland will have reasonable responsiveness to data requests, document or deliverables review and meeting requests.
- Work will be performed by UtiliWorks resources either on-site or off-site in the completion of SOW deliverables.
- During onsite sessions, Richland will provide meeting space, teleconference line, projector, and guest internet connection for all meetings.
- UtiliWorks does not provide legal review services. Richland will be responsible for all terms and conditions outlined in the final contract with the selected vendor(s).
- Richland will contract as necessary with applicable billing system vendor or third party for purposes of integration design and development with the AMI/MDMS systems.

Task 1 – AMI Deployment Program Management and Oversight – Proof of Concept

Task 1.1 – AMI Program Kickoff and Mobilization

Prior to project kickoff, UtiliWorks will work with the City and the selected prime vendor (Itron) to develop and execute the project charter that will outline project governance and communicate the high-level project implementation approach and the responsibilities of all project participants.

UtiliWorks will work with Richland and the selected vendor teams (Itron, HCI, IPKeys, Keystone) to develop a comprehensive Project Execution Plan (PEP). The purpose of the PEP is to provide a set of guiding principles regarding philosophy, judgments and actions to be taken over the course of the project. The PEP will outline the methods used for project controls for the City related to: Quality Control, Risk/Issue/Change Management, and Communications. In conjunction with the development of the PEP, an integrated, milestone driven Microsoft Project schedule will be developed to include major phases of work, workshops and key milestones as articulated by vendor project plans for the POC and Full Deployment phases. Additional planning will be conducted, and findings will be incorporated into the integrated project schedule for all City-led activities, such as business process workshops and internal Steering Committee meetings. A quality gate will be defined at strategic points in the project. The quality gate is a "hold point" in the project to evaluate successful project progression to that point in time and minimize Richland cost and operations risk.

UtiliWorks will facilitate an on-site kickoff meeting with all Richland and vendor stakeholders to initiate the project and review the project scope, timeline, communications plan and housekeeping items. UtiliWorks will be an active participant in all vendor-led kickoff sessions, including introductory training/demos and integration design sessions.

Deliverables: Project Charter (.doc), Onsite Project Kickoff, Project Execution Plan (*.doc), Integrated Microsoft Project Schedule (*.mpp)*

Task 1.2 – Proof of Concept (POC) Planning

The intent of the POC phase is to demonstrate full system functionality through a limited deployment prior to large-scale meter deployment. The POC will establish the necessary foundation and maximize the learning and training of the back-office processes that will benefit the City in a large-scale roll-out. The POC itself is divided into two phases – Alpha and Beta.

UtiliWorks will conduct workshops with Richland and vendors (Itron, HCI, IPKeys) to define and document how the POC will be designed and deployed. This plan is especially important as the City will be providing their own inventory receipt, storage and installation processes to support the Alpha and Beta phases. This document is a way to memorialize the objectives of the POC phases as well as detail the specifics of how to achieve these objectives. There are several things that must be determined and documented in the POC Plan, including:

- POC objectives for Alpha, Beta
- Equipment acquisition and setup, including test bench, test environments, meter and endpoint hardware, and network equipment
- Required materials, including ancillary equipment and handhelds
- Network installation site preparations
- Training preparations (Itron and HCI/IPKeys)

- Meter testing preparations, including test data and test cases for Alpha and Beta sign-off
- Installation process preparations, including meter provisioning and completed work order transfer to CIS
- Logistics required to support ramp-up of installation vendor (Keystone Utility Services)
- Return to Utility (RTU) scenarios, handling procedures and reporting

During this phase, Itron will develop a Deployment Plan that is specific to Itron team activities. UtiliWorks will provide input to Itron's Deployment Plan which will contain information on meter quantities, routes and locations. This document will be further refined into the City's POC Implementation Plan with information to assist with preparations for network build-out and POC execution. The additional details included in the POC Implementation Plan will focus on details of City-led activities and the "handoff" activities between vendors.

Deliverables: Proof of Concept Implementation Plan (.doc)*

Task 1.3 - Oversee/Support Alpha POC Deployment

The intent of the Alpha phase is to equip a select/limited number and type of water and electric meters with the necessary communication devices, deploy all application hardware and software, and develop all the necessary interfaces so to test system functionality and connectivity from meter read to customer bill. UtiliWorks will work with the Richland Team, the vendor(s), and the designated systems integrator to execute the Alpha Phase and provide overall Project Management oversight. Tasks to include, but not limited to:

- Coordinate with Richland and the vendor(s) to identify and setup the Alpha POC test environment for both water and electric
- Coordinate the AMI and MDM software installation and/or configuration, including attending design workshops
- Coordinate with Richland and hosting vendor(s) to set up the secure communications with the respective data center(s) (pre-production and/or testing environments)
- Coordinate the identification, design, development, testing, and deployment of each respective system integration
- Coordinate the acquisition of equipment
- Assist with testing, defect tracking and troubleshooting (including FAT for CGR's and all meter types)
- Review Itron invoices
- Review vendor deliverables (at a minimum: BSRD, TAD, Interface Design, FAN Design)

Project Management activities will include: maintaining the overall project schedule; work with all project participants to monitor progress and adjust the work plan as needed to stay on schedule; facilitate regular project progress and other meetings; create project status reports as required with input from Richland; work with the City to monitor the scope of work of each vendor; identify, report, and track project issues and risks; and, track project budgets.

Milestones: A quality gate will be defined during contracting that outlines the objective user acceptance criteria to signify the completion and acceptance of the Alpha phase

Task 1.4 - Oversee/Support Beta POC Deployment

With the foundation set and adequately tested during the Alpha Phase, the team will move on to the Beta phase. UtiliWorks will work with the Richland Team, the vendor(s), the installation team and the City's systems integrator to execute the Beta Phase and provide overall Project Management oversight. During the Beta phase, additional functionality is added and tested in manageable stages as training is provided to the user community. Tasks to include, but not limited to:

- Define and work with Itron to finalize the Beta POC deployment area (meter and network considerations)
- Coordinate the acquisition of equipment
- Assist in testing, defect tracking and troubleshooting
- Commence the development of the Full Deployment Plan
- Review Itron invoices
- Review vendor deliverables (at a minimum: FDM requirements document, FDM test plan, Itron Field Quality Check procedures, Deployment Plan, HCI requirements/interface design also known as "Customer Order")

Richland will be in the process of mapping the new business processes that will be adopted at the end of the Beta phase. Changes to the core business processes are tested during the Beta phase with the goal that these processes be completely debugged and usable before the full deployment stage begins. This is to ensure that users are provided enough time to become familiar and proficient with the new business processes prior to full deployment.

Project Management activities will include: maintaining the overall project schedule; work with all project participants to monitor progress and adjust the work plan as needed to stay on schedule; facilitate regular project progress and other meetings; create project status reports as required with input from Richland; work with Richland to monitor the scope of work of each vendor; identify, report, and track project issues and risks; and, track project budgets.

<u>Milestones:</u> A quality gate will be defined during contracting that outlines the objective user acceptance criteria to signify the completion and acceptance of the Beta phase

Task 1.5 – Oversee/Support Training

Effective and timely training for Richland personnel is critical to success of the project. UtiliWorks will coordinate the timing and delivery of on-site Vendor training during the POC and coordinate with Richland regarding the availability, suitability and readiness of a training environment. Some level of vendor overview training will occur during the Alpha POC for the core project team members as identified in the vendor contracts with more extensive training to occur during the Beta POC. This will reinforce the team's knowledge and ownership of the newly deployed system.

UtiliWorks will review each vendor's training plan submittal for completeness including course descriptions; course agenda; and, proposed timing. UtiliWorks may recommend additional training and other forms of end user training to supplement vendor training.

UtiliWorks will work with the vendors and Richland to identify the participants for each training session and establish the proposed training schedule over the course of the Alpha phase and the Beta phase and a training review schedule during full deployment. The goal is for City personnel to have a high degree of operational readiness for full deployment.

Assumptions: UtiliWorks will validate and participate in vendor training activities

Milestones: Review vendor training plan(s), Participate in vendor training, Alpha Phase Scheduled Training Complete, Beta Phase Scheduled Training Complete

Task 1.6 – Oversee/Support Testing

Critical to evaluating the success of the AMI POC and whether Richland's objectives are met is the plan and methodology for testing the installed solution. At a high level, testing is expected to include:

- Vendor-led Testing – Vendor conducted software testing to ensure agreed upon configuration of system(s) is delivered and working to specifications prior to the start of any Richland-led user testing (Functional Testing, Integration Testing and FAN Acceptance)
- City-lead Testing (during POC) – First Article Testing, User Acceptance Testing, Endpoint Acceptance and Software Acceptance

UtiliWorks will review each vendor's test plan submittal for completeness and advise Richland on any proposed changes or additions. Upon delivery of the final vendor test plans, UtiliWorks will develop a single integrated test plan that will outline at a minimum: roles and responsibilities; testing procedures; and, entrance/exit/acceptance criteria as defined in the POC Implementation Plan. UtiliWorks will also oversee and support testing efforts during the POC. Specifically, UtiliWorks will:

- Review and provide feedback on vendor and Richland's test cases for each phase to identify potential gaps and supplement accordingly
- Aggregate test cases provided by each vendor and Richland for each phase
- Coordinate scheduling and execution of the testing by each vendor and Richland
- Provide onsite testing oversight
- Establish an issue/defect tracking system, monitor defects/problems reported by the test team, facilitate assignment of problems for resolution, and ensure retest by the test team

Assumptions: UtiliWorks will assist Richland personnel onsite during testing and can, but will not be required to, perform some testing with Richland permission and appropriate access to systems. UtiliWorks will not build out detailed test scripts but will support Richland in their efforts.

Deliverables: Integrated Test Plan (.doc), Supplemental Test Cases (*.xls), Issue/Defect tracking system (SharePoint)*

Task 2 – Systems Integration Oversight

Task 2.1 – Systems Integration Workshop

UtiliWorks will lead a workshop with Richland SMEs and designated vendor and systems integrator personnel (Itron, HCI, IPKeys) to identify and confirm the network architecture, systems specific integration methodologies and ensure alignment between each underlying interface. UtiliWorks will develop the project systems integration diagram following this workshop and will maintain the documentation throughout the life of the project.

<u>Assumptions</u>: Designated SME's from Richland, each Vendor, and any third-party integrator will participate in the workshop(s)

<u>Deliverables</u>: Narrative overview of Workshop outcome, a high-level systems integration diagram, and a list of action items

Task 2.2 – Oversee Systems Integration

UtiliWorks will coordinate and oversee the systems integration effort that will occur during the Alpha and Beta POC. The intent is to have the pre-identified systems interfaces designed, developed, tested and automated prior to Full Deployment start. Specifically, UtiliWorks will lead weekly/bi-weekly technical review meetings with appropriate designated personnel internal and external to Richland to monitor progress and identify roadblocks.

<u>Assumptions</u>: Participation of all designated SMEs in the weekly integration status meeting., UtiliWorks Project Manager will work with Itron and City Project Manager to understand when these meetings will ramp up (expected to be approximately 12 months, from early Alpha through end of Beta).

<u>Deliverables</u>: Weekly meeting notes (.doc), Updated interface status matrix (*.xls)*

Task 2.3 – Oversee and Support Customer Web Portal Deployment

UtiliWorks will assist Richland in the planning and deployment of an MDM Customer Portal (HCI/IPKeys). Tasks will include:

- Develop a strategy for rolling out the customer portal to the Richland customers once the meters and endpoints have been deployed
- Review the Customer Portal requirements, test plan and test scripts from the MDM Vendor (HCI/IPKeys) to ensure the application will be adequately designed and tested to meet Richland requirements
- Coordinate scheduling and execution of the test scripts specified in the test plans
- Monitor testing and ensure the test results are documented
- Facilitate customer portal training for Richland team

Task 3 – Business Process Re-Engineering

To achieve the anticipated benefits of the systems, Richland will need to adopt new processes, procedures and policies. Our BPR experts will engage Richland SMEs in a series of workshops designed to guide the utility through the necessary changes to internal business processes and produce comprehensive documentation of the current and future business processes. As part of the BPR effort, the UtiliWorks team will also work to identify redundancies in business processes as well as uncover potential for streamlining processes. The BPR effort will run in parallel with the AMI deployment.

Task 3.1 – Proposed Future State

As Richland has previously completed the Current State workshops, UtiliWorks with commence with the first of two Future State workshops that are planned for the development of the final business processes. This review of each business process will focus on the development of the future state, building upon what was developed in current state, and utilizing the new business applications (MDM system, AMI headend, AMI Infrastructure and AMI Meters as applicable) and the interfaces that will be deployed (AMI/MDM, MDM/CIS, etc.). Wherever possible, cross-functional teams will participate in the sessions together. Some water or electric-specific sessions may be identified where appropriate (for example, for meter change-out/retrofit processes).

The following core business processes are included:

- Meter Change-Out/Retrofit
- Billing & Read Validation (includes VEE)
- Customer Inquiry and Response
- Non-Pay Disconnect/Reconnect
- Move In/Out
- Events & Reports (Data Quality Assurance Matrix), will cover areas similar to following:
    - Water high/low usage reports / follow up
    - Water leak reports / follow up
    - Meter read trouble reports / follow up
    - Outage alerts / follow up

The new process area, Events & Reports, will address the new operational reports that will be available to Richland from the new systems. This additional business process area will help Richland to define the operational impacts that result from AMI/MDM implementation. UtiliWorks covers this area through creation of a System Quality Assurance Matrix during this task. The matrix identifies process owners, priorities, and the schedule for various system analytic reports, alarms and events.

Assumptions: UtiliWorks may request specific vendor SME participation is certain workshops

Deliverables: Training slides incorporating all business process decisions and open items from workshop (.ppt), first pass future state process diagrams (*.vsd), Data Quality Assurance Matrix (*.xls).*

Task 3.2 – As-Built Future State

The As-Built Future State workshops are the third of three onsite business process workshops that are planned for the finalization of the business process flow diagrams and training materials. This final workshop will focus on addressing open items from earlier workshops, refining Richland decisions regarding new policies and procedures, and incorporating any new information following vendor training and configuration of systems. Wherever possible, cross-functional teams will participate in the sessions together. Some water or electric-specific sessions may be identified where appropriate (for example, for meter change-out/retrofit processes).

The final pass of core business processes includes:

- Meter Change-Out/Retrofit
- Billing & Read Validation (includes VEE)
- Customer Inquiry and Response
- Non-Pay Disconnect/Reconnect
- Move In/Out

- Events & Reports (Data Quality Assurance Matrix)

Deliverables: Training slides incorporating all business process decisions and workshop updates, final future state process diagrams (.vsd), Events & Reports Data Quality Assurance Matrix (*.xls)*

Task 3.3 – Business Process Audit

UtiliWorks will review and audit the core business processes with Richland to determine how well the processes are working in the live environment and whether effective corporate governance is in place. The audit will also identify what, if any, adjustments are needed and provide insight into individual users' performance. UtiliWorks will develop test cases based on the final business process documentation that will be used to track each process audit. The test cases will be used by UtiliWorks to follow along with each process step as they are performed by Richland staff onsite. UtiliWorks will present summary findings and update the final business process documentation as-needed based on findings from the audit.

Deliverables: Summary memorandum outlining audit results (.doc), Updated future state process diagrams (*.vsd), Updated Systems Quality Assurance Matrix (*.xls)*

Task 4 – AMI Awareness and Education Campaign (AEC)

Task 4.1 – AMI AEC Campaign Design Update

UtiliWorks will build upon the City's awareness and education campaign/communications campaign initiated during procurement. The campaign will be executed in lockstep with the AMI deployment schedule. The program will enhance internal project communications for City departments and will foster proactive communications with utility customers and other external stakeholders. UtiliWorks will schedule a discovery with Richland to review and update the following:

- Outline goals, objectives, and strategy of the program
- Identify topics and the communication channels that will be leveraged for both internal and external customers
- Establish the means to measure the success of the program
- Finalize (baseline) the Plan that will serve as the guideline for the project deliverables. The plan will be updated periodically to reflect changes to the AMI AEC and the AMI POC schedule.
- Identify areas of overlap with or impact to the Itron/Keystone Communications Plan

Assumptions: The updated discovery is over a half-day period and hosted via webinar.
Deliverables: updated AEC Strategic Plan (.doc)*

Task 4.2 – Organizational Awareness

As part of the discovery sessions, UtiliWorks will work with Richland to update the key topics and messages that will drive the content of the utility organizational awareness campaign. Topics may include:

- AMI project benefits and information sharing
- Transitional change effecting the organization

- Theft Detection and Enforcement Policy
- Green Initiative Concepts developed with AMI
- Areas of concern including - RF, Privacy, Cyber Security, etc.

UtiliWorks will work with Richland to develop the content appropriate for internal staff that will be published or presented to staff at various stages of the project. The content may be published via an e-mail newsletter, printed flyers, or other formats as deemed appropriate by the utility. UtiliWorks will also support Richland in its effort to present this information to staff and field questions accordingly.

Assumptions: UtiliWorks will assist in the development of content.

Deliverables: Content to be used for internal communications.

Task 4.3 – Customer Communications

UtiliWorks will work with Richland to update content for a variety of customer facing materials. Customer outreach and education pieces are expected to include:

- Door hangers
- Status letters
- Press releases
- Brochures (updates to existing materials)
- Webpages (updates to existing project page)
- Social media including Facebook, Twitter, and YouTube
- Videos
- Public meeting/Open house

UtiliWorks will advise the City on the timing of releasing the information pieces to the customer base. Many of these materials will be distributed in parallel with other information pieces.

Assumptions: UtiliWorks will assist in the development of content. The list of customer education and outreach materials above can be modified based on the outcome of the discovery sessions if the approximate level of effort is commensurate and the changes are agreed upon by Richland and UtiliWorks. Richland will employ a graphic designer to assist with visual layouts and design and media specialist for the videos. The printing, shipment and dissemination of materials will be handled by Richland.

Deliverables: Content to be used for external customer communications

Task 5 – Business Intelligence and Reporting

Data originating in an AMI system can provide information about utility operations that the utility has never had access to before and can add value to management, finance, operations, and engineering. However, the data must be customized for each department to become useful information that meets the unique strategic needs of Richland. Business Intelligence Reports will be defined through specific use cases. These use cases will identify the interactions between users and systems to obtain the desired output at the desired time interval and frequency.

Task 5.1 – BI Discovery and Use Case Identification

This task is intended to examine strategic reporting and analytical needs of Richland and identify where the data can be integrated, analyzed, summarized, and presented in a format that is valuable to stakeholders. The following tasks will allow UtiliWorks to develop a clear understanding of Richland philosophy, staffing, and current capabilities related to the technical and business aspects of analytics and reporting.

UtiliWorks will lead discovery sessions to assess the capabilities and maturity of operational systems such as supervisory control and data acquisition (SCADA), CIS, geographic information system (GIS), and outage management system (OMS). This includes how robustly these systems are maintained, utilized for business purposes, and integrated with other applications. We will assess Richland's level of commitment to each respective software application and how well the staff understands the underlying system architecture, data structure, and data quality. UtiliWorks will assess the technical capabilities of the Richland staff such as the ability to extract data, develop queries, integrate data with other systems, and develop reports. UtiliWorks will also assess the analytical capabilities of existing staff and identify any apparent gaps that would hinder the BI Reporting effort.

UtiliWorks will lead discovery sessions with utility executives and department heads to identify use cases related to the enhancement, monitoring, and tracking of utility and business operations. This will include the identification of existing and desired reports, dashboards, and analytics. The outcome of these workshops will be a prioritized list of reporting use cases for further review and design mockup.

<u>Deliverables</u>: Workshop notes of current reports and desired future reports (.xls); Operational System capabilities and maturity assessment to be included in the recommendations report (*.doc)*

Task 5.2 – BI Use Case Mockup

UtiliWorks will facilitate one-on-one whiteboard sessions with the designated SME(s) to develop a mock-up design for high priority reporting use cases identified in the discovery sessions. Basic parameters identified for each reporting use case will include the purpose, the actions that might be taken from the report, and the form of the report output. Points of the discussion will include:

- Current methods for analyzing, and any reporting tools/data sources
- AMI / MDM reports and reporting tools
- Data source(s) and how the data will be collected
- Methods to access and present the data
- Who/what system will receive the data

<u>Assumptions</u>: Up to eight (8) use cases will be selected by Richland to develop the report design mock-ups; note that these mock-ups are not intended to produce design specifications.

<u>Deliverables</u>: Use Case Workshop presentation materials (.ppt); Mock-up of reports from eight (8) use cases (*.ppt)*

Task 5.3 – BI Recommendations Report

UtiliWorks will compile a summary report based on the outcome of the discovery sessions and use case identification. We will offer recommendations on how to advance the BI Reporting effort into the design phase. Topics will include:

- Mismatches in executive, department, and SME perceptions
- Technical and analytical staffing requirements
- Current reporting tools in relation to new systems, and the ability to access data using the current tools and make recommendations regarding tools that provide enhanced capabilities in terms of data access and data analysis
- New or custom reports/dashboards
- New software applications/modules/analytical tools
- Integration with other utility IT systems
- New users to add to systems (i.e. data access)
- Training requirements

Deliverables: Recommendations Report (.doc)*

Task 6 – Full Deployment Quality Assurance and Quality Control

Upon Richland acceptance of the POC and approval to proceed with Full Deployment, UtiliWorks will provide structured project management to ensure that all project tasks during the full deployment phase are executed in a timely, organized fashion. Given UtiliWorks field deployment expertise, we will provide Richland with well-considered advice and recommendations on how to address potential issues or roadblocks during this phase.

Accurate recording and timely delivery of serial numbers, out reads, start reads, meter and endpoint characteristics, geographic co-ordinates, digital pictures, and install notes to the appropriate departments and systems at Richland is key to full deployment success. UtiliWorks will work with Richland and the Installation Contractor to develop the strategy and processes to monitor for tight control and provide a thorough audit of data to ensure a smooth transition to billing with AMI data.

To ensure a successful deployment, it is necessary to detail and document the numerous aspects of the Full Deployment phase. UtiliWorks will work with the designated Richland and vendor staff to develop a detailed Full Deployment Plan. At a minimum, this plan will detail processes and procedures for:

- Inventory acquisition, supply chain and logistics
- Contract employee protocols
- Mass meter change out (Deployment)
- Communications and reporting
- Field installation quality assurance and audit
- Data quality assurance and audit

UtiliWorks will manage and oversee the third-party installation contractor (Keystone) and represent Richland's interests accordingly. UtiliWorks will expand preparations and oversight for City's role and activities during Full Deployment, using Itron's Project Control Document as the basis for the planning effort. Specific project management, logistics, training, troubleshooting, and quality assurance tasks to be performed by UtiliWorks during the full deployment phase are outlined in detail below:

- Project Management
    - Represent Richland regarding management of AMI vendor and their contractors and provide input on change orders and scope creep.
    - Work with Richland and the Installation contractor project manager to set production goals and monitor goal versus actual.
    - Assist Richland with scheduling internal installs and provide additional AMI device training as needed.
    - Review and adjust schedule as needed based on Richland needs, inventory and Return to Utility (RTUs). Provide insight that allows for flexibility in scheduling in a timely manner.
    - Conduct a detailed review of the Installation contractor monthly invoice.
    - Lead weekly Web based production status meetings with designated staff from Richland, Installation contractor, UtiliWorks and AMI vendor.
    - Provide weekly status reports to the Richland PM to include weekly production updates, RTU's, Quality Audit findings, safety reviews, field related issues and general discussion.
    - Meet with the Richland PM weekly to review project status.
- Materials Management
    - Work with the installation contractor and Richland to develop the necessary processes to accurately disperse, track, and report on the movement of equipment from warehouse through to installation.
    - Ensure that vendor shipments to Richland are timely, work with vendors to ensure lead times don't affect production schedule, work with installation contractor PM to ensure a rolling 6-week inventory.
    - Work with Richland to ensure inventory levels are updated and accurate, disposition of RTU's on a regular (weekly/bi-weekly) basis.
    - Work with the installation contractor and Richland to develop a strategy and tracking method for the salvage or disposal of removed meters.
- Training
    - UtiliWorks will participate in all phases of training to gauge Installation contractor employee's skills in the field.
    - As part of UtiliWorks in-field audits, ensure that Installation contractor employees are working in a manner that meets or exceeds that of Richland and recommend follow-up training as required.
    - Provide on-the-job training to the designated Richland AMI System Technician(s) to support troubleshooting efforts in the field.
- Troubleshooting
    - Work with the AMI vendor to troubleshoot and resolve any RF coverage issues including the potential need to deploy additional network infrastructure.
    - Work with the designated Richland AMI System Technician(s) to troubleshoot meter issues as they arise.
    - Work with the designated Richland AMI System Technician(s) to troubleshoot meter/system alarms, flags, exceptions, etc.
- Quality Assurance
    - Work with Richland Quality Manager to ensure that Richland standards are maintained by all installers
    - Perform in-field installation quality audits of installations, to include:

        - Verify correct installation / check for leaks / check to verify meter pit lid fits correctly
        - Verify installation contractor performs install per specs established by Richland
        - Verify install contractor is working safely
    - Perform data quality audits using install contractor's work order portal, to include:
        - Verification that meter was installed correctly
        - Verify that the correct meter was installed at the property
        - Verify correct "out read"
        - Review "as left" photos to ensure work area was left in good condition

<u>Assumptions</u>: Richland will designate an AMI System Technician and a backup resource to fulfill those duties during the project when the lead AMI System Technician is unavailable

<u>Deliverables</u>: Full Deployment Plan (.doc), Weekly Project Status Reports (*.doc), Weekly Data and Installation Quality Assurance Reports (*.doc)*

Task 7 – AMI Project Closeout / Post Deployment Support

Following the conclusion of the full deployment phase and prior to Richland system acceptance, UtiliWorks will support project closure activities and transition to the post-implementation support phase. Project close tasks will include, but not limited to:

- Confirm final System Acceptance criteria has been satisfied and formal system acceptance by Richland has been executed
- Review and confirm status of all outstanding Action Items identified in SharePoint
- Confirm Richland receipt of all project deliverables
- Confirm Richland formal acceptance of all project deliverables
- Compare project budget vs. actual spend
- Field deployment punch list as applicable:
    - Final inventory count
    - Transfer of inventory from installation contractor back to Richland
    - Close out warehouse facilities, return temporary trailer/office

Post project closure, UtiliWorks will work with designated Richland staff to monitor the system and troubleshoot any meter or network related issues. We will craft a system monitoring report to be delivered monthly. This report will reflect the overall AMI system network health and data accuracy and document any issues that were identified, status and ultimate resolution. Tasks that will be performed will include, but not limited to:

- Monitoring / troubleshooting AMI network events and alarms
- Monitoring / troubleshooting meter / endpoint events and alarms
- Support and assist with troubleshooting of AMI network communications issues
- Support and assist with troubleshooting of meter and meter read data exceptions originating from the AMI headend or the MDMS
- Assess staff aptitude for monitoring and troubleshooting and communicate any need for supplemental training

<u>Deliverables</u>: Project Closeout Checklist (.doc), Monthly system monitoring report (TBD)*

Task 8 – Prepay Deployment Support

The deployment of remote disconnect electric meters during the AMI project will enable the City to offer prepaid utility services to its customers. UtiliWorks will support Richland in its effort to procure and deploy a Prepay system. It is likely there will be some overlap between the Prepay effort and the AMI deployment; however, each project is expected to proceed on its own timeline. Prepay project tasks are outlined below.

Task 8.1 – Prepay Vendor Contracting

UtiliWorks will guide and support contract negotiations between Richland and the selected Prepay vendor (Exceleron). UtiliWorks will review and provide editorial for the proposed scope of work (SOW) and, to the extent possible, negotiate more favorable terms. This will include specific and detailed system acceptance criteria that will be included in the final contract. UtiliWorks will review and provide the necessary input into the cost proposal for acquisition and the ongoing cost of ownership of the Prepay system.

UtiliWorks will assist Richland to obtain the necessary internal contract approvals. If required, UtiliWorks will conduct a presentation to the Executive (approval) body summarizing the process and the final vendor contract(s).

Deliverables: Approval ready Prepay Vendor SOW/Contract

Task 8.2 – Prepay Deployment / Systems Integration Oversight

Following prepay vendor selection acceptance and approval to proceed, UtiliWorks will oversee and guide the City through the Prepay deployment. Prior to project kickoff, UtiliWorks will work with the City and the selected prepay vendor (Exceleron) to develop and execute the project charter that will outline project governance and communicate the high-level project implementation approach and the responsibilities of all project participants. UtiliWorks will participate in Exceleron workshops that detail out Richland's functional and business requirements for implementation.

Tasks to be performed by UtiliWorks to support prepay system deployment will include at a minimum:

- Participate in Exceleron Project Kickoff
- Participate in Exceleron discovery and system configuration workshops
- Review functional and business requirements as identified during workshops against business process, policy and communications teams' decisions
- Review and provide feedback on all prepay vendor produced documentation including project plan, test plan, training plan, system design, etc.
- Recommend participants and timing for prepay vendor training as well as participate in training
- Oversee and support City's user acceptance testing
- Go live preparation

UtiliWorks will also coordinate and oversee the systems integration effort. Specifically, UtiliWorks will lead weekly technical review meetings with all designated personnel internal and external to Richland to monitor progress and identify roadblocks related to the design and development of the interfaces.

<u>Deliverables</u>: Project Charter, Detailed MS Project Plan, Monthly Status Reports, Weekly Status on City's Action Items

Task 8.3 – Prepay Business Process Re-Engineering

The purpose of this task is to identify changes to existing business processes and identify new business processes to support the institution of prepaid services. UtiliWorks BPR experts will engage Richland SMEs in a series of workshops designed to guide the utility through the necessary changes to internal business processes and produce comprehensive documentation of the current and future business processes. We will build upon the future state AMI/MDMS documentation and expand the focus to specific impacts that a prepay solution will have. We will work with the selected Prepay systems provider (Exceleron) to coordinate this effort with the necessary discovery and configuration the vendor will perform.

It is expected that Richland will require changes to the following core business processes:

- Customer Inquiry and Response (prepay enroll, customer education, etc.)
- Non-pay Disconnect/Reconnect
- Credit / Collections
- Accounting (General Ledger)

UtiliWorks will lead a future state workshop with the designated Richland SMEs to outline and document impacts to policies, procedures and detail out expected new workflows. UtiliWorks will produce final business process diagrams along with training slides for reference.

<u>Deliverables</u>: Training slides incorporating all business process decisions and workshop updates, Future state business process diagrams.

Task 8.4 – Develop and Deploy Prepay AEC

UtiliWorks will develop an outreach and education campaign/communications campaign that is coordinated with the prepay deployment schedule. The program will enhance internal project communications for all utility departments and will foster proactive communications with utility customers and other external stakeholders. UtiliWorks will schedule a discovery with designated Richland staff to address the following:

- Outline goals, objectives, and strategy of the program
- Identify topics and the communication channels that will be leveraged for both internal and external customers
- Establish the means to measure the success of the program
- Finalize (baseline) the Plan that will serve as the guideline for the project deliverables. The plan will be updated periodically to reflect changes to the prepay AEC schedule.

As part of the discovery effort, UtiliWorks will work with Richland to identify the key topics that will drive the content of the Prepay AEC. Topics may include:

- Prepay project benefits and information sharing
- Transitional change affecting the organization

UtiliWorks will work with Richland to develop the content appropriate for internal staff that will be published at various stages of the project. The content may be published via an e-mail newsletter, printed flyers, social media, or other formats as deemed appropriate by Richland. UtiliWorks will also support Richland in its effort to present this information to staff and field questions accordingly.

UtiliWorks will work with Richland to develop the content for a variety of customer facing materials. Customer outreach and education pieces are expected to include at a minimum:

- Letters
- Press releases
- Brochures
- Webpages
- Social Media including Facebook and Twitter

UtiliWorks will advise the City on the timing of releasing the information to the customer base.

Assumptions: UtiliWorks will assist in the development of content. The list of customer education and outreach materials above can be modified based on the outcome of the discovery sessions if the approximate level of effort is commensurate and the changes are agreed upon by Richland and UtiliWorks. Richland will employ a graphic designer to assist with visual layouts and design. The printing, shipment and dissemination of materials will be handled by Richland.

Deliverables: Prepay AEC Plan, Content for Internal Communications, Content for External Communications

Fees and Schedule

UtiliWorks has developed a combined fixed fee/hourly estimate for AMI Program Management and Consulting Services. The cost estimate is aligned with the SOW tasks and is structured with monthly fees plus deliverable based fees. The Prepay Procurement / Implementation Support (Task 8) services will be billed hourly, up to the not-to-exceed allowance. The travel budget is an estimated, not-to-exceed allowance.

Fees and fee structure are outlined in the following table.

Phase 3 - AMI Program Management and Consulting Services				
Task No: Name	**Fee Structure**	**Fee**	**Estimated Months**	**Total**
Task 1: AMI Deployment Program Mgt and Oversight - Proof of Conce	$/Month	$ 31,160	15	$ 467,400
Task 2: Systems Integration Oversight	$/Month	$ 5,280	12	$ 63,360
Task 3: Business Process Re-Engineering	Milestone/Deliverable	$ 75,000	N.A.	$ 75,000
Task 4: Awareness and Education Campaign (AEC)	Milestone/Deliverable	$ 32,000	N.A.	$ 32,000
Task 5: Business Intelligence and Reporting	Milestone/Deliverable	$ 40,800	N.A.	$ 40,800
Task 6: Full Deployment Quality Assurance and Quality Control	$/Month	$ 15,680	8	$ 125,440
Task 7: Project Closeout / Post Deployment Support	$/Month	$ 13,600	2	$ 27,200
Task 8: Prepay Deployment	Hourly	$ 71,040	N.A.	$ 71,040
Subtotal				$ 902,240
Estimated Travel Budget (not to exceed allowance based on pre-approved 50 person trips at $1,800 each)				$ 90,000
	Total Proposed Project Fee			$ 992,240
			Contingency (10%)	$ 99,224
	Pre-Negotiated Project Capital Cost			$11,445,391
	UtiliWorks Fee as a % of Project Capital Cost			**9.54%**

UtiliWorks hourly billing rates are as follows:

Title	Billing Rate
President & CEO	$ 295.00
VP/Principal	$ 260.00
Director	$ 220.00
Senior Manager	$ 220.00
Manager	$ 220.00
Senior Associate	$ 220.00
Associate	$ 190.00
Senior Analyst	$ 160.00
Analyst	$ 160.00
Junior Analyst	$ 115.00
Administrative	$ 115.00

Cost and Schedule Assumptions

- *Task 1: AMI Deployment Program Mgt and Oversight - Proof of Concept* estimates 15 months of support provided by up to 16 hours of the Project Manager and 16 hours of Subject Matter Experts (SMEs) on a weekly basis. If the duration exceeds 15 months, UtiliWorks can extend our services beyond the 15-month duration at the current monthly fee for Task 1. If the number of project management and/or SME hours required exceeds what is currently budgeted, UtiliWorks can provide additional support on an hourly basis at our standard hourly bill rates.
- *Task 2: Systems Integration Oversight* estimates 12 months of support provided by up to 6 hours of SMEs on a weekly basis. If the duration exceeds 12 months, UtiliWorks can extend our services beyond the 12-month duration at the current monthly fee for Task 2. If the number of SME hours required exceeds what is currently budgeted, UtiliWorks can provide additional support on an hourly basis at our standard hourly bill rates.
- *Task 6: Full Deployment Quality Assurance and Quality Control* estimates 8 months of support provided by up to 4 hours of the Project Manager and 16 hours of the Field Project Manager on a weekly basis. If the duration exceeds 8 months, UtiliWorks can extend our services beyond the 8-month duration at the current monthly fee for Task 6. If the number of project management and/or field project management hours required exceeds what is currently budgeted, UtiliWorks can provide additional support on an hourly basis at our standard hourly bill rates.
- *Task 7: Project Closeout / Post Deployment Support* estimates 2 months of support provided by up to 4 hours of the Project Manager, 4 hours of SMEs, and 8 hours of the Field Project Manager on a weekly basis. If the duration exceeds 2 months, UtiliWorks can extend our services beyond the 2-month duration at the current monthly fee for Task 7. If the number of project management and/or SME and or field project management hours required exceeds what is currently budgeted, UtiliWorks can provide additional support on an hourly basis at our standard hourly bill rates.
- *Task 8: Prepay Deployment* estimates a 3-month project duration. The fee is inclusive of systems integration, project management, business process and communications SME support hours. These sub-tasks will be billed hourly up to the not-to-exceed amount for this task.

