



Agenda

City Council Regular Meeting

Tuesday, November 16, 2021

[Zoom](#) - Public Telephone Access: (206) 337-9723 or (253) 215-8782

Meeting ID No. 505 625 7380

City of Richland Resolution No. 100-20 temporarily designates virtual locations for all municipal meetings. This meeting will be conducted remotely via [Zoom](#) and broadcast live on CityView Channel 192, on the City's website, and on the City's YouTube Channel. If you wish to provide testimony for a Public Hearing item(s) or provide comments for the Public Comments portion of the Council meeting, please register [here](#) by 4:00 p.m. on the day of the meeting. Only those who register by the deadline will be permitted to speak during the meeting.

City Council Regular Meeting - 5:30 p.m. via Zoom

Executive Session:

1. Executive Session Per RCW 42.30.110(1)(g): Evaluate an Applicant for Public Employment or Review Performance of a Public Employee (30 minutes)
 - Ryan Lukson, Mayor

Welcome and Roll Call

Pledge of Allegiance

Approval of Agenda: (Approved by Motion)

Presentations:

Public Hearing: Please limit public hearing comments to 3 minutes. Comments must speak only to the item for which the hearing is convened. Records intended for Council consideration must be given to the City Clerk by 4:00 p.m. the day of the meeting for distribution.

2. Adopting the Third Year Annual Action Plan and Authorizing Submission of Grant Forms for the 2022 Community Development Block Grant and HOME Investment Partnerships Program Funds, Resolution No. 134-21
 - Kerwin Jensen, Development Services Director
3. Public Hearing on Rules Related to City Employment: Proposed Collective Bargaining Agreements with IAFF Local 1052 (Resolution Nos. 142-21 and 143-21) and Amendment to Exhibit A of the Compensation Plan for Unaffiliated Employees – 2015 and Continuing (Resolution No. 144-21)
 - Lacey Paulsen, Human Resources Manager
4. Proposed 2022 Budget and 2022-2027 Capital Improvement Plan (Third Public Hearing), Ordinance No. 39-21
 - Brandon Allen, Finance Director

Public Comments: Please limit public comments to 2 minutes. The public comment period is not an opportunity for dialogue with councilmembers, or for posing questions with the expectation of an immediate answer. Many questions require an opportunity for information-gathering and deliberation. For this reason, Council will accept comments, but will not directly respond to comments, questions or concerns during public comment. Records intended for Council consideration must be given to the City Clerk by 4:00 p.m. the day of the meeting for distribution.

Consent Calendar: Items on the Consent Calendar have been distributed to City Council in advance for review, are considered to be routine, and will be approved by a single motion. Councilmembers may transfer individual items to Items of Business for deliberation before voting.

Minutes:

5. Approval of the November 2, 2021 City Council Regular Meeting Minutes
 - Heather Kintzley, City Attorney

Ordinances - First Reading:

6. Ordinance No. 38-21, Amending Title 15 of the Richland Municipal Code related to Solid Waste
 - Pete Rogalsky, Public Works Director

Ordinances - Second Reading & Passage:

7. Ordinance No. 37-21, Amending Title 11 of the Richland Municipal Code to add Chapter 11.15 entitled Wheeled All-Terrain Vehicles
 - Heather Kintzley, City Attorney
8. Ordinance No. 39-21, Approving the 2022 Budget and the 2022-2027 Capital Improvement Plan
 - Brandon Allen, Finance Director
9. Ordinance No. 40-21, Amending the 2021 Budget in the General Fund, Medical Services Fund, and Equipment Replacement Fund
 - Brandon Allen, Finance Director

Resolutions - Adoption:

10. Resolution No. 133-21, Approving a Substantial Amendment to the Community Development Block Grant 2019 and 2020 Annual Action Plans
 - Kerwin Jensen, Development Services Director
11. Resolution No. 134-21, Adopting the Third Year Annual Action Plan and Authorizing the Submission of Grant Forms for 2022 Community Development Block Grant and HOME Investment Partnerships Program Funds
 - Kerwin Jensen, Development Services Director
12. Resolution No. 135-21, Amending the Badger Mountain Community Park Master Plan
 - Joe Schiessl, Parks & Public Facilities Director
13. Resolution No. 136-21, Approving a Third Amendment to Contract 221-19 with Shannon & Wilson for Wetland Monitoring
 - Kerwin Jensen, Development Services Director
14. Resolution No. 137-21, Authorizing a Fourth Amendment to Contract No. 14-19 with RGW Enterprises for Engineering Services, P.C.
 - Kerwin Jensen, Development Services Director
15. Resolution No. 138-21, Authorizing a Fifth Amendment to the Gas Purchase and Site License Agreement with Horn Rapids RNG, LLC related to the Gas-to-Fuel Project
 - Pete Rogalsky, Public Works Director

16. Resolution No. 139-21, Authorizing an Agreement with Benton County to Revise Richland's Corporate Boundary
 - Pete Rogalsky, Public Works Director
17. Resolution No. 140-21, Authorizing an Administrative Services Agreement with The International City Management Association Retirement Corporation d/b/a MissionSquare Retirement for 457 Plan No. 300042, 401(a) Plan Nos. 107162 and 107151, and Retirement Health Savings Plan Nos. 800205 and 800196
 - Lacey Paulsen, Human Resources Manager
18. Resolution No. 141-21, Authorizing an Administrative Services Agreement with Nationwide Retirement Solutions for IAFF-FC 457 Plan No. 0036864-001-457
 - Lacey Paulsen, Human Resources Manager
19. Resolution No. 142-21, Authorizing the 2022 Collective Bargaining Agreement with the International Association of Fire Fighters Union, Local No. 1052 - Rank & File
 - Lacey Paulsen, Human Resources Manager
20. Resolution No. 143-21, Authorizing the 2022 Collective Bargaining Agreement with the International Association of Fire Fighters Union, Local No. 1052 - Battalion Chiefs
 - Lacey Paulsen, Human Resources Manager
21. Resolution No. 144-21, Amending Exhibit A of the Compensation Plan for Unaffiliated Employees – 2015 and Continuing
 - Lacey Paulsen, Human Resources Manager

Items - Approval:

22. Appointment to the Parks & Recreation Commission: Jana Kay Lunstad
 - Heather Kintzley, City Attorney

Expenditures - Approval:

23. Expenditures from October 1, 2021 to October 31, 2021 for \$26,926,725.89 including Travel Check Nos. 20042-20047, Accounts Payable Check Nos. 294093-294995, Accounts Payable Wire Nos. 8760-8798, Payroll Wires & ACH Nos. 12357-12405, Payroll Direct Deposit & Check Nos. 184919-186028 and Pension Check Nos. 5969-5995.
 - Brandon Allen, Finance Director

Items of Business:

Reports and Comments:

1. City Manager
2. City Council
3. Mayor

Adjournment

City Council meetings are broadcast live on CityView Channel 192 and online at ci.richland.wa.us

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COUNCIL AGENDA ITEM COVERSHEET

Council Date: 11/16/2021

Agenda Category: Public Hearing

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Subject:

Adopting the Third Year Annual Action Plan and Authorizing Submission of Grant Forms for the 2022 Community Development Block Grant and HOME Investment Partnerships Program Funds, Resolution No. 134-21

Department:
Development Services

Ordinance/Resolution Number:

Document Type:
Public Hearing Item

Recommended Motion:

Summary:

Fiscal Impact:

Attachments:



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 11/16/2021

Agenda Category: Public Hearing

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Subject:

Public Hearing on Rules Related to City Employment: Proposed Collective Bargaining Agreements with IAFF Local 1052 (Resolution Nos. 142-21 and 143-21) and Amendment to Exhibit A of the Compensation Plan for Unaffiliated Employees – 2015 and Continuing (Resolution No. 138-21)

Department:

Administrative Services

Ordinance/Resolution Number:

Document Type:

Public Hearing Item

Recommended Motion:

None.

Summary:

Article VI, Section 6.03 of the Richland City Charter requires a public hearing to be held before Council amends, repeals or adds to the City's personnel rules, including the City's classification schedule and salary/wage plans for all City positions. This public hearing, which will take testimony on three separate employment documents, will satisfy the requirements of the Richland City Charter.

For more information, please see the corresponding staff reports on tonight's agenda:

- Resolution No. 142-21, Authorizing the 2022 Collective Bargaining Agreement with the International Association of Fire Fighters Union, Local No. 1052 - Rank and File
- Resolution No. 143-21, Authorizing the 2022 Collective Bargaining Agreement with the International Association of Fire Fighters Union, Local No. 1052 - Battalion Chiefs
- Resolution No. 144-21, Amending Exhibit A of the Compensation Plan for Unaffiliated Employees - 2015 and Continuing

Fiscal Impact:

None.

Attachments:



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 11/16/2021

Agenda Category: Public Hearing

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Subject:

Proposed 2022 Budget and 2022-2027 Capital Improvement Plan (Third Public Hearing), Ordinance No. 39-21

Department:

Administrative Services

Ordinance/Resolution Number:

Document Type:

Public Hearing Item

Recommended Motion:

None.

Summary:

RCW 35.33 requires the City to hold budget hearings prior to adoption of the 2022 Budget ordinance. Hearings were held on October 19, 2021 and November 2, 2021 with this additional hearing occurring tonight.

Council received the City Manager's Proposed 2022 Budget and the 2022-2027 Preliminary Capital Improvement Plan on October 1, 2021. The City Manager presented the 2022 Budget message at the October 5, 2021 Council meeting, which was followed by a public hearing on revenue sources on October 19, 2021. A budget video presentation was uploaded to the City's website on October 26, 2021.

The first reading of the 2022 Budget ordinance occurred at the November 2, 2021 Council meeting. The second reading and passage will occur on November 16, 2021 following this third public hearing.

Fiscal Impact:

The proposed budget for 2022 reflects an appropriation of \$320,657,377.

Attachments:



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 11/16/2021

Agenda Category: Minutes

Core Focus Area 1 - Promote Financial Stability & Operational Effectiveness

Subject:

Approval of the November 2, 2021 City Council Regular Meeting Minutes

Department:
City Attorney

Ordinance/Resolution Number:

Document Type:
Minutes

Recommended Motion:

Approve the minutes of the City Council Regular Meeting held on November 2, 2021.

Summary:

Draft minutes from the November 2, 2021 City Council Regular Meeting are presented for Council's consideration and approval.

Fiscal Impact:

None.

Attachments:

- I. Draft November 2, 2021 City Council Regular Meeting Minutes



MINUTES

RICHLAND CITY COUNCIL REGULAR MEETING

Tuesday, November 2, 2021

Zoom - Public Telephone Access: (206) 337-9723 or (253) 215-8782

Meeting ID No. 505 625 7380

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

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

Welcome and Roll Call

Mayor Lukson welcomed those attending the remote meeting and expressed appreciation for their attendance.

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

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

Also remotely present were Interim City Manager Amundson, City Attorney Kintzley, Fire Chief Huntington, Public Works Director Rogalsky, Parks & Public Facilities Director Schiessl, Development Services Director Jensen, Energy Services Director Whitney, Interim Administrative Services Director Florence, Finance Director Allen, Police Captain Clary, and City Clerk Rogers.

Pledge of Allegiance

Councilmember Christensen led the Council and audience in the recitation of the Pledge of Allegiance.

Approval of Agenda

MAYOR LUKSON PULLED ITEM NO. 17, APPOINTMENT TO THE RICHLAND PUBLIC FACILITIES DISTRICT BOARD: KRISTEN LERCH. THIS ITEM WAS MOVED TO ITEMS OF BUSINESS AS ITEM NO. 1.

COUNCILMEMBER ALVAREZ PULLED ITEM NO. 6, ORDINANCE NO. 37-21, AMENDING TITLE 11 OF THE RICHLAND MUNICIPAL CODE TO ADD CHAPTER 11.15 ENTITLED WHEELED ALL-TERRAIN VEHICLES. THIS ITEM WAS MOVED TO ITEMS OF BUSINESS AS ITEM NO. 2.

MAYOR LUKSON MOVED AND COUNCILMEMBER BORING SECONDED THE MOTION TO APPROVE THE AGENDA AS AMENDED. MOTION CARRIED 6-0.

Presentations

1. New Hires & Retirements

A video featuring the October 2021 new hires was played for Council and the audience. There were no retirement announcements.

Public Hearing

City Clerk Rogers read the public hearing and public comment procedures.

2. Proposed Relinquishment of a Utility Easement for Westcliffe Heights – Phase 4, Resolution No. 130-21

Public Works Director Rogalsky stated the utility easement in question pre-dates the plat of Westcliffe Heights – Phase 4 and is no longer needed for municipal purposes since the water pipeline that occupied the easement has been relocated by the developer. State law requires that a public hearing be held before property acquired for utility purposes is dispositioned through sale or conveyance. Staff recommended relinquishment of the described easement.

Mayor Lukson opened and closed the public hearing at 6:07 p.m. No public testimony was offered.

3. Proposed 2022 Budget and 2022-2027 Capital Improvement Plan, Ordinance No. 39-21

With the aid of a PowerPoint presentation, Finance Director Allen presented in detail the Proposed 2022 Budget and 2022-2027 Capital Improvement Plan (CIP). Details of the presentation are available in the materials provided by Finance Director Allen.

Mayor Lukson opened and closed the public hearing at 6:21 p.m. No public testimony was offered.

4. Proposed Amendments to the 2021 Budget in the General Fund, Medical Services Fund, and Equipment Replacement Fund, Ordinance No. 40-21

State law requires a public agency to hold a public hearing prior to appropriating undesignated fund balance. Finance Director Allen presented on proposed amendments to the 2021 Budget as follows:

- \$2M in American Rescue Plan Act (ARPA) Funds for utility and business assistance
- \$1,715,000 for three (3) vehicles for the Richland Fire Department
- \$22,330 for the purchase of automatic external defibrillators (AEDs) purchased with Firehouse Subs Public Safety Foundation grant funds

Mayor Lukson opened and closed the public hearing at 6:23 p.m. No public testimony was offered.

Public Comments

The following individuals provided comments remotely.

- Nancy Doran – 1516 Johnston Avenue, Richland, WA: Ms. Doran urged Richland City Council to rename Lee Boulevard.
- Sara Egbert – 203 Enterprise Drive, Richland, WA: Ms. Egbert advocated for additional traffic calming structures and reduced driving speeds to enhance safety and prevent vehicular injury and fatalities to pedestrians and bicyclists.
- Laila Krowiak – 1523 Hains Avenue, Richland, WA: Ms. Krowiak advocated for additional traffic calming structures, reduced driving speeds and a safe multimodal transportation network for all users and user abilities.
- Erin Morrison – 316 W Moreland Drive, Richland, WA: Ms. Morrison agreed with comments provided by Ms. Egbert and Ms. Krowiak.

Consent Calendar

City Clerk Rogers read the Consent Calendar.

COUNCILMEMBER CHRISTENSEN MOVED AND COUNCILMEMBER BORING SECONDED THE MOTION TO APPROVE THE CONSENT CALENDAR AS AMENDED. THOSE IN FAVOR: MAYOR LUKSON AND COUNCILMEMBERS ALVAREZ, BORING, CHRISTENSEN AND LEMLEY. THOSE OPPOSED: NONE. MOTION CARRIED 6-0.

Minutes

5. Approval of the October 19, 2021 City Council Regular Meeting Minutes, the October 26, 2021 City Council Workshop Meeting Minutes, and the October 27, 2021 City Council Special Meeting Minutes

Ordinances - First Reading

6. Ordinance No. 37-21, Amending Title 11 of the Richland Municipal Code to add Chapter 11.15 entitled Wheeled All-Terrain Vehicles **(PULLED BY COUNCILMEMBER ALVAREZ AND RELOCATED TO ITEMS OF BUSINESS AS ITEM NO. 2)**
7. Ordinance No. 39-21, Approving the 2022 Budget and the 2022-20247 Capital Improvement Plan

8. Ordinance No.40-21, Amending the 2021 Budget in the General Fund, Medical Services Fund, and Equipment Replacement Fund

Ordinances - Second Reading & Passage

9. Ordinance No. 34-21, Approving the 2022 Ad Valorem Tax and Property Tax Levies
10. Ordinance No. 35-21, Approving a Change to the 2022 Ad Valorem Tax over the Prior Year
11. Ordinance No. 36-21, Approving Amendments to the 2021 Budget

Resolutions – Adoption

12. Resolution No. 128-21, Setting a Public Hearing Date regarding the Proposed Vacation of a Portion of Keene Court Right-of-Way
13. Resolution No. 129-21, Approving a Purchase and Sale Agreement with Richland Players, Inc. for a Portion of 606 Jadwin Avenue
14. Resolution No. 130-21, Relinquishing a Utility Easement for Westcliff Heights - Phase 4
15. Resolution No. 131-21, Approving the 2022 Tri-City Regional Hotel-Motel Budget and Marketing Plan

Items - Approval

16. Appointment to the Tri-City Regional Hotel-Motel Commission: Linda Hendricks
17. Appointment to the Richland Public Facilities District Board: Kristin Lerch **(PULLED BY MAYOR LUKSON AND RELOCATED TO ITEMS OF BUSINESS AS ITEM NO. 1)**

Items of Business

1. Appointment to the Richland Public Facilities District Board: Kristin Lerch **(FORMERLY ITEM NO. 17 ON THE CONSENT CALENDAR)**

Council discussed the recruitment process and the current qualification requirements for service on the Richland Public Facilities District. Interim City Manager Amundson was asked to review the basis for the required letter of recommendation from a local agency as a qualifier for certain positions to the board.

MAYOR LUKSON MOVED AND COUNCILMEMBER BORING SECONDED THE MOTION TO TABLE THE APPOINTMENT OF KRISTEN LERCH TO THE RICHLAND

PUBLIC FACILITIES DISTRICT UPON REVIEW OF THE REQUIREMENTS AND QUALIFICATIONS FOR THE POSITION. MOTION CARRIED 6-0.

2. Ordinance No. 37-21, Amending Title 11 of the Richland Municipal Code to add Chapter 11.15 entitled Wheeled All-Terrain Vehicles **(FORMERLY ITEM NO. 6 ON THE CONSENT CALENDAR)**

Council engaged in a question and answer session with City Attorney Kintzley regarding the legal definition of a car seat and the prohibition of operating golf carts on city streets with speed limits up to 35 miles per hour.

City Attorney Kintzley added that Ordinance No. 37-21 contains language that is nearly identical to the ordinances adopted by the cities of West Richland and Kennewick, as well as those adopted by other jurisdictions statewide. Approval of Ordinance No. 37-21 will provide continuity between jurisdictions for the use of wheeled all-terrain vehicles.

COUNCILMEMBER CHRISTENSEN MOVED AND COUNCILMEMBER BORING SECONDED THE MOTION TO APPROVE, FOR FIRST READING, ORDINANCE NO. 37-21, AMENDING TITLE 11 OF THE RICHLAND MUNICIPAL CODE TO ADD CHAPTER 11.15 ENTITLED WHEEL ALL-TERRAIN VEHICLES. THOSE IN FAVOR: MAYOR LUKSON, MAYOR PRO TEM KENT, AND COUNCILMEMBERS ALVAREZ, BORING, CHRISTENSEN AND LEMLEY. THOSE OPPOSED: NONE. MOTION CARRIED 6-0.

Reports and Comments

City Manager

Interim City Manager Amundson announced the upcoming community events:

- Open House for Fire Station 73 to be held on Thursday, November 4, 2021 at 11:00 a.m. at 2120 Jadwin Avenue.
- Winter Wonderland Festival of Lights tree lighting to be held on Friday, December 3, 2021 at 5:00 p.m. at the John Dam Plaza.

City Council

Councilmember Christensen inquired about the future use of the former Fire Station 73. Interim City Manager Amundson advised that staff will prepare the property for surplus and sale. Property owners adjacent to the site have expressed an interest in purchasing the property.

Councilmember Christensen thanked those who voted in the 2021 General Election, congratulated the projected winners of the election, and expressed consolation to those candidates who did not receive sufficient votes.

Councilmember Boring thanked those who serve on a Richland board, committee or commission, and added that their service is greatly appreciated.

Councilmember Alvarez agreed with statements made by Councilmembers Christensen and Boring.

Councilmember Lemley did not offer any comments.

Mayor Pro Tem Kent reported that she attended the 20th anniversary event at the Richland Community Center and commended staff for a job well done in showcasing each room for possible uses. Mayor Pro Tem Kent then announced the opening of Amarilis Meat Market II on George Washington Way. Lastly, Mayor Pro Tem Kent thanked those who voted in the 2021 General Election.

Mayor

Mayor Lukson thanked those who voted in the 2021 General Election, and those who provided comments regarding the need to improve safety for pedestrians and bicyclists.

MAYOR LUKSON ANNOUNCED A FIVE (5) MINUTE BREAK AT 7:00 P.M.

Executive Session

Executive Session Per RCW 42.30.010(I)(g): To evaluate the Qualifications of an Applicant for Public Employment or to Review the Performance of a Public Employee (45 Minutes)

COUNCIL MOVED INTO EXECUTIVE SESSION AT 7:05 P.M. TO EVALUATE THE QUALIFICATIONS OF AN APPLICANT FOR PUBLIC EMPLOYMENT OR TO REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE FOR FORTY-FIVE (45) MINUTES.

Individuals virtually present for the executive session included Mayor Lukson, Mayor Pro Tem Kent, Councilmembers Alvarez, Boring, Christensen, and Lemley, and retained legal counsel Ann Marie Soto.

COUNCIL EXITED EXECUTIVE SESSION AT 7:47 P.M.

Adjournment

Mayor Lukson adjourned the meeting at 7:47 p.m.

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APPROVED:

ATTEST:

Ryan Lukson, Mayor

Jennifer Rogers, City Clerk

DATE APPROVED:

DATE PUBLISHED:

DRAFT



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 11/16/2021

Agenda Category: Ordinances - First Reading

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Subject:

Ordinance No. 38-21, Amending Title 15 of the Richland Municipal Code related to Solid Waste

Department:
Public Works

Ordinance/Resolution Number:
38-21

Document Type:
Ordinance

Recommended Motion:

Give first reading, by title only, to Ordinance No. 38-21, amending Title 15 of the Richland Municipal Code related to Solid Waste.

Summary:

The City has need, from time to time, to update the Richland Municipal Code (RMC) to ensure alignment with current business practices, eliminate ambiguities, and improve operating efficiency. Title 15 of the RMC defines the terms of service for City-delivered solid waste services. The existing Title 15 does not align with current solid waste industry terminology and is poorly organized. A full restructure and refresh of Title 15 will correct the deficiencies noted in the existing chapter. Solid waste codes across Washington State were reviewed to identify the best model for Richland's code. The proposed code update does not change the basic terms of service or level of service, but updates several terms in a clearer presentation.

The City's compost is marketed to wholesale purchasers and bulk haulers only. Requests for compost sales to residential customers are received regularly. The update to Title 15 also creates a self-service retail compost station at the Horn Rapids Landfill to meet community demand for this service.

The City's utility rate-setting policies direct that rates reflect the cost of service for each customer class and service. A fall 2020 cost of service analysis indicated that rate adjustments, increases and decreases are warranted in several disposal rates at the Horn Rapids Landfill and in the curbside recycling rates. Ordinance No. 38-21 will implement the results of that cost of service analysis by completing the second step of a two-step increase program recommended by the UAC several years ago in response to the international disruption to recycling markets. The City's cost of recycled material processing remains high, suggesting that a rate increase remains necessary to fund the curbside recycling service without subsidy from other solid waste customers.

At its September 8, 2020 meeting, the Utility Advisory Committee (UAC) voted to favorably recommend adjustments to various landfill disposal rates, increased curbside recycling rates, and creation of a self-service station for residential compost sales. The fall 2020 cost of service analysis and UAC recommendation also called for a rate increase to the wholesale compost price. However, after observing 2021 sales volumes and speaking with regular purchasers, staff recommends leaving the wholesale compost price unchanged. Additionally, staff is seeking municipal code authority for occasional large quantity bulk sales of compost by competitive bid as an additional tool to manage inventory.

Updates to several terms of service, such as the service suspension fee and the method of Richland resident validation at the Horn Rapids Landfill, will improve operational effectiveness.

Fiscal Impact:

Rate adjustments, increases and decreases at the Horn Rapids Landfill are anticipated to be revenue neutral. The increase in curbside recycling rates is estimated to generate approximately \$70,000 in revenue annually and is necessary to cover the cost of that service. The self-service compost offering is expected to generate small revenues.

Attachments:

I. Ordinance No. 38-21

ORDINANCE NO. 38-21

AN ORDINANCE of the City of Richland amending
Richland Municipal Code Title 15, Solid Waste.

WHEREAS, the City has need, from time to time, to update the Richland Municipal Code (RMC) to eliminate ambiguity, remedy conflict with state or federal law, and bring the code into alignment with current practices; and

WHEREAS, Title 15 of the RMC defines the terms of service for city-delivered solid waste services; and

WHEREAS, existing Title 15 RMC does not align with current solid waste industry terminology and is poorly organized; and

WHEREAS, a full restructuring and refresh of Title 15 RMC will correct the deficiencies noted in the existing chapter; and

WHEREAS, the City's utility rate setting policies direct that rates reflect the cost of service for each customer class and service; and

WHEREAS, a fall 2020 cost of service analysis indicated that rate adjustments, increases, and decreases are warranted in several disposal rates at the Horn Rapids Landfill and in the curbside recycling rates; and

WHEREAS, at present, the City's compost is marketed to wholesale purchasers and bulk haulers only, despite the fact that requests for compost sales to residential customers are received regularly; and

WHEREAS, creation of a self-service retail compost sales station at the Horn Rapids Landfill will meet the community demand for service; and

WHEREAS, at its September 8, 2020 meeting, the Utility Advisory Committee (UAC) reviewed the City's analysis and recommendation regarding a proposed rate action, and voted to support the recommendation to adjust various landfill disposal rates, increase curbside recycling rates, and create a self-service station for residential compost sales; and

WHEREAS, although the fall 2020 cost of service analysis and UAC recommendation called for a rate increase to the wholesale compost price, the wholesale compost price will remain unchanged based on 2021 sales volumes and feedback from regular purchasers; and

WHEREAS, updates to several terms of service, such as the service suspension fee and the method of Richland resident validation at the Horn Rapids Landfill, will improve operational effectiveness.

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

Section 1. Title 15 of the Richland Municipal Code, entitled Solid Waste, as first enacted by Ordinance No. 79, and last amended by Ordinance No. 41-19, is hereby deleted in its entirety and replaced with the following:

TITLE 15 **SOLID WASTE**

Chapters:

15.01 General Provisions.

15.02 Definitions.

15.03 Collection Services.

15.04 Landfill Self-Haul Services.

15.05 Penalties.

Chapter 15.01 **General Provisions**

Sections:

15.01.010 Creation.

15.01.020 Administration and enforcement authority.

15.01.030 Severability.

15.01.040 Service compulsory - compliance - cleanup.

15.01.010 Creation.

For the purposes of carrying out the provisions of this chapter, there is created and established a solid waste utility for the city of Richland. The city council is authorized to make funds available by appropriation, borrowing, or by other means in accordance with the laws of the state for the establishment, maintenance and operation of the solid waste utility. The Solid Waste code is declared to be an exercise of the police power of the City to promote the public health, safety and general welfare, and its provisions shall be liberally construed for the accomplishment of that purpose.

15.01.020 Administration and enforcement authority.

The regulation of the disposal and hauling of garbage and rubbish in the city shall be under the supervision of the city manager; provided, however, that the city manager has delegated the duty of enforcing the provisions of this title to the director of public works or designee, who shall prepare reasonable regulations concerning the days of collection of refuse, location of waste containers, and any other regulation pertaining to the collection and disposal of waste as he or she may deem advisable, subject to the approval of the city manager, and provided that such regulations are not contrary to this title.

15.01.030 Severability.

The invalidity of any section, subsection, provision, clause, or portion thereof, or the invalidity of the application thereof to any person or circumstance, shall not affect the

validity of the remainder of this title or the validity of its application to other persons or circumstances.

15.01.040 Service compulsory - compliance - cleanup.

A. Compulsory. It is compulsory for every person in possession, charge or control of any dwelling or structure within the city where waste is created or accumulated to take a collection service provided by the city for refuse. Failure to make use of such service shall not exempt any party from the payment of the regular charges established for that service. The city may, when unusual or extraordinary circumstances prevail, grant an exemption from compliance with this section. The city must approve the service level for collection of refuse for all customers.

B. Compliance. It is unlawful for any person to burn, dump, collect, remove or in any manner dispose of garbage, rubbish, trash, offal and any other waste upon or over any of the streets, alleys, public places or private property within the city except as may be directed by the city on special occasions and/or otherwise than as is provided for in this title.

C. Cleanup. It is unlawful for any person in possession, charge or control of any property from which refuse is collected by the city, who has knowledge that refuse from their property has been deposited by the elements, animals or other causes upon public property or private property, to allow such refuse to remain for more than twenty-four (24) hours.

Chapter 15.02
Definitions

Sections:

15.02.005 Definitions.

15.02.010 Administrative notice of violation.

15.02.015 Ashes.

15.02.020 City.

15.02.025 City council.

15.02.030 City manager.

15.02.035 Commercial or commercial dwelling.

15.02.040 Construction waste.

15.02.045 Container.

15.02.050 Curbside.

15.02.055 Dead animals.

15.02.060 Director.

15.02.065 Extra refuse.

15.02.070 Individual duplex.

15.02.075 Multiple dwelling.

15.02.080 Offal.

15.02.085 Overloaded container.

15.02.090 Recycling service charge.

15.02.095 Refuse.

15.02.100 Residential.

15.02.105 Residential waste.

15.02.110 Richland resident.

15.02.115 Richland commercial customer.

15.02.120 Sanitation service charge or service charge.

15.02.125 Single-family unit.

15.02.130 Trash.

15.02.135 Unsecured load.

15.02.140 Waste.

15.02.145 Yard waste.

15.02.005 Definitions.

The city of Richland hereby adopts by reference Washington Administrative Code (WAC) 173-350, as currently enacted or hereafter amended, including the definitions provided therein. The following definitions are made to supplement and supersede any conflicting definitions found in WAC 173-350. Generally, words used in the present tense shall include the future tense; the singular shall include the plural and the plural shall include the singular; and the masculine shall include the feminine gender.

15.02.010 Administrative notice of violation.

“Administrative notice of violation” means a notice issued by the director that identifies a violation of RMC 15.03.020(B), (D)-(M) and/or RMC 15.03.030 (B)-(F) and directs corrective action, which may include imposition of up to a \$100.00 fine and/or revocation of the City’s solid waste container and service. An administrative notice of violation is distinguished from a notice of civil violation issued pursuant to RMC 10.02.050 and adjudicated by the Richland Code Enforcement Board.

15.02.015 Ashes.

“Ashes” means the solid waste products produced after the combustion of coal, wood and other fuels, and other combustible materials.

15.02.020 City.

“City” means the city of Richland.

15.02.025 City council.

“City council” means the city council of the city of Richland.

15.02.030 City manager.

“City manager” means the city manager of the city of Richland.

15.02.035 Commercial or commercial dwelling.

“Commercial” or “commercial dwelling” means a building or group of buildings designed, intended for or used for any purpose other than single or multiple dwellings, and shall include office buildings. Any building or group of buildings where combined residence and business is practiced, where such business is advertised by a sign of any type on the

premises and/or is identified as a business in online platforms, except those businesses conducted in an approved home occupation or otherwise exempted by the city, shall be classified as a commercial dwelling.

15.02.040 Construction waste.

“Construction waste” means any debris generated during the construction, renovation and/or demolition of buildings, roads and bridges.

15.02.045 Container.

“Container” means a receptacle which is the type approved by the city and furnished by the city for use with its mechanical refuse collection system.

15.02.050 Curbside.

“Curbside” means the placing of containers on or near public right-of-way that allows for pickup from said public right-of-way.

15.02.055 Dead animals.

“Dead animals” means all animals, large or small, which may die or be killed for other than food purposes.

15.02.060 Director.

“Director” means the city of Richland’s public works director or designee.

15.02.065 Extra refuse.

“Extra refuse” means refuse that does not fit within a customer’s container and is placed beside the container in a bag or box.

15.02.070 Individual duplex.

“Individual duplex” means a duplex which is not part of a group of buildings under common ownership and which has a separate legal description.

15.02.075 Multiple dwelling.

“Multiple dwelling” means a building or group of buildings, except those defined as individual duplexes herein, designed as, or intended for, or used as two or more dwellings, such as apartments, rooming houses, multiple houses or courts and tenant houses; provided such buildings or group of buildings are under common ownership; and provided further, that such group of buildings by nature of construction or reference infer multiplex dwelling, except tourist courts, motels, hotels and trailer courts, or other establishments catering to transient residents; and provided that, for the purpose of this title, three (3) rooms shall be equal to one (1) apartment and any number of rooms shall be billed to the nearest multiple of three.

15.02.080 Offal.

“Offal” means waste animal matter from butcher, slaughterer or packing houses.

15.02.085 Overloaded container.

“Overloaded container” means a commercial container in which material has been placed to a height that exceeds the top of the container walls.

15.02.090 Recycling service charge.

“Recycling service charge” means the charge imposed by the city council for recycling services performed by the solid waste utility or its authorized representatives.

15.02.095 Refuse.

“Refuse” means garbage, rubbish, trash and offal, as defined in this chapter, placed and stored together in a standard refuse container.

15.02.100 Residential.

“Residential” means a building or separate living unit designed and intended for occupancy as a dwelling and having its own housekeeping and kitchen facilities. Single-family residences, apartment units, duplexes, triplexes, fourplexes and condominium units shall be considered residential units. Hotel, motel and rooming and boarding units designed primarily for transient tenancy shall not be considered residential units, but shall be subject to commercial charges.

15.02.105 Residential waste.

“Residential waste” means yard waste, normal household waste, garbage, refuse or rubbish in quantities anticipated from normal daily activities from a residence, including, but not limited to, construction and demolition waste and extra refuse. Such waste does not include waste delivered to the landfill in any type of commercial vehicle identified by a sign, insignia, or decal with a commercial business name, or any waste delivered to the landfill in a vehicle greater than one ton in carrying capacity.

15.02.110 Richland resident.

“Richland resident” means an occupant of a residence within Richland city limits, verifiable using a current government-issued identification or utility account verification.

15.02.115 Richland commercial customer.

“Richland commercial customer” means an occupant meeting the “commercial” or “commercial dwelling” definition herein, that receives refuse service from the city of Richland or a city-authorized solid waste collection service provider at their brick and mortar Richland address and pays a monthly refuse bill to one of these providers.

15.02.120 Sanitation service charge or service charge.

“Sanitation service charge” or “service charge” means a charge imposed by the city council for the services performed by the solid waste utility or its authorized representatives.

15.02.125 Single-family unit.

“Single-family unit” means a building designed as, or intended for, or used as a residence for a single family or a group of persons other than a single family using the building as a

single housekeeping unit.

15.02.130 Trash.

“Trash” means all waste matter not subject to decay or putrefaction which, for the purpose of this title, includes ashes.

15.02.135 Unsecured load.

“Unsecured load” means a load of waste, refuse, trash or similar materials which has not been tied, covered, or secured in the vehicle in such a manner that will prevent any part of the waste from leaving, dropping or escaping the vehicle while the vehicle is in motion.

15.02.140 Waste.

“Waste” means all discarded materials and/or substances.

15.02.145 Yard waste.

“Yard waste” means leaves, grass, prunings and clippings of woody as well as fleshy plants. Yard waste does not include dirt and rocks. Small trees and Christmas trees will be considered yard waste if they have been cut and bundled to a maximum length of four (4) feet.

Chapter 15.03
Collection Services

Sections:

15.03.010 Collection service.

15.03.020 Container use.

15.03.030 Container requirements.

15.03.040 Sanitation service - Billings, delinquencies, penalties and liens.

15.03.050 Service description - Residential.

15.03.060 Service charges - Residential.

15.03.070 Service description - Commercial.

15.03.080 Service charges - Commercial.

15.03.090 Service description - Roll-off container.

15.03.100 Services charges - Roll-off container.

15.03.010 Collection service.

It is unlawful for anyone except the city to collect solid waste within the city for compensation without the approval of the city.

15.03.020 Container use.

A. Refuse containers for residential and commercial use shall be furnished by the city. The city retains ownership of all containers.

B. No person shall place any garbage, rubbish, refuse or recycling materials in any city-owned container other than in the container which was assigned by the city to such person and as directed by the city.

C. No person other than a city-approved, authorized collector or city employee charged with that responsibility shall tamper with or remove any solid waste or recyclables from a city-owned container other than the owner or occupant of the property served by such container.

D. The gray household waste container shall only contain garbage, refuse, rubbish and trash as defined herein.

E. Hot ashes, clinkers and lithium-ion batteries shall not be placed in containers for disposal.

F. All garbage shall be drained of liquids before being placed in the container and secured in such manner as to prevent, to the extent possible, moisture gathering in refuse containers. The city may decline to collect undrained garbage which is in a liquid state, unwrapped, or improperly placed.

G. Refuse containing hypodermic needles or other sharp objects should be disposed of in proper disposal containers, or at a minimum, a solid-wall container such as a plastic beverage or milk container.

H. Dead animals shall not be placed in any city-owned container unless approved by the city. Any animal or any part of an animal from slaughterhouses or similar places, regardless of size, shall be regarded as industrial refuse and shall not be collected by the city. All persons seeking to remove or dispose of any dead animal may do so at the Horn Rapids Landfill at a rate described in RMC 15.04.020.

I. The green yard waste containers shall only contain vegetation material such as grass clippings and plant trimmings including woody material equal or less than four (4) inches in diameter. Refuse, dirt, construction and demolition debris, packaging or bags, tree branches of more than four (4) inches in diameter, or rubble is not allowed in the yard waste containers. Failure to use this container as described is a violation subject to the provisions of 15.05.010 RMC.

J. The blue recycling container shall only contain cardboard, plastic, newspaper, aluminum and tin. No glass is allowed in the recycling containers. Contamination of the recycle container with glass or other materials is a violation subject to the provisions of 15.05.010 RMC.

K. No residential refuse container set out for removal by city personnel shall weigh more than the maximum container-rated weight as specified by the director or 40 pounds per unit of extra refuse.

L. All persons setting out refuse for collection shall take adequate precautions to prevent the escape thereof. Materials susceptible to escaping shall be bagged.

M. No person shall place household or commercial dangerous or hazardous waste in any city-owned containers.

15.03.030 Container requirements.

A. It is the duty of every person in possession, charge or control of any structure or dwelling within the city where waste is created or accumulated at all times to use city-owned containers or other containers as approved by the city, in accordance with this chapter, and to deposit or cause to be deposited refuse therein.

B. Refuse containers shall be kept in a sanitary condition with the outside thereof clean and free from grease and decomposing material. Lids shall be kept on containers except while refuse is being put in or removed from such containers. When any person puts refuse in or removes refuse from a refuse container, the lid shall be placed in the closed position.

C. Location. No container shall be kept or stored within the confines of any street or public alley in the city, except as otherwise allowed by the city. Containers placed on private property which have been approved for pickup by the city shall be placed in a pre-approved, readily accessible location.

D. Curbside. By 6:00 a.m. on the day of collection, containers to be picked up curbside shall be placed in a location accessible by the traveled roadway and positioned with the lid opening toward the collection vehicle when the container is dumped. Containers and any extra refuse shall maintain a minimum of three (3) feet from all obstructions, including other containers. Any container placed out for curbside pickup shall be removed from public right-of-way by the person in possession, charge or control of said container within twenty-four (24) hours after collection unless otherwise allowed by the city. Residents located in cul-de-sacs, courts, or set back from the main travel way of a city street shall locate their containers at a location adjacent to the main traveled way established by the director for safe and efficient pickup.

E. No enclosure or other structure may be placed around any city-owned container in its accessible location for pickup without the review and approval of the city.

F. Special containers. Suitable containers, such as compactor units and drop boxes, may, with the permission of the city, be used by establishments which dispose of refuse in such quantity that containers, as defined in this title, would be impractical or inefficient. These containers shall be kept in good condition with close-fitting lids and watertight construction. The city, after proper notification to the person in possession, charge or control of said container, may require the replacement or repair of any container which deteriorates to an unsatisfactory condition. Disposal of refuse from these containers shall be as authorized by the city.

G. Prohibited materials. The rules and regulations authorized by this title shall identify the materials that can and cannot be placed in any city-owned container. The city may decline to pick up any container which has unauthorized materials placed in it.

H. Container Damage and Replacement. If any container owned by the city is damaged or lost through the abuse or neglect of any person in possession, charge or control of said container, the person in possession, charge or control of said container shall be held responsible for the cost of repair or replacement of the container.

15.03.040 Sanitation service - Billings, delinquencies, penalties and liens.

The sanitation service charges shall be billed on the basis of the rates established herein, and delinquencies and penalties charged, and liens placed as provided for in RMC 3.30.040 - Delinquency and utility collection charges.

A. A residence shall be considered occupied until the owner or owner's authorized agent notifies the city's utility billing department that the unit is vacant. Vacancy status starts the date the owner or authorized agent gives proper notice, or at a future date specified by the owner or authorized agent. A residence is considered occupied until it no longer contains personal property. Upon notification to the city, the account can be placed in abeyance for a fee of \$40.00, which will suspend the monthly refuse charge until the utility billing departments receives notice of occupancy.

B. All multifamily housing units will have commercial containers appropriately sized for the refuse demand placed at the housing complexes. Refuse services will be billed to the landlord/owner account. If shared container service is not practical, the landlord/owner account will be charged the individual service rate per this code and individual residential containers will be provided.

C. Any customer who believes that an assessed sanitation charge, billing or notice of delinquency is out of compliance with this chapter may appeal such charges, billing or notice of delinquency pursuant to the appeal process defined in Chapter 5.55 RMC related to appeal procedures.

15.03.050 Service description - Residential.

A. All residential account holders will receive basic service consisting of one (1) gray container for household waste and one (1) green container for yard waste. Additional containers may be provided upon request. All containers shall be placed at the curb by 6:00 a.m. on the customer's assigned collection day and will be picked up weekly, except that recycling containers will be collected every other week. Collection service may be suspended when street conditions make it impracticable to safely access containers. Yard waste container service may be suspended during extended freezing periods.

B. A residence may be considered exempt from having a yard waste container and fee if all landscape space is commonly owned, such as is found at condominiums with a homeowners' association. Residences meeting this criterion will only be billed the Refuse - No Yard Waste fee once they have contacted the director and the exemption has been verified.

C. Extra curbside garbage service is available. Extra waste shall be placed at the curb by 6:00 a.m. on the customer's normal collection day. Extra curbside garbage bags placed

out for collection shall not exceed 32-gallon capacity, and shall be of sufficient strength to hold refuse not exceeding 40 pounds and withstand ripping or tearing when lifted by the top of the bag. Boxes placed out for collection shall not weigh more than 40 pounds, and shall be of a size that can be safely and reasonably handled by one person so that they can be placed by the refuse collector in the container for dumping at an additional charge.

D. Recycling collection service will be available to all Richland residential customers upon request. If requested, a blue recycling container will be delivered to the customer, and recycling will be collected on an every-other-week basis on a designated collection day.

E. A request for container replacement or an additional gray, green or blue container is subject to a container delivery fee per the City's fee schedule and a monthly service charge as specified in this chapter.

15.03.060 Service charges - Residential.

A. The sanitation service charge for residential collection and removal of normal accumulations of refuse placed in city-provided residential container(s) for disposal shall be as according to table below. This does not include the removal of refuse resulting from major renovations or new construction, nor does it include earth, rocks, sod, dead animals, animal wastes, or household hazardous wastes.

Monthly Sanitation Service Charge for Residential Service

All residential customers shall be charged the following monthly service rates effective with the billings in the month indicated.

	<u>Monthly Rate</u>	<u>Residential Call Back</u>
<u>Basic Refuse Service</u>	<u>\$17.50</u>	<u>\$12.00</u>
<u>Refuse – No Yard Waste</u>	<u>\$16.65</u>	<u>\$12.00</u>
<u>Recycling – Optional Additional Fee</u>	<u>\$7.70</u>	<u>\$12.00</u>
<u>Additional Refuse Container Fee</u>	<u>\$8.15</u>	<u>N/A</u>
<u>Additional Yard Waste or Recycling Container</u>	<u>\$2.00</u>	<u>N/A</u>

B. Extra curbside garbage placed out for collection shall generate a charge of \$3.00 for each additional garbage can load.

C. When residential collection services by private corporations are authorized by contract, the service provider shall collect from each residential account a Richland landfill self-haul surcharge in the amount of \$0.80 per month. The surcharge is equivalent to the component of the residential collection rate listed in RMC 15.03.060 that subsidizes reduced disposal fees at the Richland landfill for Richland residents. The Richland landfill self-haul surcharge shall be collected by the contract service provider and be paid to the city on or before the twenty-fifth day of each month.

D. There shall be a 60 percent (60%) discount applied to rates specified in RMC 15.03.060 for solid waste collection services provided to residential customers qualifying as low-income senior citizens or low-income disabled citizens. Additional rate information regarding low-income senior citizens and low-income disabled citizens can be found in Chapter 3.29 RMC.

E. Residential requests for call back or returns by solid waste personnel to empty containers which were obstructed; were not at curbside and in street by 6:00 a.m.; were packed in such a way that refuse would not exit the container when tipped; or to pick up additional refuse will be charged a call back fee.

F. Commingled residential recycling is an optional service at the rates described in the table found in RMC 15.03.060. The recycling container is serviced every other week and allows for a mix of recyclable materials which include cardboard, plastic, newspaper, aluminum and tin. No glass is allowed in the recycling containers. Failure to use this container as described will result in an additional refuse container fee added to the utility bill.

15.03.070 Service description – Commercial.

Commercial customers are provided containers and are serviced based on commercial classification. The director may make special arrangements with owners or operators of public food establishments, multifamily residences, and commercial establishments permitting the use of containers of greater capacity than 100 gallons. Container size and/or location may be changed to accommodate space limitations as determined by the director. In these situations, customers will be charged based on the container size and frequency of pickup. Shared refuse services will be billed to the property owner or similar shared user billing account. Businesses in the Uptown and Parkway shopping centers are classified into one of the options listed in the table below.

Business Classifications – Uptown & Parkway Shopping Centers

<u>Classification</u>	<u>Service Type</u>
<u>Office/Service</u>	<u>100 gallon</u>
<u>Small Retail</u>	<u>1 yard</u>
<u>Medium Retail</u>	<u>2 yard – twice a week</u>
<u>Large Retail</u>	<u>6 yard</u>
<u>Small Restaurant</u>	<u>2 yard</u>
<u>Medium Restaurant</u>	<u>2 yard – twice a week</u>
<u>Large Restaurant</u>	<u>8 yard</u>

15.03.080 Service charges - Commercial.

A. The sanitation service charge for commercial service shall be according to the table below. In the Uptown and Parkway shopping centers, the commercial refuse charge will be billed according to the table below based on the classification of business occupying the parcel/rental space. The owner of record per the Benton County Auditor's Office will be billed when multiple tenants occupy one parcel. On parcels with one tenant, refuse will be billed to the active utility account for that tenant. When these parcels are vacant, the utility charges will revert to the owner/landlord account. Suspension of service and fee abeyance is not allowed when a building is vacant. Review and adjustment of charges will be available annually to keep the customer accounts current with the classification of business.

Commercial Collection Rates

<u>Container Size</u>	<u>Collection Frequency Per Week</u>					<u>Unscheduled/ Additional Pickup</u>
	<u>1X</u>	<u>2X</u>	<u>3X</u>	<u>4X</u>	<u>5X</u>	
<u>100 gallon</u>	<u>\$19.60</u>	<u>\$39.20</u>	<u>\$58.85</u>	<u>\$78.45</u>	<u>\$98.05</u>	<u>\$18.85</u>
<u>1 yard – 300 gallon</u>	<u>\$54.10</u>	<u>\$108.10</u>	<u>\$162.15</u>	<u>\$216.05</u>	<u>\$270.15</u>	<u>\$50.90</u>
<u>2 yard</u>	<u>\$82.80</u>	<u>\$165.65</u>	<u>\$248.45</u>	<u>\$331.25</u>	<u>\$414.05</u>	<u>\$50.90</u>
<u>4 yard</u>	<u>\$145.00</u>	<u>\$290.00</u>	<u>\$435.00</u>	<u>\$579.90</u>	<u>\$724.90</u>	<u>\$48.10</u>
<u>5 yard</u>	<u>\$168.80</u>	<u>\$337.70</u>	<u>\$506.60</u>	<u>\$675.40</u>	<u>\$844.25</u>	<u>\$58.30</u>
<u>6 yard</u>	<u>\$192.75</u>	<u>\$385.50</u>	<u>\$578.15</u>	<u>\$770.85</u>	<u>\$963.55</u>	<u>\$68.35</u>
<u>8 yard</u>	<u>\$221.75</u>	<u>\$443.50</u>	<u>\$665.25</u>	<u>\$887.00</u>	<u>\$1,108.75</u>	<u>\$88.40</u>

B. Commercial customers who prohibit access for scheduled container pickup shall be charged a call-back fee of \$26.00 per occurrence. Examples of prohibited access include, but are not limited to, locked or blocked container enclosures.

C. Commercial customers who overload the provided refuse container will be charged a \$15.00 per yard charge for the extra refuse, as estimated by the collections staff. Repeated incidents will subject the customer's account to a review of their service by the director. The fee to change the container size is \$50.

D. Commingled commercial recycling is an optional service at the rates described in the table below. The recycling container is serviced every other week and allows for a mix of recyclable materials in one 96- or 300-gallon container. The allowed recyclables include cardboard, plastic, newspaper, aluminum and tin. No glass is allowed in the recycling containers. Failure to use this container as described will result in an additional refuse container fee added to the utility bill. Requests for service to pick up material not available on the scheduled date are subject to a call-back fee.

Commercial Recycling Rates

<u>Container Size</u>	<u>Monthly Charge for EOW* Service</u>
<u>96 Gallon</u>	<u>\$7.70</u>
<u>300 Gallon</u>	<u>\$23.70</u>
<u>96 and 300 Gallon – Call Back</u>	<u>\$12.00</u>

*EOW = Every Other Week (frequency container is picked up).

E. Cardboard-only commercial recycling is also an optional service at the rates described in table below. These containers are serviced every week and allow cardboard only. Failure to use this container as described will result in an additional refuse container fee added to the utility bill. Unscheduled, additional pick-ups beyond the weekly service are subject to the fees described in the same table.

Commercial Cardboard-Only Recycling

	<u>Collection Frequency Per Week</u>		<u>Call-Back</u>	<u>Unscheduled/ Additional Pickup</u>
	<u>1X</u>	<u>2X</u>		
<u>Commercial cardboard recycling</u>	<u>\$51.80</u>	<u>\$103.50</u>	<u>\$26.00</u>	<u>\$50.90</u>

15.03.090 Service description - Roll-off container service.

There is established a voluntary system for provision of larger “roll-off” container services as requested by customers of the city of Richland solid waste utility.

15.03.100 Service charges - Roll-off container service.

Roll-off container services will be considered temporary for the first two months of service and charged per day rent charges accordingly. After two consecutive months of service, users will be considered permanent. Disposal fees are subject to a one-ton minimum. Roll-off containers not picked up at least monthly will be charged a minimum monthly fee of \$348.00. Charges for city of Richland roll-off service are outlined in the table below:

Roll-Off Service Rates

<u>Container Type/Descriptor</u>	<u>Hauling Fee</u>	<u>Disposal Charge per Ton</u>	<u>Per Day Rent Charge</u>	<u>Delivery Charge</u>
<u>Drop Box – Temporary</u>	<u>\$150.00</u>	<u>\$48.00</u>	<u>\$5.00</u>	<u>\$45.00</u>
<u>Drop Box – Permanent</u>	<u>\$150.00</u>	<u>\$48.00</u>	<u>N/A</u>	<u>\$45.00</u>

All roll-off containers that are overloaded, blocked or not ready to haul when the scheduled service arrives will be charged \$45.00 call-back fee for the additional service attempt.

Chapter 15.04
Landfill Self-Haul Services

15.04.010 Service description - Self-haul to Horn Rapids Landfill.

15.04.020 Service charges - Self-haul to Horn Rapids Landfill.

15.04.030 Sale of compost.

15.04.010 Service description - Self-haul to Horn Rapids Landfill.

A. The city of Richland owns and operates the Horn Rapids Landfill. Due to the operation of Benton County's solid waste services at the Horn Rapids Landfill, customers may dispose of used motor oil, antifreeze, cooking oil, automotive batteries, rechargeable batteries, propane tanks and canisters at a designated location at the Landfill. Disposal of these materials is subject to the availability of Benton County solid waste services and may be suspended by the City due to the unavailability of Benton County services.

Vehicles entering the landfill must have their load tied, covered or otherwise secured within the vehicle. This does not apply to vehicles carrying a load of dirt, sand or gravel, provided that six inches of freeboard is maintained within the bed carrying the load.

15.04.020 Service charges - Self-haul to Horn Rapids Landfill.

A. Disposal of residential waste by Richland resident(s) at the Horn Rapids Landfill will be subject to the rates outlined in the table provided below.

B. If a dispute over the waste classification occurs, the customer must pay the appropriate disposal fee before gaining access to the landfill. Thereafter, the customer can request a review by the director for a refund of the landfill disposal fee. The request must be in writing and be submitted within one month after the disposal of the waste. If the director concurs with the customer, the disposal charge will be adjusted to reflect the appropriate fee.

Residential Self-Haul to Horn Rapids Landfill

<u>Customer</u>	<u>Description/Qualifiers</u>	<u>Load Size</u>	<u>Rate</u>
<u>Richland Resident</u>	<u>Residential waste including, but not limited to, construction and demolition waste and extra refuse.</u>	<u>Up to 1,200 lbs.</u>	<u>\$10.00</u>
		<u>Over 1,200 lbs.</u>	<u>See Commercial Rate</u>
<u>Richland Resident</u>	<u>Clean yard waste.</u>	<u>All</u>	<u>\$0.00</u>
<u>Non-Richland Resident</u>	<u>Ordinary residential waste including, but not limited to, construction and</u>	<u>Up to 1,200 lbs.</u>	<u>\$40.00</u>

<u>Customer</u>	<u>Description/Qualifiers</u>	<u>Load Size</u>	<u>Rate</u>
	<u>demolition waste and extra refuse.</u>	<u>Over 1,200 lbs.</u>	<u>See Commercial Rate</u>
<u>Non-Richland Resident</u>	<u>Clean yard waste.</u>	<u>Up to 1,200 lbs.</u>	<u>\$30.00</u>
<u>Appliances Containing CFCs</u>	<u>Appliances containing chlorofluorocarbons, including, but not limited to, refrigerators and air conditioning units.</u>	<u>Per appliance</u>	<u>\$46.00 each</u>
<u>White Goods</u>	<u>Appliances including, but not limited to, stoves, washers, dryers, microwaves, and hot water tanks.</u>	<u>Per appliance</u>	<u>\$7.00 each</u>
<u>Dead Animals</u>	<u>Small animals – dogs, cats, etc., generally less than 100 lbs.</u> <u>Large animals – horses, cattle, etc., approximately 100 lbs. or more.</u>	<u>Small animals</u> <u>Large animals</u>	<u>\$75.00</u> <u>or</u> <u>\$150.00 each</u>

C. Depositors of commercial loads at the Horn Rapids Landfill will be charged at rates in accordance with the following table.

Commercial Self-Haul at Horn Rapids Landfill

<u>Customer</u>	<u>Description/Qualifiers</u>	<u>Load Size</u>	<u>Rate</u>
<u>Richland Commercial</u>	<u>Garbage, refuse, rubbish and construction remodel demolition waste.</u>	<u>Up to 1,200 lbs.</u>	<u>\$30.00 per load</u>
<u>Non-Richland Commercial</u>		<u>Up to 1,200 lbs.</u>	<u>\$54.25 per load</u>
<u>Richland Commercial</u>		<u>Over 1,200 lbs.</u>	<u>\$51.10 per ton</u>
<u>Non-Richland Commercial</u>		<u>Over 1,200 lbs.</u>	<u>\$76.15 per ton</u>
<u>Richland Commercial</u>		<u>Per ton</u>	<u>\$18.00</u>

<u>Customer</u>	<u>Description/Qualifiers</u>	<u>Load Size</u>	<u>Rate</u>
<u>Non-Richland Commercial</u>	<u>Commercial disposal of concrete, asphalt, rock or dirt.</u>	<u>Per ton</u>	<u>\$35.00</u>
<u>Richland Commercial</u>	<u>Commercial disposal of rock or dirt.</u>	<u>Per ton</u>	<u>\$12.00</u>
<u>Non-Richland Commercial</u>		<u>Per ton</u>	<u>\$20.00</u>
<u>Richland Commercial</u>	<u>Clean yard waste.</u>	<u>Per ton</u>	<u>\$36.00</u>
<u>Non-Richland Commercial</u>		<u>Per ton</u>	<u>\$57.00</u>
<u>Richland Commercial</u>	<u>Chipped yard waste. This is limited to organic material chipped to a maximum dimension of three inches using a chipper machine in a commercial operation.</u>	<u>Per ton</u>	<u>\$0.00</u>
<u>Non-Richland Commercial</u>		<u>Per ton</u>	<u>\$0.00</u>
<u>Tires Only</u>	<u>Disposal of tires. The same charge applies to all customers.</u>	<u>Car tires</u>	<u>\$4.00 each</u>
		<u>Truck tires</u>	<u>\$9.00 each</u>
		<u>Heavy equipment</u>	<u>\$125.00 per ton; \$30.00 minimum</u>
<u>Tires with Rims</u>	<u>Disposal of tires. The same charge applies to all customers.</u>	<u>Car tires</u>	<u>7.00 each</u>
		<u>Truck tires</u>	<u>12.00 each</u>
		<u>Heavy equipment</u>	<u>125.00 per ton; \$30.00 minimum</u>
<u>Petroleum Contaminated Soil</u>	<u>Disposal of soil that has been contaminated by gas, diesel or other petroleum products.</u>	<u>Per ton</u>	<u>\$103.00</u>
<u>Asbestos</u>	<u>Asbestos with required certification.</u>	<u>Per ton</u>	<u>\$103.00</u>

D. Users of the Horn Rapids Landfill will receive a receipt for their charges upon request.

15.04.030 Sale of compost.

A. Richland compost is available for purchase in bulk by residential and commercial customers. Costs for compost are as follows:

Bulk Purchase of Compost

<u>Residential (manual-self load; not to exceed four (4) yds)</u>	<u>\$25.00 per load</u>
<u>Commercial (loaded; four (4) yard minimum)</u>	<u>\$15.00 per ton</u>

B. The City may sell compost in bulk through a public purchase option to maintain appropriate inventory levels.

Chapter 15.05 **Penalties**

Sections:

15.05.010 Administrative enforcement.

15.05.020 Appeal of administrative enforcement.

15.05.030 Prohibited acts.

15.05.010 Administrative enforcement.

A. Misuse of container. Violations of RMC 15.03.020(B), (D)-(M) and RMC 15.03.030 (B)-(F) are subject to administrative enforcement by the director or designee as follows:

1. Container tag. The director or designee may direct compliance through placement of a tag on the container of the violator. The tag will include specific information describing the violation and the corrective action required.

2. Administrative notice of violation. The director may require compliance by issuing an administrative notice of violation. Such notice will include specific information identifying the violation and the required corrective action. In addition, the administrative notice of violation may include one or more of the following remedies:

- i. Imposition of an administrative fine between \$10.00 and \$100.00 per occurrence; and/or
- ii. Revocation of container and service.

B. Recurring violations will result in enforcement with escalating penalties. If corrective action through administrative enforcement by the director is unsuccessful, the violation will be forwarded by the director to Richland's Code Enforcement division for enforcement as a civil infraction subject to a civil penalty as set forth in RMC 10.02.050(E). Administrative enforcement is unsuccessful when the violator received two (2) separate administrative notices of violation for failing to comply with RMC 15.03.020(B), (D)-(M) and/or RMC 15.03.030 (B)-(F) and a subsequent violation occurs.

15.05.020 Appeal of administrative enforcement action.

A. Any person receiving an administrative notice of violation may appeal to the director. Persons desiring to appeal an administrative notice of violation and/or fine must file a written request for the director to reconsider along with full payment of the fine amount. The director shall issue a decision regarding the appeal within fifteen (15)

business days. On appeal, the director may affirm, modify, or rescind the administrative notice of violation. If the violation is modified or rescinded, the director may order one or both of the following:

- i. Resumption of service with or without a service reinstatement fee; or
- ii. Return of all or part of the administrative fine paid with the appeal notice.

A customer seeking to reinstate suspended service shall pay a container delivery fee provided in the City's fee schedule.

15.05.030 Prohibited Acts.

A. Illegal dumping. Illegal dumping is a misdemeanor offense subject to prosecution under RMC 9.12.055. Unlawful accumulation and disposal of refuse is prohibited pursuant to RMC 10.04.

B. Private incineration. The residential burning of wastepaper, boxes, rubbish and debris is prohibited. Brush, grass, leaves, weeds and cuttings from trees, lawns, shrubs and gardens may be burned only as allowed by the Benton Clean Air Agency.

C. It is unlawful for any person to transport refuse over the city streets except in closed containers. Further, it is unlawful for any person transporting refuse over the city streets to permit such refuse to be scattered over private or public property. Violators of this provision shall have committed a civil infraction subject to a civil penalty as set forth in RMC 10.02.050(E).

D. It is unlawful for any person to scavenge or salvage at any city-owned or operated disposal site or solid waste container to remove any refuse therefrom without permission of the director. Violation of this provision is criminal trespass subject to prosecution under RMC 9.06.075. The city manager is authorized to enter into contracts in the name of the city granting an exclusive right to scavenge or salvage at any or all city-owned disposal sites for any class of refuse.

E. It is unlawful for any vehicle to enter the Horn Rapids Landfill with a load not tied, covered or otherwise secured within the vehicle. Failure to comply prior to disposing of an unsecured load is subject to a \$50.00 fee pursuant to RCW 70A.200.120 and the City's fee schedule. This section does not apply to vehicles carrying a load of dirt, sand or gravel, provided that six (6) inches of freeboard is maintained within the bed carrying the load.

F. It is unlawful for any person, contractor, or business to fraudulently represent themselves as a Richland resident or Richland business, or to assist another in such misrepresentation, or to knowingly and/or willfully misrepresent the origin or class of solid waste in order to obtain a lower disposal charge at the Horn Rapids Landfill. Failure to pay landfill charges at the time of service constitutes fraudulent activity. Customers

violating this provision may be denied future use of the landfill, and/or may be prosecuted for theft of service as provided in RMC 9.06.100.

E. Except as otherwise provided for herein, any person, partnership, association, firm or corporation who willfully violates, disobeys, omits, neglects or refuses to comply with or resists the enforcement of this chapter or its provisions shall have committed a civil infraction subject to a civil penalty as set forth in RMC 10.02.050(E).

F. For any violation of a continuing nature, each day's violation shall be considered a separate offense, and shall subject the offender to penalties for each offense.

Section 2. This Ordinance shall take effect the day following its publication in the official newspaper of the City of Richland, except that the increase in the curbside recycling rates shall be effective with customer utility bills issued in January, 2022.

Section 3. Should any section or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, that decision shall not affect the validity of the Ordinance as a whole or any part thereof, other than the part so declared to be invalid.

Section 4. 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 _____, 20__.

Ryan Lukson, Mayor

Attest:

Approved as to form:

Jennifer Rogers, City Clerk

Heather Kintzley, City Attorney

Date Published: _____



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 11/16/2021

Agenda Category: Ordinances - Second Reading & Passage

Core Focus Area 2 - Manage & Maintain Infrastructure & Facilities

Core Focus Area 5 - Maximize Community Amenities

Subject:

Ordinance No. 37-21, Amending Title 11 of the Richland Municipal Code to add Chapter 11.15 entitled Wheeled All-Terrain Vehicles

Department:
City Attorney

Ordinance/Resolution Number:
37-21

Document Type:
Ordinance

Recommended Motion:

Give second reading and pass Ordinance No. 37-21, amending Title 11 of the Richland Municipal Code to add Chapter 11.15 entitled Wheeled All-Terrain Vehicles.

Summary:

Revised Code of Washington (RCW) Section 46.09.455, passed in 2013, allows citizens to drive wheeled all-terrain vehicles (WATVs) on city roadways with a speed limit of 35 miles per hour or less if the city's legislative authority adopts an ordinance allowing such use. Except for state-regulated registration requirements, cities are permitted to adopt unique regulations for WATVs so long as the regulations are not less stringent than state law requirements. After two (2) workshop discussions on WATVs and a public survey, the Richland City Council asked staff to bring forward an ordinance for consideration.

Ordinance No. 37-21 proposes to add Chapter 11.15 entitled Wheeled All-Terrain Vehicles to the Richland Municipal Code. The proposed ordinance restricts allowed WATVs to vehicles known as "side-by-sides" which have bucket-type seating and a steering wheel. The regulations found in Ordinance No. 37-21 essentially mirror state law requirements for WATVs with respect to equipment (lights, horn, brakes, mirrors, turn signals, seatbelts, etc.), the requirement that the operator possess a valid driver's license, and the minimum age limit for passengers (5 years of age). The proposed ordinance differs from state law in that it would require drivers of WATVs to be 18 years of age or older, and would require car seats and automobile liability insurance as required by sections of state law applicable to motor vehicles. WATV operators are required by state law and Ordinance No. 37-21 to wear helmets.

Ordinance No. 37-21 identifies a number of streets in Richland where WATVs will be prohibited, regardless of the fact that the posted speed limit is 35 miles per hour. Those streets include: Gage Boulevard from Leslie Road to Keene Road; George Washington Way from SR-240 to University Drive; Jadwin Avenue from George Washington Way to SR-240; Leslie Road from Gage Boulevard to Canyon Avenue; Steptoe Street from the city limits 185 feet south of Canon Street to Columbia Park Trail; and Stevens Drive from Jadwin Avenue to Snyder Street.

If Ordinance No. 37-21 is approved, a map of streets open to WATVs will be prominently published on the City's website as required by state law.

Fiscal Impact: None.

Attachments:

I. Ordinance No. 37-21

ORDINANCE NO. 37-21

AN ORDINANCE of the City of Richland amending Richland Municipal Code Title 11: Traffic, adding Chapter 11.15 entitled Wheeled All-Terrain Vehicles.

WHEREAS, Chapter 46.09 RCW allows cities to authorize the operation of wheeled all-terrain vehicles (WATVs) on public roadways within their jurisdiction through legislative action; and

WHEREAS, Richland City Council intends to authorize the operation of wheeled all-terrain vehicles on all Richland city streets where the speed limit is 35 miles per hour or less, excluding certain city streets, subject to the limitations, conditions and requirements set forth herein.

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

Section 1. Title 11 of the Richland Municipal Code is hereby amended to add a new Chapter 11.15 entitled Wheeled All-Terrain Vehicles.

Title 11 TRAFFIC

Chapters:

11.01 State Provisions Adopted – Penalty for Violations

11.04 Enforcement and Obedience to Traffic Regulations

11.06 Engine Brakes

11.08 Speed Regulations

11.12 One-Way Streets and Alleys

11.15 Wheeled All-Terrain Vehicles

11.30 Stopping, Standing, or Parking Restricted or Prohibited on Certain Streets and in Municipal Parking Lots

11.31 Removal of Unauthorized Vehicles

11.33 Storage and Parking of Boats, Campers (Pickup), Large Vehicles, Motor Homes, Recreational Vehicles, Snowmobiles, Utility Trailers or Storage Containers

11.34 Impound of Vehicles

11.40 Schedules of Designated Streets Referred to in Ordinance

11.42 Operation of Vehicles on City Property

11.50 Skateboards/Skating

Chapter 11.15 WHEELED ALL-TERRAIN VEHICLES

Sections

11.15.010 Definitions.

11.15.020 Use of Wheeled All-Terrain Vehicle on City Streets.
11.15.030 Restrictions on Use of Wheeled All-Terrain Vehicle on City Streets.
11.15.040 Equipment Requirements of a Wheeled All-Terrain Vehicle.
11.15.050 Registration Requirements of a Wheeled All-Terrain Vehicle.
11.15.060 Duty to Obey Traffic-Control Devices and Rules of the Road.
11.15.070 Prohibited Uses.
11.15.080 Prohibited Areas.
11.15.090 Violation - Penalty.
11.15.100 Severability.

11.15.010 Definitions.

When used in this chapter, the City defines the words and phrases listed below as follows:

A. "City" means the City of Richland, its elected officials, its employees, and its agents.

B. "City Street" means every way, lane, road, street, boulevard, and every way or place in the City open as a matter of right to public vehicular traffic inside the city limits.

C. "Motorcycle Helmet" has the same meaning as provided in RCW 46.37.530.

D. "Rules of the Road" means all the rules that apply to vehicle or pedestrian traffic as set forth in state statute, rule or regulation.

E. "Sidewalk" means that property between the curb lines or the lateral lines of a city street and the adjacent property, set aside and intended for the use of pedestrians or such portion of private property parallel and in proximity to a city street and dedicated to use by pedestrians.

F. "Wheeled All-Terrain Vehicle" or "WATV" means:

1. A utility-type vehicle designed for and capable of travel over designated roads that travels on four or more low-pressure tires of 20 psi or less, has a maximum width less than 74 inches, has a maximum weight less than 2,000 pounds, has a wheelbase of 110 inches or less, and satisfies at least one of the following:
 - a. Has a minimum width of 50 inches;
 - b. Has a minimum weight of at least 900 pounds; or
 - c. Has a wheelbase of over 61 inches;
 - d. Has a steering wheel for steering control; and
 - e. Has nonstraddle seating with the operator and passenger sitting side by side in the vehicle manufactured primarily for recreational nonhighway all-terrain use.

11.15.020 Use of Wheeled All-Terrain Vehicle on City Streets.

Subject to the restrictions and requirements set forth in this chapter, a person who has attained the age of eighteen (18) years and who has a valid driver's license issued by the state of the person's residence may operate a wheeled all-terrain vehicle upon a city

street having a speed limit of 35 miles per hour or less, except for those streets identified in RMC 11.15.080.

11.15.030 Restrictions on Use of Wheeled All-Terrain Vehicle on City Streets.

A. Any person who operates or rides as a passenger in a wheeled all-terrain vehicle must wear a securely fastened motorcycle helmet while the WATV is in motion, unless the WATV is equipped with roll bars or an enclosed passenger compartment.

B. Any person who operates or rides as a passenger in a wheeled all-terrain vehicle must wear a securely fastened seat belt as required in RCW 46.61.688(3). Passengers less than sixteen (16) years of age are required to be restrained as defined in RCW 46.61.687.

C. No passengers under the age of five (5) years of age may be transported in a wheeled all-terrain vehicle.

D. A person may not operate a wheeled all-terrain vehicle upon a city street with a speed limit in excess of 35 miles per hour; provided, however, that a person may cross a city street with a speed limit in excess of 35 miles per hour at a controlled intersection if the crossing begins and ends on a city street with a speed limit of 35 miles per hour or less and occurs at an intersection of approximately 90 degrees.

E. A person may operate a wheeled all-terrain vehicle upon any city street while being used under the authority or direction of an appropriate agency that engages in emergency management, as defined in RCW 46.09.310, or search and rescue, as defined in RCW 38.52.010, or a law enforcement agency, as defined in RCW 16.52.011, within the scope of the agency's official duties.

F. Wheeled all-terrain vehicles are subject to Chapter 46.55 RCW.

G. No person may operate a wheeled all-terrain vehicle upon a city street without having proof of current liability insurance with liability limits of at least the amounts provided in and in compliance with the requirements as set forth in RCW 46.29.090, as now enacted or hereafter amended. Written proof of such financial responsibility must be provided upon request of a law enforcement officer.

11.15.040 Equipment Requirements of a Wheeled All-Terrain Vehicle.

A wheeled all-terrain vehicle operated on a city street must comply with the following equipment requirements:

A. Headlights meeting the requirements of RCW 46.37.030 and 46.37.040 and used at all times when the vehicle is in motion;

B. Two tail lamps meeting the requirements of RCW 46.37.070(1) and to be used at all times when the vehicle is in motion upon a city street;

C. A stop lamp meeting the requirements of RCW 46.37.200;

D. Reflectors meeting the requirements of RCW 46.37.060;

- E. During hours of darkness, as defined in RCW 46.04.200, turn signals meeting the requirements of RCW 46.37.200;
- F. Outside of hours of darkness, the operator must comply with RCW 46.37.200 or 46.61.310;
- G. Two mirrors meeting the requirements of RCW 46.37.400;
- H. A windshield meeting the requirements of RCW 46.37.430, unless the operator wears glasses, goggles, or a face shield while operating the vehicle, of a type conforming to rules adopted by the Washington State Patrol;
- I. A horn or warning device meeting the requirements of RCW 46.37.380;
- J. Brakes in working order;
- K. A spark arrester and muffling device meeting the requirements of RCW 46.09.470;
- L. Seatbelts meeting the requirements of RCW 46.37.510; and
- M. Must have an individual seat for each occupant designed to seat a person.

11.15.050 Registration Requirements of a Wheeled All-Terrain Vehicle.

A wheeled all-terrain vehicle operated on a city street must comply with all registration requirements in Chapter 46.09 RCW.

11.15.060 Duty to Obey Traffic-Control Devices and Rules of the Road.

Unless a police officer directs otherwise, a person operating a wheeled all-terrain vehicle must obey all rules of the road that apply to vehicle or pedestrian traffic and must obey the instructions of official traffic-control signals, signs, and other control devices applicable to vehicles. A person operating a wheeled all-terrain vehicle upon a city street is subject to all duties imposed by Chapter 46.61 RCW *et seq.* on an operator of a vehicle, excepting those provisions which by their nature can have no application.

11.15.070 Prohibited Uses.

A. No person may operate or ride a wheeled all-terrain vehicle in a negligent or unsafe manner, but must operate it with reasonable regard for his or her own safety and for the safety of others.

B. No person may occupy a wheeled all-terrain vehicle unless that person is seated in a seat designed to carry a person. No person may tow any devices or persons behind a wheeled all-terrain vehicle.

C. No person may operate a wheeled all-terrain vehicle side-by-side with another vehicle in a single lane of traffic.

11.15.080 Prohibited Areas.

A. It is unlawful to operate a wheeled all-terrain vehicle on a sidewalk or other area where it is unlawful to operate a motor vehicle.

B. Except as authorized by the City, it is unlawful to operate a wheeled all-terrain vehicle in a city park or upon any city bike path, trail, or other area not expressly designated for motor vehicle operation.

C. It is unlawful to operate a wheeled all-terrain vehicle on any bicycle trail or walking path or in any bicycle lane.

D. Wheeled all-terrain vehicles are prohibited on all streets with speed limits above 35 miles per hour and on the following segments of city streets:

1. Gage Boulevard from Leslie Road to Keene Road;
2. George Washington Way from SR-240 to University Drive;
3. Jadwin Avenue from George Washington Way to SR-240;
4. Leslie Road from Gage Boulevard to Canyon Avenue;
5. Steptoe Street from the city limits 185 feet south of Canon Street to Columbia Park Trail; and
6. Stevens Drive from Jadwin Avenue to Snyder Street.

11.15.090 Violation – Penalty.

A person who violates a provision of this chapter is guilty of a traffic infraction and will be punished by the imposition of a monetary penalty not to exceed \$250.00, exclusive of statutory assessments; provided, that conduct that constitutes a criminal offense may be charged as such and is subject to the maximum penalties allowed for such offenses.

11.92.100 Severability.

If any section, subsection, sentence, clause, paragraph, phrase, or word of this chapter should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, paragraph, phrase or word of this chapter.

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

Section 3. Should any section or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, that decision shall not affect the validity of the Ordinance as a whole or any part thereof, other than the part so declared to be invalid.

Section 4. 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 16th day of November, 2021.

Ryan Lukson, Mayor

Attest:

Approved as to form:

Jennifer Rogers, City Clerk

Heather Kintzley, City Attorney

Date Published: November 21, 2021



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 11/16/2021

Agenda Category: Ordinances - Second Reading & Passage

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Subject:

Ordinance No. 39-21, Approving the 2022 Budget and the 2022-2027 Capital Improvement Plan

Department:

Administrative Services

Ordinance/Resolution Number:

39-21

Document Type:

Ordinance

Recommended Motion:

Give second reading and pass Ordinance No. 39-21, Approving the 2022 Budget and the 2022-2027 Capital Improvement Plan.

Summary:

Richland City Council received the proposed 2022 Budget and 2022-2027 Capital Improvement Plan on October 1, 2021. On October 26, 2021, the City Manager presented the budget message to Council during a regularly scheduled workshop. A revenue hearing was also conducted at the October 19, 2021 City Council meeting. The preliminary hearing and presentation was held at the City Council meeting on November 2, 2021, followed by the final budget hearing scheduled on November 16, 2021.

The first reading of the ordinance adopting the 2022 Budget occurred on November 2, 2021. The second reading and passage of the 2022 Budget ordinance is scheduled for November 16, 2021.

Staff recommends approval of Ordinance No. 39-21 for second reading and passage.

Fiscal Impact:

The proposed 2022 budgeted appropriations for all funds total \$320,657,377.

Attachments:

- I. Ordinance No. 39-21

ORDINANCE NO. 39-21

AN ORDINANCE of the City of Richland adopting the 2022 Annual Budget of the City of Richland, including the 2022-2027 Capital Improvement Plan.

BE IT ORDAINED by the City of Richland as follows:

Section 1. Budget Adopted. The Annual Budget of the City of Richland for the year 2022, including the 2022-2027 Capital Improvement Plan, and each and every fund thereof as fixed and determined in the Proposed Budget for the year 2022, as revised by the City Council, is hereby adopted as the Budget of the City for the calendar year 2022. The total appropriations for each of the funds of the City of Richland are as follows:

Funds	Total Estimated Revenues	Appropriated Beginning Fund Balances	Est. Revenues & Approp. Fund Balance	Total Appropriations
General Fund	\$ 67,823,518	\$ 8,022,806	\$ 75,846,324	\$ 75,846,324
Special Revenue Funds:				
City Streets	3,579,729	50,059	3,629,788	3,629,788
Transportation Benefit District	1,002,000	50,377	1,052,377	1,052,377
Park Reserve	495,935	100,000	595,935	156,847
Industrial Development	10,246,308	1,311,397	11,557,705	11,557,705
Criminal Justice	94,717	-	94,717	75,354
Public Safety Sales Tax	2,038,450	425,858	2,464,308	2,464,308
BCES Operations	6,850,649	-	6,850,649	6,850,649
Hotel/Motel Tax	1,010,000	-	1,010,000	806,700
Special Lodging Assmnt	473,000	-	473,000	473,000
Community Dev. Block Grant	395,000	124,180	519,180	519,180
HOME	910,657	-	910,657	910,657
Debt Service Funds:				
LTGO Bonds	1,288,465	-	1,288,465	1,277,595
Fire Station 74	676,831	-	676,831	674,631
Library Remodel	1,504,200	60,000	1,564,200	1,564,200
LRF Debt Service	656,635	-	656,635	656,635
LID Guaranty	11,850	-	11,850	25
Special Assessment	8,678	-	8,678	577
Capital Projects Funds:				
Streets Capital Projects	15,037,745	-	15,037,745	15,027,745
Capital Improvement	3,040,000	1,609,057	4,649,057	4,263,239
Parks Capital Projects	12,864,000	-	12,864,000	12,864,000
General Government	425,000	-	425,000	425,000

Funds	Total Estimated Revenues	Appropriated Beginning Fund Balances	Est. Revenues & Approp. Fund Balance	Total Appropriations
Enterprise Funds:				
Electric	77,837,285	5,355,501	83,192,786	83,192,786
Water	17,539,412	4,828,843	22,368,255	22,368,255
Wastewater	14,946,837	3,950,510	18,897,347	18,897,347
Solid Waste	10,414,669	-	10,414,669	9,897,548
Stormwater	1,969,558	-	1,969,558	1,862,456
Golf Course	2,401,589	-	2,401,589	2,391,177
Medical Services	6,367,459	12,560	6,380,019	6,380,019
Broadband	2,087,400	93,473	2,180,873	2,180,873
Internal Service Funds:				
Equipment Maintenance	4,275,274	363,262	4,638,536	4,638,536
Equipment Replacement	5,247,107	1,250,297	6,497,404	6,497,404
Public Works Adm & Eng.	4,350,357	13,593	4,363,950	4,363,950
Workers Compensation	887,000	-	887,000	840,724
Employee Benefits	11,856,631	2,494,483	14,351,114	14,351,114
Unemployment	111,000	-	111,000	78,675
Post Employment Benefit	1,556,000	63,977	1,619,977	1,619,977
Totals	\$ 292,280,945	\$ 30,180,233	\$ 322,461,178	\$ 320,657,377

Section 2. Salaries and Wages. The total cumulative salaries and wages set forth in the budget document represent the maximum approved expenditure, subject to the requirements and limitations set forth in the Compensation Plan for unaffiliated employees and Collective Bargaining Agreements for affiliated employees, or other contracts approved by Council. In the interests of operational efficiency and business need, the City Manager may amend salaries and wages within departments and divisions as long as the total labor budget is not exceeded.

Section 3. 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 16th day of November, 2021.

Ryan Lukson, Mayor

Attest:

Approved as to form:

Jennifer Rogers, City Clerk

Heather Kintzley, City Attorney

Date Published: November 21, 2021



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 11/16/2021

Agenda Category: Ordinances - Second Reading & Passage

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Subject:

Ordinance No. 40-21, Amending the 2021 Budget in the General Fund, Medical Services Fund, and Equipment Replacement Fund

Department:

Administrative Services

Ordinance/Resolution Number:

40-21

Document Type:

Ordinance

Recommended Motion:

Give second reading and pass Ordinance No. 40-21, amending the 2021 Budget in the General Fund, Medical Services Fund, and Equipment Replacement Fund.

Summary:

Proposed Ordinance No. 40-21 will amend the 2021 budget appropriations for three items. First, on October 19, 2021, City Council approved Resolution No. 126-21, authorizing the City Manager to utilize federal ARPA funding for particular purposes. A budget amendment is necessary to appropriate \$2,000,000 to provide utility and business assistance in the current year. These appropriations are supported by new revenue received through the federal American Recovery Plan Act.

In addition, because of material shortages and supply chain interruptions caused by the COVID-19 pandemic, the City is experiencing long lead times for some vehicles planned for purchase in 2022. In order to timely receive three (3) vehicles planned for replacement in 2022, the City must issue purchase orders in 2021. The vehicles in question are a fire truck, an ambulance, and a wildland brush truck. The amount of the appropriation increase is \$1,715,000, and is supported by unappropriated fund balance in the Equipment Replacement Fund. As required by state law, the City must declare that a public emergency exists in the Equipment Replacement Fund to appropriate unappropriated fund balance because these expenses were not anticipated when the 2021 Budget was adopted.

Finally, the Richland Fire Department received a grant from Firehouse Subs to purchase automatic external defibrillators (AEDs). In order to purchase them in 2021, funds in the amount of \$22,330 need to be appropriated to the 2021 Budget. This amendment is supported by new revenue from the grant, so no declaration of emergency is necessary.

In total, new revenues support \$2,022,330 of the increase. The remaining \$1,715,000 is funded by use of existing fund balances. A public hearing will be held on November 2, 2021 as required by state law.

Staff recommends approval of Ordinance No. 40-21 for second reading and passage.

Fiscal Impact:

The total increase in appropriations to the 2021 operating budget is \$3,737,330. New revenue supports \$2,022,330 of the increase. The remaining \$1,715,000 is funded from fund balance in the Equipment Replacement Fund. There is adequate fund balance from planned fleet contributions.

Attachments:

- I. Ordinance No. 40-21

ORDINANCE NO. 40-21

AN ORDINANCE of the City of Richland amending the 2021 Budget to provide for additional appropriations in the General Fund, Medical Services Fund, and Equipment Replacement Fund, and declaring that a public emergency exists in the City's Equipment Replacement Fund.

WHEREAS, on November 17, 2020, Richland City Council approved Ordinance No. 46-20 approving the 2021 Budget; and

WHEREAS, on October 29, 2021, Richland City Council approved Resolution No. 126-21 authorizing the City Manager to utilize federal American Recovery Plan Act (APRA) revenues; and

WHEREAS, \$2,000,000 in APRA funds was approved for utility and business assistance and must be appropriated for spending in the 2021 Budget; and

WHEREAS, the COVID-19 pandemic has caused material shortages and interruption of the supply chain leading to long lead times for large vehicle purchases; and

WHEREAS, three (3) Richland Fire Department vehicles totaling \$1,715,000 are scheduled for replacement in 2022 and must be ordered in 2021 for timely receipt; and

WHEREAS, the Richland Fire Department was awarded \$22,330 in grant funds from Firehouse Subs Public Safety Foundation for the purchase of automatic external defibrillators (AEDs); and

WHEREAS, the grant funds must be appropriated in the 2021 Budget to purchase the AEDs; and

WHEREAS, no funds were appropriated in the General Fund, Medical Services Fund, and Equipment Replacement Fund for the items listed above; and

WHEREAS, sufficient unappropriated funds are available in the Equipment Replacement Fund to support the required budget adjustment; and

WHEREAS, on November 2, 2021, a public hearing was held pursuant to RCW 35.33.091 regarding the increase in appropriations from beginning fund balance in the Equipment Replacement Fund.

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

Section 1. Facts Constituting Emergency. The expenses contained within this Ordinance were not anticipated when the 2021 Budget was approved.

Section 2. Declaration of Public Emergency. Due to circumstances described above, Richland City Council declares that a public emergency exists in the Equipment Replacement Fund.

Section 3. Amendment of the 2021 Budget. The 2021 Budget is hereby amended to provide additional appropriations in the General Fund and Medical Services Fund from new revenues, and the Equipment Replacement Fund from unappropriated fund balance as follows:

General Fund

Current Appropriation: \$ 68,862,150
Increase in Appropriation: \$ 2,000,000
Amended Appropriation: \$ 70,862,150

Medical Services Fund

Current Appropriation: \$ 5,912,943
Increase in Appropriation: \$ 22,330
Amended Appropriation: \$ 5,935,273

Equipment Replacement Fund

Current Appropriation: \$ 67,32,170
Increase in Appropriation: \$ 1,715,000
Amended Appropriation: \$ 8,447,170

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

PASSED by the City Council of the City of Richland, Washington, at a regular meeting on the 16th day of November, 2021.

Ryan Lukson, Mayor

Attest:

Approved as to form:

Jennifer Rogers, City Clerk

Heather Kintzley, City Attorney

Date Published: November 21, 2021



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 11/16/2021

Agenda Category: Resolutions - Adoption

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Subject:

Resolution No. 133-21, Approving a Substantial Amendment to the Community Development Block Grant 2019 and 2020 Annual Action Plans

Department:

Development Services

Ordinance/Resolution Number:

133-21

Document Type:

Resolution

Recommended Motion:

Adopt Resolution No. 133-21, authorizing the City Manager to sign and execute all necessary documents with the U.S. Department of Housing and Urban Development (HUD) allowing for Substantial Amendments to the Community Development Block Grants 2019 and 2020 Annual Action Plans to allocate additional funding to the 2022 proposed public facilities and improvements activities.

Summary:

To maximize the utilization of available Community Development Block Grant (CDBG) funds, Substantial Amendments to the 2019 and 2020 Annual Action Plans are required to reallocate \$50,000.48 in funding from the Owner-Occupied Rehabilitation Revolving Loan Fund to the proposed 2022 public facilities and improvements activities.

Notice of a 30-day public comment period was duly advertised. No comments were received.

Staff recommends approval of Resolution 133-21.

Fiscal Impact:

Reallocation of funding will reduce funding by \$50,000.48 for owner-occupied rehabilitation, leaving approximately \$31,239.00 in the Owner-Occupied Revolving Loan Fund. Funding for public facilities and improvements activities will increase by \$50,000.48.

Attachments:

1. Resolution No. 133-21
2. Draft Substantial Amendments PY 2019 & PY 2020

RESOLUTION NO. 133-21

A RESOLUTION of the City of Richland approving a Substantial Amendment to the Community Development Block Grant 2019 and 2020 Annual Action Plans, allowing for necessary budget adjustments related to the Amendment, and authorizing the City Manager to transmit necessary documents to the U.S. Department of Housing and Urban Development.

WHEREAS, to maximize the utilization of available Community Development Block Grant (CDBG) funds, a Substantial Amendment is required to reallocate funding from the 2019 and 2020 Annual Action Plans; and

WHEREAS, reallocation of funding in the amount of \$50,000 from the multiple year Owner-Occupied Rehabilitation Program revolving loan fund to the proposed 2022 Annual Action Plan Public Improvements Program is being requested; and

WHEREAS, reallocation will increase the 2022 Annual Action Plan Public Improvements Program budget from \$198,200 to \$248,300; and

WHEREAS, the Citizen Participation Plan for the City of Richland requires that a Substantial Amendment be made to the Annual Action Plan to allow for said funding adjustments; and

WHEREAS, a notice of public comment was duly advertised, and no comments were received during the 30-day comment period.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richland that a Substantial Amendment to the 2019 and 2020 Annual Action Plans allowing for a reallocation of funding as identified herein is hereby approved.

BE IT FURTHER RESOLVED that the City Manager is authorized to execute and transmit the necessary documents to the U.S. Department of Housing and Urban Development (HUD).

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 16th day of November 2021.

Ryan Lukson, Mayor

Attest:

Approved as to form:

Jennifer Rogers, City Clerk

Heather Kintzley, City Attorney



DRAFT – Substantial Amendments PY 2019 & PY 2020

SUBSTANTIAL AMENDMENT TO THE PY 2019 & 2020 ANNUAL ACTION PLANS

I. INTRODUCTION

The City of Richland receives annual entitlement funds from the United States Department of Housing and Urban Development (HUD), which includes Community Development Block Grant (CDBG). A five-year Consolidated Strategy Plan must be developed before funds are received or expended. Each year throughout the five-year plan, the City must develop an Annual Action Plan describing how the funds will be used. Any substantial changes in funding, goals or activities require a substantial amendment to the Consolidated Strategy Plan as set forth in 24 CFR Part 91, which includes:

1. Increasing or decreasing funding levels of twenty-five (25) percent of the City's current or prior year CDBG or HOME approved project/activity allocations, including program income;
2. Modification of a project to address a different CDBG national objective; or
3. Changes in the use of CDBG funds from one eligibility category to another, in accordance with 24 CFR 91.105(c).

A substantial amendment to the PY 2019 and PY 2020 Annual Action Plans is necessary to reprogram underutilized revolving loan funds to underfunded proposed activities for PY 2022.

II. CITIZEN PARTICIPATION

Notices of the public comment period and public hearing were published in accordance with Richland's Citizen Participation Plan. The public comment period begins on **October 4, 2021** and will conclude on **November 16, 2021** followed by a public hearing on November 16, 2021. Interested parties are invited to review copies of the Substantial Amendment on the City's website, www.ci.richland.wa.us/CDBG, at City Hall, Richland Public Library and other City social media and will be available at each public housing authority. Comments should be provided to the following:

Michelle Burden
CDBG/HOME Administrator
Development Services Department
625 Swift Blvd., MS19
Richland, WA 99352
(509)942-7580
mburden@ci.richland.wa.us

The City will include a summary of the public comments and responses in the submittal to HUD.

III. PROPOSED CHANGES

AMENDMENT I: ANNUAL ACTION PLAN PY 2019 - HOMEOWNER REHABILITATION PROGRAM

- Reallocate \$19,740.48 in revolving loan funds from Annual Action Plan 2019 Homeowner Rehabilitation program to proposed 2022 Annual Action Plan activities.

AMENDMENT II: ANNUAL ACTION PLAN PY 2020 - HOMEOWNER REHABILITATION PROGRAM

- Reallocate \$30,260.00 revolving loan funds from Annual Action Plan 2020 Homeowner Rehabilitation program to proposed 2022 Annual Action Plan activities.

Substantial Amendment Summary Table

ACTIVITY	REALLOCATE REVOLVING LOAN FUNDS	BALANCE
Homeowner Rehabilitation Program PY 2019	\$19,740.48	\$0
Homeowner Rehabilitation Program PY 2020	\$30,260.00	\$25,045.33
Proposed 2022 Annual Action Plan activities		\$50,000.48



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 11/16/2021

Agenda Category: Resolutions - Adoption

Core Focus Area 3 - Increase Economic Vitality

Core Focus Area 1 - Promote Financial Stability & Operational Effectiveness

Subject:

Resolution No. 134-21, Adopting the Third Year Annual Action Plan and Authorizing the Submission of Grant Forms for 2022 Community Development Block Grant and HOME Investment Partnerships Program Funds

Department:

Development Services

Ordinance/Resolution Number:

134-21

Document Type:

Resolution

Recommended Motion:

Adopt Resolution 134-21, adopting the 2022 Annual Action Plan and authorizing the submission of grant forms to the U.S. Department of Housing and Urban Development for Community Development Block Grant (CDBG) and HOME Investment Partnerships Program funds.

Summary:

The 2022 Annual Action Plan (AAP) for the City of Richland and the Tri-Cities HOME Consortium is a supplement to the 2020-2024 Consolidated Plan. The AAP describes proposed uses for 2022 funding from the U.S. Department of Housing and Urban Development (HUD) and 2022 anticipated program income from repaid housing loans via the HOME Investment Partnerships and Community Development Block Grant (CDBG) programs.

CDBG Grant project applications were received in August of 2021. The Planning Commission reviewed CDBG applications and made funding recommendations to Richland City Council on September 8, 2021. These recommendations are included in Resolution No. 134-21 as Exhibit A. The prescribed uses of HOME funds are included as Exhibit B.

A 30-day comment period, open from October 3, 2021 through November 16, 2021, was established to receive citizen input on the proposed 2022 Annual Action Plan, the proposed use of 2022 CDBG and HOME funds, and program performance and policies. A copy of the proposed Annual Action Plan has been available for review on the City of Richland's website, at Richland City Hall and the Richland Public Library, and provided to the local housing authorities.

Once approved, the 2022 Annual Action Plan will be submitted to HUD once Congress passes HUD's FY 2022 appropriations and after the actual grant amounts have been determined. This process is required in order for Richland and the HOME Consortium to continue to receive CDBG and HOME program funds.

Staff recommends approval of Resolution No. 134-21.

Fiscal Impact:

Richland anticipates receiving \$249,000 in CDBG funds and \$661,000 in HOME funds during 2022. These funds are included in the City's 2022 Budget. Both funding sources are dependent on final federal allocation and actual amounts of program income received from prior funded projects. Project funding may increase or decrease depending on final federal allocation.

Attachments:

1. Resolution No. 134-21
2. Draft 2022 Annual Action Plan

RESOLUTION NO. 134-21

A RESOLUTION of the City of Richland adopting the Third Year Annual Action Plan and authorizing submission of grant forms to the U.S. Department of Housing and Urban Development for 2022 Community Development Block Grant and HOME Investment Partnerships Program funds.

WHEREAS, the City of Richland desires to apply for annual funding under the Housing and Community Development Act of 1974, as amended, for Community Development Block Grant (CDBG); and

WHEREAS, the City of Richland also desires to apply for annual funding under the HOME Investment Partnerships Program; and

WHEREAS, the Housing and Community Development Act of 1974, as amended, and the HOME Investment Partnerships Program will be funded with an appropriation for the federal fiscal year of 2022; and

WHEREAS, the Housing and Community Development Act of 1974 requires that the City submit projects to the Department of Housing and Urban Development (HUD) for approval of funding in 2022; and

WHEREAS, the City of Richland will consider CDBG projects for HUD funding after the public hearing held on November 16, 2021; and

WHEREAS, the HOME Investment Partnerships Program requires that the City adopt the Third Year Annual Action Plan and submit projects to the Department of Housing and Urban Development (HUD) for funding for 2022; and

WHEREAS, the City of Richland has determined that funding from the HOME Investment Partnerships Program will be utilized for the Tri-Cities HOME Consortium Affordable Housing Programs and related administrative expenses.

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

Section 1. The use of funds under the 2022 Community Development Block Grant (CDBG) Program is hereby approved. A list of activities recommended by the Richland Planning Commission to receive an allocation of the 2022 Program Year CDBG Funds is attached hereto as **Exhibit A** and is hereby approved. Funded activities are further detailed in the 2022 Annual Action Plan, which is also hereby approved. This Resolution shall constitute final certification.

Section 2. The City Manager of the City of Richland is authorized to submit appropriate forms requesting funds for these projects, and to provide such additional

information and take such steps as are necessary to obtain approval and serve as the City official under the National Environmental Policy Act of 1969, insofar as the provisions of such Act apply to this grant.

Section 3. The Use of Funds under the 2022 HOME Investment Partnerships Program as attached hereto as **Exhibit B** and documented in the Third Year Annual Action Plan is hereby approved. This Resolution shall constitute final certification.

Section 4. The City Manager of the City of Richland is authorized, as representative of the lead entity of the Tri-Cities HOME Consortium, to submit all appropriate forms on behalf of HOME Consortium member cities, and, as advised by the Consortium members, to provide such additional information and take such steps as are necessary to obtain approval and serve as the City official under the National Environmental Policy Act of 1969, insofar as the provisions of such Act apply to this grant.

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 16th day of November, 2021.

Ryan Lukson, Mayor

Attest:

Approved as to form:

Jennifer Rogers, City Clerk

Heather Kintzley, City Attorney

Exhibit A to Resolution No. 134-21

Community Development Block Grant (CDBG)

At the September 8, 2021 Planning Commission meeting, the Commission formalized a recommendation that the estimated \$294,000 CDBG funds expected to be received by the City of Richland, plus additional funds from reallocated Revolving Loan (RL) funds program years 19' & 20', unallocated and program income, be used as follows:

Organization-Activity	Request	Recommendation
Elijah Family Homes-Case Management & Wrap Around Services	\$15,000	\$15,000
Elijah Family Homes-Youth Scholarship Program	\$4,000	\$3,500
Senior Life Resources-Meals On Wheels Program	\$10,000	\$10,000
*Arc of Tri-Cities-Adult Partners n Pals Program	\$11,960	\$9,600
Girl Scouts of E. Washington and N. Idaho	\$12,000	\$6,000
Domestic Violence Services	\$13,000	\$13,000
Richland Public Works Department-Removal of Architectural Barriers	\$199,176	\$199,176
Richland Parks and Facilities Department-Removal of Architectural Barriers in neighborhood parks	\$34,000	\$34,000

*If additional 2022 public service funds allow – increase to maximum requested amount.

In addition, the City of Richland will retain \$58,880 from expected 2022 CDBG Grant for administration and planning of the CDBG Program.

Exhibit B to Resolution No. 134-21

HOME INVESTMENT PARTNERSHIPS (HOME) PROGRAM

The prescribed distribution for HOME affordable housing for the estimated \$661,000 HOME funds expected to be received by the Tri-Cities HOME Consortium, plus additional funds from unallocated and program income, are proposed to be used as follows:

Organization-Activity	Amount
City of Richland-Down Payment Assistance (DPA) Program	\$50,000
City of Kennewick-Down Payment Assistance (DPA) Program	\$50,000
City of Pasco-Down Payment Assistance (DPA) Program	\$50,000
Consortium-Tenant Based Rental Assistance (TBRA) Program	\$445,750
Consortium-Community Housing Development Organization (CHDO) 15% Set-aside	\$99,150
Administration and Planning	\$66,100



DRAFT - 2022 Annual Action Plan



Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

The 2022 Action Plan is the second of five annual plans implementing the 2020-2024 Consolidated Plan strategic plan goals for the program year beginning January 1, 2022 and ending December 31, 2022.

The Cities of Richland, Kennewick and Pasco are entitlement communities under Title 1 of the Housing and Community Development Act of 1974 (as amended). Each city is eligible to receive federal funds annually from the US Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG) Program. Each city is separately responsible for planning and administering housing and community development activities within their jurisdiction, and implementing, monitoring, and reporting to HUD on the use of CDBG funds.

Richland, Kennewick and Pasco, as contiguous units of local government, entered into a Cooperative Agreement in 1995 to form the Tri-Cities HOME Consortium. The agreement was amended in 2007 to include an automatic renewal clause. At least every three years the Cooperative Agreement is re-evaluated by each city to determine continued participation in the Consortium and to propose change. The Tri-Cities HOME Consortium is eligible to receive annual federal HOME dollars from HUD under the HOME Investment Partnerships Program authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act, as amended.

The City of Richland is the designated lead entity for the HOME Consortium. The City of Richland Development Services Department administers the HOME Program for the Consortium and is the legal entity for the Consolidated Plan. The City of Kennewick and the City of Pasco support the City of Richland in the administration of the HOME Program and in meeting the Consolidated Plan requirements.

As each of the three Cities share a common set of goals and directions for meeting the community development and affordable housing needs of lower income persons, the Cities collaboratively prepared the 2020-2024 Consortium Consolidated Plan. The Plan provides the community with an assessment of needs and market conditions, establishes priority needs, sets goals to respond to the identified needs, and establishes outcome measures for the Strategic Plan and Annual Action Plans.

The Cities work with partner agencies and stakeholders to develop and implement community needs and goals as outlined in the Consolidated Plan and each annual action plan program year is a representation of projects and activities that will help the Tri-Cities community work toward achieving those needs and goals. This action plan represents year two of the five year Consolidated Plan.

2. Summary of the Objectives and Outcomes Identified in the Plan

Three priority needs were identified with goals corresponding to those needs. The priority needs were determined by review of data, community meetings, public survey, and City staff consultations. The priority needs are bolded below.

Affordable Housing - There is a need for affordable housing creation and preservation. The corresponding goal is to increase and preserve affordable housing choices. Activities under this goal include expanding the supply of affordable housing units by developing owner and renter-occupied housing, including acquisition and rehabilitation. Activities also include providing financial assistance to local housing development organizations to increase the supply of affordable housing. Funds will sustain or improve the quality of existing affordable housing stock, such as rehabilitation of housing, eligible code enforcement tasks, energy efficiency/weatherization improvements, removal of spot blight conditions, and ADA improvements. Funds will increase community awareness of lead-paint hazards and assist with testing for lead hazards. Homeownership opportunities will be provided through such activities as gap financing, down payment assistance, and infill ownership. Rental opportunities will be provided through a Tenant-Based Rental Assistance (TBRA) program. HOME TBRA will be used to provide housing stability to clientele earning less than 60% area median income (AMI) with rent for up to two years.

Community Development - Activities include support for businesses that create jobs for lower-income residents and/or businesses that provide essential services to lower-income neighborhoods or provide stability to at-risk or blighted areas through activities such as façade improvements and support for micro-enterprises. Funds may support activities that improve the skills of the local workforce, including those unstably housed and those with special needs. Community infrastructure would be supported by provision and improvements such as ADA ramps, sidewalks, curbs, gutters, streets, parks, playgrounds, community gardens, and streetlights. Funds may provide LID assessment payments for lower income households. Funds will be used to provide or improve public facilities, including neighborhood centers, recreation facilities, and neighborhood beautification projects.

Public Services - Activities and projects will support public services that respond to the immediate needs of persons in crisis and support regional efforts to meet the basic living needs of lower-income households and individuals including persons with special needs, such as seniors and those living with a substance or drug abuse issue. Activities and projects will support homeless facilities and increase housing resources that assist homeless persons toward housing stability and self-sufficiency. Projects could also support increased case management and a high degree of coordination among providers.

3. Evaluation of Past Performance

Over the past years, the City and the Tri-Cities HOME Consortium have used funds for meeting the three goals of providing decent housing; creating a suitable living environment; and expanding economic opportunities to low-and moderate-income persons in the Tri-Cities. This reflects strong relationships with

community partners in implementing projects beyond the capacity of any one agency. The ability to leverage funds and to coordinate projects to make the best use of resources is essential in light of increasing need and diminishing resources.

Neighborhoods have been improved to meet ADA requirements through the addition of curbs, gutters and sidewalks, rapid rectangle flashing beacons, and economic development support, reflected in job retention through stabilization loans for small businesses financially impacted by the coronavirus. Accomplishments also include continued support for low-income populations in the form of services. Notably this includes support for senior citizens (meal services), and those individuals with special needs (persons living with a disability, those living with substance abuse/drug abuse issues). Four primary public service projects were Senior Life Resources, The Arc Tri-Cities, and Elijah Family Homes, Columbia Basin College Foundation; these projects include case management services and meeting basic needs of those low-income individuals. Projects also contributed to successful transition from homelessness by funding the Kennewick Housing Authority, Kennewick Housing Micro Home development project and emergency relief payments to prevent homelessness due to the financial impact of the coronavirus through Emergency Tenant Based Rental Assistance (TBRA) and Richland Emergency Grant Payment activities.