COUNCIL AGENDA ITEM COVERSHEET

Council Date: 12/17/2019 | Agenda Category: Resolutions – Adoption

Core Focus Area 1 - Promote Financial Stability & Operational Effectiveness
Core Focus Area 2 - Manage & Maintain Infrastructure & Facilities

Subject:
Resolution No. 158-19, Authorizing a Change Order to Contract No. 89-18 with Paramount Communications, Inc. for the 2018 Horizontal-Directional Boring and Drilling Project

Department:	Ordinance/Resolution Number:	Document Type:
Energy Services	158-19	Resolution

Recommended Motion:
Adopt Resolution No. 158-19, authorizing the City Manager to sign and execute a change order to Contract No. 89-18 in an amount not to exceed $344,667.62.

Summary:
Capital Improvement Plan (CIP) projects align with the City's Strategic Leadership Plan, the Electric Utility Long Range Plan and result from the evaluation of required maintenance, aging infrastructure, system capacity, reliability, and economic development opportunities.

The 2018 Horizontal-Directional Boring/Drilling project installed conduit infrastructure on seven different planned CIP projects, and was an investment in utility infrastructure. Conduit was installed to facilitate the installation of new cable to improve system reliability. The aging cable was direct-buried, had met or exceeded its life expectancy, and was in need of replacement. By Resolution No. 42-18, City Council awarded Contract No. 89-18 to Paramount Communications, Inc. ("Paramount") on March 20, 2018 to perform this work.

On August 6, 2018, Labor & Industries (L&I) issued a letter to Paramount with the results of a prevailing wage investigation. L&I determined that the incorrect scope of work was used in Paramount's original intent to pay prevailing wages that was approved on April 4, 2018. The results of this decision caused the labor for this contract to increase by 72.7%.

City staff worked with Paramount to determine the impact of the increased labor cost compared to the bid cost. The new labor rates caused an increase in cost of the original contract amount by $344,667.62.

Construction of the 2018 Horizontal-Directional Boring and Drilling project was completed on September 27, 2019, and the approval of this change order will allow completion of the contract. Upon review of the original bid information, staff has concluded that Paramount would have been the lowest responsible bidder for the project, with or without the prevailing wage issue. Staff recommends approval of Resolution No. 158-19.

Fiscal Impact: Budget for this change order is included in the approved 2019 City Budget in the Electric Fund 401 in an amount not to exceed $344,667.62.

Attachments:
1. Resolution No. 158-19
2. August 6, 2018 Decision Letter

RESOLUTION NO. 158-19

A RESOLUTION of the City of Richland authorizing a change order to Contract No. 89-18 with Paramount Communications, Inc. for 2018 horizontal-directional boring and drilling services.

WHEREAS, the City of Richland operates an electric utility providing customers reliable service at the lowest reasonable cost through wholesale power purchases, efficient operations, and energy efficiency; and

WHEREAS, the City's 2018-2031 Capital Improvement Plan includes various projects related to electric utility renewal and replacement; and

WHEREAS, by adoption of Resolution No. 42-18, City Council awarded the 2018 horizontal-directional boring and drilling services to Paramount Communications, Inc. ("Paramount") at its regular meeting on March 20, 2018; and

WHEREAS, the City is required to pay prevailing wages as approved by Labor and Industries ("L&I") and on August 6, 2018, L&I issued a letter to Paramount stating that the workers were not being paid the correct prevailing wage; and

WHEREAS, the new prevailing wage rate approved by L&I had a significant impact to the cost of labor, and the amount exceeds the change order authority provided in Resolution No. 42-18; and

WHEREAS, had the proper prevailing wage been identified during the bidding process, Paramount still would have been the lowest responsible bidder; and

WHEREAS, the project budget for electric utility renewal and replacement is adequate to fund the requested change order.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richland that the City Manager is authorized to sign and execute change orders to Contract No. 89-18 up to the amount of $344,667.62 to fulfill the project's labor costs.

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 17th day of December, 2019.

ROBERT J. THOMPSON
Mayor

ATTEST:

TONI FULTON, Acting Deputy City Clerk

APPROVED AS TO FORM:

HEATHER KINTZLEY, City Attorney

STATE OF WASHINGTON
DEPARTMENT OF LABOR AND INDUSTRIES
Prevailing Wage Program
950 Broadway Suite 200 Tacoma, WA 98402
253-596-3935 Fax 253-596-3956

Certified Mail 9489 0090 0027 6021 0107 65

August 6, 2018

Paramount Communications Inc.
Attn: Zina Larsen
1236 Columbia Park Trail
Richland, WA 99352

Re: Prevailing Wage Investigation Results for 2018 Horizontal/ Directional Drilling Project for the City of Richland.

Dear Mrs. Larsen,

I have completed my investigation for the above public works project. I calculated that your firm owes a total of **$51,340.01** in unpaid prevailing wages, audit enclosed. Here are my findings: (1) unpaid prevailing wages, (2) incorrect scope of work, (3) unpaid overtime, and (4) filing of intents, affidavits, and certified payroll.

1. **Unpaid Prevailing Wages**
   Employees working on a public works project require the payment of at least the prevailing wage rate for the work they perform. See RCW 39.12.010, RCW 39.12.020, and RCW 39.12.030.

2. **Incorrect Scope of Work**
   Employees who perform manual work covered under the Prevailing Wage Act are entitled to journey-level wage rates for the type of work performed. See RCW 39.12.010, RCW 39.12.020, RCW 39.12.030, and WAC 296-127-01301 through -01396.

   According to Intent #896774, filed by Paramount Communications Inc., the scopes of work on this project are Telephone Line Construction – Grounds person & Telephone Equipment Operator. These scopes of work are reflected in the Certified Payroll Reports provided by Paramount Communications. The contract between Paramount Communications and the City of Richland states that the work to be performed is to install and or alter the locations of new and existing electrical distribution conduits and vaults, by means of new installation. More specially, the work Paramount contracted for is just installing empty conduit and vaults, City of Richland line crews will be the only ones working on energized cables and equipment once Paramount is finished.

It is my finding that Telephone Line Construction is the incorrect scope of work which is limited to data, bits and bytes, and voice over systems. The correct scope of work for the actual tasks performed should be Power Line Construction – Electrician WAC 296-127-01320.

3. **Unpaid Overtime**
   Hours worked over 8 per day, over 40 per week, and other benefit codes require overtime pay. See RCW 49.28.010, RCW 49.28.065, RCW 49.46.130, and WAC 296-127-022.

4. **Filing of Intents, Affidavits, and Certified Payroll**
   Re-file your forms to reflect the correct scopes of work, hours, wages, and fringe benefits provided. See RCW 39.12.010, RCW 39.12.040, RCW 39.12.050, and WAC 296-127-320.

I am requesting payment for employees listed on page three by **August 20, 2018**. Make **checks payable to the workers** in the amounts listed, less authorized deductions. Send payments to 950 Broadway Suite 200 Tacoma, WA 98402.

Failure to pay the wages due will result in the issuance of a Notice of Violation, which will include:

- 20% penalty on assessed amount or $1,000, whichever is greater. See RCW 39.12. 065;
- $500 penalty for each failure to file or false filing of intents and affidavits. See RCW 39.12.050;
- $500 penalty for each failure to file or false filing of certified payroll records. See RCW 39.12.050.

The Revised Codes of Washington (RCWs) and Washington Administrative Codes (WACs) can be found at this URL: http://search.leg.wa.gov/.

I appreciate your compliance with the Washington State Prevailing Wage law.

Sincerely,

Angela MacNeil
Industrial Relations Agent
Cc: City of Richland

COUNCIL AGENDA ITEM COVERSHEET

Council Date: 12/17/2019 | Agenda Category: Resolutions – Adoption

Core Focus Area 2 - Manage & Maintain Infrastructure & Facilities

Subject:
Resolution No. 159-19, Authorizing a First Amendment to the Funding Agreement with Battelle Memorial Institute for Crossing Improvements on George Washington Way

Department:	Ordinance/Resolution Number:	Document Type:
Public Works	159-19	Resolution

Recommended Motion:
Adopt Resolution No. 159-19, authorizing the City Manager to sign and execute a first amendment to the funding agreement with Battelle Memorial Institute for crossing improvements on George Washington Way.

Summary:
In 2019, the City and Battelle Memorial Institute ("Battelle") entered into a funding agreement to support improvements to George Washington Way. The agreement obligates Battelle to fund the City's design and construction work related to pedestrian crossing features specifically requested by Battelle.

Once construction was underway, Battelle asked to expand the original scope of work. Battelle agreed to fund the additional work, which includes landscaping, grinding and paving north of Horn Rapids Road, and additional striping on the additional paved area.

The additional work requested by Battelle will result in a better finished product at no cost to the City.

Staff recommends approval of Resolution No. 159-19.

Fiscal Impact:	None. Battelle will fund extra work to be included in the City's George Washington Way construction contract.

Attachments:
1. Resolution No. 159-19
2. Proposed First Amendment to Battelle Funding Agreement

RESOLUTION NO. 159-19

A RESOLUTION of the City of Richland authorizing a First Amendment to the Agreement with Battelle Memorial Institute for funding pedestrian crossing improvements on George Washington Way.

WHEREAS, on August 21, 2019, the City and Battelle Memorial Institute ("Battelle") entered into a Pedestrian Crossing Improvement Agreement whereby the City agreed to design and construct enhanced pedestrian crossing features on George Washington Way and Battelle agreed to fund the work; and

WHEREAS, once the construction project was underway, Battelle requested that additional work be added to the project and indicated its willingness to fund the extra work; and

WHEREAS, the additional work included landscaping fabric under basalt rock restoration areas at 4th, 5th, 6th and Horn Rapids Road; additional grinding and paving north of Horn Rapids Road; and additional striping on the additional paved area north of Horn Rapids Road; and

WHEREAS, the requested additional work will result in a better finished product at no additional cost to the City.

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 First Amendment to the Pedestrian Crossing Improvement Agreement with Battelle Memorial Institute.

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 17th day of December, 2019.

ROBERT J. THOMPSON
Mayor

ATTEST: APPROVED AS TO FORM:

TONI FULTON, Acting Deputy City Clerk

HEATHER KINTZLEY, City Attorney

FIRST AMENDMENT TO
PEDESTRIAN CROSSING IMPROVEMENT AGREEMENT
Between
CITY OF RICHLAND
And
BATTELLE MEMORIAL INSTITUTE

This **First Amendment** to the August 21, 2019 Pedestrian Crossing Improvement Agreement (hereinafter "Original Agreement") is made and entered into on this ____ day of December, 2019, by and between the **City of Richland**, a Washington municipal corporation ("City") and Battelle Memorial Institute a private non-profit corporation ("Battelle").

I. Recitals

WHEREAS, the City and Battelle entered into a Pedestrian Crossing Improvement Agreement on August 21, 2019 with respect to enhancing pedestrian crossing features on George Washington Way (Richland Contract No. 200-19; Battelle Agreement No. 479248); and

WHEREAS, during project construction, Battelle requested that the City complete additional work on Battelle property adjacent to the project; and

WHEREAS, the City supports completing the extra work as important to achieving a well-integrated product from the construction near the intersection of George Washington Way and Horn Rapids Road; and

WHEREAS, the additional work is landscaping restoration work near 4th Street, 5th Street, 6th Street, and Horn Rapid Road, asphalt grinding and paving north of Horn Rapids Road, and striping on the additional paved area north of Horn Rapids Road.

NOW THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and Battelle hereby agree as follows:

II. Agreement

1. Section 2, entitled <u>City's Obligation</u>, is modified to add a new subsection j. to the original agreement, which reads as follows:

j. Prepare and execute change orders to include the following in the City's construction contract:

i. Installation of landscaping fabric under the basalt rock site restoration areas at 4th Street, 5th Street, 6th Street, and Horn Rapids Road; and

ii. Asphalt grinding, paving, striping, signs and temporary traffic control for the area north of Horn Rapids Road.

2. Section 3, entitled Battelle's Obligation, is modified to add a new subsection f. to the original agreement, which reads as follows:

f. Fund the actual construction costs occurred in the change orders for the landscaping fabric and the additional grinding, paving, striping, signs and temporary traffic control.

3. Except as expressly amended and modified by this Amendment, the Original Agreement is and shall continue to be in full force and effect in accordance with the terms thereof.

4. This Amendment shall be construed in accordance and governed by the laws of the state of Washington.

5. The headings contained in this Amendment are for ease of reference only and shall not be considered in construing this Amendment.

IN WITNESS WHEREOF, the Parties have executed this First Amendment on date first written above.

CITY OF RICHLAND BATTELLE MEMORIAL INSTITUTE

CITY OF RICHLAND	BATTELLE MEMORIAL INSTITUTE
______________________________	______________________________
Cynthia D. Reents, City Manager City Manager	By: Andrea Fernandez Its: Directorate Contracts Manager

ATTEST:

____
Toni Fulton, Acting Deputy City Clerk

APPROVED AS TO FORM:

____
Heather Kintzley, City Attorney

COUNCIL AGENDA ITEM COVERSHEET

Council Date: 12/17/2019

Agenda Category: Resolutions – Adoption

Core Focus Area 1 - Promote Financial Stability & Operational Effectiveness

Subject:
Resolution No. 160-19, Authorizing a First Amendment to the Agreement for Hearing Examiner Services

Department:	Ordinance/Resolution Number:	Document Type:
Development Services	160-19	Resolution

Recommended Motion:
Adopt Resolution No. 160-19, authorizing the City Manager to sign and execute a first amendment to the agreement with Gary McLean for hearing examiner services.

Summary:
Attorney Gary McLean has served as the City's Hearing Examiner since 2014. As part of the City's due diligence, it issued an RFP for hearing examiner services. No proposals were received.

Based on Mr. McLean's exceptional work as Hearing Examiner for the last 6 years, staff recommends allowing Mr. McLean's contract to continue under its auto-renewal provision with an updated scope of work.

Staff recommends approval of Resolution No. 160-19.

Fiscal Impact: Rates for Mr. McLean's services as Richland's Hearing Examiner remain consistent under this five (5) year extension.

Attachments:
1. Resolution No. 160-19
2. Proposed First Amendment - Gary McLean, Hearing Examiner

RESOLUTION NO. 160-19

A RESOLUTION of the City of Richland authorizing a First Amendment to the Agreement with Gary McLean for hearing examiner services.

WHEREAS, there is now in full force and effect between the City of Richland and Mr. Gary McLean a professional services agreement for hearing examiner services (Contract No. 178-14, referred to herein as the “Original Agreement”); and

WHEREAS, as part of its due diligence effort, the City issued RFP 19-0083 on September 30, 2019 to solicit proposals for a qualified hearing examiner to conduct quasi-judicial hearings on land use matters on behalf of the City; and

WHEREAS, no proposals were received; and

WHEREAS, Mr. McLean has agreed to continue to serve as Richland’s Hearing Examiner; and

WHEREAS, Mr. McLean has successfully served a Richland’s Hearing Examiner for five (5) years, and allowing Mr. McLean’s contract to continue with an updated scope of work will provide consistency and continuity for staff and applicants who appear before the Richland Hearing Examiner.

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 First Amendment to the Original Agreement between the City of Richland and Gary McLean.

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 17th day of December, 2019.

ROBERT J. THOMPSON
Mayor

ATTEST:

TONI FULTON, Acting Deputy City Clerk

APPROVED AS TO FORM:

HEATHER KINTZLEY, City Attorney

FIRST AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT
Between
CITY OF RICHLAND and GARY N. MCLEAN
FOR HEARING EXAMINER SERVICES

This **First Amendment** to the December 1, 2014 Professional Services Agreement (hereinafter "Original Agreement") is made and entered into on this ____ day of December, 2019, by and between the **City of Richland**, a Washington municipal corporation ("City") and **Gary N. McLean**, an attorney contracting in his individual capacity ("McLean").

I. Recitals

WHEREAS, the City and McLean entered into the Original Agreement on December 1, 2014 with respect to Hearing Examiner services (Richland Contract No. 178-14); and

WHEREAS, as part of its due diligence effort, the City issued RFP 19-0083 on September 30, 2019 to solicit proposals for a qualified hearing examiner to conduct quasi-judicial hearings on land use matters on behalf of the City; and

WHEREAS, no proposals were received; and

WHEREAS, Mr. McLean has agreed to continue to serve as Richland's Hearing Examiner; and

WHEREAS, Mr. McLean has successfully served a Richland's Hearing Examiner for five (5) years, and allowing the agreement to continue will provide consistency and continuity for staff and applicants who appear before the Richland Hearing Examiner.

NOW THEREFORE, in consideration of the foregoing, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and McLean hereby agree as follows:

II. Agreement

1. Section 1, Exhibit A "Scope of Work" is replaced with the **Exhibit A** attached hereto and incorporated into the Original Agreement by this reference.

2. Except as expressly amended and modified by this Amendment, the Original Agreement is and shall continue to be in full force and effect in accordance with the terms thereof, including the auto-renewal provisions found in Section 3.

3. This Amendment shall be construed in accordance and governed by the laws of the state of Washington.

4. The headings contained in this Amendment are for ease of reference only and shall not be considered in construing this Amendment.

IN WITNESS WHEREOF, the Parties have executed this First Amendment on the date first written above.

CITY OF RICHLAND

____
Cynthia D. Reents, City Manager

GARY N. MCLEAN

____
Gary N. McLean, Attorney

ATTEST:

____
Toni Fulton, Acting Deputy City Clerk

APPROVED AS TO FORM:

____
Heather Kintzley, City Attorney

EXHIBIT A: Detailed Scope of Work

- The scope of work for this project includes, but is not limited to, the following:

  A. Coordinate scheduling of hearings with planning division staff.

     1. Hearings to be held once a month as pre-determined by planning staff or as agreed upon.

  B. Preliminary review of land use applications.

  C. Conducting hearings in accordance with Richland Municipal Codes (RMC).

  D. Provide full administrative support for hearing and decision reporting.

  E. Provide decision on all hearings within ten (10) working days of hearing per RCW 58.17.330.

  F. Provide billing for each hearing within thirty (30) days of issuing decision.

- The City will provide the following services/resources:

  A. Application materials and full staff report prior to each hearing.

  B. Site photos and vicinity maps.

COUNCIL AGENDA ITEM COVERSHEET

Council Date: 12/17/2019 | Agenda Category: Resolutions – Adoption

Core Focus Area 1 - Promote Financial Stability & Operational Effectiveness
Core Focus Area 3 - Increase Economic Vitality

Subject:
Resolution No. 161-19, Authorizing Amendments to Consulting Agreements with RGW Enterprises

Department:	Ordinance/Resolution Number:	Document Type:
Development Services	161-19	Resolution

Recommended Motion:
Adopt Resolution No. 161-19, authorizing the City Manager to sign and execute amendments to the existing consulting agreements with RGW Enterprises to extend term and value.

Summary:
The continued strong development and expansion of infrastructure in the Horn Rapids area necessitates the continued support of an engineering and project management consultant. RGW Enterprises has served as the City's consultant for a considerable amount of time, and continues to be the most qualified consultant to provide these services.

Staff recommends approval of Resolution No. 161-19.

Fiscal Impact: Continued engineering and project management support for 2020 has been budgeted in the Industrial Development Fund.

Attachments:
1. Resolution No. 161-19
2. Proposed Amendment No. 2 to Contract 13-19 (Project Management)
3. Proposed Amendment No. 1 to Contract 14-19 (Engineering)

RESOLUTION NO. 161-19

A RESOLUTION of the City of Richland authorizing a First and Second Amendments to the Agreements with RGW Enterprises for project management and engineering services.

WHEREAS, there is now in full force and effect between the City of Richland and RGW Enterprises two professional services agreements for project management and engineering services to support economic development in the Horn Rapids Commercial Center, Business Center and Industrial Park (Contract Nos. 13-19 and 14-19, referred to herein as the "Original Agreements"); and

WHEREAS, the Original Agreements will expire on December 31, 2019; and

WHEREAS, the City has several projects in process that require continued support by RGW Enterprises; and

WHEREAS, the City's best interests are served by amending the Original Agreements with RGW Enterprises to provide for continued support of economic development in Horn Rapids.

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 Second Amendment to Contract No. 13-19 and a First Amendment to Contract No. 14-19 with RGW Enterprises for project management and engineering services.

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 17th day of December, 2019.

ROBERT J. THOMPSON
Mayor

ATTEST:

TONI FULTON, Acting Deputy City Clerk

APPROVED AS TO FORM:

HEATHER KINTZLEY, City Attorney

CITY OF RICHLAND
AGREEMENT WITH RGW ENTERPRISES, INC
CONTRACT NO. 13-19

AMENDMENT NO. 2

I. RECITALS

There is now in full force and effect between the parties a professional services agreement, Contract No. 13-19, related to ***project managment***. The agreement was fully executed on **2/1/2019**. The expiration date of the agreement is **12/31/2019**. The parties desire to amend the agreement as provided in Section II below.

II. AGREEMENT

In exchange for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree to amend Contract No. 13-19 as follows:

1. The Consultant shall provide services described in the attached **scope of work**, which is hereby incorporated into Contract No. 13-19.

2. Fees.
   a. ☐ The contract value remains unchanged.
   b. ☒ Compensation for the additional services rendered pursuant to this amendment shall be $40,000 (not to exceed). The new contract value is now $89,500 (not to exceed).

3. The contract period shall: ☐ remain unchanged; ☒extend to **6/30/2020**.

4. It is understood and agreed that all other terms and conditions of the agreement shall be and remain the same.

III. SIGNATURES

City:

By: ______________________________
Cynthia D. Reents
Richland City Manager

Date: ______________________________

APPROVED AS TO FORM:

____
Heather Kintzley, City Attorney

RGW Enterprises:

By: ______________________________

Name: ______________________________

Title: ______________________________

Date: ______________________________

Contract No. 13-19

Amendment No. 2 – Scope of Work

RGW will provide project management and coordination with the City of Richland Public Works Department for the projects listed below. In addition, RGW will coordinate transition of projects to identified City of Richland engineering staff prior to the end of the contract period.

List of Projects:

1. Clubhouse Lane extension and road construction
2. First Street, west of Kingsgate, road construction
3. Henderson Loop west Phase II
4. Rail Master Plan, west of Kingsgate
5. 1,341 Acre Stormwater master plan
6. Horn Rapids Irrigation Circle maintenance
7. Coordination of parcel sales within Horn Rapids
8. Rail access

CITY OF RICHLAND
AGREEMENT WITH RGW ENTERPRISES, PC
CONTRACT NO. 14-19

AMENDMENT NO. 1

I. RECITALS

There is now in full force and effect between the parties a professional services agreement, Contract No. 14-19, related to ***engineering services***. The agreement was fully executed on **2/5/2019**. The expiration date of the agreement is **12/31/2019**. The parties desire to amend the agreement as provided in Section II below.

II. AGREEMENT

In exchange for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree to amend Contract No. 13-19 as follows:

1. The Consultant shall provide services described in the attached **scope of work**, which is hereby incorporated into Contract No. 14-19.

2. Fees.
   a. ☐ The contract value remains unchanged.
   b. ☒ Compensation for the additional services rendered pursuant to this amendment shall be $50,000.00. The new contract value is now $140,810.00.

3. The contract period shall: ☐ remain unchanged; ☒extend to **6/30/2020**.

4. It is understood and agreed that all other terms and conditions of the agreement shall be and remain the same.

III. SIGNATURES

City:

By: ______________________________
Cynthia D. Reents
Richland City Manager

Date: ____________________________

APPROVED AS TO FORM:

____
Heather Kintzley, City Attorney

RGW Enterprises:

By: ______________________________

Name: ____________________________

Title: ____________________________

Date: ____________________________

Contract No. 14-19

Amendment No. 1 – Scope of Work

RGW will provide drafting and engineering for the projects listed below. In addition, RGW will coordinate transition of drafting and engineering work to identified City of Richland engineering staff prior to the end of contract period.

List of Projects:

1. Clubhouse Lane extension
2. First Street, west of Kingsgate
3. Henderson Loop west Phase II
4. Rail Master extension design
5. Engineering related to expansion of infrastructure within Horn Rapids
6. Emerging design and related drafting related to property sales within Horn Rapids.

COUNCIL AGENDA ITEM COVERSHEET

Council Date: 12/17/2019 | Agenda Category: Resolutions – Adoption

Core Focus Area 1 - Promote Financial Stability & Operational Effectiveness
Core Focus Area 2 - Manage & Maintain Infrastructure & Facilities
Core Focus Area 5 - Maximize Community Amenities

Subject:
Resolution No. 162-19, Authorizing Phase II 2019 Park Partnership Grant Agreements with Sagebrush Elementary School and Friends of Badger Mountain

Department:	Ordinance/Resolution Number:	Document Type:
Parks & Public Facilities	162-19	Resolution

Recommended Motion:
Adopt Resolution No. 162-19, authorizing the City Manager to sign and execute Park Partnership grant agreements with Friends of Badger Mountain and Sagebrush Elementary School as provided herein.

Summary:
The City's Park Partnership Program (PPP) provides financial assistance to individuals and groups for qualifying improvements to city parks. For 2019, the Parks and Recreation Commission (PRC) recommended the following Park Partnership funding allocation: Friends of Badger Mountain ($4,575); Sagebrush Elementary School ($4,621.50); and the Richland Horse Park Focus Group ($4,655).

On June 4, 2019, under Phase I of the 2019 PPP distribution, Council approved a 2019 grant agreement with the Richland Horse Park Focus Group in the amount of $4,655 to make improvements at the Richland Horse Park at WE Johnson Park.

Under this Phase II of the 2019 PPP distribution, Sagebrush Elementary School is requesting $4,621.50 to construct a community garden in Frankfort Park, and Friends of Badger Mountain is requesting $4,575 to construct a gravel surface trail from Badger Mountain Centennial Park (east boundary) to Queensgate Drive on land owned by the Friends of Badger Mountain.

Sufficient program funds are available to meet these requests. Staff recommends approval of Resolution No. 162-19.

Fiscal Impact:	Sufficient PPP funding remains in the program to support the grant awards as recommended by the PRC.

Attachments:
1. Resolution No. 162-19
2. Proposed Park Partnership Program Funding Agreement 2019 - FOBM
3. Proposed Park Partnership Program Agreement - Sagebrush Elementary School

RESOLUTION NO. 162-19

A RESOLUTION of the City of Richland approving Phase II 2019 Park Partnership Program funding allocations to Friends of Badger Mountain and Sagebrush Elementary School.

WHEREAS, the City of Richland's Park Partnership Program (PPP) provides financial assistance to individuals and groups for qualifying improvements to City parks; and

WHEREAS, the 2019 budget includes $20,000 for Park Partnership Program projects; and

WHEREAS, the Parks and Recreation Commission recommended the following 2019 Park Partnership funding allocation: Friends of Badger Mountain ($4,575); Sagebrush Elementary School ($4,621.50); and the Richland Horse Park Focus Group ($4,655); and

WHEREAS, on June 4, 2019, under Phase I of the 2019 Park Partnership distribution, Richland City Council approved a 2019 Grant Agreement with the Richland Horse Park Focus Group in the amount of $4,655 to make improvements to the Richland Horse Park at WE Johnson Park; and

WHEREAS, under Phase II of the 2019 Park Partnership distribution, Friends of Badger Mountain is requesting $4,575 in Park Partnership Program funds to construct a gravel surface trail from Badger Mountain Centennial Park (east boundary) to Queensgate Drive on land owned by Friends of Badger Mountain; and

WHEREAS, also under Phase II of the 2019 Park Partnership distribution, Sagebrush Elementary School is requesting $4,621.50 in Park Partnership Program funds to construct a community garden in Frankfort Park; and

WHEREAS, sufficient Park Partnership funding remains in the program to support the grant awards to Friends of Badger Mountain and Sagebrush Elementary School as recommended by the Parks and Recreation Commission.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richland that the City Manager is authorized to sign and execute grant agreements with Friends of Badger Mountain in the amount of $4,575 and Sagebrush Elementary School in the amount of $4,621.50 to accomplish the park improvements identified herein.

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 17th day of December, 2019.

ROBERT J. THOMPSON
Mayor

ATTEST:

TONI FULTON, Acting Deputy City Clerk

APPROVED AS TO FORM:

HEATHER KINTZLEY, City Attorney

Contract No. _______

CITY OF RICHLAND
PARK PARTNERSHIP PROGRAM FUNDING AGREEMENT

THIS AGREEMENT, entered into this ______day of December, 2019, by and between the City of Richland, a Washington municipal corporation located at 625 Swift Blvd., Richland, Washington (hereinafter referred to as the "City"), and Friends of Badger Mountain, a Washington non-profit corporation with service at 79 Newcomer Street, Richland WA, 99354 (hereinafter referred to as “Grantee”).

WITNESSETH:

1. **Term**. The Term of this Agreement shall be for one (1) year beginning December 1, 2019 and terminating at midnight on November 30, 2020. Funds authorized under this Agreement that remain unexpended on the expiration date of this Agreement shall no longer be available.

2. **Scope of Work**. Park Partnership Program Funds shall be used for the Scope of Work identified in **Exhibit A**.

3. **Funding Responsibilities**. The City agrees to provide from the City’s Park Reserve Fund a total of **$4,575** to match costs incurred by Grantee to complete the Park Partnership Program Project Scope of Work set forth in **Exhibit A** of this Agreement. In exchange for the funds provided under this Agreement, Grantee agrees to the following:

   a. Grantee agrees to utilize in a prudent and responsible manner all monies made available by the City under this Agreement solely for the purpose of costs directly incurred in completing the Scope of Work set forth in **Exhibit A**.

   b. Within thirty (30) days of the completion of the project, and before acceptance by the City, Grantee shall submit to the City a complete accounting of the project budget. Failure to provide this accounting may result in a demand by the City that the funding provided through the Park Partnership Program be reimbursed to the City. If such a demand is made in writing by the City, Grantee shall reimburse all funding provided within thirty (30) days of receipt of said notice.

   c. Should Grantee use the funds for purposes not specified in this Agreement, the Grantee shall, within 30 days of notification by the City of such improper expenditure, remit the disallowed amount back to the City.

   d. Should Grantee fail to abide by the terms of this Agreement, Grantee will be permanently prohibited from future receipt of the distribution of funds through the Park Partnership Program.

4. **Licenses, Permits & Taxes**. Before commencing the performance of any activity under this Agreement, Grantee shall procure all necessary permits and licenses as may be necessary and comply with all the laws, ordinances, codes and regulations now or hereafter in effect promulgated by any federal, state, or local governmental agency relating to the performance of work under this Agreement.

5. **Improvements**. All improvements proposed by Grantee shall be reviewed and approved by the City. Grantee acknowledges that all improvements to the property shall become the property of, and owned by, the City of Richland, and that Grantee does not acquire any possessory or ownership interest in said improvements under any equitable or legal theory, including, but not limited to, the theory of laches or adverse possession.

6. **Ownership Interest/Right of Entry**. Through this Agreement, Grantee does not take any possessory or ownership interest in any property owned by the City of Richland. Further, to the extent any work is being performed on City property, the City reserves the right to enter property owned by the City at any reasonable time for any reason. Nothing in this Agreement shall be construed to grant a license for exclusive use or occupancy of City property to Grantee.

7. **Indemnification and Hold Harmless**. Grantee agrees to indemnify, defend and hold the City harmless from and against all liabilities, costs, damages and expenses which may accrue, be charged to, or recovered from the City by reason or on account of damage to the property of the City, or injury, during work associated with this agreement, including environmental damage, injury to, or death of any person, arising from Grantee work on City property as described in this agreement. The City shall give Grantee prompt and timely notice of any claim made or suit instituted which in any way affects Grantee or its insurer, and Grantee and its insurer shall have the right to compromise and defend the same to the extent of their own interest. Any final judgment rendered against the City for any cause for which Grantee is liable hereunder shall be conclusive against Grantee as to liability and amount.

8. **Termination**. This Agreement may be terminated by either party upon thirty (30) days' written notice given as provided under Section 9 below. Any failure by Grantee to comply with any part of this Agreement may result in the immediate termination of this Agreement at City's election and without notice. Any waiver of a violation of this Agreement by the City shall not be deemed to become a waiver of any other violation which may occur. In the event the City elects to terminate this Agreement, Grantee shall refund the funds provided under this Agreement within thirty (30) days' written notice from the City.

9. **Notification**. Whenever either party hereto shall desire to give or serve upon the other any notice, demand, request or other communication, each such notice, demand, request or other communication shall be in writing and shall be given or served upon the other party by personal delivery (including delivery by written electronic transmission) or by certified, registered or express United States mail, or Federal Express or other commercial courier, postage prepaid, addressed as follows:

City of Richland
Parks & Public Facilities Director
625 Swift Blvd., MS-13
Richland, Washington 99352
509-942-7578

Grantee:
Jim Langdon
79 Newcomer St.
Richland, WA 99354
509-521-8226

Any such notice, demand, request or other communication shall be deemed to have been received upon the earlier of personal delivery thereof or two (2) business days after having been mailed as provided above, as the case may be.

10. **Severability**. If any provision of this Agreement conflicts with applicable law or its application is found to be invalid, the remainder of this Agreement shall not be affected and to this end, the terms of this Agreement are declared to be severable.

11. **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 concerning the premises or regarding the terms of this Agreement, except to the extent that the same are expressed in this Agreement.

12. **Assignment/Successors**. Grantee may not assign any rights under this Agreement without City's written consent. Any assignment made without City's consent is null and void, and does not relieve Grantee of any liability or obligation hereunder.

13. **Construction of Agreement; Governing Law; Attorney's Fees**. Each party has had a full and complete opportunity to review this Agreement, and has been given the opportunity to have counsel review it. Accordingly, the parties agree that the common law principles of construing ambiguities against the drafter shall have no application to this Agreement. The laws of the State of Washington shall control the interpretation of this Agreement, and the venue of any suit regarding this Agreement shall be in the Superior Court of Benton County. Grantee expressly agrees to submit to personal jurisdiction in Benton County, Washington.

14. **Independent Contractor**. The parties agree that this is not a contract of employment. Grantee is an independent entity with respect to the business hereunder. Nothing in the Agreement shall be considered to create the relationship of employer and employee between the parties hereto. Any assistants or other resources used by Grantee are and shall be deemed the employees of Grantee and in no manner employees of the City. Further, no partnership, joint venture or joint undertaking shall be construed from the existence of this Agreement, and except as herein specifically provided, neither party shall have the right to make any representations for, act on behalf of, or be liable for the debts of the other. All terms, covenants and conditions to be observed and performed by either of the parties hereto shall be joint and several if entered into by more than one person.

15. **Conflict of Interest**. No officer, employee, or agent of the City who exercises any function or responsibilities in connection with planning or implementing this Agreement, except as relates to their compensation as an employee or officer of the City, shall have any personal financial interest, direct or indirect, in this Agreement, and any employee, officer, or agent having a real or apparent conflict will take immediate and appropriate steps to assure compliance with this section.