4. Summary of Citizen Participation Process and Consultation Process

The city offered several opportunities for public participation and comment throughout the Action Plan process:

On August 25, 2021, City staff held a virtual public hearing via Zoom with the Planning Commission. The City invited the public to comment on community and housing needs as staff develop the 2022 Annual Action Plan. The public hearing was published in *The Tri-City Herald* on August 8, 2021 and on our City's website at www.ci.richland.wa.us/CDBG.

The City also will offer an opportunity for public comment during the public hearing at the November 16, 2021 City Council meeting. The City Council approved the draft federal 2022 Community Development Block Grant (CDBG) funding recommendations and final adoption of the 2022 Action Plan.

The 2022 Action Plan was available for public review during the public comment period from October 4 to November 12, 2021. A public notice announcing its availability was published in *The Tri-City Herald* on October 3, 2021, on the Kennewick Housing Authority website and posted on the City's website.

5. Summary of Public Comments

- Any public comments will be noted at the end of the 30-day public comment period before the Action Plan is submitted to HUD, spring 2022.

6. Summary of Comments or Views not accepted and the reasons for not accepting them

All comments received will be accepted.

7. Summary

This Action Plan provides a detailed list and description of the activities, which will be conducted with the CDBG and HOME allocation in Kennewick, Pasco and Richland for 2022. All funding will be utilized to implement the strategies and goals of the 2020-2024 Consolidated Plan.

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	RICHLAND	Development Services
HOME Administrator	RICHLAND	Development Services

Table 1 – Responsible Agencies

Consolidated Plan Public Contact Information

Michelle Burden
CDBG/HOME Administrator
Development Services Department
625 Swift Blvd., MS19
Richland, Washington 99352
(509) 942-7580

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

As each of the three cities share a common set of goals and directions for meeting the community development and affordable housing needs of lower income persons, the cities collaboratively prepared the 2020-2024 Consortium Consolidated Plan. The Plan provides the community with an assessment of needs and market conditions, establishes priority needs, set goals to respond to the identified needs, and establishes outcome measures for the Strategic Plan and Annual Action Plans. The City anticipates for planning purposes that the CDBG and HOME Programs will be federally funded at 2021 levels. These funding projections are difficult to make given the fluctuations of funding for both the CDBG and HOME programs over the past several years.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	294,000	20,000	\$57,200	\$371,200	1,295,621	Formula grants for housing and community development activities. Beneficiaries must have low-or moderate-income (up to 80% AMI), or reside in a low/moderate –income neighborhood. A HUD formula-based program that annually allocates funds to support affordable housing programs.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	661,000	100,000	0	\$761,000	2,401,101	Formula grant to implement local housing strategies. Tenants served must be below 60% AMI; homeownership activities for households up to 80% AMI. Requires 25% non-federal matching funds.

Table 2 - Expected Resources – Priority Table

Final 2022 funding is dependent on actual federal allocation and actual amounts of program income received from prior funded projects and unallocated funds. Proposed activity awards may increase or decrease according to final 2022 funding available. If the 2022 CDBG funding is above the anticipated amount listed under the CDBG Expected Resources, any additional Public Service funding cap (15%) will be allocated to The Arc of Tri-Cities bringing their award up to funding request.

The City of Richland may set aside up to \$10,000 annually in CDBG funds for project contingency. Although this funding is available for any project that may need a small amount of contingency funding, it is shown under the Public Facilities and Improvement activity in the Action Plan set up. If this funding is not needed for contingency costs, it will be awarded to new activities during a future funding round.

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

CDBG and HOME funds are important resources in the community and used in conjunction with local, state, other federal and private funds to support housing and other projects. Each of the cities is supportive of efforts by other organizations to obtain funding for projects to address needs and goals outlined in this plan and in meeting needs in the Tri-Cities. Cities also assist community organizations in strategizing, applying for, accessing, and developing new resources and partnerships. CDBG and HOME funds are frequently used to leverage local, state and federal funds such as United Way, Washington State Housing Trust Funds, Emergency Solutions Grant, housing and homeless funds generated by recording fee and county or city general funds.

Each city, as a HOME Consortium participant, is required to match HOME funds. That match is met using city general funds or other non-federal funds, land made available at reduced cost (below appraised value), in the form of reduced financing fees from lenders and appraisers, grants for affordable housing from nonfederal sources, donated construction/housing materials and volunteer labor.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Not applicable

Discussion

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Needs Addressed	Funding	Goal Outcome Indicator
1	Increase and Preserve Affordable Housing Choice	2022	2024	Affordable Housing	Affordable Housing Choice	HOME: \$595,750	Financial Assistance to Homebuyers: 3 Households Assisted Tenant-based rental assistance: 62 Households Assisted
2	Community, Neighborhood, and Economic Development	2022	2024	Non-Housing Community Development	Non-Housing Community Development	CDBG: \$248,300	Public Facility or Infrastructure Activities other than LMI Housing Benefit: 5070 Persons Assisted
3	Homeless Intervention and Public Services	2022	2024	Homeless Non-Homeless Special Needs	Public Services	CDBG: \$44,100	Public Facility or Infrastructure Activities other than LMI Housing Benefit: 495 Persons Assisted

Table 3 – Goals Summary

Goal Descriptions

1	Goal Name	Increase and Preserve Affordable Housing Choice
	Goal Description	Expand the supply of affordable housing units by developing owner and renter-occupied housing, including acquisition and rehabilitation. Provide financial assistance to local housing development organizations to increase the supply of affordable housing. Funds will sustain or improve the quality of existing affordable housing stock, such as rehabilitation of housing, eligible code enforcement tasks, energy efficiency/weatherization improvements, removal of spot blight conditions, and ADA improvements. Funds will increase community awareness of lead-paint hazards and assist with testing for lead hazards. Provide homeownership opportunities through such activities as gap financing, down payment assistance and infill ownership. Provide Tenant Based Rental Assistance (TBRA) through the use of HOME funds.
2	Goal Name	Community, Neighborhood, and Economic Development
	Goal Description	The City of Richland will address Community and Economic Development needs throughout the city limits. Richland will work to support businesses that create jobs for lower-income residents and/or businesses that provide essential services to lower-income neighborhoods or provide stability to at-risk or blighted areas through activities such as façade improvements and support for micro-enterprises. Funds may support activities that improve the skills of the local workforce, including those with special needs.
3	Goal Name	Homeless Intervention and Public Services
	Goal Description	Funds will be used to support public services that respond to the immediate needs of persons in crisis and that support regional efforts to meet the basic living needs of lower-income households and individuals including persons with special needs, seniors, and disadvantaged youth. Support homeless facilities and increase housing resources that assist homeless persons toward housing stability and self-sufficiency. Support increased case management and a high degree of coordination among providers.

AP-35 Projects - 91.420, 91.220(d)

Introduction

This Annual Action Plan describes how funds will be used to support the goals and priorities identified in previous sections of this Consolidated Plan. Projects and activities are carefully chosen. CDBG activities and HOME CHDO projects go through a competitive process, ensuring the maximum effectiveness in use of federal grant funds.

#	Project Name
1	CDBG Planning & Administration
2	Public Facilities/Improvements
3	Public Service
4	HOME Administration
5	Richland HOME First Time Homebuyer Assistance Program
6	Kennewick HOME First Time Homebuyer Assistance Program
7	Pasco HOME First Time Homebuyer Assistance Program
8	Tenant-Based Rental Assistance Program
9	Tri-Cities HOME Consortium CHDO Set-aside

Table 4 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Funding priorities are consistent with those stated in the Strategic Plan. The City of Richland intends to maximize the use of limited resources to ensure the highest benefit to people with low-income and within the capacity to administer the program. Reduced funds have increased the challenge. Given the limited capacity, bricks and mortar projects resulting in visual physical improvements are important when those projects reduce barriers for physically impaired persons; result in the acquisition, construction or improvement to public facilities; and/or, result in neighborhood preservation and revitalization. High priority is also placed on projects that would result in enhancing the economic opportunities of residents.

AP-38 Project Summary

Project Summary Information

1	Project Name	CDBG Planning & Administration
	Target Area	
	Goals Supported	Increase and Preserve Affordable Housing Choice Community, Neighborhood, and Economic Development Homeless Intervention and Public Services
	Needs Addressed	Affordable Housing Choice Community and Economic Development Public Services
	Funding	CDBG: \$58,880
	Description	Fund necessary for staff to administer, manage and monitor the implementation of CDBG funds and associated federal regulations. Administration funding will include 20% of eligible program income.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	CDBG funding will be provided to support administration, management, and monitoring. Responsibilities include, but are not limited to activity eligibility determination, fund management, labor standards enforcement, and environmental review. Policy leadership and back-office infrastructure is also included. Should program income be generated through the program year, the City will apply 20% of the amount to address administrative expenses incurred through program year. Any unspent CDBG administrative funds will be used to cover HOME administrative expenses during program year.
2	Project Name	Public Facilities and Improvements
	Target Area	Within city limits of Richland
	Goals Supported	Community, Neighborhood, and Economic Development
	Needs Addressed	Community and Economic Development
	Funding	CDBG: \$248,300

	Description	Support costs including project delivery of public facility and infrastructure improvements EN \$191,100 and PY PI/RL \$57,200, Removal of Material and Architectural Barriers and Roof Replacement needed for the Domestic Violence Shelter.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Activities include improvement of accessibility to neighborhoods with the removal of architectural barriers of mobility or accessibility of elderly persons or of “severely disabled” adults, including staff costs for project delivery and Domestic Violence Shelter Roof Replacement.
3	Project Name	Public Service
	Target Area	
	Goals Supported	Homeless Intervention and Public Services
	Needs Addressed	Public Services
	Funding	CDBG: \$44,100
	Description	Public Service funded activities to carry out opportunities to low income clientele, including City staff costs for program delivery, FY 2022 15% Cap \$44,100. Sr. Life Resources: \$10,000, National Objective: LMC, Matrix Code: 05A. The Arc Tri-Cities: \$9,600, National Objective: LMC, Matrix Code: 05B, Elijah Family Homes Transition to Success: \$15,000, National Objective: LMC, Matrix Code: 05F, Elijah Family Homes Transition to Success Youth Program:\$3,500, National Objective: LMC, Matrix Code: 05D, Girl Scouts of Eastern Washington and Idaho Program:\$6,000, National Objective: LMC, Matrix Code: 05L
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Administration, project delivery, monitoring, reporting and management of contract and activity.

4	Project Name	HOME Administration
	Target Area	
	Goals Supported	Increase and Preserve Affordable Housing Choice Community, Neighborhood, and Economic Development Homeless Intervention and Public Services
	Needs Addressed	Affordable Housing Choice Community and Economic Development Public Services
	Funding	HOME: \$66,100
	Description	Support costs of staff involved in the administration of the HOME grant. Administration funding will include 10% of eligible program income.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	HOME funding will be provided to support administration, management, and monitoring responsibilities include activity eligibility determination, fund management, labor standards enforcement, and environmental review. Policy leadership and back-office infrastructure is also included. Excess HOME admin funds will continue to be carried forward for future use. The HOME regulations allow for admin carryforward. Should program income be generated in program year 2021, the City will apply 10% of that amount to address administrative expenses incurred throughout the program year.
5	Project Name	Richland HOME First-Time Homebuyer Assistance Program
	Target Area	
	Goals Supported	Increase and Preserve Affordable Housing Choice
	Needs Addressed	Affordable Housing Choice
	Funding	HOME: \$50,000
	Description	Support costs of providing downpayment assistance to qualifying first-time homebuyers, including project delivery. Funding will include 2022 award \$50,000.
	Target Date	12/31/2022

	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	Within city limits of Richland
	Planned Activities	Up to \$10,000, down payment and closing cost assistance and related costs including project delivery. Forgiven after the Period of Affordability.
6	Project Name	Kennewick HOME First-Time Homebuyer Assistance Program
	Target Area	
	Goals Supported	Increase and Preserve Affordable Housing Choice
	Needs Addressed	Affordable Housing Choice
	Funding	HOME: \$50,000
	Description	Support costs of providing downpayment assistance to qualifying first time homebuyers, including project delivery. Funding will include 2022 award \$50,000.
	Target Date	12/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	Within city limits of Kennewick
	Planned Activities	Up to \$10,000, down payment and closing cost assistance and related costs including project delivery. Forgiven after the Period of Affordability.
7	Project Name	Pasco HOME First Time Homebuyer Assistance Program
	Target Area	
	Goals Supported	Increase and Preserve Affordable Housing Choice
	Needs Addressed	Affordable Housing Choice
	Funding	HOME: \$50,000
	Description	Support costs of providing downpayment assistance to qualifying first time homebuyers, including project delivery. Funding will include 2022 award \$50,000.
	Target Date	12/31/2022

	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	Within city limits Pasco
	Planned Activities	Up to \$10,000, down payment and closing cost assistance and related costs including project delivery. Forgiven after the Period of Affordability.
8	Project Name	Tenant Based Rental Assistance (TBRA) Program
	Target Area	Within City limits of Kennewick, Pasco and Richland
	Goals Supported	Increase and Preserve Affordable Housing Choice
	Needs Addressed	Affordable Housing Choice
	Funding	HOME: \$345,750 plus Consortium estimated PI \$100,000
	Description	TBRA Program will serve approximately 62 households earning at or less than 60% AMI.
	Target Date	12/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 62 households individuals and families
	Location Description	Housing within the three city limits as chosen by tenant.
	Planned Activities	TBRA Program will serve approximately 62 households earning at or less than 60% AMI.
9	Project Name	Community Housing Development Organization (CHDO) Set-aside
	Target Area	
	Goals Supported	Increase and Preserve Affordable Housing Choice
	Needs Addressed	Affordable Housing Choice
	Funding	HOME: \$99,150
	Description	Project has not been established
	Target Date	NA

	Estimate the number and type of families that will benefit from the proposed activities	NA
	Location Description	NA
	Planned Activities	Provide funding for an eligible affordable housing development(s) within Kennewick, Pasco or Richland.

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

No specific geographic target areas have been identified. Richland's CDBG and HOME funds will be available to assist lower income residents within Richland city limits with priority placed on those activities that provide a benefit in the oldest neighborhoods of Richland. HOME funds for Kennewick and Pasco will be available to assist lower income residents within each city limits.

Affordable Housing

AP-55 Affordable Housing - 91.420, 91.220(g)

Introduction

The goal numbers represented below reflect activities that will be funded with federal funds through the Tri-Cities HOME Consortium and Richland's CDBG allocation.

One Year Goals for the Number of Households to be Supported	
Homeless	268
Non-Homeless	65
Special-Needs	0
Total	333

Table 5 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	62
The Production of New Units	0
Rehab of Existing Units	0
Acquisition of Existing Units	3
Total	65

Table 6 - One Year Goals for Affordable Housing by Support Type

Discussion

The 333 households represented include the 268 households that will benefit from rehabilitation work at the Domestic Violence Shelter and 62 households assisted with tenant-based rental assistance (TBRA), and include three households that will purchase their first home with the help from the down payment assistance program.

AP-60 Public Housing - 91.420, 91.220(h)

Introduction

Actions planned during the next year to address the needs to public housing

The City of Richland will help address the needs of public housing and activities in 2022 by continuing to work closely with and supporting efforts of the Kennewick Housing Authority.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The Kennewick Housing Authority Governing Board includes one position designated for a resident representative. That position is currently filled and the resident representative is fully engaged.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not applicable

AP-65 Homeless and Other Special Needs Activities - 91.420, 91.220(i)

Introduction

CDBG funds provide a social safety net to help low- and moderate-income people stay stable and not enter homelessness. The three cities will continue to be involved in the Benton Franklin Human Services planning efforts (BFHS). The BFHS developed a plan to address homelessness in the region, with the express purpose of giving nonprofit and government agency providers a “road map” of actions to follow. The plan is a concerted effort by numerous agencies, including the three cities, to develop a common understanding of the needs of those individuals and families experiencing homelessness and to agree upon a coordinated plan to improve services and housing. The goal of the plan is to move individuals and families experiencing homelessness through a continuum of housing and supportive services leading them to permanent housing with the highest level of self-sufficiency they can achieve.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Outreach activities are not funded with Richland CDBG funds.

Richland, Kennewick, and Pasco will continue to be active participants in the Continuum of Care (CoC) and encourage cooperation in sharing information to identify existing resource that might be available to meet community needs.

Addressing the emergency shelter and transitional housing needs of homeless persons

Through involvement with Benton Franklin Community Action Committee (BFCAC) and Benton Franklin Human Services, the three cities will continue to support the development of housing and services.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The three Cities do not provide direct assistance to homeless persons. Each city may contribute CDBG funds towards organizations that operate shelter beds in the area. These organizations work closely with the CoC and organizations at varying levels of the CoC to provide the right services to give those families and individuals experiencing homelessness the opportunity to transition out of a homeless situation and

into a stable housing situation. Further, each city works diligently with the two local housing authorities to continue the development of affordable housing opportunities.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The three Cities do not provide direct assistance to those being discharged from publicly funded institutions or receiving assistance from public or private agencies. Each city does participate in regularly scheduled CoC meetings where the issue of assisting those individuals being discharged from medical facilities is a frequent topic. These meetings coordinate resources and evaluate potential solutions, creating partnerships where possible.

Discussion

No additional discussion.

AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

The City of Richland will identify and where appropriate remove or mitigate barriers to affordable housing resulting from zoning, subdivision, land use requirements, licensing, permits and utility extensions.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Actions planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment;

- Continue efforts to improve and expedite permitting processes and timelines, such as through the purchase and implementation of new permitting software.
- Continue pre-application process to provide early review to shorten permitting process.
- Continue to update the City's Comprehensive Plan and provide comment on updates to Benton County's Comprehensive Plan related to affordable housing, fair housing, infrastructure and economic development.

In addition, all three cities encourage infill development to preserve older neighborhoods, and support increase of housing densities in areas where adequate public facilities and services (police and fire protection, schools, water, sewer, and drainage) are in place or can easily be provided.

Discussion

The City of Richland will continue to promote fair housing education and training that support fair housing in the Tri-Cities. Upon release of the final rule for fair housing, all three cities will conduct a Fair Housing Assessment as required by HUD.

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

One of the challenges to meeting underserved needs by any one group is the lack of staff capacity, financial resources, and supportive services necessary to address all needs. All three cities attend, support and are active members of Continuum of Care (CoC), an organization comprised of local non-profit, housing, public service, correctional, and government agencies throughout Benton and Franklin counties. The CoC has established a Coordinated Entry System (CES) that is fully implemented that aims to create efficiencies in the service provider network by not duplicating services and matching those in need of services to those organizations most suited to meet those needs.

Actions planned to address obstacles to meeting underserved needs

Decent housing can be made available to those below 30% median income by joining forces with community advocates such as the Benton Franklin Home Base Housing Network, Benton Franklin Community Action Committee and the Department of Human Services to provide affordable housing for this underserved population. Typical projects to meet this goal would be family shelter, domestic violence shelter, developmentally disabled and chronically mentally disabled housing, elderly housing, migrant farmworker housing, homeless prevention rapid rehousing programs and state and local housing trust funds. The City supports the efforts of local non-profit agencies to meet needs of underserved populations.

Actions planned to foster and maintain affordable housing

The City will continue to support the efforts of various nonprofit agencies, housing authorities and CHDO's to provide affordable housing opportunities for special needs populations through the use of CDBG and HOME funds. Rehabilitation priority is given by the City and by Benton Franklin CAC Energy Efficient Healthy House Program to those homes occupied by frail elderly or homeowners and renters with disabilities. City staff will be available to assist in identifying potential funding sources and provide technical assistance within staff capacity, and will remain receptive to forming partnerships with other entities to assure vulnerable populations are able to reside in decent, safe housing.

The Consortium maintains its HOME investment in affordable housing by monitoring rental housing occupancy and physical condition over HUD's minimum compliance periods required by 92.254.

Actions planned to reduce lead-based paint hazards

The City will provide education on lead-based paint including information on Safe Work Practices, actions to take when rehabbing or remodeling a home, and steps to take if exposure to lead hazards is suspected.

The pamphlets "Renovate Right" and "Protect Your Family from Lead in Your Home" published by

Washington Department of Commerce and Environmental Protection Agency (EPA) will be distributed to all potential housing clients and be available via online links from the City's website.

The City will work with pre-qualified contractors to perform testing as necessary to identify lead hazards, and assure compliance after remediation work through clearance exams as required for persons assisted with CDBG or HOME funds.

Actions planned to reduce the number of poverty-level families

The activities outlined in this plan will work to increase economic opportunities in the Tri-Cities area. Through working with local businesses and, creating needed infrastructure and facilities updates/maintenance, the cities are working to increase the number of opportunities for financial security in the area.

In addition, each city funds public services that increase capacity for local non-profit service organizations that work directly with low-income households with the aims of first creating stability and then working to identify opportunities to transition out of poverty.

Actions planned to develop institutional structure

The main strategy regarding institutional structure is collaboration. The City will pursue various activities outlined in the 2020-2024 Consolidated Plan to strengthen and coordinate actions with housing, nonprofit, and economic development agencies. Staff will continue to participate in the Continuum of Care Task Force to assist in the coordination of government agencies, nonprofit organizations, housing developers, social service providers, and Continuum of Care providers to meet the needs of homeless individuals and families. Richland staff will participate in the Point-in-Time Count, used to measure community trends and shifts that are impacting those individuals and families experiencing homelessness.

Actions planned to enhance coordination between public and private housing and social service agencies

The City supports efforts by agencies to apply for or leverage other funding sources that might become available during the year. City staff will be available to provide some technical assistance support of projects that meet a Housing and Community Development need as identified in the 2020-2024 Consolidated Plan and will assist organizations to apply for funds from other local, state or federal resources within staff capacity.

Discussion

The Consortium makes relatively small investments in affordable housing developments, which leverages large amounts of funds from other sources to complete projects.

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

Introduction

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	20,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	20,000

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

**HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

Not applicable

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The Tri-Cities HOME Consortium will utilize the recapture option in its HOME programs. The Consortium reserves the right to use the resale option at its discretion or when it is required. Prior to utilizing the resale option, the Consortium will take the necessary steps to formulate required documentation and notify the HUD Field Office.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds. See 24 CFR 92.254(a)(4) are as follows:

To ensure affordability, the Consortium adheres to recapture requirements as set forth in 24 CFR 92.254(a)(4), and 24 CFR 92.254(a)(5)(ii)(A)(1) and (A)(2), and (A)(5). Homebuyer direct assistance including Down Payment, closing costs and other direct subsidies such as principal reduction, interest buy-downs, etc. are subject to recapture provisions. It also includes any HOME investment that reduced the initial purchase price from fair market value to an affordable price (Direct Subsidy), principal and interest balance (but excludes the amount between the initial cost of producing the unit and the market value of the property). Consortium members may use purchase options, rights of first refusal, or other preemptive rights to purchase previous HOME assisted housing prior to foreclosure or at a foreclosure sale. HOME funds may not be used to repay a HOME loan or investment. The affordability restrictions may terminate upon foreclosure, transfer in lieu of foreclosure, or assignment of an FHA insured mortgage to HUD. However, affordability restrictions must be revived per the original terms if, during the original affordability period, the owner of record before the termination event obtains an ownership interest in the housing.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

Not applicable.



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 11/16/2021

Agenda Category: Resolutions - Adoption

Core Focus Area 5 - Maximize Community Amenities

Subject:

Resolution No. 135-21, Amending the Badger Mountain Community Park Master Plan

Department:

Parks & Public Facilities

Ordinance/Resolution Number:

135-21

Document Type:

Resolution

Recommended Motion:

Adopt Resolution No. 135-21, amending the Badger Mountain Community Park Master Plan as presented.

Summary:

The Richland Lacrosse Club has proposed the addition of multi-sport athletic wall-balls to Badger Mountain Community Park. In response to the request, the Parks & Recreation Commission asked City staff to work with the community to gauge support of and assess the safety of the proposed wall.

A Community Policing Through Environmental Design (CPTED) analysis was performed by the Richland Police Department, and community input was solicited. Staff presented results of community meetings and citizen-submitted feedback to the Parks & Recreation Commission at several meetings. Based on community feedback, a single wall is recommended to be added to the Badger Mountain Community Park Master Plan in the vicinity of the existing basketball court.

On October 28, 2021, the Parks & Recreation Commission voted unanimously to recommend that Richland City Council approve the proposed amendment to the Badger Mountain Community Park Master Plan to include a multi-sport athletic wall-ball wall to the east of the adjacent, existing basketball court as shown in the revised master plan. The Richland Lacrosse Club is in support of the revised plan and intends to donate a wall-ball amenity to the City in the future.

Staff recommends adoption of Resolution No. 135-21.

Fiscal Impact:

None.

Attachments:

1. Resolution No. 135-21
2. Amended Badger Mountain Park Master Plan (2021)
3. Ball Wall Illustration

RESOLUTION NO. 135-21

A RESOLUTION of the City of Richland amending the
2009 Badger Mountain Community Park Master Plan.

WHEREAS, on July 21, 2009, Richland City Council approved the Badger Mountain Community Park Master Plan (the "Plan"); and

WHEREAS, in 2020, the Richland Lacrosse Club asked the Parks & Recreation Commission for permission to purchase and install a multi-sport wall-ball wall in Badger Mountain Community Park; and

WHEREAS, the Parks & Recreation Commission directed staff to assess safety and engage citizens for feedback on the proposed addition to the Plan; and

WHEREAS, a Crime Prevention Through Environmental Design (CPTED) analysis was performed by the Richland Police Department which led to revisions to the original proposal; and

WHEREAS, public comment on the proposal was solicited; and

WHEREAS, on October 28, 2021, the Parks & Recreation Commission voted unanimously to recommend that Richland City Council adopt the revised Badger Mountain Community Park Master Plan as modified to include the multi-sport wall-ball wall.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richland that the revised Badger Mountain Community Park Master Plan is hereby adopted.

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 16th day of November, 2021.

Ryan Lukson, Mayor

Attest:

Approved as to form:

Jennifer Rogers, City Clerk

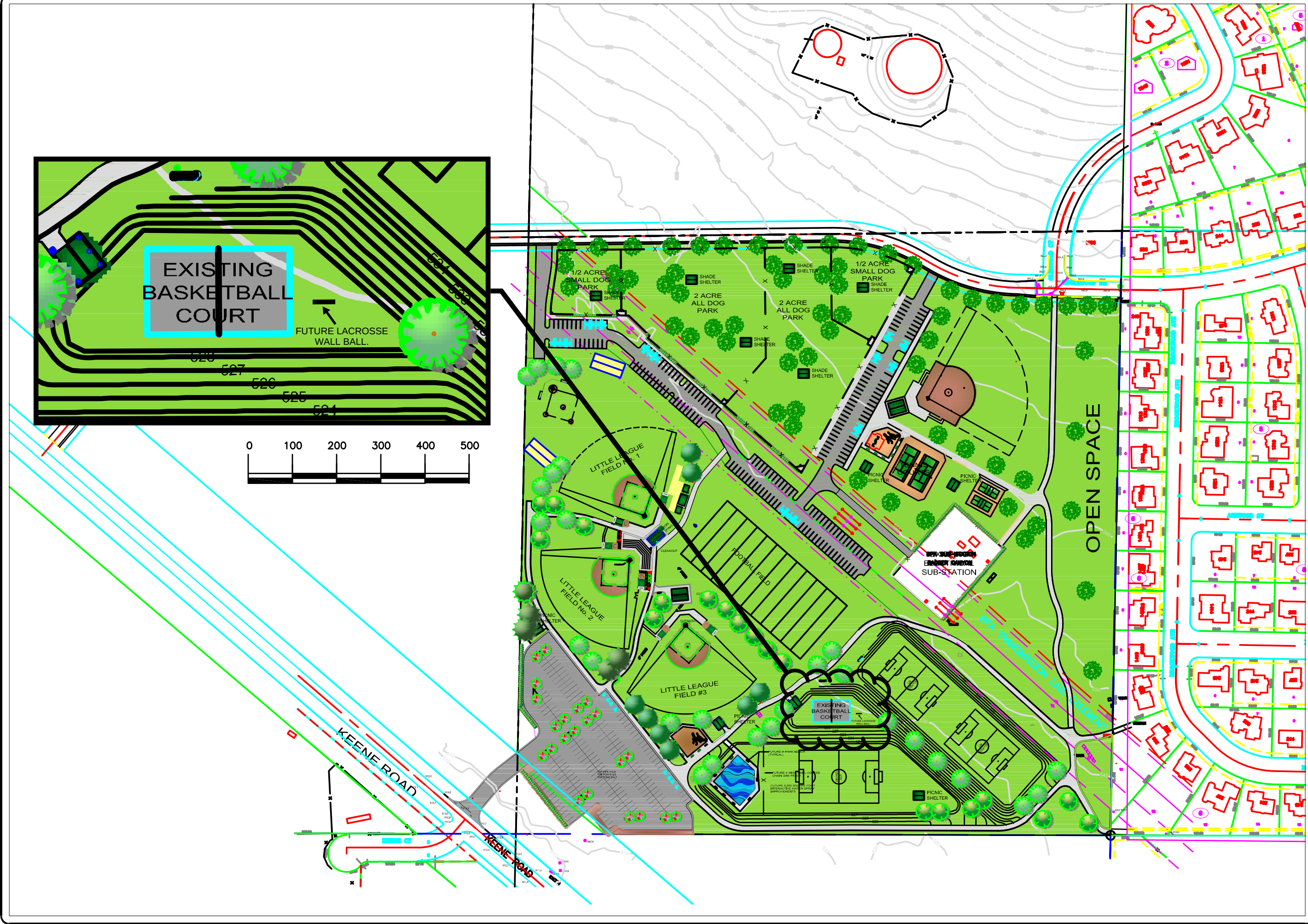
Heather Kintzley, City Attorney

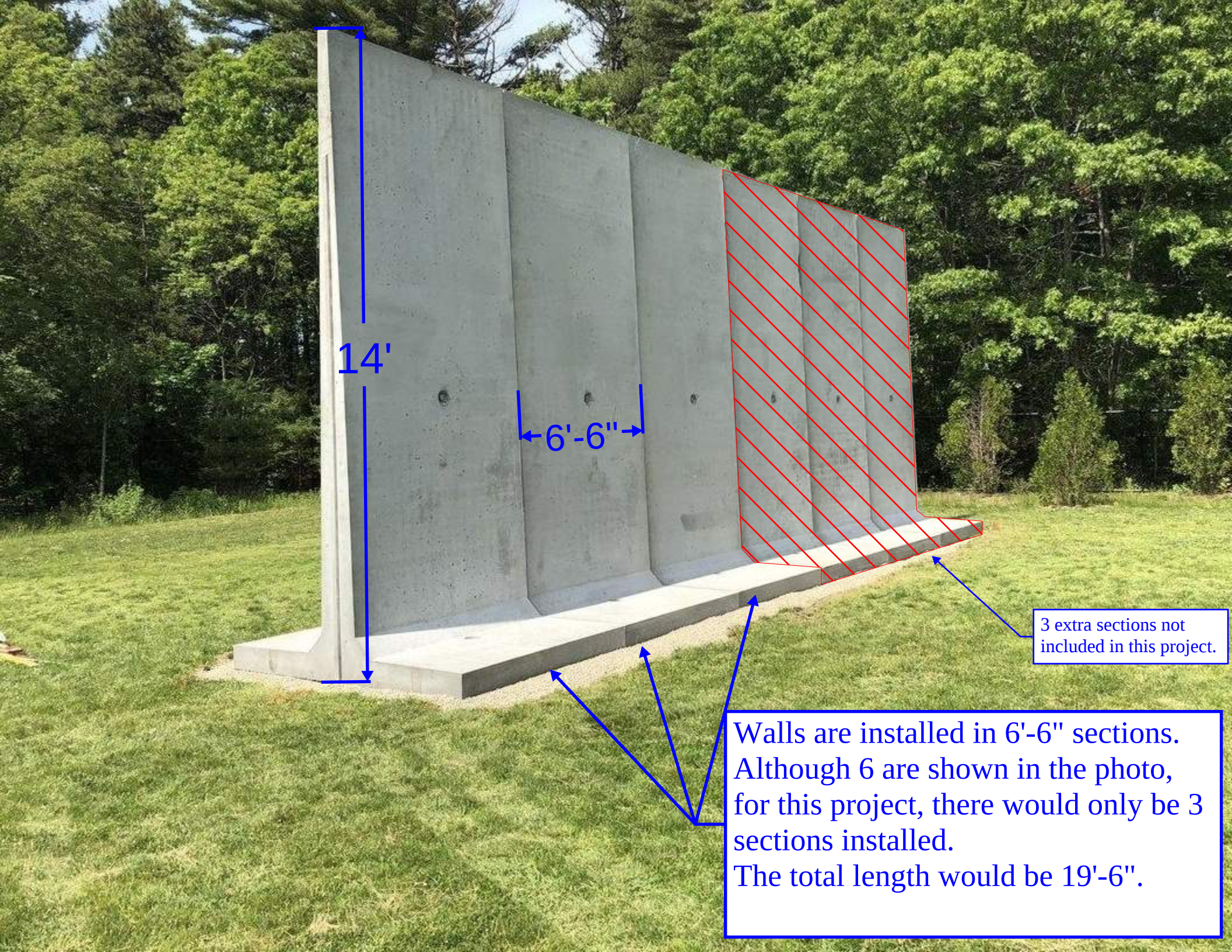


CITY OF RICHLAND
PARKS & RECREATION DEPARTMENT

AMENDMENT TO MASTER PLAN

SCALE:	1" = 200'
PROJ. NO.	04-02-09
DATE:	
DRAWN BY:	D.W.Bryant
DESIGN BY:	D.W.Bryant
CHECKED BY:	
SHEET:	1 OF 1





14'

6'-6"

3 extra sections not included in this project.

Walls are installed in 6'-6" sections. Although 6 are shown in the photo, for this project, there would only be 3 sections installed. The total length would be 19'-6".

Installation Procedure





COUNCIL AGENDA ITEM COVERSHEET

Council Date: 11/16/2021

Agenda Category: Resolutions - Adoption

Core Focus Area 3 - Increase Economic Vitality

Core Focus Area 4 - Manage our Natural Resources

Subject:

Resolution No. 136-21, Approving a Third Amendment to Contract 221-19 with Shannon & Wilson for Wetland Monitoring

Department:

Development Services

Ordinance/Resolution Number:

136-21

Document Type:

Resolution

Recommended Motion:

Adopt Resolution No. 136-21, authorizing the City Manager to sign and execute an amendment to Contract No. 221-19 with Shannon & Wilson for continued wetland monitoring in the Horn Rapids Industrial area.

Summary:

Shannon & Wilson has been completing the annual mitigation monitoring work for the wetlands in the Horn Rapids Industrial area for several years under Richland Contract No. 167-20. This contract amendment covers work required by the Department of Ecology for 2022, and is a planned expense in the approved 2022 Budget.

Staff recommends adoption of Resolution No. 136-21.

Fiscal Impact:

The cost of ongoing monitoring is included in the 2022 Budget.

Attachments:

1. Resolution No. 136-21
2. Draft Amendment No. 3 to Contract 221-19

RESOLUTION NO. 136-21

A RESOLUTION of the City of Richland authorizing a Third Amendment to a consultant agreement with Shannon & Wilson, Inc. for wetland mitigation monitoring and reporting in Horn Rapids.

WHEREAS, there is now in full force and effect between the City of Richland and Shannon & Wilson, Inc. a Consultant Agreement for wetland mitigation monitoring and reporting in Horn Rapids (see Richland Contract No. 221-19); and

WHEREAS, the City is required to provide continued monitoring and reporting pursuant to Washington Department of Ecology Administrative Order Nos. 10664 and 14070; and

WHEREAS, the City's best interests are served by extending the term of the existing agreement with Shannon & Wilson, Inc. for continued monitoring and reporting associated with wetland mitigation in Horn Rapids as required by the Department of Ecology.

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 Third Amendment to Contract No. 221-19 between the City of Richland and Shannon & Wilson, Inc. as specified therein.

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 16th day of November, 2021.

Ryan Lukson, Mayor

Attest:

Approved as to form:

Jennifer Rogers, City Clerk

Heather Kintzley, City Attorney



**CITY OF RICHLAND
AGREEMENT WITH SHANNON & WILSON, INC
CONTRACT NO. 221-19**

AMENDMENT NO. 3

I. RECITALS

There is now in full force and effect between the Parties a Professional Services Agreement, Contract No. 3, related to **wetland mitigation monitoring**. The Agreement was fully executed on **7/18/2019**. The expiration date of the Agreement is **12/31/2021**. 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. 221-19 as follows:

1. The Consultant shall provide services described in the attached **scope of services**, which is hereby incorporated into Contract No. 221-19.
2. Fees.
 - a. ☐ The contract value remains unchanged.
 - b. ☒ Compensation for the additional services rendered pursuant to this Amendment shall be \$9,016.00. The new contract value is now \$118,626.80.
3. The contract period shall: ☐ remain unchanged; ☒ extend to **12/31/2022**.
4. It is understood and agreed that all other terms and conditions of the Agreement shall be and remain the same. This Amendment may be executed electronically.

III. SIGNATURES

City:

Shannon & Wilson, Inc.

By: _____
Jon Amundson, ICMA-CM
Interim City Manager

By: _____

Name: _____

Date: _____

Title: _____

Date: _____

Approved as to form:

Heather Kintzley, City Attorney

SCOPE OF SERVICES

This scope of services, prepared October 22, 2021, will address monitoring of the Rail Loop Project's mitigation site in the Horn Rapids Industrial Park area. Shannon & Wilson (CONSULTANT) will complete a late summer 2022 monitoring visit at the Rail Loop Project mitigation site as required by Washington Department of Ecology (Ecology) Administrative Order No. 10664 and City of Richland code at the time of mitigation plan approval.

The following activities are included in this scope of work:

Task 1: General Communication/Coordination

- CONSULTANT will be in regular communication with City of Richland Economic Development Office (CLIENT) to discuss CLIENT or CONSULTANT observations in 2021.
- CONSULTANT will coordinate with Ecology as needed during monitoring and reporting activity.

Task 2: Fall Monitoring Visit (August/September 2022)

- CONSULTANT will conduct a monitoring visit in August or early September to complete a formal assessment of site performance as required in the approved mitigation plan. Woody vegetation will be counted, and percent cover of herbaceous and woody vegetation will be quantified using quadrats (in the emergent wetland area) and line intercept method (in the woody areas) along the permanent transect points. Photos will be taken from the established photo points.
- CONSULTANT will prepare a report that outlines observed maintenance needs (weeding, irrigation system repair, mulching, etc.), and documents the results of the plant survival and plant cover assessments. Observations of plant vigor, wildlife use, invasive or noxious weed establishment, and existing or potential ecological function degradation will also be documented. The draft and final reports will be provided to the City as an electronic PDF.
- CONSULTANT assumes that CLIENT will submit the report, after CLIENT review, to the City's Planning Department. CONSULTANT will submit the report to Ecology (electronically and one bound copy). CONSULTANT will assist CLIENT in responding to one round of Ecology comments.

COST ESTIMATE

2022 Monitoring of Rail Loop Project Mitigation Site

	Unit Price	Quantity	Estimated Cost	Extended Total
Task 1 City and Ecology Coordination				
Natural Resource Manager/Vice President	\$255.00	1	\$255.00	
Wetland Professional, per hour	\$190.00	4	\$760.00	
Subtotal				\$1,015.00
Task 2 Fall Visit and Report				
Natural Resource Manager/Vice President	\$255.00	2	\$510.00	
Wetland Professional, per hour	\$190.00	16	\$3,040.00	
Wetland Professional, per hour	\$130.00	30	\$3,900.00	
Word Processing	\$115.00	2	\$230.00	
Meal	\$15.00	4	\$60.00	
Mileage	\$0.58	450	\$261.00	
Subtotal				\$8,001.00
GRAND TOTAL				\$9,016.00



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 11/16/2021

Agenda Category: Resolutions - Adoption

Core Focus Area 3 - Increase Economic Vitality

Subject:

Resolution No. 137-21, Authorizing a Fourth Amendment to Contract No. 14-19 with RGW Enterprises for Engineering Services, P.C.

Department:

Development Services

Ordinance/Resolution Number:

137-21

Document Type:

Resolution

Recommended Motion:

Adopt Resolution No. 137-21, authorizing the City Manager to sign and execute a Fourth Amendment to Contract No. 14-19 with RGW Enterprises, P.C.

Summary:

For many years, the Economic Development Division has relied on an outside consultant to provide engineering and project management support for projects in the Horn Rapids and north Richland commercial and industrial areas. RGW Enterprises, P.C. is a consulting entity that has been working with Economic Development staff on current projects with a focus on transitioning RGW Enterprises, P.C. out of its consultant role for the City.

Several projects in the final stages of completion require ongoing support from RGW Enterprises, P.C. through December 31, 2021.

RGW Enterprises, P.C. currently provides engineering support under Contract No. 14-19. Based on projections from the consultant for the remaining hours needed to complete and/or transition projects, staff recommends a fourth amendment to the agreement extending the term to December 31, 2021 and adding \$50,000 to the contract value. Sufficient funds exist in the 2021 Budget to support the proposed increase.

Staff recommends approval of Resolution No. 137-21.

Fiscal Impact:

The amendment will add \$50,000 to the contract, and sufficient budget exists for this amendment.

Attachments:

1. Resolution No. 137-21
2. Draft Fourth Amendment to Contract 14-19

RESOLUTION NO. 137-21

A RESOLUTION of the City of Richland authorizing a Fourth Amendment to the agreement with RGW Enterprises, P.C. for engineering services.

WHEREAS, there is now in full force and effect between the City of Richland and RGW Enterprises, P.C. a Professional Services Agreement for engineering services to support economic development in the Horn Rapids Commercial Center, Business Center and Industrial Park (see Contract No. 14-19); and

WHEREAS, the Agreement was previously amended and will expire on December 31, 2021; and

WHEREAS, additional funds in the amount of \$50,000 are needed to complete the City's desired work prior to December 31, 2021; and

WHEREAS, sufficient budget dollars exist to support the additional work desired in 2021.

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 Fourth Amendment to Contract No. 14-19 with RGW Enterprises, P.C. to increase the value of the contract by up to \$50,000.

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 16th day of November, 2021.

Ryan Lukson, Mayor

Attest:

Approved as to form:

Jennifer Rogers, City Clerk

Heather Kintzley, City Attorney



**CITY OF RICHLAND
AGREEMENT WITH RGW ENTERPRISES, P.C.
CONTRACT NO. 14-19**

AMENDMENT NO. 4

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 **12/31/2021**. 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. 14-19 as follows:

1. The Consultant shall provide services described in the attached **original 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. The new contract value is now \$283,410.00.
3. The contract period shall: ☒ remain unchanged; ☐ extend to **n/a**.
4. It is understood and agreed that all other terms and conditions of the Agreement shall be and remain the same. This Amendment may be executed electronically.

III. SIGNATURES

City:

RGW Enterprises, P.C.

By: _____
Jon Amundson, ICMA-CM
Interim City Manager

By: _____

Name: _____

Date: _____

Title: _____

Date: _____

Approved as to form:

Heather Kintzley, City Attorney



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 11/16/2021

Agenda Category: Resolutions - Adoption

Core Focus Area 2 - Manage & Maintain Infrastructure & Facilities

Subject:

Resolution No. 138-21, Authorizing a Fifth Amendment to the Gas Purchase and Site License Agreement with Horn Rapids RNG, LLC related to the Gas-to-Fuel Project

Department:
Public Works

Ordinance/Resolution Number:
138-21

Document Type:
Resolution

Recommended Motion:

Adopt Resolution No. 138-21, authorizing the City Manager to sign and execute a Fifth Amendment to Contract No. 327-17 with Horn Rapids RNG, LLC related to the Horn Rapids Gas-to-Fuel project.

Summary:

In December 2017, the City and WRHA entered into a Gas Purchase and Site License Agreement related to the Horn Rapids Gas-to-Fuel project (Contract No. 327-17). Since then, the parties have executed four amendments, mostly to extend the timelines of performance for WRHA.

WRHA is now in the process of securing a commercial loan to finance construction of the facility to process the landfill gas. WRHA's lenders are asking that additional language be added to the terms of the Agreement to authorize the lenders to take responsibility over the landfill gas facility operations in the event WRHA defaults on its commercial loan. The proposed modifications presented in the proposed Fifth Amendment are commercially reasonable and keep the original goal of the Horn Rapids Landfill Gas-to-Fuel project on the path to success.

Staff recommends adoption of Resolution No. 138-21.

Fiscal Impact: None.

Attachments:

1. Resolution No. 138-21
2. Draft Fifth Amendment - Horn Rapids Landfill Gas Agreement

RESOLUTION NO. 138-21

A RESOLUTION of the City of Richland authorizing a Fifth Amendment to the Gas Purchase and Site License Agreement related to the Horn Rapids Landfill Gas-To-Fuel Project.

WHEREAS, the City of Richland and WRH Associates, LLC ("WRHA") entered into a Gas Purchase and Site License Agreement on December 22, 2017 whereby WRHA committed to construct and operate a landfill gas treatment system to convert the City's landfill gas into a renewable fuel (see Contract No. 327-17); and

WHEREAS, the parties have previously executed four (4) amendments to the 2017 agreement, mostly to extend the timelines of performance for WRHA; and

WHEREAS, WRHA is in the process of securing a commercial loan to finance construction of a landfill gas facility to process landfill gas; and

WHEREAS, WRHA's lenders ("Lenders") require additional language be added to the Agreement to authorize the Lenders to take responsibility over the landfill gas facility operations in the event of WRHA's default on the commercial loan; and

WHEREAS, the proposed modifications to the Agreement are commercially reasonable requests that keep the original goal of the Horn Rapids Landfill Gas-To-Fuel Project on the path to success.

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 Fifth Amendment to the Gas Purchase and Site License Agreement with WRH Associates, LLC.

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 16th day of November, 2021.

Ryan Lukson, Mayor

Attest:

Approved as to form:

Jennifer Rogers, City Clerk

Heather Kintzley, City Attorney

**FIFTH AMENDMENT TO THE HORN RAPIDS LANDFILL
GAS-TO-FUEL PROJECT
GAS PURCHASE AND SITE LICENSE AGREEMENT**
Between
CITY OF RICHLAND
And
HORN RAPIDS RNG, LLC

This **Fifth Amendment** to the December 22, 2017 Gas Purchase and Site License Agreement is made and entered into on this ____ day of November, 2021, by and between the **City of Richland**, a Washington municipal corporation ("**City**") and WRH Associates, a Delaware limited liability company ("**WRHA**"), and Horn Rapids RNG, LLC (formerly known as WRH Horn Rapids, LLC), a Delaware limited liability company, registered as a foreign entity to conduct business in Washington ("**Horn Rapids RNG**"). The City, WRHA and Horn Rapids RNG are referred to individually herein as a "**Party**" and collectively, as the "**Parties**".

I. RECITALS

WHEREAS, the City and WRHA entered into a Gas Purchase and Site License Agreement on December 22, 2017, Richland Contract No. 327-17, ("**Gas Lease Agreement**") with respect to the Horn Rapids Landfill Gas-to-Fuel Project; and

WHEREAS, WRHA has completed the required due diligence to determine that the Landfill Gas and the facility site are sufficient to support a commercially viable Renewable Natural Gas generation system; and

WHEREAS, WRHA has completed negotiations with Cascade Natural Gas Corporation ("**Cascade**") to allow delivery of the upgraded landfill gas into Cascade's pipeline system; and

WHEREAS, on November 6, 2018, Richland City Council approved a first amendment to the agreement with WRHA authorizing an extension to the design period to complete its design of the Horn Rapids Landfill Gas Facility, and to account for an extended coordination period with Cascade Natural Gas; and

WHEREAS, on June 10, 2019, Richland City Council approved a second amendment to the agreement with WRHA authorizing an extension to the design period to complete its design of the Horn Rapids Landfill Gas Facility, including a design of the LFG Collection, Transmission, and Interconnection System, and to extend the date for completion of construction; and

WHEREAS, on April 8, 2021, Richland City Council approved a third amendment to the agreement with WRHA authorizing an extension to the design period to finalize the design of the Horn Rapids landfill gas facility, including the site plan, the building plan, the LFG Collection, Transmission, and Interconnection System, and the landfill closure system; perform and complete the vertical gas well drilling and pipe header installation on or before December 31, 2021, prior to the City undertaking the landfill cell closure construction; modifying the payment terms by Horn Rapids RNG to the City as well as stating payment terms to the City for processing additional renewable natural gas at the Horn Rapids LFG Facility originated outside of the Landfill; and extending the length of the Initial Term of the Agreement from 15 years from the Commercial Operations Commencement Date to 30 years from the Commercial Operations Commencement Date; and

WHEREAS, on August 17, 2021, Richland City Council approved a fourth amendment to the agreement with WRHA authorizing an indemnification to Horn Rapids RNG and to its drilling contractor for excavating and removal of any hazardous waste material, if any such material is excavated from the Landfill during landfill gas well drilling operations; and extending the Design Period for an additional 90 days following the execution of the Fourth Amendment; and authorizing a deferment on instituting the required \$10 million Umbrella policy until Horn Rapids RNG begins construction of the Horn Rapids LFG Facility; and

WHEREAS, Horn Rapids RNG has executed an agreement with Lamb Weston for the purchase of additional renewable natural gas to be transported and processed at the Horn Rapids LFG Facility; and

WHEREAS, Horn Rapids RNG is in the process of securing a commercial loan to finance the construction of Horn Rapids LFG facility to process landfill gas from the Landfill and renewable natural gas from Lamb Weston's vegetative material digesters; and

WHEREAS, Horn Rapids RNG's lenders ("**Lenders**") require additional language to be added to the terms of the Gas Lease Agreement, authorizing the Lenders to take responsibility over the Horn Rapids RNG operations in the event of Horn Rapids RNG's default on the commercial loan to finance the construction of Horn Rapids LFG facility; and

WHEREAS, the proposed modifications are reasonable requests that keep the original goal of the Horn Rapids Landfill Gas-to-Fuel project on the path to success.

NOW THEREFORE, in consideration of the foregoing, the City, WRHA and Horn Rapids RNG, LLC hereby agree as follows:

II. AGREEMENT

1. Section 14 is hereby added to the Gas Lease Agreement to read as follows:

14. Lenders.

14.1 **Operator's Lenders.** Horn Rapids RNG, LLC ("**Operator**") may encumber, mortgage, lease or hypothecate to any person or entity providing equity or debt financing ("**Operator Lender**") by deed of trust or mortgage or other security instrument all or any part of Operator's interest in the Gas Facility, equipment, or property rights, and interests of Operator under this Agreement. No such assignment, mortgage, lease, hypothecation or pledge shall relieve Operator of any obligation under this Agreement nor require any further consent by or action of the City.

14.2 **Operator Lender's Rights.** In addition to any other right provided to any Operator Lender by other provisions of this Agreement, any Operator Lender shall have the right at any time during this Agreement to: (i) do or cause to be done any act or thing required of Operator under this Agreement or any other agreement between City and Operator, and any such act or thing performed or caused to be performed by such Operator Lender shall have the effect of having been done by Operator itself, (ii) realize on the security afforded such Operator Lender by taking possession of all or any portion of the Facilities owned by Operator and/or exercising foreclosure proceedings or power of sale or other remedy afforded in law or in equity or by security documents assigned to or entered into by the Operator Lender, and (iii) subject to the requirements specified in Section 14.3 below, transfer, convey, or assign the interests of Operator under this

Agreement, and any other agreement between the City and Operator (collectively the “**Owner/Operator Agreements**”), to any purchaser of any foreclosure or secured party sale, whether such sale be conducted pursuant to court order, power of sale contained in the Operator Lender mortgage or applicable law, and to acquire and succeed to the interest of Operator under Owner/Operator Agreements by virtue of any foreclosure or secured party sale, whether such sale be conducted pursuant to a court order, a power of sale contained in the Operator Lender mortgage or applicable law, or by virtue of a deed and/or bill of sale and assignment in lieu thereof. The City shall grant any Operator Lender or its authorized designee immediate access to the Landfill and the Horn Rapids LFG Facility to the extent necessary to remedy any breach or default of Operator under this Agreement or in exercise of Operator Lender’s remedies under any security document. If Operator Lender(s) are prohibited by any bankruptcy, insolvency, or judicial proceeding from commencing foreclosure proceedings or other actions to preserve their secured interest(s) in the Horn Rapids LFG Facility or any other infrastructure and Owner /Operator Agreements, any right of the City to terminate any Owner/Operator Agreement shall be suspended for so long as the Operator Lender(s) diligently pursue such proceedings and cure any default in the payment of monies due Owner.

14.3 Successor Obligations. If any Operator Lender or other third party acquires Operator’s interests under Owner/Operator Agreements as contemplated in Section 14.2, such Operator Lender or third party shall accept in writing and shall without further action be subject to, the same terms and conditions set forth in the Owner/Operator Agreements, and shall be required to immediately cure all defaults or breaches of Operator under this Agreement. Any right of the Operator Lender to obtain a successor to assume Operator’s obligations under this Agreement is subject to the requirement that the City must be reasonably satisfied as to the qualifications of any successor, which will require at a minimum that any successor have at least three (3) years’ experience in the operation of landfill gas projects.

14.4 Copies of Notices. The City shall provide any Operator Lender with copies of all default and termination notices required to be given to Operator under this Agreement simultaneously with the forwarding of such notice to Operator. No such notice shall be deemed effective absent the providing simultaneous copy to Operator Lender(s). Operator shall provide to Owner in writing the names and notice addresses of any Operator Lenders. Failure of Operator to provide the name and address of any Operator Lender(s) shall relieve the City from the notice obligation of this Section as to the omitted Operator Lender.

14.5 No Termination. The City shall not accept a voluntary or mutual agreement to modify or terminate this Agreement without the express written consent of any Operator Lender whose name and address have been provided to the City. In the event that this Agreement is terminated, the City shall, upon written request from any Operator Lender(s) made within sixty (60) days of such termination, enter into, with a designee of said Operator Lender(s), an agreement identical in all material aspects to this Agreement, provided that such Operator Lender(s) or their designees cures all breaches and defaults of Operator capable of cure prior to the execution of said agreement, including all payment defaults. The City shall allow the Operator Lender(s) or their designee a reasonable time to cure any such curable default upon Owner’s receipt of notice regarding the desire for a new agreement. This section shall survive any termination of this Agreement.

14.6 Owner's Lenders. The City may encumber, mortgage, lease or hypothecate to any lender ("**Owner Lender**") all or any part of Owner's interest in the Landfill property and interests of the City under this Agreement. No such assignment, mortgage, lease, hypothecation or pledge shall relieve the City of any obligation under this Agreement nor require any further consent by or action of Operator.

2. Section 10.2.2 of the Gas Lease Agreement shall be amended by striking it in its entirety and replacing it with the following:

If at any time after final completion of construction of the LFG Facility, Operator is in default under its credit financing agreement with the Lenders, and the Lenders elect not to continue to operate the LFG Facility pursuant to the terms of this Agreement and amendments thereto, then the City may elect in its sole discretion to assume operation of the LFG Facility by entering into an agreement to purchase the LFG Facility from the Lenders for an amount to be negotiated between the City and the Lenders.

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

4. This Amendment shall be construed in accordance with 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.

[signature page follows]

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

City of Richland

Jon Amundson, ICMA-CM
Interim City Manager

Attest:

City Clerk

Approved as to form:

City Attorney

WRH Associates, LLC

Kurt Salloux, Managing Member

Horn Rapids RNG, LLC

Kurt Salloux, Managing Member



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 11/16/2021

Agenda Category: Resolutions - Adoption

Core Focus Area 2 - Manage & Maintain Infrastructure & Facilities

Subject:

Resolution No. 139-21, Authorizing an Agreement with Benton County to Revise Richland's Corporate Boundary

Department:
Public Works

Ordinance/Resolution Number:
139-21

Document Type:
Resolution

Recommended Motion:

Adopt Resolution No. 139-21, authorizing the City Manager to sign and execute an agreement with Benton County to revise Richland's corporate boundary.

Summary:

Benton County owns a right-of-way at Reata Road, the edge of which abuts Richland's city limits. That right-of-way has not been included with previous annexations.

The preliminary plat of South Orchard, proposed by the developers of the Badger Mountain South development, adjoins the Reata Road right-of-way and will bring substantial urban development to this area. The South Orchard development will require improvements to the Reata Road right-of-way.

Staff from Richland and Benton County recommend that the City oversee the street improvements needed as a result of the South Orchard development because of the urban nature of the development. The simplest way to exercise City authority is to transfer the right-of-way to City control.

RCW 35A.21.210 and RCW 35.22.195 authorize charter cities and counties to revise any part of a corporate boundary of a city which "coincides with the centerline, edge, or any portion of a public street, road or highway right-of-way by substituting therefor a right-of-way line of the same public street, road or highway so as fully to include or fully to exclude that segment of the public street, road, or highway from the corporate limits of the city." The process to effectuate this transfer involves several actions by the elected bodies of Richland and Benton County. The first action is to enter an agreement committing to the process. If the agreement is executed, staff will prepare an ordinance for Council consideration changing Richland's city limit boundary to include the Reata Road right-of-way adjacent to City developments. Resolution No. 139-21 authorizes execution of the agreement committing both parties to the corporate boundary change process.

Staff recommends adoption of Resolution No. 139-21.

Fiscal Impact:

City staff time and final documentation filing fees will be paid by Public Works using currently available budget capacity. The long term maintenance costs for this small segment of Reata Road will be small in comparison to the many new streets dedicated to the City through new development, and will be funded through the City's budgeted maintenance and preservation programs.

Attachments:

1. Resolution No. 139-21
2. Draft Agreement - Reata Road Boundary Adjustment

RESOLUTION NO. 139-21

A RESOLUTION of the City of Richland authorizing an agreement with Benton County for revision of a corporate boundary at Reata Road.

WHEREAS, RCW 35A.21.210 and RCW 35.22.195 authorize charter cities and counties to revise any part of a corporate boundary of a city which “coincides with the centerline, edge, or any portion of a public street, road or highway right-of-way by substituting therefor a right-of-way line of the same public street, road or highway so as fully to include or fully to exclude that segment of the public street, road or highway from the corporate limits of the city”; and

WHEREAS, Benton County (hereafter “County”) owns a right-of-way at Reata Road, the edge of which abuts the city limits of the City of Richland (hereafter “City”); and

WHEREAS, the right-of-way was not included with previous annexations; and

WHEREAS, the preliminary plat of South Orchard, proposed by the developers of the Badger Mountain South development, adjoins the Reata Road right-of-way and will bring substantial urban development to this area; and

WHEREAS, the development will require improvements to the Reata Road right-of-way; and

WHEREAS, the City and the County agree that the City should oversee the street improvements needed as a result of the South Orchard development due to the urban nature of the development; and

WHEREAS, the City desires to own the right-of-way and the County desires to transfer the right-of-way 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 an agreement with Benton County for revision of the corporate boundary at the Reata Road right-of-way.

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 16th day of November, 2021.

Ryan Lukson, Mayor

Attest:

Approved as to form:

Jennifer Rogers, City Clerk

Heather Kintzley, City Attorney

After recording return to:
Richland City Clerk
625 Swift Blvd. MS-02
Richland, WA 99352

AGREEMENT
CITY OF RICHLAND ----- COUNTY OF BENTON
REVISION OF CORPORATE BOUNDARY

WHEREAS, RCW 35A.21.210 and RCW 35.22.195 authorize charter cities and counties to revise any part of a corporate boundary of a city which “coincides with the centerline, edge, or any portion of a public street, road or highway right of way by substituting therefor a right of way line of the same public street, road or highway so as fully to include or fully to exclude that segment of the public street, road or highway from the corporate limits of the city”; and

WHEREAS, Benton County (hereafter “County”) owns a right-of-way the edge of which abuts the city limits of the City of Richland (“City”) which is legally described on **Exhibit A** and depicted on **Exhibit B** attached hereto and incorporated herein by reference (hereafter right-of-way); and

WHEREAS, the right-of-way was not included with previous annexations; and

WHEREAS, the City desires to own the right-of-way and the County desires to transfer the right-of-way to City; and

NOW THEREFORE, City and County agree as follows:

1. City shall pass an ordinance in the form attached hereto as **Exhibit C** revising the City’s corporate boundary by authority of this Agreement to include the property described on **Exhibit A** and depicted on **Exhibit B**.
2. County shall pass a resolution in the form attached hereto as **Exhibit D** approving the City’s ordinance revising its corporate limits to include the properties listed on **Exhibit A** and depicted on **Exhibit B**.
3. The revision of the City’s corporate boundary will not become effective until the County’s resolution is passed by the Benton County Commissioners.
4. The Public Works Director of City and the County Engineer of County are jointly designated as responsible for implementing and administering this Agreement.

5. The City and County will not acquire any joint property pursuant to this Agreement.
6. The purpose of this Agreement is to include right-of-way currently in Benton County within the jurisdictional limits of the City of Richland.
7. Should a dispute arise regarding this Agreement, the Parties hereto shall first meet and attempt in good faith to resolve their differences. In the event that is unsuccessful, then the Parties shall submit this matter to binding arbitration in accordance with the rules of the American Arbitration Association.
8. This Agreement may be amended or modified only by written Agreement duly executed by the Parties hereto. This Agreement is executed in duplicate originals. One original shall go to each Party. The City shall record this Agreement with the Benton County Auditor after it has been approved by City and County.

Dated:

County By:

City By:

Chair of the Benton County
Board of Commissioners

Jon Amundson, ICMA-CM
Interim City Manager

Attest:

Attest:

Cami Mckenzie
Clerk of the Board

Jennifer Rogers, City Clerk

Approved as to form:

Approved as to form:

Reid Hay, Deputy Prosecuting Attorney

Heather Kintzley, City Attorney

EXHIBIT A
LEGAL DESCRIPTION

That portion of Reata Road beginning at the north right-of-way of Interstate 82 and extending east to the east line of Section 4, Township 8N, Range 28E, W.M. containing 12.17 acres, more or less.

Also being depicted on the attached **Exhibit “B”**.

BASIS OF BEARING:
FINAL PLAT OF REATA PLACE

EXHIBIT C
CITY OF RICHLAND ORDINANCE

ORDINANCE NO. ____-21

AN ORDINANCE of the City of Richland revising the corporate boundary of the City of Richland to include a portion of Reata Road.

WHEREAS, the City of Richland and Benton County have entered into an Agreement for the revision of the corporate boundary of the City of Richland; and

WHEREAS, the City of Richland must pass an ordinance to revise its corporate limits in compliance with the Agreement; and

WHEREAS, this action is exempt from review under the State Environmental Policy Act (RCW 43.21C.222); and

WHEREAS, the revision of the corporate boundary of the City of Richland, to include the property described below, is consistent with the City's Comprehensive Plan since the adjusted area is within the City's Urban Growth Area (UGA), and inclusion of the roadway within city limits will foster economic growth in the City.

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

Section 1. The corporate limits of the City of Richland are hereby revised to include the following described real property which consists of roadway and road right-of-way:

That portion of Reata Road beginning at the north right-of-way of Interstate 82 and extending east to the east line of Section 4, Township 8N, Range 28E, W.M. containing 12.17 acres, more or less.

Also being depicted on the attached **Exhibit 1**.

Section 2. All property within the revised corporate boundary shall be assessed and taxed at the same rate and on the same basis as property within the City, including assessments for taxes and payment of any bonds issued or debts contracted prior to or existing as of the date of annexation, and be further subject to the indebtedness of the City of Richland.

Section 3. From and after the effective date of this Ordinance, the above described property shall be subject to all of the laws and ordinances of the City of Richland then and thereafter in force and effect.

Section 4. Severability. The provisions of this Ordinance are hereby declared to be severable. If any section, subsection, sentence, clause, or phrase of this Ordinance or its application to any person or circumstance is for any reason held to be invalid or unconstitutional, the remainder of this Ordinance shall not as a result of said section, subsection, sentence, clause, or phrase be held unconstitutional or invalid.

Section 5. This Ordinance shall take effect the day following its publication in the official newspaper of the City of Richland.

PASSED by the City Council of the City of Richland at a regular meeting on the _____ day of _____, 2021.

Ryan Lukson, Mayor

Attest:

Approved as to form:

Jennifer Rogers, City Clerk

Heather Kintzley, City Attorney

Date Published: _____

CURVE DATA
R=1080.00
L=245.94
A=18.17
C=245.97
CB=S63.1721°E

CURVE DATA
R=910.00
L=251.37
A=15.4937°
CI=250.57
CB=S81.5330°W

CURVE DATA
R=910.00
L=251.37
A=15.4937°
CI=250.57
CB=S81.5330°W

Said strip of land contains 12.17 acres, more or less.

BASIS OF BEARING:
FINAL PLAT OF REATA PLACE

EXHIBIT D
BENTON COUNTY RESOLUTION

RESOLUTION

**BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY,
WASHINGTON:**

IN THE MATTER OF COUNTY ROADS, RE: AGREEMENT, CITY OF RICHLAND -
COUNTY OF BENTON, REVISION OF CORPORATE BOUNDARY

WHEREAS, Resolution 2021-___ approved an agreement between Benton County and the City of Richland which outlined the process for revising the City of Richland corporate boundary, and

WHEREAS, pursuant to said agreement the City of Richland has passed Ordinance number ___-21 revising their corporate boundary, and

NOW, THEREFORE, BE IT RESOLVED that the City of Richland's Ordinance Number ___-21 is hereby approved and the corporate boundary of the City of Richland is revised to include the real property described as follows:

A portion of the South ½ of Section 04, Township 08 North, Range 28 East, W.M. Benton County, Washington, described as follows:

That portion of Reata Road beginning at the north right-of-way of Interstate 82 and extending east to the east line of Section 4, Township 8N, Range 28E, W.M. containing 12.17 acres, more or less.

Dated this ___ Day of _____, 2021.

Chairman

Chairman Pro-Tem

Member

Attest: _____
Clerk of the Board

Constituting the Board of County
Commissioners of Benton County,
Washington



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 11/16/2021

Agenda Category: Resolutions - Adoption

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Subject:

Resolution No. 140-21, Authorizing an Administrative Services Agreement with The International City Management Association Retirement Corporation d/b/a MissionSquare Retirement for 457 Plan No. 300042, 401(a) Plan Nos. 107162 and 107151, and Retirement Health Savings Plan Nos. 800205 and 800196

Department:

Human Resources

Ordinance/Resolution Number:

140-21

Document Type:

Resolution

Recommended Motion:

Adopt Resolution No. 140-21, authorizing an Administrative Services Agreement with The International City Management Association Retirement Corporation d/b/a MissionSquare Retirement for 457 Plan No. 300042, 401(a) Plan Nos. 107162 and 107151, and Retirement Health Savings Plan Nos. 800205 and 800196.

Summary:

As a significant regional employer, the City of Richland has employees rendering valuable services that adhere to the benefit of the City. As part of its ongoing effort to recruit and maintain top talent, the City provides retirement plans for employees that are eligible and/or elect to participate.

Resolution No. 140-21 allows the City to enter into a contract for plan administration (an Administrative Services Agreement or "ASA") with The International City Management Association Retirement Corporation d/b/a MissionSquare Retirement ("MissionSquare") for 457 Plan No. 300042, 401(a) Plan Nos. 107162 and 107151, and Retirement Health Savings Plan Nos. 800205 and 800196. The ASA does not represent a cost to the City. Participants pay for the plan administration through reduced investment returns, which the City uses to pay MissionSquare for the services they provide.

As the result of a recent RFP process, the contract represents a reduction in administration fees charged to Plan participants and enhanced services such as new call service center hours and increased consultation to employees with a Retirement Plan Specialist from MissionSquare.

Staff recommends adoption of Resolution No. 140-21.

Fiscal Impact:

None. Administrative fees are paid by the Plan and do not impact the City's annual budget.

Attachments:

1. Resolution No. 140-21
2. Proposed ASA for 457 and 401(a) Plan Nos. 300042, 107162 and 107151
3. Proposed ASA for RHS Plan Nos. 800205 and 800196

RESOLUTION NO. 140-21

A RESOLUTION of the City of Richland authorizing an Administrative Services Agreement with The International City Management Association Retirement Corporation (ICMA-RC) d/b/a MissionSquare Retirement for 457 Plan No. 300042, 401(a) Plan Nos. 107162 and 107151, and Retirement Health Savings Plan Nos. 800205 and 800196.

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

WHEREAS, Employer has established a 457 Deferred Compensation Plan, 401(a) Governmental Money Purchase Plan & Trust, and Retirement Health Savings Plan (the "Plans") for employees that serve the interest of the Employer by enabling it to provide reasonable retirement security for its employees, by providing increased flexibility in its personnel management system, and by assisting in the attraction and retention of competent personnel; and

WHEREAS, Employer has determined that the continuance of the Plans will serve these objectives; and

WHEREAS, Employer has determined that the best interests of the parties are served by entering into a new Administrative Services Agreement ("ASA") with The International City Management Association Retirement Corporation (ICMA-RC) d/b/a MissionSquare Retirement ("MissionSquare") that will commence on the inception date and extend seven (7) years from that date, with the ability to renew automatically for each succeeding year, if such extension is deemed by the City Manager to be in the best interest of 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 the Administrative Services Agreement with MissionSquare for 457 Plan No. 300042, 401(a) Plan Nos. 107162 and 107151, and Retirement Health Savings Plan Nos. 800205 and 800196.

BE IT FURTHER RESOLVED that the assets of the Plans shall be held in trust, with Employer serving as trustee ("Trustee") for the exclusive benefit of Plan participants and their beneficiaries, and the assets shall not be diverted to any other purpose. The Trustee's beneficial ownership of Plan assets held in VantageTrust shall be held for the exclusive benefit of the Plan participants and their beneficiaries.

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 16th day of November, 2021.

Ryan Lukson, Mayor

Attest:

Approved as to form:

Jennifer Rogers, City Clerk

Heather Kintzley, City Attorney

ADMINISTRATIVE SERVICES AGREEMENT

for

City of Richland

Type: **457**

Account #: **300042**

Type: **401(a)**

Account #: **107162, 107151**

MissionSquare
RETIREMENT

ADMINISTRATIVE SERVICES AGREEMENT

This Administrative Services Agreement ("Agreement"), made as of this day, (please enter date) _____, (herein referred to as the "Inception Date"), between The International City Management Association Retirement Corporation ("MissionSquare"), a nonprofit corporation organized and existing under the laws of the State of Delaware, and the **City of Richland** ("Employer"), an **Entity** organized and existing under the laws of the State of **Washington** with an address at **625 Swift Blvd., Richland, Washington 99352**.

RECITALS

Employer acts as public plan sponsor of a retirement plan ("Plan"), and in that capacity, has responsibility to obtain administrative services and investment alternatives for the Plan;

VantageTrust is a group trust established and maintained in accordance with New Hampshire Revised Statutes Annotated section 391:1 and Internal Revenue Service Revenue Ruling 81-100, 1981-1 C.B. 326, which provides for the commingled investment of retirement funds;

MissionSquare, or its wholly owned subsidiary, acts as investment adviser to VantageTrust Company, LLC, the Trustee of VantageTrust;

MissionSquare has designed, and VantageTrust offers, a series of separate funds (the "Funds") for the investment of plan assets as referenced in VantageTrust's principal disclosure documents, the VantageTrust Disclosure Memorandum and the Funds' Fact Sheets (together, "VT Disclosures"); and

MissionSquare provides a range of services to public employers for the operation of employee retirement plans including, but not limited to, communications concerning investment alternatives, account maintenance, account recordkeeping, investment and tax reporting, transaction processing, and benefit disbursement.

AGREEMENTS

1. Appointment of MissionSquare

Employer hereby appoints MissionSquare as Administrator of the Plan to perform all nondiscretionary functions necessary for the administration of the Plan. The functions to be performed by MissionSquare shall be those set forth in Exhibit A to this Agreement.

2. Adoption of VantageTrust

Employer has adopted the Declaration of Trust of VantageTrust Company and agrees to the commingled investment of assets of the Plan within VantageTrust. Employer agrees that the investment, management, and distribution of amounts deposited in VantageTrust shall be subject to the Declaration of Trust, as it may be amended from time to time and shall also be subject to terms and conditions set forth in disclosure documents (such as the VT Disclosures or Employer Bulletins) as those terms and conditions may be adjusted from time to time.

3. Exclusivity Agreement

Employer agrees that for the initial or succeeding term of this Agreement specified in Section 11, so long as MissionSquare continues to perform in all material respects the services to be performed by it under this Agreement, Employer shall not obtain plan administration from anyone other than MissionSquare. Employer acknowledges that MissionSquare has agreed to the compensation to be paid to MissionSquare under this Agreement in the expectation that MissionSquare will be able to offset costs allocable to performing this Agreement with revenues arising from Employer's exclusive use of MissionSquare at the rates provided herein throughout the initial or succeeding term.

4. Employer Duty to Furnish Information

Employer agrees to furnish to MissionSquare on a timely basis such information as is necessary for MissionSquare to carry out its responsibilities as Administrator of the Plan, including information needed to allocate individual participant accounts to Funds in VantageTrust, and information as to the employment status of participants, and participant ages, addresses, and other identifying information (including tax identification numbers). Employer also agrees that it will notify MissionSquare in a timely manner regarding changes in staff as it relates to various roles. Such notification is to be completed through the plan sponsor website. MissionSquare shall be entitled to rely upon the accuracy of any information that is furnished to it by a responsible official of the Employer or any information relating to an individual participant or beneficiary that is

furnished by such participant or beneficiary, and MissionSquare shall not be responsible for any error arising from its reliance on such information. MissionSquare will provide reports, statements, and account information to the Employer through the plan sponsor website.

Employer is required to send in contributions through the plan sponsor website. Alternative electronic methods may be allowed but must be approved by MissionSquare for use. Contributions may not be sent through paper submittal documents.

To the extent Employer selects third-party funds that do not have fund profile information provided to MissionSquare through electronic data feeds from external sources (such as Morningstar) or third-party fund providers, the Employer is responsible for providing to MissionSquare timely fund investment updates for disclosure to Plan participants. Such updates may be provided to MissionSquare through the Employer's investment consultant or other designated representative.

5. MissionSquare Representations and Warranties

MissionSquare represents and warrants to Employer that:

- (a) MissionSquare is a non-profit corporation with full power and authority to enter into this Agreement and to perform its obligations under this Agreement. The ability of MissionSquare, or its wholly owned subsidiary, to serve as investment adviser to VantageTrust Company is dependent upon the continued willingness of VantageTrust Company for MissionSquare, or its wholly owned subsidiary, to serve in that capacity.
- (b) MissionSquare is an investment adviser registered as such with the U.S. Securities and Exchange Commission under the Investment Advisers Act of 1940, as amended.
- (c)(i) MissionSquare shall maintain and administer the 457(b) Plan in accordance with the requirements for eligible deferred compensation plans under Section 457 of the Internal Revenue Code and other applicable federal law; provided, however, that MissionSquare shall not be responsible for the eligible status of the 457(b) Plan in the event that the Employer directs MissionSquare to administer the 457(b) Plan or disburse assets in a manner inconsistent with the requirements of Section 457 or otherwise causes the 457(b) Plan not to be carried out in accordance with its terms. Further, in the event that the Employer uses its own customized plan document, MissionSquare shall not be

responsible for the eligible status of the 457(b) Plan to the extent affected by terms in the Employer's plan document that differ from those in MissionSquare's model plan document. MissionSquare shall not be responsible for monitoring state or local law applicable to retirement plans or for administering the 457(b) Plan in compliance with local or state requirements regarding plan administration unless Employer notifies MissionSquare of any such local or state requirements.

- (c)(ii) MissionSquare shall maintain and administer the 401(a) Plan in accordance with the requirements for plans which satisfy the qualification requirements of Section 401 of the Internal Revenue Code and other applicable federal law; provided, however, MissionSquare shall not be responsible for the qualified status of the 401(a) Plan in the event that the Employer directs MissionSquare to administer the 401(a) Plan or disburse assets in a manner inconsistent with the requirements of Section 401 or otherwise causes the 401(a) Plan not to be carried out in accordance with its terms; provided, further, that if the plan document used by the Employer contains terms that differ from the terms of MissionSquare's model plan document, MissionSquare shall not be responsible for the qualified status of the 401(a) Plan to the extent affected by the differing terms in the Employer's plan document. MissionSquare shall not be responsible for monitoring state or local law applicable to retirement plans or for administering the 401(a) Plan in compliance with local or state requirements regarding plan administration unless Employer notifies MissionSquare of any such local or state requirements.

6. Employer Representations and Warranties

Employer represents and warrants to MissionSquare that:

- (a) Employer is organized in the form and manner recited in the opening paragraph of this Agreement with full power and authority to enter into and perform its obligations under this Agreement and to act for the Plan and participants in the manner contemplated in this Agreement. Execution, delivery, and performance of this Agreement will not conflict with any law, rule, regulation or contract by which the Employer is bound or to which it is a party.
- (b) Employer understands and agrees that MissionSquare's sole function under this Agreement is to act as recordkeeper and to provide administrative, investment or other services at the

direction of Plan participants, the Employer, its agents or designees in accordance with the terms of this Agreement. Under the terms of this Agreement, MissionSquare does not render investment advice, is neither the "Plan Administrator" nor "Plan Sponsor" as those terms are defined under applicable federal, state, or local law, and does not provide legal, tax or accounting advice with respect to the creation, adoption or operation of the Plan and its related trust. MissionSquare does not perform any service under this Agreement that might cause MissionSquare to be treated as a "fiduciary" of the Plan under applicable law, except, and only, to the extent that MissionSquare provides investment advisory services to individual participants enrolled in Guided Pathways Advisory Services.

- (c) Employer acknowledges and agrees that MissionSquare does not assume any responsibility with respect to the selection or retention of the Plan's investment options. Employer shall have exclusive responsibility for the Plan's investment options, including the selection of the applicable mutual fund share class. Where applicable, Employer understands that the VT Retirement IncomeAdvantage Fund is an investment option for the Plan and that the fund invests in a separate account available through a group variable annuity contract. By entering into this Agreement, Employer acknowledges that it has received the Important Considerations document and the VT Disclosures and that it has read the information therein concerning the VT Retirement IncomeAdvantage Fund.
- (d) Employer acknowledges that certain such services to be performed by MissionSquare under this Agreement may be performed by an affiliate or agent of MissionSquare pursuant to one or more other contractual arrangements or relationships, and that MissionSquare reserves the right to change vendors with which it has contracted to provide services in connection with this Agreement without prior notice to Employer.
- (e) Employer approves the use of its Plan in MissionSquare external media, publications, and materials. Examples include press releases, announcements, and inclusion of the general plan information in request for proposal responses.

7. Participation in Certain Proceedings

The Employer hereby authorizes MissionSquare to act as agent, to appear on its behalf, and to join the Employer as a necessary party in all legal proceedings

involving the garnishment of benefits or the transfer of benefits pursuant to the divorce or separation of participants in the Plan. Unless Employer notifies MissionSquare otherwise, Employer consents to the disbursement by MissionSquare of benefits that have been garnished or transferred to a former spouse, current spouse, or child pursuant to a domestic relations order or child support order.

8. Compensation and Payment

- (a) **Participant Fees.** Plan participant accounts shall be assessed an asset-based fee to cover the costs of record-keeping and other services provided by MissionSquare, and other costs associated with the Plans as directed by the Employer. The Employer shall work with MissionSquare to determine the appropriate amount of the gross asset-based fee to be charged to participant accounts, which may be increased or decreased from time to time at the direction of the Employer. At the inception of this Agreement the participant fee shall be **0.086%**.

Should the Employer transfer all Plan 401(a), 457, and RHS assets to MissionSquare, the participant fee shall be **0.079%**. This assumes there would be no surrender charges.

- (b) **Revenue Requirement.** MissionSquare shall receive total annual aggregate revenue of **0.036%** of Plan assets under MissionSquare's administration for providing recordkeeping and other services to the Plans. Such revenue shall be deducted by MissionSquare from amounts collected through the application of the asset-based fee described in section 8(a) prior to allocation of any participant level asset-based fees to the Administrative Allowance Account described in section 8(c) below.

Should the Employer transfer all Plan 401(a), 457, and RHS assets to MissionSquare, the revenue requirement shall be **0.029%**. This assumes there would be no surrender charges.

- (c) **Administrative Allowance Account.** Amounts collected through the application of the asset-based fee described in section 8(a) above in excess of the Revenue Requirement specified in subsection 8(b) above, if any, shall be held in an Administrative Allowance Account for each Plan (that is maintained as a Plan asset by MissionSquare). Employer understands that the Plan administrative allowance is to be used only to pay for reasonable plan administrative expenses of the Plan or allocated to Plan participants at the instruction of the Employer. Employer may

determine that funds from the Administrative Allowance Account should directly pay the invoices of consultants to the Plan. If Employer makes such a determination, Employer will direct MissionSquare in a separate letter to send Administrative Allowance monies to such consultants.

The payment will be made only from the above-referenced Plan's Administrative Allowance Account. Should the amount in the Plan's Administrative Allowance Account be insufficient to cover the fee due, MissionSquare will seek written instruction from the Plan or Plan Sponsor as to the amount to pay the consultant. For processing purposes, the consultant may submit an invoice to MissionSquare for payment of the fee; provided, however, that MissionSquare will pay the consultant only as set forth above. The consultant shall have no authority to calculate the fee amount, change the frequency of the payment, or change the payee.

Employer acknowledges and agrees that, for the purposes of these payments, MissionSquare is acting as the agent of the Plan. Employer also acknowledges that in following its direction MissionSquare is not exercising any discretion regarding whether the above fee payment is an appropriate or reasonable use of Plan funds. Accordingly, Employer agrees to hold MissionSquare harmless from adverse consequences that may result from making such payments.

- (d) **Revenue Received from Investment Options.** Neither MissionSquare nor the Employer shall retain recordkeeping revenue received directly from investment options made available under the Plan. MissionSquare shall be compensated from fees collected from participant accounts through the application of the asset-based fee described in section 8(a) above. In the event any Plan investment options do generate revenue from plan investments, MissionSquare shall, as directed by the Employer, credit any, and all revenue back to those participant accounts invested in the option in question.
- (e) **Compensation for Management Services to VantageTrust, Compensation for Advisory and other Services to the VT III Vantagepoint Funds and Payments from Third-Party Mutual Funds.** Employer acknowledges that, in addition to amounts payable under this Agreement, MissionSquare receives fees from VantageTrust for investment advisory services and plan and participant services furnished to VantageTrust. Employer further

acknowledges that MissionSquare, including certain of its wholly owned subsidiaries, receives compensation for advisory and other services furnished to the VT III Vantagepoint Funds, which serve as the underlying portfolios of a number of Funds offered through VantageTrust. For a VantageTrust Fund that invests substantially all of its assets in a third-party mutual fund not affiliated with MissionSquare, MissionSquare or its wholly owned subsidiary receives payments from the third-party mutual fund families or their service providers in the form of 12b-1 fees, service fees, compensation for sub-accounting and other services provided based on assets in the underlying third-party mutual fund. These fees are described in the VT Disclosures and MissionSquare's fee disclosure statement. In addition, to the extent that third party mutual funds are included in the investment line-up for the Plan, MissionSquare receives administrative fees from its third-party mutual fund settlement and clearing agent for providing administrative and other services based on assets invested in third party mutual funds; such administrative fees come from payments made by third party mutual funds to the settlement and clearing agent.

- (f) **Redemption Fees.** Redemption fees imposed by outside mutual funds in which Plan assets are invested are collected and paid to the mutual fund by MissionSquare. MissionSquare remits 100% of redemption fees back to the specific mutual fund to which redemption fees apply. These redemption fees and the individual mutual fund's policy with respect to redemption fees are specified in the prospectus for the individual mutual fund and referenced in the VT Disclosures.
- (g) **Payment Procedures.** All payments to MissionSquare pursuant to this Section 8 shall be made from Plan assets held by VantageTrust or received from third-party mutual funds or their service providers in connection with Plan assets invested in such third-party mutual funds, to the extent not paid by the Employer. The amount of Plan assets administered by MissionSquare shall be adjusted as required to reflect any such payments as are made from the Plan. In the event the Employer agrees to pay amounts owed pursuant to this Section 8 directly, any amounts unpaid and outstanding after 30 days of invoice to the Employer shall be withdrawn from Plan assets.

The compensation and payment set forth in this Section **8** are contingent upon the Employer's use of MissionSquare's plan sponsor website for contribution

processing and submitting contribution funds by ACH or wire transfer on a consistent basis over the term of this Agreement and the use of the R12 Vantagepoint PLUS Fund as the sole stable value fund.

The compensation and payment in this Section **8** will take effect in the calendar quarter following receipt at a Delivery Address (defined below the signature line) of one fully executed copy of this Administrative Services Agreement based upon the following schedule:

- Agreement received by February 20 - Effective April
- Agreement received by May 20 - Effective July
- Agreement received by August 20 - Effective October
- Agreement received by December 20 - Effective February

Employer further acknowledges and agrees that compensation and payment under this Agreement shall be subject to re-negotiation in the event the Employer (a) chooses to implement additional mutual funds that neither (i) trade via NSCC nor (ii) meet MissionSquare's daily trading operational guidelines or (b) chooses to implement investment options that are not mutual funds.

9. Contribution Remittance

Employer understands that amounts invested in the Plan are to be remitted directly to Vantagepoint Transfer Agents in accordance with instructions provided to Employer by MissionSquare and are not to be remitted to MissionSquare. In the event any check or wire transfer is incorrectly labeled or transferred to MissionSquare, MissionSquare may return it to Employer with proper instructions.

10. Indemnification

MissionSquare shall not be responsible for any acts or omissions of any person with respect to the Plan or its related trust, other than MissionSquare in connection with the administration or operation of the Plan. Employer shall indemnify MissionSquare against, and hold MissionSquare harmless from, any and all loss, damage, penalty, liability, cost, and expense, including without limitation, reasonable attorney's fees, that may be incurred by, imposed upon, or asserted against MissionSquare by reason of any claim, regulatory proceeding, or litigation arising from any act done or omitted to be done by any individual or person with respect to the Plan or its related trust, excepting only any and all loss, damage, penalty, liability, cost or expense resulting from MissionSquare's negligence, bad faith, or willful misconduct.

11. Term

This Agreement shall be in effect and commence on the date all parties have signed and executed this Agreement ("Inception Date"). The term of this Agreement will commence on the Inception Date and extend seven (7) years from that date. This Agreement will be renewed automatically for each succeeding year unless written notice of termination is provided by either party to the other no less than 60 days before the end of such Agreement year. The Employer understands and acknowledges that, in the event the Employer terminates this Agreement (or replaces the Vantagepoint PLUS Fund, offered by VantageTrust, as an investment option in its investment line-up), MissionSquare retains full discretion to release Plan assets invested in the Vantagepoint PLUS Fund in an orderly manner over a period of up to 12 months from the date MissionSquare receives written notification from the Employer that it has made a final and binding selection of a replacement for MissionSquare as administrator of the Plan (or a replacement investment option for the Vantagepoint PLUS Fund).

12. Amendments and Adjustments

- (a) This Agreement may be amended by written instrument signed by the parties.
- (b) MissionSquare may modify this Agreement by providing 60 days' advance written notice to the Employer prior to the effective date of such proposed modification. Such modification shall become effective unless, within the 60-day notice period, the Employer notifies MissionSquare in writing that it objects to such modification.
- (c) The parties agree that enhancements may be made to administrative services under this Agreement. The Employer will be notified of enhancements through the Employer Bulletin, quarterly statements, electronic messages, or special mailings. Likewise, if there are any reductions in fees, these will be announced through the Employer Bulletin, quarterly statement, electronic messages, or special mailing.

13. Notices

Unless otherwise provided in this Agreement, all notices required to be delivered under this Agreement shall be in writing and shall be delivered, mailed, e-mailed, or faxed to the location of the relevant party set forth below or to such other address or to the attention of such other persons as such party may hereafter specify by notice to the other party.

MissionSquare: Legal Department, MissionSquare, 777 North Capitol Street, N.E., Suite 600, Washington, D.C., 20002-4240

Facsimile: (202) 962-4601

Employer: at the office set forth in the first paragraph hereof, or to any other address, facsimile number or e-mail address designated by the Employer to receive the same by written notice similarly given.

Each such notice, request or other communication shall be effective: (i) if given by facsimile, when transmitted to the applicable facsimile number and there is appropriate confirmation of receipt; (ii) if given by mail or e-mail, upon transmission to the designated address with no indication that such address is invalid or incorrect; or (iii) if given by any other means, when actually delivered at the aforesaid address.

14. Complete Agreement

This Agreement shall constitute the complete and full understanding and sole agreement between MissionSquare and Employer relating to the object of this Agreement and correctly sets forth the complete rights, duties and obligations of each party to the other as of its date. This Agreement supersedes all written and oral agreements, communications, or negotiations among the parties. Any prior agreements, promises, negotiations or representations, verbal or otherwise, not expressly set forth in this Agreement are of no force and effect.

15. Titles

The headings of Sections of this Agreement and the headings for each of the attached schedules are for convenience only and do not define or limit the contents thereof.

16. Incorporation of Exhibits

All Exhibits (and any subsequent amendments thereto), attached hereto, and referenced herein, are hereby incorporated within this Agreement as if set forth fully herein.

17. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington, applicable to contracts made in that jurisdiction without reference to its conflicts of law provisions.

In Witness Whereof, the parties hereto certify that they have read and understand this Agreement and all Schedules attached hereto and have caused this Agreement to be executed by their duly authorized officers as of the Inception Date first above written.

CITY OF RICHLAND

By _____
Signature/Date

By _____
Name and Title (Please Print)

**THE INTERNATIONAL CITY MANAGEMENT
ASSOCIATION RETIREMENT CORPORATION
doing business as MISSIONSQUARE RETIREMENT**

By _____
Erica McFarquhar
Authorized Representative

Please return an executed copy of the Agreement to a Delivery Address, either:

- (a) Via **DocuSign**
- (b) Electronically to
PlanAdoptionServices@icmarc.org, or
- (c) In paper form to MissionSquare
ATTN: PLAN ADOPTION SERVICES
777 North Capitol Street NE
Suite 600
Washington DC 20002-4240

Exhibit A

Administrative Services

The administrative services to be performed by MissionSquare under this Agreement shall be as follows:

- (a) Participant enrollment services are provided online. Employees will enroll online through a secure site or the Employer will enroll employees through the plan sponsor website.
- (b) Establishment of participant accounts for each employee participating in the Plan for whom MissionSquare receives appropriate enrollment instructions. MissionSquare is not responsible for determining if such Plan participants are eligible under the terms of the Plan.
- (c) Allocation in accordance with participant directions received in good order of individual participant accounts to investment funds offered under the Plan.
- (d) Maintenance of individual accounts for participants reflecting amounts deferred, income, gain or loss credited, and amounts distributed as benefits.
- (e) Maintenance of records for all participants for whom participant accounts have been established. These files shall include enrollment instructions (provided to MissionSquare through the participant website or the plan sponsor website), beneficiary designation instructions, and all other documents concerning each participant's account.
- (f) Provision of periodic reports to the Employer through the plan sponsor website. Participants will have access to account information through Participant Services, Voice Response System, the participant website, text access, and through quarterly statements that can be delivered electronically through the participant website or by postal service.
- (g) Communication to participants of information regarding their rights and elections under the Plan.
- (h) Making available Participant Services Representatives through a toll-free telephone number from 8:30 a.m. to 9:00 p.m. Eastern Time, Monday through Friday and 12:00 p.m. to 4:00 p.m. Saturday, Eastern time (excluding holidays and days on which the securities markets or ICMA-RC are closed for business (including emergency closings)), to assist participants.
- (i) Making available access to MissionSquare's website, to allow participants to access certain account information and initiate certain plan transactions at any time. The participant website is normally

available 24 hours a day, seven days a week except during scheduled maintenance periods designed to ensure high-quality performance. The scheduled maintenance window is outlined at <https://accountaccess.icmarc.org>.

- (j) Maintaining the security and confidentiality of client information through a system of controls including but not limited to, as appropriate: restricting plan and participant information only to those who need it to provide services, software and hardware security, access controls, data back-up and storage procedures, non-disclosure agreements, security incident response procedures, and audit reviews.
- (k) Making available access to MissionSquare's plan sponsor website to allow plan sponsors to access certain plan information and initiate plan transactions such as enrolling participants and managing contributions at any time. The plan sponsor website is normally available 24 hours a day, seven days a week except during scheduled maintenance periods designed to ensure high-quality performance. The scheduled maintenance window currently is outlined at <https://ezlink.icmarc.org>.
- (l) Distribution of benefits as agent for the Employer in accordance with terms of the Plan. Participants who have separated from service can request distributions through the participant website or via form.
- (m) Upon approval by the Employer that a domestic relations order is an acceptable qualified domestic relations order under the terms of the Plan, MissionSquare will establish a separate account record for the alternate payee and provide for the investment and distribution of assets held thereunder.
- (n) Loans may be made available on the terms specified in the Loan Guidelines, if loans are adopted by the Employer. Participants can request loans through the participant website.
- (o) Guided Pathways Advisory Services - MissionSquare's participant advice service, "Fund Advice" may be made available through a third-party vendor on the terms specified on MissionSquare's website. This service shall be provided to participants at no cost.
- (p) Provide agreed-upon on-site or virtual service days.
- (q) MissionSquare will determine appropriate delivery method (electronic and/or print) for plan sponsor/participant communications and education based on a number of factors (audience, effectiveness, etc.).

ADMINISTRATIVE SERVICES AGREEMENT

for

City of Richland

Type: **RHS**

Account Number: **800205, 800196**

MissionSquare
RETIREMENT



ADMINISTRATIVE SERVICES AGREEMENT

This Agreement, made as of this day, (please enter date) _____ (herein referred to as the "Inception Date"), between The International City Management Association Retirement Corporation doing business as MissionSquare ("MissionSquare"), a nonprofit corporation organized and existing under the laws of the State of Delaware; and the **City of Richland** ("Employer") a local governmental instrumentality organized and existing under the laws of the State of **Washington** with an office at **625 Swift Blvd., Richland, Washington 99352**.

RECITALS

Employer acts as a public plan sponsor for a retiree health plan with responsibility to obtain investment alternatives and services for employees participating in that plan;

Employer desires to make the Retirement Health Savings ("RHS") Program provided by MissionSquare available to its employees through the Employer's integral part trust ("Trust") and the Employer's welfare benefits plan ("Plan");

MissionSquare, or its wholly owned subsidiary, acts as investment adviser to VantageTrust Company, LLC ("VTC"), the Trustee of VantageTrust II Multiple Collective Investment Funds Trust ("VantageTrust II");

VantageTrust II is a group trust established and maintained in accordance with New Hampshire Revised Statutes Annotated section 391:1 and Internal Revenue Service Revenue Rulings 81-100 and 2011-1, which provides for the collective investment and reinvestment of assets of certain tax-exempt, governmental pension and profit-sharing plans, and retiree welfare plans, and other eligible investors;

VTC, a wholly owned subsidiary of MissionSquare, makes a series of separate funds (the "VT II Funds") available through VantageTrust II for the investment of plan assets as referenced in VantageTrust II's Declaration of Trust and Disclosure Memorandum ("Disclosure Materials");

The VT II Funds are available only through adoption of VantageTrust II; and

MissionSquare provides a complete offering of services to public employers for the operation of employee retirement and retiree health savings plans including, but not limited to, communications concerning investment alternatives, account

maintenance, account record-keeping, investment and tax reporting, form processing, and benefit disbursement.

AGREEMENTS

1. Acceptance of RHS Program

Employer agrees to make the RHS Program provided by MissionSquare available to its employees. The details of the RHS Program shall be as mutually agreed between the Employer and MissionSquare, and in general shall be as set forth in the RHS Program materials developed by MissionSquare and provided to Employer. The RHS Program materials are hereby incorporated by reference and made a part of this Agreement, except that Employer and MissionSquare may from time to time mutually agree in writing to terms that vary from the RHS Program materials. RHS Program materials shall include the *VantageCare RHS Employer Manual*, available electronically through the plan sponsor website upon adoption of the RHS Program.

2 Appointment of MissionSquare

Employer hereby appoints MissionSquare as the exclusive Recordkeeper for the RHS Plan to perform all non-discretionary functions necessary for the administration of the RHS Plan with respect to assets in the RHS Plan transferred to its administration.

The functions to be performed by MissionSquare and its agents include:

- (a) allocation in accordance with participant direction of individual accounts to investment funds ("Funds") made available to Plan participants;
- (b) maintenance of individual accounts for participants reflecting amounts contributed, income, gain, or loss credited, and amounts disbursed as benefits;
- (c) provision of periodic reports to the Employer and participants of the status of Plan investments and individual accounts;
- (d) communication to participants of information regarding their rights and elections under the Plan;
- (e) disbursement of benefits as agent for the Employer in accordance with terms of the Plan; and
- (f) performance of tax withholding and reporting in conjunction with the

Employer for each RHS account.

- (g) Making available Participant Services Representatives through a toll-free telephone number from 8:30 a.m. to 9:00 p.m. Eastern Time, Monday through Friday and 12:00 p.m. to 4:00 p.m. Saturday, Eastern Time (excluding holidays and days on which the securities markets or ICMA-RC are closed for business (including emergency closings)), to assist participants.
- (h) Provide agreed-upon on-site or virtual service days.

3. Employer Duty to Furnish Information

Employer agrees to furnish to MissionSquare on a timely basis such information as is necessary for MissionSquare to carry out its responsibilities with respect to the Plan, including information needed to allocate individual participant accounts to Funds, and information as to the benefit eligibility and employment status of participants, and participants' ages, addresses, dependents, spouses and other identifying information (including tax identification numbers). Employer also agrees that it will notify MissionSquare in a timely manner regarding changes in staff as it relates to various roles. This is to be completed through the plan sponsor website employer contact options. MissionSquare shall be entitled to rely upon the accuracy of any information that is furnished to it by a responsible official of the Employer or any information relating to an individual participant, spouse, or dependent that is furnished by such participant, spouse or dependent, and MissionSquare shall not be responsible for any error arising from its reliance on such information. MissionSquare will provide reports, statements, and account information to the Employer through the plan sponsor website, and online plan administrative tool.

To the extent Employer selects third-party funds that do not have fund profile information provided to MissionSquare through our electronic data feeds from external sources (such as Morningstar) or third-party fund providers, the Employer is responsible for providing to MissionSquare timely fund investment updates for disclosure to Plan participants. Such updates may be provided to MissionSquare through the Employer's investment consultant or other designated representative.

4. MissionSquare Representations and Warranties

MissionSquare represents and warrants to Employer that:

- (a) MissionSquare is a non-profit corporation with full power and authority to

enter into this Agreement and to perform its obligations under this Agreement.

- (b) MissionSquare is an investment adviser registered as such with the Securities and Exchange Commission under the Investment Advisers Act of 1940, as amended.
- (c) MissionSquare will handle participant information in the manner described in the Business Associate Agreement to be executed between the Plan and MissionSquare, a form of which is provided as Exhibit A to this Agreement.

5. Employer Representations and Warranties

Employer represents and warrants to MissionSquare that:

- (a) Employer is organized in the form and manner recited in the opening paragraph of this Agreement with full power and authority to enter into and perform its obligations under this Agreement and to act for the Plan and participants in the manner contemplated in this Agreement. Execution, delivery, and performance of this Agreement will not conflict with any law, rule, regulation or contract by which the Employer is bound or to which it is a party.
- (b) Information required to be retained by the Employer shall be set forth in the RHS Program materials developed by MissionSquare and provided to the Employer.
- (c) Employer is required to send in contributions through the plan sponsor website, the online plan administration tool provided by MissionSquare.
- (d) Employer is responsible for determining that there are no state or local laws that would prohibit it from establishing the RHS Program. Employer is also responsible for determining that the investments selected for the Plan fall within state or local requirements. MissionSquare shall not be responsible for monitoring state or local law or for administering the Plan in compliance with local or state requirements unless Employer notifies MissionSquare of any such local or state requirements.
- (e) Employer acknowledges that the RHS Plan is a "health plan" for Health Insurance Portability and Accountability Act ("HIPAA") purposes and therefore is subject to HIPAA privacy rules. Employer also acknowledges that the RHS Plan is a Health Reimbursement Arrangement, subject to applicable provisions of the Affordable Care Act ("ACA"). An employer sponsoring the Plan is responsible for complying with the HIPAA privacy

and security rules with respect to all protected health information created, maintained, received, or transmitted in relation to the Plan and is responsible for complying with the ACA.

- (f) Employer acknowledges that certain such services to be performed by MissionSquare under this Agreement may be performed by an affiliate or agent of MissionSquare pursuant to one or more other contractual arrangements or relationships, and that MissionSquare reserves the right to change vendors with which it has contracted to provide services in connection with this Agreement without prior notice to Employer. MissionSquare will provide prior notice, however, to Employer of changes to all third-party vendors MissionSquare retains to provide custom services unique to Employer, and the parties agree that "subcontractor" under this Agreement shall mean such third-party vendors.
- (g) Employer acknowledges and agrees that MissionSquare does not assume any responsibility with respect to the selection or retention of the Plan's investment options. Employer shall have exclusive responsibility for the selection and retention of the Plan's investment options, including the selection of the applicable mutual fund share class.
- (h) Employer confirms that it has executed a Participation Agreement for VantageTrust II and acknowledges that it has received the Disclosure Materials.

6. Participation in Certain Proceedings

The Employer hereby authorizes MissionSquare to act as agent, to appear on its behalf, and to join the Employer as a necessary party in all legal proceedings regarding the Plan involving the garnishment of benefits or the transfer of benefits pursuant to a medical child support order. Unless Employer notifies MissionSquare otherwise, Employer authorizes MissionSquare to determine whether disbursement of benefits to a spouse or child pursuant to a medical child support order is appropriate.

7. Compensation and Payment

Absent an explicit agreement to the contrary between MissionSquare and Employer, participant fees and expenses shall be payable from RHS assets, in accordance with the requirements of the RHS Program as set forth below.

- (a) *For RHS assets in the VT II Funds, other than the S11 class of the Vantagepoint PLUS Fund*

- (i) Asset-based fees will be included in the daily unit value of

- each VT II Fund; and
- (ii) No separate asset-based fees will be assessed.

- (b) *For the S11 class of the Vantagepoint PLUS Fund and for assets in Funds other than the VT II Funds*, an annual asset fee of **0.30% (30** basis points) will be charged on a monthly or quarterly basis, depending on the funds selected. Quarterly charges are based on the balance in the account on the last day of the previous quarter. Monthly charges are based on the average balance for the previous month.
- (c) Plan participant accounts shall also be assessed a per-participant annual fee to cover the costs of record-keeping and other services provided by MissionSquare, and other costs associated with the Plan as directed by the Employer. The Employer shall work with MissionSquare to determine the appropriate amount of the gross per-participant fee to be charged to participant accounts, which may be increased or decreased from time to time at the direction of the Employer. At the inception of this Agreement the participant fee shall be **\$40**.
- (d) MissionSquare shall be paid per-participant revenue of **\$25** per year, billed quarterly. This revenue shall be paid from the per-participant fee described in item 7(c) above.
- (e) Asset-based fees and the annual account administration fee are subject to change with appropriate prior notification, and with the agreement of both parties.
- (f) **Compensation for Advisory and other Services to VT III Vantagepoint Funds and Payments from Third-Party Mutual Funds.** Employer acknowledges that MissionSquare, including certain of its wholly owned subsidiaries, receives compensation for advisory and other services furnished to the VT III Vantagepoint Funds, which are collective funds serving as the underlying funds to certain VT II Funds. In addition, to the extent that third-party mutual funds are included in the investment line-up for the RHS Plan, MissionSquare receives administrative fees from its third-party mutual fund settlement and clearing agent for providing administrative and other services based on assets invested in third-party mutual funds; such administrative fees come from payments made by third-party mutual funds to the settlement and clearing agent.

8. Contribution Remittance

Employer understands that amounts contributed to the Plan are to be remitted directly to Vantagepoint Transfer Agents in accordance with instructions provided to Employer in the RHS Program materials, and are not to be remitted to MissionSquare. In the event that any check or wire transfer is incorrectly labeled or transferred, MissionSquare will return it to Employer with proper instructions.