[*Signature page to follow*]

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

CITY OF RICHLAND	**GRANTEE:**
_____________________________	_____________________________
Cynthia D. Reents, City Manager	By: _____________________________
	Its: _____________________________

APPROVED AS TO FORM:

____
Heather Kintzley, City Attorney

Exhibit A

City of Richland
Parks and Public Facilities Department

2019 Park Partnership Program Application

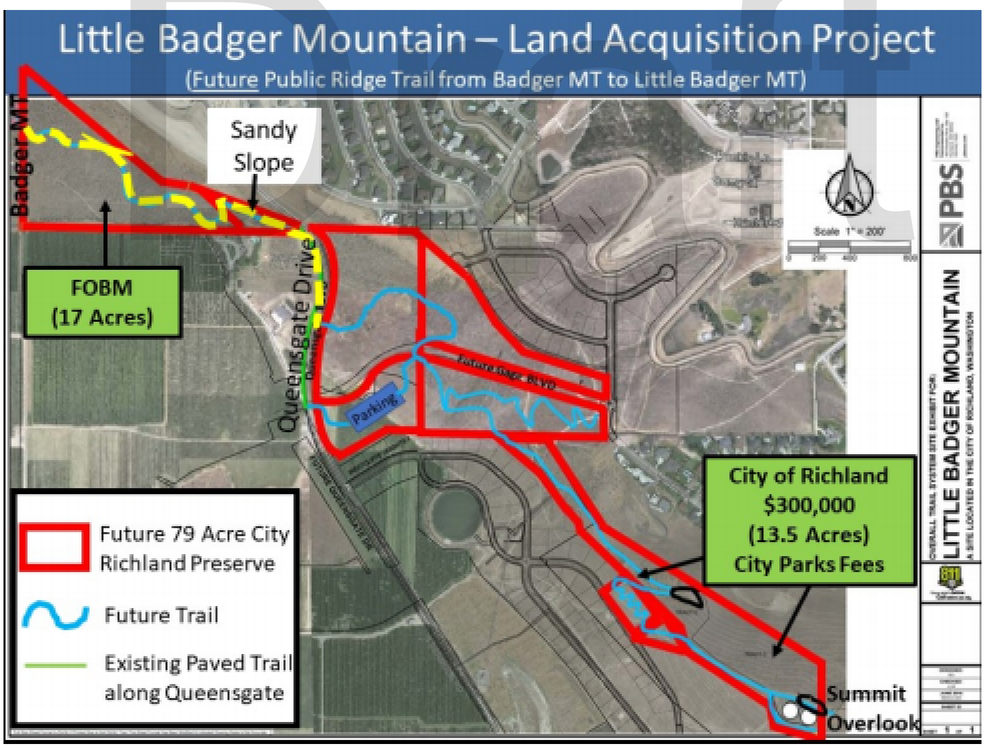
<u>Project Information</u>

Name of Park: City of Richland, Future Little Badger Mountain Preserve

Location in Park: 525 Queensgate Rd, Richland WA

Brief Description: Design & Build Sandy Slope Gravel Trail

Friends of Badger Mountain (FOBM) has partnered with the City of Richland to create a new 79 acre trail corridor from the eastern boundary of the Badger Mountain Centennial Preserve to the summit of Little Badger Mountain (highest point in the City of Richland). Land acquisition will be completed during 2019 and 2020. Trail construction will start in 2019 and be completed in 2020. Grand opening of the City of Richland, Little Badger Mountain Preserve is planned for November of 2020. **<u>This project will build the gravel surface trail from Badger Mountain (east boundary) to Queensgate Drive. (Yellow Dashed Line Below)</u>** This project will preserve the iconic ridge line of Little Badger and create a unique public recreational experience, not currently available in the City of Richland park system.



Contact Person
Name: David Comstock

Representing Organization: Friends of Badger Mountain (FOBM)

Contact Address: PO Box 24,

City/State/ZIP: Richland WA 99352

Work Phone: 372-3348 Cell Phone: 521-8226

Email Address: dccjmb@yahoo.com

Project Cost

Amount from City (Maximum $5,000): $ 4,575.00

"In-Kind" Amount from Applicant: $ 4,890 (410 hours of volunteer time)

Cash Amount from Applicant for Trail Building Materials: $1,975 (East Boundary of Badger Mountain Centennial Preserve to the top of the Sandy Slope, about 2000 feet)

Cash Amount from Applicant for Professional Services: $ 2,600.00 (PBS Engineering Study – Sandy Slope Trail Design)

Cash Amount from Applicant for Trail Construction: $ 20,000.00 (Sandy Slope Trail Construction – Queensgate Drive to the top of the Sandy Slope, about 800 feet.) NOTE: FOBM will hire a sub-contractor to build the sandy slope trail section including the upslope & downslope retaining walls.

Cash from Other Sources: $ 0

Total Project Cost: $ 34,040

DUE DATE: 4:00 pm, April 2, 2019

City of Richland
Parks and Public Facilities Department

Park Partnership Program Application

Draft Work Plan

Steps	Responsible Party	Completion Date
Flag Sandy Slope Trail alignment	FOBM	Summer 2019
PBS Engineering Study – Sandy Slope Trail Design	FOBM	August 2019
Competitive Bidding of Sandy Slope Trail Construction	FOBM	September 2019
Sandy Slope trail construction 800 Feet (Sub-Contractor) including: Placement of retaining walls along both trail edges; Construction of switch backs to access top of slope; gravel trail surface	FOBM	November 2019
FOBM Volunteer Trail Construction 2000-Feet (Badger to top of Sandy Slope)	FOBM	November 2019
Final trail Construction and signs	FOBM	End Nov. 2019

City of Richland
Parks and Public Facilities Department

Park Partnership Program Application

Draft Budget Plan

	Total Cost	Applicant "In-Kind"	Applicant Cash	City's Cash Match
1. Personnel				
Project Management (David Comstock or Jim Langdon)	$750	50 hrs x $15.00 = $750 (1 person, 10 work days @ 5hrs/day)		
Volunteer equipment Operator	$920	80 hrs x $11.50 = $920 (1 person, 10 work days @ 8hrs/day)		
Volunteer equipment spotter	$920	80 hrs x $11.50 = $920 (1 person, 10 work days @ 8hrs/day)		
Volunteers	$2,300	200 hrs x $11.50=$2300 (5 people, 10 work days @ 4hrs/day)		
Subtotal	$4,890	$4,890	$ 0	$ 0
2. Supplies/Equipment Materials				
Excavator Rental cost (Kubota track hoe)	$1500		$750	$750
Gravel Hauler Rental (motorized dump wheel barrow)	$1500		$750	$750
Gravel (5/8" minus gravel) $400 x 2 loads	$800		$400	$400
Fuel for hauler & track hoe	$150		$75	75
Subtotal	$3950	$0	$1,975	$1,975
3. Professional Services				
PBS Engineering Sandy Slope Trail Design	$5,200		$2,600	$2,600
Subtotal	$5,200	$0	$2,600	$2,600
4. Construction/Capital				
Construction Contract (Sandy Slope Trail)	$20,000		$20,000	
Subtotal	$20,000	$0	$20,000	$0
PROJECT TOTAL	$34,040	$4,890	$24,575	$4,575

Contract No. _______

City of Richland
Parks and Public Facilities Department

Park Partnership Program Application

Draft Match Pledge/Secured Form

The following individuals, businesses, and organizations have made a commitment to donate the following items to ____for its "In-Kind" match.

Type of Work	Print Name	Address & Zip Code	Phone #	# of Hours	Estimated Value	Signature
FOBM - Volunteers	FOBM POC: David Comstock	PO Box 24 Richland WA 99352	521-8226	410	$4,890	David Comstock

Contract No. _______

CITY OF RICHLAND
PARK PARTNERSHIP PROGRAM FUNDING AGREEMENT

THIS AGREEMENT, entered into this ______day of _____________, 2019, by and between the City of Richland, a Washington municipal corporation located at 625 Swift Blvd., Richland, Washington (hereinafter referred to as the "City"), and Sagebrush Elementary School, a Washington non-profit corporation subject to service at 1317 Haupt Avenue, Richland WA, 99354 (hereinafter referred to as "Grantee").

WITNESSETH:

1. **Term**. The Term of this Agreement shall be for one (1) year beginning December 1, 2019 and terminating at midnight on November 30, 2020. Funds authorized under this Agreement that remain unexpended on the expiration date of this Agreement shall no longer be available.

2. **Scope of Work**. Park Partnership Program Funds shall be used for the Scope of Work as identified in **Exhibit A**.

3. **Funding Responsibilities**. The City agrees to provide from the City's Park Reserve Fund a total of $4,621.50 to match costs incurred by Grantee to complete the Park Partnership Program Project Scope of Work set forth in **Exhibit A** of this Agreement. In exchange for the funds provided under this Agreement, Grantee agrees to the following:

   a. Grantee agrees to utilize in a prudent and responsible manner all monies made available by the City under this Agreement solely for the purpose of costs directly incurred in completing the Scope of Work set forth in **Exhibit A**.

   b. Within thirty (30) days of the completion of the project, and before acceptance by the City, Grantee shall submit to the City a complete accounting of the project budget. Failure to provide this accounting may result in a demand by the City that the funding provided through the Park Partnership Program be reimbursed to the City. If such a demand is made in writing by the City, Grantee shall reimburse all funding provided within thirty (30) days of receipt of said notice.

   c. Should Grantee use the funds for purposes not specified in this Agreement, the Grantee shall, within 30 days of notification by the City of such improper expenditure, remit the disallowed amount back to the City.

   d. Should Grantee fail to abide by the terms of this Agreement, Grantee will be permanently prohibited from future receipt of the distribution of funds through the Park Partnership Program.

4. **Licenses, Permits & Taxes**. Before commencing the performance of any activity under this Agreement, Grantee shall procure all necessary permits and licenses as may be necessary and comply with all the laws, ordinances, codes and regulations now or hereafter in effect promulgated by any federal, state, or local governmental agency relating to the performance of work under this Agreement.

5. **Improvements**. All improvements proposed by Grantee shall be reviewed and approved by the City. Grantee acknowledges that all improvements to the property shall become the property of, and owned by, the City of Richland, and that Grantee does not acquire any possessory or ownership interest in said improvements under any equitable or legal theory, including, but not limited to, the theory of laches or adverse possession.

6. **Ownership Interest/Right of Entry**. Through this Agreement, Grantee does not take any possessory or ownership interest in the property to be improved as described in the Scope of Work provided in **Exhibit A**. Further, the City reserves the right to enter the premises at any reasonable time for any reason. Nothing in this Agreement shall be construed to grant a license for exclusive use or occupancy to Grantee.

7. **Indemnification and Hold Harmless**. Grantee agrees to indemnify, defend and hold the City harmless from and against all liabilities, costs, damages and expenses which may accrue, be charged to, or recovered from the City by reason or on account of damage to the property of the City, or injury, during work associated with this agreement, including environmental damage, injury to, or death of any person, arising from Grantee work on City property as described in this agreement. The City shall give Grantee prompt and timely notice of any claim made or suit instituted which in any way affects Grantee or its insurer, and Grantee and its insurer shall have the right to compromise and defend the same to the extent of their own interest. Any final judgment rendered against the City for any cause for which Grantee is liable hereunder shall be conclusive against Grantee as to liability and amount.

8. **Termination**. This Agreement may be terminated by either party upon thirty (30) days' written notice given as provided under Section 9 below. Any failure by Grantee to comply with any part of this Agreement may result in the immediate termination of this Agreement at City's election and without notice. Any waiver of a violation of this Agreement by the City shall not be deemed to become a waiver of any other violation which may occur. In the event the City elects to terminate this Agreement, Grantee shall refund the funds provided under this Agreement within thirty (30) days' written notice from the City.

9. **Notification**. Whenever either party hereto shall desire to give or serve upon the other any notice, demand, request or other communication, each such notice, demand, request or other communication shall be in writing and shall be given or served upon the other party by personal delivery (including delivery by written electronic transmission) or by certified, registered or express United States mail, or Federal Express or other commercial courier, postage prepaid, addressed as follows:

City of Richland
Parks & Public Facilities Director
625 Swift Blvd., MS-13
Richland, Washington 99352
509-942-7578

Grantee:
Tami Nida Arntzen
1317 Haupt Avenue
Richland, WA 99354
509-713-7322

Any such notice, demand, request or other communication shall be deemed to have been received upon the earlier of personal delivery thereof or two (2) business days after having been mailed as provided above, as the case may be.

10. **Severability**. If any provision of this Agreement conflicts with applicable law or its application is found to be invalid, the remainder of this Agreement shall not be affected and to this end, the terms of this Agreement are declared to be severable.

11. **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 concerning the premises or regarding the terms of this Agreement, except to the extent that the same are expressed in this Agreement.

12. **Assignment/Successors**. Grantee may not assign any rights under this Agreement without City's written consent. Any assignment made without City's consent is null and void, and does not relieve Grantee of any liability or obligation hereunder.

13. **Construction of Agreement; Governing Law; Attorney's Fees**. Each party has had a full and complete opportunity to review this Agreement, and has been given the opportunity to have counsel review it. Accordingly, the parties agree that the common law principles of construing ambiguities against the drafter shall have no application to this Agreement. The laws of the State of Washington shall control the interpretation of this Agreement, and the venue of any suit regarding this Agreement shall be in the Superior Court of Benton County. Grantee expressly agrees to submit to personal jurisdiction in Benton County, Washington.

14. **Independent Contractor**. The parties agree that this is not a contract of employment. Grantee is an independent entity with respect to the business hereunder. Nothing in the Agreement shall be considered to create the relationship of employer and employee between the parties hereto. Any assistants or other resources used by Grantee are and shall be deemed the employees of Grantee and in no manner employees of the City. Further, no partnership, joint venture or joint undertaking shall be construed from the existence of this Agreement, and except as herein specifically provided, neither party shall have the right to make any representations for, act on behalf of, or be liable for the debts of the other. All terms, covenants and conditions to be observed and performed by either of the parties hereto shall be joint and several if entered into by more than one person.

15. **Conflict of Interest**. No officer, employee, or agent of the City who exercises any function or responsibilities in connection with planning or implementing this Agreement, except as relates to their compensation as an employee or officer of the City, shall have any personal financial interest, direct or indirect, in this Agreement, and any employee, officer, or agent having a real or apparent conflict will take immediate and appropriate steps to assure compliance with this section.

[*Signature page to follow*]

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

CITY OF RICHLAND

____
Cynthia D. Reents, City Manager

ATTEST:

____
Jennifer Rogers, City Clerk

APPROVED AS TO FORM:

____
Heather Kintzley, City Attorney

GRANTEE:

____
By: _________________________________
Its: _________________________________

Contract No. _______

Exhibit A

City of Richland
Parks and Recreation Department

Park Partnership Program
2019
Application

Project Information

Name of Park: **Frankfort Park**

Project Location in Park: **NE Corner, along the fence line that borders the old Firehouse/Sagebrush Elementary**

Brief Description of Project: **Create a community garden with approximately 8 garden boxes**

(Attach narrative from the "Applicant Responsibilities Section")

Contact Person

Name: **Samantha May**
Organization Representing: **Sagebrush Elementary**
Contact Address: **507 Wright Ave.**
City/State/ZIP: **Richland, WA 99352**
Home Phone: **503-396-0632** Work Phone: **509-713-7322**
FAX: **n/a** E-mail: **samantha@sagebrushmontessori.org**

Project Cost

Amount from City: **$4,621.50** (maximum $5,000.00)

Cash Amount from Applicant: **$3,871.50**

"In-Kind" Amount from Applicant: **$ 750.00**

Cash from Other Sources: $ **Possible lumber and soil donations**

Total Project Cost: $**9,243.00**

DUE DATE: 4:00 pm, April 2, 2018

City of Richland
Parks and Public Facilities Department

Park Partnership Program Application

Draft Work Plan

Steps	Responsible Party	Completion Date
Remove Sod	Sagebrush	Mid October 2019
Assess sprinklers/water sources	City of Richland	March 1, 2020
Install fencing	City of Richland	March 1, 2020
Build garden boxes	Sagebrush/City	
Spread bark chips	Sagebrush (City delivers)	
Community signage	Sagebrush/City	November 2019
Deliver Soil	City of Richland	March 1, 2020
Install Soil	Sagebrush	March 1, 2020

City of Richland
Parks and Public Facilities Department

Park Partnership Program Application

Draft Budget Plan

	Total Cost	Applicant "In Kind"	Applicant Cash	City's Cash Match
1. Personnel				
Sod removal	$1500	$750 (Volunteers)	$0	$750
Sub Total			$	$
2. Supplies/ Equipment Materials				
Irrigation	$500		$250	$250
Lumber	$1500		$750	$750
Hardware	$50		$25	$25
Soil	$800		$400	$400
Bark chips	Donation	City Donation		
Sub Total				
3. Professional Services				
Fencing	$4643		$2321.50	$2321.50
Soil Delivery	$250		$125	$125
Sub Total	**$**	**$**	**$**	**$**
4. Construction/Capital				
Sub Total	$9243	$750	**$3871.5**	**$4621.50**

PROJECT TOTAL			$9243

City of Richland
Parks and Public Facilities Department

Park Partnership Program Application

Draft Match Pledge / Secured Form

The following individuals, businesses, and organizations have made a commitment to donate the following items to Frankfort Park Community Garden for its "In Kind" match.

Type of Work	Print Name	Address & Zip	Phone #	# of hours	Estimated Value	Signature
Sod Removal	Sagebrush Montessori	507 Wright Ave	713-7322	8 – 12	$750	

STATEMENT BY SAGEBRUSH ELEMENTARY

OVERVIEW
Please find attached a proposal to build a community garden at Frankfort Park in Richland. The building of a community garden will be completed by volunteers from Sagebrush Elementary and the City of Richland as appropriate. The goal is to complete the building of the community garden before the winter of 2019 in preparation for the spring growing season in 2020.

BACKGROUND
The City of Richland and Sagebrush Elementary have enjoyed a highly successful relationship over the past six years. Sagebrush has leased the former firehouse property on the corner of Wright and Frankfort, immediately adjacent to Frankfort Park, since 2013. Since then, we have worked with the city to expand and upgrade the facility, creating a vibrant educational hub for our fast-growing learning community while turning an underutilized City property into a valuable community asset. Sagebrush now provides high-quality Montessori education to 86 families and provides 13 professional jobs. The school enjoys significant benefits from our beautiful location to Frankfort Park and the public area is much loved as part of the school's educational programs, after care, social and recreational life.

OBJECT/PURPOSE
The Board of Directors at Sagebrush Elementary propose a joint investment to create a community garden on the NE portion of Frankfort Park, immediately adjacent to the Sagebrush Elementary playground (City of Richland property).

The community garden would become one way that our school connects children with the natural world, educates about the sources of their food, teaches gardening and agriculture concepts, and integrates curriculum topics from math, science, art, health, and physical education. A community garden supports conversations of sustainability and social responsibility, which are core values of our Montessori community.

The community garden would be a great resource for the neighborhood. It will provide opportunities for recreational gardening, joyful use of an underutilized space, and potentially provide food to area families in need. A community garden will also provide social opportunities and a sense of community for the area's residents.

SCHEDULE
The project will begin in the fall of 2019 and be completed prior to the winter of 2019.

MAINTENANCE
Sagebrush Elementary will work with the city to help establish guidelines and identify individual responsibilities for maintenance of the community garden.

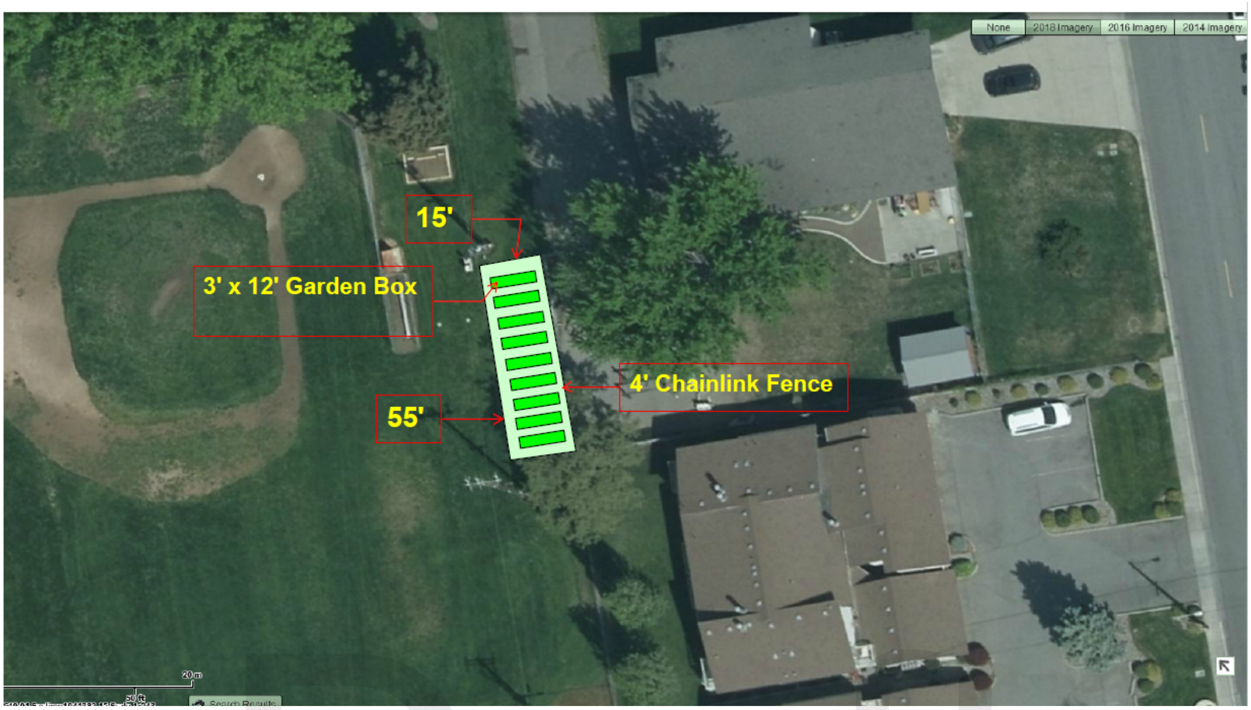
COMMUNITY SUPPORT
While we have not yet gotten community support for the installation of a community garden, our school has always enjoyed good relationship with its neighbors. We believe they will support the initiative to have a community garden, that will serve the entire neighborhood, installed.

ACCESSIBLITY/IMPACTS

We believe that the addition of the community garden to Frankfort Park will lead to an increase of use of the park space. It will make the space more attractive to both the students at Sagebrush and the neighborhood community. Long term, the environmental impact should be low, but additional garbage and debris cans may be beneficial. While there is ample street parking, there will need to be some agreed upon signage so that the Sagebrush Elementary parking lot remains free during school hours. It may also be considered that a sidewalk or some sort of pathway that leads from the street parking to the garden would be helpful for wagons and other gardening equipment that needs to be transported from a car to the garden space.

CONCLUSION

We believe our proposal to add a community garden to Frankfort Park makes good use of public and city owned assets and is to the mutual benefit of the City of Richland, Sagebrush Elementary, and the surrounding communities.


15'
3' x 12' Garden Box
4' Chainlink Fence
55'
None
2018 Imagery
2016 Imagery
2014 Imagery

COUNCIL AGENDA ITEM COVERSHEET

Council Date: 12/17/2019 | Agenda Category: Resolutions – Adoption

Key 1 - Financial Stability & Operational Effectiveness

Subject:
Resolution No. 163-19, Approving the 2019-2020 Collective Bargaining Agreement with the Southeast Washington Telecommunicators Guild

Department:	Ordinance/Resolution Number:	Document Type:
Administrative Services	163-19	Resolution

Recommended Motion:
Adopt Resolution No. 163-19, authorizing the City Manager to sign and execute the 2019-2020 Collective Bargaining Agreement with the Southeast Washington Telecommunicators Guild.

Summary:
In October 2018, the City entered into negotiations with the Southeast Washington Telecommunicators Guild (SEWTG). SEWTG represents approximately 38 city employees staffing the SECOMM section of Benton County Emergency Services.

The SEWTG members ratified the proposed agreement on December 11, 2019. The proposed agreement includes a total compensation package within the parameters set by City Council.

A public hearing was held on December 17, 2019 pursuant to Article IV of the Richland City Charter to take public comment on the proposed agreement.

Staff recommends approval of Resolution No. 163-19.

Fiscal Impact: Terms of the proposed agreement fit within the City's 2019 Budget and City Council's collective bargaining parameters.

Attachments:
1. Resolution No. 163-19
2. Proposed 2019-2020 SEWTG Collective Bargaining Agreement (CBA)

RESOLUTION NO. 163-19

A RESOLUTION of the City of Richland adopting the 2019-2020 Collective Bargaining Agreement with the Southeast Washington Telecommunicators Guild and authorizing periodic memorandums of understanding.

WHEREAS, the Richland City Council desires to attract and retain qualified employees and maintain harmonious relations between the City and the Southeast Washington Telecommunicators Guild ("SEWTG"); and

WHEREAS, amendments to wages, benefits, and other terms and conditions of employment are warranted based on external market conditions; and

WHEREAS, the City Manager may desire to enter into memorandums of understanding periodically throughout the term of the agreement with the SEWTG for operational and administrative purposes.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richland that the 2019-2020 Collective Bargaining Agreement with the Southeast Washington Telecommunicators Guild is hereby approved.

BE IT FURTHER RESOLVED that the City Manager is authorized to sign and execute the Agreement on behalf of the City.

BE IT FURTHER RESOLVED that the City Manager or designee is authorized to enter into periodic memorandums of understanding with the SEWTG for operational or administrative purposes during the term of this Agreement.

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 17th day of December, 2019.

ROBERT J. THOMPSON
Mayor

ATTEST:

TONI FULTON, Acting Deputy City Clerk

APPROVED AS TO FORM:

HEATHER KINTZLEY, City Attorney

AGREEMENT BETWEEN

THE CITY OF RICHLAND, WASHINGTON

AND

THE SOUTHEAST WASHINGTON TELECOMMUNICATORS GUILD

December 24, 2018 through December 20, 2020

Adopted by Resolution No. 163-19, December 17, 2019
Contract # ___________

Table of Contents

Article I. Preamble

This AGREEMENT is entered into by and between the City of Richland, hereinafter referred to as City, and the Southeast Washington Telecommunicators Guild, hereinafter referred to as Guild. It is the purpose of this Agreement to achieve and maintain harmonious relations between the City and the Guild, to provide for equitable and peaceful adjustment of differences which may arise, and to establish wages, benefits and other terms and conditions of employment.

Article II. Recognition

Section 2.01 *Personnel Ordinance and City Policies*

Richland Municipal Code Title 2, Chapter 28, Personnel Plan, as amended, is incorporated herein by reference and considered a part of this Agreement. In the event of conflict, this Agreement shall prevail.

It is understood that this section in no way restricts the Guild's right to bargain the impacts of any changes to the Personnel Ordinance. The Guild will be provided with draft copies of any proposed changes for review and comment at least 30 days prior to consideration by City Council.

Where City policies are referenced in this Agreement, such policies are available on the City's employee intranet under the policies index.

Section 2.02 *Unit Description*

The City hereby recognizes the Guild, as the exclusive bargaining agent for full-time and part-time classifications enumerated in Exhibit 'A', excluding supervisors.

It is understood that part-time employees shall be subject only to statutory benefits and a prorated share of vacation and sick leave in accordance with this Agreement.

Section 2.03 *Communications and Notices*

Any notices to be given hereunder by either party to the other, including formal grievances, shall be effected in writing either by personal delivery or by first class mail as follows:

To the City

Human Resources Manager
City of Richland
625 Swift Blvd. MS-12
Richland, Washington 99352

To the Guild

Emmal, Skalbania and Vinnedge
4241 21st Avenue W., Suite 104
Seattle, Washington 98199-1271

SEWTG President
c/o SECOMM
651 Truman Avenue
Richland, Washington 99352

Article III. Term and Renewal

This Agreement shall be for a term of two (2) years commencing December 24, 2018, and ending the last payroll period of 2020 (December 20, 2020).

Either the City or Guild may request to enter into negotiations for a succeeding agreement by notifying the other party in writing no later than 90 days prior to expiration.

Article IV. Scope and Prevailing Rights

Section 4.01 *Basic Agreement*

It is the intent and purpose of the Agreement to assure sound and mutually beneficial working and economic relations between the parties hereto, to provide an orderly and peaceful means of resolving any misunderstanding or differences which may arise, and to set forth herein the basic and full agreement between the parties concerning wages, hours, and other terms and working conditions of employment.

Section 4.02 *No Discrimination*

The City and Guild understand that state and federal law prohibit discrimination, and shall abide by and support Richland Municipal Code section 2.28.105 related to Equal Opportunity Employment.

The City and Guild also agree not to discriminate against any employee because of membership or non-membership in the Guild.

Section 4.03 *Management Rights Reserved*

All management rights and functions except those which are clearly and expressly limited in this Agreement shall remain vested exclusively in the City. It is expressly recognized merely by way of illustration and not by way of limitation that such rights and functions include, but are not limited to:

a. Establish and schedule working hours.
b. Establish, modify, or change work schedules or standards.
c. Institute changes in procedures.
d. Direct the work force, including the right to hire, promote, demote, transfer, reassign, suspend, discipline or discharge any employee. Non-probationary employees shall not be suspended, disciplined or discharged without just cause. Language contained herein and in Section 16.01 will take precedence over any inconsistent language contained in Exhibit ‘B’.
e. Determine the location of any new facilities, buildings, departments, divisions, or subdivisions thereof, and the relocation, sale, leasing or closing of facilities, departments, divisions, or subdivisions thereof.
f. Determine services to be rendered and frequency thereof.
g. Determine the layout of buildings and equipment, and materials to be used therein.
h. Determine processes, techniques, methods, and means of performing work.
i. Determine the size, character and use of inventories.

j. Determine the administrative organization of the system.
k. Determine selection, promotion, or transfer of employees.
l. Determine the size and characteristics of the work force.
m. Determine the allocation and assignment of work to employees.
n. Determine policy affecting the selection of new employees.
o. Determine the establishment of quality and quantity standards and the judgment of quality and quantity standards of work required.
p. Determine administration of discipline.
q. Determine control and use of City property, materials, and equipment.
r. Schedule work periods and determine the number and duration of work periods.
s. Establish, modify, eliminate or enforce rules and regulations.
t. Place non-bargaining unit work with outside firms.
u. Determine the kinds and numbers of personnel necessary to execute the City mission.
v. Determine the methods and means by which such operations are to be conducted.
w. Require employees, where necessary, to take in service training courses during working hours.
x. Administer the employee benefits program including but not limited to determining and or modifying premiums, premium structure, eligibility, plan design, benefit levels, deductibles and co-payments; as well as selection of broker, carriers, network and third party administrator.
y. Determine duties and minimum qualification requirements to be included in any job classification.
z. Determine the amount, necessity and assignment (compulsory and discretionary) of overtime.
aa. Take any necessary action to carry out the mission of the City in cases of an emergency or other unusual situation.
bb. Prescribe a uniform dress to be worn by designated employees.

The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the City, adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance with law.

Article V. Guild Membership And Security

Section 5.01 *Guild Membership*

Employees shall have the right to refuse to join or participate in the activities of the Guild. No employee shall be interfered with, intimidated, restrained, coerced, or discriminated against by the City or by the Guild or its members because of the exercise of these rights.

Section 5.02 *Deduction Of Guild Dues*

The Guild will notify the City of its dues/fees and assessments. The City will deduct Guild dues/fees and assessments from the wages of the employees who have authorized such deductions in writing, when a copy of the employee’s written authorization is provided by the Guild to the City. The City will forward dues/fees and assessments to the Guild each pay period, to the address and name provided by the Guild, accompanied by a list of dues-paying employees and the amount of their dues and elected Guild-provided benefits.

The Guild hereby agrees to indemnify and hold harmless the City for any loss or damages, claims or causes of action arising from the operation of this provision of this Agreement. It is also agreed that neither any employee nor the Guild shall have any claim for error against the City for any deductions made or not made, as the case may be.

Section 5.03 ***Revocation of Guild Payment Authorization***
An employee may revoke their authorization for payroll deduction of payments to the Guild by the employee simultaneously providing written notice to the City and the Guild. The City will process the employee's request to end the deduction as soon as administratively feasible, either effective on the first payroll, but not later than the second payroll, after the City's receipt of the employee's written notice. For purposes of revocation, the employee may provide written notice by email to the City's Human Resources Manager or Finance Director or directly to the Guild, who will provide the notice to the City.

Section 5.04 ***Guild Stewards***
The City recognizes the right of the Guild to designate one (1) president and four (4) additional shift stewards (one (1) per shift) from among the employees covered by this Agreement. It is understood that the Guild may deviate from this arrangement with written consent from the City as long as the total stewards do not exceed the five (5) listed herein. The purpose of these stewards is to administer this Agreement, negotiate new labor agreements and to assist represented employees with the grievance procedure. Except as provided herein, stewards shall not utilize City paid time to carry out their Guild responsibilities.

In addition to the grievance procedure, it is understood that a represented employee may request the presence of a Guild steward during an employer-employee conference when one or more of the following apply: 1) as a part of an investigational interview which may result in a disciplinary action against the employee or another employee; 2) when in the best interest of all involved as determined by the supervisor and steward (disagreements shall be resolved by the SECOMM Manager or Director of Human Resources); and 3) as provided for by applicable statute or case law. However, employees shall retain the right to decline representation.

When employees request a meeting with a supervisor, he or she may elect to bring a steward or other Guild member along for support, or to act as a witness. If the supervisor wishes to have a one on one meeting with an employee without Guild representation, the employee may request that the supervisor commit to writing that the subject meeting is not investigatory in nature and will not lead to disciplinary action.

Section 5.05 ***Guild Release Time***
On a calendar basis, the City shall provide a total amount equal to no more than two (2) hours per represented member of paid time off for stewards to conduct Guild business. For example, a Guild with representation of 50 members shall receive a total of 100 hours of Guild release time on an annual basis. Guild business shall be defined as pursuing the grievance procedure; attendance at labor/management and related meetings; negotiating new/successor labor agreements as well as

permitted employee conferences. It is understood that such release time should not result in an overtime liability. However, due to inadequate staffing situations, the SECOMM Manager and Human Resources Director may determine that such overtime may be incurred as a result of Guild release time. A list of eligible officers and stewards who may draw from the total available Guild release time shall be provided to the City by January 1 of each year.

For the purposes of negotiating new/successor labor agreements, the Guild negotiation team will be provided an additional two (2) hours of total Guild release time per represented employee to be shared among all Guild negotiating team members. A list of eligible negotiating team members shall be provided to the City prior to the hours becoming available for use.

Shift trades may be utilized for the purposes of negotiating new/successor labor agreements. The shift trade between a Guild representative and a Guild member will not count towards their twenty-four (24) allotted shift trades per year.

Eligible officers and stewards shall obtain approval from the immediate supervisor or Manager prior to utilizing Guild Release Time.

When requested by the steward and approved by the City, employees may use their regular paid time off in excess of Guild release time, to attend training, conferences or participate in special projects. Such leave shall be granted with due regard for the needs and staffing of the City's service.

Section 5.06 ***Guild Visits***
The City agrees to grant the Guild representative access to employee break areas with advance notice for the purpose of administering this Agreement. In the event the Guild representative requests access to other areas, such access may be granted only when accompanied by a representative of the City. Any employee called away from his workstation (including Guild stewards) to confer with the Guild representative must do so on non-City paid time and remain in such an unpaid status for the duration of the interview. Permission for an employee to leave their workstation must be received in advance from the supervisor.