9. Responsibility

- (a) MissionSquare shall not be responsible for any acts or omissions of any person with respect to the Plan, or its related Trust, other than MissionSquare in connection with the administration or operation of the Plan or its related Trust.
- (b) The Employer understands that, as a general matter, the Internal Revenue Service ("IRS") may decline to rule on certain design features or provisions that the Employer may request to have added to the RHS Program materials. The Employer agrees to hold MissionSquare harmless in connection with the addition and administration of any Plan feature or provision requested by the Employer for which the IRS will not provide express interpretive guidance.

10. Indemnification

Employer shall indemnify MissionSquare against, and hold MissionSquare harmless from, any and all loss, damage, penalty, liability, cost, and expense, including without limitation, reasonable attorney's fees, that may be incurred by, imposed upon, or asserted against MissionSquare by reason of any claim, regulatory proceeding, or litigation arising from any act done or omitted to be done by any individual or person with respect to the Plan or its related Trust, excepting only any and all loss, damage, penalty, liability, cost, or expense resulting from MissionSquare's negligence, bad faith, or willful misconduct.

11. Term

This Agreement shall be in effect for an initial term beginning on the Inception Date and ending **7 years** after the Inception Date. This Agreement will be renewed automatically for each succeeding year unless written notice of termination is provided by either party to the other no less than 60 days before the end of such Agreement year. The Employer understands and acknowledges that, in the event the Employer terminates this Agreement (or replaces the Vantagepoint PLUS Fund, offered by VantageTrust II, as an investment option in its investment line-up), MissionSquare retains full discretion to release Plan assets invested in the Vantagepoint PLUS Fund in an orderly manner over a period of up

to 12 months from the date MissionSquare receives written notification from the Employer that it has made a final and binding selection of a replacement for MissionSquare as administrator of the Plan (or a replacement investment option for the Vantagepoint PLUS Fund).

12. Amendments and Adjustments

- (a) This Agreement may be amended by written instrument signed by the parties.
- (b) The parties agree that only an adjustment to compensation or administrative and operational services under this Agreement may be implemented by MissionSquare through a proposal to the Employer via correspondence or the Employer Bulletin. The Employer will be given at least 60 days to review the proposal before the effective date of the adjustment. Such adjustment shall become effective unless, within the 60-day period, the Employer notifies MissionSquare in writing that it does not accept such adjustment, in which event the parties will negotiate with respect to the adjustment.
- (c) No failure to exercise and no delay in exercising any right, remedy, power, or privilege hereunder shall operate as a waiver of such right, remedy, power, or privilege.

13. Notices

All notices required to be delivered under this Agreement shall be delivered electronically, personally, or by registered or certified mail, postage prepaid, return receipt requested, to (i) Legal Department, ICMA Retirement Corporation, 777 North Capitol Street, N.E., Suite 600, Washington, D.C, 20002-4240; (ii) Employer at the office set forth in the first paragraph hereof, or to any other address designated by the party to receive the same by written notice similarly given.

14. Complete Agreement

This Agreement, with an executed Business Associate Agreement, shall constitute the sole agreement between MissionSquare and Employer relating to the object of this Agreement and correctly sets forth the complete rights, duties, and obligations of each party to the other as of its date. Any prior agreements, promises, negotiations or representations, verbal or otherwise, not expressly set forth in this Agreement are of no force and effect.

15. Governing Law

This agreement shall be governed by and construed in accordance with the laws of the State of **Washington**, applicable to contracts made in that jurisdiction without reference to its conflicts of law provisions.

Draft

In Witness Whereof, the parties hereto have executed this Agreement as of the Inception Date first above written.

CITY OF RICHLAND

By _____
Signature / Date

Name and Title (Please Print)

**INTERNATIONAL CITY MANAGEMENT
ASSOCIATION RETIREMENT CORPORATION
doing business as MISSIONSQUARE
RETIREMENT**

By _____
Erica McFarquhar
Authorized Representative

Please return an executed copy of the Agreement to a Delivery Address, either:

- (a) Via **DocuSign**
- (b) Electronically to PlanAdoptionServices@icmarc.org, or
- (c) In paper form to MissionSquare Retirement
ATTN: PLAN ADOPTION SERVICES
777 North Capitol Street NE
Suite 600
Washington DC 20002-4240

Exhibit A

RHS HIPAA BUSINESS ASSOCIATE AGREEMENT FOR PLAN NUMBERS 800205, 800196

This Business Associate Agreement ("BA Agreement") supplements and is made part of the Administrative Services Agreement entered into between **City of Richland** on behalf of plan numbers **800205, 800196** ("Covered Entity" or "**City of Richland RHS**") and the International City Management Association Retirement Corporation doing business as MissionSquare Requirement ("Business Associate") on (please enter date) _____, and is effective as of the effective date of the Administrative Services Agreement (the "Effective Date").

RECITALS

Covered Entity is a group health plan that reimburses medical expenses for eligible participants, their spouses, and their dependents. Under the Health Information Portability and Accountability Act of 1996 ("HIPAA"), Covered Entity is required to enter into this BA Agreement to obtain satisfactory assurances that Business Associate will appropriately safeguard all Protected Health Information ("PHI"), as defined herein, that is created, maintained, received, or transmitted by Business Associate on behalf of Covered Entity.

Business Associate is a record keeper providing administrative services to Covered Entity. In general, Business Associate will not have access to information that would traditionally be considered PHI because participant medical information used to substantiate reimbursements is sent directly to and reviewed by a third-party claims processor. The third-party claims processor has agreed to protect PHI that it creates, maintains, receives, or transmits in a manner that is consistent with and as stringent as, the terms agreed to by Business Associate under this BA Agreement with respect to information that could be considered PHI. Business Associate has access to information that might be interpreted as PHI, including an individual's participation in the plan, reimbursement amounts, and the timing of reimbursements.

In consideration of the mutual promises below and the exchange of information pursuant to this BA Agreement and in order to comply with all legal requirements for the protection of this information, Covered Entity and Business Associate agree as follows:

1. DEFINITIONS

- a. The following terms used in this BA Agreement shall have the same meaning as those terms are defined in the HIPAA Rules: Breach, Data Aggregations, Designated Record Set, Disclosure, Health Care Operations, Minimum Necessary, Notice of Privacy Practices, Secretary, Security Incident, Subcontractor, Unsecured Protected Health Information, and Use.
- b. "Administrative Services Agreement" refers to a separate agreement outlining the services MissionSquare will provide to Covered Entity and the terms and conditions governing the provision of such services. The Administrative Services Agreement is made between MissionSquare and **City of Richland RHS** or its sponsor, acting on behalf of **City of Richland RHS**.
- c. "Business Associate" shall have the same meaning as the term "business associate" at 45 CFR 160.103, and in reference to this BA Agreement shall mean MissionSquare.
- d. "Covered Entity" shall have the same meaning as the term "covered entity" at 45 CFR 160.103, and in reference this BA Agreement, shall mean **City of Richland RHS**.
- e. "HIPAA Rules" shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.
- f. "Privacy Rule" shall mean the Privacy Standards and Implementation Specifications at 45 CFR 170 and 164, Subparts A and E.
- g. "Protected Health Information" ("PHI") shall have the same meaning as the term "protected health information" in 45 CFR § 160.103, limited to the information created, received, maintained, or transmitted by Business Associate from or on behalf of Covered Entity pursuant to this Agreement.
- h. "Security Rule" shall mean the Security Standards and Implementation Specifications at 45 CFR Parts 160 and 164, Subparts A and C.

2. OBLIGATIONS AND ACTIVITIES OF BUSINESS ASSOCIATE

Business Associate agrees to:

- a. Not Use or Disclose PHI other than as permitted or required by this BA Agreement or as required by law.

- b. Use appropriate safeguards to prevent Use or Disclosure of PHI other than as provided for by this BA Agreement and comply with subpart C of 45 CFR Part 164 with respect to electronic PHI in Business Associate's custody or control, to prevent Use or Disclosure of PHI other than as provided for by this BA Agreement.
- c. Report to Covered Entity any Use or Disclosure of PHI not provided for by the BA Agreement of which it becomes aware not more than 60 calendar days after Business Associate discovers such non-permitted Use or Disclosure, including Breaches of Unsecured PHI as required at 45 CFR 164.410, and any Security Incident for which it becomes aware.
- d. In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any Subcontractors that create, receive, maintain, or transmit PHI on behalf of the Business Associate agree to the same restrictions, conditions, and requirements that apply to the Business Associate with respect to such information.
- e. Make available, within 30 calendar days of the request of Covered Entity, PHI in a Designated Record Set in Business Associate's custody or control, to Covered Entity, or as Directed by Covered Entity, to an individual, so that Covered Entity may meet its access obligations under 45 CFR § 164.524.
- f. Make any amendment(s) to PHI in a Designated Record Set in Business Associate's custody or control as directed in writing by the Covered Entity pursuant to 45 CFR 164.526 no later than 60 days after receipt of such request, so that Covered Entity may meet its amendment obligations under 45 CFR 164.526.
- g. Maintain and make available the information required to provide an accounting of Disclosures to the Covered Entity as requested by Covered Entity in writing and as necessary to satisfy the Covered Entity's obligations under 45 CFR 164.528.
- h. Make its internal practices, books, and records, available to the Secretary for purposes of determining compliance with the HIPAA Rules.
- i. Not directly or indirectly receive remuneration in exchange of PHI.
- j. Comply with the administrative simplification rules applicable to standard transactions if Business Associate conducts such transactions under the electronic data interchange rules on behalf of Covered Entity.

- k. To the extent the parties agree that Business Associate will carry out directly one or more of Covered Entity's obligations under the Privacy Rule, the Business Associate will comply with the requirements of the Privacy Rule that apply to the Covered Entity in the performance of such obligations.

3. PERMITTED USES AND DISCLOSURES BY BUSINESS ASSOCIATE

- a. Business Associate may only Use or Disclose PHI as necessary to perform the services set forth in the Administrative Services Agreement and as permitted by this BA Agreement.
- b. Business Associate may Use or Disclose PHI as required by law or to report violations of law to appropriate Federal and State authorities, consistent with 45 CFR 164.502(j)(i).
- c. Except as otherwise limited by this BA Agreement, Business Associate agrees to make Uses and Disclosures and requests for PHI consistent with the Covered Entity's Minimum Necessary policies and procedures when such are provided by the Covered Entity to Business Associate.
- d. Business Associate is authorized to de-identify information in accordance with 45 CFR 164.514(a)-(c).
- e. Business Associate may not Use or Disclose PHI in a manner that would violate Subpart E of 45 CFR Part 164 if done by Covered Entity, except for the specific Uses and Disclosures set forth below.
- f. Business Associate may Use PHI for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate.
- g. Business Associate may provide Data Aggregation services relating to the Health Care Operations of the Covered Entity.

4. OBLIGATIONS AND ACTIVITIES OF COVERED ENTITY

- a. Covered Entity shall notify Business Associate of any limitations in the Notice of Privacy Practices that Covered Entity provides to individuals pursuant to 45 CFR 164.520, to the extent that such limitation may affect Business Associate's Use or Disclosure of PHI.

- b. Covered Entity shall notify Business Associate of any changes in, or revocation of, the permission by an individual to Use or Disclose his or her PHI, to the extent that such changes may affect Business Associate's Use or Disclosure of PHI.
- c. Covered Entity shall notify Business Associate of any restrictions on the Use or Disclosure of PHI that Covered Entity has agreed to or is required to abide by under 45 CFR 164.522, to the extent that such restriction may affect Business Associate's Use or Disclosure of PHI.
- d. Covered Entity shall not request Business Associate to Use or Disclose PHI in any manner that would not be permissible under Subpart E of 45 CFR Part 164 if done by Covered Entity, except to the extent that Business Associate will Use or Disclose PHI for Data Aggregation or management and administration and legal responsibilities of the Business Associate.
- e. Covered Entity shall notify Business Associate of any confidential communication requests with which the Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent such requests would affect Business Associate's Use or Disclosure of PHI.

5. TERM AND TERMINATION

- a. This BA Agreement shall be effective as of the Effective Date and shall terminate upon the termination of the Administrative Services Agreement, subject to the provisions below regarding the return or destruction of PHI.
- b. Business Associate authorizes termination of this BA Agreement by Covered Entity, if Covered Entity determines Business Associate has violated a material term of the BA Agreement, and Business Associate has not cured the Breach or ended the violation, following written notice to the Business Associate, within a reasonable period of time not to exceed any reasonable cure period defined in the Administrative Services Agreement.
- c. Upon termination of this BA Agreement for any reason, Business Associate, with respect to PHI Received from Covered Entity, or created, maintained, or received from Business Associate on behalf of Covered Entity, shall:
 - i. Retain only that PHI which is necessary for Business Associate to continue its proper management and administration, or to carry out its legal responsibilities;
 - ii. Return to Covered Entity or, if agreed to by Covered Entity, destroy the remaining PHI that the Business Associate still maintains in any form;

- iii. Continue to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to electronic PHI to prevent Use or Disclosure of the PHI, other than as provided for in this Section, for as long as Business Associate retains PHI;
 - iv. Not Use or Disclose the PHI retained by Business Associate other than for the purposes for which such PHI was retained and subject to the same conditions set out at Paragraph 3(f);
 - v. Return to Covered Entity or, if agreed to Covered Entity, destroy the PHI retained by Business Associate when it is no longer needed by Business Associate for its proper management and administration or to carry out its legal responsibilities;
 - vi. Notwithstanding any other provision of this BA Agreement, upon termination, Business Associate may also transmit PHI to another Business Associate of the Covered Entity upon the written request of the Covered Entity.
- d. The obligations of Business Associate under Section 5, Term and Termination, shall survive the termination of this BA Agreement.

6. GENERAL PROVISIONS

- a. A reference in this BA Agreement to a section in the HIPAA Rules means the section as in effect or amended.
- b. The parties agree to take such action as is necessary to amend this BA Agreement from time to time as is necessary for compliance with the requirements of the HIPAA Rules and any other applicable laws.
- c. Any ambiguity in this BA Agreement shall be interpreted to permit compliance with the HIPAA rules.
- d. Nothing in this BA Agreement shall be construed as creating any rights or benefits to any third parties.
- e. The invalidity and unenforceability of any provision of this BA Agreement shall not affect the enforceability of any other provision of this BA Agreement or the Administrative Services Agreement, which shall remain in full force and effect.
- f. All notices and communications required by this BA Agreement shall be in writing. Such notices and communications shall be given in one of the following forms: (i) by delivery in person, (ii) by a nationally-recognized, next-day courier service, (iii) by first-class, registered or certified mail,

postage prepaid, or (iv) by electronic mail to the address that each party specifies in writing.

- g. This BA Agreement and the Administrative Services Agreement constitute the entire agreement between the parties with respect to its subject matter and constitute and supersede all prior agreements, representations, and understandings of the parties, written or oral, with regard to the same subject matter.

CITY OF RICHLAND RHS

By _____
Signature / Date

Name and Title (Please Print)

**INTERNATIONAL CITY MANAGEMENT ASSOCIATION
RETIREMENT CORPORATION doing business as MISSIONSQUARE
RETIREMENT**

By _____
Erica McFarquhar
Authorized Representative



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 11/16/2021

Agenda Category: Resolutions - Adoption

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Subject:

Resolution No. 141-21, Authorizing an Administrative Services Agreement with Nationwide Retirement Solutions for IAFF-FC 457 Plan No. 0036864-001-457

Department:

Human Resources

Ordinance/Resolution Number:

141-21

Document Type:

Resolution

Recommended Motion:

Adopt Resolution No. 141-21, authorizing an Administrative Services Agreement with Nationwide Retirement Solutions for IAFF-FC 457 Plan No. 0036864-001-457.

Summary:

As a significant regional employer, the City of Richland has employees rendering valuable services that adhere to the benefit of the City. As part of its ongoing effort to recruit and maintain top talent, the City provides retirement plans for employees that are eligible and/or elect to participate.

Resolution No. 141-21 allows the City to enter into a contract for plan administration (an Administrative Services Agreement or "ASA") with Nationwide Retirement Solutions ("Nationwide") for employees represented by the International Association of Firefighters (IAFF) in lieu of the 457 plan administered by The International City Management Association Retirement Corporation (ICMA-RC) d/b/a MissionSquare Retirement. The ASA does not represent a cost to the City. Participants pay for the plan administration through reduced investment returns, which the City uses to pay Nationwide for the services they provide.

As the result of a recent RFP process, the contract represents a reduction in administration fees charged to Plan participants. The City previously committed to making this alternative plan available to IAFF members via Resolution No. 29-07.

Staff recommends adoption of Resolution No. 141-21.

Fiscal Impact:

None. Administrative fees are paid by the Plan and do not impact the City's annual budget.

Attachments:

1. Resolution No. 141-21
2. Proposed ASA with Nationwide for IAFF 457

RESOLUTION NO. 141-21

A RESOLUTION of the City of Richland authorizing an Administrative Services Agreement with Nationwide Retirement Solutions for IAFF-FC 457 Plan No. 0036864-001-457.

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

WHEREAS, on June 5, 2007, Richland City Council approved Resolution No. 29-07, authorizing employees represented by the International Association of Fire Fighters (IAFF) to participate in a 457 Deferred Compensation Plan administered by Nationwide Retirement Solutions (Nationwide) in lieu of the 457 Plan administered by The International City Management Association Retirement Corporation (ICMA-RC) d/b/a MissionSquare Retirement; and

WHEREAS, the City’s previous agreement with Nationwide expired on June 30, 2021, resulting in the need for the Employer to enter into a new Administrative Services Agreement (“ASA”) with Nationwide; and

WHEREAS, Employer has determined that the best interests of the parties are served by entering into a new ASA with Nationwide effective July 1, 2021 through June 30, 2028 with two (2) additional one (1) year periods that will automatically apply unless either party gives notice.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richland that the City Manager is authorized to sign and execute the Administrative Services Agreement with Nationwide Retirement Solutions for the IAFF-FC 457 Plan No. 0036864-001-457.

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 16th day of November, 2021.

Ryan Lukson, Mayor

Attest:

Approved as to form:

Jennifer Rogers, City Clerk

Heather Kintzley, City Attorney

**ADMINISTRATIVE SERVICES AGREEMENT
FOR THE GOVERNMENTAL 457(b) IAFF DEFERRED COMPENSATION PLAN
OF THE CITY OF RICHLAND, WA**

This Administrative Services Agreement ("Agreement") is effective on the date written below by and between Nationwide Retirement Solutions, Inc., a Delaware corporation ("Nationwide") and an affiliate and subsidiary of Nationwide Financial Services, Inc. (hereinafter "Nationwide"), and the City of Richland, Washington, the Plan Sponsor (hereinafter "Plan Sponsor").

WHEREAS, Plan Sponsor and Nationwide executed the Administrative Services Agreement for the City of Richland IAFF 457(b) Deferred Compensation Plan ("Agreement") between Nationwide and Plan Sponsor on the 9th day of March 2017, under which Nationwide agreed to provide administrative services to the Plan Sponsor's IAFF 457(b) Deferred Compensation Plan (hereinafter "Plan"); and

WHEREAS, Plan Sponsor, pursuant to and in compliance with the Internal Revenue Code of 1986, as amended (hereinafter referred to as the "Code"), established and sponsors a Section 457(b) Plan (hereinafter the "Plan"); and

WHEREAS, the Plan Sponsor desires to have Nationwide continue to perform the non-discretionary recordkeeping and administrative services for the Plan described in this Agreement (hereinafter referred to as "Administrative Services"); and

WHEREAS, Nationwide desires to provide such Administrative Services subject to the terms and conditions set forth in this Agreement.

NOW THEREFORE, Nationwide and Plan Sponsor desire to enter into this New Agreement and abide by the terms therein and acknowledge that this Agreement replaces and supersedes any previously executed Administrative Services Agreement for this plan.

1. DESIGNATION

Plan Sponsor designates Nationwide as Plan Sponsor's non-discretionary provider of Administrative Services for the Plan in accordance with the terms of this Agreement.

2. APPOINTMENTS AND RESPONSIBILITIES

Plan Sponsor:

Plan Sponsor is responsible for maintaining the Plan and for maintaining the tax-qualified status of the Plan. Plan Sponsor represents and warrants that the Plan has been properly adopted and established in accordance with any applicable state or local laws or regulations governing the Plan Sponsor's ability to sponsor the Plan. Plan Sponsor warrants that the 457(b) Plan was established, and will be maintained by Plan Sponsor, in accordance with the provisions of Section 457(b) of the Code. Plan Sponsor further

acknowledges and agrees the Plan Sponsor is an eligible governmental employer as defined by Section 457(e)(1)(A) of the Code.

Plan Sponsor hereby appoints Nationwide to act as the Plan Sponsors provider of Administrative Services for the Plan. Any duties or services not specifically described herein as being provided by Nationwide are the responsibility of the Plan Sponsor, unless specifically delegated to Nationwide in the Plan document.

Nationwide:

Nationwide will serve Plan Sponsor, in a non-fiduciary capacity, as the provider of Administrative Services for the Plan Sponsor with respect to the Plan. Nationwide does not exercise any discretionary control or authority over the Plan or the assets of the Plan, and this Agreement does not require Nationwide to do so. Nationwide agrees to perform all Administrative Services for the Plan Sponsor with respect to the Plan as described in this Agreement. This Agreement does not require, nor shall this Agreement be construed as requiring, Nationwide to provide investment, legal, or tax advice to the Plan Sponsor or to the participants of the Plan.

3. TERM

The new contract period shall be from July 1, 2021 to June 30, 2028, unless sooner terminated as provided elsewhere in this Agreement. This contract term shall be automatically extended thereafter for two (2) additional one (1)-year periods, unless either party gives notice of non-renewal not less than ninety (90) days prior to the expiration of the original term or any subsequent one-year term.

4. COMPENSATION

- A. As compensation for the Administrative Services provided by Nationwide pursuant to this Agreement, Plan Sponsor and Nationwide agree that Nationwide shall be entitled to an annualized compensation requirement of 0.13% (13 basis points) ("Compensation Requirement") to be calculated and collected according to Nationwide's standard business practices. The Compensation Requirement will be collected from participant accounts through an asset management charge assessed against all Plan assets under management. In addition to the foregoing, the parties acknowledge and agree that Nationwide may receive revenue associated with annuity contracts, revenue from mutual fund providers, as well as fees associated with specific services or products. The parties agree that revenue received from mutual fund providers shall be credited to the accounts of participants invested in those mutual funds proportionately each quarter.

Nationwide will provide the Plan Sponsor a quarterly report showing total participant account balances and the corresponding fee calculation within thirty (30) Business Days after the end of each quarter. As used in this Agreement, the term "Business Day" means each Monday through Friday during the hours that the New York Stock Exchange is open for business.

- B. The Plan Sponsor acknowledges that Nationwide and its affiliates receive payments in connection with the sale and servicing of investments allocated to participant Plan accounts ("Investment Option Payments"). The Investment Option Payments include mutual fund payments, which are described in detail at www.nrsforu.com, and other

payments received from investment option providers. The Plan Sponsor directs Nationwide to credit all Investment Option Payments to participant accounts on a quarterly basis. The Investment Option Payments shall be credited to participant accounts on a pro-rata basis based on each participant's total assets held in all Plan investment options that generated the Investment Option Payments.

- C. The Plan Sponsor directs Nationwide to assess and collect an additional charge of \$45 per each participant accounts each quarter (\$180 per year) to be used by the Plan Sponsor for reasonable and necessary Plan related expenses. This \$45 per quarter charge will be taken in the form of an explicit charge applied to each account. The Plan Sponsor may direct Nationwide to make changes to the amount of this charge from time to time.
- D. The Plan Sponsor directs Nationwide to establish and maintain a separate account (the "Plan Expense Account") to which the \$45 quarterly charge referred to in Section 4.C. will be credited. The Plan Expense Account will be funded on a quarterly basis. The Plan Sponsor will select a single investment vehicle to be used for the Plan Expense Account, which cannot be an investment vehicle included in the participant investment option line-up. The Plan Sponsor will direct Nationwide, in writing, to pay reasonable and necessary Plan expenses directly to a Plan service provider or to the City itself as appropriate. The Plan Sponsor certifies that all expenses represented by the invoices submitted shall be reasonable and necessary Plan expenses. As the fiduciary of the Plan, the Plan Sponsor is solely responsible for making determinations with respect to the appropriateness of all expenses of the Plan and how the Plan Expense Account is managed. Nationwide does not accept this responsibility.
- E. The Plan Sponsor directs Nationwide with respect to all of the expenses of the Plan and how the Plan Expense Account is managed. Nationwide does not accept this responsibility.
 - 1) The Plan Sponsor must maintain an amount in the Plan Expense Account sufficient to meet the financial requirements of any invoice received by Nationwide and approved by the Plan Sponsor for Plan expenses. Nationwide shall not be required to pay any invoices exceeding the balance of the Plan Expense Account.
 - 2) The account balance, account transactions and investment experience of the Plan Expense Account will be reported to the Plan Sponsor no later than thirty (30) Business Days after the end of each calendar quarter.
 - 3) The Plan Sponsor will maintain the cumulative balance held in the Plan Expense Account at a reasonable level given the size of the Plan and the Plan's total annual expenses. Should the cumulative balance of the Plan Expense Account exceed a reasonable level, Plan Sponsor will direct Nationwide to allocate any excess accumulation to participant accounts on a pro-rata basis based on their total account balance.
 - 4) Notwithstanding Section 4.C.3. above, at the direction of Plan Sponsor, any balance in the Plan Expense Account that the Plan Sponsor has determined will not be required to pay for reasonable and necessary Plan expenses may be allocated to participant accounts on a pro-rata basis based on their total account balance on a basis to be mutually determined and agreed to by the parties.

- F. The Plan Sponsor acknowledges that it has received all information about compensation paid to Nationwide as the Plan Sponsor has reasonably requested and has determined that the total amount of compensation paid to Nationwide as described in this Section 4 is reasonable and appropriate for the services provided.
- G. To the extent offered under the Plan, in addition to the above described fees, Nationwide shall also receive fees with respect to a participant's use of participant loan administration, the Self-Directed Brokerage Account ("SDBA"), and Nationwide's managed account service ("ProAccount") as follows:
- 1) Loans - If requested by the Plan Sponsor and permitted under the terms of the Plan, Nationwide will assist the Plan Sponsor in processing participant loan requests pursuant to participant loan administrative procedures approved by the Plan Sponsor and Nationwide. All participant loan fees are governed by Nationwide's Plan Loan Procedures document, a copy of which has been provided to the Plan Sponsor.
 - 2) Self-Directed Brokerage Account (SDBA) - The Plan offers an SDBA investment option for qualifying participants in the Plan. Initial and annual administrative fees may be charged as outlined in the separate fee agreement for the SDBA that will be provided to each participant by the SDBA provider.
 - 3) Managed Account Services (Nationwide ProAccount) - Managed Account Services are offered by Nationwide Investment Advisors ("NIA"), an affiliate of Nationwide, and the Plan Sponsor must execute a separate agreement with NIA if the Plan Sponsor wants to add ProAccount to the Plan. Only participants who choose to utilize Nationwide's ProAccount managed account service are assessed fees. Such fees are authorized in a separate ProAccount agreement between the participant and NIA and are assessed pursuant to the terms and conditions of such agreement.

Fees related to participant loans, the SDBA and Nationwide ProAccount are in addition to the Compensation Requirement for Administrative Services as provided in this Agreement.

- H. Plan Sponsor may request Nationwide and/or its affiliates to provide additional services not described in this Agreement by making such a request in writing, which Nationwide may decide to perform for compensation to be negotiated by the parties prior to the commencement of the additional services.

5. INVESTMENT OPTIONS

Nationwide agrees to accept contributions to the Plan for investment in the investment options selected for the Plan by the Plan Sponsor or other responsible plan fiduciary in its sole discretion and agreed to by Nationwide.

Plan Sponsor agrees to accept the terms and conditions of the annuity contracts, mutual funds, and any other investment products selected for the Plan after being provided with a copy of same.

6. ADMINISTRATION SERVICES

A. PARTICIPANT ENROLLMENT AND COMMUNICATION/EDUCATION SERVICES

Nationwide agrees to establish an account for each Plan participant, beneficiary, and alternate payee (for purposes of this Agreement only, hereinafter referred to as "participants"). For each such account, Nationwide will record and maintain the following information, provided Nationwide is provided with same:

- (a) name;
- (b) Social Security number;
- (c) mailing address;
- (d) date of birth;
- (e) current investment allocation direction;
- (f) contributions allocated and invested;
- (g) investment transfers;
- (h) benefit payments;
- (i) current account balance;
- (j) transaction history since funding under the Agreement;
- (k) contributions since funding under the Agreement;
- (l) e-mail address;
- (m) beneficiary designation;
- (n) benefit tax withholding information; and
- (o) such other information as agreed upon by the Plan Sponsor and Nationwide.

Nationwide will post and credit the amounts transmitted by the Plan Sponsor to the accounts of Plan participants in accordance with the latest instructions from participants or the Plan Sponsor (as applicable) on file with Nationwide, which instructions can include direction via electronic sources such as the website or the interactive voice response system.

Nationwide agrees to process the enrollment of employees eligible to participate in the Plan as determined by the Plan Sponsor. Nationwide also agrees to conduct enrollment meetings with Plan Sponsor's employees in such number and manner as determined by the parties. The Plan Sponsor agrees to allow and facilitate the periodic distribution of materials to Plan participants at the time and in the manner determined by the Plan Sponsor; provided however, that all reasonable expenses associated with such distribution shall be paid by Nationwide. The Plan Sponsor further agrees to allow and facilitate the periodic distribution to its employees of materials prepared by Nationwide regarding products and services offered by Nationwide, or its affiliates, which Nationwide reasonably believes would be beneficial to such Plan participants.

B. PLAN CONTRIBUTIONS

Plan Sponsor agrees to send all Plan contributions to Nationwide on a timely basis that is in compliance with all applicable legal requirements. Nationwide agrees to post funds received as contributions to the Plan in accordance with the separate funding agreements between Plan Sponsor and Nationwide or any of its affiliates when received from the Plan Sponsor in good order by Nationwide. The term "in

good order," as used in this Agreement, means the receipt of required information by Nationwide, in a form deemed reasonably acceptable to Nationwide, with respect to the processing of a request or the completion of a task by Nationwide that reasonably requires information from a third-party. More specifically, Plan contributions, and contribution allocation information must meet all of the following requirements in order to be deemed to be in good order:

- 1) All records must include the correct and complete participant name, Social Security number, and the amount to be credited to the participant's account(s); and
- 2) The source of funds must be Identified (e.g., 457(b) salary reduction, employer contribution); and
- 3) The Plan name and Plan number must be clearly identified; and
- 4) Both the participant allocation detail and the total contribution amount must be received, and these two totals must match each other; and
- 5) All participants making or receiving a contribution must have an active account in the Plan.

Funds may be sent by wire transfer, through an automated clearinghouse or by check in accordance with written instructions provided by Nationwide. Failure to follow the written instructions provided by Nationwide may result in delay of posting to participant accounts.

All contribution allocation information with respect to participant accounts will be provided to Nationwide in a mutually agreed upon format.

If Nationwide determines that the contribution or allocation detail is not in good order, Nationwide shall notify the Plan Sponsor of such determination upon discovery. After such notification, the parties will continue to try to resolve the not in good order status, but if resolution is not achieved, Nationwide shall return the funds to the Plan Sponsor within thirty (30) Business Days. Nationwide will not be liable for any delay in posting if the Plan Sponsor fails to send the funds representing contribution amounts or contribution allocation information in accordance with Nationwide's instructions to the central processing site designated by Nationwide, or for any delay in posting that results from the receipt of funds and/or contribution allocation that Nationwide determines to be not in good order.

As used in this Agreement, the term "Business Day" means each Monday through Friday during the hours the New York Stock Exchange is open for business. No transactions can be completed on any Business Day after such time as the New York Stock Exchange closes.

The Plan Sponsor shall, upon request, timely provide all information required by Nationwide to perform its services to the Plan as described in this Agreement. The Plan Sponsor shall be responsible for ensuring that the provided information is accurate and complete. Nationwide shall be entitled to rely exclusively on the information provided by the Plan Sponsor or the Plan Sponsor's advisors, whether oral or in writing, and will have no responsibility to independently verify the accuracy

of that information. The Plan Sponsor acknowledges that inaccurate and/or late information could result in tax penalties and/or participant/beneficiary legal claims. Nationwide assumes no responsibility for, and shall not have any liability for, any consequences that result from Nationwide's inability to complete its work in the ordinary course of its business due to the failure of the Plan Sponsor to provide accurate and timely information to Nationwide.

The Plan Sponsor is responsible for providing updated information regarding Plan participants requested by Nationwide that the Plan Sponsor and Nationwide mutually agree is necessary for Nationwide to perform the Administrative Services to the Plan Sponsor under this Agreement.

Plan Sponsor agrees to be responsible for all maximum deferral limit testing.

C. SERVICES WITH RESPECT TO PARTICIPANT PLAN ACCOUNTS

- 1) Nationwide will provide a secure Internet site that complies with applicable data protection and privacy laws. Using this site, participants may: (i) obtain information regarding their accounts, and (ii) conduct certain routine transactions with respect to their accounts. The Plan Sponsor authorizes Nationwide to honor instructions regarding such transactions that may be submitted by a participant using the secure Internet site. Nationwide shall implement reasonable physical and technical safeguards to protect personal information made available on its Internet site. Such safeguards shall be no less rigorous than generally accepted industry practices.
- 2) Participants will have the unlimited ability to increase (within the limitations of Section 457(b) of the Code) or decrease contributions to the Plan. All requests to increase or decrease contribution amounts will be processed by Nationwide within five (5) Business Days of receipt of the request, but cannot be effective until the later of (1) the first of the calendar month following the month in which the contribution change was requested, and (2) the date the contribution change can be processed by the Plan Sponsor given Plan Sponsor's payroll processing schedule.
- 3) Participants will have the ability to exchange existing account balances, in full or in part, and to redirect future contributions from one investment option offered by the Plan to another on any Business Day, subject to Nationwide policies and any applicable restrictions or penalties applied by the investment options.
- 4) Participants will receive consolidated quarterly statements detailing their account activity and account balances for the Plan. Participants shall be informed that they must notify Nationwide of any errors within forty-five (45) days of receipt of their statements or confirmation of their investments. Nationwide will not be liable for any errors not reported within this time frame.
- 5) Nationwide agrees to deliver account statements (by U.S. mail or electronically) to participants within thirty (30) calendar days after the end of each calendar quarter. This timeframe is contingent upon Nationwide

receiving fund returns from the mutual fund providers within four (4) Business Days after the end of each quarter.

- 6) Nationwide agrees to provide reports to the Plan Sponsor within thirty (30) days following the end of each calendar year quarterly reporting period (March 31, June 30, September 30, and December 31) summarizing the following:
 - a) All participant activity that transpired during the reporting period; and
 - b) Total contributions allocated to each investment or insurance option under the Plan; and
 - c) Total withdrawals by participant. This report shall include the amount, type, and date of withdrawal.
- 7) Nationwide agrees to maintain, for a reasonable amount of time, the records necessary to produce any required reports. Plan Sponsor agrees that all related paper and electronic records shall remain the property of Nationwide.

D. DISTRIBUTIONS

- 1) Nationwide shall make all distributions as directed by a Plan participant or the Plan Sponsor, in accordance with the plan document. All distributions will be made pro-rata from each of the participant's investment options and money sources unless directed otherwise by the participant. Participants are responsible for selecting a form of payment from those available under the terms of the Plan and making all other elections regarding available distribution options, such as rollover elections.
- 2) Nationwide shall furnish each participant, who has received a benefit payment, tax reporting forms in the manner and time prescribed by federal and state law. Plan Sponsor shall be responsible for all tax reporting requirements for periods after the termination date of this Agreement, unless otherwise agreed to in writing by the parties to this Agreement.
- 3) To the extent required by federal and state law, Nationwide will calculate and withhold from each benefit payment federal and state income taxes. Nationwide will report such withholding to the federal and state governments as required by applicable law. Plan Sponsor shall be responsible for all tax reporting requirements for periods after the termination date of this Agreement, unless otherwise agreed to in writing by the parties to this Agreement.
- 4) Nationwide will provide notice and a distribution form to each participant attaining age 70^{1/2} or older in the current calendar year. The notice will inform the participant that required minimum distributions must begin no later than the April 1 of the calendar year following the later of attainment of age 70^{1/2} or retirement. All required minimum distributions will be made in accordance with the plan document.
- 5) Nationwide shall administer participant and beneficiary unclaimed property funds, including but not limited to uncashed distribution checks and death

claims, in accordance with Nationwide's standard unclaimed property procedures.

E. QUALIFIED DOMESTIC RELATIONS ORDERS (QDROS)

If the Plan accepts Qualified Domestic Relations Orders (hereinafter "QDROs"), the Plan Sponsor directs Nationwide to process QDROs in accordance with Nationwide's standard QDRO procedures, and the Plan Sponsor hereby approves the use of such standard QDRO procedures.

F. UNFORESEEABLE EMERGENCY WITHDRAWALS

If the Plan offers unforeseeable emergency withdrawals, the Plan Sponsor instructs Nationwide to process all unforeseeable emergency withdrawal requests received in good order, and in a manner satisfactory to Nationwide. Withdrawals will only be permitted due to an unforeseeable emergency resulting in a severe financial hardship to the participant or beneficiary that cannot be alleviated by any other means available to the participant, in accordance with Nationwide's standard unforeseeable emergency procedures. Plan Sponsor hereby approves the use of such standard unforeseeable emergency procedures to make these determinations.

7. PARTICIPANT SERVICES

A. WEBSITE

Nationwide will create and maintain a website for and on behalf of the Plan Sponsor for the use of its participants. Participants may access the website via the internet at www.nrsforu.com to review and make changes to their accounts. The website is the exclusive property of Nationwide.

The website is available twenty-four (24) hours a day, except for routine maintenance of the system.

B. INTERACTIVE VOICE RESPONSE SYSTEM

Nationwide will provide an interactive voice response (IVR) toll free telephone number, which shall be operative twenty-four (24) hours per day, seven (7) days per week, except for routine maintenance of the system.

Participants shall be able to conduct routine plan transactions and obtain account balance information through the IVR.

The Plan Sponsor authorizes Nationwide to honor participant instructions, which may be submitted using the toll-free number, either through the IVR or a live representative.

C. CUSTOMER SERVICE

Nationwide's customer service representatives will be available toll-free to answer participant questions and process applicable transactions between the hours of 8:00 a.m. and 11:00 p.m. Eastern Time each Monday through Friday, and between the

hours of 9:00 a.m. and 6:00 p.m. Eastern Time each Saturday, with the exception of certain holidays as dictated by the New York Stock Exchange holiday trading schedule.

8. TERMINATION

Either the Plan Sponsor or Nationwide may terminate this Agreement for any reason upon providing one-hundred and twenty (120) days written notice to the other party. Provision of such written notice of termination by Plan Sponsor to Nationwide does not relieve the Plan Sponsor of any termination requirements that may be associated with specific investment options, nor does it relieve Plan Sponsor of any termination requirements associated with those investment options. Plan Sponsor further acknowledges and agrees that the Plan is responsible for any investment product liquidation fees, if applicable, and that neither Nationwide nor any of its affiliates assumes liability for any such fees.

Upon the effective date of termination of this Agreement the following shall occur:

- A. Nationwide will no longer accept contributions to the Plan except by mutual agreement of the parties.
- B. Nationwide will:
 - 1) Provide Plan Sponsor, or such other entity as the Plan Sponsor may designate in writing, with a copy of all participant records in an electronic format as mutually agreed upon between Nationwide and Plan Sponsor, within sixty (60) days after the effective date of the termination.
 - 2) Transfer any periodic distribution amounts and schedules, continuing loan repayments, or other ongoing participant transactional activity to the Plan Sponsor, or such other entity as the Plan Sponsor may designate in writing, in accordance with the time frame described above for the delivery of participant records.
 - 3) Transfer all Plan assets under its control to the Plan Sponsor or to such other entity as the Plan Sponsor may designate in writing. Nationwide agrees to provide a final accounting of all Plan assets for which Nationwide provides recordkeeping.

9. DEFAULT

In the event either party fails to perform any or all of its obligations as defined in this Agreement, the non-defaulting party shall give the defaulting party written notice, specifying the particulars of the default. If such default is not cured within sixty (60) days from the date in which notice of default is given, the non-defaulting party may terminate the Agreement in accordance with Section 8 of this Agreement.

10. ASSIGNABILITY

No party to this Agreement shall assign the same without the express written consent of the other party, which consent shall not be unreasonably withheld. Unless agreed to by the parties, no such assignment shall relieve any party to this Agreement of any duties or responsibilities herein.

In recognition of the fact that the Administrative Services provided by Nationwide necessitate the routine engagement and involvement of both affiliated and unaffiliated business partners with established relationships, the provisions of this section shall not restrict Nationwide's right to delegate certain services to these affiliated and unaffiliated agents and business partners, without first having to obtain the written consent of the Plan Sponsor.

11. CONFIDENTIALITY

Nationwide agrees to maintain all information obtained from or related to all Plan participants as confidential. The Plan Sponsor and Nationwide agree that Nationwide, its officers, employees, brokers, registered representatives, affiliates, vendors and professional advisors (such as attorneys, accountants and actuaries) may use and disclose Plan and participant information only to enable or assist it in the performance of its duties hereunder and with other Plan-related activities, and the Plan Sponsor expressly authorizes Nationwide to disclose Plan and participant information to its agents and/or broker of record on file with Nationwide. Notwithstanding anything to the contrary contained herein, it is expressly understood that Nationwide retains the right to use any and all information in its possession in connection with its defense and/or prosecution of any litigation which may arise in connection with this Agreement, the investment arrangement funding the Plan, or the Plan; provided, however, in no event will Nationwide release any information to any person or entity except as permitted by applicable law.

This Section 11 will survive the termination for any reason of this Agreement.

12. CIRCUMSTANCES EXCUSING PERFORMANCE

Neither party to this Agreement shall be in default by reason of failure to perform in accordance with its terms if such failure arises out of causes beyond their reasonable control and without fault or negligence on their part. Such causes may include, but are not limited to, Acts of God or public enemy, acts of the government in its sovereign or contractual capacity, fires, floods, epidemics, quarantine or restrictions, freight embargoes, and unusually severe weather.

Neither party shall be responsible for performing all or any portion of the services contemplated by this Agreement that are precluded by the foregoing events for such period of time as the Plan Sponsor or Nationwide are prevented from performing such services in the normal course of business. Neither Nationwide nor the Plan Sponsor shall be liable for lost profits, losses, damage, or injury, including without limitation, special or consequential damages, resulting in whole or in part from the foregoing events.

"Acts of God" are defined as acts, events, happenings, or occurrences due exclusively to natural causes and inevitable accident or disaster, exclusive from all human intervention.

13. INDEMNIFICATION

Nationwide agrees to indemnify, defend and hold harmless the Plan Sponsor, its officers, directors, agents, and employees from and against any loss, damage or liability assessed against the Plan Sponsor or incurred by the Plan Sponsor arising out of or in connection with any claim, action, or suit brought or asserted against the Plan Sponsor alleging or involving Nationwide's non-performance of the provisions of this Agreement under Nationwide's exclusive control, or negligence or willful misconduct in the performance of its services, duties and obligations under this Agreement. In addition, Nationwide represents, warrants, and covenants that the Indemnification in this paragraph is enforceable under applicable law and that Nationwide will not assert a position contrary to such representation in any judicial or administrative proceeding.

The Plan Sponsor agrees to indemnify, defend and hold harmless Nationwide, its officers, directors, agents, and employees from and against any loss, damage or liability assessed against Nationwide or incurred by Nationwide arising out of or in connection with any claim, action, or suit brought or asserted against Nationwide alleging or involving the Plan Sponsor's non-performance of the provisions of this Agreement under the Plan Sponsor's exclusive control, or negligence or willful misconduct in the performance of its duties and obligations under this Agreement. In addition, the Plan Sponsor represents, warrants, and covenants that the indemnification in this paragraph is enforceable under applicable law and that Plan Sponsor will not assert a position contrary to such representation in any judicial or administrative proceeding.

14. PARTIES BOUND

This Agreement and the provisions thereof shall be binding upon and shall inure to the benefit of the successors and assigns of Nationwide and the Plan Sponsor. The Plan and Plan participants are not parties to this Agreement, and Nationwide has no contractual obligations to the Plan or Plan participants. This Agreement shall be enforceable only by the parties, not by Plan participants or other third parties, and is intended to create no third-party beneficiaries.

15. PRIVITY OF CONTRACT

Plan Sponsor acknowledges and agrees that Nationwide and Plan participants shall have no privity of contract with each other.

16. APPLICABLE LAW AND VENUE

The laws of the state in which the Plan Sponsor is located shall govern the rights and obligations of the parties under this Agreement without regard to choice of law principles.

17. MODIFICATION

This writing is intended both as the final expression of the Agreement between the parties and as a complete statement of the terms of the Agreement. Notwithstanding anything contained herein to the contrary, this Agreement may be amended from time to time and as mutually agreed upon by the parties. Except as otherwise provided herein, no modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

Notwithstanding the above, if Nationwide determines that an amendment to this Agreement is necessary that affects more than one plan sponsor and this change is communicated in writing to all affected plan sponsors, Nationwide reserves the right to implement the amendment on a prospective basis for any Plan whose plan sponsor fails to respond to the request for written approval of the amendment in a timely fashion. Plan Sponsor hereby approves all such amendments unless a proper and timely response is made to Nationwide in regard to any Agreement modification communicated to Plan Sponsor.

18. NO WAIVER

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver of that provision or of any other provision in this Agreement and either party may, at any time, enforce the provision previously unenforced, unless a modification to this Agreement has been executed that affects the provision previously unenforced.

19. SEVERABILITY

Any provision of this Agreement which is prohibited or unenforceable in any jurisdiction where performance is required shall be ineffective to the extent such provision is prohibited or unenforceable without invalidating the remaining provisions, and any such prohibition or unenforceable provision in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction.

20. AUTHORIZED PERSONS

The Plan Sponsor will furnish a list to Nationwide (and from time to time whenever there are changes therein) of the individuals authorized to transmit instruction to Nationwide concerning the Plan and/or assets in the account, and written direction regarding the form of such instructions.

21. COMPLIANCE WITH LAWS

Both the Plan Sponsor and Nationwide agree to comply, in their respective roles under this Agreement, in all material respects with all applicable federal laws and regulations as they affect the Plan and the administration thereof. Nothing contained herein shall be construed to prohibit either party from performing any act or not performing any act as either may be required by statute, court decision, or other authority having jurisdiction thereof.

22. SURVIVAL OF REPRESENTATIONS, WARRANTIES, AND INDEMNITY

Notwithstanding anything to the contrary, any representations and warranties contained herein shall survive termination of this Agreement for the full period of any applicable statute of limitations that may apply to this Agreement. Further, the party making any representation or warranty shall notify the other party in writing within five (5) business days of any representation or warranty that is no longer valid. Notwithstanding anything to the contrary, any indemnity provisions contained herein shall survive the termination of this Agreement for the full period of any applicable statute of limitations that may apply to this Agreement.

23. ATTORNEYS' FEES

Each party agrees that in the event of a claim, arbitration, or lawsuit filed by a party to this Agreement, each party shall be responsible for its own attorneys' fees and/or any costs or expenses related to the bringing or defense of any such claim, arbitration, or lawsuit.

24. HEADINGS

The headings of articles, paragraphs, and sections in this Agreement are included for convenience only and shall not be considered by either party in construing the meaning of this Agreement.

25. NOTICES

All notices and demands to be given under this Agreement by one party to another shall be given by certified or United States mail, addressed to the party to be notified or upon whom a demand is being made, at the addresses set forth in this Agreement or such other place as either party may, from time to time, designate in writing to the other party. Notice shall be deemed received on the earlier of three (3) days from the date of mailing, or the day the notice is actually received by the party to whom the notice was sent.

If to Nationwide:

Nationwide Retirement Solutions,
Inc. 10 W. Nationwide Blvd., 05-04
101A Columbus, Ohio 43215

If to Plan Sponsor:

City of Richland
Attn: Human Resources Manager
625 Swift Blvd., MS-12
Richland, WA 99352

(Remainder of page intentionally left blank)

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective as of the ____ day of _____, 2021.

The Plan Sponsor represent and warrants they are an employer eligible to adopt a governmental plan as defined by Section 457(e)(1)(A) of the Internal Revenue Code of 1986, as amended (check on below):

____ (A) State of (including Commonwealth) _____
____ (B) political subdivision of the State or Commonwealth of _____
____ agency of (A) or (B): _____
____ instrumentality of (A) or (B): _____

Nationwide Retirement Solutions, Inc.

The City of Richland, Washington
Plan Sponsor

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 11/16/2021

Agenda Category: Resolutions - Adoption

Core Focus Area 1 - Promote Financial Stability & Operational Effectiveness

Subject:

Resolution No. 142-21, Authorizing the 2022 Collective Bargaining Agreement with the International Association of Fire Fighters Union, Local No. 1052 - Rank & File

Department:

Human Resources

Ordinance/Resolution Number:

142-21

Document Type:

Resolution

Recommended Motion:

Adopt Resolution No. 142-21, authorizing the City Manager to sign and execute the 2022 Collective Bargaining Agreement with the International Association of Fire Fighters Union, Local No. 1052 - Rank and File.

Summary:

In June 2021, the City entered into negotiations with the International Association of Fire Fighters Union, Local No. 1052, Rank and File (IAFF-RF) for a successor collective bargaining agreement (CBA). The current CBA expires December 31, 2021. The IAFF-RF represents approximately 74 employees.

The IAFF-RF members ratified the proposed successor agreement on September 2, 2021. The terms of the proposed agreement include a one (1) year contract roll through December 31, 2022 and addresses wages only. The proposed agreement includes a total compensation package within the parameters set by Richland City Council.

A public hearing was held on November 16, 2021, consistent with Article VI, Section 6.03 of the Richland City Charter.

Staff recommends approval of Resolution No. 142-21.

Fiscal Impact:

Terms of the proposed agreement are within the Council's collective bargaining parameters and the City's 2022 Budget.

Attachments:

1. Resolution No. 142-21
2. Proposed 2022 IAFF Local 1052 Collective Bargaining Agreement - Rank & File

RESOLUTION NO. 142-21

A RESOLUTION of the City of Richland approving the 2022 Collective Bargaining Agreement with the International Association of Fire Fighters Union, Local No. 1052 - Rank & File, 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 International Association of Fire Fighters Union, Local No. 1052 - Rank & File (IAFF-RF); and

WHEREAS, the current Collective Bargaining Agreement (CBA) between the City and the IAFF-RF expires December 31, 2021; and

WHEREAS, the parties to the existing CBA have agreed to a new one-year contract addressing wages only based on external market conditions; and

WHEREAS, the City Manager may desire to enter into memorandums of understanding periodically throughout the term of the new CBA with the IAFF-RF labor group for operational and administrative purposes.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richland that the 2022 Collective Bargaining Agreement with the International Association of Fire Fighters, Local No. 1052 – Rank & File is hereby approved.

BE IT FURTHER RESOLVED that the City Manager is authorized to sign and execute the Collective Bargaining 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 IAFF-RF for operational or administrative purposes during the term of the 2022 Collective Bargaining 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 16th day of November, 2021.

Ryan Lukson, Mayor

Attest:

Approved as to form:

Jennifer Rogers, City Clerk

Heather Kintzley, City Attorney

AGREEMENT BETWEEN

CITY OF RICHLAND

AND

**INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS UNION
RANK AND FILE, LOCAL #1052**

2022

January 1, 2022 – December 31, 2022

Resolution No. TBD, Contract No. TBD



TABLE OF CONTENTS

ARTICLE 1 -- RECOGNITION.....	1
ARTICLE 2 -- NON-DISCRIMINATION.....	1
ARTICLE 3 -- UNION SECURITY AND PAYROLL DEDUCTION.....	2
ARTICLE 4 -- UNION BUSINESS.....	2
ARTICLE 5 -- ILLNESS, INJURY, AND RETURNING TO WORK.....	4
ARTICLE 6 -- HOLIDAYS.....	10
ARTICLE 7 -- UNION BULLETIN BOARDS.....	10
ARTICLE 8 -- CITY RIGHTS AND RESPONSIBILITIES	11
ARTICLE 9 -- PREVAILING RIGHTS.....	11
ARTICLE 10 -- PERFORMANCE OF DUTY - RULES AND REGULATIONS.....	11
ARTICLE 11 -- UNIFORMS.....	12
ARTICLE 12 -- SHIFT TRADES	12
ARTICLE 13 -- PERSONNEL REDUCTION	12
ARTICLE 14 -- WORKING OUT OF CLASSIFICATION - EFFECT ON PAY	13
ARTICLE 15 -- VACANCIES AND PROMOTIONS.....	14
ARTICLE 16 -- GRIEVANCE PROCEDURE	15
ARTICLE 17 -- WAGES.....	16
ARTICLE 19 -- FIRE EDUCATION INCENTIVE PROGRAM.....	17
ARTICLE 20 -- SICK LEAVE.....	20
ARTICLE 21 -- PAID LEAVES	21
ARTICLE 22 -- LEAVE CONVERSION AND MAXIMUM USAGE.....	25
ARTICLE 23 -- OVERTIME PAY	26
ARTICLE 24 -- INSURANCE.....	27
ARTICLE 25 -- PRODUCTIVITY.....	29
ARTICLE 26 -- NOTIFICATION OF ABSENCE	29
ARTICLE 27 -- MEDICAL CERTIFICATION/RECERTIFICATION & TRAINING	29
ARTICLE 28 -- TERMS OF SUCCESSORSHIP	31
ARTICLE 29 -- PROBATIONARY PERIOD.....	32
ARTICLE 30 -- TERM OF AGREEMENT	32
ARTICLE 31 -- SAVINGS CLAUSE	32

ARTICLE 32 -- LONGEVITY PAY	32
ARTICLE 33 -- HAZARDOUS MATERIALS TEAM.....	33
ARTICLE 34 -- AGREEMENT TO BARGAIN	34
ARTICLE 35 -- GROOMING STANDARDS	35
ARTICLE 36 -- DRUG & ALCOHOL TESTING POLICY	35
ARTICLE 38 -- TECHNICAL RESCUE TEAM	39
ARTICLE 39 -- DEFERRED COMPENSATION	40
ARTICLE 40 -- PERSONNEL RECORDS.....	40
ARTICLE 41 -- NO SMOKING	41
ARTICLE 42 -- WSCFF MEDICAL EXPENSE REIMBURSEMENT PLAN	41
ARTICLE 43 -- WELLNESS/FITNESS PROGRAM	41
APPENDIX A.....	43
2022 CLASSIFICATIONS & WAGES	Error! Bookmark not defined.
APPENDIX A -- NOTES	433
APPENDIX B.....	455
APPENDIX C.....	466

THIS AGREEMENT is entered into by and between the City of Richland, Washington, hereinafter referred to as the City, and the International Association of Fire Fighters Union, Local #1052, hereinafter referred to as the Union. It is the purpose of this Agreement to achieve and maintain harmonious relations between the City and the Union, to provide for equitable and peaceful adjustment of differences, which may arise, and to establish proper standards of wages, hours and other conditions of employment.

ARTICLE 1 -- RECOGNITION

1.1 Unit Description

The City hereby recognizes the Union, as the exclusive bargaining agent for all classifications enumerated in [Appendix "A"](#), and all employees of the Fire & Emergency Services Department except the positions of Battalion Chief (" B C ") and above, non-uniform secretary/clerical positions, employees of the Department that are not uniformed employees as defined by RCW 41.56, and confidential employees.

1.2 Communications and Notices

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

To the City

Human Resources Director
505 Swift Blvd., MS-12
Richland, Washington 99352

To the Union

President
Post Office Box 607
Richland, Washington 99352

ARTICLE 2 -- NON-DISCRIMINATION

Charges of discriminatory conduct by either party to this agreement except claims of discrimination for Union membership or activity are not subject to appeal or disposition through the arbitration procedure set forth herein, but may be taken to other appropriate State and Federal Agencies for adjudication. Nothing in this section shall be deemed to prevent either party from fully representing its constituents and interest in any appropriate forum relative to questions of discrimination except arbitration.

2.1 The City and the Union agree not to discriminate against any employee for the employee's membership or non-Union membership in the Union.

2.2 Whenever words denoting the masculine gender are used in this Agreement, they are intended to apply equally to either gender.

ARTICLE 3 -- UNION SECURITY AND PAYROLL DEDUCTION

3.1 Dues Processing

The Union will notify the City of its initiation fees and dues. The City will deduct such initiation fees and Union dues 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 Union to the City. The City will forward collected fees and dues to the Union each pay period, to the address and name provided by the Union, accompanied by a list of dues-paying employees and the amount of their dues and elected Union-provided benefits.

3.2 Revocation

An employee may revoke their authorization for payroll deduction of payments to the Union by the employee providing written notice to the City. The City shall provide the Union a copy of the employee's written notice with the first payroll processed that includes the revocation. 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 Director or Finance Director or directly to the Union, who will provide the notice to the City.

3.3 Indemnification

The Union will indemnify the City against any and all liability which may arise by reason of the deduction by the City of money for Union membership dues from employee's wages in accordance with copies of the written employee authorizations furnished to the City by the Union.

ARTICLE 4 -- UNION BUSINESS

4.1 Except as provided in Section 4.2 below, a Union member who is an employee in the bargaining unit will be granted time off without pay while attending Union associated conventions, seminars, meetings, and Union/City litigation matters, provided (1) he notifies the on-duty BC or above in writing at least forty-eight (48) hours prior to the time off. (2) The City will have sufficient employees available to man the Department during this time off. (3) An employee called in to replace another employee, who is off on Union business (including time spent in face-to-face negotiations), will receive straight time pay and overtime pay as required by the FLSA. The Union will reimburse the City the amount over straight time pay if the cost of replacement exceeds the member's pay at the regular hourly rate. Members of the negotiating team while on duty at said time they are negotiating while within the City of Richland shall be on-duty available for response.

4.2 The City shall deposit twelve (12) hours per bargaining unit position per year into the Union's Business Leave Bank. This bank will be used, at the discretion of the

principal officers of the Union, to offset the cost of time off for Union business (attendance at Union associated conventions, seminars, meetings, etc.). Union Business Leave will be paid back to the City from the leave bank on an hour for hour basis unless the leave causes overtime, in which case, it will be paid back at the overtime rate.

Other than payroll administration, the Union shall be responsible for the administration of the total annual hours that goes into the bank. A maximum of 216 hours may be carried over from year to year. The City shall have sufficient employees available to staff the Department during this time off and an employee called in to replace another employee, who is off on such business, will receive overtime pay, which shall be cost neutral to the City.

The on-duty BC shall be notified by a principal officer of the Union, at least twenty-four (24) hours prior, that a member will be off on Union Business. It shall be the responsibility of the BC to document the absence and arrange for the replacement of staffing if necessary. Union Business Leave shall not affect a member's ability to use accrued leaves or the City's ability to meet operational needs.

- 4.2.1 In 2009, the Union and the City agreed to create a Union Business Leave Bank (UBLB) by reducing each bargaining unit member's sick leave accrual by two (2) or four (4) hours per month in exchange for depositing twelve (12) hours per bargaining unit position per year into the UBLB.
- 4.3 The Union shall retain the privilege of holding Union Meetings at the Central Fire Station provided that on-duty employees shall, with the exception of the Union President, Vice-President and Secretary remain at their respective duty stations. Audio-visual equipment linking the Central with other stations has been installed by the City, and said audio-visual equipment may be used by the Union for its meetings. Operating costs will be borne by the City. The Union will bear the replacement or repair cost for physical damage to equipment other than warranty or normal wear. In the event the equipment is out of order, one company within four (4) miles of the Central Station may move up to the Central Station for Union meetings.
- 4.4 No Union member or officer shall conduct any Union business on City scheduled active duty/structured duty work time on the City's premises, except during breaks, lunch, regular and special Union meetings or as provided within [Article 4](#).
- 4.5 Nothing in this Article shall preclude the two parties from meeting at reasonable times to discuss areas of mutual concern when mutually agreed.

4.6 Professional Standards

In keeping with professional ideals and standards, neither the Union 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 5 -- ILLNESS, INJURY, AND RETURNING TO WORK

5.1 Occupational Illness and Injury and Occupational Disability Allowance

The City administers employee leaves associated with occupational illness and injury. The City also administers the process by which employees shall reintegrate into the workplace when in recovery, when released to full duty or when restrictions are placed on the employee's full return to duty. Occupational leaves are administered in accordance with this Agreement, Department policies, and City policies enacted to conform to State and Federal laws.

5.2 The City will provide an Occupational Disability Allowance ("ODA") for employees injured or occupationally diseased ("occupational injury") in the line of duty when a claim ("L&I claim") is approved and the employee is determined eligible for time-loss payments under State Workers' Compensation Law. ODA shall substitute for time loss payments the employee would be otherwise eligible to receive, until ODA benefits for the employee are exhausted or the employee otherwise becomes ineligible for time loss payments. Employees shall receive ODA only for hours of their normally scheduled shifts during the approved ODA period.

5.2.1 The City may choose to provisionally approve an employee's eligibility for ODA until a claim determination is made, including determining whether the injury/disease is an approved L&I claim and determining whether the employee is eligible for time loss payments. If an L&I claim or time loss payments are denied, the ODA received by the employee provisionally must be repaid by the employee through payroll deductions from the employee's other available paid time off or through other arrangements for employee repayment to the City.

- 5.2.2 Approved ODA will continue during absences from regular shifts due to the injury/occupational disease, for as long as such job related injury/occupational disease continues, subject to a maximum limit of one (1) calendar year from the determined L&I Claim Date, plus one day. This calendar year of ODA eligibility includes any amount of time the employee worked on a regular duty or on a light duty assignment during that calendar year. After one calendar year, the employee shall be eligible for consideration of time loss payments for the L&I claim, when time-loss is approved by the Department of Labor & Industries, Workers' Compensation division.
- 5.2.3 The shift of injury is considered hours worked and is paid at one hundred percent (100%) of the employee's straight time wages and normal additional pay and benefits. This day is not counted against the ODA one-year maximum.
- 5.2.4 The employee shall receive one hundred percent (100%) of the employee's straight time wages and normal additional pay and benefits after the employee has missed two (2) scheduled shifts for 24-hour shift employees, or four (4) scheduled shifts for forty (40) hour employees, retroactive back to the first full shift missed. If an employee is not absent for more than two (2) scheduled shifts or four (4) scheduled shifts as described above, the employee shall not be eligible for ODA benefits for the days missed, unless the employee later misses shifts which trigger eligibility within the one calendar year eligibility period of the claim.
- 5.2.5 For the remaining shifts within the ODA calendar year, ODA benefits shall be equal to eighty percent (80%) of regular straight time wages plus normal additional pay and benefits for shifts missed. The employee may choose to make up the remaining twenty percent (20%) of the regular straight time wages with accrued or accumulated sick leave, vacation leave, or State Sick Leave.
- 5.2.6 During the period of ODA, the employee shall continue to accrue all leaves they would have otherwise accrued at a full, unreduced accrual level when the employee is on one hundred percent (100%) pay. When the employee is on eighty percent (80%) pay, their leave accruals shall be reduced to eighty percent (80%) of normal accrual, unless the employee elects to supplement their pay to one hundred percent (100%) using available leaves.
- 5.2.7 Employees on ODA shall receive full, unreduced holiday pay when a holiday occurs while on ODA. The occurrence of a holiday during an employee's ODA leave does not extend the one (1) calendar year ODA maximum by an additional day.
- 5.2.8 The ODA wage is considered "kept on salary" for purposes of time-loss

compensation. Therefore, applicable payroll deductions and contributions, voluntary or otherwise, will only be subtracted from the portion of ODA which is in excess of time loss benefits, and from any optional leave supplement to ODA the employee may have elected when at the 80% ODA benefit level.

5.2.9 Except for taxes and LEOFF retirement contributions, all other applicable payroll deductions and contributions, voluntary or otherwise, shall be subtracted from ODA wages that are equal to time loss benefits. Employees may elect to make LEOFF retirement contributions from ODA wages and thereby continue to earn service credit hours for the ODA wage periods.

5.2.10 ODA wages in excess of time-loss benefits, and optional leave supplement to ODA the employee may have elected when at the 80% ODA benefit level, are taxable wages and subject to required LEOFF retirement contributions.

5.2.11 When the employee has insufficient eligible wages to cover the employee's deductions and contributions, the employee shall pay the balance of only the required deductions and contributions directly to the City each pay period. Voluntary contributions shall cease until and unless the employee's eligible wages are sufficient each pay period.

5.2.12 The City may elect to pay the required deductions and contributions on the employee's behalf. Such payment is contingent upon the employee providing written pre-authorization for the City to deduct from the employee's future wages or the cash value of other available benefits. The employee must also agree in advance to repay the City for required deductions paid on the employee's behalf by direct payment to the City, should insufficient wages or benefits be available with which to repay the City. Such repayment shall occur upon the employee's return to work or separation from employment, in accordance with a schedule determined by the City.

5.3 Returning to Work from Occupational Leave

Employees absent from any portion of one or more normally scheduled shifts due to an approved or pending-approval of an occupational illness or injury leave must receive clearance by the City before returning to duty. Clearance process and documentation requirements are determined by the City, and may include documentation from the employee's healthcare provider(s) and/or, at the City's expense and choice, documentation from the City's choice of designated healthcare provider(s) when the City determines a medical second opinion is appropriate.

- 5.3.1 Employees may be returned to full and unrestricted duty, modified duty, or full duty within a work hardening progression. If more than one employee is eligible for and agrees to an occupational modified duty assignment, the City shall split available work as evenly as possible among the eligible employees assigned to modified duty.
- 5.3.2 Work hardening progression occurs for a period of no more than two (2) weeks, during which the employee shall gradually increase their performance of full duty assignments on their normal shift. Work hardening is not used when the employee is restricted from their normal duty. Rather, work hardening is a brief period during which the employee is released to return to full duty but is required to gradually progress to full, performance of duties at a gradually increasing pace within the two (2) week period approved by the designated healthcare provider(s). Employees on work hardening progressions are not considered part of minimum staffing.
- 5.3.3 Modified duty may include reduced hours; reduced work tasks; reassignment temporarily to work tasks not normally performed by the employee; medical rehabilitation to a maximum of two hours per day; or other approved job modifications; and shall not last longer than three (3) calendar months unless approved by the Human Resources Director and Department Director. Modified duty assignments are completed on the employee's regular shift or, upon approval of the healthcare provider(s) and the Department Director, on an alternate shift. Shift employees assigned to a day schedule on a modified duty assignment while on occupational disability allowance shall revert to the day shift accrual rates for the duration of the day shift assignment, and shall follow the formula for leave conversion as defined in [Article 22](#), and shall receive State Sick Leave accrual from the beginning of the modified duty assignment. Employees on modified duty are not considered part of minimum staffing.
- 5.3.4 A modified duty job description detailing the proposed work the employee shall perform is developed from the designated healthcare provider(s) report detailing the employee's limitations and restrictions, as well as operational needs. The modified duty hours shall not exceed the employee's normal scheduled hours each shift. The designated healthcare provider and the City must approve the modified duty job description. Following this approval, the modified duty assignment must be offered and accepted by the employee prior to the employee returning to work.
 - 5.3.4.1 Employees declining modified duty job description assignments shall lose eligibility for time-loss, and, as a consequence, shall lose eligibility for ODA. These employees shall remain eligible for other benefits allowed under the claim.

5.3.5 Employees shall not be required to report for modified duty assignments during any period that the employee had, prior to the disability, scheduled as a first (1st) or second (2nd) pick of vacation, as provided by the Department vacation policy. The employee, at their option, shall be placed on vacation leave as previously scheduled and shall use accrued vacation leave for all hours of those scheduled days off.

5.3.6 Employees must comply with the requirements of the modified duty or may be removed from the assignment, in order to protect the employee from potential re-injury, aggravation of injury, or slowing of the employee's recovery and reintegration into the workforce.

5.3.6.1 Employees who do not comply with modified duty or work hardening assignments and requirements shall lose eligibility for continued ODA benefits. These employees will also not be eligible for time loss benefits but shall remain eligible for other benefits allowed under the claim.

5.4 Reoccurrence of Occupational Illness or Injury

When an employee has returned to full, unrestricted duty from an occupational claim that has been closed by the Department of Labor & Industries ("L&I"), and L&I subsequently reopen the original claim, the reopened claim shall be treated as a new claim for purposes of ODA benefits.

5.5 Occupational Illness or Injury Extending Past One Year

5.5.1. When an employee's occupational illness or injury leave extends beyond one (1) calendar year, the employee shall no longer receive ODA, and shall be eligible for time-loss benefits when approved under the claim.

5.5.1.1 While on time-loss benefits, neither the City nor the employee shall make LEOFF retirement plan contributions, and the employee shall not earn service credit. The employee may choose to "buy back" service credit when allowed by the Department of Retirement Systems rules.

5.5.2 When an employee has been determined through the claim process to be unable to return to the job they held when they were injured/illness, the City will retain the employee through their period of ODA benefit entitlement. The employee may choose to initiate separation of their employment for medical reasons, and in such cases the City shall provide the employee the remaining ODA wage benefits that are in excess of time-loss wages, and proceed with separation of the employee. The employee may then receive time-loss wages and other benefits if authorized through the claim.

5.5.3 An employee who has exceeded one (1) calendar year on an occupational leave shall retain continued employment only when on a medical leave approved by the Human Resources Director and Department Director. The decision to continue employment shall include considerations of operational need, the prognosis of and timeframe anticipated for returning to the employee's job of injury/illness, the employee's skillset and potential for performance of other jobs in the City or Department, and other considerations of the City. A decision to continue employment under this Section is not binding, and may be amended or rescinded by the City as deemed appropriate at any time.

5.5.3.1 An employee who's employment has not been extended as described in 5.5.3 may be retained as an employee with no entitlement to the employee's job of injury, while a determination and decision is made regarding the availability and appropriateness of other employment and rehabilitation options.

5.6 Non-occupational Illness, Injury and Returning to Work

The City provides and administers various forms of paid and unpaid leave for employees ill or injured in non-occupational circumstances. Employees are entitled to paid time off as specified in this Agreement, to include sick leave and vacation leave or other time off as provided. Employees may also be entitled to State and/or Federal leave, as referenced in [Article 21](#).

5.6.1 Employees on a non-occupational illness or injury who desire modified duty assignment or work hardening progression shall be subject to the same return to work process and approvals as described in this Article for occupational illness or injury and returning to work, when available and at the discretion of the Department Director. Additionally, priority for modified duty is always given to employee(s) on occupational modified duty, and employees on approved non-occupational modified duty may have their assignment ended should the need for an occupationally-injured employee arise. Such employees shall be paid their regular wage during hours they are assigned to an approved non-occupational modified duty or work hardening progression assignment.

5.6.2 Modified duty for non-occupational illness or injury is available only to employees having sick or annual leave time available and shall not constitute a position nor extend beyond available paid leave time.

ARTICLE 6 -- HOLIDAYS

6.1 Except as provided in Section 6.6 for employees working 40-hours per week, it shall be the practice of the City to pay cash compensation in lieu of time off for holidays.

6.2 The following holidays are recognized:

New Year's Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Eve
Labor Day	Christmas
Floating Holiday	

Each of the above-listed holidays, except for Christmas and New Year's Day, shall be observed on the same day that the holiday is observed by the City. The Christmas holiday shall be observed on December 25 of each calendar year, and the New Year's Day holiday shall be observed on January 1st of each calendar year.

6.3 The floating holiday shall be paid during the pay period of the employee's choice, as indicated on the employee's time card. All employees shall schedule their floating holiday in a pay period in the year it is accrued. The employee receiving the holiday pay shall be on the same work routine as the remainder of the shift.

6.4 Twenty-four (24)-hour-shift personnel shall be paid 14 hours pay at their regular rate of pay for each recognized holiday during the pay period in which the holiday falls, in addition to the employee's regular pay.

6.5 An employee on any leave except "Leave Without Pay" shall receive holiday pay for any and all holidays occurring during the term of said leave (this includes Occupational Disability Allowance Time listed in [Article 5](#)).

6.6 Forty (40) hour week (day shift) personnel shall receive the above holidays (Section 6.2) off. In the event a holiday should fall on the employee's regularly scheduled day off, the employee shall receive another regularly scheduled workday off in lieu of the holiday.

ARTICLE 7 -- UNION BULLETIN BOARDS

7.1 The City agrees to furnish and maintain suitable boards in a convenient place in each station and work area to be used by the Union. The Union shall limit its posting of notices and bulletins to such bulletin boards.

ARTICLE 8 -- CITY RIGHTS AND RESPONSIBILITIES

- 8.1 Subject to the provisions of this Agreement, the Union recognizes:
- A. The prerogatives of the City to operate and manage its affairs in all respects and in accordance with its responsibilities and powers and;
 - B. That the City reserves those rights concerned with the management and operation of the Department which includes, but is not limited to the following:
 - a) To recruit, hire, assign, transfer, and promote members to the positions within this Department,
 - b) To suspend, demote, discharge, or take other disciplinary actions against members for just cause,
 - c) To determine methods, means, and personnel necessary for the Department operations,
 - d) To control the Department Budget,
 - e) To introduce and use new or improved methods, equipment or facilities,
 - f) To take lawful actions, not in violation of this Agreement, in order to assure the proper functions of the Department.

ARTICLE 9 -- PREVAILING RIGHTS

- 9.1 All rights and privileges held by the employees at the present time which are not included in this Agreement shall remain in force, unchanged and unaffected in any manner. These rights and privileges shall include but not be limited to the following:
- a) Employees shall have the right to retain store call in its present form, provided that shift officers shall consider energy conservation in scheduling and implementing store call.
 - b) Employees shall maintain the right to use "crew room" during leisure hours.
 - c) Employees shall maintain kitchen and sleeping rights.
 - d) Employees shall retain guest and personal telephone privileges in local area and agree to charge all personal long distance calls to a non-City number.

ARTICLE 10 -- PERFORMANCE OF DUTY - RULES AND REGULATIONS

- 10.1 Nothing in this Agreement shall be construed to give an employee the right to strike and no employee shall strike or refuse to perform their assigned duties to the best of their ability during the term of this Agreement.
- 10.2 The Union agrees that it will not condone or cause any strikes, slowdowns, mass sick call

or any other form of work stoppage, or interference of normal operations of the Department during the term of this Agreement.

- 10.3 The Union agrees that its members shall comply in full with the Fire & Emergency Services Department Rules and Regulations, including those related to conduct and work performance.
- 10.4 The City agrees that the Department Rules and Regulations, Policies and Procedures, and Guidelines, promulgated after the effective date of this Agreement, which affect working conditions and performance, shall be posted on the Union bulletin boards, and shall be subject to the grievance procedure, if brought within 15 days of the date the order is posted on the Union bulletin boards, as to whether or not such Rules, Policies and/or Guidelines are in conflict with any provisions of this Agreement.
- 10.5 The Union recognizes the City's right to establish minimum qualifications that must be met by newly hired Firefighters prior to being assigned to shift duties. A copy of these established minimum qualifications shall be furnished to the Union, and any changes to said qualifications shall be provided to the Union at least thirty (30) days prior to implementation of the change or changes. Nothing in this clause shall be viewed as a waiver by the Union of their existing rights to bargain such issues as provided by RCW 41.56, nor does it create any new rights.

ARTICLE 11 -- UNIFORMS

- 11.1 All uniforms, protective clothing, devices required of employees in performance of their duties and cleaning thereof shall be furnished by the City, except dress shoes, shorts, undershirts, socks, and belts, unless the City requires they be worn.
- 11.2 City shall provide four (4) new t-shirts annually and one (1) sweatshirt every other year. They will be laundered by employee.

ARTICLE 12 -- SHIFT TRADES

- 12.1 Employees shall have the right to exchange shifts with equally qualified persons, with the approval of their BCs.

ARTICLE 13 -- PERSONNEL REDUCTION

- 13.1 In the case of personnel reduction, the employee having the least seniority in the Fire & Emergency Services Department shall be laid off first. Time in the Fire & Emergency Services Department shall be given first and utmost consideration. In the case of reduction in rank, time in position shall be given first consideration. If time in position

is equal, scores on the Certification List(s) shall govern, such that the employee with the lowest score on the most recent certification list shall be reduced-in-rank first. If scores on the certification list are equal, then time in the Fire & Emergency Services Department shall govern such that the employee with the least time shall be reduced-in-rank first.

- 13.2 When employees are laid off, their names shall be placed on an employment list in order of seniority, with the employee having the most seniority at the head of the list, and the person with the least seniority at the bottom. This list shall stand for a period of two (2) years and no new employees may be hired during that period until the laid-off personnel have been given the opportunity to return to work.
- 13.3 Persons being re-promoted to positions held prior to being reduced-in-rank shall be re-promoted in the reverse order from which they were reduced in rank.

ARTICLE 14 -- WORKING OUT OF CLASSIFICATION - EFFECT ON PAY

- 14.1 Any person covered by this Agreement who is required to accept the responsibilities and carry out the duties of the position or rank above that which he normally holds shall be compensated in the following manner:
 - 14.1.1 An employee shall receive compensation per shift for a minimum number of hours worked out-of-classification, as set forth below. In the event two (2) employees work an equal twelve (12) hours out-of-classification for the same position, during a twenty-four (24) hour shift, the employee working the 8:00 a.m. to 8:00 p.m. portion shall receive the out-of-classification pay. No more than the compensation set forth below per position, per shift, shall be paid. Any employee working out-of-classification will be paid the higher amount only for those shifts he works out-of-classification. At the completion of six (6) continuous months out-of-classification, the employee will be entitled to the E step rate of pay in the out-of-classification position, so long as the employee continues to work the out-of-classification position. This provision shall apply to all suppression officer positions covered by this Agreement.

0.75% x F step Firefighter for minimum of 8 hours

14.2 Rank and File Captains working in the Battalion Chief bargaining unit

- 14.2.1 If the Battalion Chief ("BC") position is unable to be filled by a BC, then a qualified off duty Rank and File Captain will be called in to work the position of BC.
- 14.2.2 Pay will correspond to the OT Pay Article in the Collective Bargaining Agreement (CBA) for Rank and File, in addition, the employee will receive "Out of

Classification Pay" any time they work in the BC's position.

- 14.2.3 If an eligible Captain is not available, an eligible on duty Captain will be upgraded to the position of BC with the current call-in policy being utilized to replace the Captain who was upgraded to BC. However, if staffing levels allow for a Captain to be upgraded and enough personnel are on duty that a call-in is not necessary then no call-in will take place.

Note: The upgrading of a Captain to the Position of BC will not impact the ability of on duty Rank and File personnel to utilize accrued leaves. (Ex. If a Captain is upgraded to BC and during the shift somebody would like to utilize an accrued leave then they will have the ability to do so, and another Rank and File member will be called in to replace that employee.)

- 14.2.4 Upgrade pay for the on duty Captain who is required to fill the BC position will be two percent (2%) of the monthly pay for F step Captain for any shift or portion of a shift in which they are required to assume the duties of a BC.

- 14.2.5 If no eligible Captains are available or wish to accept the call-in, Rank and File members shall not be ordered in prior to the BC's being ordered in.

- 14.2.6 Rank and File Captains working in the BC bargaining unit is an arrangement intended to promote succession planning. The Department Director and BCs' representatives will meet to update policies related to this section, including limiting overtime eligibility to Captains who are both interested in BC career progression and who are sufficiently qualified for such progression.

ARTICLE 15 -- VACANCIES AND PROMOTIONS

- 15.1 The right to determine whether or not a vacancy in any position covered by this Agreement is to be filled, and, if so, when, is vested solely in the City.
- 15.2 If a permanent vacancy should occur, the City may not through a series of "out of classification" appointments avoid promoting individuals to gain advantage of the lower pay scale provided by this article.
- 15.3 All vacancies shall be filled through a competitive examination process determined by the City of Richland Personnel Committee.
- 15.4 When it is determined by the City that a vacancy in a position covered by this Agreement is to be filled, appointment to the position shall be made by the appointing authority from among the top three (3) names on the certification list established for the position. If

requested by the employee(s), the appointing authority, for informational purposes only, shall give the passed-over candidate(s) valid written reasons for not being selected.

- 15.5 Promotional testing for Lieutenants and Captains will be conducted in a single test in April of even years. Candidates for either rank will be subject to the same processes during the test, including the same study materials, the same applications requirements (exception: the prerequisites for testing described in the job descriptions for each rank remain), the same test components, but with distinct scoring criteria for each rank. Two (2) lists will be formed from the testing process; one for Lieutenant and one for Captain. Promotional lists shall be in effect for two (2) years. The City may void the list if there are less than three (3) names on the list.

Employees remaining on the list will be given a written valid reason for the cancellation.

- 15.6 The provisions of this Article do not apply to the filling of vacancies in positions not covered by this Agreement. See Section 1.1.

ARTICLE 16 -- GRIEVANCE PROCEDURE

- 16.1 A grievance means a claim or dispute by one employee or group of employees with respect to the interpretation and application of the provisions of this Agreement. Any issue that has been appealed to the Personnel Committee with the approval of the Union shall not be considered a grievance or subject to the grievance procedure herein and vice versa.
- 16.2 Nothing in this Agreement shall preclude the right of the two (2) parties to meet and verbally discuss the grievance in an attempt to resolve the issue.
- 16.3 Grievances as herein defined shall be processed in the following manner:
- 1) **Preliminary Procedure.** An employee or group of employees, who feel they have a grievance, may present such grievance within thirty (30) calendar days of when such matter comes to the attention of the employee. Such grievance should be submitted in writing to the employee's supervisor, preferably on a standard form, who shall attempt to resolve it within twenty one (21) calendar days after it is presented to the supervisor; provided that no grievance in this stage shall be pursued beyond the Fire & Emergency Services Director.
 - 2) **Step 1.** If the grievance is not resolved in the preliminary procedure, the employee shall have ten (10) calendar days to notify the Union Grievance Committee, in which case it shall be settled in the following manner: The Union Grievance Committee, upon receiving a written and signed petition, shall determine within ten (10) calendar days if a grievance exists. If in their opinion no grievance exists, no further action is

necessary. If a grievance does exist, they shall, with or without the physical presence of the aggrieved employee, present the grievance to the Fire & Emergency Services Director in writing within fifteen (15) calendar days who shall attempt to resolve it within twenty one (21) calendar days after it has been presented to the Director. The written grievance shall include a statement including the specific Article(s) or Section(s) of the Agreement allegedly violated, the specific facts, and specific remedy sought.

- 3) **Step 2.** If the employee or employees are not satisfied with the response of the Fire & Emergency Services Director, the written grievance may be presented to the City Manager, together with all pertinent materials, by Union representatives within thirty (30) calendar days of receipt of the Fire & Emergency Services Director's response. The City Manager shall attempt to resolve the grievance within twenty one (21) calendar days.
 - 4) **Step 3.** Any grievance involving the interpretation or application of this Agreement, which is not resolved in accordance with the foregoing procedure, may be referred to arbitration by the Union within thirty (30) calendar days after receipt of the City Manager's answer in step 2. The arbitrator shall be a member of the American Arbitration Association (AAA) or Federal Mediation Conciliation Service (FMCS) and shall be selected in accordance with the established procedures of the AAA or FMCS, depending upon which agency is used. The cost of arbitration shall be borne half (1/2) by the City and half (1/2) by the Union. Each party is responsible for its own costs and attorney's fees. The arbitrator shall render their decision based on the interpretation and application of the Agreement. The decision shall be final and binding upon the parties to the grievance, provided that the decision does not involve action by the City which is beyond its jurisdiction, and provided further that the decision of the arbiter is not arbitrary, nor capricious, nor exceeds their authority.
- 16.4 The City and the Union may agree to extend the time limits of any of the above steps if mutually agreed to by both parties.
- 16.5 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 any of the present provisions of this Agreement.
- 16.6 No settlement of a grievance shall be contrary to the terms of this Agreement.

ARTICLE 17 -- WAGES

- 17.1 The types of employment and wages for all employees covered by this Agreement shall be listed in [Appendix "A"](#), attached hereto and by this reference incorporated herein.

- 17.2 When an employee assigned to day shift is promoted and transferred back to an Operations Shift, the aforementioned action will result in that employee being placed in the E step of the appropriate range.

ARTICLE 18 -- HOURS

- 18.1 The hours of duty shall be approximately 48.154 hours per week as presently worked, provided a total of seventeen (17) Kelly Days shall be scheduled off. Ten (10) shifts off will be periodically scheduled on a rotating basis. Seven (7) more shifts may be scheduled off, by the employee, prior to July first, on a manpower available basis, or as scheduled in a vacation pick period. Kelly Days shall be scheduled in accordance with Department Kelly Day and Vacation policies.
- 18.1.1 40-hour per week, day-shift positions shall serve three (3) years in position from the time of appointment unless appointed through the Mandatory Assignment Procedure. A member may serve additional years in position at the discretion of the Fire & Emergency Services Director.
- 18.1.2 For employees classified as day-shift positions the hours of work shall be forty (40) hours per week. The work schedule shall normally be four (4) ten (10) hour days. A schedule of five (5) eight (8) hour days per week may be scheduled with the approval of the Director of Fire & Emergency Services.
- 18.1.3 For recruit Firefighters, the hours of work shall be 48.154 hours a week to be scheduled by the Director.
- 18.2 Employee structured work hours, for scheduled activities, shall be 8:00 a.m. to 5:00 p.m. Monday through Saturday. Structured work hours for Sundays shall be from 8:00 a.m. to 12 noon. Holidays except Christmas and Thanksgiving shall be from 8:00 a.m. to 12 noon. Christmas and Thanksgiving shall be from 8:00 a.m. to 10:00 a.m.
- 18.3 The Union and the City recognize that time sensitive projects, public service and education events, training, and other commitments sometimes dictate that work continue into, or occur during, non-structured hours. Both parties agree to strive for balance in such work and the BCs are authorized to approve time during structured hours to off-set crew time spent working during non-structured hours. Emergency readiness, incident response and associated work shall be performed throughout the shift, regardless of structured hours.

ARTICLE 19 -- FIRE EDUCATION INCENTIVE PROGRAM

- 19.1 The purpose of this program is to provide incentive pay for members of the Fire Department to seek additional education in order to meet the ever-changing needs and demands placed

upon the Fire Department.

19.2 This program is based on college degrees within the Fire & Emergency Medical Services Administration or closely related fields of study.

19.3 All applications for education incentive shall be presented to the Fire & Emergency Services Director for approval. Personnel achieving an approved Associate's or Bachelor's degree shall be paid the percentage indicated in Article 19.5 for said degree.

19.4 Approved degree fields for Education Incentive pay include: Fire Service Administration, EMS Administration, Business Administration, Public Administration, and Healthcare Administration, or equivalent as approved by the Fire & Emergency Services Director. Degrees must be attained from a Regionally Accredited College or University in order to qualify for Education Incentive pay.

19.5 Requirements for Education Incentive Pay

<u>% OF BASE PAY</u>	<u>BA/BS DEGREE/CREDITS</u>
5%	Approved AA degree or 50% BA/BS credit requirements
10%	Approved BA/BS Degree

19.5.1 Completion of an A.A. or A.A.S. degree within the approved degree fields identified in 19.4, or an A.A.S. degree in Fire Science, or equivalent fire science degree as determined by the Director, is eligible for 5% incentive education pay.

19.5.2 For those programs that do not require an AA degree as part of the Bachelor's degree, upon 50% completion of an approved Bachelor's degree, employees may submit a transcript demonstrating that all classes have been passed with at least a 2.0, and a letter from the institution stating that at least 50% of the Bachelor's degree credits have been successfully completed to qualify for 5% education incentive pay.

19.5.3 Completion of an approved Bachelor's degree qualifies the employee for 10% incentive education pay.

19.5.4 To receive Fire Education Incentive Pay, bargaining unit members must provide a diploma, or transcript and letter of 50% completion as outlined in Section 19.5. from a regionally accredited college or university. The effective date of education incentive pay begins the date that all applicable documentation is submitted to the Fire & Emergency Services Director or their support staff.

19.5.5 All members of the bargaining unit in classifications covered by this labor agreement are eligible to participate in the Education Incentive Program.

19.6 Education Incentive Pay Program transition

19.6.1 The program outlined in this CBA becomes fully implemented on January 1, 2019. All employees receiving education incentive pay at previous 1% increments on January 1, 2019 shall not suffer a reduction in existing percentage of compensation because of the agreed upon revisions. However, eligibility for any further increases shall be contingent upon meeting the requirements of the updated program set forth above.

19.6.2 A transition period for incumbent employees (employed as of January 1, 2019) will allow employees to either choose to move to the updated incentive education program or continue under the education incentive program outlined in Section 19.7, Grandfathered Education Incentive Education, below, for the duration of this CBA. On January 1, 2022, education incentive pay will be frozen at the level submitted and approved for those employees who have not completed an approved degree. After that date, additional education incentive pay will be subject to the current program parameters.

19.7 Grandfathered Education Incentive Program

19.7.1 This program is based on college units and college degrees within the Fire Service as defined under a Fire Science/Fire Administration Program curriculum. Subjects not related directly to the fire field but part of the requirements or electives towards a degree shall be counted as a part of this program as defined in Section 19.5.

19.7.2 All applications for education incentive shall be presented to the Fire & Emergency Services Director prior to becoming eligible for credit under this program. Personnel achieving an Associate or Bachelor Degree in Fire Science/Fire Administration shall be paid the percentage indicated in Section 19.5 for said degree.

19.7.3 When a Firefighter has not received a degree, courses/credits completed will be accepted under this program as set forth below.

19.7.4 Requirements for Education Incentive Pay

<u>% OF BASE PAY</u>	<u>AA DEGREE/CREDITS</u>	<u>BA/BS DEGREE/CREDITS</u>
1%	20% of credit requirements	10% of credit requirements
2%	40% of credit requirements	20% of credit requirements
3%	60% of credit requirements	30% of credit requirements
4%	80% of credit requirements	40% of credit requirements
5%	AA Degree	50% of credit requirements
6%		60% of credit requirements
7%		70% of credit requirements
8%		80% of credit requirements
9%		90% of credit requirements
10%		BA/BS Degree

19.7.5 All employees receiving education incentive pay on January 1, 2007 shall not suffer a reduction in existing percentage of compensation because of the agreed upon revisions. Eligibility for any further increases shall be contingent upon meeting the requirements set forth above.

19.7.6 To receive credits for Fire Education Incentive Pay, bargaining unit members must provide a transcript and Fire Science/Fire Administration curriculum from the college issuing the transcript. A letter from the course administrator is required for determination of appropriate credit allowance. Credits offered for pay under this program must have a "C" grade average.

19.7.7 Requests for pay in excess of the 5% step level must be predicated on upper division level credits for classes that fit into a four (4) year Fire Science/Fire Administration curriculum for a four (4) year college degree. Unused service credits to the maximum of thirty (30) may be used as upper division electives if accepted by the college.

19.7.8 All members of the bargaining unit in classifications covered by this labor agreement are eligible to participate in the Education Incentive Program.

ARTICLE 20 -- SICK LEAVE

20.1 Sick Leave for LEOFF II Employees

Full-time LEOFF II employees shall accrue sick leave as follows:

Accrual Rate

40 hour per week employees

7 hours per month

24 hour shift employees:

- 1) With less than 1440 hours accrued sick leave 20 hours per month
- 2) With 1440 or more hours accrued sick leave 10 hours per month

Twenty-five percent (25%) of unused sick leave accrued by each LEOFF II employee will be paid to the employee by the City, up to a maximum payout of \$10,000, when such employee separates from service with fifteen (15) or more years of employment with the Richland Fire Department.

- 20.2 Advance of Sick Leave for New Employees. New employees will be advanced a sick leave allowance of 144 hours which is equal to that which would be accrued in 7.2 months at the LEOFF II accrual rate, and will begin their regular LEOFF II accrual at the end of 7.2 months' employment. An employee whose employment terminates for any reason during the first 7.2 months must repay the City for sick leave used in excess of the LEOFF II accrual rate for the period of actual employment.
- 20.3 Employees shall be allowed to donate accrued sick leave to other employees within the bargaining unit with less than thirty-six (36) months of service. A donating employee may give to more than one employee but not to exceed twenty-four (24) hours per receiving employee per year. Receiving employees can receive unspecified number of hours from various donors. Donation does not impact perfect attendance.
- 20.4 Employees working the 40-hour shift schedule 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.

ARTICLE 21 -- PAID LEAVES

21.1 Vacation Leave

Regular full-time employees shall accrue vacation time as set forth below, based on length of service with the City. No employee shall be eligible to use vacation time accrued until he/she has worked for the City a minimum of six (6) calendar months.

- 21.1.1 Employees working a 40-hour base week shall accrue vacation time on the following basis:

<u>Length of Service</u>	<u>Monthly Rate of Vacation Credit in Hours</u>
1st through 9 years	12
10th through 15 years	14
16th through 20 years	16
Over 20 years	18

21.2 Accumulation of vacation shall not exceed 339 hours at year's end.

21.2.1 Employees working 24-hour shifts shall accrue vacation time on the following basis:

<u>Length of Service</u>	<u>Monthly Rate of Vacation Credit in Hours</u>
1st through 9 years	14
10th through 15 years	16.25
16th through 20 years	19
Over 20 years	21

21.3 Accumulation of vacation shall not exceed 408 hours at year's end.

21.4 Vacation Bonus Days

Regular full-time employee(s) working a 40-hour base week and with one continuous year of service shall be eligible to earn one vacation bonus day (eight (8) hours) after non-use of sick leave and leave without pay collectively. Regular full-time employee(s) working Firefighter (24-hour) shifts who have completed one continuous year of service shall be eligible to earn one (1) vacation bonus Firefighter shift (24-hours) after non-use of sick leave and leave without pay collectively.

21.5 Family Leave

Regular full-time employees shall be granted family leave for injury, illness, birth or death in the employee's family, when employee's presence is needed.

21.5.1 40-hour week employees shall be granted (forty) (40) hours family leave per year. 24-hour shift employees shall be granted seventy-two (72) hours family leave per year.

21.5.2 Hours needed in excess of the limits listed in 21.5.1 shall be charged to sick leave or vacation per the employee's request after being approved by the on-duty BC or above or as provided by State Statute. Sick leave used to extend family leave shall impact the employee's perfect attendance date, unless prohibited by law.

21.5.3 For Family Leave purposes, "Employee's Family" shall be defined as the employee's

spouse, son, son-in-law, daughter, daughter-in-law, mother, mother-in-law, father, father-in-law, sister, sister-in-law, brother, brother-in-law, grandfather, grandfather-in-law, grandmother, grandmother-in-law, grandchild, or any person permanently residing with the employee. Step relatives of the relations listed shall also be considered as part of the employee's family.

21.6 Personal Business Vacation Leave

Regular full-time employees working twenty- four (24) hour shifts shall be granted up to seventy-two (72) hours of personal business vacation leave annually.

- 21.7 Twenty-four (24) hours of the seventy-two (72) hours may be taken at the employee's discretion. Such time must be taken in blocks of eight (8) hours or more. Vacation shall be charged at the applicable overtime rate against the employee's accrued vacation for each hour taken. Discretionary use of personal leave will impact perfect attendance.

Forty-eight (48) hours of the seventy-two (72) hours may be taken for those situations which require the employee's presence and which cannot be scheduled to another time. Examples include: child care, business appointments. Recreational or other pleasure activities are not included. The determination of whether the situation qualifies for such leave rests solely with the City. The City may request documentation to support the justification for the use of such leave. Vacation shall be charged for the exact amount of leave used.

Employees not using personal business vacation leave in a calendar year shall receive twenty-four (24) hours of bonus vacation accrual to be paid cash compensation in lieu of time off. Employees transferring from days to shifts or vice-versa shall have the bonus prorated for amount of time spent on shift. An employee separating from service shall receive compensation at the prorated rate for time served. New hires shall receive compensation at the prorated rate for time served.

- 21.8 Eligible employees will be allowed up to twelve (12) weeks of unpaid leave in accordance with the Family Medical Leave Act ("FMLA"). The City may require an employee to use any and all accrued leave as part of the FMLA leave. Other State or Federal laws may provide other protected paid or unpaid leave, and the provisions of this section are not intended to expand upon federal or state law.

21.8.1 Employees are entitled to receive notice of their eligibility for and right to use various State and Federal leaves. In order to ensure employees receive the required notifications from Human Resources ("HR"), when employees use paid or unpaid time off for absences due to their own or a family member's illness or injury exceeds three normally scheduled shifts, human resources shall be notified of the absences and anticipated return, if known. Such notification shall be provided by the employee's

command staff. Additionally, the employee may choose to notify HR directly.

21.8.2 Employees on non-occupational sick leave for their own illness or injury who choose to utilize State or Federally protected leave concurrent with sick or other paid time off, or as unpaid leave following use of paid time off, shall be subject to the City's requirements for use of that State/Federal leave and associated City policies, to include City requirements for returning to work.

21.9 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. The employee shall endorse to the City any amount of jury or witness fees (exclusive of mileage) the employee is paid.

21.10 Vacation Leave Donation/Transfer

The policy of the City is to allow employees to donate vacation leave 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 leave for any one incident or illness and may not request donated vacation leave more than one time in any concurrent five (5) year period.

An eligible employee requiring use of donated vacation leave shall notify their department director in writing that the use of donated leave is required, explaining and providing written documentation as to the circumstances.

The Department Director shall forward the request to Human Resources for approval. 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 100 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 donation forms shall be destroyed by Finance.

ARTICLE 22 -- LEAVE CONVERSION AND MAXIMUM USAGE

- 22.1 Because shift changes are usually accomplished during the first part of the year, Family and Emergency Leave hours shall be restored to the appropriate maximum granted in [Article 21](#) whenever an employee transfers from a 40-hour per week position to a 24-hour shift position, or vice versa.
- 22.2 Whenever an employee changes from 24-hour shifts to days, Sick Leave and Vacation accrual totals shall be multiplied by 0.83088. When changing from days to 24-hour shift, Sick Leave and Vacation shall be multiplied by 1.2035. The multipliers are based on hours worked per week.

The accrual rates shall be changed to reflect the appropriate rate for the position being worked on the last day of each month. Accruals by 40-hour shift employees who then convert to a 24-hour shift shall be managed in accordance with City State Sick Leave policy.

22.3 Leave of Absence Without Pay

A regular full-time employee may be eligible for an unpaid leave of absence up to thirty (30) calendar days with the approval of the Fire & Emergency Services Director. Prior to requesting such leave, the employee must have exhausted all of the employee's paid leave. During such leave, the employee will be considered to be active at work and entitled to the privileges and benefits as specified by this Agreement. If the employee fails to return from said leave, the employee will be considered as having abandoned the employee's job and be subject to termination.

A regular full-time employee with a minimum of five (5) years of service may be granted

an unpaid leave of absence of up to one (1) calendar year with the approval of the City Manager. Prior to requesting such leave, the employee must have exhausted all of the employee's paid leave. During such leave, the employee will not accrue sick leave, vacation leave or any other benefits, and the employee's seniority will be frozen. Upon return from such leave, the employee may be placed in an open position as listed in [Appendix A](#) of this Agreement according to the employee's knowledge, skills and abilities. If the employee fails to return from such leave, the employee will be considered as abandoning the employee's job and be subject to termination.

ARTICLE 23 -- OVERTIME PAY

- 23.1 All overtime work for 24-hour shift employees shall be compensated at one and one-half (1.5) times the regular hourly rate of pay, except as provided in Section 23.1.1 and 23.1.2 and subsections thereof.
 - 23.1.1 For Rank and File bargaining unit members regularly working a 40-hour base week, who are on a scheduled leave or day off and assigned to a shift for overtime, shall be paid at 1.5 times the member's current rank equivalent for an Operations Division employee's rate of pay (at the appropriate step) calculated on a 2504 scheduled hours work year (48.154 hours per week x 52 weeks per year). For example, the Assistant Fire Marshal with the rank of Lieutenant at F step shall be paid for overtime worked on a 24-hour shift at the rate of an Operations Fire Lieutenant, F Step.
 - 23.1.2 Classroom time or other related preparation time, outside of normal working hours, for department-*required* training, training related to maintaining EMS, Haz Mat, and TRT certifications as outlined in [Articles 27](#), [33](#), and [38](#), and training required as part of individual staff assignments (i.e. SCBA Technician, Fire Investigator, SME, etc.) shall be compensated at the employee's regular overtime rate. Course registration, fees, travel, or other related costs are addressed by Department policies.
 - 23.1.2.1 Classroom time or other related preparation time, outside of normal working hours, for training that is not *required* but nonetheless the employee has been approved to attend and is directly related to the employee's current work shall be compensated at the Training Rate of one and one-half (1.5) times the current minimum wage rate. Course registration, fees, travel, or other related costs are addressed by Department policies.
 - 23.1.2.2 Classroom time or other related preparation time, outside of normal working hours, which is for purposes of promotional preparation,

development of skills outside the scope of current work, training that is primarily for the benefit of the employee and not the city, attainment of certifications outside the scope of current work, and formal education (i.e. for-credit college courses) shall be non-compensable. Course registration, fees, travel, or other related costs are addressed by Department policies.

23.1.2.2.1 When registration for an otherwise non-compensable course (as described under 23.1.2.2, above) requires the employee to obtain Richland Fire Department approval in order to attend, the Department's approval shall not be construed so as to change the nature of the course from non-compensable to compensable. The employee's attendance at the course does not constitute a work assignment and is non-compensable.

23.1.3 When mutually agreed, the City may grant day shift employees (40 hour per week workers) compensatory time off in lieu of overtime pay. Such compensatory time shall be granted at 1-1/2 times overtime hours worked and shall be scheduled for use at a time, which is mutually agreeable to the City and employee. In no event shall compensatory time accrual exceed two hundred (200) hours; and compensatory time shall either be used, or overtime hours be paid at 1-1/2 times the regular hourly rate of pay, within 12 months of when the overtime was performed.

23.1.4 Minimum overtime pay shall be equivalent to four (4) hours straight pay for all call backs, exception hold over pay.

23.2 The parties agree to the current departmental Overtime Policy, except to the extent it is in conflict with this Article.

ARTICLE 24 -- INSURANCE

24.1 Health Insurance

24.1.1 The City and employee as represented by IAFF Local 1052 shall share the cost for health insurance coverage for employees and their dependents.

24.1.2 During the term of this agreement, unless otherwise indicated per [Appendix C](#), the employee shall contribute 1.75% of "F" step rate of Firefighter monthly base salary towards the cost of the PPO+ Plan and then towards the LEOFF Health and Welfare Trust 6B plan upon its effective date. The City will contribute

the balance of the cost. All bargaining unit members will transfer medical and vision coverage to the LEOFF Trust Plan 6B effective February 1, 2012. IAFF members shall retain the City medical plan for the month of January 2012.

24.1.3 In conjunction with the IAFF members transfer to the LEOFF Trust Plan, an individual Health Reimbursement Account (HRA) shall be established with A.W. Rehn and Associates. Annual contributions will be prorated and contributed monthly by the City for each bargaining unit member as follows:

- a) An HRA annual contribution in the amount of \$4,500.00 will be made by the City for each member with dependent(s) and \$2,250.00 contributed for each member without dependents. HRA set up and annual fees shall be paid by the City, not to include an HRA debit card, which shall be borne by the employee. The HRA contributions will be prorated for all future members hired or terminated during the term of this agreement.

24.1.4 At the end of each annual claim submission period as determined by A.W. Rehn and Associates, excess monies in each HRA account will roll into an individual Health Savings Account ("HAS")/Voluntary Employee Benefit Association ("VEBA") account. All fees associated with said HSA/VEBA will be at the expense of the member.

24.2 Dental Plan

The City will pay for a dental plan which covers the employee and all of the employee's eligible dependents.

24.3 Vision Plan

Vision benefits are included through the LEOFF Health and Welfare Trust 6B Plan. The cost of the City's vision insurance plan will be part of the cost of medical coverage used in [Appendix C](#).

24.4 Post-Employment Health Program

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, IAFF Local 1052 elected to take additional wages. As a result, it is understood that IAFF Local 1052 members are not, nor shall at any time in the future be, eligible to participate in the City's post-employment health benefit program.

24.5 Life and Accidental Death & Dismemberment Insurance

The City will maintain basic Life and Accidental Death & Dismemberment ("AD&D") policies which provide an employee death benefit equal to two (2) times an employee's

annual base salary, and a nominal basic life insurance benefit for spouse and child/ren. The City shall offer an employee-paid supplemental life and AD&D benefit.

ARTICLE 25 -- PRODUCTIVITY

- 25.1 The City and the Union shall work together to meet the production requirements of the Fire & Emergency Services Department to provide the public with efficient and courteous service, to encourage good attendance of employees on regular duty; and to promote a climate of labor relations that will aid in achieving a high level of efficiency in the Department.