The Guild agrees to defend, indemnify and hold harmless the City for any loss, damages or claim arising out of such visits.

Section 5.07 ***Bulletin Boards***
The City shall provide a bulletin board for the Guild's use in an area conveniently accessible to bargaining unit employees. The Guild may maintain the Board for the purpose of notifying employees of matters pertaining to Guild business. All notices shall be signed by a representative of the Guild who is authorized by the Guild to approve Guild notices. Such notices shall not be critical of the City, its employees, management or governing authorities.

Section 5.08 ***Professional Standards***
In keeping with professional ideals and standards, neither the Guild nor the City shall invoke the name of the other party as a sponsor or supporter to any fund-raising activities without the written agreement of the duly-designated representative of the sponsoring party.

Article VI. Savings Clause

Section 6.01 *State And Federal Obligations*

This Agreement shall not in any way interfere with the obligation of the parties hereto to comply with the State and Federal Law or of any rule, legislation, regulation or order issued by such government authority pertaining to the matters covered herein.

Section 6.02 *Court Actions*

If any provision of this Agreement or its application should be rendered or declared invalid by any court action, the remaining parts or portions of this Agreement shall remain in full force and effect.

Section 6.03 *Binding*

Except as provided in the above preceding paragraphs, the parties hereto agree this Agreement cannot be modified, changed or altered in any way whatsoever except by provision of notice and meeting and conferring prior to implementation of any changes

Due to the inter-local nature of BCES and SECOMM, it is understood that this Agreement shall not be binding on successors or assigns.

Article VII. Full Understanding, Modifications, Waiver

It is intended that this Agreement sets forth the full and entire understanding of the parties regarding the matters set forth herein, and any other prior or existing understanding or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety.

Except as specifically provided herein, it is agreed and understood that both parties voluntarily and unqualifiedly waive their rights, and agree that the other shall not be required to negotiate with respect to any subject or matter covered herein during the term of this Agreement.

Any agreement, alteration, understanding, variation, waiver, or modification of any of the terms or provisions contained herein shall not be binding upon the parties hereto unless made and executed in writing by all parties hereto, and if required, approved and implemented by the City Council.

It is understood that prior practices which do not conflict with this Agreement shall continue without interruption. Prior practices shall be defined as a practice which has been: 1) unequivocal; and 2) clearly enunciated and acted upon by both parties; and 3) readily ascertainable over a reasonable period of time as fixed and an established practice; and 4) is not in conflict with the Management Rights section of this Agreement.

The waiver of any breach, term or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

Consistent with the Preamble Article herein, it is understood that this Article is not intended to thwart routine discussions between the City and Guild regarding the variety of issues which arise from time to time.

Article VIII. Performance of Duty

The City and Guild agree that the public interest requires the efficient and uninterrupted performance of all City services, and to this end pledge their best efforts to avoid or eliminate any conduct contrary to this objective. Therefore, the City agrees it will not lockout its employees and the Guild agrees that there will not be any strikes, slowdown, boycott, blue-flu, mass sick call, work stoppage, or other interference with City functions during the life of this Agreement or any extension thereof.

It is recognized that due to the uniqueness of this City and its emergency police, fire, and medical dispatching responsibilities, a work stoppage at the agency resulting from a secondary picket line will directly place in extreme jeopardy the lives, property, and safety of all citizens served by the City.

In the event any secondary picket line is established at a City location, the Guild shall specifically authorize, direct, and assist said dispatch center employees to cross such picket line, report for work, and carry out their assigned responsibilities. Any refusal to work or failure to cross such picket lines by the members of the bargaining unit shall be a violation of this Agreement and such employees may be disciplined and/or discharged for such action.

Employees who engage in any work stoppages or variations thereupon as stipulated in this Article shall lose all accrued benefits at the time of such action without the right of appeal. Employees shall not be entitled to any benefits or wages whatsoever while engaged in a strike, boycott, slowdown, blue-flu, work stoppage, refusal to perform duties or other interruption of work.

Article IX. Seniority

Section 9.01 *Definition*
For the purpose of this Agreement, seniority shall be defined as the length of the employee's continuous service with the City, which includes recognition of prior service with the Southeast Communications Center (SECOMM) established under Interlocal Agreement. An employee who is laid off, or takes a position as a non-represented City employee and who has been reinstated or re-appointed at the dispatch center as a represented City employee within six (6) months thereafter shall be deemed to have continuous service. Effective December 24, 2018, the seniority list shall be amended to reflect this section.

Section 9.02 *Probationary Period*
All original, transfer and promotional appointments shall be tentative and require a probationary period of twelve (12) months, during which time the employee's work shall be closely observed in order to determine the employee's qualifications for regular appointment. Employees requiring a specialized instruction or a course of training shall have their probationary period extended by an amount of time equal to the time required to complete said training. The appointing authority shall

make a periodic written performance evaluation during the probationary period as required to fully and fairly evaluate satisfactory performance for eligibility for regular full-time employment. Absences of any type that exceed thirty (30)-continuous calendar days shall extend the twelve (12)-month probation by the same duration.

The appointing authority may terminate a probationary employee at any time, without cause, during the probationary period. With the exception of Lead Emergency Communications Dispatcher/Certified Training Officer, employees who fail probation shall not have the right to bump back to their previous or any other position. Said employees may be reinstated by the City Manager, based on a recommendation of the Chief of Police and available vacancy.

Section 9.03 ***Layoff***

Employees shall be laid-off in the inverse order of seniority within their classification. In the event of a layoff in the Lead classification, the effected employee or employees shall have the right to "bump" back into the Dispatcher classification based on his or her seniority. Thereafter the least senior employee in the Dispatcher classification shall be laid off. Nothing in this section shall limit the City's ability to reduce hours, demote or utilize other means of responding to issues related to lack of work, reorganization, or lack of funds.

Section 9.04 ***Recall***

Employees laid off in accordance with the Lay Off section of this article shall be retained on a recall list for not less than twelve (12) months following their layoff during which time the City may not hire any new employees into a classification in which layoffs occurred until all employees on recall status have had the opportunity to return. If openings arise, all recall status employees shall be so notified by registered mail to the employee's last known address. If the employee wishes to accept the opening, the employee shall so notify the City within fifteen (15) days of the date of the notice. If the employee fails to respond or does not accept the job, the employee will forfeit all recall rights and be considered to have voluntarily separated from employment. Any position for which multiple responses are received shall be given to the employee who was most recently laid off.

Section 9.05 ***Termination of Seniority***

Seniority and the employment relationship shall be terminated when an employee: 1) quits, or; 2) is discharged for just cause; or 3) is absent for three (3) consecutive work days without notifying the City; or 4) is laid off and fails to report within fifteen (15) days after having been recalled; or 5) fails to report for work within twenty-four (24) hours after expiration of an authorized leave of absence; or 6) is laid off in excess of one (1) year; or 7) retires or is retired.

Article X. Hours of Work and Working Schedules

It is understood that in accordance with the Management Rights section of this agreement, the City reserves the right to change the schedules and times contained in this section. Except when necessitated by unforeseen circumstances or when in the best interest of the service, management will provide two (2) weeks' notice prior to any change.

Section 10.01 ***Work Period***
Employees working eight (8) and ten (10) hour shifts, the work week shall commence Sunday midnight of the current week and end at midnight on the following Sunday.

Employees working twelve (12) hour shifts, the workweek shall be as follows:

(1) Day Shift: shall commence on Saturday at 1500 hours and end the following Saturday at 1500 hours.

(2) Night Shift: shall commence on Sunday at 0300 hours and end the following Sunday at 0300 hours.

Section 10.02 ***Work Schedules***
The work schedule will consist of a six (6) week rotation. The City reserves the right to adjust the schedule as necessary to maintain proper coverage. The work schedule will accommodate the need of the communications center to provide adequate coverage. The accommodation will be noted as multi-start, stop times for employees, a combination of eight (8), ten (10) and twelve (12) consecutive hour shifts.

Section 10.03 ***Meal Periods***
Employees shall be allowed a thirty (30)-minute paid lunch break when working a shift in excess of six (6) consecutive hours. Once an employee's shift supervisor has approved an employee to go on a fifteen (15)-minute break or a thirty (30)-minute lunch break, the employee will be allowed to leave the communications center during approved breaks, with the understanding that there will be times when an employee may be able to take a break but not leave the premises. If the employee is needed in the communications center, the employee will return as requested by the shift supervisor.

Employees must be physically present for more than six (6) hours during any particular shift in order to be entitled to receive a paid lunch break during that shift. Employees working six (6) hours or less will not receive a paid lunch.

Section 10.04 ***Rest Periods***
Employees working eight (8), ten (10), and twelve (12)-hour shifts shall be allowed a fifteen (15)-minute break during the first half of the shift and a fifteen (15)-minute break during the second half of the shift as allowed by the activity of the communications center. The rest period cannot be combined with another rest period or lunch break, nor used as time to leave the shift early or to arrive to work late.

Section 10.05 ***Daylight Savings Time***
Employees that are on duty for thirteen (13) hours when the daylight savings time switches will be compensated for one (1) hour of overtime at one and one half (1 1/2) times their normal rate of pay. Employees who are short one (1) hour for their scheduled work week will have the option to 1) remain at work to make up their hour; 2) use vacation; or 3) take leave without pay.

Article XI. Wages and Overtime

Section 11.01 *Wages*

All employees covered by this Agreement shall receive wages per Exhibit 'A' attached hereto. Progression through the range shall be based on a review of performance and merit, in no less than six (6)-month intervals. Employees shall be eligible for progression based on a “meets” or “exceeds” performance evaluation and the recommendation of his or her supervisor. All such increases shall take effect at the first of the pay period following recommendation by the supervisor.

Any employee assigned CTO duty shall receive ten percent (10%) differential pay over their base pay for the actual hours that he or she is assigned.

Section 11.02 *Temporary Work In A Higher Classification (Acting Pay)*

An employee who is temporarily upgraded and/or placed into an acting Lead position, such as the Emergency Communications Dispatcher Lead position by the supervisor or manager, will receive an additional ten percent (10%) of regular base pay for actual hours worked in that upgrade capacity.

Section 11.03 *Overtime and On-Call*

(a) Application

In order to provide service, it is understood that a system shall be in place to ensure adequate coverage, and distribute overtime and on-call responsibilities.

All overtime shall be administered in accordance with the Fair Labor Standards Act and state law where applicable. All overtime shall be compensated at a rate of one and one-half times the employee’s normal rate of pay (unless a higher rate is called for by the specific provisions of this Agreement in a particular instance).

For the purposes of overtime calculation, “hours worked” shall include holiday, vacation, and sick leave. For the purposes of overtime eligibility, any leave without pay shall not be counted as hours worked. Except for holidays, all time worked as a result of a call-in shall be paid at time and one-half. It is understood that holidays will be compensated at double time and one-half.

Overtime worked will be accrued in tenths of hours (each tenth equals six (6) minutes). All overtime shall be compensated in the form of pay.

Employees shall receive a minimum of one (1) hour of overtime pay for reporting to work, whether or not the employee was needed for work.

Effective 1/1/2020, employees will be compensated fifty dollars ($50.00) for each twelve (12) hour shift period they are responsible for on-call coverage.

It is understood that employees will respond to calls and be available to report to work within one (1) hour. Failure to report as outlined, or reporting to work in an unfit state, may result in disciplinary action, up to and including termination.

It is understood that while being on-call, employees are free to engage in personal activities, and on-call time is not considered “hours worked”.

(b) Overtime and On-Call Posting

The on-call calendar will be posted prior to December 1 of the preceding year. Employees are expected to ensure their contact information and preferences are updated each year. On-call coverage will be posted in conjunction with the twelve (12)-hour shifts (day shift 0700-1900 and 1900-0700).

Overtime that is anticipated and known to the supervisor will be posted for employees a minimum of thirty (30) days in advance of the needed date. Overtime hours/slots will be posted within the twelve (12)-hour shift time frames, with the following considerations: skill level, need, and short day or alternate schedule coverage availability. Should there be no exception, the full slot will be posted.

Employees will be offered the opportunity to volunteer for posted overtime and on-call coverage. However, it is understood that compulsory assignments will be made absent voluntary selections.

(c) Distribution System

It is understood that, except in extreme cases, employees not assigned to on-call duty will not be called for compulsory overtime.

On-call assignments will be made prior to overtime assignments for the same day. Assignments of overtime or on-call will be given in writing or electronically.

On-call and overtime assignments will be made between seven (7) and fourteen (14) calendar days prior to the date of coverage. When unanticipated coverage is needed, notice shall be five (5) calendar days. After the compulsory assignment is made, a volunteer may arrange with the assigned to take the assignment.

Compulsory overtime and on-call will be assigned to the employee who is scheduled to work the overtime or on-call the furthest date back from the date of need, inclusive of dates that have not yet occurred. If two (2) employees have the same date as their furthest date back from the date of need, and both are available to work the same slot, the employee with the next furthest date back from the date of need will be assigned the overtime.

Overtime adjacent to short day or alternate shift hours will be assigned to those working the shift before assigned to someone on their RDO. The same assignment criteria noted in this section will apply.

Overtime and on-call will not be assigned to those on approved vacation (full shift) or scheduled sick leave adjacent to the overtime assignment.

When a block of overtime or on-call is needed, the same employee will not be given more than one (1) day in that block, or be required to work back- to- back shifts in that block if at all possible. If multiple slots exist in the same pay week, the overtime/on-call will be distributed if at all possible. The intent is to rotate through the shift, starting with the employee that had the worked overtime the furthest date back from the date of need.

It will be a priority consideration on the part of the SECOMM that an employee will not have to work more than six (6) days in a row, or work with less than eight (8) hours of rest between shifts. There may be extenuating circumstances in which one or both of these situations may be necessary from time to time.

Section 11.04 ***Longevity Pay***
Effective 1/1/2020, employees are entitled to an increase in their base pay after reaching the following thresholds:

Years of Service	Percentage
10 years	$50 per month
15 years	$75 per month
20 years	$100 per month
25 years	$125 per month

Longevity pay will be paid on the first paycheck of the month for the prior month.

Article XII. Insurance and Benefits

For full-time employees, the City shall, subject to the availability of funds, maintain certain coverages as a part of employee benefits, where appropriate. Coverage generally begins the first of the month following the employee's date of hire. The exact terms of coverage are outlined in the respective plan documents, and are available through the Human Resources Office.

The Guild will be notified in writing of any changes in available service, decreases in benefits or increases in premiums. It is understood that significant changes will be subject to consultation and face to face meetings with Guild representatives prior to implementation.

Section 12.01 ***Health***
The City shall contribute to City sponsored Preferred Provider Organization Plus (PPO+) Plan or successor health plans. The plans shall provide coverage for the employee and his or her eligible dependents.

Employees will contribute the following tiered percentages per month towards the employee and dependent health care package provided by the City. The City will contribute the balance of the contribution. The monthly contribution will be split equally and payroll deducted from the employee's first two (2) paychecks of each month.

Employee Medical Contributions by Tier

Employee Only	12%
Employee & Spouse	12%
Employee & Child/Children	12%
Employee, Spouse & Child/Children	12%

Employees selecting a plan with a higher premium than the PPO+ plan (if available) shall be required to pay any additional premium. If the City adopts a High Deductible Health Plan, employees shall be afforded an opportunity to elect such plan.

Effective 1/1/2015, the City shall end Mental Health Parity Opt Out.

Effective 1/1/2016, the PPO+ plan shall be modified as follows:

1. Office and Specialty Co-pays shall be $20
2. Deductibles shall be $500 individual and $1500 family.

Section 12.02 ***Dental***
The City will pay for a plan which covers the employee and all of his or her eligible dependents. Effective 1/1/2016, employees shall have an independent election option for dental.

Section 12.03 ***Vision***
The City will pay for a plan which covers the employee and all of his and her eligible dependents. Effective 1/1/2016, employees shall have an independent election option for vision.

The City reserves the right to select the health care carrier, administrators and network of said health care benefit program.

Section 12.04 ***Post-Employment Health***
During discussions for contracts effective in 2003, the City offered all bargaining units an irrevocable and one time opportunity to fund a post-employment health program. In lieu of participation and the long term funding requirements for this new benefit program, the Guild elected to take additional wages. As a result, it is understood that Guild members are not, nor shall at any time in the future, be eligible to participate in the post-employment health benefit program.

Section 12.05 ***IRC Section 125 Flexible Spending Account***
Employees may voluntarily participate in the IRC Section 125 Flexible Spending Account program if offered by the City. The City will end the program prior to 2018 if it is deemed subject to excise tax calculations under the ACA. If the program is offered, the City will pay the administrative fee for processing claims.

Section 12.06 ***Long Term Disability***
The City will pay the entire premium for a Long Term Disability policy. The policy shall have a benefit of up to sixty percent (60%) of the monthly base salary with an elimination period of 90 days. The maximum monthly benefit shall be $7,500.

Section 12.07 ***Life and Accidental Death & Dismemberment***
The City will maintain a policy which provides a death benefit equal to two (2) times an employee's annual base salary. The City will pay the entire premium for this coverage.

Section 12.08 ***Retirement***
Employees in the bargaining unit shall be subject to the retirement system appropriate to their employment classification and status as provided for by state law.

Section 12.09 ***Deferred Compensation***
In accordance with the City's plan document and limitations of federal law, regular full-time employees are eligible to voluntarily participate in the International City Management Association Retirement Corporation (ICMARC) Internal Revenue Code (IRC) section 457 plan.

Upon completion of probation, the City will match an employee's contribution of up to three percent (3%) of base pay into either the ICMARC IRC 457 or IRC 401 (a) plans.

Section 12.10 ***ICMARC VantageCare Retirement Health Savings (RHS) Plan***
If RHS contributions are deemed to be subject to excise tax the program will be discontinued prior to 2018.

Section 12.11 ***Optional Coverages***
Subject employees may voluntarily contribute to and participate in other optional benefits offered by the City, included but not limited to the Employee Wellness and Employee Assistance Programs. It is understood that the City may unilaterally add, delete, increase or decrease optional plans or benefits at any time without prior notice or consent.

Article XIII. Leaves

Section 13.01 ***Vacation***
Each full-time employee shall accrue vacation time as set forth below, based on his or her continuous length of service, which has accumulated since his or her most recent anniversary date of employment.

An employee's request for vacation shall be affirmed or denied by the supervisor or manager within seven (7) calendar days of the employee's initial written request.

(a) Accrual and Use
An employee shall not be eligible for a vacation until the employee has worked for the City for a minimum of six (6) calendar months from his or her most recent anniversary date of employment.

Vacation accrual rates are listed below:

Years of Service	Accrual Rate (hours per month)
1st through 5th year	12.67
6th through 9th year	13.67

10th through 15th year	15.67
16th through 20th year	17.67
Over 20 years	20.67

An employee's vacation balance shall be at a maximum of three hundred (300) hours by December 31 of each year. On an annual basis, an employee may sell no less than twenty (20) hours and up to sixty (60) hours of vacation pay, provided that he or she maintains a balance of 80 hours of vacation after the transaction. The buy-out may be taken as: 1) pay; 2) funding an ICMARC 457 Deferred Compensation Plan; or 3) a combination of the above.

Approval of such requests is at the discretion of the manager. Based on extraordinary circumstances or when the employee has not been permitted to take vacation due to lack of staffing or workload, the department head, in consultation with the City Manager, may allow an increase in the annual buyout, or a rollover of hours exceeding three hundred (300) hours.

Upon termination, an employee with more than six (6) months of service shall be paid for any accumulated vacation, (up to 300 hours) at his or her final base straight time rate of pay. Vacation time shall be taken in no less than one-half (1/2) hour increments, or as applicable by law.

With the exception of FMLA or other qualifying protected leaves, vacation hours shall not be used to cover sick hours.

Approved vacation may be rescinded based on the needs of the service, such as activation of the Emergency Operations Center, or other emergency conditions.

(b) Vacation Picks
The vacation pick process will begin the Monday of the week of October 15 each year. Bargaining unit members will have the opportunity to select two (2) separate vacation picks of not less than twenty-four (24) and up to eighty (80)-consecutive hours. This vacation selection is defined as a vacation pick.

SECOMM employees are divided into two sides for scheduling purposes, the "A" side and the "B" side. The "A" side consists of two shifts: "A1" and "A2". The "B" also consists of two shifts: "B1" and "B2". A total of three (3) bargaining unit members per side may be on a scheduled vacation pick at any given time, however, only a maximum of two (2) bargaining unit members that are on the same shift (A1, A2, B1 or B2) can be on their scheduled vacation pick at any given time.

Vacation picks will be made in order of seniority by shift assignment side (A and B), with the more tenured employee first. Each employee will have four (4) of their scheduled workdays to complete their bid.

Employees that are absent from work at the time of their bid will be contacted at their phone number on record and advised they have four (4) days to complete their bid or forfeit their bid. Should an employee anticipate their absence during the bid process, they can identify a proxy to management in writing who will make the bid on their behalf. At management's discretion, exceptions can be made in extreme circumstances.

After the last bargaining member on the seniority list has selected vacation picks, employees may elect to select one optional "Flex" pick. This "Flex" pick will be a minimum of twenty-four (24) hours and a maximum of eighty (80) hours. The Flex pick start date must be between thirty (30) and ninety (90) calendar days from the date of request and is made on a first come, first served basis. All "Flex" picks shall not conflict with the vacation pick parameters.

Vacation picks are guaranteed provided the employee has the entire balance of vacation time available at the beginning of the scheduled vacation pick. In the event the entire vacation balance is not available, an adjustment may be made to not exceed the vacation balance available prior to the pick or taking vacation.

Employee requested cancellations of any part of a vacation pick require a fourteen (14) calendar day written notice. Vacation picks not cancelled within parameters defined will still count as a pick and the employee will not be allowed to work during the vacation pick time that was not cancelled.

In the event that a vacation pick is cancelled voluntarily by an employee, or an employee terminates their employment, other employees will be given the opportunity to switch one of their vacation picks to the vacated days that become available, based on seniority. Employees interested must respond via email to supervisor within thirty (30) days. Decisions will be based on seniority.

Outside of vacation picks, individual requests for vacation usage will not be accepted more than sixty (60) days in advance.

(c) Donation and Transfer
The policy of the City is to allow employees to donate vacation to co-workers facing personal emergencies who have exhausted all accrued leave.

An employee is eligible for donated vacation leave when (1) he or she has suffered an extraordinary injury or illness (from other than a work-related cause) which exceeds sixty (60) calendar days in duration and has exhausted all applicable accumulated leaves; or (2) when an attending physician determines the presence of an employee is necessary because of an immediate family member's medical condition which exceeds sixty (60) calendar days in duration and the employee has exhausted all other available leaves.

Recipients are limited to receiving 240 hours of donated vacation leave for any one (1) incident or illness and may not request donated vacation leave more than one (1) time in any concurrent five (5) year period.

The vacation leave recipient must pay insurance premiums while using donated vacation leave, and will not accrue sick or vacation leave while using donated vacation leave.

An eligible employee requiring use of donated vacation leave shall notify Human Resources in writing that the use of donated vacation leave is required, explaining and providing written documentation as to the circumstances. Human Resources is responsible for approving the request and forwarding the PTO/Vacation Donation Transfer Form (available on the Intranet) for City-wide notification and distribution.

City employees may donate vacation leave to other employees under the following conditions:

1) A vacation balance of at least 200 hours is maintained after the transfer, and employees may not donate more than 100 hours per year of their vacation balance.

2) Vacation is transferred based on the dollar value of said leave. For example, the requesting employee earns $10.00 per hour base. The donating employee earns $20.00 per hour, and wishes to transfer 10 hours. As a result, $200 worth of leave is transferred. The requesting employee will be credited with 20 hours ($200 divided by $10/hour).

No City employee may intimidate, threaten or coerce any other employee with respect to donating, receiving or using leave under this program. Only the actual donations needed each pay period will be used by Finance during payroll processing. If the recipient does not use all the leave donations offered by employees, the donations will not be applied to the recipient's account.

Section 13.02 ***Holidays***
The following are official holidays for all employees:

(1) New Year's Day (January 1);
(2) President's Day (the third Monday of February);
(3) Memorial Day (last Monday in May);
(4) Fourth of July;
(5) Labor Day (First Monday in September);
(6) Veterans Day (November 11);
(7) Thanksgiving Day (fourth Thursday in November);
(8) Day after Thanksgiving;
(9) Christmas Eve;
(10) Christmas Day (December 25);

Employees working a scheduled shift on any official City holiday shall receive 2½ times the regular rate of pay for **all hours worked on the shift**.

Employees scheduled to work a holiday, but request time off, are charged applicable vacation leave for that day.

Employees not scheduled to work on any of the above holidays shall receive eight (8) hours of holiday pay.

When called in to work on the holiday, an employee shall be paid 1½ times for hours actually worked on the holiday plus the eight (8) hours of holiday pay. Hours worked in excess of eight (8) hours of the holiday shall be paid at the rate of 2½ times the regular rate of pay.

In order to receive holiday pay, the employee must work the employee's entire last scheduled workday prior to the holiday and the employee's entire first scheduled workday after the holiday, or the employee must have an excused absence or an approved day off.

Section 13.03 ***Sick Leave***

The parties agree that sick leave should be viewed as insurance rather than a vested leave benefit and the use is subject to conditions and restrictions as defined herein.

Sick leave shall be accrued at a rate of eight (8) hours per month of employment except that sick leave will not be accrued during an unpaid leave of absence. There is no limitation on the number of hours that an employee may accrue.

Employees unable to report for work shall notify the appropriate supervisor in accordance with procedures established at the division level. Employees who know in advance that they will be utilizing sick leave for a particular purpose (i.e. hospitalization, surgery) shall give notice of sick leave as far in advance as practically possible. Sick leave shall be used for absence from work due to illness, injury or medical provider appointments. Misuse of sick leave will be subject to disciplinary action. The City may require a doctor’s verification if an employee is absent from work because of injury or illness for three (3) or more consecutive shifts, or when the employee has met the criteria set forth in Section 15.02, subsection a (Absenteeism), as amended by mutual agreement of the parties.

The City will pay to each employee who separates their employment with the City or takes a regular PERS II or PERS III service retirement twenty-five percent (25%) of the employee’s unused sick leave. The employee must have a minimum of five (5) years of service. Payment shall not exceed $4,000.00 dollars.

Section 13.04 ***State Sick Leave***

Employees shall accrue Washington’s paid sick leave (State Sick Leave) in accordance with City policy. Paid sick leave accruing in accordance with Washington law and the City policy is a subset of existing Sick Leave accruals.

Section 13.05 ***Bereavement Leave***

An employee may be granted bereavement leave with pay up to a maximum of thirty-six (36) hours for the death of a member of the employee's immediate family provided the employee was scheduled to be at work.

Immediate family members include spouse; child (includes step, adopted, natural or adult child) or grandchild (includes step, adopted or natural); parent (includes step, adoptive or natural), guardian or grandparent; sibling (step, natural or adopted); in-laws (includes parent-in-law, son-in-law and daughter-in-law); or domestic partner. It does not include uncle, aunt, niece, nephew or cousin. However, nothing shall prohibit an employee from using vacation leave or shift trades for bereavement due to the death of not so immediate family members, e.g. nieces, nephews, aunts, uncles, cousins, other in-laws.

All time off in excess of thirty-six (36) hours, must be approved by the Manager and shall be charged to vacation leave.

Section 13.06 ***Occupational Disability Allowances and Restricted Duty***

(a) Disability Leave
Any employee injured on the job who is eligible for time loss payments under the Workers' Compensation Law shall, for the duration of such payment, receive only that portion of the employee's accumulated sick leave pay as elected at the employee's option which together with said time loss payments, will not equal more than 100% of the regular daily rate of pay for any one regular work day, excluding overtime. The City will inform the employee of the available option at the time the employee meets with Human Resources to complete the required paperwork.

All applicable payroll deductions, voluntary or otherwise will be subtracted from the optional sick leave allowance in excess of mandated time loss compensation as indicated under the Revised Code of Washington Title 51, Industrial Insurance or paid by employee reimbursement.

(b) Restricted Duty Program
Restricted Duty is a temporary modification of an employee's regularly assigned duties, or performance of unrelated duties to accommodate a temporary work related illness or injury. City employees incurring job related injuries with restrictions that cannot be integrated into their regular duties, or, that prohibit the temporary performance of their regular duties may be eligible for modified work assignments, when available. Participation in the program is generally contingent upon being released for modified duties by a City appointed physician. On a case by case basis when approved by the Department Director and the Human Resources Director, the City may allow employees with non-industrial injuries or illnesses to participate in the Restricted Duty Program.

Eligibility is also contingent upon a prognosis that does not exclude the employee's return to his or her former position. Employees must be temporarily injured and expected to return to their regular duties. At the City's sole discretion, a Restricted Duty program may be extended to an employee for more than ninety (90) days. Employee's may be transferred to another medically appropriate assignment or removed from the program by the Human Resources Director based on inadequate performance.

Hours worked in the program are considered productive hours in the computation of fringe benefits and seniority. It is the employee's responsibility to perform the assignment in a productive, professional manner as expected in any regular assignment.

Eligible employees who are offered and refuse a modified work assignment or incur unexcused non-industrial related absences may suffer the loss of all temporary disability benefits.

Employees on restricted duty will be compensated at eighty percent (80%) of the regular base hourly rate for their regular position in lieu of the lower Workers' Compensation temporary disability income. Differentials do not apply while on Restricted Duty.

Section 13.07 ***Leave to Attend Funerals of City Employees***
Except for temporary and provisional employees, all City employees may be allowed to take necessary time off with pay at the discretion of their supervisor to attend a funeral of a City employee.

Section 13.08 ***Jury Duty and Witness Service***
An employee who is called for jury duty or is subpoenaed as a witness in a case to which the employee is not a party, shall be paid during the absence on account of the jury or witness service, salary less the amount of jury or witness fees (exclusive of mileage) the employee is paid or to which the employee is entitled. In accordance with the Hours of Work and Management Rights sections of this Agreement, the SECOMM Manager may modify schedules to assist employees in providing this valuable public service.

Section 13.09 ***Military Leave***
The City shall abide by the provisions of the laws of the State of Washington RCW 38.40.060.

Section 13.10 ***Family and Medical Leave***
The city retains the right to administer medical leave using policies and procedures deemed by the City to be the most efficient methods to comply with the terms of this agreement and applicable medical leave regulations.

Section 13.11 ***Leave of Absence Without Pay***
Excluding temporary and provisional employees, a Department Director may grant a leave of absence without pay up to thirty (30) calendar days. Except for temporary and provisional employees, the City Manager may authorize an unpaid leave of absence up to a maximum of one (1) year. Leave necessitated by service with the U.S. Armed Forces shall, be extended for the full period of such service. Failure of an employee to report for work at the expiration of a leave of absence shall be regarded as a voluntary resignation, provided that an employee serving in the armed forces shall report for work within three (3) months of separation from the service.

In the event of injury or illness, the appointing authority may require that the employee submit a certificate from the attending physician or a designated physician indicating the nature of the illness or injury with a prognosis for recovery.

Upon expiration of an approved leave of absence in excess of thirty (30) days without pay, an employee may be reinstated to the same or similar position, if available, when the leave was granted. The City cannot and does not make any commitments to holding a position open in hopes that the employee will return. If no positions are available, the employee will be terminated.

During an approved leave of absence without pay, an employee shall not accrue any leave time, benefits or seniority for which the employee was eligible before the leave without pay began, providing accrual of such leaves shall resume upon return of the employee to his or her job.

Section 13.12 ***Faith Based Leave***
The City's policy on Faith Based Leave shall be applicable to employees in the bargaining unit.

Article XIV. Drug and Alcohol Testing

The City retains the right to administer drug and alcohol testing using policies and procedures deemed by the City to be the most efficient methods to comply with the terms of this agreement and applicable drug and alcohol testing regulations. The parties agree to meet and discuss impacts when a policy is implemented by the City.

Section 14.01 ***Employee Assistance Program Available***
The City recognizes a need to provide an opportunity for employees to deal with alcohol or substance abuse related problems through employee assistance programs. Any employee who voluntarily seeks treatment for a personal alcohol problem or for a substance abuse disorder, not involving criminal conduct, may do so through employee assistance programs of the employee's own choosing in complete confidence and without jeopardizing the employee's employment with the City.

Article XV. Miscellaneous

Section 15.01 ***Personnel Records***
The Human Resources Department shall maintain a complete personnel file on each employee. However, any documented discipline will not be used for progressive disciplinary purposes after twenty-four (24) months if no further related disciplinary action is taken. Supervisory files will be purged annually after performance reviews. Access to personnel files shall be limited to the employee, the employee's authorized representative, officials of the City who have a business need for the access or as required by public records and freedom of information laws at the federal or state level. Employees have the right to review their files after providing reasonable advance notice, and shall have the right to attach reasonable materials in explanation or rebuttal to adverse materials. Adverse materials shall not be placed in the personnel file without the knowledge of the employee.

Section 15.02 ***Attendance Policy***
The parties agree that regular and prompt attendance of each employee is necessary so that service to customers can be met in an efficient manner. The purpose of this policy is to promote satisfactory attendance and shall be applied uniformly and consistently to all employees covered by this Agreement.

(a) Absenteeism
Absences from work may be scheduled or unscheduled. For leave not statutorily protected, employees may be subject to disciplinary action for habitual unscheduled absence and/or sick leave abuse. Sick leave abuse occurs when sick leave is taken for other than approved reasons or the employee fails to comply with required notification or documentation procedures. Habitual absence refers to the employee who is excessively absent from work on an unscheduled basis.

(b) Progressive Steps of Discipline

Progressive discipline will apply to any employee who meets either one of the above thresholds. Once progressive discipline is initiated, any discipline issued within the ensuing twenty-four (24) month period shall be used for progressive disciplinary purposes.

1) Action Step 1: If an employee exceeds any of the thresholds, the immediate supervisor will review the attendance record to determine that an employee has a problem with habitual absence. Should that problem exit, the supervisor will meet with the employee, discuss the problem and agree upon expectations for correcting the problem. The meeting may constitute a verbal warning.

2) Action Step 2: Should the unscheduled attendance problem continue without acceptable progress, the Supervisor may initiate actions of progressive discipline in accordance with acceptable standards of reasonable judgment as established by the parties to this Agreement. A second offense constitutes a written warning; a third offense constitutes a one (1) day suspension; a fourth offense constitutes a three (3) day suspension; and a fifth offense constitutes termination.

In lieu of a suspension, the employee's manager or supervisor may substitute a one (1) pay period reduction in hourly pay equal to the suspension, or a combination of both suspension and pay reduction. For example, an employee who earns $20.00 per hour is subject to a one (1) day suspension. In lieu, the manager or supervisor may temporarily reduce the employee's hourly rate of pay from $20.00 to $18.00 for one (1) pay period.

Section 15.03 ***No Smoking***

The Guild acknowledges and supports RMC 2.58, as amended, relating to No Smoking and use of Tobacco Related Products, including vaping devices, in the Work Environment.

Section 15.04 ***Training***

The scheduling of any and all training courses will be done by the SECOMM Manager or his or her designee. Employees shall attend training courses as assigned by the City. The City shall pay for the actual cost of all materials, tuition and fees associated with a training course the City is requiring an employee to attend. The material shall remain the property of the City.

Reimbursement for travel and subsistence for official trips shall conform to guidelines set forth in the City's Business Travel and Expense Policy, Index No. 1420. In any case, reimbursement shall only be for the amount of actual and reasonable expenses as determined by the City.

Time spent in class by an employee required by the City as assigned training shall be counted as time worked and compensated accordingly. Payment for related travel time shall be governed by the Fair Labor Standards Act.

Employees will be required to obtain and maintain a level of proficiency and competency as outlined in the City's Training Manual, Policy and SGM Manuals. Successful completion of a proficiency review shall be accomplished annually by each employee. Failure to successfully complete the review may result in disciplinary action.

Section 15.05 ***Shift Trades***
Employees covered by this Agreement may engage in up to twenty-four (24) shift trades in 2019. Starting in 2020, employees covered by this Agreement may engage in up to eighteen (18) shift trades per calendar year. With supervisor approval, probationary employees are also eligible for shift trades.

Shift trade hours shall not constitute hours for calculating overtime and will not cause any extra cost to the Employer.

A shift trade will be considered to count towards the per year maximum as described above regardless of how many hours are involved in the trade (i.e., a trade of a partial shift will count as one full trade, just as a trade of a full shift will also count as one full trade).

A shift trade may not cause an employee to work more than seven (7) consecutive days. Shift trades may only be used for a maximum of seven (7) consecutive days.

Employees may not work more than twelve (12)-consecutive hours as a result of a shift trade. Shift trades will not be requested more than sixty (60) days in advance. The employee is responsible for ensuring that all shift trades are repaid within six (6) months.

All shift trades must be submitted by the employee and approved by the supervisor in applicable scheduling software and shall not interfere with business operations. Qualifications to perform the work will be considered in approving the request. The supervisor must be notified if both employees agree to cancel the trade.

If an employee calls in sick when they are scheduled to work a trade, it will come out of their sick leave and count as an occurrence. If an employee who is scheduled to work a trade fails to work for any reason other than calling in sick, the employee will be charged from their vacation bank. If the substituting employee fails to work the shift, the employee who requested the shift trade, if at work, must remain at work and work the shift.

If an employee is scheduled to work a trade and there is enough staffing, the employee can use their own vacation time.

Exchanging short days outside of the current pay period is also considered a shift trade and will count towards the eighteen (18) shift trades per year maximum described above. A short day exchange within a current pay period will not be counted as a shift trade.

A certified training officer (CTO) may not trade shifts, if at the time of the trade request, it appears as if the requested trade will cause the CTO to miss a shift during a period of time when the CTO is actively training another employee, unless the requested shift trade is with another CTO, in which case the trade will be allowed if it otherwise fulfills the pre-requisites as set forth in this section.

A lead dispatcher may trade shifts as long as the person they are trading with is another lead dispatcher, qualified to work as a temporary upgrade, or there is a person already scheduled who is qualified to work as a temporary upgrade. It is understood that if the trade is with someone who is qualified to work as a temporary upgrade they will not be compensated. If someone is assigned to be in a temporary upgrade, they will be compensated as defined in Section 11.02.

Exchange of scheduled hours worked on the same day shall constitute a shift swap. An employee scheduled on day shift can swap shifts with an employee scheduled on graveyards if that swap occurs on the same day, and vice versa. Shift swaps will not be considered a shift trade. Shift swaps will only occur if supervisors on both shifts approve the request.

It is understood that all applicable state and federal wage and hour laws will be complied with, and under no circumstances shall the continuation of shift trades obligate the City to pay overtime due to shift trades. It is also understood that if at any time in the future a relevant state or federal agency issues a definitive ruling to the effect that any aspect of the shift trade practice is in violation of such state and/or federal wage and hour laws, the City and the Guild will reopen this section for further bargaining.

Article XVI. Grievance and Appeal Procedure

Section 16.01 *Basic Process*

Employees covered by this Agreement may avail themselves of the grievance and appeal procedures as provided for in RMC 2.28.905, attached hereto as Exhibit ‘B’. However, the parties hereby agree that different timelines should be utilized to file and process grievances that are brought pursuant to this Agreement than the timelines that are set forth in Exhibit ‘B’. The timelines for filing and processing grievances brought pursuant to this Agreement are all to be calculated by doubling the timelines set forth in Exhibit ‘B’, and also by using calendar days (excluding City-recognized holidays) rather than working days. Thus, all references to “ten (10) working days” contained in Steps 1 through 4 of the grievance process that is outlined in Exhibit ‘B’ should be modified to read “twenty (20) calendar days (excluding City-recognized holidays)” for the purposes of filing and processing grievances pursuant to this Agreement. Likewise, all references in Exhibit ‘B’ to “five (5) working days” should be modified to read “ten (10) calendar days (excluding City-recognized holidays)” for the purposes of filing and processing grievances pursuant to this Agreement.

Although the Guild may initiate an action in consideration of time limitations without signatures, employees shall be responsible for signing and dating all grievances and appeals at their earliest convenience. Employees may be accompanied by a Guild representative during any hearing process. If a Guild steward is not available, any Guild member can accompany the employee. Stewards may initiate and sign grievances related to items contained in this collective bargaining agreement.

Section 16.02 *Arbitration Option*

At step four (4) of the aforementioned process, the grievant may make an irrevocable decision to pursue arbitration in lieu of a Personnel Committee hearing. When a grievance has been timely referred to arbitration, the parties shall promptly meet and attempt to mutually agree upon an arbitrator. Should an expeditious selection of arbitrator not be possible, either party may request

from the Federal Mediation and Conciliation Service (FMCS) a list of seven (7) arbitrator's names, experience, education, (vita) and fees charged.
Upon receipt of the FMCS list, the parties shall meet and strike names, with a coin toss determining who strikes first. Names shall be eliminated alternately until only one (1) name remains. The arbitrator whose name is thus selected shall hear the dispute and render a decision subject to the limitations imposed in this Article.

In the event the arbitrator finds he has no authority or power to rule the case, the matter shall be referred back to the parties without decision or recommendation on the merits of the case. In any grievance in which there is a dispute as to the substantive grievability or arbitrability of the matter at hand, the arbitrator shall rule first on this issue.

The arbitrator shall only consider and render a decision with respect to the specific issue originally grieved and submitted, and shall have no authority to make a decision on any other issue not so submitted.

The arbitrator shall have no authority to make or impose a decision which is inconsistent with State, Federal law, City ordinance or this Agreement. The arbitrator shall have no power or authority to award punitive damages.

The arbitrator shall render a decision within thirty (30) days after the hearing. The decision shall be final and binding upon the parties to the grievance provided the decision does not involve action by the City which is beyond its jurisdiction. The expense of the arbitration shall be borne equally by the parties hereto. Each party shall be responsible for their respective legal and other expenses.

Neither the arbitrator nor any other person or persons involved in the grievance procedure shall have the power to negotiate new agreements or to change, modify, amend, add to, subtract from, or otherwise alter the present provisions of this Agreement.

Article XVII. Signatures

The parties hereto have caused this Agreement to be executed this ____ day of ________, 2019.

City of Richland, Washington		Southeast Washington Telecommunicators Guild	
______________________		______________________	
Cynthia D. Reents City Manager	Date	Alex Skalbania Guild Representative	Date
______________________		______________________	
John Bruce Chief of Police	Date	Joshua Childress Guild President	Date

____

Cathleen Koch — Date
Administrative Services Director

ATTEST:

____

Toni Fulton — Date
Acting Deputy City Clerk

APPROVED TO FORM:

____

Heather Kintzley — Date
City Attorney

Article XVIII. Exhibits

Section 18.01 *Exhibit 'A' – Represented Classifications and Wages*

2019

Effective November 25, 2019, the wage schedule reflects a 3.0% increase over 2018 rates.

Classification Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Emergency Communications Dispatcher	$21.20	$21.96	$22.81	$24.82	$25.64	$29.28	$30.28
Lead Emergency Communications Dispatcher/Certified Training Officer	N/A	N/A	N/A	N/A	$26.92	$30.74	$31.79

Full time Employees employed as of 1/1/2019, and employed on date of contract ratification, shall receive a one-time non-proliferating stipend of $1,800.00. Full-time employees hired after 1/1/2019, and still employed on date of contract ratification, shall receive such stipend on a prorated basis, based on months worked. Individuals not employed on date of contract ratification shall not be entitled to such stipend.

In addition, full-time employees employed in 2019 and employed on date of contract ratification shall receive a stipend equivalent to $1.00 per hour for each hour of overtime worked in 2019 (1/1/2019 through 11/30/2019) (excluding any holiday hours). Individuals not employed on date of contract ratification shall not be entitled to such stipend.

Employees who worked in a full-time capacity for part of 2019, will receive a prorated stipend dependent on months in full time and part time status. Full-time monthly rate will be $ 163.64 per month. Part-time monthly rate will be $81.82.

2020

Effective the 1st payroll period of 2020 (December 23, 2019), the wage schedule reflects a 2.0% increase over 2019 rates.

Classification Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Emergency Communications Dispatcher	$21.63	$22.40	$23.27	$25.32	$26.16	$29.87	$30.89
Lead Emergency Communications Dispatcher/ Certified Training Officer	N/A	N/A	N/A	N/A	$27.46	$31.36	$32.43

Section 18.02 ***Exhibit 'B' – RMC 2.28.905 Grievance and Appeal Procedure***

(a) Definition:

(1) Appeals are actions filed by a classified employee concerning any adverse personnel action which results in the employee's suspension for more than thirty (30) days, reduction in pay, or discharge from city employment;

(2) Grievances are actions by an employee alleging improper application of the provisions of this chapter and complaints on other matters concerning the employee's working conditions, misapplication of policies and procedures and related conditions. Excluded are matters alleging employment discrimination as defined in Section 2.28.105 and the substance of performance evaluations and oral reprimands;

(3) Investigations in matters related to conditions of employment, examinations and other sundry matters which may be conducted by the personnel committee at the request of the human resources manager or upon its own motion with the view of making determinations and recommendations as appropriate to the city manager for corrective action or changes in policies and procedures.

(b) Requirements for adverse actions

No classified employee may be suspended for more than thirty (30) days, reduced in pay or discharged from city employment except for cause. In such cases, the city shall advise the employee in writing of the charges and an explanation of the evidence upon which the proposed action is based. The employee would then have an opportunity for a pre-disciplinary and/or pre-termination hearing. The city after consideration of the facts and materials presented at the hearing shall provide the employee with a written decision of termination, suspension or demotion in pay. Within ten (10) days after receipt of the employer's decision, the employee shall have the right to appeal to the personnel committee.

(c) Procedure for processing grievances

(1) Step 1

Grievances must be made known to the employee's supervisor in writing within twenty (20) calendar days (excluding city-recognized holidays) after the basis for the complaint is known or should have become known to the employee. All grievances must include the specific policy or provision which the employee feels is being violated, as well as the requested remedy.

The immediate supervisor shall discuss the grievance with the employee and render a written decision within twenty (20) calendar days (excluding city-recognized holidays) of receipt of the original grievance. If the employee is not satisfied with the supervisor's response, he or she may proceed to Step 2.

(2) Step 2

The employee shall reduce the grievance to writing within twenty (20) calendar days (excluding city-recognized holidays) from the initial discussion and present it to his or her division manager. The division manager shall arrange to discuss the grievance within ten (10) calendar days (excluding city-recognized holidays) after so notified.

Within twenty (20) calendar days (excluding city-recognized holidays) of such meeting, the division manager will respond in writing. If the matter is not resolved at step 2, the employee may proceed to step 3.

(3) Step 3

Within twenty (20) calendar days (excluding city-recognized holidays) of the division manager's decision, the employee may request in writing that the grievance be reviewed by his or her department director and/or deputy city manager. The department director and/or deputy city manager shall arrange to discuss the grievance within ten (10) calendar days (excluding city-recognized holidays) after so notified. Within twenty (20) calendar days (excluding city-recognized holidays) of such meeting, the department director and/or deputy city manager will respond in writing. If the matter is not resolved at step 3, the employee may proceed to step 4.

(4) Step 4

If the grievance is still unresolved, the employee may appeal to the personnel committee within twenty (20) calendar days (excluding city-recognized holidays) after receipt of the department director's/deputy city manager's response.

COUNCIL AGENDA ITEM COVERSHEET

Council Date: 12/17/2019

Agenda Category: Items for Approval

Core Focus Area 1 - Promote Financial Stability & Operational Effectiveness

Subject:
Authorize a Salary Adjustment for the City Manager

Department:	Ordinance/Resolution Number:	Document Type:
City Council		General Business Item

Recommended Motion:
Authorize a Salary Adjustment for the City Manager effective December 24, 2019.

Summary:
On December 3, 2019, Council met with the City Manager to review her 2019 performance and achievement of goals established by Council's Strategic Leadership Plan.

Per the City Manager's contract, Council agrees to review and increase base salary and/or other benefits.

Fiscal Impact: Based on salary adjustment.

Attachments:

COUNCIL AGENDA ITEM COVERSHEET

Council Date: 12/17/2019

Agenda Category: Items for Approval

Core Focus Area 1 - Promote Financial Stability & Operational Effectiveness

Subject:
Confirm Jennifer Rogers as City Clerk Per Article IV, Section 4.06 of the Richland City Charter

Department:	Ordinance/Resolution Number:	Document Type:
City Attorney		General Business Item

Recommended Motion:
Confirm the appointment of Jennifer Rogers as Richland City Clerk effective December 30, 2019.

Summary:
Article IV, Section 4.06 of the Richland City Charter provides that the City Manager, subject to the approval of the Council, shall appoint or remove the City Clerk.

After an extensive recruitment effort, Jennifer Rogers has accepted the position of City Clerk with a start date of December 30, 2019.

Staff recommends confirmation of Ms. Rogers consistent with the Richland City Charter.

Fiscal Impact:	The salary range for the position of City Clerk is published in the Unaffiliated Compensation Plan - 2015 and Continuing. Ms. Rogers's salary is within the established salary range and within the adopted 2020 budget for the position.

Attachments:

COUNCIL AGENDA ITEM COVERSHEET

Council Date: 12/17/2019 Agenda Category: Expenditures - Approval

Core Focus Area 1 - Promote Financial Stability & Operational Effectiveness

Subject:
Expenditures from November 25, 2019 - December 6, 2019 for $21,388,939.57 including Check Nos. 274195-274609, Travel Check Nos. 19889-19894, Wire Nos. 7894-7918, Payroll Check Nos. 158404-158971, Pension Check Nos. 5291-5323, and Payroll Wire/ACH Nos. 11257-11273

Department:
Administrative Services

Ordinance/Resolution Number:

Document Type:
Expenditures

Recommended Motion:
Approve the expenditures from November 25, 2019 to December 6, 2019 in the amount of $21,388,939.57.

Summary:
Breakdown of Expenditures:

Check Nos.	274195-274609	2,969,600.93
Travel Check Nos.	19889-19894	3,733.75
Wire Nos.	7894-7918	15,570,168.52
Payroll Check Nos.	158404-158971	1,402,066.48
Pension Check Nos.	5291-5323	26,567.29
Payroll Wires/ACH	11257-11273	1,416,802.60
TOTAL		$21,388,939.57

Fiscal Impact: Total Disbursements: $21,388,939.57. Disbursements (wire transfers) include $3,393,747.00 for purchase power.

Attachments:
1. Voucher Listing Report 12.17.19

AP (Non-Payroll) Check Log Summary- MUNIS 11/25/2019 - 12/6/2019

AP Claims Check Summary Information

CHECK DATE	START CHECK	END CHECK	CHECK KNT	CHECK TOTALS	VOID AMT
11/26/2019	274195	274211	17	$54,211.72	$0.00
11/27/2019	274212	274311	100	$962,095.33	$33,256.87
12/04/2019	274312	274500	189	$503,481.31	$0.00
12/06/2019	274501	274609	109	$1,449,812.57	$0.00
			415	**$2,969,600.93**	**$33,256.87**

AP-CHKHIST-DETAIL-001

AP (Non-Payroll) Check Log - MUNIS 11/25/2019 - 12/6/2019

7	CHECK DATE	CHECK DATE	CHECK NBR	TYPE	VENDOR#	EMP VENDOR NAME	CHECK AMT	WARRANT	COMMENT
8	11/26/2019	11/26/2019	274195	P	10014	BOARDMAN, JOHN S	$666.51	112619P	NON COVERED DENTAL
9		11/26/2019	274196	P	10162	BUSH, LEE	$31,672.67	112619P	NON COVERED MEDICAL
10		11/26/2019	274197	P	10167	CASE, MIKE	$240.67	112619P	NON COVERED RX
11		11/26/2019	274198	P	10248	CENTER VISION & CONTACT LENS CLINIC INC	$82.00	112619P	NON COVERED VISION
12		11/26/2019	274199	P	10029	CLEAVENGER, MICHAEL	$102.40	112619P	NON COVERED DENTAL
13		11/26/2019	274200	P	10028	CLEAVENGER, WILL J	$170.00	112619P	NON COVERED VISION
14		11/26/2019	274201	P	12459	COLUMBIA BASIN ORAL SURGEONS	$681.20	112619P	NON COVERED DENTAL
15		11/26/2019	274202	P	10040	DOWNS, DANNY	$40.49	112619P	NON COVERED RX
16		11/26/2019	274203	P	30943	ESTY, RAYMOND	$11,600.00	112619P	NON COVERED MEDICAL
17		11/26/2019	274204	P	10064	JOHNSON, NEILS E	$460.64	112619P	NON COVERED VISION
18		11/26/2019	274205	P	10704	JONES, HAROLD	$150.00	112619P	NON COVERED MEDICAL
19		11/26/2019	274206	P	10213	KEYS, JACK D	$7,800.00	112619P	NON COVERED MEDICAL
20		11/26/2019	274207	P	10743	LABBERTON, W.K. DDS	$143.80	112619P	NON COVERED DENTAL
21		11/26/2019	274208	P	10304	MATHESON, HAN & GIESA PLLC	$157.14	112619P	NON COVERED DENTAL
22		11/26/2019	274209	P	11496	PRESCRIPTION PHARMACY PLLC	$10.00	112619P	NON COVERED RX
23		11/26/2019	274210	P	10116	SIEMENS, DONALD	$180.00	112619P	NON COVERED MEDICAL
24		11/26/2019	274211	P	10148	WILLIAMSON, CRAIG E	$54.20	112619P	NON COVERED MEDICAL
25	11/27/2019	11/27/2019	274212	P	10838	ACE HARDWARE	$23.09	1127191	CABLE AND FASTENERS
26		11/27/2019	274213	P	999004	AMB REFUND	$993.00	1127191	AMB BILLING REFUND 2018-01861
27		11/27/2019	274214	P	10504	ABM JANITORIAL NORTHWEST	$13,165.29	1127191	MULTIPLE - NOV JANITORIAL
28		11/27/2019	274215	P	10157	AMERIGAS	$234.93	1127191	PROPANE REFILL - BADGER MTN
29		11/27/2019	274216	P	30293	AMUNDSON, JON	$268.68	1127191	19-357 AMUNDSON ICMA CONF. NAS
30		11/27/2019	274217	P	10644	ANIXTER INC	$2,292.00	1127191	WAREHOUSE STOCK
31		11/27/2019	274218	P	10983	ANOVAWORKS	$896.00	1127191	HEARING TESTS 11.15.19
32		11/27/2019	274219	P	10547	ARBAUGH & ASSOCIATES INC	$3,042.15	1127191	ARBAUGH AND ASSOCIATES OCTOBER
33		11/27/2019	274220	P	11490	ARCHITECTS WEST INC	$4,650.85	1127191	WWTF LAB & SITE REVISIONS - Se
34		11/27/2019	274221	P	12435	ASPECT CONSULTING, LLC	$33,021.50	1127191	MEADOW SPRINGS,N RHLD & CPT-LE
35		11/27/2019	274222	P	10780	BASIN SOD INC	$18.00	1127191	MEADOW SPRINGS, N RHLD STORM-S
36		11/27/2019	274223	P	10010	BENTON FRANKLIN HEALTH DISTRICT	$100.00	1127191	2020 RCC MOBILE UNIT COMMISSAR
37		11/27/2019	274224	P	30009	BLUE MOUNTAIN TELECOMMUNICATION SERVICES	$960.30	1127191	RETAINAGE CONTRACT #260-19
38		11/27/2019	274225	P	10546	BOUND TREE MEDICAL LLC	$1,839.49	1127191	TRACHEOTOMY TUBE CUFFED 5.5MM
39		11/27/2019	274226	P	30921	BRIGGS, SAM	$264.00	1127191	REIMB NW ICAC CONFERENCE PER D
40		11/27/2019	274227	P	10461	CAROLINA SOFTWARE	$500.00	1127191	WASTEWORKS SOFTWARE SUPPORT QU
41		11/27/2019	274228	P	10026	CASCADE NATURAL GAS CORP	$14.11	1127191	WO 110 SAINT
42		11/27/2019	274229	P	10841	CASELLE INC	$169.33	1127191	CONTRACT SUPPORT MAINTENANCE 1
43		11/27/2019	274230	P	11112	CENTURYLINK	$111.33	1127191	LONG DISTANCE 11/06-12/05/2019
44		11/27/2019	274231	P	10261	CITY OF RICHLAND	$1,755.12	1127191	OCT LANDFILL
45		11/27/2019	274232	P	10261	CITY OF RICHLAND	$3,321.04	1127191	19-420 PARKER FMLA MASTER CLAS
46		11/27/2019	274233	P	10034	CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	$48,920.77	1127191	WAREHOUSE STOCK
47		11/27/2019	274234	P	12151	CORE & MAIN LP	$9,015.82	1127191	FORD FITTINGS
48		11/27/2019	274235	P	30927	DELTA CONNECTS, INC.	$447.98	1127191	CITY HALL - DDC TECH LABOR
49		11/27/2019	274236	P	10966	DESERTGREEN LAWN & TREE CARE LLC	$390.96	1127191	MONTHLY PEST MANAGEMENT WEED C

	B	D	E	F	G	H	I	J	K	L	M	N
7	CHECK DATE	CHECK DATE	CHECK NBR	TYPE	VENDOR#	EMP VENDOR NAME	CHECK AMT		WARRANT		COMMENT	
50		11/27/2019	274237	P	10315	FERGUSON ENTERPRISES INC	$12.58		1127191		WO PVC ADPT	
51		11/27/2019	274238	P	11157	FRONTIER	$4,091.42		1127191		TELEPHONE CHARGES 10/19/19-11/	
52		11/27/2019	274239	P	10050	GENERAL PACIFIC INC	$1,228.59		1127191		WAREHOUSE STOCK	
53		11/27/2019	274240	P	12445	GILL, JAMES GREG	$135.50		1127191		MEDICARE PREMIUM/GILL	
54		11/27/2019	274241	P	10394	GRANITE CONSTRUCTION COMPANY	$361,967.80		1127191		SAINT ST & HAGEN ROAD OVERLAY	
55		11/27/2019	274242	P	11248	GRAY & OSBORNE INC	$558.99		1127191		Pretreatment Local Limits Stud	
56		11/27/2019	274243	P	30914	ANGIE SHEPARD	$427.00		1127191		OCTOBER CLASS 7987, 7895, 7984	
57		11/27/2019	274244	P	10911	HARRIS COMPUTER	$10,649.86		1127191		BLUEPRINCE SUPPORT & MAINTENAN	
58		11/27/2019	274245	P	30528	HARTY, BRIANNA	$313.28		1127191		19-507 HARTY NWWLA SESSION 2 B	
59		11/27/2019	274246	P	11459	CATHY I FOSTER	$634.80		1127191		NOVEMBER CLASS 7380	
60		11/27/2019	274247	P	11813	HERC RENTALS INC	$313.85		1127191		MEADOW SPRINGS, N RHLD STORM-P	
61		11/27/2019	274248	P	10406	JUB ENGINEERS INC	$32,046.39		1127191		REGIONAL NORTH-SOUTH CORRIDOR	
62		11/27/2019	274249	P	30089	JACOBS, JOE	$53.00		1127191		19-392, JACOBS, IEDC TRAINING,	
63		11/27/2019	274250	P	10755	MID COLUMBIA CONSTRUCTION INC DBA	$86.88		1127191		SPRINKLER WINTERIZATION	
64		11/27/2019	274251	P	11657	JOYCE ZIKER PARKINSON PLLC	$7,034.00		1127191		LANDFILL CONTAMINATION-TRAVELE	
65		11/27/2019	274252	P	10624	MACKAY & SPOSITO INC	$9,385.05		1127191		WORK COMPLETED THROUGH 9/28/19	
66		11/27/2019	274253	P	30885	MAXIM CRANE WORKS LP	$4,186.56		1127191		ANNUAL INSPECTION VEH#3219 WO#	
67		11/27/2019	274254	P	11428	MIGHTY JOHNS PORTABLE TOILET & SEPTIC SERVICE INC	$936.00		1127191		CHEMICAL BLDG - OCT RENTAL	
68		11/27/2019	274255	P	30244	MORITZ, ROBERT	$102.00		1127191		REIMB MORITZ CDL RENEWAL	
69		11/27/2019	274256	P	11982	BADGER METER, INC	$27,581.15		1127191		METERS	
70		11/27/2019	274257	P	10862	PARAMETRIX INC	$34,563.90		1127191		2019 HR LANDFILL ENVR MONITORI	
71		11/27/2019	274258	P	30431	PARKER, RACHELL	$108.16		1127191		19-420 PARKER FMLA MAST. CLSS	
72		11/27/2019	274259	P	30434	PAULSEN, LACEY	$99.70		1127191		19-501 PAULSEN WAPERLA FALL TR	
73		11/27/2019	274260	P	30919	POCHERT, BRIAN	$361.00		1127191		REIMB NW ICAC CONFERENCE PER D	
74		11/27/2019	274261	P	30913	POINTE PEST CONTROL-ID, LLC	$428.97		1127191		PEST CONTROL SVCS - WASP SPRAY	
75		11/27/2019	274262	P	10724	PUBLIC SAFETY TESTING INC	$872.00		1127191		SUBCRIPTION FEES Q3 POLICE AND	
76		11/27/2019	274263	P	30475	REENTS, CYNTHIA	$1,022.81		1127191		19-497 REENTS ICMA CONF. NASHV	
77		11/27/2019	274264	P	11012	RH2 ENGINEERING INC	$8,373.19		1127191		2019 WATER SYSTEM MODELING-SEP	
78		11/27/2019	274265	P	30880	MSA SAFETY INCORPORATED	$1,320.00		1127191		SAFETY IO FLEET MANAGER MONTHL	
79		11/27/2019	274266	P	11098	SCHINDLER ELEVATOR CORPORATION	$102.65		1127191		WO OCTOBER CHAIR LIFT INSPECTI	
80		11/27/2019	274267	P	11058	SCHWEITZER ENGINEERING LABORATORIES INC	$67,524.76		1127191		ETHERNET SWITCH	
81		11/27/2019	274268	P	10440	SOLID WASTE SYSTEMS INC	$1,200.44		1127191		TRANSITION TUBE VEH#7152 WO#56	
82		11/27/2019	274269	P	30027	SOUND UNIFORM SOLUTIONS / BRATWEAR	$525.08		1127191		P0 26186	
83		11/27/2019	274270	P	10536	SPRAGUE PEST SOLUTIONS	$92.83		1127191		PEST CONTROL SVCS - 11/19	
84		11/27/2019	274271	P	10393	STONEWAY ELECTRIC SUPPLY	$94.58		1127191		LIBRARY - SWITCH	
85		11/27/2019	274272	P	10612	TESTAMERICA LABORATORIES INC	$7,005.50		1127191		LANDFILL MONITORING LAB SERVIC	
86		11/27/2019	274273	P	30813	THE CLOUDBURST GROUP	$2,814.00		1127191		Con Plan/AAP/AI Consulting Ser	
87		11/27/2019	274274	P	30920	TODD, DAN	$361.00		1127191		REIMB NW ICAC CONF PER DIEM	
88		11/27/2019	274275	P	11239	TOTAL SITE SERVICES LLC	$73,479.24		1127191		KEENE RD STORM IMPROVE - WORK	
89		11/27/2019	274276	P	12054	TRANSPO GROUP USA, INC	$20,227.42		1127191		DUPORTAIL BRIDGE PH 2-WORK IN	
90		11/27/2019	274277	P	11606	ELIZABETH E TROST	$116.03		1127191		OCTOBER CLASS 7857	
91		11/27/2019	274278	P	10243	URM STORES INC	$70.64		1127191		RCC SUPPLIES	
92		11/27/2019	274279	P	10512	US BANK N A	$150.00		1127191		POOLED INVESTMENT CUSTODY FEE	
93		11/27/2019	274280	P	10860	VERIZON WIRELESS	$971.52		1127191		CELL PHONES 10/07-11/06/2019	
94		11/27/2019	274281	VOID	10469	WA STATE DEPT OF TRANSPORTATION	$0.00		1127191		VOID AFTER UPDATE 11/27/2019	
95		11/27/2019	274282	P	30838	WALLNER, AMANDA	$96.00		1127191		19-396 WALLNER, IEDC CONF. IND	

	B	D	E	F	G	H	I	J	K	L	M	N
7	CHECK DATE	CHECK DATE	CHECK NBR	TYPE	VENDOR#	EMP VENDOR NAME	CHECK AMT		WARRANT		COMMENT	
96		11/27/2019	274283	P	30843	WATER MANAGEMENT LABORATORIES, INC.	$1,450.00		1127191		WO WATER SAMPLING ANALYSIS	
97		11/27/2019	274284	P	10839	WESTERN CONCRETE ACCESSORIES	$29.37		1127191		ST 12" CURB BRUSH 15871	
98		11/27/2019	274285	P	10194	XEROX CORPORATION	$745.16		1127191		SEPTEMBER 2019 3UA-295134	
99		11/27/2019	274286	P	10838	ACE HARDWARE	$166.11		1127192		BEVERLY HEIGHTS - TIMER RELOCA	
100		11/27/2019	274287	P	10347	AIREFCO INC	$269.06		1127192		BLDG 100 - TSTAT, SENSOR	
101		11/27/2019	274288	P	12407	AVANTECH INC	$2,672.64		1127192		MICHELLE JOHNSON 11/1/19 - 11/	
102		11/27/2019	274289	P	12229	CANON FINANCIAL SERVICES, INC	$661.34		1127192		OCTOBER COPIER CHARGES	
103		11/27/2019	274290	P	10656	CARLSON SALES METERING SOLUTIONS LLC	$9,556.80		1127192		METERS FOR STOCK	
104		11/27/2019	274291	P	10841	CASELLE INC	$169.33		1127192		CONTRACT SUPPORT MAINTENANCE 1	
105		11/27/2019	274292	P	10847	CERIUM NETWORKS INC	$304.08		1127192		ENGINEER REMOTE SYSTEM PROGRAM	
106		11/27/2019	274293	P	30931	CLEARGOV INC	$26,498.40		1127192		CLEARGOV 2019-2022 SERVICE	
107		11/27/2019	274294	P	11907	SYCURE CORP	$800.00		1127192		SERVICE:CS 100MBPS FULL DUPLEX	
108		11/27/2019	274295	P	10135	CI INFORMATION MANAGEMENT	$36.58		1127192		ONSITE 64 GALLON-RECURRING SHR	
109		11/27/2019	274296	P	10034	CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	$1,767.47		1127192		METER SOCKETS FOR STOCK	
110		11/27/2019	274297	P	10826	CORRECT EQUIPMENT INC	$6,047.20		1127192		ACCU-TAB CHLORINE TABLETS	
111		11/27/2019	274298	P	10139	DEPARTMENT OF ECOLOGY	$45,997.28		1127192		STORMWATER LOAN L1400029 - PM	
112		11/27/2019	274299	P	30356	EQUALIZER POLYGRAPH & INVESTIGATIONS, LLC	$500.00		1127192		PRE-EMP POLYGRAPH DISPATCH & P	
113		11/27/2019	274300	P	12433	INTERWEST TECHNOLOGY SYSTEMS INC	$325.80		1127192		INTERWEST 4 HOURS LABOR TO UPG	
114		11/27/2019	274301	P	10358	MOON SECURITY SERVICES INC	$470.24		1127192		LIBRARY - DEC MONITORING	
115		11/27/2019	274302	P	10618	MOON, TAE-IM PHD	$800.00		1127192		PRE-EMP POLYGRAPH E. SENNER	
116		11/27/2019	274303	P	10724	PUBLIC SAFETY TESTING INC	$90.00		1127192		ADD-ON POLICE OCTOBER 2019	
117		11/27/2019	274304	P	12003	SHI INTERNATIONAL CORP	$364.58		1127192		SHI ACROBAT PRO LICENSE	
118		11/27/2019	274305	P	11563	MOBILEGUARD	$2,208.30		1127192		MOBILEGUARD ARCHIVING PLATFORM	
119		11/27/2019	274306	P	10536	SPRAGUE PEST SOLUTIONS	$103.17		1127192		STA 74 - PEST CONTROL	
120		11/27/2019	274307	P	10481	WEST PUBLISHING CORPORATION	$2,374.26		1127192		West Information Charges	
121		11/27/2019	274308	P	11771	TOTAL CARE CLINICS	$220.00		1127192		DOT PHY. R. ARMER	
122		11/27/2019	274309	P	10145	WESCO RECEIVABLES CORP	$13,747.54		1127192			
123		11/27/2019	274310	P	10194	XEROX CORPORATION	$321.89		1127192		8TB-337985 BASE/PRINTS OCT 201	
124		11/27/2019	274311	P	10469	WA STATE DEPT OF TRANSPORTATION	$33,256.87		1127193		I-182/QUEENSGATE ROUNDABOUT -	
125	12/04/2019	12/04/2019	274312	P	10412	A CORE INC	$614.40		1204191		C12-19 EW190098 CONCRETE CUTTI	
126		12/04/2019	274313	P	10838	ACE HARDWARE	$307.78		1204191		WM FASTENERS MILLER TRUCK 3354	
127		12/04/2019	274314	P	11013	N HARRIS COMPUTER CORPORATION	$4,636.57		1204191		TAX-CAFR ANNUAL SUPPORT 2020	
128		12/04/2019	274315	P	10347	AIREFCO INC	$103.44		1204191		LIBRARY - HVAC PARTS	
129		12/04/2019	274316	P	10748	ALLAN ELECTRIC INC	$26,592.56		1204191		PAYMENT 1 - 290-19 COMPOST PRO	
130		12/04/2019	274317	P	10705	AMERICAN ROCK PRODUCTS INC	$275.58		1204191		CONCRETE 3500PSI EXT ENV SRCHR	
131		12/04/2019	274318	P	10644	ANIXTER INC	$231.32		1204191		WAREHOUSE STOCK	
132		12/04/2019	274319	P	10995	AUS WEST LOCKBOX	$132.41		1204191		LINEN CHARGE WWTP	
133		12/04/2019	274320	P	30924	ARI PHOENIX, INC	$1,102.44		1204191		REDUCTION SLEEVES	
134		12/04/2019	274321	P	30141	AUREF	$101.00		1204191		Customer Refund	
135		12/04/2019	274322	P	11079	AUTOZONE STORES LLC	$68.27		1204191		WW BLADES, FLUID VEH#3355 WO#5	
136		12/04/2019	274323	P	10103	BADGLEY, KERI RANDALL	$135.50		1204191		MEDICARE PREMIUM/BADGLEY	
137		12/04/2019	274324	P	10004	BAKER, MARSHALL R	$135.50		1204191		MEDICARE PREMIUM/BAKER	
138		12/04/2019	274325	P	10160	BATES, LAURIE VERN JR	$135.50		1204191		MEDICARE PREMIUM/BATES	
139		12/04/2019	274326	P	10855	BEDEN, LARRY	$135.50		1204191		MEDICARE PREMIUM/BEDEN	
140		12/04/2019	274327	P	10008	BENTON PUD	$7,119.05		1204191		C13-028 SAFETY TRAINING 2019	
141		12/04/2019	274328	P	11608	THERMO KING NORTHWEST, INC DBA	$1,977.04		1204191		TEETH,BOLTS,WHEEL VEH#6570 WO	