ARTICLE 26 -- NOTIFICATION OF ABSENCE

- 26.1 Employees not able to report for duty at the beginning of a scheduled shift or shifts for reasons of sickness, disability, or other unscheduled absence causes, shall notify the on-duty shift supervisor prior to 0700 on the date of the scheduled work shift or shifts.
- 26.2 Employees may be excused from multiple notifications if the absence is known or expected to extend beyond the initial shift. Should circumstances preclude or inhibit an employee's ability to make notification of absence prior to 0700, the employee shall make such notification as soon as reasonably possible to do so.
- 26.3 40-hour week employees not able to report for duty at the beginning of a scheduled shift for reasons of sickness, disability, or other unscheduled absence causes shall, prior to 0700, notify the on-duty BC and the employee's supervisor by phone (cell phone). A follow-up e-mail should be sent to the supervisor if possible.

ARTICLE 27 -- MEDICAL CERTIFICATION/RECERTIFICATION & TRAINING

- 27.1 All employees in the Firefighters classification shall, as a condition of employment, be at least EMT certified. This certification must meet the Washington State Department of Health requirements in effect or as amended.
- 27.2 Initial Certification
The cost of tuition and books for any class to achieve any of the initial medical certifications listed in [Appendix "A"](#) and ["B"](#) shall be paid initially by the Employer contingent upon the employee successfully completing the class. Should the employee not successfully complete the class, the costs of the tuition and books shall be reimbursed to the Employer by the employee through payroll deduction, amortized over the next six (6) months. Should the employee terminate employment with the Employer before the total cost is reimbursed, the remaining costs shall be withheld from the employee's final paycheck. The cost for the second and subsequent failed

examinations for initial certifications shall be the sole responsibility of the employee.

27.2.1 Should the employee opt to have the City of Richland fund their paramedic certification, the employee will commit five years as a Paramedic for the Richland Fire & Emergency Services. To be eligible for City paid paramedic training and time, the employee shall provide all forms and documentation required. Should the employee not fulfill their commitment for any reason other than a medical retirement, the employee shall repay the cost of tuition and books on a pro rata basis, as outlined below. The Fire & Emergency Services Director may, in extenuating circumstances, waive repayment of some, or all, of the tuition and book costs.

Day 1	-	Year 1 (inclusive) to Anniversary Date	=	100% (tuition & books)
Day 1	-	Year 2 (inclusive) to Anniversary Date	=	80% (tuition & books)
Day 1	-	Year 3 (inclusive) to Anniversary Date	=	60% (tuition & books)
Day 1	-	Year 4 (inclusive) to Anniversary Date	=	40% (tuition & books)
Day 1	-	Year 5 (inclusive) to Anniversary Date	=	20% (tuition & books)
Day 1	-	Year 6 (inclusive) to Anniversary Date	=	0%

The City shall allow a minimum of one approved outside medical training opportunity, per paramedic, per certification period. Such training opportunity is subject to the provisions of [Article 23](#) Overtime Pay, and in accordance with City travel policy regarding travel expenses.

27.2.2 The City shall relieve Paramedics for ACLS and PALS classes required for certification and recertification in Benton and Franklin County and pay the required tuition and books for said ACLS and PALS classes in addition to the above stated class expenses and time off.

27.2.3 Paramedic students shall not be paid overtime to attend class while off- duty. A Paramedic student who accepts overtime but leaves to attend class will be taken off duty and replaced, if necessary. A Paramedic student who accepts a trade will have to have a replacement trade to attend class. Upon completing one (1) year as a certified paramedic, and annually for the next four (4) years, the paramedic shall receive an annual lump sum payment equal to 1.40% of the top step Firefighter's annual base salary in effect at the time of payment, for a total of five (5) lump sum payments. Prior to each new paramedic class, this amount will be mutually agreed to by the Union and management.

27.3 All approved off-duty class time for officers and Firefighters necessary to achieve an authorized medical certification listed in [Appendix "A"](#) and [Appendix "B"](#) shall be paid for at the base hourly overtime rate of pay except as noted in 27.2.3 . Class time while on-

duty shall be allowed when manpower permits and call in shall be utilized to allow employees to go to class when manpower does not otherwise permit them to go. Class time shall not impact other employees' rights to schedule vacation time off as presently allowed, provided there are sufficient employees available for call in if necessary to cover the student class time.

27.4 The City shall pay off-duty paramedics and paramedic students overtime to attend live Ongoing Training and Education Program ("OTEP") and Medical Program Director ("MPD") meetings up to a maximum of eighteen (18) annually. Paramedics shall be paid for required training to maintain certifications (ACLS, PALS, and Advanced Airway Course).

27.5 Duties of paramedics shall include teaching Department medical classes as assigned.

27.6 Bargaining unit employees who have or will obtain Washington State Paramedic Certification must maintain that Certification and perform paramedic work for the term of that State Certification, unless specifically approved by the Fire & Emergency Services Director.

27.6.1 In the event that a paramedic has a lapse in state certification and/or loses protocol privileges from the Medical Program Director, and is unable to practice as an ALS provider for greater than sixty (60) calendar days, the employee's paramedic pay shall be suspended beginning the 61st calendar day until such time that the state certification is renewed and/or protocol privileges are reinstated by the Medical Program Director. If suspension is due to lacking an ACLS, PALS or an advanced airway class, upon approval of the Fire & Emergency Services Director, suspension of paramedic pay may be deferred up to the next available local class.

27.6.2 Employees with lapsed certification as described in 27.6.1 may be subject to disciplinary action if they do not maintain eligibility to perform paramedic duties for the full three (3) year state certification period as required in 27.6.

ARTICLE 28 -- TERMS OF SUCCESSORSHIP

28.1 This Agreement shall be binding upon the successors and assigns of the parties hereto, and no provisions, terms, or obligations herein contained shall be affected, modified, altered, or changed in any respect whatsoever by the consolidation, merger, annexation, transfer, or assignment of either party hereto; or affected, modification, altered, or changed in any respect whatsoever by any change of any kind of the ownership or management of either party hereto; or by the change geographically or otherwise in the location or place of business of either party hereto.

ARTICLE 29 -- PROBATIONARY PERIOD

- 29.1 All newly hired employees shall serve a twelve (12) continuous month probationary period. Probationary employees who take any type of continuous paid and/or unpaid leave period greater than ninety (90) calendar days during their probation period shall have their probation extended for the same number of calendar days the employee was on leave, for each 90-day or greater leave period. The City may terminate employment of a new hire probationary employee at any time, without cause, during the probationary period.
- 29.2 Newly promoted officers shall serve a twelve (12) continuous month probationary period. If the six (6) month appraisal is satisfactory, the officer will receive a merit increase to the next higher step. Newly promoted officers who take any type of continuous paid and/or unpaid leave period greater than (90) calendar days during their probation period shall have their probation extended for the same number of calendar days the employee was on leave, for each 90-day or greater leave period. Employees promoted to a higher position in the bargaining unit who fail probation shall have the right to bump to their previous rank.
- 29.3 Temporary or provisional time spent on an upgrade in conjunction with a permanent appointment, if continuous, will be credited towards the probationary period and merit increase. The permanent appointment date establishes the time in grade.

ARTICLE 30 -- TERM OF AGREEMENT

- 30.1 This Agreement shall be and hereby does become effective January 1, 2018, and shall remain in full force and effect up to and including December 31, 2021, and from year-to-year thereafter; provided, that either party wishing to terminate or amend the same, shall notify the other party within the time limits provided by state law.

ARTICLE 31 -- SAVINGS CLAUSE

- 31.1 If any provision of this Agreement or the application of such provision should be rendered or declared invalid by any court action or by reason of any existing or subsequently enacted legislation, the remaining parts or portion of this Agreement shall remain in full force and effect.

ARTICLE 32 -- LONGEVITY PAY

- 32.1 Members of the bargaining unit that have completed twenty-five (25) years of service with the City shall receive longevity pay equal to five percent (5%) of their base pay.

ARTICLE 33 -- HAZARDOUS MATERIALS TEAM

- 33.1 The City agrees to pay up to a maximum of nine (9) bargaining unit members specialty pay for participation on the Tri-County Hazardous Materials Response Team ("HMRT"). Such pay shall be equal to three and one-half percent (3.5%) of top step Firefighter pay per month starting the on the date of appointment to the team.
- 33.2 When there are less than nine (9) Department members on the HMRT, the City shall post openings for a minimum of thirty (30) days. Team members shall be selected from applications received by the Department. Selection and appointment to the team will be based on:
- a) Review of the applicants' qualifications as submitted in their application packet.
 - b) A statement of the applicant's commitment in writing.
 - c) A written recommendation from a supervising officer.
 - d) A written recommendation from at least one current HRMT member.
 - e) Approval of the Department Director.

In the event that the appointing authority judges two or more applicants to be equally qualified, the position will go to the member with the highest seniority. The appointment shall be made within ninety (90) days of the written notification of a team opening to the Fire & Emergency Services Director.

Prior to final appointment, the selected applicant must pass a baseline Haz Mat medical physical.

- 33.2.1 The cost of tuition and books for any class to achieve HMRT status shall be paid by the City, contingent upon the employee successfully completing the class. Classes taken prior to acceptance as a HMRT member trainee, which are requirements for team member status, will not be subject to reimbursement.

Should the employee not successfully complete the class, the cost of tuition and books shall be reimbursed to the City by the employee, through payroll deduction, amortized over the next three (3) months. Should the employee terminate employment with the City before the total cost is reimbursed, the remaining costs shall be withheld from the employee's final paycheck.

- 33.2.2 All approved off duty class time for officers and Firefighters necessary to achieve HMRT member status, shall be paid at the base hourly overtime rate of pay. Class time, while on duty, shall be allowed when manpower permits, and call-ins shall be utilized to allow employees to go to class when manpower does not otherwise permit them to go. Class time shall not impact other employee's rights to schedule

vacation time off, as presently allowed, provided there are sufficient employees available for call-in, if necessary, to cover the student class time.

33.3 Team members shall remain on the HMRT for a minimum of three (3) years from the date they begin hazardous materials training after they are selected for the HMRT by the City for HMRT training. Team members may be removed from the team if a problem or condition occurs, including failure to meet the minimum required annual training hours, which would reasonably prevent or limit the members' effectiveness on the team, or when a majority of other HMRT members feel the removal is necessary, or other good cause. Members may resign from the team after three (3) years of membership by notifying the Department in writing. Should the City withdraw from participation on the HMRT and cease to provide that service, then members of the team shall be considered as having left the team for cause.

33.4 Off duty team members shall be paid at their regular overtime rate of pay for the following items:

- a) All emergency response time;
- b) Required HMRT meetings;
- c) All required training time (drills and classes).

On-duty members shall be replaced as needed for required meetings and required training. Said training and meetings shall not impact other bargaining unit members rights to use their leaves (including moving of Kelly Days).

HMRT members shall be required to attend a minimum of twenty-four (24) hours of team training per year.

33.5 HMRT members shall not be required to carry pagers.

33.6 The responsibility and authority for the operation of the HMRT, including policies and procedures, rest solely with the Board of Directors. The parties recognize the HMRT's Board of Directors right to assign HMRT members to perform functions associated with ensuring the success of the HMRT. Said assignments shall fall under Section 4 of this Article.

33.7 If significant changes to the related conditions or procedures are proposed or enacted, this Article will be reopened at the request of either the City or the Union to negotiate the impact of such changes.

ARTICLE 34 -- AGREEMENT TO BARGAIN

34.1 Nothing in this agreement is to be considered as a waiver by the Union of their rights

to request and require bargaining on any changes initiated by the City which impact hours, wages, or working conditions.

- 34.2 The City Manager or designee is fully authorized to enter into Memorandums of Understanding ("MOU") and Memorandums of Agreement ("MOA") with IAFF Local 1052.

ARTICLE 35 -- GROOMING STANDARDS

The uniformed members of the Richland Fire & Emergency Services Department will maintain a standard of grooming and a reasonable uniformity of appearance, as defined in the Department policy. The policy addresses both safety standards as well as ensuring employees impart to the public we serve, an image of competence, efficiency and pride in the City and the Department. The policy shall ensure employees are groomed in such a way as to inspire confidence by the public.

ARTICLE 36 -- DRUG & ALCOHOL TESTING POLICY

- 36.1 Reporting to work under the influence of alcohol and/or illegal drugs, or the use, sale, or possession by an employee of illegal drugs is strictly prohibited and may result in disciplinary action, including immediate termination.

Each employee must advise the City if they are using prescription or other over-the-counter drugs they know or reasonably should know may impair their ability to perform job functions and/or operate machinery such as automobiles. Under appropriate circumstances the City may request the employee provide written medical authorization to perform various essential job functions from a physician while using such drugs.

The City recognizes a need to provide an opportunity for employees to deal with alcohol 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.

Such voluntary action must be done prior to any act or reasonable suspicion that would result in being asked to submit to discovery testing and/or disciplinary action.

It is understood between the parties that the disciplinary action referred to here in Article 36.1 of the Collective Bargaining Agreement may be termination of employment if, through the commitment of such an act as described in this article, results in personal injury or death of a City employee or member of the general public; destruction of or damage to City equipment or property; destruction of or damage to public or private property.

Other such infractions as covered by this Article shall be dealt with in accordance with their merits.

- 36.2 Where a supervisory employee of the City has a reasonable suspicion to believe an employee is under the influence of alcohol or illegal drugs, or is using illegal drugs, the employee in question will be asked to submit to discovery testing including, breath tests, urinalysis and/or a blood screen to identify any involvement with alcohol or illegal drugs.

An employee who refuses to submit to discovery testing for alcohol and/or illegal drugs shall be presumed to be under the influence of alcohol or an illegal drug for the purpose of administering this Article.

- 36.3 For the purpose of administering this Article the following definition of terms is provided:

Reasonable Suspicion:

- 36.3.1 Reasonable Suspicion is based on specific objective facts and reasonable inferences from those facts in the light of experience, that discovery testing will produce evidence of illegal drug or improper alcohol use by that particular employee.

Under the influence - The following cutoff levels shall be used for the initial screening of specimens to determine whether they are negative for these drugs or classes of drugs. All cutoff concentrations are expressed in nanograms per milliliter (ng/mL).

DEPARTMENT OF TRANSPORTATION STANDARDS - 49 CFR PART 40 §40.87		
Type of Drug or Metabolite	Initial Test	Confirmation Test
Marijuana metabolites Delta-9-tetrahydrocannabinol-9-carboxylic acid (TCHA)	50	15
Cocaine metabolites Benzoylecgonine	150	100
Opiate metabolites Codeine/Morphine Codeine Morphine	2000	2000 2000
6-Acetylmorphine	10	10
Phencyclidine (PCP)	25	25

Amphetamines – AMP/MAMP Amphetamine (AMP) Methamphetamine (MAMP)	500	250 250 (specimen must also contain at least 100 ng/ML of amphetamine)
Methylenedioxymethamphetamine (MDMA) Methylenedioxyamphetamine (MDA) Methylenedioxyethylamphetamine (MDEA)	500	250 250

Level of the positive result for ethyl alcohol....0.04 gr/dl

Illegal Drugs - are defined as all forms of narcotics, depressants, stimulants, hallucinogens, and cannabis, which sale, purchase, transfer, or unauthorized use or possession is prohibited by law.

Over-the-Counter Drugs - are those which are generally available without a prescription and are limited to those drugs which are capable of impairing the judgment of an employee to safely perform the employee's duties.

Prescription Drugs - are defined as those drugs which are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.

36.4 If an employee is required to submit to a drug test, the following procedure shall be followed:

- 1) The employee shall be given an opportunity to confer with a Union representative if one is readily available and the employee has requested said conference.
- 2) The employee shall be given an opportunity to explain the reasons for the employee's condition, such as reaction to a prescribed drug, fatigue, exposure to toxic substances, or any other reasons known to employee to the test administrator. The City and a Union representative may be present during this discussion.
- 3) The City may request urine and/or blood samples.
- 4) Urine and blood samples shall be collected at a local laboratory, hospital or medical facility. The City shall transport the employee to the collection site. The City and/or Union representative may be allowed to accompany the employee to the collection site and observe the bottling and sealing of the specimen. The employee

shall not be observed by the City when the urine specimen is given.

- 5) All specimen containers and vials and bags used to transport the specimen shall be sealed to safeguard their integrity, in the presence of the City, employee and the Union representative and proper chain-of-custody procedures shall be followed.
 - 6) The drug tests of the specimen shall be conducted by the PAML Laboratory in Spokane, Washington.
 - 7) If a specimen tests positive in an immunoassay screen test, the results must be confirmed by a gas chromatography/mass spectrometry tests. The specimen must show positive results on the GC/MS (gas chromatography/mass spectrometry) confirmatory test to be considered positive.
 - 8) At the employee's or the Union's option, a sample of the specimen may be requisitioned and sent to a laboratory chosen by the Union for testing. The cost of this test will be paid by the Union or the employee. Failure to exercise this option may not be considered as evidence in an arbitration or other proceeding concerning the drug test or its consequences. The results of this second test shall be provided to the City.
 - 9) The City, the employee and the Union shall be informed of the results of all tests, and provided with all documentation regarding the tests as soon as the test results are available by the Medical Review office.
- 36.5 The Medical Review Office shall be chosen and agreed upon between the City and the Union. The role of the Medical Review Office will be to review, interpret and confirm positive test results and communicate the results as previously specified. The Medical Review Office shall review all pertinent medical records made available by the tested employee when a confirmed positive test could have resulted from legally prescribed medication.
- 36.6 If the results of the drug test are positive, and support a conclusion that the employee used an illegal drug, or reported to work while under the influence of alcohol, the employee may be subject to discipline including immediate discharge.
- 36.7 The employee has the right to challenge any discipline imposed in the same manner that the employee may grieve another Employee action.
- 36.8 Changes to this Article regarding applicable statues and DOT standards pertaining to substance abuse and a drug free workplace will be addressed in labor management.

ARTICLE 38 -- TECHNICAL RESCUE TEAM

- 38.1 The City agrees to pay up to a maximum of nine (9) bargaining unit members specialty pay for participation on the Technical Rescue Team ("TRT"). Such pay shall be equal to three and one half percent (3.5%) of top step Firefighter pay per month starting on the date of appointment to the team.

TRT members shall, at a minimum, be trained to meet the requirements of Technical Ropes, Confined Space Rescue, and Trench Rescue Technician meeting NFPA 1670 and 1006 requirements. Additional disciplines may be added to meet operational needs in the future. In the event that the selected candidate does not already have the minimum required training, the cost of attaining the certification/training shall be covered by the City.

- 38.2 When there are less than nine (9) Department members on the TRT, the City shall post openings for a minimum of thirty (30) days. Team members shall be selected from applications received by the Department. Selection and appointment to the team will be based on:

- 1) Review of the applicants' qualifications as submitted in their application packet.
- 2) A statement of the applicant's commitment in writing.
- 3) A recommendation from a supervising officer.
- 4) A written recommendation from at least one current TRT member.
- 5) Approval of the Department Director.

- 38.3 In the event that the appointing authority judges two or more applicants to be equally qualified, the position will go to the member with the highest seniority. The appointment shall be made within ninety (90) days of the written notification of a team opening to the Fire & Emergency Services Director.

- 38.3 Off-duty team members shall be paid at their regular overtime rate of pay for the following items:

- a) All emergency response time,
- b) Required TRT meetings,
- c) All required training time (drills and classes).

38.3.1 On-duty members shall be replaced as needed for required meetings and required training. Said training and meetings shall not impact other bargaining unit member's rights to use their leaves (including moving of Kelly Days).

38.3.2 TRT members shall be required to attend a minimum of twenty-four (24) hours of team training per year.

- 38.3.3 The TRT Coordinator may recognize up to eight (8) hours of approved outside training in lieu of eight (8) hours of team training.
- 38.3.4 Approved required team training time, while on duty, shall be allowed when operations permit and call-ins shall be utilized when operations does not permit.
- 38.4 TRT operational and training policies and procedures will be developed by the Department with input from team members.
- 38.5 TRT members shall instruct non team members on technical rescue issues on an as needed basis. Should this occur off duty then the TRT member shall be compensated at the applicable overtime rate.
- 38.6 Non team members shall continue to provide support for team training and operations commensurate with their training. Non team members may be included in team training while on duty.

ARTICLE 39 -- DEFERRED COMPENSATION

- 39.1 In accordance with the City's plan document and limitations of federal law, regular full and part time employees are eligible to voluntarily participate in the City's Internal Revenue Code ("IRC") Section 457 plan or the IAFF-FC Section 457 plan.
- 39.2 Until January 1, 2020, the City shall match employee contributions in deferred compensation to four percent (4%) of top step Firefighter only for the first fifteen (15) years of continuous City service. After fifteen (15) years of service, the City shall continue to pay the four percent (4%) to deferred compensation with no match required from the employee.
- 39.3 Beginning with the first full pay period of the 2020 payroll year, the City shall match employee contributions in deferred compensation as described in 39.2, above, to four and one quarter percent (4.25%) of top step Firefighter.
- 39.4 Beginning with the first full pay period of the 2021 payroll year, the City shall match employee contributions in deferred compensation as described in 39.2 above, to four and one half percent (4.50%) of top step Firefighter.

Employees may select either the City's 457 plan or the IAFF-FC Section 457 plan during the City's open enrollment period each year.

ARTICLE 40 -- PERSONNEL RECORDS

Human Resources shall maintain a complete personnel file on each employee. Employees may review this file by setting up an appointment with a member of the Human Resources staff.

ARTICLE 41 -- NO SMOKING

It is understood that the parties (the City of Richland and IAFF Local 1052 Rank and File) have reached an agreement concerning the application of R.M.C. sections 2.58.010 through 2.58.060. The terms of this agreement are as follows:

- a) Except as delineated below, use of tobacco products in municipally owned buildings and vehicles shall be governed by City code, provided that restrictions in the City Code are not applicable to the use of smokeless tobacco products.
- b) IAFF Local 1052 Rank and File shall be responsible for supplying and maintaining appropriate receptacles for disposal of smoked and smokeless tobacco product waste.

ARTICLE 42 -- WSCFF MEDICAL EXPENSE REIMBURSEMENT PLAN

- 42.1 Until January 1, 2019, the City shall contribute seventy five dollars (\$75.00) per month per bargaining unit member to the WSCFF Medical Expense Reimbursement Plan ("MERP"). Beginning the first full pay period of the 2019 payroll year, the City's MERP contribution shall increase to one hundred dollars (\$100).
- 42.2 The Union and the Employees agree to hold the City harmless and indemnify the City from any and all liability, claims, demands, law suits, and/or losses, damage, or injury to persons or property, of whatsoever kind, arising from and in any way related to the implementation and administration of the MERP. The Union and Employees shall be one hundred percent (100%) liable for any and all liabilities inclusive of any federal, state, or local agency determination regarding any liabilities that arise out of the MERP. The Union and Employees shall be liable for any and all tax penalties, as well as any other liabilities arising out of the implementation and administration of the MERP.
- 42.3 Under no circumstances whatsoever will the City be liable for direct pay of any MERP benefit to the employees and/or retired employees and/or their beneficiaries.

ARTICLE 43 -- WELLNESS/FITNESS PROGRAM

- 43.1 The City and Union agree to work toward a Wellness/Fitness Program with the IAFF/IAFC Initiative being the template and ultimate goal.

IN WITNESS THEREOF, the parties hereto have set their hands this _____ day of **October**,
2021.

CITY OF RICHLAND, WA

INTERNATIONAL ASSOCIATION OF
FIREFIGHTERS, Local #1052

Jon Amundson, ICMA-CM Date
Interim City Manager

Ryan Nielsen Date
President, IAFF Local #1052

Tom Huntington Date
Fire Chief

Timothy Birch Date
Secretary-Treasurer, IAFF Local #1052

Lacey Paulsen Date
Human Resources Manager

ATTEST:

Jennifer Rogers Date
City Clerk

APPROVED AS TO FORM:

Heather Kintzley Date
City Attorney

APPENDIX A

2022 CLASSIFICATIONS & WAGES

Effective the 1st payroll period of the 2022 payroll year (December 20, 2021), the wage schedule reflects a 3.00% increase.

Job #	Position	A	C	E	F
1000	FIREFIGHTER EMT	\$5,790	\$6,804	\$7,196	\$7,518
1009	FIRE LIEUTENANT			\$8,060	\$8,421
1049	FIRE CAPTAIN			\$8,866	\$9,264
1119	ASST FIRE MARSHAL			\$9,753	\$10,190
1139	DEPUTY FIRE MARSHALL				\$8,420
1142	TRAINING PROGRAM OFFICER			\$9,753	\$10,190
1189	EMS PROGRAM OFFICER			\$9,753	\$10,190

OFFICER MEDICAL POSITION PAYS:

EMT Add \$35.00 per month to above rate

OFFICER / FIREFIGHTER PARAMEDIC CERTIFICATION PAYS:

P-1 Add 6% of top Firefighter pay to above rate

P-2 Add 12% of top Firefighter pay to above rate

Pay Steps for lateral and entry level Firefighter are specified in the OJT Administrative Guide.

APPENDIX A -- NOTES

- 1) Above salaries provided 12% differential between Firefighters and Lieutenants; 10% between Lieutenants and Captains;
- 2) Day shift (40 hour per week) rates are set as listed below:
 - Deputy Fire Marshal – 112% of Firefighter pay
 - Assistant Fire Marshal - 110% of Lieutenant pay E or F Step Captain pay
 - EMS Program Officer - 110% of E or F Step Captain pay
 - Training Program Officer – 110% of E or F Step Captain pay
- 3) Firefighter rate includes EMT pay.

- 4) P-1 is 0-1 years of service in the Richland Fire Department as a certified Paramedic. (It is paid at a rate equal to 6% of F Step Firefighter pay in addition to the employee's regular pay).
- 5) P-2 is the 2nd and succeeding years of service in the Richland Fire Department as a certified Paramedic. (It is paid at a rate equal to 12% of F Step Firefighter pay in addition to the employee's regular pay).
- 6) Employees who obtain a Washington State Paramedic Certification will begin receiving paramedic pay when they have been approved by the Medical Program Director. Time without pay will not exceed six (6) months. The effective date of medical position pays shall be the date the Fire Department receives the appropriate written certification. Therefore, when the MPD's Protocols Test is passed and the Washington State Certification is in hand, whichever date is last is the effective date for beginning P-1 pay.
- 7) Position pays include reimbursement for meetings and recertification time necessary to maintain said certification (except as provided in [Article 27](#)).

APPENDIX B
PREMIUM PAY

Additional Monthly Pay Per
Certification

IV Endorsement

1.0% x F Step Firefighter (maximum of 2)

AEMT Technician

2.0% x F Step Firefighter (maximum of 12)

Note: With certification, all employees eligible for Appendix B pay, up to a maximum of 16 employees.

APPENDIX C

LEOFF TRUST CONTRIBUTION ANALYSIS

Definitions:

- I. **Scheduled Contribution by Agreement** - 1.75% of F step rate of Firefighter monthly base salary.
- II. **Comparative Cost Analysis** - Comparison of City Self-Insured Medical and Vision costs to LEOFF Trust and HRA costs for bargaining unit members based on same census and calculated annually at renewal.
- III. **Self-Insured Cost Calculation – City** - Self-Insured Medical composite rate plus the maximum liability change as calculated by Conover Insurance plus the composite Vision premium. Calculation to be based on City's lowest deductible health plan.
- IV. **Adjusted Contribution** - LEOFF Trust and HRA expected expenses that exceed the City self-insured cost calculation by comparative cost analysis would be distributed among IAFF members as additional bi-weekly payroll deductions.
 1. Any savings illustrated by the annual evaluation of costs for the coming year will not affect a reduction in contributions below the bargaining unit agreement and will not carry over from year to year.

EXAMPLE OF COMPARATIVE COST EQUATION VS. LEOFF TRUST COST			
FOR ANALYSIS # 1	FOR ILLUSTRATION ONLY		
City Self-Insured Monthly HYPOTHETICAL COMPOSITE RATE	\$1,500.00	Employee Count	MONTHLY TOTALS
Conover Benefits, Inc. % of change in the Fixed + Maximum Liability from 2011 to 2012 Based on HYPOTHETICAL RENEWAL PROPOSAL	4.00%		
COMPARATIVE COST	\$1,560.00	53	\$82,680.00
Plus Monthly Vision Costs	\$21.03	53	\$1,114.59
SUB TOTAL			\$83,794.59
Minus Monthly Tiered Contributions			
EE Only	\$90.00	5	\$450.00
EE Plus Spouse	\$110.00	6	\$660.00
EE Plus Child / Children	\$100.00	7	\$700.00
EE Plus Spouse Plus Child / Children	\$125.00	35	\$4,375.00
		TOTAL	\$6,185.00
TOTAL MONTHLY COST			\$77,609.59
LEOFF TRUST PREMIUM 2012 - NEW RATE STRUCTURE		Estimated Census	
Employee, Spouse, Child	\$1,158.98	12	\$13,907.76
Employee, Spouse, Children	\$1,296.94	23	\$29,829.62
Employee only	\$420.82	5	\$2,104.10
Employee plus Spouse	\$896.82	6	\$5,380.92
Employee plus Child	\$682.98	3	\$2,048.94
Employee plus Children	\$820.94	4	\$3,283.76
			\$56,555.10
Plus HRA Set up \$600 / 12	\$50.00		\$50.00
Plus HRA Monthly Admin	\$5.25 ppm	53	\$278.25
Plus HRA Monthly Contribution by City			
EE Only \$2250.00 / 12	\$187.50	5	\$937.50
EE Plus Family \$4500.00 / 12	\$375.00	48	\$18,000.00
SUB TOTAL			\$75,820.85

Minus Monthly Contributions	\$0.00	5	
2011 1.75% F Step ESTIMATE	\$99.56	48	\$4,778.88
TOTAL MONTHLY COST			\$71,041.97
City Self Insured Plan MONTHLY			\$77,609.59
LEOFF Trust MONTHLY			\$71,041.97
MONTHLY DIFFERENCE			-\$6,567.62
City Self Insured Plan ANNUAL			\$931,315.08
LEOFF Trust ANNUAL		Minus	\$852,503.64
ANNUAL DIFFERENCE	(= SAVINGS)		\$78,811.44

EXAMPLE OF COMPARATIVE COST EQUATION VS. LEOFF TRUST COST			
FOR ANALYSIS # 2	FOR ILLUSTRATION ONLY		
City Self-Insured Monthly HYPOTHETICAL COMPOSITE RATE	\$1,400.00	Employee Count	MONTHLY TOTALS
Conover Benefits, Inc. % of change in the Fixed + Maximum Liability from 2011 to 2012 Based on HYPOTHETICAL RENEWAL PROPOSAL	0.50%		
COMPARATIVE COST	\$1,407.00	53	\$74,571.00
Plus Monthly Vision Costs	\$21.03	53	\$1,114.59
SUB TOTAL			\$75,685.59
Minus Monthly Tiered Contributions			
EE Only	\$90.00	5	\$450.00
EE Plus Spouse	\$110.00	6	\$660.00
EE Plus Child / Children	\$100.00	7	\$700.00
EE Plus Spouse Plus Child / Children	\$125.00	35	\$4,375.00
		TOTAL	\$6,185.00
TOTAL MONTHLY COST			\$69,500.59
LEOFF TRUST PREMIUM 2012 - NEW RATE STRUCTURE		Estimated Census	
Employee, Spouse, Child	\$1,158.98	12	\$13,907.76
Employee, Spouse, Children	\$1,296.94	23	\$29,829.62
Employee only	\$420.82	5	\$2,104.10
Employee plus Spouse	\$896.82	6	\$5,380.92
Employee plus Child	\$682.98	3	\$2,048.94
Employee plus Children	\$820.94	4	\$3,283.76
			\$56,555.10
Plus HRA Set up \$600 / 12	\$50.00		\$50.00
Plus HRA Monthly Admin	\$5.25 ppm	53	\$278.25
Plus HRA Monthly Contribution by City			
EE Only \$2250.00 / 12	\$187.50	5	\$937.50
EE Plus Family \$4500.00 / 12	\$375.00	48	\$18,000.00
SUB TOTAL			\$75,820.85

Minus Monthly Contributions	\$0.00	5	
2011 1.75% F Step ESTIMATE	\$99.56	48	\$4,778.88
TOTAL MONTHLY COST			\$71,041.97
City Self Insured Plan MONTHLY			\$69,500.59
LEOFF Trust MONTHLY			\$71,041.97
MONTHLY DIFFERENCE			\$1,541.38
City Self Insured Plan ANNUAL			\$834,007.08
LEOFF Trust ANNUAL		Minus	\$852,503.64
ANNUAL DIFFERENCE	Additional Cost		-\$18,496.56
Divided by 53 Members = \$29.08 per month Additional Contribution			



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 11/16/2021

Agenda Category: Resolutions - Adoption

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Subject:

Resolution No. 143-21, Authorizing the 2022 Collective Bargaining Agreement with the International Association of Fire Fighters Union, Local No. 1052 - Battalion Chiefs

Department:

Human Resources

Ordinance/Resolution Number:

143-21

Document Type:

Resolution

Recommended Motion:

Adopt Resolution No. 143-21, authorizing the City Manager to sign and execute the 2022 Collective Bargaining Agreement with the International Association of Fire Fighters Union, Local No. 1052 - Battalion Chiefs.

Summary:

In June 2021, the City entered into negotiations with the International Association of Fire Fighters Union, Local No. 1052 - Battalion Chiefs (IAFF-BC) for a successor collective bargaining agreement (CBA). The current CBA expires on December 31, 2021. The IAFF-BC represents approximately 5 employees.

The IAFF-BC members ratified the proposed agreement on September 2, 2021.

The terms of the proposed agreement include a one (1) year contract roll through December 31, 2022 and addresses wages only. The proposed agreement includes a total compensation package within the parameters set by the City Council.

Staff recommends approval of Resolution No. 143-21.

Fiscal Impact:

Terms of the proposed agreement are within the City Council's collective bargaining parameters and the City's 2022 Budget.

Attachments:

1. Resolution No. 143-21
2. Proposed 2022 IAFF Local 1052 Collective Bargaining Agreement - Battalion Chiefs

RESOLUTION NO. 143-21

A RESOLUTION of the City of Richland approving the 2022 Collective Bargaining Agreement with the International Association of Fire Fighters Union, Local No. 1052 - Battalion Chiefs, and authorizing periodic memorandums of understanding.

WHEREAS, the City of Richland desires to attract and retain qualified employees and maintain harmonious relations between the City and the International Association of Fire Fighters Union, Local No. 1052 - Battalion Chiefs (IAFF-BC); and

WHEREAS, the current Collective Bargaining Agreement (CBA) between the City and the IAFF-BC expires December 31, 2021; and

WHEREAS, the parties to the existing CBA have agreed to a new one-year contract addressing wages only based on external market conditions; and

WHEREAS, the City Manager may desire to enter into memorandums of understanding periodically throughout the term of the new CBA with the IAFF-BC labor group for operational and administrative purposes.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richland that the 2022 Collective Bargaining Agreement with the International Association of Fire Fighters, Local No. 1052 – Battalion Chiefs is hereby approved.

BE IT FURTHER RESOLVED that the City Manager is authorized to sign and execute the Collective Bargaining 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 IAFF-BC for operational or administrative purposes during the term of the 2022 Collective Bargaining 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 16th day of November, 2021.

Ryan Lukson, Mayor

Attest:

Approved as to form:

Jennifer Rogers, City Clerk

Heather Kintzley, City Attorney

AGREEMENT BETWEEN

CITY OF RICHLAND

AND

**INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS UNION
BATTALION CHIEFS, LOCAL No. 1052 BC**

2022

January 1, 2022 – December 31, 2022

Resolution No. TBD, Contract No. TBD



TABLE OF CONTENTS

ARTICLE 1 -- RECOGNITION	1
ARTICLE 2 -- NON-DISCRIMINATION	1
ARTICLE 3 -- UNION SECURITY AND PAYROLL DEDUCTION	2
ARTICLE 4 -- UNION BUSINESS	2
ARTICLE 5 -- REMOVED	
ARTICLE 6 -- ILLNESS, INJURY, AND RETURNING TO WORK	3
ARTICLE 7 -- HOLIDAYS	8
ARTICLE 8 -- UNION BULLETIN BOARDS	9
ARTICLE 9 -- CITY RIGHTS AND RESPONSIBILITIES	9
ARTICLE 10 -- PREVAILING RIGHTS	10
ARTICLE 11 -- PERFORMANCE OF DUTY - RULES AND REGULATIONS	10
ARTICLE 12 -- UNIFORMS	11
ARTICLE 13 -- SHIFT TRADES	11
ARTICLE 14 -- PERSONNEL REDUCTION	11
ARTICLE 15 -- WORKING OUT OF CLASSIFICATION - EFFECT ON PAY	11
ARTICLE 16 -- VACANCIES AND PROMOTIONS	12
ARTICLE 17 -- GRIEVANCE PROCEDURE	12
ARTICLE 18 -- WAGES	14
ARTICLE 19 -- HOURS	14
ARTICLE 20 -- FIRE EDUCATION INCENTIVE PROGRAM	15
ARTICLE 21 -- SICK LEAVE	17
ARTICLE 22 -- PAID LEAVES	19
ARTICLE 23 -- LEAVE CONVERSION AND MAXIMUM USAGE	22
ARTICLE 24 -- OVERTIME PAY	23
ARTICLE 25 -- INSURANCE	25
ARTICLE 26 -- PRODUCTIVITY	26
ARTICLE 27 -- NOTIFICATION OF ABSENCE	26
ARTICLE 28 -- MEDICAL CERTIFICATION/RECERTIFICATION AND TRAINING	27
ARTICLE 29 -- TERMS OF SUCCESSORSHIP	27
ARTICLE 30 -- PROBATIONARY PERIOD	27
ARTICLE 31 -- TERM OF AGREEMENT	27
ARTICLE 32 -- SAVINGS CLAUSE	27
ARTICLE 33 -- LONGEVITY PAY	28
ARTICLE 34 -- HAZARDOUS MATERIALS TEAM	28
ARTICLE 35 -- AGREEMENT TO BARGAIN	29
ARTICLE 36 -- GROOMING STANDARDS	29
ARTICLE 37 -- DRUG & ALCOHOL TESTING POLICY	29
ARTICLE 38 -- TECHNICAL RESCUE TEAM	33
ARTICLE 39 -- DEFERRED COMPENSATION	33
ARTICLE 40 -- WSCFF MEDICAL EXPENSE REIMBURSEMENT PLAN	34
ARTICLE 41 -- PERSONNEL RECORDS	34

ARTICLE 42 -- NO SMOKING	34
ARTICLE 43 -- WELLNESS/FITNESS PROGRAM	35
APPENDIX A	i
2022 CLASSIFICATIONS & WAGES	i
APPENDIX B	iii
APPENDIX C	viii

Draft

THIS AGREEMENT is entered into by and between the City of Richland, Washington, hereinafter referred to as the City, and the International Association of Fire Fighters Union Local #1052BC, hereinafter referred to as the Union. It is the purpose of this Agreement to achieve and maintain harmonious relations between the City and the Union, to provide for equitable and peaceful adjustment of differences, which may arise, and to establish proper standards of wages, hours and other conditions of employment.

ARTICLE 1 -- RECOGNITION

1.1 The City recognizes the Union as the exclusive bargaining agent for all Battalion Chiefs employed by the Fire & Emergency Services Department.

1.2 Communications and Notices

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

To the City

Human Resources Director
505 Swift Blvd., MS-12
Richland, Washington 99352

To the Union

President
Post Office Box 607
Richland, Washington 99352

1.3 Duties and Responsibilities

Battalion Chiefs are supervisors within the Department. As supervisors, Battalion Chiefs agree to perform all supervisory duties.

ARTICLE 2 -- NON-DISCRIMINATION

2.1 Charges of discriminatory conduct by either party to this agreement except claims of discrimination for Union membership or activity are not subject to appeal or disposition through the arbitration procedure set forth herein, but may be taken to other appropriate State and Federal Agencies for adjudication. Nothing in this section shall be deemed to prevent either party from fully representing its constituents and interest in any appropriate forum except arbitration relative to questions of discrimination.

2.2 The City and the Union agree not to discriminate against any employee for his membership or non-union membership in the Union.

2.3 Whenever words denoting the masculine gender are used in this Agreement, they are intended to apply equally to either gender.

ARTICLE 3 -- UNION SECURITY AND PAYROLL DEDUCTION

3.1 Dues Processing

The Union will notify the City of its initiation fees and dues. The City will deduct such initiation fees and Union dues 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 Union to the City. The City will forward collected fees and dues to the Union each pay period, to the address and name provided by the Union, accompanied by a list of dues-paying employees and the amount of their dues and elected Union-provided benefits.

3.2 Revocation

An employee may revoke their authorization for payroll deduction of payments to the Union by the employee providing written notice to the City. The City shall provide the Union a copy of the employee's written notice with the first payroll processed that includes the revocation. 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 Director or Finance Director or directly to the Union, who will provide the notice to the City.

3.3 Indemnification

The Union will indemnify the City against any and all liability which may arise by reason of the deduction by the City of money for Union membership dues from employee's wages in accordance with copies of the written employee authorizations furnished to the City by the Union.

ARTICLE 4 -- UNION BUSINESS

4.1 A Union member who is an employee in the BC bargaining unit will be granted time off without pay while attending Union associated conventions, seminars, meetings, and Union/City litigation matters, provided (1) he notifies the Department Director or above in writing at least forty-eight (48) hours prior to the time off. (2) An employee called in to replace another employee, who is off on Union business (including time spent in face-to-face negotiations), will receive straight time pay and overtime pay as required by the FLSA. The Union will reimburse the City the amount over straight time pay. Members of the negotiating team while on duty at said time they are negotiating shall be paid a total of fifty (50) labor-hours in the aggregate for regular, scheduled on-duty time spent in face to face negotiations with the City for a labor agreement. Time spent in excess of 50 hours while within the City of Richland shall be on-duty available for response.

4.2 The Union shall retain the privilege of holding Union Meetings during structured hours, at the on-duty employee's workstation.

- 4.3 No Union member or officer shall conduct any Union business on City scheduled active duty/structured duty work time on the City's premises, except during breaks, lunch, or as provided within Article 4 without consensus of the Fire & Emergency Services Director.
- 4.4 Nothing in this Article shall preclude the two parties from meeting at reasonable times to discuss areas of mutual concern when mutually agreed to.
- 4.5 Professional Standards
In keeping with professional ideals and standards, neither the Union 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 6 -- ILLNESS, INJURY, AND RETURNING TO WORK

- 6.1 Occupational Illness and Injury and Occupational Disability Allowance
The City administers employee leaves associated with occupational illness and injury. The City also administers the process by which employees shall reintegrate into the workplace when in recovery, when released to full duty or when restrictions are placed on the employee's full return to duty. Occupational leaves are administered in accordance with this Agreement, Department policies, and City policies enacted to conform to State and Federal laws.
- 6.2 The City will provide an Occupational Disability Allowance ("ODA") for employees injured or occupationally diseased ("occupational injury") in the line of duty when a claim ("L&I claim") is approved and the employee is determined eligible for time loss payments under State Workers' Compensation Law. ODA shall substitute for time loss payments the employee would be otherwise eligible to receive, until ODA benefits for the employee are exhausted or the employee otherwise becomes ineligible for time loss payments. Employees shall receive ODA only for hours of their normally scheduled shifts during the approved ODA period.
 - 6.2.1 The City may choose to provisionally approve an employee's eligibility for ODA until a claim determination is made, including determining whether the injury/disease is an approved L&I claim and determining whether the employee is eligible for time loss payments. If an L&I claim or time loss payments are denied, the ODA received by the employee provisionally must be repaid by the employee through payroll deductions from the employee's other available paid time off or through other arrangements for employee repayment to the City.
 - 6.2.2 Approved ODA will continue during absences from regular shifts due to the injury/occupational disease, for as long as such job related injury/occupational disease continues, subject to a maximum limit of one (1) calendar year from the determined L&I Claim Date, plus one day. This calendar year of ODA eligibility

includes any amount of time the employee worked on a regular duty or on a light duty assignment during that calendar year. After one calendar year, the employee shall be eligible for consideration of time loss payments for the L&I claim, when time loss is approved by the Department of Labor & Industries, Workers' Compensation division.

- 6.2.3 The shift of injury is considered hours worked and is paid at one hundred percent (100%) of the employee's straight time wages and normal additional pay and benefits. This day is not counted against the ODA one-year maximum.
- 6.2.4 The employee shall receive one hundred percent (100%) of the employee's straight time wages and normal additional pay and benefits after the employee has missed two (2) scheduled shifts for 24-hour shift employees, or four (4) scheduled shifts for forty (40) hour employees, retroactive back to the first full shift missed. If an employee is not absent for more than two (2) scheduled shifts or four (4) scheduled shifts as described above, the employee shall not be eligible for ODA benefits for the days missed, unless the employee later misses shifts which trigger eligibility within the one calendar year eligibility period of the claim.
- 6.2.5 For the remaining shifts within the ODA calendar year, ODA benefits shall be equal to eighty percent (80%) of regular straight time wages plus normal additional pay and benefits for shifts missed. The employee may choose to make up the remaining twenty percent (20%) of the regular straight time wages with accrued or accumulated sick leave, vacation leave, or State Sick Leave.
- 6.2.6 During the period of ODA, the employee shall continue to accrue all leaves they would have otherwise accrued at a full, unreduced accrual level when the employee is on one hundred percent (100%) pay. When the employee is on eighty percent (80%) pay, their leave accruals shall be reduced to eighty percent (80%) of normal accrual, unless the employee elects to supplement their pay to one hundred percent (100%) using available leaves.
- 6.2.7 Employees on ODA shall receive full, unreduced holiday pay when a holiday occurs while on ODA. The occurrence of a holiday during an employee's ODA leave does not extend the one (1) calendar year ODA maximum by an additional day.
- 6.2.8 The ODA wage is considered "kept on salary" for purposes of time loss compensation. Therefore, applicable payroll deductions and contributions, voluntary or otherwise, will only be subtracted from the portion of ODA which is in excess of time loss benefits, and from any optional leave supplement to ODA the employee may have elected when at the eighty percent (80%) ODA benefit level.

- 6.2.9 Except for taxes and LEOFF retirement contributions, all other applicable payroll deductions and contributions, voluntary or otherwise, shall be subtracted from ODA wages that are equal to time loss benefits. Employees may elect to make LEOFF retirement contributions from ODA wages and thereby continue to earn service credit hours for the ODA wage periods.
- 6.2.10 ODA wages in excess of time loss benefits, and optional leave supplement to ODA the employee may have elected when at the eighty percent (80%) ODA benefit level, are taxable wages and subject to required LEOFF retirement contributions.
- 6.2.11 When the employee has insufficient eligible wages to cover the employee's deductions and contributions, the employee shall pay the balance of only the required deductions and contributions directly to the City each pay period. Voluntary contributions shall cease until and unless the employee's eligible wages are sufficient each pay period.
- 6.2.12 The City may elect to pay the required deductions and contributions on the employee's behalf. Such payment is contingent upon the employee providing written pre-authorization for the City to deduct from the employee's future wages or the cash value of other available benefits. The employee must also agree in advance to repay the City for required deductions paid on the employee's behalf by direct payment to the City, should insufficient wages or benefits be available with which to repay the City. Such repayment shall occur upon the employee's return to work or separation from employment, in accordance with a schedule determined by the City.

6.3 Returning to Work from Occupational Leave

Employees absent from any portion of one or more normally scheduled shifts due to an approved or pending-approval of an occupational illness or injury leave must receive clearance by the City before returning to duty. Clearance process and documentation requirements are determined by the City, and may include documentation from the employee's healthcare provider(s) and/or, at the City's expense and choice, documentation from the City's choice of designated healthcare provider(s) when the City determines a medical second opinion is appropriate.

- 6.3.1 Employees may be returned to full and unrestricted duty, modified duty, or full duty within a work hardening progression. If more than one employee is eligible for and agrees to an occupational modified duty assignment, the City shall split available work as evenly as possible among the eligible employees assigned to modified duty.
- 6.3.2 Work hardening progression occurs for a period of no more than two (2) weeks, during which the employee shall gradually increase their performance of full duty assignments on their normal shift. Work hardening is not used when the employee

is restricted from their normal duty. Rather, work hardening is a brief period during which the employee is released to return to full duty but is required to gradually progress to full, performance of duties at a gradually increasing pace within the two (2) week period approved by the designated healthcare provider(s). Employees on work hardening progressions are not considered part of minimum staffing.

- 6.3.3 Modified duty may include reduced hours; reduced work tasks; reassignment temporarily to work tasks not normally performed by the employee; medical rehabilitation to a maximum of two hours per day; or other approved job modifications; and shall not last longer than three (3) calendar months unless approved by the Human Resources Director and Department Director. Modified duty assignments are completed on the employee's regular shift or, upon approval of the healthcare provider(s) and the Department Director, on an alternate shift. Shift employees assigned to a day schedule on a modified duty assignment while on occupational disability allowance shall revert to the day shift accrual rates for the duration of the day shift assignment, and shall follow the formula for leave conversion as defined in [Article 23](#), and shall receive State Sick Leave accrual from the beginning of the modified duty assignment. Employees on modified duty are not considered part of minimum staffing.
- 6.3.4 A modified duty job description detailing the proposed work the employee shall perform is developed from the designated healthcare provider(s) report detailing the employee's limitations and restrictions, as well as operational needs. The modified duty hours shall not exceed the employee's normal scheduled hours each shift. The designated healthcare provider and the City must approve the modified duty job description. Following this approval, the modified duty assignment must be offered and accepted by the employee prior to the employee returning to work.
 - 6.3.4.1 Employees declining modified duty job description assignments shall lose eligibility for time loss, and, as a consequence, shall lose eligibility for ODA. These employees shall remain eligible for other benefits allowed under the claim.
- 6.3.5 Employees shall not be required to report for modified duty assignments during any period that the employee had, prior to the disability, scheduled as a first (1st) or second (2nd) pick of vacation, as provided by the department vacation policy. The employee, at their option, shall be placed on vacation leave as previously scheduled and shall use accrued vacation leave for all hours of those scheduled days off.
- 6.3.6 Employees must comply with the requirements of the modified duty or may be removed from the assignment, in order to protect the employee from potential re-injury, aggravation of injury, or slowing of the employee's recovery and reintegration into the workforce.

- 6.3.6.1 Employees who do not comply with modified duty or work hardening assignments and requirements shall lose eligibility for continued ODA benefits. These employees will also not be eligible for time loss benefits but shall remain eligible for other benefits allowed under the claim.

6.4 Reoccurrence of Occupational Illness or Injury

When an employee has returned to full, unrestricted duty from an occupational claim that has been closed by the Department of Labor & Industries ("L&I"), and L&I subsequently reopens the original claim, the reopened claim shall be treated as a new claim for purposes of ODA benefits.

6.5 Occupational Illness or Injury Extending Past One Year

- 6.5.1. When an employee's occupational illness or injury leave extends beyond one (1) calendar year, the employee shall no longer receive ODA, and shall be eligible for time loss benefits when approved under the claim.

- 6.5.1.1 While on time loss benefits, neither the City nor the employee shall make LEOFF retirement plan contributions, and the employee shall not earn service credit. The employee may choose to "buy back" service credit when allowed by the Department of Retirement Systems rules.

- 6.5.2 When an employee has been determined through the claim process to be unable to return to the job they held when they were injured/illness, the City will retain the employee through their period of ODA benefit entitlement. The employee may choose to initiate separation of their employment for medical reasons, and in such cases the City shall provide the employee the remaining ODA wage benefits that are in excess of time loss wages, and proceed with separation of the employee. The employee may then receive time loss wages and other benefits if authorized through the claim.

- 6.5.3 An employee who has exceeded one (1) calendar year on an occupational leave shall retain continued employment only when on a medical leave approved by the Human Resources Director and Department Director. The decision to continue employment shall include considerations of operational need, the prognosis of and timeframe anticipated for returning to the employee's job of injury/illness, the employee's skillset and potential for performance of other jobs in the City or Department, and other considerations of the City. A decision to continue employment under this Section is not binding, and may be amended or rescinded by the City as deemed appropriate at any time.

- 6.5.3.1 An employee who's employment has not been extended as described in 6.5.2 may be retained as an employee with no entitlement to the

employee's job of injury, while a determination and decision is made regarding the availability and appropriateness of other employment and rehabilitation options.