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7	CHECK DATE	CHECK DATE	CHECK NBR	TYPE	VENDOR#	EMP VENDOR NAME	CHECK AMT	WARRANT	COMMENT
142		12/04/2019	274329	P	10218	BOLSTAD, BARRY	$135.50	1204191	MEDICARE PREMIUM/BOLSTAD
143		12/04/2019	274330	P	10015	BOWLS, DAVID	$104.90	1204191	MEDICARE PREMIUM/BOWLS
144		12/04/2019	274331	P	11272	BOYD'S TREE SERVICE LLC	$8,216.36	1204191	TREE PRUNING AND VEGETATION MA
145		12/04/2019	274332	P	10169	BRUNSON, DALE A	$119.50	1204191	MEDICARE PREMIUM/BRUNSON
146		12/04/2019	274333	P	12320	BUILDERS FIRSTSOURCE, INC	$131.62	1204191	WM 1"X2" - 48" WOOD STAKES 50P
147		12/04/2019	274334	P	10162	BUSH, LEE	$131.50	1204191	MEDICARE PREMIUM/BUSH
148		12/04/2019	274335	P	12164	C & E TRENCHING LLC	$720.00	1204191	HYDRANT METER REFUND #320
149		12/04/2019	274336	P	10180	CANFIELD, HARRY R	$135.50	1204191	MEDICARE PREMIUM/CANFIELD
150		12/04/2019	274337	P	11685	CARDINAL HEALTH 411 INC	$10.87	1204191	LIDOCAINE
151		12/04/2019	274338	P	10170	CARPER, RANDY H	$572.50	1204191	MEDICARE PREMIUM/CARPER
152		12/04/2019	274339	P	10023	CARRICK, HENRY	$134.00	1204191	MEDICARE PREMIUM/CARRICK
153		12/04/2019	274340	P	10025	CASCADE FIRE EQUIPMENT CORP DBA	$1,057.01	1204191	BALL VALVES VEH#5033 WO#56508
154		12/04/2019	274341	P	10167	CASE, MIKE	$135.50	1204191	MEDICARE PREMIUM/CASE
155		12/04/2019	274342	P	10240	CENTRAL HOSE & FITTINGS INC	$351.04	1204191	ST HOSE ASSEMBLY
156		12/04/2019	274343	P	10597	CHARTER COMMUNICATIONS	$161.89	1204191	CABLE SVCS 10/30-11/29/19 0706
157		12/04/2019	274344	P	10597	CHARTER COMMUNICATIONS	$156.18	1204191	INTERNET 090967501
158		12/04/2019	274345	P	10261	CITY OF RICHLAND	$4,758.65	1204191	19-383 FLOHR
159		12/04/2019	274346	P	10208	CLARK, FRANK M	$104.90	1204191	MEDICARE PREMIUM/CLARK
160		12/04/2019	274347	P	10029	CLEAVENGER, MICHAEL	$135.50	1204191	MEDICARE PREMIUM/CLEAVENGER
161		12/04/2019	274348	P	10028	CLEAVENGER, WILL J	$135.50	1204191	MEDICARE PREMIUM/CLEAVENGER
162		12/04/2019	274349	P	10254	CLEMENTS, JOHN M	$131.50	1204191	MEDICARE PREMIUM/CLEMENTS
163		12/04/2019	274350	P	10948	COFFEY REFRIGERATION	$1,150.04	1204191	RCC - DISHWASHER
164		12/04/2019	274351	P	10542	FIANDER & ASSOCIATES LLC	$108.60	1204191	PREVENTATIVE MAINTENANCE
165		12/04/2019	274352	P	10223	COLUMBIA RIGGING CORP	$912.80	1204191	ST 6.5 TN SPA SHACKLES/8TN ALL
166		12/04/2019	274353	P	30933	COLUMBIA RIVER PLUMBING	$620.10	1204191	HYDRANT METER REFUND #369
167		12/04/2019	274354	P	10470	COMMERCIAL TIRE INC	$5,340.77	1204191	FLAT REPAIR BY CT VEH#2456 WO
168		12/04/2019	274355	P	11444	CTS LANGUAGE LINK	$957.00	1204191	TRANSLATION SVCS NONEM 10/01-1
169		12/04/2019	274356	P	10038	COUCH, LARRY	$135.50	1204191	MEDICARE PREMIUM/COUCH
170		12/04/2019	274357	P	11486	COYOTE RIDGE CORRECTIONS CENTER	$691.90	1204191	OCTOBER 2019 WORK CREW-LANDFIL
171		12/04/2019	274358	P	12385	CRASH DATA GROUP INC.	$1,050.00	1204191	CDR SOFTWARE SUBSCRIPTION
172		12/04/2019	274359	P	30166	CUMMINS NORTHWEST LLC	$122.96	1204191	UNIONS, TUBE VEH#3340 WO#5646
173		12/04/2019	274360	P	10166	DEMYER, JAMES J	$135.50	1204191	MEDICARE PREMIUM/DEMYER
174		12/04/2019	274361	P	30188	DIMENSIONAL COMMUNICATIONS INC.	$48,152.15	1204191	City Hall WO #60542
175		12/04/2019	274362	P	10040	DOWNS, DANNY	$135.50	1204191	MEDICARE PREMIUM/DOWNS
176		12/04/2019	274363	P	10048	DRIVER, DOUGLAS D	$135.50	1204191	MEDICARE PREMIUM/DRIVER
177		12/04/2019	274364	P	11830	DSU PETERBILT & GMC INC	$244.11	1204191	FUEL CAP VEH#3315 WO#56367
178		12/04/2019	274365	P	10041	DUCHEMIN, ROGER	$135.50	1204191	MEDICARE PREMIUM/DUCHEMIN
179		12/04/2019	274366	P	10641	EES CONSULTING	$2,025.00	1204191	C184-19 IRP/CPA Assessments
180		12/04/2019	274367	P	11169	GREGORY SULLIVAN	$12,626.00	1204191	C244-17 IRP & Load Forecast
181		12/04/2019	274368	P	12498	EMS TECHNOLOGY SOLUTIONS, LLC	$346.43	1204191	CIRCUIT,MRI,VENT,SINGLE LIMB,A
182		12/04/2019	274369	P	10322	ENERGY INCENTIVES INC	$2,765.00	1204191	C337-18 Residential EE Inspect
183		12/04/2019	274370	P	30219	ENNIS, MIKE	$47.52	1204191	REIMB FUEL WCIA TRAINING IN TU
184		12/04/2019	274371	P	30943	ESTY, RAYMOND	$120.00	1204191	MEDICARE PREMIUM/ESTY
185		12/04/2019	274372	P	30934	EURLFINS-TESTAMERICA	$680.10	1204191	HYDRANT METER #386 REFUND
186		12/04/2019	274373	P	11044	EWING IRRIGATION PRODUCTS INC	$139.44	1204191	CRAIGHILL - IRR PARTS
187		12/04/2019	274374	P	10431	FAST SIGNS	$67.79	1204191	VEHICLE DECALS VEH#3353 WO#564

7	CHECK DATE	CHECK DATE	CHECK NBR	TYPE	VENDOR#	EMP VENDOR NAME	CHECK AMT	WARRANT	COMMENT
188		12/04/2019	274375	P	10508	FASTENAL COMPANY	$234.23	1204191	WASHERS NUTS SCREWS BITS
189		12/04/2019	274376	P	11264	FCS GROUP	$105.00	1204191	C220-16 COSA & RATE DESIGN SUP
190		12/04/2019	274377	P	10315	FERGUSON ENTERPRISES INC	$324.54	1204191	SHOPS 100 - PLUMBING KIT
191		12/04/2019	274378	P	10045	FERRIANS, ALLEN LARRY	$135.50	1204191	MEDICARE PREMIUM/FERRIANS
192		12/04/2019	274379	P	30373	FLOHR, LUKE	$0.02	1204191	19-383 FLOHR
193		12/04/2019	274380	P	11245	FORCE AMERICA DISTRIBUTING LLC	$546.65	1204191	FLOW METER SENSOR VEH#3248 WO#
194		12/04/2019	274381	P	11157	FRONTIER	$292.46	1204191	PHONE SERVICES 11/04-12/03/19
195		12/04/2019	274382	P	10220	FRONTIER FENCE INC	$4,523.63	1204191	HORN RAPIDS - FENCING
196		12/04/2019	274383	P	11585	GALLS, LLC	$1,299.01	1204191	NOMEX IIIA SHIRTS
197		12/04/2019	274384	P	10165	GANLEY, JOHN M	$135.50	1204191	MEDICARE PREMIUM/GANLEY
198		12/04/2019	274385	P	11637	GC SYSTEMS, INC	$1,086.55	1204191	WO 3/8" CV SPEED CONTROL HORN
199		12/04/2019	274386	P	10050	GENERAL PACIFIC INC	$7,017.73	1204191	METERS
200		12/04/2019	274387	P	10425	GENSCO INC	$79.85	1204191	STA. 73 - DEFROST CONTROL BOAR
201		12/04/2019	274388	P	11410	GENUINE AUTO GLASS OF TRI CITIES LLC	$32.58	1204191	ROCKCHIP VEH#3334 WO#56568
202		12/04/2019	274389	P	12445	GILL, JAMES GREG	$135.50	1204191	MEDICARE PREMIUM/GILL
203		12/04/2019	274390	P	10203	GRAINGER	$486.43	1204191	INLINE COUPLER AND PARTS
204		12/04/2019	274391	P	10203	GRAINGER	$690.52	1204191	DATACOM JACK CAT5 PUNCH
205		12/04/2019	274392	P	30935	GRANITE CONSTRUCTION	$750.00	1204191	HYDRANT METER #338 REFUND
206		12/04/2019	274393	P	11665	GTP INVESTMENTS LLC	$2,771.80	1204191	C22-86 Badger Mtn Radio Cell T
207		12/04/2019	274394	P	11109	H2 PRE-CAST INC	$1,737.60	1204191	WAREHOUSE STOCK
208		12/04/2019	274395	P	10210	NORMA HARRINGTON	$29.32	1204191	MEMORIAL BENCH PLAQUE
209		12/04/2019	274396	P	11313	HAYDEN HOMES	$667.75	1204191	HYDRANT METER #351 REFUND
210		12/04/2019	274397	P	10046	HD FOWLER COMPANY INC	$8,570.94	1204191	WM SADDLES/STRAPS/BALLCORP COR
211		12/04/2019	274398	P	11813	HERC RENTALS INC	$1,982.69	1204191	ST 28 GALLON OF LIQUID PROPAN
212		12/04/2019	274399	P	10251	HIGGINS, FRED C	$117.50	1204191	MEDICARE PREMIUM/HIGGINS
213		12/04/2019	274400	P	10288	HJ ARNETT INDUSTRIES LLC	$523.96	1204191	REPAIR OF HUSKIE CRIMPER
214		12/04/2019	274401	P	30547	HOLEN, JONATHAN	$202.00	1204191	19-513 HOLEN BLEA MILEAGE
215		12/04/2019	274402	P	12051	HORN RAPIDS MHA	$677.25	1204191	HYDRANT METER #339 REFUND
216		12/04/2019	274403	P	10056	HOUCHIN, EARL	$118.00	1204191	MEDICARE PREMIUM/HOUCHIN
217		12/04/2019	274404	P	12200	HUGHES FIRE EQUIPMENT, INC.	$426.19	1204191	CLEAN & LUBE PER INSPECTION VE
218		12/04/2019	274405	P	11165	HYAS GROUP LLC	$3,000.00	1204191	4Q2019 FIREFIGHTERS CONSULTING
219		12/04/2019	274406	P	10901	I.T.E.C. INC	$368.70	1204191	LADDER KEEPER VEH#3406 WO#560
220		12/04/2019	274407	P	11901	EMPLOYEE BENEFIT SPECIALISTS, INC	$335.00	1204191	CHAPTER DUES - 15610944
221		12/04/2019	274408	P	10290	JIM'S PACIFIC GARAGES INC	$156.32	1204191	T STAT, SEAL VEH#3255 WO#56464
222		12/04/2019	274409	P	10064	JOHNSON, NEILS E	$116.50	1204191	MEDICARE PREMIUM/JOHNSON
223		12/04/2019	274410	P	10704	JONES, HAROLD	$135.50	1204191	MEDICARE PREMIUM/JONES
224		12/04/2019	274411	P	10259	KAMAN INDUSTRIAL TECHNOLOGIES	$1,220.58	1204191	WAREHOUSE STOCK
225		12/04/2019	274412	P	11667	KENWORTH SALES COMPANY	$879.16	1204191	SEAT VEH#3344 WO#56152
226		12/04/2019	274413	P	10213	KEYS, JACK D	$134.00	1204191	MEDICARE PREMIUM/KEYS
227		12/04/2019	274414	P	11110	KLICKITAT COUNTY PUD	$247.12	1204191	GOLGOTHA UTILITIES 10/01-10/31
228		12/04/2019	274415	P	10185	LAHTI, ROGER P	$117.50	1204191	MEDICARE PREMIUM/LAHTI
229		12/04/2019	274416	P	10324	LAMPSON INTERNATIONAL LLC	$592.70	1204191	HYDRANT METER #318 REFUND
230		12/04/2019	274417	P	10432	LANGUAGE LINE SERVICES LLC	$25.06	1204191	TRANSLATION SVCS E911 10/01-10
231		12/04/2019	274418	P	10271	LARSON, SCOTT K	$135.50	1204191	MEDICARE PREMIUM/LARSON
232		12/04/2019	274419	P	11369	LEGACY TELECOMMUNICATIONS INC	$3,219.99	1204191	REPLACE FAN RELAY AT GOLGATHA
233		12/04/2019	274420	P	10219	LES SCHWAB TIRE CENTER	$76.02	1204191	MOUNT,DISMOUNT VEH#2372 WO#565

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7	CHECK DATE	CHECK DATE	CHECK NBR	TYPE	VENDOR#	EMP VENDOR NAME	CHECK AMT		WARRANT		COMMENT	
234		12/04/2019	274421	P	10156	LEWIS, DAVID L	$113.50		1204191		MEDICARE PREMIUM/LEWIS	
235		12/04/2019	274422	P	10298	LN CURTIS & SONS	$49.85		1204191		DBL MALE ADPTR	
236		12/04/2019	274423	P	11933	M & L CONSTRUCTION INC	$100,823.15		1204191		Contract 102-19 Progress Pmt 5	
237		12/04/2019	274424	P	10624	MACKAY & SPOSITO INC	$2,763.75		1204191		John Dam Plaza Fountain Job No	
238		12/04/2019	274425	P	12409	MATERIALS TESTING & INSPECTION, LLC	$383.16		1204191		JOLIANNA HEIGHTS MATERIAL TEST	
239		12/04/2019	274426	P	30908	MEDICAL BILLING AND CONSULTING LLC	$1,100.00		1204191		OCT 2019 FIREFIGHTERS PENSION	
240		12/04/2019	274427	P	30221	MELENDREZ, SABRINA	$19.49		1204191		COUNCIL DUPORTAIL BRIDGE TOUR	
241		12/04/2019	274428	P	10143	MOBILE FLEET SERVICE INC	$172.54		1204191		HEATER CORE PIPES,ORINGS VEH#3	
242		12/04/2019	274429	P	10358	MOON SECURITY SERVICES INC	$65.05		1204191		RANGE ALARM MONITORING	
243		12/04/2019	274430	P	10164	MOORE, ROBERT	$124.50		1204191		MEDICARE PREMIUM/MOORE	
244		12/04/2019	274431	P	10085	MULROY, JAMES P	$135.50		1204191		MEDICARE PREMIUM/MULROY	
245		12/04/2019	274432	P	10086	MURRAY, DAVID	$116.50		1204191		MEDICARE PREMIUM/MURRAY	
246		12/04/2019	274433	P	10087	MYERS, EDWARD A	$135.50		1204191		MEDICARE PREMIUM/MYERS	
247		12/04/2019	274434	P	11153	JT AUTOMOTIVE PARTS INC	$1,164.99		1204191		LIGHT VEH#1210 WO#56539	
248		12/04/2019	274435	P	11021	NET TRANSCRIPTS INC	$218.00		1204191		TRANSCRIPTION SERVICE	
249		12/04/2019	274436	P	11235	MICHAEL A WILLIAMS	$720.56		1204191		COMPRESSOR ANNUAL MAINT ST 71	
250		12/04/2019	274437	P	11561	ON SCENE MEDICAL SERVICES, P.C.	$1,963.00		1204191		ANNUAL FLU VACCINES X 51/RESP	
251		12/04/2019	274438	P	10820	OWEN, MICHAEL	$116.50		1204191		MEDICARE PREMIUM/OWEN	
252		12/04/2019	274439	P	10357	OXARC INC	$174.14		1204191		FIRE EXTINGUISHER MAINTENANCE	
253		12/04/2019	274440	P	10507	PARADISE BOTTLED WATER CO	$49.79		1204191		INVOICE# 3491 1- BOTTLES WATER	
254		12/04/2019	274441	P	30441	PEOPLE GROWERS OF AMERICA INC.	$2,100.00		1204191		COR WELLNESS - COOKING DEMONST	
255		12/04/2019	274442	P	10824	PETERSON PACIFIC CORP	$61.99		1204191		BOLTS VEH#7143 WO#56521	
256		12/04/2019	274443	P	12238	REXEL USA, INC	$130.71		1204191		BEVERLY PARK - TIMER RELOCATE	
257		12/04/2019	274444	P	11026	POCKETINET COMMUNICATIONS INC	$770.00		1204191		INTERNET SVCS 12/01/19-01/01/2	
258		12/04/2019	274445	P	10533	POLLARD, JAMES	$135.50		1204191		MEDICARE PREMIUM/POLLARD	
259		12/04/2019	274446	P	30055	POWER CITY ELECTRIC INC	$2,190.00		1204191		Contract 245-19 Final Retainag	
260		12/04/2019	274447	P	10962	PROFORCE MARKETING INC DBA	$4,908.72		1204191		TASERS (4)	
261		12/04/2019	274448	P	10047	RDO EQUIPMENT CO	$201.52		1204191		PM FILTERS VEH#6616 WO#56461	
262		12/04/2019	274449	P	30474	REED, TRACY	$309.66		1204191		19-517 REED-HAZCAT TRAINING-SP	
263		12/04/2019	274450	P	10105	REESE CONCRETE PRODUCTS MFG	$12,043.74		1204191		WAREHOUSE STOCK	
264		12/04/2019	274451	P	12318	RINGOLD EMBROIDERY	$153.13		1204191		NAME PATCHES/ATTACH PATCHES &	
265		12/04/2019	274452	P	10927	RMT EQUIPMENT	$282.70		1204191		RECOVERY TANK VEH#7145 WO#5631	
266		12/04/2019	274453	P	10109	RODGERS, GARY H	$135.50		1204191		MEDICARE PREMIUM/RODGERS	
267		12/04/2019	274454	P	10111	RONEY, LARRY	$122.50		1204191		MEDICARE PREMIUM/RONEY	
268		12/04/2019	274455	P	11488	RWC INTERNATIONAL LTD	$542.44		1204191		SCREEN, TOW HOOKS VEH#3353 WO	
269		12/04/2019	274456	P	10311	SEA WESTERN INC	$14,620.17		1204191		HAIX FIRE BOOTS	
270		12/04/2019	274457	P	12255	SERVATRON, INC	$137.12		1204191		POWERCORD FOR TABLET VEH#5050	
271		12/04/2019	274458	P	11022	SEW FABULOUS	$48.87		1204191		PANTS HEMMED X 3	
272		12/04/2019	274459	P	10362	SHERMAN & REILLY INC	$1,613.51		1204191		SWIVELS VEH#6543 WO#56440	
273		12/04/2019	274460	P	10116	SIEMENS, DONALD	$135.50		1204191		MEDICARE PREMIUM/SIEMENS	
274		12/04/2019	274461	P	10440	SOLID WASTE SYSTEMS INC	$227.34		1204191		ROLLER,PIN VEH#3344 WO#56152	
275		12/04/2019	274462	P	10117	SPARKS, DAVID W	$133.50		1204191		MEDICARE PREMIUM/SPARKS	
276		12/04/2019	274463	P	30890	SPARTAN TRUCK COMPANY	$8,092.10		1204191		PACKER LINK WELDMENT VEH#3339	
277		12/04/2019	274464	P	10536	SPRAGUE PEST SOLUTIONS	$228.06		1204191		STA. 71 - PEST CONTROL	
278		12/04/2019	274465	P	10393	STONEWAY ELECTRIC SUPPLY	$31.77		1204191		WO FUSSES FOR HORN RAPIDS IRRI	
279		12/04/2019	274466	P	12440	STRATTON, MARK	$135.50		1204191		MEDICARE PREMIUM/STRATTON	

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7	CHECK DATE	CHECK DATE	CHECK NBR	TYPE	VENDOR#	EMP VENDOR NAME	CHECK AMT		WARRANT		COMMENT	
280		12/04/2019	274467	P	10961	TACOMA SCREW PRODUCTS INC	$318.72		1204191		PROUT POOL - PLUMBING PARTS	
281		12/04/2019	274468	P	10119	TANNER, WILLIAM	$135.50		1204191		MEDICARE PREMIUM/TANNER	
282		12/04/2019	274469	P	10332	TAYLOR, RANDAL L	$135.50		1204191		MEDICARE PREMIUM/TAYLOR	
283		12/04/2019	274470	P	10242	THE DRAIN SURGEON	$192.22		1204191		LIBRARY - CLEAN URINAL LINE	
284		12/04/2019	274471	P	10163	THOMAS, GERALD D	$134.50		1204191		MEDICARE PREMIUM/THOMAS	
285		12/04/2019	274472	P	10442	TITAN TRUCK EQUIPMENT	$536.77		1204191		CRANE REMOTE REPAIR VEH#3405 W	
286		12/04/2019	274473	P	11771	TOTAL CARE CLINICS	$150.00		1204191		DOT PHY. KELLY SHINES	
287		12/04/2019	274474	P	12020	TOTAL SITE SERVICES LLC	$750.00		1204191		HYDRANT METER #349 REFUND	
288		12/04/2019	274475	P	11129	TU DECIDES MEDIA INC	$400.00		1204191		HOME/CDBG Ads Con Plan/AAP/AI	
289		12/04/2019	274476	P	10800	TURNER, ROY	$135.50		1204191		MEDICARE PREMIUM/TURNER	
290		12/04/2019	274477	P	11175	TYNDALE COMPANY INC	$3,100.45		1204191		FR CLOTHING-MULTIPLE	
291		12/04/2019	274478	P	11167	UNISYS CORPORATION	$809.15		1204191		FILE MGT: EOM DEPARTMENT 7-15	
292		12/04/2019	274479	P	10202	UTILITIES UNDERGROUND LOCATION CENTER	$497.94		1204191		OCTOBER 2019 LOCATE CENTER	
293		12/04/2019	274480	P	11357	UTILIWORKS CONSULTING LLC	$23,835.00		1204191		C32-16 AMI/MDMS Planning and R	
294		12/04/2019	274481	P	10860	VERIZON WIRELESS	$32,689.26		1204191		SEPT COUNCIL WIRELESS CHARGES	
295		12/04/2019	274482	P	10860	VERIZON WIRELESS	$180.14		1204191		VERIZON, COUNCIL OCTOBER WIREL	
296		12/04/2019	274483	P	30936	VICTORY UNLIMITED CONSTRUCTION	$438.80		1204191		HYDRANT METER #351 REFUND	
297		12/04/2019	274484	P	11802	TRI CITIES VISITOR & CONVENTION BUREAU	$77,479.86		1204191		SPECIAL LODGING ACCESS OCT 19	
298		12/04/2019	274485	P	10140	WASHINGTON STATE PATROL	$476.00		1204191		BACKGROUND CHECK - RDUNCAN	
299		12/04/2019	274486	P	999003	WASTEWORKS REFUND	$857.46		1204191		REFUND OVER PMT WASTE WORKS AC	
300		12/04/2019	274487	P	30843	WATER MANAGEMENT LABORATORIES, INC.	$72.00		1204191		WQ POSTAGE SAMPLING KITS	
301		12/04/2019	274488	P	10815	WATER SOLUTIONS INC	$67.33		1204191		WATER FILTRATION 11/7-12/6/19	
302		12/04/2019	274489	P	11015	WEBCHECK INC	$1,397.68		1204191		WEBCHECK SERVICE OCTOBER 2019	
303		12/04/2019	274490	P	10145	WESCO RECEIVABLES CORP	$211.37		1204191		COMPRESSION DIE	
304		12/04/2019	274491	P	11035	WESCO GROUP INC	$130.59		1204191		PRIMER,LACQUER VEH#3283 WO#56	
305		12/04/2019	274492	P	10142	WEST, ROYAL	$116.00		1204191		MEDICARE PREMIUM/WEST	
306		12/04/2019	274493	P	30108	WESTERN REFUSE & RECYCLING EQUIPMENT, INC	$888.33		1204191		GLINK KIT REBUILD VEH#3339 WO	
307		12/04/2019	274494	P	10059	WESTERN STATES EQUIPMENT COMPANY	$2,409.59		1204191		ENG COOLANT HEATER VEH#6539 WO	
308		12/04/2019	274495	P	10267	WESTERN SYSTEMS & FABRICATION INC	$1,485.34		1204191		AIR FILTERS VEH#3350 WO#56517	
309		12/04/2019	274496	P	10148	WILLIAMSON, CRAIG E	$108.00		1204191		MEDICARE PREMIUM/WILLIAMSON	
310		12/04/2019	274497	P	10077	WILMOTH, ROD	$135.50		1204191		MEDICARE PREMIUM/WILMOTH	
311		12/04/2019	274498	P	10194	XEROX CORPORATION	$1,944.88		1204191		8TB-626038 COPIER SERVICES 09/	
312		12/04/2019	274499	P	10151	ZIMMERMAN, GERALD	$118.00		1204191		MEDICARE PREMIUM/ZIMMERMAN	
313		12/04/2019	274500	P	12483	ZOLL MEDICAL SUPPLY	$4,593.57		1204191		ECG RECTANGULAR ELECTRODES/CPR	
314		12/06/2019	274501	P	10439	PYC LLC	$267.44		1206191		UNIFORM LAUNDRY SERVICE	
315		12/06/2019	274502	P	30087	3 RIVERS ROAD RUNNERS	$2,000.00		1206191		CONTRACT 24-19 RICHLAND RUN FE	
316		12/06/2019	274503	P	10838	ACE HARDWARE	$150.03		1206191		SHARKBITE CONN 1" F LF TM0856	
317		12/06/2019	274504	P	11213	ALTEC INDUSTRIES INC	$104.48		1206191		OUTRIGGER PROX SENSOR VEH#3313	
318	12/06/2019	12/06/2019	274505	P	10705	AMERICAN ROCK PRODUCTS INC	$966.13		1206191		3500 EXT W/POLY/ENV SRCHR/STND	
319		12/06/2019	274506	P	10670	ARROW CONSTRUCTION SUPPLY INC	$190.98		1206191		CRAFCO DETACK 5 GAL PAIL P9300	
320		12/06/2019	274507	P	30307	AT&T MOBILITY	$658.87		1206191		8/27/19 - 9/26/19 WIRELESS CHA	
321		12/06/2019	274508	P	999000	AUREF	$50.92		1206191		2101 STEPTOE ST Apt 137	
322		12/06/2019	274509	P	999000	AUREF	$142.68		1206191		1414 PERKINS AVE	
323		12/06/2019	274510	P	999000	AUREF	$16.23		1206191		1315 AARON DR	
324		12/06/2019	274511	P	999000	AUREF	$166.41		1206191		1326 TOTTEN AVE	
325		12/06/2019	274512	P	999000	AUREF	$159.29		1206191		2016 EVEREST AVE LOAN ACCT REF	

	B	D	E	F	G	H	I	J	K	L	M	N
7	CHECK DATE	CHECK DATE	CHECK NBR	TYPE	VENDOR#	EMP VENDOR NAME	CHECK AMT		WARRANT		COMMENT	
326		12/06/2019	274513	P	999000	AUREF	$185.28		1206191		2894 SALK AVE Apt 105	
327		12/06/2019	274514	P	999000	AUREF	$69.79		1206191		1621 GEORGE WASHINGTON WAY D22	
328		12/06/2019	274515	P	999000	AUREF	$79.94		1206191		213 ROCKY MTN CT	
329		12/06/2019	274516	P	999000	AUREF	$65.20		1206191		2455 GEORGE WASHINGTON WAY B11	
330		12/06/2019	274517	P	999000	AUREF	$178.09		1206191		2252 CARRIAGE AVE LOAN ACCT	
331		12/06/2019	274518	P	999000	AUREF	$39.87		1206191		2550 DUPORTAIL ST S211	
332		12/06/2019	274519	P	999000	AUREF	$129.63		1206191		112 HIGH MEADOWS ST LOAN ACCT	
333		12/06/2019	274520	P	999000	AUREF	$100.51		1206191		451 WESTCLIFFE BLVD Apt 120	
334		12/06/2019	274521	P	10009	BENTON COUNTY TREASURER	$61,002.74		1206191		Benton County District Court a	
335		12/06/2019	274522	P	10010	BENTON FRANKLIN HEALTH DISTRICT	$2,480.00		1206191		WATER SAMPLING ANALYSIS	
336		12/06/2019	274523	P	10008	BENTON PUD	$104.65		1206191		(9) WYE LIGHTS-BADGER REPEATER	
337		12/06/2019	274524	P	10158	BENTON RURAL ELECTRIC ASSOCIATION	$32.02		1206191		COLLINS RD RADIO TOWN ELECTRIC	
338		12/06/2019	274525	P	11769	BERRY DUNN MCNEIL & PARKER, LLC	$12,219.20		1206191		D03 - Monthly Oversight JulyPr	
339		12/06/2019	274526	P	30353	BOSHART, THOMAS	$16.00		1206191		BOSHART 19-522 GIS MTG MISSION	
340		12/06/2019	274527	P	11356	C & E TRENCHING LLC	$177,882.03		1206191		LESLIE ROAD STORM DRAIN & WATE	
341		12/06/2019	274528	P	12368	CALFO EAKES & OSTROVSKY PLLC	$96,577.69		1206191		Peterson et al v. Port of Bent	
342		12/06/2019	274529	P	10461	CAROLINA SOFTWARE	$255.02		1206191		WASTEWORKS LASER STATEMENT	
343		12/06/2019	274530	P	11868	CAROLLO ENGINEERS, INC	$266.80		1206191		WTP SOLIDS HANDING 10/2019	
344		12/06/2019	274531	P	10025	CASCADE FIRE EQUIPMENT CORP DBA	$3,602.26		1206191		CUTOFF SAW AND BLADES	
345		12/06/2019	274532	P	10597	CHARTER COMMUNICATIONS	$219.97		1206191		INTERNET 1173892	
346		12/06/2019	274533	P	30116	CHRISTENSEN, INC.	$3,531.60		1206191		GREASE FOR SW COLLECTION TRUCK	
347		12/06/2019	274534	P	11924	CIGNA HEALTH AND LIFE INSURANCE COMPANY	$16,685.55		1206191		November 2019 Admin Fees	
348		12/06/2019	274535	P	10072	CITY OF KENNEWICK	$6,358.69		1206191		REIMB. CRAIG LITTRELL BACKGROU	
349		12/06/2019	274536	P	10261	CITY OF RICHLAND	$4,712.53		1206191		BCES UTILITIES 10/01-11/01/19	
350		12/06/2019	274537	P	10261	CITY OF RICHLAND	$9,566.96		1206191		SWEEPINGS LEAVES POND DEBRIS	
351		12/06/2019	274538	P	10261	CITY OF RICHLAND	$1,026.06		1206191		19-478 LARKIN; NEMS/NRU MEETIN	
352		12/06/2019	274539	P	30136	CLIFF THORN CONSTRUCTION	$15,662.06		1206191		RETAINAGE FOR 72-19	
353		12/06/2019	274540	P	10429	CODE PUBLISHING INC	$562.04		1206191		Municipal Code - Web Update 10	
354		12/06/2019	274541	P	10562	COLE DRAINS INC	$678.75		1206191		CLEAR SEWER LINE 906/904 WINSL	
355		12/06/2019	274542	P	11516	COLEMAN OIL COMPANY	$52,191.93		1206191		WEEKLY FUEL CARD LOCK 11/11-1	
356		12/06/2019	274543	P	10470	COMMERCIAL TIRE INC	$16,311.54		1206191		SNOW TIRE CHANGE VEH#1210 WO#5	
357		12/06/2019	274544	P	11842	CONTINENTAL DOOR CO, LLC	$211.77		1206191		REPAIR DOOR W7 BLDG 200	
358		12/06/2019	274545	P	12452	CONTRACTORS EQUIPMENT MAINTENANCE INC	$214,856.59		1206191		BATTELLE BLVD EXTENSION-PMT 3-	
359		12/06/2019	274546	P	30166	CUMMINS NORTHWEST LLC	$754.78		1206191		GENSET REPAIR VEH#6609 WO#5664	
360		12/06/2019	274547	P	10139	DEPARTMENT OF ECOLOGY	$128.00		1206191		RENEWL OPS CERT 2020 CERT 6841	
361		12/06/2019	274548	P	30097	DIVERSIFIED METAL FABRICATORS, INC.	$17,417.00		1206191		RAIL GEAR FOR 2002 CHEVY 4500	
362		12/06/2019	274549	P	10801	DOMESTIC VIOLENCE SVCS OF BNTN & FRNKLN COUNTIES	$888.50		1206191		DV ADVOCACY SERVICE	
363		12/06/2019	274550	P	11830	DSU PETERBILT & GMC INC	$144.31		1206191		CAP, FILL VEH#3296 WO#56620	
364		12/06/2019	274551	P	30206	EDGEMON, SANDI	$551.23		1206191		19-479 EDGEMON NEMS/NRU/PPC ME	
365		12/06/2019	274552	P	30207	EDWARDS, ERIC J	$34.00		1206191		19-410 EDWARDS INVESTIGATION O	
366		12/06/2019	274553	P	10146	ENERGY NORTHWEST	$1,042.00		1206191		WATER SAMPLING ANALYSIS	
367		12/06/2019	274554	P	10508	FASTENAL COMPANY	$9.07		1206191		FORM LITE L GLOVES	
368		12/06/2019	274555	P	10315	FERGUSON ENTERPRISES INC	$284.95		1206191		VALVE FOR CHLORINE	
369		12/06/2019	274556	P	11157	FRONTIER	$676.07		1206191		FAX LINES 11/19-12/18/19	
370		12/06/2019	274557	P	10050	GENERAL PACIFIC INC	$216,886.20		1206191		WAREHOUSE STOCK	
371		12/06/2019	274558	P	30901	GO USA, INC	$825.14		1206191		BEANIES/HEADBANDS UTILITY EMPL	

	B	D	E	F	G	H	I	J	K	L	M	N
7	CHECK DATE	CHECK DATE	CHECK NBR	TYPE	VENDOR#	EMP VENDOR NAME	CHECK AMT		WARRANT		COMMENT	
372		12/06/2019	274559	P	11248	GRAY & OSBORNE INC	$319.42		1206191		WWTF LOCAL LIMITS STUDY 9-15 T	
373		12/06/2019	274560	P	11451	HAEIFAC	$15,944.66		1206191		HAEIFAC LOAN 58-01-01	
374		12/06/2019	274561	P	12200	HUGHES FIRE EQUIPMENT, INC.	$553.96		1206191		AUTOCHAINS VEH#5039 WO#56567	
375		12/06/2019	274562	P	11165	HYAS GROUP LLC	$9,500.00		1206191		4Q2019 401 & 457 CONSULTING FE	
376		12/06/2019	274563	P	10389	INTOXIMETERS INC	$797.65		1206191		AS FST REPAIRS	
377		12/06/2019	274564	P	11843	IRON MOUNTAIN INC	$147.49		1206191		SHRED SERVICE THRU 10/29/19	
378		12/06/2019	274565	P	10406	JUB ENGINEERS INC	$446.71		1206191		DUPORTAIL BRIDGE - CID ENG 8/2	
379		12/06/2019	274566	P	10290	JIM'S PACIFIC GARAGES INC	$68.59		1206191		HEATER CORE VEH#3280 WO#56660	
380		12/06/2019	274567	P	10803	LARSEN GUNSMITHING & FIREARMS	$705.90		1206191		SAFARILAND DUTY HOLSTERS	
381		12/06/2019	274568	P	10768	LAST MILE INC	$1,370.64		1206191		A PAIR OF CAMBIUM RADIOS	
382		12/06/2019	274569	P	10319	LIFE INSURANCE COMPANY OF NORTH AMERICA	$25,141.54		1206191		OK807703 Premiums - November	
383		12/06/2019	274570	P	30765	LOPEZ, BRANDIN	$16.00		1206191		LOPEZ - 19-519 GIS MTG MISSION	
384		12/06/2019	274571	P	10556	MAGELLAN BEHAVIORAL HEALTH	$734.57		1206191		EAP Premiums November 2019	
385		12/06/2019	274572	P	11428	MIGHTY JOHNS PORTABLE TOILET & SEPTIC SERVICE INC	$182.00		1206191		COL PLAYFIELD5 - OCT RENTAL	
386		12/06/2019	274573	P	10143	MOBILE FLEET SERVICE INC	$70.80		1206191		LEVEL SENSOR VEH#3344 WO#56631	
387		12/06/2019	274574	P	10083	MONARCH MACHINE & TOOL CO INC	$336.76		1206191		HR FLOOR PLATE VEH#3271 WO#566	
388		12/06/2019	274575	P	10358	MOON SECURITY SERVICES INC	$168.26		1206191		FIRE IN INFLU & MONTHLY SVC	
389		12/06/2019	274576	P	11153	JT AUTOMOTIVE PARTS INC	$2,028.96		1206191		FUEL ADDITIVES WINTERIZE SML E	
390		12/06/2019	274577	P	10176	ORKIN EXTERMINATING INC	$75.18		1206191		PEST CONTROL SERVICES BLDG 200	
391		12/06/2019	274578	P	10981	OIL RE-REFINING CO	$275.00		1206191		USED OIL TESTING/COLLECTION/HA	
392		12/06/2019	274579	P	10357	OXARC INC	$463.01		1206191		OCTOBER CYLINDER RENTAL	
393		12/06/2019	274580	P	10507	PARADISE BOTTLED WATER CO	$312.83		1206191		WWTP H/C DISP RENT 5 GAL H2O	
394		12/06/2019	274581	P	12203	QUICKSTART TECHNOLOGIES INC.	$9,995.00		1206191		QUICKSTART MASTER SUBSCRIPTION	
395		12/06/2019	274582	P	10047	RDO EQUIPMENT CO	$2,377.04		1206191		RDO EQUIPMENT VEH#6588 WO#5657	
396		12/06/2019	274583	P	10978	THE REACH	$35,000.00		1206191		TRF FUNDS FROM PFD DEBT SVC-OP	
397		12/06/2019	274584	P	10647	RIVER CITY TOWING INC	$244.35		1206191		TOW CHARGE	
398		12/06/2019	274585	P	10769	RULE STEEL TANKS INC	$11,278.00		1206191		6 YD FRONT LOADERS	
399		12/06/2019	274586	P	10311	SEA WESTERN INC	$330.80		1206191		BOOTS FOR LANDON	
400		12/06/2019	274587	P	10280	SHERWIN WILLIAMS CO	$98.93		1206191		PAINTING SUPPLIES FOR OPS BLDI	
401		12/06/2019	274588	P	10253	SMITH INSULATION INC	$1,072.32		1206191		231 Sell Lane - Insulation Reb	
402		12/06/2019	274589	P	10440	SOLID WASTE SYSTEMS INC	$214.92		1206191		SOLENOID VEH#3339 WO#56097	
403		12/06/2019	274590	P	11493	PICARD CORPORATION	$3,713.25		1206191		SALT WTP AND WWTF PER ITB#18-0	
404		12/06/2019	274591	P	12430	SYSTEMS DESIGN WEST, LLC	$5,869.50		1206191		AMB BILLING SEPT TRANSPORTS	
405		12/06/2019	274592	P	10961	TACOMA SCREW PRODUCTS INC	$153.14		1206191		SPRAY ADH, PRY BAR, U KNIFE -	
406		12/06/2019	274593	P	11341	THE FAB SHOP LLC	$1,286.13		1206191		PLOW EDGES VEH#3299 WO#56352	
407		12/06/2019	274594	P	10407	TOTER INC	$31,704.45		1206191		96 GALLON TOTERS	
408		12/06/2019	274595	P	12160	TYLER TECHNOLOGIES, INC	$184,638.28		1206191		IMP & Travel Carges Phase 1	
409		12/06/2019	274596	P	30115	UNIFILT CORPORATION	$128,750.00		1206191		WTP FILTER MEDIA - GRAVEL, SAN	
410		12/06/2019	274597	P	11395	INLAND NW FRANCHISING INC	$625.00		1206191		JANITORIAL SERVICES 12/01-12/3	
411		12/06/2019	274598	P	10860	VERIZON WIRELESS	$2,461.12		1206191		VERIZON, NOV WIRELESS CHARGES	
412		12/06/2019	274599	P	30843	WATER MANAGEMENT LABORATORIES, INC.	$125.00		1206191		WATER SAMPLING ANALYSIS	
413		12/06/2019	274600	P	10815	WATER SOLUTIONS INC	$54.30		1206191		NOVEMBER - 1 WTR MACHINE AT DS	
414		12/06/2019	274601	P	10145	WESCO RECEIVABLES CORP	$8,544.65		1206191		WAREHOUSE STOCK	
415		12/06/2019	274602	P	10839	WESTERN CONCRETE ACCESSORIES	$114.25		1206191		SPEEDCRETE PATCHER CEMENT	
416		12/06/2019	274603	P	30939	DOBBS HEAVY DUTY HOLDINGS LLC	$1,234.02		1206191		HYD FILTER VEH#7146 WO#56379	
417		12/06/2019	274604	P	10059	WESTERN STATES EQUIPMENT COMPANY	$1,498.37		1206191		10W OIL VEH#7143 WO#56224	

	B	D	E	F	G	H	I	J	K	L	M	N
7	CHECK DATE	CHECK DATE	CHECK NBR	TYPE	VENDOR#	EMP VENDOR NAME	CHECK AMT	WARRANT			COMMENT	
418		12/06/2019	274605	P	30137	WSP USA INC	$12,793.62	1206191			DUPORTAIL BRIDGE EOR.DCSS,LCI-	
419		12/06/2019	274606	P	11056	WT COX SUBSCRIPTIONS	$22.20	1206191			MAGAZINE SUBSCRIPTION	
420		12/06/2019	274607	P	10194	XEROX CORPORATION	$597.15	1206191			MX4-345538; W7855 BASE/PRINTS	
421		12/06/2019	274608	P	12233	REPORTING UNDER VERIZON BUSINESS NETWORK SVCS	$2,963.38	1206191			TELEPHONE CHARGES FOR NOVEMBER	
422		12/06/2019	274609	P	30944	ZUFELT, RHETT	$16.00	1206191			ZUFLET 19-518 GIS MTG MISSION	
423							**$2,969,600.93**					

AP (Non-Payroll) Check Log Summary- MUNIS 11/25/2019 - 12/6/2019

Travel Check Summary Information

CHECK DATE	START CHECK	END CHECK	CHECK KNT	CHECK TOTALS	VOID AMT
12/02/2019	19889	19890	2	$941.97	$0.00
12/04/2019	19891	19894	4	$2,791.78	$0.00
			6	**$3,733.75**	**$0.00**

AP (Non-Payroll) Check Processing Log - MUNIS 11/25/2019 - 12/6/2019

12/02/2019	12/02/2019	19889	P	30417	GRIMES, KYLIE	$530.10	112719AT	19-536 WPUDA COMMUNICATORS RND
	12/02/2019	19890	P	30893	SIMONSON, KODY	$411.87	112719AT	19-503 APWA CM INSPECTOR TAINI
12/04/2019	12/04/2019	19891	P	30534	HEMPSTEAD, JAMES	$889.26	120419AT	19-542 CARDIAC ARREST SURVIVAL
	12/04/2019	19892	P	30243	MORENO, HECTOR	$124.00	120419AT	19-512 CESLCL INITIAL TRAINING
	12/04/2019	19893	P	30632	SMITH, JOSHUA	$889.26	120419AT	19-540 CARDIAC ARREST SURVIVAL
	12/04/2019	19894	P	30832	VAN BEEK, MICHAEL	$889.26	120419AT	19-539 CARDIAC ARREST SURVIVAL
						$3,733.75		

AP (Non-Payroll) Check Log Summary- MUNIS 11/25/2019 - 12/6/2019

AP Claims Wires Summary Information

YEAR	MTH	CHECK DATE	CHECK NBR	TYPE	CHECK AMT	Vendor#	Vendor	Purpose	Status
2019	**11**	11/25/2019	7894	WIRE	$991.50	12220	DISCOVERY BENEFITS INC	October 2019 Administrative Fee	P
		11/25/2019	7895	WIRE	$80.00	12220	DISCOVERY BENEFITS INC	FSA deduction on 11/21/19	P
		11/25/2019	7896	WIRE	$94,573.18	11252	LEOFF HEALTH AND WELFARE TRUST	LEOFF TRUST - Dec2019	P
		11/26/2019	7897	WIRE	$3,393,747.00	10296	BONNEVILLE POWER ADMINISTRATION	OCT19/TX & POWER SALES	P
		11/26/2019	7898	WIRE	$568.00	12220	DISCOVERY BENEFITS INC	FSA deduction on 11/24/19	P
		11/26/2019	7899	WIRE	$80.00	12220	DISCOVERY BENEFITS INC	FSA deduction on 11/23/19	P
		11/26/2019	7900	WIRE	$55.02	12220	DISCOVERY BENEFITS INC	FSA deduction on 11/22/19	P
		11/26/2019	7901	WIRE	$252,108.69	11924	CIGNA HEALTH AND LIFE INSURANCE COMPANY	Medical Claims 11/18-11/24/19	P
		11/26/2019	7902	WIRE	$56,158.95	11961	QBE INSURANCE CORPORATION	November Stop Loss Premium	P
		11/27/2019	7903	WIRE	$115.00	12220	DISCOVERY BENEFITS INC	FSA deduction on 11/25 & 11/26/19	P
		11/27/2019	7904	WIRE	$384.00	10367	BANK OF AMERICA	Deposit Supplies	P
		11/29/2019	7905	WIRE	$433.34	12220	DISCOVERY BENEFITS INC	FSA deduction on 11/27/19	P
	12	12/06/2019	7892	WIRE	$536,314.33	10537	APOLLO INC	DUPORTAIL BRIDGE - PMT 20 - WORK IN OCT 2019	H
		12/02/2019	7906	WIRE	$5,325,309.38	11468	US BANK ST PAUL	DEBT SERVICE DEC 2019	P
		12/02/2019	7907	WIRE	$2,542.93	11478	PAYMENT PROCESSING INC	Landfill Merchant Services Fees	P
		12/02/2019	7908	WIRE	$1,236.50	12220	DISCOVERY BENEFITS INC	FSA deduction on 11/27/19	P
		12/02/2019	7909	WIRE	$259.95	12220	DISCOVERY BENEFITS INC	FSA deduction on 11/28/19	P
		12/02/2019	7910	WIRE	$73.66	10367	BANK OF AMERICA	Library Merchant Service Fees	P
		12/02/2019	7911	WIRE	$21,000.00	10573	REHN & ASSOCIATES INC	HRA - Dec2019	P
		12/03/2019	7913	WIRE	$134,845.40	11924	CIGNA HEALTH AND LIFE INSURANCE COMPANY	MEDICAL CLAIMS 11/25-12/01/19	H
		12/05/2019	7914	WIRE	$1,118,273.12	11239	TOTAL SITE SERVICES LLC	GWW PAVEMENT PRESERVATION-PMT 4-OCT 2019	P
		12/04/2019	7915	WIRE	$1,300,000.00	30758	LGIP LOCAL GOVERNMENT INVESTMENT POOL	PURCHASE LGIP #1920	H
		12/05/2019	7917	WIRE	$3,330,000.00	10726	WELLS FARGO	FHLB #3130AHM34-2.00% (12/24)	H
		12/06/2019	7918	WIRE	$1,018.57	12220	DISCOVERY BENEFITS INC	FSA Ddeduction on 12/4/&12/5/19	H
Total					**$15,570,168.52**				

Payroll Check Processing Log - MUNIS 11/14/2019 - 12/6/2019

CHECK DATE	CHECK DATE	CHECK NBR	TYPE	VENDOR#	EMP VENDOR NAME	CHECK AMT	WARRANT	COMMENT
	11/14/2019	158404	P	10695	BRUNNER, DANIEL H.	$1,891.50	111419PR	PAYROLL FOR - 111419
	11/14/2019	158405	P	10742	GARNISHMENT PAYEE - PAYROLL DEPT ONLY	$399.45	111419PR	PAYROLL FOR - 111419
	11/14/2019	158406	P	10742	GARNISHMENT PAYEE - PAYROLL DEPT ONLY	$88.38	111419PR	PAYROLL FOR - 111419
	11/14/2019	158407	P	11133	GET PROGRAM	$492.00	111419PR	PAYROLL FOR - 111419
	11/14/2019	158408	P	10700	IBEW LOCAL #77	$4,259.00	111419PR	PAYROLL FOR - 111419
	11/14/2019	158409	P	10699	IUOE LOCAL #280	$7,446.50	111419PR	PAYROLL FOR - 111419
	11/14/2019	158410	P	11370	WILLIAM C. EARHART COMPANY	$5,099.89	111419PR	PAYROLL FOR - 111419
						$19,676.72		
	11/27/2019	158963	P	10693	AFLAC INSURANCE	$2,288.04	112719P	PAYROLL FOR - 112719
	11/27/2019	158964	P	10711	BENEFITS SOLUTIONS(WSCFF-BC)	$5,875.00	112719P	PAYROLL FOR - 112719
	11/27/2019	158965	P	10713	BENTON FRANKLIN COMMUNITY ACTION COMMITTEE	$49.00	112719P	PAYROLL FOR - 112719
	11/27/2019	158966	P	10695	BRUNNER, DANIEL H.	$1,891.50	112719P	PAYROLL FOR - 112719
	11/27/2019	158967	P	10742	GARNISHMENT PAYEE - PAYROLL DEPT ONLY	$192.77	112719P	PAYROLL FOR - 112719
	11/27/2019	158968	P	10742	GARNISHMENT PAYEE - PAYROLL DEPT ONLY	$123.88	112719P	PAYROLL FOR - 112719
	11/27/2019	158969	P	11133	GET PROGRAM	$492.00	112719P	PAYROLL FOR - 112719
	11/27/2019	158970	P	10319	LIFE INSURANCE COMPANY OF NORTH AMERICA	$5,026.30	112719P	PAYROLL FOR - 112719
	11/27/2019	158971	P	11370	WILLIAM C. EARHART COMPANY	$5,108.13	112719P	PAYROLL FOR - 112719
						$21,046.62		
					Total	**$40,723.34**		

Payroll History Totals - MUNIS 11/25/2019 - 12/6/2019

CHECK TYPE	CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	NET PAY
PAYROLL - 2019-11-27	PAYROLL - 2019-11-27	11/27/2019	158411		3759		$2265.71
	PAYROLL - 2019-11-27	11/27/2019	158412		3681		$1996.29
	PAYROLL - 2019-11-27	11/27/2019	158413		4083		$1530.58
	PAYROLL - 2019-11-27	11/27/2019	158414		4929		$49.98
	PAYROLL - 2019-11-27	11/27/2019	158415		4562		$3641.72
	PAYROLL - 2019-11-27	11/27/2019	158416		4895		$1613.36
	PAYROLL - 2019-11-27	11/27/2019	158417		4941		$1293.87
	PAYROLL - 2019-11-27	11/27/2019	158418		4369		$3499.87
	PAYROLL - 2019-11-27	11/27/2019	158419		4575		$2062.19
	PAYROLL - 2019-11-27	11/27/2019	158420		4812		$867.83
	PAYROLL - 2019-11-27	11/27/2019	158421		4185		$4502.96
	PAYROLL - 2019-11-27	11/27/2019	158422		4338		$1039.48
	PAYROLL - 2019-11-27	11/27/2019	158423		3322		$2223.49
	PAYROLL - 2019-11-27	11/27/2019	158424		4337		$954.01
	PAYROLL - 2019-11-27	11/27/2019	158425		4736		$1489.22
	PAYROLL - 2019-11-27	11/27/2019	158426		4133		$1081.45
	PAYROLL - 2019-11-27	11/27/2019	158427		4232		$951.38
	PAYROLL - 2019-11-27	11/27/2019	158428		4811		$703.31
	PAYROLL - 2019-11-27	11/27/2019	158429		3885		$4162.45
	PAYROLL - 2019-11-27	11/27/2019	158430		3243		$1249.55
	PAYROLL - 2019-11-27	11/27/2019	158431		4901		$1726.41
	PAYROLL - 2019-11-27	11/27/2019	158432		4774		$806.14
	PAYROLL - 2019-11-27	11/27/2019	158433		3709		$1609.20
	PAYROLL - 2019-11-27	11/27/2019	158434		4539		$939.89
	PAYROLL - 2019-11-27	11/27/2019	158435		4968		$944.52
	PAYROLL - 2019-11-27	11/27/2019	158436		3688		$1798.94
	PAYROLL - 2019-11-27	11/27/2019	158437		4975		$746.64
	PAYROLL - 2019-11-27	11/27/2019	158438		2156		$911.53
	PAYROLL - 2019-11-27	11/27/2019	158439		4102		$1330.95
	PAYROLL - 2019-11-27	11/27/2019	158440		3836		$2124.38

	B	C	D	E	F	G	H	I	J	K
7	CHECK TYPE		CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME		NET PAY
38			PAYROLL - 2019-11-27	11/27/2019	158441		4541			$1101.03
39			PAYROLL - 2019-11-27	11/27/2019	158442		4029			$1535.55
40			PAYROLL - 2019-11-27	11/27/2019	158443		4952			$750.40
41			PAYROLL - 2019-11-27	11/27/2019	158444		3690			$1648.04
42			PAYROLL - 2019-11-27	11/27/2019	158445		3828			$1419.62
43			PAYROLL - 2019-11-27	11/27/2019	158446		4204			$1372.40
44			PAYROLL - 2019-11-27	11/27/2019	158447		4092			$1611.46
45			PAYROLL - 2019-11-27	11/27/2019	158448		4461			$1807.83
46			PAYROLL - 2019-11-27	11/27/2019	158449		3516			$1597.29
47			PAYROLL - 2019-11-27	11/27/2019	158450		1834			$2013.78
48			PAYROLL - 2019-11-27	11/27/2019	158451		4731			$1657.52
49			PAYROLL - 2019-11-27	11/27/2019	158452		4130			$1591.33
50			PAYROLL - 2019-11-27	11/27/2019	158453		4035			$1355.32
51			PAYROLL - 2019-11-27	11/27/2019	158454		4932			$854.53
52			PAYROLL - 2019-11-27	11/27/2019	158455		4375			$2742.09
53			PAYROLL - 2019-11-27	11/27/2019	158456		4550			$1396.46
54			PAYROLL - 2019-11-27	11/27/2019	158457		4109			$1575.10
55			PAYROLL - 2019-11-27	11/27/2019	158458		3635			$1497.55
56			PAYROLL - 2019-11-27	11/27/2019	158459		3699			$1793.89
57			PAYROLL - 2019-11-27	11/27/2019	158460		4667			$1891.76
58			PAYROLL - 2019-11-27	11/27/2019	158461		4825			$931.35
59			PAYROLL - 2019-11-27	11/27/2019	158462		4949			$1519.97
60			PAYROLL - 2019-11-27	11/27/2019	158463		4361			$2247.81
61			PAYROLL - 2019-11-27	11/27/2019	158464		4426			$3349.64
62			PAYROLL - 2019-11-27	11/27/2019	158465		4717			$1768.31
63			PAYROLL - 2019-11-27	11/27/2019	158466		4517			$3649.78
64			PAYROLL - 2019-11-27	11/27/2019	158467		4719			$4544.84
65			PAYROLL - 2019-11-27	11/27/2019	158468		4974			$1238.38
66			PAYROLL - 2019-11-27	11/27/2019	158469		4835			$1315.21
67			PAYROLL - 2019-11-27	11/27/2019	158470		4810			$1403.01
68			PAYROLL - 2019-11-27	11/27/2019	158471		2798			$1791.56
69			PAYROLL - 2019-11-27	11/27/2019	158472		4940			$1388.99
70			PAYROLL - 2019-11-27	11/27/2019	158473		4715			$1299.05
71			PAYROLL - 2019-11-27	11/27/2019	158474		4876			$450.72

	B	C	D	E	F	G	H	I	J	K
7	CHECK TYPE		CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME		NET PAY
72			PAYROLL - 2019-11-27	11/27/2019	158475		3755			$4955.93
73			PAYROLL - 2019-11-27	11/27/2019	158476		4690			$1285.38
74			PAYROLL - 2019-11-27	11/27/2019	158477		4622			$2195.72
75			PAYROLL - 2019-11-27	11/27/2019	158478		4583			$1259.22
76			PAYROLL - 2019-11-27	11/27/2019	158479		4178			$1822.88
77			PAYROLL - 2019-11-27	11/27/2019	158480		4960			$1139.55
78			PAYROLL - 2019-11-27	11/27/2019	158481		4067			$2315.07
79			PAYROLL - 2019-11-27	11/27/2019	158482		4840			$1286.69
80			PAYROLL - 2019-11-27	11/27/2019	158483		4728			$1935.23
81			PAYROLL - 2019-11-27	11/27/2019	158484		4449			$1177.09
82			PAYROLL - 2019-11-27	11/27/2019	158485		3960			$1733.77
83			PAYROLL - 2019-11-27	11/27/2019	158486		4809			$1729.76
84			PAYROLL - 2019-11-27	11/27/2019	158487		3000			$1414.30
85			PAYROLL - 2019-11-27	11/27/2019	158488		3110			$3025.97
86			PAYROLL - 2019-11-27	11/27/2019	158489		4502			$1885.00
87			PAYROLL - 2019-11-27	11/27/2019	158490		3499			$1208.20
88			PAYROLL - 2019-11-27	11/27/2019	158491		4915			$1645.97
89			PAYROLL - 2019-11-27	11/27/2019	158492		4602			$1411.86
90			PAYROLL - 2019-11-27	11/27/2019	158493		4611			$1715.14
91			PAYROLL - 2019-11-27	11/27/2019	158494		3721			$3519.51
92			PAYROLL - 2019-11-27	11/27/2019	158495		4537			$2128.88
93			PAYROLL - 2019-11-27	11/27/2019	158496		4982			$598.30
94			PAYROLL - 2019-11-27	11/27/2019	158497		4823			$1686.97
95			PAYROLL - 2019-11-27	11/27/2019	158498		4873			$546.43
96			PAYROLL - 2019-11-27	11/27/2019	158499		4792			$1203.18
97			PAYROLL - 2019-11-27	11/27/2019	158500		4919			$76.97
98			PAYROLL - 2019-11-27	11/27/2019	158501		4135			$1570.46
99			PAYROLL - 2019-11-27	11/27/2019	158502		4492			$682.05
100			PAYROLL - 2019-11-27	11/27/2019	158503		4713			$1284.86
101			PAYROLL - 2019-11-27	11/27/2019	158504		4754			$156.66
102			PAYROLL - 2019-11-27	11/27/2019	158505		4892			$93.46
103			PAYROLL - 2019-11-27	11/27/2019	158506		4824			$1976.63
104			PAYROLL - 2019-11-27	11/27/2019	158507		4994			$1551.74
105			PAYROLL - 2019-11-27	11/27/2019	158508		4143			$1323.24

	B	C	D	E	F	G	H	I	J	K
7	CHECK TYPE		CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME		NET PAY
106			PAYROLL - 2019-11-27	11/27/2019	158509		2921			$2161.98
107			PAYROLL - 2019-11-27	11/27/2019	158510		4939			$76.97
108			PAYROLL - 2019-11-27	11/27/2019	158511		3973			$1486.09
109			PAYROLL - 2019-11-27	11/27/2019	158512		4289			$1290.71
110			PAYROLL - 2019-11-27	11/27/2019	158513		3736			$3345.02
111			PAYROLL - 2019-11-27	11/27/2019	158514		4868			$524.97
112			PAYROLL - 2019-11-27	11/27/2019	158515		4936			$145.69
113			PAYROLL - 2019-11-27	11/27/2019	158516		2599			$151.63
114			PAYROLL - 2019-11-27	11/27/2019	158517		4470			$1942.41
115			PAYROLL - 2019-11-27	11/27/2019	158518		3177			$2043.12
116			PAYROLL - 2019-11-27	11/27/2019	158519		4666			$2388.81
117			PAYROLL - 2019-11-27	11/27/2019	158520		4305			$1610.65
118			PAYROLL - 2019-11-27	11/27/2019	158521		2751			$2003.70
119			PAYROLL - 2019-11-27	11/27/2019	158522		3563			$1866.50
120			PAYROLL - 2019-11-27	11/27/2019	158523		4959			$765.50
121			PAYROLL - 2019-11-27	11/27/2019	158524		2434			$1784.61
122			PAYROLL - 2019-11-27	11/27/2019	158525		3344			$1484.35
123			PAYROLL - 2019-11-27	11/27/2019	158526		4597			$2012.99
124			PAYROLL - 2019-11-27	11/27/2019	158527		4747			$2703.26
125			PAYROLL - 2019-11-27	11/27/2019	158528		4056			$1704.93
126			PAYROLL - 2019-11-27	11/27/2019	158529		4916			$1521.16
127			PAYROLL - 2019-11-27	11/27/2019	158530		4653			$1309.30
128			PAYROLL - 2019-11-27	11/27/2019	158531		3649			$1569.46
129			PAYROLL - 2019-11-27	11/27/2019	158532		4973			$1429.19
130			PAYROLL - 2019-11-27	11/27/2019	158533		4798			$2207.72
131			PAYROLL - 2019-11-27	11/27/2019	158534		4989			$1660.78
132			PAYROLL - 2019-11-27	11/27/2019	158535		3875			$1699.54
133			PAYROLL - 2019-11-27	11/27/2019	158536		4797			$1573.58
134			PAYROLL - 2019-11-27	11/27/2019	158537		3352			$1911.55
135			PAYROLL - 2019-11-27	11/27/2019	158538		3533			$1732.20
136			PAYROLL - 2019-11-27	11/27/2019	158539		4945			$1598.89
137			PAYROLL - 2019-11-27	11/27/2019	158540		4912			$1816.99
138			PAYROLL - 2019-11-27	11/27/2019	158541		3980			$1553.89
139			PAYROLL - 2019-11-27	11/27/2019	158542		4646			$1754.86

	B	C	D	E	F	G	H	I	J	K
7	CHECK TYPE		CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME		NET PAY
140			PAYROLL - 2019-11-27	11/27/2019	158543		4793			$1687.57
141			PAYROLL - 2019-11-27	11/27/2019	158544		4985			$1235.98
142			PAYROLL - 2019-11-27	11/27/2019	158545		3435			$1854.45
143			PAYROLL - 2019-11-27	11/27/2019	158546		4495			$1066.58
144			PAYROLL - 2019-11-27	11/27/2019	158547		4351			$1580.41
145			PAYROLL - 2019-11-27	11/27/2019	158548		4908			$1391.52
146			PAYROLL - 2019-11-27	11/27/2019	158549		4760			$873.35
147			PAYROLL - 2019-11-27	11/27/2019	158550		3933			$1781.40
148			PAYROLL - 2019-11-27	11/27/2019	158551		3576			$1822.31
149			PAYROLL - 2019-11-27	11/27/2019	158552		4844			$2135.84
150			PAYROLL - 2019-11-27	11/27/2019	158553		3455			$2777.69
151			PAYROLL - 2019-11-27	11/27/2019	158554		4817			$2198.02
152			PAYROLL - 2019-11-27	11/27/2019	158555		3679			$1680.52
153			PAYROLL - 2019-11-27	11/27/2019	158556		3760			$4396.87
154			PAYROLL - 2019-11-27	11/27/2019	158557		3814			$3183.39
155			PAYROLL - 2019-11-27	11/27/2019	158558		4587			$2920.02
156			PAYROLL - 2019-11-27	11/27/2019	158559		4340			$2261.34
157			PAYROLL - 2019-11-27	11/27/2019	158560		4669			$3883.27
158			PAYROLL - 2019-11-27	11/27/2019	158561		4523			$2944.95
159			PAYROLL - 2019-11-27	11/27/2019	158562		3528			$3365.58
160			PAYROLL - 2019-11-27	11/27/2019	158563		3308			$4864.54
161			PAYROLL - 2019-11-27	11/27/2019	158564		3567			$2409.12
162			PAYROLL - 2019-11-27	11/27/2019	158565		3764			$2572.21
163			PAYROLL - 2019-11-27	11/27/2019	158566		4923			$1932.80
164			PAYROLL - 2019-11-27	11/27/2019	158567		4499			$2470.78
165			PAYROLL - 2019-11-27	11/27/2019	158568		3601			$6029.71
166			PAYROLL - 2019-11-27	11/27/2019	158569		4524			$2634.76
167			PAYROLL - 2019-11-27	11/27/2019	158570		4522			$2835.19
168			PAYROLL - 2019-11-27	11/27/2019	158571		4053			$2611.84
169			PAYROLL - 2019-11-27	11/27/2019	158572		3972			$2924.79
170			PAYROLL - 2019-11-27	11/27/2019	158573		3493			$5302.36
171			PAYROLL - 2019-11-27	11/27/2019	158574		2897			$4629.55
172			PAYROLL - 2019-11-27	11/27/2019	158575		2978			$2760.01
173			PAYROLL - 2019-11-27	11/27/2019	158576		4520			$3033.61

	B C	D	E	F	G	H	I J	K
7	CHECK TYPE	CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	NET PAY
174		PAYROLL - 2019-11-27	11/27/2019	158577		3612		$3180.09
175		PAYROLL - 2019-11-27	11/27/2019	158578		3965		$2640.76
176		PAYROLL - 2019-11-27	11/27/2019	158579		4585		$2563.70
177		PAYROLL - 2019-11-27	11/27/2019	158580		3761		$3290.24
178		PAYROLL - 2019-11-27	11/27/2019	158581		4150		$4496.59
179		PAYROLL - 2019-11-27	11/27/2019	158582		2380		$3920.09
180		PAYROLL - 2019-11-27	11/27/2019	158583		2935		$3219.45
181		PAYROLL - 2019-11-27	11/27/2019	158584		3309		$3322.25
182		PAYROLL - 2019-11-27	11/27/2019	158585		4586		$3347.54
183		PAYROLL - 2019-11-27	11/27/2019	158586		3600		$2692.29
184		PAYROLL - 2019-11-27	11/27/2019	158587		3832		$3572.37
185		PAYROLL - 2019-11-27	11/27/2019	158588		4815		$2343.09
186		PAYROLL - 2019-11-27	11/27/2019	158589		4318		$1900.26
187		PAYROLL - 2019-11-27	11/27/2019	158590		4453		$2391.45
188		PAYROLL - 2019-11-27	11/27/2019	158591		4500		$2614.30
189		PAYROLL - 2019-11-27	11/27/2019	158592		4887		$2389.06
190		PAYROLL - 2019-11-27	11/27/2019	158593		4497		$2905.99
191		PAYROLL - 2019-11-27	11/27/2019	158594		2765		$5493.26
192		PAYROLL - 2019-11-27	11/27/2019	158595		3116		$2645.01
193		PAYROLL - 2019-11-27	11/27/2019	158596		4584		$2773.40
194		PAYROLL - 2019-11-27	11/27/2019	158597		3763		$3069.84
195		PAYROLL - 2019-11-27	11/27/2019	158598		4816		$2554.20
196		PAYROLL - 2019-11-27	11/27/2019	158599		3506		$3411.73
197		PAYROLL - 2019-11-27	11/27/2019	158600		4623		$2287.59
198		PAYROLL - 2019-11-27	11/27/2019	158601		4906		$1738.52
199		PAYROLL - 2019-11-27	11/27/2019	158602		2694		$2193.89
200		PAYROLL - 2019-11-27	11/27/2019	158603		3057		$6578.45
201		PAYROLL - 2019-11-27	11/27/2019	158604		3311		$3089.48
202		PAYROLL - 2019-11-27	11/27/2019	158605		3762		$2371.91
203		PAYROLL - 2019-11-27	11/27/2019	158606		4291		$3795.05
204		PAYROLL - 2019-11-27	11/27/2019	158607		4521		$4391.83
205		PAYROLL - 2019-11-27	11/27/2019	158608		4307		$2707.58
206		PAYROLL - 2019-11-27	11/27/2019	158609		4498		$3574.61
207		PAYROLL - 2019-11-27	11/27/2019	158610		4899		$1294.73

	B	C	D	E	F	G	H	I	J	K
7	CHECK TYPE		CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME		NET PAY
208			**PAYROLL - 2019-11-27**	11/27/2019	158611		4076			$861.50
209			**PAYROLL - 2019-11-27**	11/27/2019	158612		3765			$4463.87
210			**PAYROLL - 2019-11-27**	11/27/2019	158613		4454			$2560.54
211			**PAYROLL - 2019-11-27**	11/27/2019	158614		4505			$3530.74
212			**PAYROLL - 2019-11-27**	11/27/2019	158615		3206			$4607.07
213			**PAYROLL - 2019-11-27**	11/27/2019	158616		4924			$2116.84
214			**PAYROLL - 2019-11-27**	11/27/2019	158617		3207			$5065.83
215			**PAYROLL - 2019-11-27**	11/27/2019	158618		4360			$3705.92
216			**PAYROLL - 2019-11-27**	11/27/2019	158619		4937			$1493.91
217			**PAYROLL - 2019-11-27**	11/27/2019	158620		4129			$5983.55
218			**PAYROLL - 2019-11-27**	11/27/2019	158621		3340			$1670.89
219			**PAYROLL - 2019-11-27**	11/27/2019	158622		4088			$5765.54
220			**PAYROLL - 2019-11-27**	11/27/2019	158623		3896			$5384.65
221			**PAYROLL - 2019-11-27**	11/27/2019	158624		3353			$11148.57
222			**PAYROLL - 2019-11-27**	11/27/2019	158625		4000			$7746.38
223			**PAYROLL - 2019-11-27**	11/27/2019	158626		4362			$1547.90
224			**PAYROLL - 2019-11-27**	11/27/2019	158627		3295			$4495.17
225			**PAYROLL - 2019-11-27**	11/27/2019	158628		3904			$1399.43
226			**PAYROLL - 2019-11-27**	11/27/2019	158629		4947			$4189.52
227			**PAYROLL - 2019-11-27**	11/27/2019	158630		4834			$8079.30
228			**PAYROLL - 2019-11-27**	11/27/2019	158631		3524			$1875.01
229			**PAYROLL - 2019-11-27**	11/27/2019	158632		4745			$3580.33
230			**PAYROLL - 2019-11-27**	11/27/2019	158633		2202			$3556.06
231			**PAYROLL - 2019-11-27**	11/27/2019	158634		4184			$6446.40
232			**PAYROLL - 2019-11-27**	11/27/2019	158635		4433			$1563.60
233			**PAYROLL - 2019-11-27**	11/27/2019	158636		4127			$6972.04
234			**PAYROLL - 2019-11-27**	11/27/2019	158637		4183			$8230.74
235			**PAYROLL - 2019-11-27**	11/27/2019	158638		4787			$2568.17
236			**PAYROLL - 2019-11-27**	11/27/2019	158639		4943			$5506.28
237			**PAYROLL - 2019-11-27**	11/27/2019	158640		3821			$8869.38
238			**PAYROLL - 2019-11-27**	11/27/2019	158641		4345			$6152.12
239			**PAYROLL - 2019-11-27**	11/27/2019	158642		3855			$7450.44
240			**PAYROLL - 2019-11-27**	11/27/2019	158643		4874			$2851.18
241			**PAYROLL - 2019-11-27**	11/27/2019	158644		4701			$6519.04

	B	C	D	E	F	G	H	I	J	K
7	CHECK TYPE		CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME		NET PAY
242			PAYROLL - 2019-11-27	11/27/2019	158645		4746			$1363.98
243			PAYROLL - 2019-11-27	11/27/2019	158646		3473			$6519.71
244			PAYROLL - 2019-11-27	11/27/2019	158647		4772			$1666.05
245			PAYROLL - 2019-11-27	11/27/2019	158648		3856			$9592.49
246			PAYROLL - 2019-11-27	11/27/2019	158649		4366			$1696.05
247			PAYROLL - 2019-11-27	11/27/2019	158650		4574			$1563.31
248			PAYROLL - 2019-11-27	11/27/2019	158651		2709			$8396.25
249			PAYROLL - 2019-11-27	11/27/2019	158652		4398			$6473.02
250			PAYROLL - 2019-11-27	11/27/2019	158653		4665			$2796.57
251			PAYROLL - 2019-11-27	11/27/2019	158654		3803			$6868.97
252			PAYROLL - 2019-11-27	11/27/2019	158655		3901			$6291.20
253			PAYROLL - 2019-11-27	11/27/2019	158656		4432			$1425.40
254			PAYROLL - 2019-11-27	11/27/2019	158657		4904			$4931.31
255			PAYROLL - 2019-11-27	11/27/2019	158658		4900			$4051.22
256			PAYROLL - 2019-11-27	11/27/2019	158659		3902			$8682.18
257			PAYROLL - 2019-11-27	11/27/2019	158660		3894			$14486.39
258			PAYROLL - 2019-11-27	11/27/2019	158661		3804			$4835.35
259			PAYROLL - 2019-11-27	11/27/2019	158662		4515			$5011.94
260			PAYROLL - 2019-11-27	11/27/2019	158663		4080			$7694.11
261			PAYROLL - 2019-11-27	11/27/2019	158664		4075			$6112.70
262			PAYROLL - 2019-11-27	11/27/2019	158665		3356			$7982.05
263			PAYROLL - 2019-11-27	11/27/2019	158666		4394			$7395.23
264			PAYROLL - 2019-11-27	11/27/2019	158667		3651			$8362.10
265			PAYROLL - 2019-11-27	11/27/2019	158668		4944			$1148.08
266			PAYROLL - 2019-11-27	11/27/2019	158669		4271			$2723.73
267			PAYROLL - 2019-11-27	11/27/2019	158670		3413			$6334.52
268			PAYROLL - 2019-11-27	11/27/2019	158671		4230			$1355.47
269			PAYROLL - 2019-11-27	11/27/2019	158672		4270			$6464.17
270			PAYROLL - 2019-11-27	11/27/2019	158673		4113			$7258.81
271			PAYROLL - 2019-11-27	11/27/2019	158674		4016			$7604.82
272			PAYROLL - 2019-11-27	11/27/2019	158675		3306			$6011.67
273			PAYROLL - 2019-11-27	11/27/2019	158676		4296			$6405.09
274			PAYROLL - 2019-11-27	11/27/2019	158677		4599			$6505.82
275			PAYROLL - 2019-11-27	11/27/2019	158678		4894			$1226.18

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276		PAYROLL - 2019-11-27	11/27/2019	158679		4235		$4753.16
277		PAYROLL - 2019-11-27	11/27/2019	158680		4357		$499.03
278		PAYROLL - 2019-11-27	11/27/2019	158681		4813		$1331.50
279		PAYROLL - 2019-11-27	11/27/2019	158682		4496		$6713.27
280		PAYROLL - 2019-11-27	11/27/2019	158683		4519		$3172.47
281		PAYROLL - 2019-11-27	11/27/2019	158684		4684		$8372.44
282		PAYROLL - 2019-11-27	11/27/2019	158685		4535		$5926.82
283		PAYROLL - 2019-11-27	11/27/2019	158686		4114		$7484.66
284		PAYROLL - 2019-11-27	11/27/2019	158687		4128		$8113.54
285		PAYROLL - 2019-11-27	11/27/2019	158688		4896		$5168.80
286		PAYROLL - 2019-11-27	11/27/2019	158689		3746		$3581.68
287		PAYROLL - 2019-11-27	11/27/2019	158690		3964		$8336.58
288		PAYROLL - 2019-11-27	11/27/2019	158691		4536		$4716.26
289		PAYROLL - 2019-11-27	11/27/2019	158692		2885		$3547.84
290		PAYROLL - 2019-11-27	11/27/2019	158693		3903		$8467.64
291		PAYROLL - 2019-11-27	11/27/2019	158694		4872		$1135.19
292		PAYROLL - 2019-11-27	11/27/2019	158695		4103		$6741.48
293		PAYROLL - 2019-11-27	11/27/2019	158696		4967		$4438.53
294		PAYROLL - 2019-11-27	11/27/2019	158697		4234		$1946.46
295		PAYROLL - 2019-11-27	11/27/2019	158698		4332		$2703.29
296		PAYROLL - 2019-11-27	11/27/2019	158699		4913		$2721.60
297		PAYROLL - 2019-11-27	11/27/2019	158700		4981		$2175.91
298		PAYROLL - 2019-11-27	11/27/2019	158701		4452		$1502.03
299		PAYROLL - 2019-11-27	11/27/2019	158702		4216		$2936.96
300		PAYROLL - 2019-11-27	11/27/2019	158703		4687		$1932.14
301		PAYROLL - 2019-11-27	11/27/2019	158704		4238		$1994.74
302		PAYROLL - 2019-11-27	11/27/2019	158705		4223		$2586.22
303		PAYROLL - 2019-11-27	11/27/2019	158706		3456		$2090.48
304		PAYROLL - 2019-11-27	11/27/2019	158707		4724		$1338.74
305		PAYROLL - 2019-11-27	11/27/2019	158708		4762		$1956.51
306		PAYROLL - 2019-11-27	11/27/2019	158709		3738		$2727.84
307		PAYROLL - 2019-11-27	11/27/2019	158710		4993		$2039.49
308		PAYROLL - 2019-11-27	11/27/2019	158711		3541		$3458.10
309		PAYROLL - 2019-11-27	11/27/2019	158712		4487		$3047.86

	B	C	D	E	F	G	H	I	J	K
7	CHECK TYPE		CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME		NET PAY
310			PAYROLL - 2019-11-27	11/27/2019	158713		3185			$3289.57
311			PAYROLL - 2019-11-27	11/27/2019	158714		4526			$1492.72
312			PAYROLL - 2019-11-27	11/27/2019	158715		4326			$2807.66
313			PAYROLL - 2019-11-27	11/27/2019	158716		4140			$3875.68
314			PAYROLL - 2019-11-27	11/27/2019	158717		4790			$1829.86
315			PAYROLL - 2019-11-27	11/27/2019	158718		4596			$3065.80
316			PAYROLL - 2019-11-27	11/27/2019	158719		3551			$2025.24
317			PAYROLL - 2019-11-27	11/27/2019	158720		2942			$1462.20
318			PAYROLL - 2019-11-27	11/27/2019	158721		3444			$3012.59
319			PAYROLL - 2019-11-27	11/27/2019	158722		3818			$1884.18
320			PAYROLL - 2019-11-27	11/27/2019	158723		4436			$4620.39
321			PAYROLL - 2019-11-27	11/27/2019	158724		4948			$2346.19
322			PAYROLL - 2019-11-27	11/27/2019	158725		3970			$2603.94
323			PAYROLL - 2019-11-27	11/27/2019	158726		3324			$2906.26
324			PAYROLL - 2019-11-27	11/27/2019	158727		4683			$2354.02
325			PAYROLL - 2019-11-27	11/27/2019	158728		4335			$2937.65
326			PAYROLL - 2019-11-27	11/27/2019	158729		4761			$4270.16
327			PAYROLL - 2019-11-27	11/27/2019	158730		4342			$3637.12
328			PAYROLL - 2019-11-27	11/27/2019	158731		3781			$1760.80
329			PAYROLL - 2019-11-27	11/27/2019	158732		4329			$3746.16
330			PAYROLL - 2019-11-27	11/27/2019	158733		4805			$4284.32
331			PAYROLL - 2019-11-27	11/27/2019	158734		3944			$2679.90
332			PAYROLL - 2019-11-27	11/27/2019	158735		4830			$1271.13
333			PAYROLL - 2019-11-27	11/27/2019	158736		4734			$3592.50
334			PAYROLL - 2019-11-27	11/27/2019	158737		4702			$2284.16
335			PAYROLL - 2019-11-27	11/27/2019	158738		4727			$1441.63
336			PAYROLL - 2019-11-27	11/27/2019	158739		3531			$1568.07
337			PAYROLL - 2019-11-27	11/27/2019	158740		4995			$759.45
338			PAYROLL - 2019-11-27	11/27/2019	158741		4269			$1219.38
339			PAYROLL - 2019-11-27	11/27/2019	158742		4826			$2446.01
340			PAYROLL - 2019-11-27	11/27/2019	158743		4254			$3341.14
341			PAYROLL - 2019-11-27	11/27/2019	158744		4491			$2751.68
342			PAYROLL - 2019-11-27	11/27/2019	158745		4807			$1218.12
343			PAYROLL - 2019-11-27	11/27/2019	158746		3216			$2857.95

	B	C	D	E	F	G	H	I	J	K
7	**CHECK TYPE**		**CHECK TYPE**	**CHECK DATE**	**CHECKNBR**	**VOID**	**EMP#**	**EMP NAME**		**NET PAY**
344			**PAYROLL - 2019-11-27**	11/27/2019	158747		4175			$3302.50
345			**PAYROLL - 2019-11-27**	11/27/2019	158748		4475			$5859.05
346			**PAYROLL - 2019-11-27**	11/27/2019	158749		3999			$2469.24
347			**PAYROLL - 2019-11-27**	11/27/2019	158750		4055			$5061.75
348			**PAYROLL - 2019-11-27**	11/27/2019	158751		4795			$1331.47
349			**PAYROLL - 2019-11-27**	11/27/2019	158752		4992			$3360.51
350			**PAYROLL - 2019-11-27**	11/27/2019	158753		3945			$2353.94
351			**PAYROLL - 2019-11-27**	11/27/2019	158754		4241			$1566.42
352			**PAYROLL - 2019-11-27**	11/27/2019	158755		4688			$3083.73
353			**PAYROLL - 2019-11-27**	11/27/2019	158756		4327			$3587.66
354			**PAYROLL - 2019-11-27**	11/27/2019	158757		4845			$2295.08
355			**PAYROLL - 2019-11-27**	11/27/2019	158758		4697			$1905.01
356			**PAYROLL - 2019-11-27**	11/27/2019	158759		4507			$1975.60
357			**PAYROLL - 2019-11-27**	11/27/2019	158760		4074			$2166.79
358			**PAYROLL - 2019-11-27**	11/27/2019	158761		4791			$2572.36
359			**PAYROLL - 2019-11-27**	11/27/2019	158762		4073			$1228.38
360			**PAYROLL - 2019-11-27**	11/27/2019	158763		3805			$2071.91
361			**PAYROLL - 2019-11-27**	11/27/2019	158764		3354			$1533.64
362			**PAYROLL - 2019-11-27**	11/27/2019	158765		4848			$242.23
363			**PAYROLL - 2019-11-27**	11/27/2019	158766		4031			$1855.60
364			**PAYROLL - 2019-11-27**	11/27/2019	158767		3741			$3204.42
365			**PAYROLL - 2019-11-27**	11/27/2019	158768		4276			$1546.19
366			**PAYROLL - 2019-11-27**	11/27/2019	158769		4870			$1964.56
367			**PAYROLL - 2019-11-27**	11/27/2019	158770		4871			$1762.25
368			**PAYROLL - 2019-11-27**	11/27/2019	158771		4836			$1419.61
369			**PAYROLL - 2019-11-27**	11/27/2019	158772		3685			$2439.44
370			**PAYROLL - 2019-11-27**	11/27/2019	158773		4911			$1592.43
371			**PAYROLL - 2019-11-27**	11/27/2019	158774		2800			$2043.01
372			**PAYROLL - 2019-11-27**	11/27/2019	158775		3265			$4306.85
373			**PAYROLL - 2019-11-27**	11/27/2019	158776		2996			$1659.30
374			**PAYROLL - 2019-11-27**	11/27/2019	158777		4942			$1086.51
375			**PAYROLL - 2019-11-27**	11/27/2019	158778		3912			$1913.98
376			**PAYROLL - 2019-11-27**	11/27/2019	158779		3318			$2613.23
377			**PAYROLL - 2019-11-27**	11/27/2019	158780		3981			$2505.67

	B	C	D	E	F	G	H	I	J	K
7	CHECK TYPE		CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME		NET PAY
378			PAYROLL - 2019-11-27	11/27/2019	158781		4822			$1652.65
379			PAYROLL - 2019-11-27	11/27/2019	158782		4467			$1439.14
380			PAYROLL - 2019-11-27	11/27/2019	158783		4308			$1761.56
381			PAYROLL - 2019-11-27	11/27/2019	158784		3646			$2117.56
382			PAYROLL - 2019-11-27	11/27/2019	158785		3905			$1945.42
383			PAYROLL - 2019-11-27	11/27/2019	158786		3941			$1106.95
384			PAYROLL - 2019-11-27	11/27/2019	158787		4808			$2213.50
385			PAYROLL - 2019-11-27	11/27/2019	158788		4404			$1359.93
386			PAYROLL - 2019-11-27	11/27/2019	158789		4316			$1807.73
387			PAYROLL - 2019-11-27	11/27/2019	158790		3470			$2006.36
388			PAYROLL - 2019-11-27	11/27/2019	158791		3454			$1903.28
389			PAYROLL - 2019-11-27	11/27/2019	158792		3503			$2910.87
390			PAYROLL - 2019-11-27	11/27/2019	158793		3517			$1912.02
391			PAYROLL - 2019-11-27	11/27/2019	158794		4363			$1680.70
392			PAYROLL - 2019-11-27	11/27/2019	158795		4914			$1906.66
393			PAYROLL - 2019-11-27	11/27/2019	158796		4833			$1425.81
394			PAYROLL - 2019-11-27	11/27/2019	158797		2992			$2537.67
395			PAYROLL - 2019-11-27	11/27/2019	158798		3826			$1838.61
396			PAYROLL - 2019-11-27	11/27/2019	158799		1995			$1308.50
397			PAYROLL - 2019-11-27	11/27/2019	158800		4563			$1954.21
398			PAYROLL - 2019-11-27	11/27/2019	158801		4615			$1149.50
399			PAYROLL - 2019-11-27	11/27/2019	158802		4988			$1502.09
400			PAYROLL - 2019-11-27	11/27/2019	158803		4373			$1896.14
401			PAYROLL - 2019-11-27	11/27/2019	158804		3876			$1434.27
402			PAYROLL - 2019-11-27	11/27/2019	158805		3578			$2931.72
403			PAYROLL - 2019-11-27	11/27/2019	158806		4242			$1414.88
404			PAYROLL - 2019-11-27	11/27/2019	158807		4983			$1274.88
405			PAYROLL - 2019-11-27	11/27/2019	158808		2836			$2407.67
406			PAYROLL - 2019-11-27	11/27/2019	158809		3728			$2263.67
407			PAYROLL - 2019-11-27	11/27/2019	158810		2297			$1653.50
408			PAYROLL - 2019-11-27	11/27/2019	158811		3780			$1787.34
409			PAYROLL - 2019-11-27	11/27/2019	158812		2887			$1796.05
410			PAYROLL - 2019-11-27	11/27/2019	158813		3865			$1785.22
411			PAYROLL - 2019-11-27	11/27/2019	158814		4101			$1578.85

	B	C	D	E	F	G	H	I	J	K
7	CHECK TYPE		CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME		NET PAY
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413			**PAYROLL - 2019-11-27**	11/27/2019	158816		4300			$1922.56
414			**PAYROLL - 2019-11-27**	11/27/2019	158817		4951			$2180.28
415			**PAYROLL - 2019-11-27**	11/27/2019	158818		4504			$1800.24
416			**PAYROLL - 2019-11-27**	11/27/2019	158819		4660			$1891.97
417			**PAYROLL - 2019-11-27**	11/27/2019	158820		4386			$2028.39
418			**PAYROLL - 2019-11-27**	11/27/2019	158821		4448			$1903.22
419			**PAYROLL - 2019-11-27**	11/27/2019	158822		4641			$1693.33
420			**PAYROLL - 2019-11-27**	11/27/2019	158823		4440			$2327.95
421			**PAYROLL - 2019-11-27**	11/27/2019	158824		4169			$1341.43
422			**PAYROLL - 2019-11-27**	11/27/2019	158825		3988			$1829.18
423			**PAYROLL - 2019-11-27**	11/27/2019	158826		4025			$1792.92
424			**PAYROLL - 2019-11-27**	11/27/2019	158827		1973			$1894.56
425			**PAYROLL - 2019-11-27**	11/27/2019	158828		4100			$2324.56
426			**PAYROLL - 2019-11-27**	11/27/2019	158829		4933			$1663.64
427			**PAYROLL - 2019-11-27**	11/27/2019	158830		4643			$2079.82
428			**PAYROLL - 2019-11-27**	11/27/2019	158831		4533			$1271.06
429			**PAYROLL - 2019-11-27**	11/27/2019	158832		3778			$1100.62
430			**PAYROLL - 2019-11-27**	11/27/2019	158833		4709			$2120.24
431			**PAYROLL - 2019-11-27**	11/27/2019	158834		3749			$1147.14
432			**PAYROLL - 2019-11-27**	11/27/2019	158835		4548			$1806.25
433			**PAYROLL - 2019-11-27**	11/27/2019	158836		4934			$1010.11
434			**PAYROLL - 2019-11-27**	11/27/2019	158837		4689			$1226.66
435			**PAYROLL - 2019-11-27**	11/27/2019	158838		4233			$1497.95
436			**PAYROLL - 2019-11-27**	11/27/2019	158839		4196			$1957.50
437			**PAYROLL - 2019-11-27**	11/27/2019	158840		4616			$2104.08
438			**PAYROLL - 2019-11-27**	11/27/2019	158841		4568			$1796.07
439			**PAYROLL - 2019-11-27**	11/27/2019	158842		3747			$1549.51
440			**PAYROLL - 2019-11-27**	11/27/2019	158843		3740			$1672.65
441			**PAYROLL - 2019-11-27**	11/27/2019	158844		4503			$1705.52
442			**PAYROLL - 2019-11-27**	11/27/2019	158845		4789			$1635.29
443			**PAYROLL - 2019-11-27**	11/27/2019	158846		3730			$2528.36
444			**PAYROLL - 2019-11-27**	11/27/2019	158847		3771			$1950.84
445			**PAYROLL - 2019-11-27**	11/27/2019	158848		4902			$2436.34

	B	C	D	E	F	G	H	I	J	K
7	CHECK TYPE		CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME		NET PAY
446			PAYROLL - 2019-11-27	11/27/2019	158849		4828			$1335.31
447			PAYROLL - 2019-11-27	11/27/2019	158850		4691			$1612.08
448			PAYROLL - 2019-11-27	11/27/2019	158851		4006			$2596.30
449			PAYROLL - 2019-11-27	11/27/2019	158852		3883			$2178.55
450			PAYROLL - 2019-11-27	11/27/2019	158853		4281			$3563.01
451			PAYROLL - 2019-11-27	11/27/2019	158854		4012			$2255.20
452			PAYROLL - 2019-11-27	11/27/2019	158855		4165			$2015.17
453			PAYROLL - 2019-11-27	11/27/2019	158856		4374			$2322.63
454			PAYROLL - 2019-11-27	11/27/2019	158857		4177			$2384.17
455			PAYROLL - 2019-11-27	11/27/2019	158858		4832			$720.91
456			PAYROLL - 2019-11-27	11/27/2019	158859		4694			$2018.17
457			PAYROLL - 2019-11-27	11/27/2019	158860		3858			$1960.10
458			PAYROLL - 2019-11-27	11/27/2019	158861		4485			$2142.42
459			PAYROLL - 2019-11-27	11/27/2019	158862		4013			$2844.77
460			PAYROLL - 2019-11-27	11/27/2019	158863		4333			$2087.04
461			PAYROLL - 2019-11-27	11/27/2019	158864		3468			$1737.48
462			PAYROLL - 2019-11-27	11/27/2019	158865		4976			$1889.11
463			PAYROLL - 2019-11-27	11/27/2019	158866		3831			$1534.65
464			PAYROLL - 2019-11-27	11/27/2019	158867		4802			$1276.17
465			PAYROLL - 2019-11-27	11/27/2019	158868		3853			$1717.33
466			PAYROLL - 2019-11-27	11/27/2019	158869		4707			$1583.80
467			PAYROLL - 2019-11-27	11/27/2019	158870		4606			$1631.56
468			PAYROLL - 2019-11-27	11/27/2019	158871		4620			$1594.22
469			PAYROLL - 2019-11-27	11/27/2019	158872		4542			$1772.06
470			PAYROLL - 2019-11-27	11/27/2019	158873		3787			$1408.04
471			PAYROLL - 2019-11-27	11/27/2019	158874		4893			$2490.13
472			PAYROLL - 2019-11-27	11/27/2019	158875		4984			$1358.60
473			PAYROLL - 2019-11-27	11/27/2019	158876		3866			$1492.81
474			PAYROLL - 2019-11-27	11/27/2019	158877		4738			$1626.55
475			PAYROLL - 2019-11-27	11/27/2019	158878		4040			$2016.99
476			PAYROLL - 2019-11-27	11/27/2019	158879		4673			$1964.29
477			PAYROLL - 2019-11-27	11/27/2019	158880		3534			$2054.60
478			PAYROLL - 2019-11-27	11/27/2019	158881		3058			$2183.82
479			PAYROLL - 2019-11-27	11/27/2019	158882		3482			$1875.89

	B	C	D	E	F	G	H	I	J	K
7	CHECK TYPE		CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME		NET PAY
480			PAYROLL - 2019-11-27	11/27/2019	158883		4566			$1806.34
481			PAYROLL - 2019-11-27	11/27/2019	158884		4978			$1373.46
482			PAYROLL - 2019-11-27	11/27/2019	158885		4262			$1170.32
483			PAYROLL - 2019-11-27	11/27/2019	158886		4883			$1982.13
484			PAYROLL - 2019-11-27	11/27/2019	158887		4001			$2409.08
485			PAYROLL - 2019-11-27	11/27/2019	158888		3489			$2016.96
486			PAYROLL - 2019-11-27	11/27/2019	158889		4043			$2772.29
487			PAYROLL - 2019-11-27	11/27/2019	158890		4104			$3270.96
488			PAYROLL - 2019-11-27	11/27/2019	158891		4723			$1832.32
489			PAYROLL - 2019-11-27	11/27/2019	158892		4069			$1625.68
490			PAYROLL - 2019-11-27	11/27/2019	158893		3020			$1499.18
491			PAYROLL - 2019-11-27	11/27/2019	158894		4987			$1371.04
492			PAYROLL - 2019-11-27	11/27/2019	158895		3808			$1733.89
493			PAYROLL - 2019-11-27	11/27/2019	158896		4980			$1698.84
494			PAYROLL - 2019-11-27	11/27/2019	158897		4927			$1721.66
495			PAYROLL - 2019-11-27	11/27/2019	158898		4527			$1227.62
496			PAYROLL - 2019-11-27	11/27/2019	158899		4950			$1336.25
497			PAYROLL - 2019-11-27	11/27/2019	158900		4925			$1044.93
498			PAYROLL - 2019-11-27	11/27/2019	158901		3813			$3128.79
499			PAYROLL - 2019-11-27	11/27/2019	158902		4878			$1805.37
500			PAYROLL - 2019-11-27	11/27/2019	158903		3816			$1908.53
501			PAYROLL - 2019-11-27	11/27/2019	158904		4321			$878.09
502			PAYROLL - 2019-11-27	11/27/2019	158905		4884			$2181.35
503			PAYROLL - 2019-11-27	11/27/2019	158906		3729			$1642.85
504			PAYROLL - 2019-11-27	11/27/2019	158907		3852			$2434.01
505			PAYROLL - 2019-11-27	11/27/2019	158908		4990			$1331.56
506			PAYROLL - 2019-11-27	11/27/2019	158909		4320			$2624.95
507			PAYROLL - 2019-11-27	11/27/2019	158910		4071			$1024.19
508			PAYROLL - 2019-11-27	11/27/2019	158911		3011			$3846.32
509			PAYROLL - 2019-11-27	11/27/2019	158912		4991			$1350.46
510			PAYROLL - 2019-11-27	11/27/2019	158913		3015			$998.20
511			PAYROLL - 2019-11-27	11/27/2019	158914		4804			$1588.41
512			PAYROLL - 2019-11-27	11/27/2019	158915		4885			$3980.22
513			PAYROLL - 2019-11-27	11/27/2019	158916		3604			$1772.49

	B	C	D	E	F	G	H	I	J	K
7	CHECK TYPE		CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME		NET PAY
514			PAYROLL - 2019-11-27	11/27/2019	158917		4818			$1831.42
515			PAYROLL - 2019-11-27	11/27/2019	158918		4796			$2372.33
516			PAYROLL - 2019-11-27	11/27/2019	158919		3009			$1378.61
517			PAYROLL - 2019-11-27	11/27/2019	158920		4039			$2754.95
518			PAYROLL - 2019-11-27	11/27/2019	158921		4601			$1100.79
519			PAYROLL - 2019-11-27	11/27/2019	158922		3253			$810.39
520			PAYROLL - 2019-11-27	11/27/2019	158923		4986			$1302.87
521			PAYROLL - 2019-11-27	11/27/2019	158924		3800			$1553.28
522			PAYROLL - 2019-11-27	11/27/2019	158925		4881			$1003.19
523			PAYROLL - 2019-11-27	11/27/2019	158926		4661			$2001.47
524			PAYROLL - 2019-11-27	11/27/2019	158927		4877			$1758.94
525			PAYROLL - 2019-11-27	11/27/2019	158928		4721			$1591.40
526			PAYROLL - 2019-11-27	11/27/2019	158929		4820			$1363.74
527			PAYROLL - 2019-11-27	11/27/2019	158930		3642			$1682.29
528			PAYROLL - 2019-11-27	11/27/2019	158931		3359			$1970.60
529			PAYROLL - 2019-11-27	11/27/2019	158932		4142			$1033.07
530			PAYROLL - 2019-11-27	11/27/2019	158933		4609			$2472.27
531			PAYROLL - 2019-11-27	11/27/2019	158934		4938			$1598.60
532			PAYROLL - 2019-11-27	11/27/2019	158935		2130			$1751.36
533			PAYROLL - 2019-11-27	11/27/2019	158936		4799			$732.10
534			PAYROLL - 2019-11-27	11/27/2019	158937		3050			$1543.61
535			PAYROLL - 2019-11-27	11/27/2019	158938		4712			$572.66
536			PAYROLL - 2019-11-27	11/27/2019	158939		4954			$93.39
537			PAYROLL - 2019-11-27	11/27/2019	158940		4051			$930.76
538			PAYROLL - 2019-11-27	11/27/2019	158941		4961			$416.46
539			PAYROLL - 2019-11-27	11/27/2019	158942		4953			$385.21
540			PAYROLL - 2019-11-27	11/27/2019	158943		4531			$1685.19
541			PAYROLL - 2019-11-27	11/27/2019	158944		4970			$495.37
542			PAYROLL - 2019-11-27	11/27/2019	158945		4897			$677.03
543			PAYROLL - 2019-11-27	11/27/2019	158946		4971			$202.79
544			PAYROLL - 2019-11-27	11/27/2019	158947		4704			$695.24
545			PAYROLL - 2019-11-27	11/27/2019	158948		3661			$829.88
546			PAYROLL - 2019-11-27	11/27/2019	158949		4180			$1604.91
547			PAYROLL - 2019-11-27	11/27/2019	158950		3911			$672.37

	B	C	D	E	F	G	H	I	J	K
7	CHECK TYPE		CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME		NET PAY
548			PAYROLL - 2019-11-27	11/27/2019	158951		3918			$1075.44
549			PAYROLL - 2019-11-27	11/27/2019	158952		4910			$639.25
550			PAYROLL - 2019-11-27	11/27/2019	158953		3745			$1598.89
551			PAYROLL - 2019-11-27	11/27/2019	158954		3366			$1061.40
552			PAYROLL - 2019-11-27	11/27/2019	158955		4511			$1032.01
553			PAYROLL - 2019-11-27	11/27/2019	158956		4172			$796.98
554			PAYROLL - 2019-11-27	11/27/2019	158957		3739			$1336.64
555			PAYROLL - 2019-11-27	11/27/2019	158958		4280			$653.25
556			PAYROLL - 2019-11-27	11/27/2019	158959		4777			$1402.18
557			PAYROLL - 2019-11-27	11/27/2019	158960		4853			$427.67
558			PAYROLL - 2019-11-27	11/27/2019	158961		4339			$283.89
559			PAYROLL - 2019-11-27	11/27/2019	158962		3460			$311.21
560			PAYROLL - 2019-11-27	TOTALS:						$1,361,343.14
561	PENSION - 2019-11-27		PENSION - 2019-11-27	11/27/2019	5291	N	3338			$792.94
562			PENSION - 2019-11-27	11/27/2019	5292	N	704			$762.33
563			PENSION - 2019-11-27	11/27/2019	5293	N	675			$709.25
564			PENSION - 2019-11-27	11/27/2019	5294	N	4268			$472.93
565			PENSION - 2019-11-27	11/27/2019	5295	N	3453			$1029.03
566			PENSION - 2019-11-27	11/27/2019	5296	N	423			$567.40
567			PENSION - 2019-11-27	11/27/2019	5297	N	87			$543.36
568			PENSION - 2019-11-27	11/27/2019	5298	N	89			$689.50
569			PENSION - 2019-11-27	11/27/2019	5299	N	3218			$1264.48
570			PENSION - 2019-11-27	11/27/2019	5300	N	3757			$639.03
571			PENSION - 2019-11-27	11/27/2019	5301	N	35			$1881.66
572			PENSION - 2019-11-27	11/27/2019	5302	N	4918			$720.83
573			PENSION - 2019-11-27	11/27/2019	5303	N	91			$945.56
574			PENSION - 2019-11-27	11/27/2019	5304	N	985			$675.92
575			PENSION - 2019-11-27	11/27/2019	5305	N	3597			$985.36
576			PENSION - 2019-11-27	11/27/2019	5306	N	4236			$939.02
577			PENSION - 2019-11-27	11/27/2019	5307	N	40			$2740.64
578			PENSION - 2019-11-27	11/27/2019	5308	N	4490			$58.36
579			PENSION - 2019-11-27	11/27/2019	5309	N	3582			$979.87
580			PENSION - 2019-11-27	11/27/2019	5310	N	3337			$249.08
581			PENSION - 2019-11-27	11/27/2019	5311	N	4917			$630.23

	B	C	D	E	F	G	H	I	J	K
7	**CHECK TYPE**		**CHECK TYPE**	**CHECK DATE**	**CHECKNBR**	**VOID**	**EMP#**	**EMP NAME**		**NET PAY**
582			**PENSION - 2019-11-27**	11/27/2019	5312	N	927			$872.01
583			**PENSION - 2019-11-27**	11/27/2019	5313	N	651			$376.94
584			**PENSION - 2019-11-27**	11/27/2019	5314	N	2914			$497.79
585			**PENSION - 2019-11-27**	11/27/2019	5315	N	868			$348.72
586			**PENSION - 2019-11-27**	11/27/2019	5316	N	3542			$146.62
587			**PENSION - 2019-11-27**	11/27/2019	5317	N	3187			$894.58
588			**PENSION - 2019-11-27**	11/27/2019	5318	N	914			$1132.78
589			**PENSION - 2019-11-27**	11/27/2019	5319	N	4430			$839.38
590			**PENSION - 2019-11-27**	11/27/2019	5320	N	777			$1859.03
591			**PENSION - 2019-11-27**	11/27/2019	5321	N	283			$368.68
592			**PENSION - 2019-11-27**	11/27/2019	5322	N	557			$273.22
593			**PENSION - 2019-11-27**	11/27/2019	5323	N	421			$680.76
594			**PENSION - 2019-11-27**	**TOTALS:**						**$26,567.29**

Payroll Wires / ACH for 11/25/2019 thru 12/6/2019

PR-WIRESACH-001

Effective Date	WIRE #	MUNIS VENDOR	PAYEE	WIRE AMOUNT	EFFECTIVE DATE	PAYMENT METHOD
11/26/2019	11263	10694	CHILD SUPPORT VENDORS	$275.00	11/26/2019	W
			EFFECTIVE DATE TOTAL	$275.00		
	11257	16282-0	US Treasury	$886.92	11/27/2019	W
11/27/2019	11258	10231	UNITED WAY OF BENTON & FRANKLIN COUNTIES	$528.64	11/27/2019	W
	11259	10286	WA STATE DEPT OF RETIREMENT SYSTEMS	$333,155.87	11/27/2019	W
	11260	10348	ICMA	$193,273.60	11/27/2019	W
	11261	10460	EMPLOYMENT SECURITY DEPT	$7,564.82	11/27/2019	W
	11262	10646	INTERNATIONAL ASSN OF FIRE FIGHTERS	$6,378.30	11/27/2019	W
	11264	10696	UNITED STATES TREASURY	$379,505.46	11/27/2019	W
	11265	10701	SOUTHEAST WASHINGTON TELECOMMUNICATORS GUILD	$1,145.16	11/27/2019	W
	11266	10702	DIVISION OF CHILD SUPPORT	$5,788.61	11/27/2019	W
	11267	10736	CITY OF RICHLAND	$5,331.03	11/27/2019	W
	11268	10782	CITY OF RICHLAND DEPENDENT CARE RE	$1,070.09	11/27/2019	W
	11269	10783	CITY OF RICHLAND MEDICAL DENTAL VISION	$416,142.97	11/27/2019	W
	11270	10784	CITY OF RICHLAND UNEMPLOYMENT	$4,037.95	11/27/2019	W
	11271	10785	CITY OF RICHLAND WORKER'S COMPENSA	$34,718.31	11/27/2019	W
	11272	10786	CITY OF RICHLAND CIGNA DISABILITY	$5,702.86	11/27/2019	W
	11273	10984	NATIONWIDE RETIREMENT SOLUTIONS	$21,297.01	11/27/2019	W
			EFFECTIVE DATE TOTAL	$1,416,802.60		
Total			WIRE TOTAL FOR SELECTED TIME PERIOD	$1,416,802.60		