6.6 Non-occupational Illness, Injury and Returning to Work

The City provides and administers various forms of paid and unpaid leave for employees ill or injured in non-occupational circumstances. Employees are entitled to paid time off as specified in this Agreement, to include sick leave and vacation leave or other time off as provided. Employees may also be entitled to State and/or Federal leave, as referenced in [Article 22](#).

6.6.1 Employees on a non-occupational illness or injury who desire modified duty assignment or work hardening progression shall be subject to the same return to work process and approvals as described in this Article for occupational illness or injury and returning to work, when available and at the discretion of the Department Director. Additionally, priority for modified duty is always given to employee(s) on occupational modified duty, and employees on approved non-occupational modified duty may have their assignment ended should the need for an occupationally-injured employee arise. Such employees shall be paid their regular wage during hours they are assigned to an approved non-occupational modified duty or work hardening progression assignment.

6.6.2 Modified duty for non-occupational illness or injury is available only to employees having sick or annual leave time available and shall not constitute a position nor extend beyond available paid leave time.

ARTICLE 7 -- HOLIDAYS

7.1 Except as provided in Section 7.6 for employees working forty (40) hours per week, it shall be the practice of the City to pay cash compensation in lieu of time off for holidays.

7.2 The following holidays are recognized:

New Year's Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Eve
Labor Day	Christmas
Floating Holiday	

Each of the above-listed holidays, except for Christmas and New Year's Day, shall be observed on the same day that the City observes the holiday. The Christmas holiday shall

be observed on December 25th of each calendar year, and the New Year's Day holiday shall be observed on January 1st of each calendar year.

- 7.3 The floating holiday shall be paid during the pay period of the employee's choice, as indicated on the employee's time card. All employees shall schedule their floating holiday in a pay period in the year it is accrued. The employee receiving the holiday pay shall be on the same work routine as the remainder of the shift.
- 7.4 Twenty-four (24) hour shift personnel shall be paid fourteen (14) hours pay at their regular rate of pay for each recognized holiday during the pay period in which the holiday falls, in addition to the employee's regular pay.
- 7.5 An employee on any leave except "leave without pay" shall receive holiday pay for any and all holidays occurring during the term of said leave (this includes Occupational Disability Allowance Time listed in [Article 6](#)).
- 7.6 Forty (40) hour week (day-shift) personnel shall receive the above holidays (Section 7.2) off. In the event a holiday should fall on the employee's regularly scheduled day off, the employee shall receive another regularly scheduled workday off in lieu of the holiday.

ARTICLE 8 -- UNION BULLETIN BOARDS

- 8.1 The City agrees to furnish and maintain suitable boards in a convenient place in each station and work area to be used by the Union. The Union shall limit its posting of notices and bulletins to such bulletin boards.

ARTICLE 9 -- CITY RIGHTS AND RESPONSIBILITIES

- 9.1 Subject to the provisions of this Agreement, the Union recognizes:
 - A. The prerogatives of the City to operate and manage its affairs in all respects and in accordance with its responsibilities and powers and;
 - B. That the City reserves those rights concerned with the management and operation of the department which includes, but is not limited to the following:
 - a) To recruit, assign, transfer, and promote members to the positions within this department,
 - b) To suspend, demote, discharge, or take other disciplinary actions against members for just cause,
 - c) To determine methods, means, and personnel necessary for the department operations,
 - d) To control the Department Budget,

- e) To take lawful actions, not in violation of this Agreement, in order to assure the proper functions of the Department.

ARTICLE 10 -- PREVAILING RIGHTS

- 10.1 All rights and privileges held by the employees at the present time which are not included in this Agreement shall remain in force, unchanged and unaffected in any manner. These rights and privileges shall include but not be limited to the following:
 - a) Employees shall have the right to retain store call in its present form, provided that shift officers shall consider energy conservation in scheduling and implementing store call.
 - b) Employees shall maintain the right to use "crew room" during leisure hours.
 - c) Employees shall maintain kitchen and sleeping rights.
 - d) Employees shall retain guest and personal telephone privileges in local area and agree to charge all personal long distance calls to a non-City number.

ARTICLE 11 -- PERFORMANCE OF DUTY - RULES AND REGULATIONS

- 11.1 Nothing in this Agreement shall be construed to give an employee the right to strike and no employee shall strike or refuse to perform his assigned duties to the best of his ability during the term of this Agreement.
- 11.2 The Union agrees that it will not condone or cause any strikes, slowdowns, mass sick call or any other form of work stoppage, or interference of normal operations of the Department during the term of this Agreement.
- 11.3 The Union agrees that its members shall comply in full with the Fire & Emergency Services Department Rules and Regulations, including those related to conduct and work performance.
- 11.4 The City agrees that the Department Rules and Regulations, Policies and Procedures, and Guidelines, promulgated after the effective date of this Agreement, which affect working conditions and performance, shall be posted on the Union bulletin boards, and shall be subject to the grievance procedure, if brought within fifteen (15) days of the date the order is posted on the Union bulletin boards.
- 11.5 The Union recognizes the City's right to establish minimum qualifications that must be met by newly hired Battalion Chiefs. A copy of these established minimum qualifications shall be furnished to the Union, and any changes to said qualifications shall be provided to the Union at least thirty (30) days prior to implementation of the change or changes.

ARTICLE 12 -- UNIFORMS

- 12.1 All uniforms, protective clothing, devices required of employees in performance of their duties and cleaning thereof shall be furnished by the City, except dress shoes, shorts, undershirts, socks, and belts, unless the City requires they be worn.
- 12.2 City shall provide four (4) new T-shirts every year and one (1) sweatshirt every other year. They will be laundered by employee.

ARTICLE 13 -- SHIFT TRADES

- 13.1 Employees shall have the right to exchange shifts with qualified employees. The Union agrees qualified employees of a lower rank may fill in for shift trades.

ARTICLE 14 -- PERSONNEL REDUCTION

- 14.1 In the case of personnel reduction, the employee having the least seniority in the classification of Battalion Chief shall be reduced in rank to the prior rank of each employee impacted. If time in position is equal, scores on the certification list(s) shall govern, such that the employee with the lowest score on the most recent certification list shall be reduced in rank first. If scores on the certification list are equal, then time in the Fire & Emergency Services Department shall govern such that the employee with the least time shall be reduced in rank first.
- 14.2 When employees are laid off, their names shall be placed on an employment list in order of seniority, with the employee having the most seniority at the head of the list, and the person with the least seniority at the bottom. This list shall stand for a period of two (2) years and no new employees may be hired during that period until the laid-off personnel have been given the opportunity to return to work.
- 14.3 Persons being re-promoted to positions held prior to being reduced-in-rank shall be re-promoted in the reverse order from which they were reduced in rank.

ARTICLE 15 -- WORKING OUT OF CLASSIFICATION - EFFECT ON PAY

- 15.1 Upon receiving a delegation of authority from the Department Director to assume responsibilities of the Department Director for more than twelve (12) consecutive hours Battalion Chiefs shall receive one-hundred dollars (\$100) per shift for working out of classification. A shift is a twenty-four (24) hour period.
- 15.2 Day shift Battalion Chiefs delegated to serve as Department Director shall be compensated at overtime rate for duties assigned outside normal working hours.

ARTICLE 16 -- VACANCIES AND PROMOTIONS

- 16.1 The right to determine whether or not a vacancy in any position covered by this Agreement is to be filled, and, if so, when, is vested solely in the City.
- 16.2 If a permanent vacancy should occur, the City may not through a series of "out of classification" appointments avoid promoting individuals to gain advantage of the lower pay scale provided by this Article.
- 16.3 All vacancies shall be filled through a competitive examination process determined by the City of Richland Personnel Committee. Promotional testing for the rank of Battalion Chief shall be conducted every other May, beginning May 2019. Upon notice to the Union, the month of the promotional testing may be moved to an alternate month or cancelled for that year.
- 16.4 When it is determined by the City that a vacancy in a position covered by this Agreement is to be filled, appointment to the position shall be made by the appointing authority from among the top three (3) names on the certification list established for the position. If requested by the employee(s), the appointing authority, for informational purposes only, shall give the passed-over candidate(s) valid written reasons for not being selected.
- 16.5 The provisions of this Article do not apply to the filling of vacancies in positions not covered by this Agreement. See Section 1.1.
- 16.6 Should a member choose to relinquish their rank of Battalion Chief, they shall be reduced in rank to the rank they held prior to their promotion to Battalion Chief. The reduction in rank shall not occur until the Director has selected a replacement Battalion Chief. Such a relinquishment will not result in an additional FTE for the Department, unless approved by the Director and City Manager.

ARTICLE 17 -- GRIEVANCE PROCEDURE

- 17.1 A grievance means a claim or dispute by one (1) employee or group of employees with respect to the interpretation and application of the provision of this Agreement. Any issue that has been submitted to the Personnel Committee shall not be considered a grievance or subject to the grievance procedure herein and vice versa.
- 17.2 Nothing in this Agreement shall preclude the right of the two (2) parties to meet and verbally discuss the grievance in an attempt to resolve the issue.
- 17.3 Grievances as herein defined shall be processed in the following manner:

- 17.3.1 **Preliminary Procedure.** An employee or group of employees, who feel they have a grievance, may present such grievance within thirty (30) calendar days of when such matter comes to the attention of the employee. Such grievance should be submitted to the employee's supervisor who shall attempt to resolve it within twenty-one (21) calendar days after it is presented to the supervisor; provided that no grievance in this stage shall be pursued beyond the Department Director.
- 17.3.2 **Step 1.** If the grievance is not resolved in the preliminary procedure, the employee shall have ten (10) calendar days to notify the Union Grievance Committee, in which case it shall be settled in the following manner: The Union Grievance Committee, upon receiving a written and signed petition, preferably on a standard form, shall determine within ten (10) calendar days if a grievance exists. If in their opinion no grievance exists, no further action is necessary. If a grievance does exist, they shall, with or without the physical presence of the aggrieved employee, present the grievance to the Department Director in writing within fifteen (15) calendar days who shall attempt to resolve it within twenty-one (21) calendar days after it has been presented to the Director. The written grievance shall include a statement including the specific Article(s) or Section(s) of the Agreement allegedly violated, the specific facts, and specific remedy sought.
- 17.3.3 **Step 2.** If the employee or employees are not satisfied with the response of the Department Director, the written grievance may be presented to the City Manager, together with all pertinent materials, by such Union representatives within thirty (30) calendar days of receipt of the Department Director's response. The City Manager shall attempt to resolve the grievance within twenty-one (21) calendar days.
- 17.3.4 **Step 3.** Any grievance involving the interpretation or application of this Agreement, which is not resolved in accordance with the foregoing procedure, may be referred to arbitration by the Union within thirty (30) calendar days after receipt of the City Manager's answer in Step 2. The arbitrator shall be a member of the American Arbitration Association ("AAA") or Federal Mediation Conciliation Service ("FMCS") and shall be selected in accordance with the established procedures of the AAA or FMCS, depending upon which agency is used. The cost of the arbitration and the cost of the arbitrator shall be borne one-half (1/2) by the City and one-half (1/2) by the Union. Each party is responsible for its own costs and attorney's fees. The arbitrator shall render his decision based on the interpretation and application of the Agreement. The decision shall be final and binding upon the parties to the grievance, provided that the decision does not involve action by the City which is beyond its jurisdiction, and provided further that the decision of the arbiter is not arbitrary, nor capricious, nor exceeds his authority.

Failure to appeal in accordance with the timelines set forth in Section 17.3 shall be a waiver of any right to further grieve or arbitrate the issue.

- 17.4 The City and the Union may agree to extend the time limits of any of the above steps if mutually agreed to by both parties.
- 17.5 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 any of the present provisions of this Agreement.
- 17.6 No settlement of a grievance shall be contrary to the terms of this Agreement.

ARTICLE 18 -- WAGES

- 18.1 The types of employment and wages for all employees covered by this Agreement shall be listed in [Appendix "A"](#), attached hereto and by this reference incorporated herein.

ARTICLE 19 -- HOURS

- 19.1 The hours of duty shall be approximately 48.154 hours per week as presently worked provided a total of seventeen (17) Kelly Days shall be scheduled off. Ten (10) shifts off will be periodically scheduled on a rotating basis. Seven (7) more shifts may be scheduled off, by the employee, prior to July 1, or as scheduled in a vacation pick period. Kelly Days shall be scheduled in accordance with Kelly Day and vacation policies.
- 19.1.1 The work of day shift Battalion Chiefs shall be forty (40) hours per week. The work schedule shall normally be four (4) ten- (10) hour days. A schedule of five (5) eight- (8) hour days per week may be scheduled with the approval of the Department Director.
- 19.2 Employee structured work hours, for scheduled activities, shall be 8:00 a.m. to 5:00 p.m. Monday through Saturday. Structured work hours for Sundays shall be from 8:00 a.m. to 12 noon. Holidays except Christmas and Thanksgiving shall be from 8:00 a.m. to 12 noon. Christmas and Thanksgiving shall be from 8:00 a.m. to 10:00 a.m.
- 19.3 The Union and management recognize that time-sensitive projects, public service and education events, training and other commitments sometimes dictate that work continue into or occur during non-structured hours. Both parties agree to strive for balance in such work and the Director may authorize time during structured hours to offset time spent working during non-structured hours. Emergency readiness, incident response, and associated work shall be performed throughout the shift regardless of structured hours.

ARTICLE 20 -- FIRE EDUCATION INCENTIVE PROGRAM

- 20.1 The purpose of this program is to provide incentive pay for members of the Fire Department to seek additional education in order to meet the ever-changing needs and demands placed upon the Fire Department.
- 20.2 This program is based on college degrees within the Fire & Emergency Medical Services Administration or closely related fields of study.
- 20.3 All applications for education incentive shall be presented to the Fire & Emergency Services Director for approval. Personnel achieving an approved Associate's or Bachelor's degree shall be paid the percentage indicated in Article 20.4 for said degree.
- 20.4 Approved degree fields for Education Incentive pay include: Fire Service Administration, EMS Administration, Business Administration, Public Administration, and Healthcare Administration, or equivalent as approved by the Fire & Emergency Services Director. Degrees must be attained from a Regionally Accredited College or University in order to qualify for Education Incentive pay.
- 20.5 Requirements for Education Incentive Pay

<u>% OF BASE PAY</u>	<u>BA/BS DEGREE/CREDITS</u>
5%	Approved AA degree or 50% BA/BS credit requirements
10%	Approved BA/BS Degree

- 20.5.1 Completion of an A.A. or A.A.S. degree within the approved degree fields identified in 20.4, or an A.A.S. degree in Fire Science, or equivalent fire science degree as determined by the Director, is eligible for 5% incentive education pay.
- 20.5.2 For those programs that do not require an AA degree as part of the Bachelor's degree, upon 50% completion of an approved Bachelor's degree, employees may submit a transcript demonstrating that all classes have been passed with at least a 2.0, and a letter from the institution stating that at least 50% of the Bachelor's degree credits have been successfully completed to qualify for 5% education incentive pay.
- 20.5.3 Completion of an approved Bachelor's degree qualifies the employee for 10% incentive education pay.
- 20.5.4 To receive Fire Education Incentive Pay, bargaining unit members must provide a diploma, or transcript and letter of 50% completion as outlined in Article 20.5 from a regionally accredited college or university. The effective date of education incentive pay begins the date that all applicable documentation is submitted to the Fire & Emergency Services Director or their support staff.

20.5.5 All members of the bargaining unit in classifications covered by this labor agreement are eligible to participate in the Education Incentive Program.

20.6 Education Incentive Pay Program transition

20.6.1 The program outlined in this CBA becomes fully implemented on January 1, 2019. All employees receiving education incentive pay at previous 1% increments on January 1, 2019 shall not suffer a reduction in existing percentage of compensation because of the agreed upon revisions. However, eligibility for any further increases shall be contingent upon meeting the requirements of the updated program set forth above.

20.6.2 A transition period for incumbent employees (employed as of January 1, 2019) will allow employees to either choose to move to the updated incentive education program or continue under the education incentive program outlined in Section 20.7, Grandfathered Education Incentive Education, below, for the duration of this CBA. On January 1, 2022, education incentive pay will be frozen at the level submitted and approved for those employees who have not completed an approved degree. After that date, additional education incentive pay will be subject to the current program parameters.

20.7 Grandfathered Education Incentive Program

20.7.1 This program is based on college units and college degrees within the Fire Service as defined under a Fire Science/Fire Administration Program curriculum. Subjects not related directly to the fire field but part of the requirements or electives towards a degree shall be counted as a part of this program as defined in Section 20.5.

20.7.2 All applications for education incentive shall be presented to the Fire & Emergency Services Director prior to becoming eligible for credit under this program. Personnel achieving an Associate or Bachelor Degree in Fire Science/Fire Administration shall be paid the percentage indicated in 20.5 for said degree.

20.7.3 When a Battalion Chief has not received a degree, courses/credits completed will be accepted under this program as set forth below.

20.7.4 Requirements for Education Incentive Pay

<u>% OF BASE PAY</u>	<u>AA DEGREE/CREDITS</u>	<u>BA/BS DEGREE/CREDITS</u>
1%	20% of credit requirements	10% of credit requirements
2%	40% of credit requirements	20% of credit requirements
3%	60% of credit requirements	30% of credit requirements
4%	80% of credit requirements	40% of credit requirements
5%	AA Degree	50% of credit requirements
6%		60% of credit requirements
7%		70% of credit requirements
8%		80% of credit requirements
9%		90% of credit requirements
10%		BA/BS Degree

20.7.5 All employees receiving education incentive pay on January 1, 2007 shall not suffer a reduction in existing percentage of compensation because of the agreed upon revisions. Eligibility for any further increases shall be contingent upon meeting the requirements set forth above.

20.7.6 To receive credits for Fire Education Incentive Pay, bargaining unit members must provide a transcript and Fire Science/Fire Administration curriculum from the college issuing the transcript. A letter from the course administrator is required for determination of appropriate credit allowance. Credits offered for pay under this program must have a "C" grade average.

20.7.7 Requests for pay in excess of the 5% step level must be predicated on upper division level credits for classes that fit into a four (4) year Fire Science/Fire Administration curriculum for a four (4) year college degree. Unused service credits to the maximum of thirty (30) may be used as upper division electives if accepted by the college.

20.7.8 All members of the bargaining unit in classifications covered by this labor agreement are eligible to participate in the Education Incentive Program.

ARTICLE 21 -- SICK LEAVE

21.1 Sick Leave for LEOFF II Employees

Full-time and temporary LEOFF II employees shall accrue sick leave as follows:

	<u>Accrual Rate</u>
40 hour per week employees	8 hours per month
24 hour shift employees:	
1) With less than 1440 hours accrued sick leave	24 hours per month
2) With 1440 or more hours accrued sick leave	12 hours per month

Twenty-five percent (25%) of unused sick leave accrued by each LEOFF II employee will be paid to the employee by the City, up to a maximum payout of \$12,000, when such employee separates from service with fifteen (15) or more years of employment with the Richland Fire Department.

21.2 Advance of Sick Leave for New Employees

New employees will be advanced a sick leave allowance equal to that, which would be accrued in six (6) months at the LEOFF II accrual rate, and will begin their regular LEOFF II accrual at the end of six (6) months' employment. An employee whose employment terminates for any reason during the first six (6) months must repay the City for sick leave used in excess of the LEOFF II accrual rate for the period of actual employment. For temporary employees, sick leave advancement shall be limited to the amount that they would normally accrue during their period of employment.

21.3 Employees shall be allowed to donate accrued sick leave to other employees within the bargaining unit with less than thirty-six (36) months of service. A donating employee may give to more than one (1) employee but not to exceed twenty-four (24) hours per receiving employee per year. Receiving employees can receive unspecified number of hours from various donors. Donation does not impact perfect attendance.

21.4 At the beginning of each year the City shall deposit twelve (12) hours per 24 Hour Shift bargaining unit position per year into the Union's Business Leave Bank. This will be funded by a corresponding reduction of 12 hours of sick leave from each member's accrued sick leave balance. At the beginning of each year the City shall deposit ten (10) hours per 40 Hour Day Shift bargaining unit position per year into the Union's Business Leave Bank. This will be funded by a corresponding reduction of 10 hours of sick leave from each member's accrued sick leave balance.

21.5 This bank will be used, at the discretion of the principal officers of the Union, to offset the cost of time off for Union business (attendance at the Union's associated conventions, seminars, meetings, etc.). Union Business Leave taken will be paid to the applicable employee on approved Union leave (during a normally scheduled shift) from the Union Business Leave Bank balance on an hour-for-hour basis. If the Union Business leave causes overtime, it will be taken from the Union Business Leave Bank at the overtime rate. In the event there is insufficient balance of Union Business Leave available, the employee must

arrange for time off of their normal shift. Employees taking Union Business Leave are responsible for following the normal process and timing for requesting time off.

- 21.6 Employees working the 40-hour shift schedule 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.

ARTICLE 22 -- PAID LEAVES

22.1 Vacation Leave

Regular full-time employees shall accrue vacation time as set forth below, based on length of service with the City. No employee shall be eligible to use vacation time accrued until they have worked for the City a minimum of six (6) calendar months.

- 22.1.1 Employees working a 40-hour base week shall accrue vacation time on the following basis:

<u>Length of Service</u>	<u>Monthly Rate of Vacation Credit in Hours</u>
1st through 9 years	12
10th through 15 years	14
16th through 20 years	16
Over 20 years	18

Accumulation of vacation shall not exceed 339 hours at year's end.

- 22.1.2 Employees working 24-hour shifts shall accrue vacation time on the following basis:

<u>Length of Service</u>	<u>Monthly Rate of Vacation Credit in Hours</u>
1st through 9 years	14
10th through 15 years	16.25
16th through 20 years	19
Over 20 years	21

Accumulation of vacation shall not exceed four-hundred eight (408) hours at year's end.

22.2 Vacation Bonus Days

Regular full-time employee(s) working a 40-hour base week and with one (1) continuous year of service shall be eligible to earn one (1) vacation bonus day (ten (10) hours) after non-use of sick leave and leave without pay collectively. Regular full-time employee(s)

working Firefighter 24-hour shifts who have completed one (1) continuous year of service shall be eligible to earn one (1) vacation bonus Firefighter 24-hour shift after non-use of sick leave and leave without pay collectively.

22.3 Family Leave

Battalion Chiefs shall be granted family leave for injury, illness, birth or death in the employee's family, when employee's presence is needed.

22.3.1 40-hour week employees shall be granted forty (40) hours family leave per year. 24-hour shift employees shall be granted seventy-two (72) hours family leave per year.

22.3.2 Hours needed in excess of the limits listed in 22.4.1 shall be charged to sick leave or vacation per the employee's request after being approved by the Department Director or above or as provided by State Statute. Sick leave used to extend family leave shall impact the employee's perfect attendance date unless prohibited by law.

22.3.3 For Family Leave purposes, "Employee's Family" shall be defined as the employee's spouse, son, son-in-law, daughter, daughter-in-law, mother, mother-in-law, father, father-in-law, sister, sister-in-law, brother, brother-in-law, grandfather, grandfather-in-law, grandmother, grandmother-in-law, grandchild, or any person permanently residing with the employee. Step relatives of the relations listed shall also be considered as part of the employee's family.

22.4 Personal Business Vacation Leave

Battalion Chiefs working 24-hour shifts shall be granted up to seventy-two (72) hours of personal business vacation leave annually. Battalion Chief's working a forty- (40) hour week shall be granted forty (40) hours of personal business vacation leave annually.

22.5 Twenty-four hours / ten hours (24 hrs Shift / 10 hrs Days) of the seventy-two / forty (72/40) hours may be taken at the employee's discretion. Such time must be taken in blocks of eight (8) hours or more. Vacation shall be charged at the applicable overtime rate against the employee's accrued vacation for each hour taken. Discretionary use of personal leave will impact perfect attendance. Employees transferring from days to shifts or vice-versa shall have the bonus prorated for the amount of time spent on shift.

Forty-eight / thirty (48/30) hours of the seventy-two / forty (72/40) hours may be taken for those situations, which require the employee's presence and which cannot be scheduled to another time. Examples include: childcare, business appointments. Recreational or other pleasure activities are not included. The determination of whether the situation qualifies for such leave rests solely with the City. The City may request documentation to support the

justification for the use of such leave. Vacation shall be charged for the exact amount of leave used.

Battalion Chiefs not using personal business vacation leave in a calendar year shall receive Twenty-four/Ten (24/10) hours of bonus vacation accrual to be paid cash compensation in lieu of time off.

- 22.6 Eligible employees will be allowed up to twelve (12) weeks of unpaid leave in accordance with the Family Medical Leave Act. The City may require an employee to use any and all accrued leave as part of the FMLA leave. Other State or Federal laws may provide other protected paid or unpaid leave, and the provisions of this section are not intended to expand upon federal or state law.

22.6.1 Employees are entitled to receive notice of their eligibility for and right to use various State and Federal leaves. In order to ensure employees receive the required notifications from Human Resources (HR), when employees use paid or unpaid time off for absences due to their own or a family member's illness or injury exceeds three normally scheduled shifts, human resources shall be notified of the absences and anticipated return, if known. Such notification shall be provided by the employee's command staff. Additionally, the employee may choose to notify HR directly.

Employees on non-occupational sick leave for their own illness or injury who choose to utilize State or Federally protected leave concurrent with sick or other paid time off, or as unpaid leave following use of paid time off, shall be subject to the City's requirements for use of that State/Federal leave and associated City policies, to include City requirements for returning to work.

22.7 Military Leave

Any regular, probationary, or temporary employee who is a member of the State National Guard or a federal reserve military unit shall be entitled to time off in accordance with governing law.

22.8 Vacation Leave Donation/Transfer

The policy of the City is to allow employees to donate vacation leave to co-workers facing personal emergencies who have exhausted all accrued leave.

An employee is eligible for donated vacation leave when 1) they 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 two-hundred forty (240) hours of donated 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.

An eligible employee requiring use of donated vacation leave shall notify their Department Director in writing that the use of donated leave is required, explaining and providing written documentation as to the circumstances.

The Department Director shall forward the request to Human Resources for approval.

City employees may donate vacation leave to other employees under the following conditions:

- 1) A vacation balance of at least 100 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 ten (10) hours. As a result, \$200 worth of leave is transferred. The requesting employee will be credited with twenty (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 donation form shall be destroyed by Finance.

ARTICLE 23 -- LEAVE CONVERSION AND MAXIMUM USAGE

- 23.1 Because shift changes are usually accomplished during the first part of the year, Family and Emergency Leave hours shall be restored to the appropriate maximum granted in [Article 22](#) whenever an employee transfers from a 40-hour per week position to a 24-hour shift position, or vice versa.
- 23.2 Whenever an employee changes from 24-hour shifts to days, Sick Leave and Vacation accrual totals shall be multiplied by 0.83088. When changing from days to 24-hour shift, Sick Leave and Vacation shall be multiplied by 1.2035. The multipliers are based on hours worked per week.

The accrual rates shall be changed to reflect the appropriate rate for the position being worked on the last day of each month. Accruals by 40-hour shift employees who then convert to a 24-hour shift shall be managed in accordance with City State Sick Leave policy.

23.3 Leave of Absence Without Pay

A regular full-time employee may be eligible for an unpaid leave of absence up to thirty (30) calendar days with the approval of the Department Director. Prior to requesting such leave, the employee must have exhausted all of the employee's paid leave. During such leave, the employee will be considered to be active at work and entitled to the privileges and benefits as specified by this Agreement. If the employee fails to return from said leave, the employee will be considered as having abandoned the employee's job and be subject to termination.

A regular full-time employee with a minimum of five (5) years of service may be granted an unpaid leave of absence of up to one (1) calendar year with the approval of the City Manager. Prior to requesting such leave, the employee must have exhausted all of the employee's paid leave. During such leave, the employee will not accrue sick leave, vacation leave or any other benefits, and the employee's seniority will be frozen. Upon return from such leave, the employee may be placed in an open position as listed in [Appendix "A"](#) of this Agreement according to the employee's knowledge, skills and abilities. If the employee fails to return from such leave, the employee will be considered as abandoning the employee's job and be subject to termination.

ARTICLE 24 -- OVERTIME PAY

24.1 All overtime work for 24-hour shift employees shall be compensated at one and one-half (1.5) times the regular hourly rate of pay, except as provided in Section 24.1.1 and 24.1.2 and subsections thereof.

24.1.1 For bargaining unit members regularly working a 40-hour base week, who are on a scheduled leave or day off and assigned to a shift for overtime, shall be paid at 1.5 times their current rank equivalent for an Operations Division employee's rate of pay (at the appropriate step) calculated on a 2504 scheduled hours work year (48.154 hours per week x 52 weeks per year).

24.1.2 Classroom time or other related preparation time, outside of normal working hours, for department-*required* training, training related to maintaining EMS, Haz Mat, and TRT certifications as outlined in [Articles 28](#), [34](#), and [38](#), and training required as part of individual staff assignments (i.e. SCBA Technician, Fire Investigator, SME, etc.) shall be compensated at the employee's regular overtime rate. Course registration, fees, travel, or other related costs are addressed by Department policies.

24.1.2.1 Classroom time or other related preparation time, outside of normal working hours, for training that is not *required* but nonetheless the employee has been approved to attend and is directly related to the employee's current work shall be compensated at the Training Rate of one and one-half (1.5) times the current minimum wage rate. Course

registration, fees, travel, or other related costs are addressed by Department policies.

24.1.2.2 Classroom time or other related preparation time, outside of normal working hours, which is for purposes of promotional preparation, development of skills outside the scope of current work, training that is primarily for the benefit of the employee and not the city, attainment of certifications outside the scope of current work, and formal education (i.e. for-credit college courses) shall be non-compensable. Course registration, fees, travel, or other related costs are addressed by Department policies.

24.1.2.2.1 When registration for an otherwise non-compensable course (as described under 24.1.2.2, above) requires the employee to obtain Richland Fire Department approval in order to attend, the Department's approval shall not be construed so as to change the nature of the course from non-compensable to compensable. The employee's attendance at the course does not constitute a work assignment and is non-compensable.

24.1.3 When mutually agreed, the City may grant day shift employees (40 hour per week workers) compensatory time off in lieu of overtime pay. Such compensatory time shall be granted at 1-1/2 times overtime hours worked and shall be scheduled for use at a time, which is mutually agreeable to the City and employee. In no event shall compensatory time accrual exceed two hundred (200) hours; and compensatory time shall either be used, or overtime hours be paid at 1-1/2 times the regular hourly rate of pay, within 12 months of when the overtime was performed.

24.1.4 Minimum overtime pay shall be equivalent to four (4) hours straight pay for all call backs, exception hold over pay.

24.2 The parties agree to the current departmental Battalion Chief Overtime Policy, except to the extent it is in conflict with this Article.

24.3 In the absence of the Operations Battalion Chief scheduled to be on duty, resultant overtime shall first be offered to a qualified Battalion Chief at the Shift Battalion Chief overtime rate listed in Section 24.1. If a qualified Battalion Chief does not fill the position, then a qualified member of the Firefighters' (Rank and File) bargaining unit may fill the position.

24.3.1 The requisite demonstrated task proficiencies for department members to perform as Operations Battalion Chief is described in the Battalion Chief: Performance Proficiency Tasks Policy. This policy will detail the requirements to be "qualified".

24.3.2 The terms, conditions, and mechanisms for calling in and documenting Battalion Chiefs' overtime is described in the Battalion Chief Overtime Policy.

ARTICLE 25 – INSURANCE

25.1 Health Insurance

The City and employee as represented by IAFF Local 1052-BC shall share the cost for health insurance coverage for employees and their dependents.

25.1.1 During the term of this agreement, unless otherwise indicated per [Appendix "B"](#), the employee shall contribute 1.75% of "F" step rate of firefighter/EMT monthly base salary towards the cost of the PPO+ Plan and then towards the LEOFF Health and Welfare Trust 6B plan upon its effective date. The City will contribute the balance of the cost. Additionally, unless otherwise indicated per [Appendix "B"](#), the City will cover the 1.75% cost of an employee only designation. All bargaining unit members will transfer medical and vision coverage to the LEOFF Trust Plan 6B effective February 1, 2012. IAFF members shall retain the City medical plan for the month of January 2012.

25.1.2 In conjunction with the IAFF members transfer to the LEOFF Trust Plan, an individual Health Reimbursement Account ("HRA") shall be established with A.W. Rehn and Associates. Annual contributions will be prorated and contributed monthly by the City for each bargaining unit member as follows:

- a) An HRA annual contribution in the amount of \$4,500.00 will be made by the City for each member with dependent(s), \$2,250.00 contributed for each member without dependents. HRA set up and annual fees shall be paid by the City, not to include an HRA debit card, which shall be borne by the employee. The HRA contributions will be prorated for all future members hired or terminated during the term of this agreement.

25.1.3 At the end of each annual claim submission period as determined by A.W. Rehn and Associates, excess monies in each HRA account will roll into an individual Health Savings Account ("HSA")/Voluntary Employee Benefit Association ("VEBA") account. All fees associated with said HSA/VEBA will be at the expense of the member.

25.2 Dental Plan

The City will pay for a dental plan which covers the employee and all of the employee's eligible dependents.

25.3 Vision Plan

Vision benefits are included through the LEOFF Health and Welfare Trust 6B Plan. The cost of the City's vision insurance plan will be part of the cost of medical coverage used in [Appendix "B"](#).

25.4 Life and Accidental Death & Dismemberment Insurance

The City will maintain basic Life and Accidental Death & Dismemberment ("AD&D") policies which provide an employee death benefit equal to two (2) times an employee's annual base salary, and a nominal basic life insurance benefit for spouse and child/ren. The City shall offer an employee paid supplemental life and AD&D benefit.

25.5 Post-Employment Health Program

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, IAFF Local 1052 elected to take additional wages. As a result, it is understood that IAFF Local 1052 members are not, nor shall at any time in the future be, eligible to participate in the City's post-employment health benefit program.

ARTICLE 26 -- PRODUCTIVITY

- 26.1 The City and the Union shall work together to meet the production requirements of the Fire & Emergency Services Department to provide the public with efficient and courteous service, to encourage good attendance of employees on regular duty; and to promote a climate of labor relations that will aid in achieving a high level of efficiency in the Department.

ARTICLE 27 -- NOTIFICATION OF ABSENCE

- 27.1 Employees not able to report for duty at the beginning of a scheduled shift or shifts for reasons of sickness, disability, or other unscheduled absence causes, shall notify the on-duty shift supervisor prior to 0730 on the date of the scheduled work shift or shifts.
- 27.2 Employees may be excused from multiple notifications if the absence is known or expected to extend beyond the initial shift. Should circumstances preclude or inhibit an employee's ability to make notification of absence prior to 0730, the employee shall make such notification as soon as reasonably possible to do so.
- 27.3 40-hour week employees not able to report for duty at the beginning of a scheduled shift for reasons of sickness, disability, or other unscheduled absence causes shall, prior to 07:00, notify the Chief or their designee by phone (cell phone).

ARTICLE 28 -- MEDICAL CERTIFICATION/RECERTIFICATION AND TRAINING

Battalion Chiefs eligible for EMT basic pay with proper certification will receive \$35.00 per month per [Appendix "A"](#). The current employees with paramedic certification will continue to receive paramedic pay consistent with [Appendix "A"](#), provided the employees maintain proper certification.

The City shall pay off-duty paramedics and paramedic students overtime to attend live Ongoing Training and Education Program ("OTEP") and Medical Program Director ("MPD") meetings up to a maximum of eighteen (18) annually. Paramedics shall be paid for required training to maintain certifications (ACLS, PALS, and Advanced Airway Course).

ARTICLE 29 -- TERMS OF SUCCESSORSHIP

29.1 This Agreement shall be binding upon the successors and assigns of the parties hereto, and no provisions, terms, or obligations herein contained shall be affected, modified, altered, or changed in any respect whatsoever by the consolidation, merger, annexation, transfer, or assignment of either party hereto; or affected, modification, altered, or changed in any respect whatsoever by any change of any kind of the ownership or management of either party hereto; or by the change geographically or otherwise in the location or place of business of either party hereto.

ARTICLE 30 -- PROBATIONARY PERIOD

30.1 Newly promoted Battalion Chiefs shall serve a twelve (12) continuous month probationary period. If the six (6) month appraisal is satisfactory, the officer will receive a merit increase to the next higher step. Probationary employees who take any type of continuous paid or unpaid leave greater than ninety (90) calendar days during their probationary period shall have their probation extended for the same number of calendar days the employee was on leave, for each 90-day or greater leave period.

ARTICLE 31 -- TERM OF AGREEMENT

31.1 This Agreement shall be for a term of four (4) years commencing January 1, 2018, through December 31, 2021.

ARTICLE 32 -- SAVINGS CLAUSE

32.1 If any provision of this Agreement or the application of such provision should be rendered or declared invalid by any court action or by reason of any existing or subsequently enacted legislation, the remaining parts or portion of this Agreement shall remain in full force and effect.

ARTICLE 33 -- LONGEVITY PAY

- 33.1 Members of the bargaining unit that have completed twenty-five (25) years of service with the City shall receive longevity pay equal to five percent (5%) of their base pay.

ARTICLE 34 -- HAZARDOUS MATERIALS TEAM

- 34.1 The City agrees to pay for one (1) bargaining unit member specialty pay for leadership on the Tri-County Hazardous Materials Response Team ("HMRT"). Such pay shall be equal to three and one-half percent (3.5%) of top step Firefighter pay per month starting the date the Director assigns the BC to the HMRT team. The BC shall play a leadership, liaison, and coordinator role on the team, though may elect to participate in various training required of regular team members selected from the Rank and File Unit.
- 34.2 When there is no BC member on the HMRT, the City shall post a notification of an opening for a period of two (2) weeks (14 calendar days). A BC shall be selected from applications received by the Director, who shall determine the manner of the application and related materials to be submitted. Selection of a Battalion Chief shall be at the sole discretion of the Director.
- 34.3 The selected BC shall remain on the HMRT for a minimum of two (2) years. The BC may be removed from the team if a problem or condition occurs, at the discretion of the Director. A BC may resign from the team prior to two years of membership by notifying the Director in writing. Should the City withdraw from participation on the HMRT and cease to provide that service, then the BC shall cease to receive the additional pay for membership on this team.
- 34.4 Off-duty BC team members shall be paid at their regular overtime rate of pay for the following items:
- a) All emergency response time;
 - b) Required HMRT meetings;
 - c) All required training time (drills and classes).

An on-duty BC of the HRMT shall be replaced as needed for required meetings and required training. Said training and meetings shall not impact other BC bargaining unit member's rights to use their leaves (including moving of Kelly Days).

- 34.5 The responsibility and authority for the operation of the HMRT, including policies and procedures, rests solely with the Board of Directors.

- 34.6 If significant changes to the related conditions or procedures are proposed or enacted, this Article will be reopened at the request of either the City or the Union to negotiate the impact of such changes.

ARTICLE 35 -- AGREEMENT TO BARGAIN

- 35.1 Nothing in this agreement is to be considered as a waiver by the Union of their rights to request and require bargaining on any changes initiated by the Employer, which impact hours, wages, or working conditions.

ARTICLE 36 -- GROOMING STANDARDS

- 36.1 The uniformed members of the Richland Fire & Emergency Services Department will maintain a standard of grooming and a reasonable uniformity of appearance, as defined in the Department policy. The policy addresses both safety standards as well as ensuring employees impart to the public we serve an image of competence, efficiency and pride in the City and the Department. The policy shall ensure employees are groomed in such a way as to inspire confidence by the public.

ARTICLE 37 -- DRUG & ALCOHOL TESTING POLICY

- 37.1 Reporting to work under the influence of alcohol and/or illegal drugs, or the use, sale, or possession by an employee of illegal drugs is strictly prohibited and may result in disciplinary action, including immediate termination.

Each employee must advise the City if they are using prescription or other over-the-counter drugs they know or reasonably should know may impair their ability to perform job functions and/or operate machinery such as automobiles. Under appropriate circumstances the City may request the employee provide written medical authorization to perform various essential job functions from a physician while using such drugs.

The City recognizes a need to provide an opportunity for employees to deal with alcohol 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.

Such voluntary action must be done prior to any act or reasonable suspicion that would result in being asked to submit to discovery testing and/or disciplinary action.

It is understood between the parties that the disciplinary action referred to here in Section 37.1 of the Collective Bargaining Agreement may be termination of employment if, through the commitment of such an act as described in this Article, results in personal injury or death of a City employee or member of the general public; destruction of or damage to City equipment or property; destruction of or damage to public or private property.

Other such infractions as covered by this Article shall be dealt with in accordance with their merits.

- 37.2 Where a supervisory employee of the City has a reasonable suspicion to believe an employee is under the influence of alcohol or illegal drugs, or is using illegal drugs, the employee in question will be asked to submit to discovery testing including, breath tests, urinalysis and/or a blood screen to identify any involvement with alcohol or illegal drugs.

An employee who refuses to submit to discovery testing for alcohol and/or illegal drugs shall be presumed to be under the influence of alcohol or an illegal drug for the purpose of administering this Article.

- 37.3 For the purpose of administering this Article the following definition of terms is provided:

Reasonable Suspicion:

Reasonable Suspicion is based on specific objective facts and reasonable inferences from those facts in the light of experience, that discovery testing will produce evidence of illegal drug or improper alcohol use by that particular employee.

Under the influence - The following cutoff levels shall be used for the initial screening of specimens to determine whether they are negative for these drugs or classes of drugs. All cutoff concentrations are expressed in nanograms per milliliter (ng/mL).

DEPARTMENT OF TRANSPORTATION STANDARDS - 49 CFR PART 40 §40.87		
Type of Drug or Metabolite	Initial Test	Confirmation Test
Marijuana metabolites Delta-9-tetrahydrocannabinol-9-carboxylic acid (TCHA)	50	15
Cocaine metabolites Benzoylcegonine	150	100
Opiate metabolites Codeine/Morphine Codeine Morphine	2000	2000 2000

6-Acetylmorphine	10	10
Phencyclidine (PCP)	25	25
Amphetamines – AMP/MAMP Amphetamine (AMP) Methamphetamine (MAMP)	500	250 250 (specimen must also contain at least 100 ng/ML of amphetamine)
Methylenedioxymethamphetamine (MDMA) Methylenedioxyamphetamine (MDA) Methylenedioxyethylamphetamine (MDEA)	500	250 250

Level of the positive result for ethyl alcohol....0.04 gr/dl

Illegal Drugs - are defined as all forms of narcotics, depressants, stimulants, hallucinogens, and cannabis, which sale, purchase, transfer, or unauthorized use or possession is prohibited by law.

Over-the-Counter Drugs - are those which are generally available without a prescription and are limited to those drugs which are capable of impairing the judgment of an employee to safely perform the employee's duties.

Prescription Drugs - are defined as those drugs, which are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.

37.4 If an employee is required to submit to a drug test, the following procedure shall be followed:

- 1) The employee shall be given an opportunity to confer with a Union representative if one is readily available and the employee has requested said conference.
- 2) The employee shall be given an opportunity to explain the reasons for the employee's condition, such as reaction to a prescribed drug, fatigue, exposure to toxic substances, or any other reasons known to employee to the test administrator. The City and a Union representative may be present during this discussion.
- 3) The City may request urine and/or blood samples.
- 4) Urine and blood samples shall be collected at a local laboratory, hospital or medical facility. The City shall transport the employee to the collection site. The City and/or

Union representative may be allowed to accompany the employee to the collection site and observe the bottling and sealing of the specimen. The employee shall not be observed by the City when the urine specimen is given.

- 5) All specimen containers and vials and bags used to transport the specimen shall be sealed to safeguard their integrity, in the presence of the City, employee and the Union representative and proper chain-of-custody procedures shall be followed.
 - 6) The drug tests of the specimen shall be conducted by the PAML Laboratory in Spokane, Washington.
 - 7) If a specimen tests positive in an immunoassay screen test, the results must be confirmed by a gas chromatography/mass spectrometry tests. The specimen must show positive results on the GC/MS (gas chromatography/mass spectrometry) confirmatory test to be considered positive.
 - 8) At the employee's or the Union's option, a sample of the specimen may be requisitioned and sent to a laboratory chosen by the Union for testing. The cost of this test will be paid by the Union or the employee. Failure to exercise this option may not be considered as evidence in an arbitration or other proceeding concerning the drug test or its consequences. The results of this second test shall be provided to the City.
 - 9) The City, the employee and the Union shall be informed of the results of all tests, and provided with all documentation regarding the tests as soon as the test results are available by the Medical Review Officer (MRO).
- 37.5 The Medical Review Officer shall be chosen and agreed upon between the City and the Union. The role of the MRO will be to review, interpret and confirm positive test results and communicate the results as previously specified. The MRO shall review all pertinent medical records made available by the tested employee when a confirmed positive test could have resulted from legally prescribed medication.
- 37.6 If the results of the drug test are positive, and support a conclusion that the employee used an illegal drug, or reported to work while under the influence of alcohol, the employee may be subject to discipline including immediate discharge.
- 37.7 The employee has the right to challenge any discipline imposed in the same manner that the employee may grieve another Employee action.
- 37.8 Changes to this Article regarding applicable statues and DOT standards pertaining to substance abuse and a drug free workplace will be addressed in labor management.

ARTICLE 38 -- TECHNICAL RESCUE TEAM

- 38.1 The City agrees to pay specialty pay for one (1) bargaining unit member's participation on the Technical Rescue Team ("TRT"). Such pay shall be equal to three and one-half percent (3.5%) of top step Firefighter pay per month. The Director assigns the BC to the TRT. The BC shall play a leadership, liaison, and coordinator role on the team, though may elect to participate in various training required of regular team members.
- 38.2 When there is no BC member on the TRT, the City shall post an opening for a minimum of two weeks (fourteen (14) calendar days). A BC shall be selected from applications received by the Director. Selection of a BC shall be at the sole discretion of the Director.
- 38.3 The selected BC shall remain on the TRT for a minimum of two (2) years. The BC may be removed from the team if a problem or condition occurs, at the discretion of the Director.
- 38.4 A BC may resign from the TRT prior to two (2) years of membership by notifying the Director in writing. Should the City withdraw from participation in the TRT and cease to provide that service, then the BC shall cease to receive the additional pay for membership on this team.
- 38.5 Off-duty BC team members shall be paid at their regular overtime rate of pay for the following items:
- a) All emergency response time;
 - b) Required TRT meetings;
 - c) All required training time (drills and classes).
- An on-duty BC of the TRT shall be replaced as needed for required meetings and required training. Said training and meetings shall not impact other bargaining unit member's rights to use their leaves (including moving of Kelly Days).
- 38.6 TRT operational and training policies and procedures will be developed by the Department with input from TRT members.
- 38.7 The BC on the TRT shall instruct non team member BCs on technical rescue issues on an as needed basis. Should this occur off duty then the team member shall be compensated at the applicable overtime rate.

ARTICLE 39 -- DEFERRED COMPENSATION

In accordance with the City's plan document and limitations of federal law, regular full and part-time employees are eligible to voluntarily participate in the City's Internal Revenue Code ("IRC") Section 457 plan or the IAFF-FF Section 457 plan.

The City shall match employee contributions in deferred compensation up to four percent (4%) of the rate of pay of the Battalion Chief or based on [Appendix "A"](#) only for the first fifteen (15) years of continuous City service. After fifteen (15) years of service, the City shall continue to pay the four percent (4%) to deferred compensation with no match required from the employee.

Employees may select either the City's 457 plan or the IAFF-FC Section 457 plan during the City's open enrollment period each year.

ARTICLE 40 -- WSCFF MEDICAL EXPENSE REIMBURSEMENT PLAN

- 40.1 The City shall contribute \$75 per month, per BC bargaining unit member to the Washington State Council of Firefighters Medical Expense Reimbursement Plan ("MERP").
- 40.2 The maximum contribution by the City is fixed at \$75 per month per BC bargaining unit member, and shall not increase at any time.
- 40.3 The Union and the Employees agree to hold the Employer harmless and indemnify the Employer from any and all liability, claims, demands, lawsuits, and/or losses, damage, or injury to persons or property, of whatsoever kind, arising from and in any way related to the implementation and administration of the MERP. The Union and Employees, shall be one hundred percent (100%) liable for any and all liabilities inclusive of any federal, state, or local agency determination regarding any liabilities that arise out of the MERP. The Union and Employees shall be liable for any and all tax penalties, as well as any other liabilities arising out of the implementation and administration of the MERP.
- 40.4 Under no circumstances whatsoever will the Employer be liable for direct pay any MERP benefit to the employees and/or retired employees and/or their beneficiaries.

ARTICLE 41 -- PERSONNEL RECORDS

Human Resources shall maintain a complete personnel file on each employee. Employees may review this file by setting up an appointment with a member of the Human Resources staff.

ARTICLE 42 -- NO SMOKING

It is understood that the parties (the City of Richland and IAFF Local 1052 BC) have reached an agreement concerning the application of R.M.C. sections 2.58.010 through 2.58.060. The terms of this agreement are as follows:

- a) Except as delineated below, use of tobacco products in municipally owned buildings and vehicles shall be governed by City code, provided that restrictions in the City Code are not applicable to the use of smokeless tobacco products.

- b) IAFF Local 1052 BC shall be responsible for supplying and maintaining appropriate receptacles for disposal of smoked and smokeless tobacco product waste.

ARTICLE 43 -- WELLNESS/FITNESS PROGRAM

The City and Union agree to work toward a Wellness/Fitness Program with the IAFF/IAFC Initiative being the template and ultimate goal.

Draft

IN WITNESS THEREOF, the parties hereto have set their hands this _____ day of **October**, 2021.

CITY OF RICHLAND, WA

IAFF,
BATTALION CHIEFS, Local No. 1052 BC

Jon Amundson, ICMA-CM Date
Interim City Manager

Ron Duncan Date
Battalion Chief Representative,
IAFF Local #1052 BC

Tom Huntington Date
Fire Chief

Ryan Nielsen Date
President, IAFF Local #1052

Lacey Paulsen Date
Human Resources Manager

Timothy Birch Date
Secretary-Treasurer, IAFF Local #1052

ATTEST:

Jennifer Rogers Date
City Clerk

APPROVED AS TO FORM:

Heather Kintzley Date
City Attorney

APPENDIX A

2022 CLASSIFICATIONS & WAGES

Effective the 1st payroll period of the 2022 payroll year (December 20, 2021), the wage schedule reflects a ten percent (10%) base wage increase above Captain base wages/steps (Note: Captain base wage increased by 3.0%).

Position	E	F
BATTALION CHIEF (24 hour)	\$9,753	\$10,190
BATTALION CHIEF (40 hour)	\$10,728	\$11,209

MEDICAL POSITION PAYS:

EMT Add \$35.00 per month to above rate
P-1 Add 6% of top Firefighter pay to above rate
P-2 Add 12% of top Firefighter pay to above rate

APPENDIX B

LEOFF TRUST CONTRIBUTION ANALYSIS

Definitions:

- I. **Scheduled Contribution by Agreement** - 1.75% of F step rate of Firefighter / EMT monthly base salary.
- II. **Comparative Cost Analysis** - Comparison of City Self-Insured Medical and Vision costs to LEOFF Trust and HRA costs for bargaining unit members based on same census and calculated annually at renewal.
- III. **Self Insured Cost Calculation – City** - Self-Insured Medical composite rate plus the maximum liability change as calculated by Conover Insurance plus the composite Vision premium. Calculation to be based on City's lowest deductible health plan.
- IV. **Adjusted Contribution** - LEOFF Trust and HRA expected expenses that exceed the City self-insured cost calculation by comparative cost analysis would be distributed among IAFF members as additional bi-weekly payroll deductions.
 1. Any savings illustrated by the annual evaluation of costs for the coming year will not affect a reduction in contributions below the bargaining unit agreement and will not carry over from year to year.

EXAMPLE OF COMPARATIVE COST EQUATION VS. LEOFF TRUST COST			
FOR ANALYSIS # 1	FOR ILLUSTRATION ONLY		
City Self-Insured Monthly HYPOTHETICAL COMPOSITE RATE	\$1,500.00	Employee Count	MONTHLY TOTALS
Conover Benefits, Inc. % of change in the Fixed + Maximum Liability from 2011 to 2012 Based on HYPOTHETICAL RENEWAL PROPOSAL	4.00%		
COMPARATIVE COST	\$1,560.00	53	\$82,680.00
Plus Monthly Vision Costs	\$21.03	53	\$1,114.59
SUB TOTAL			\$83,794.59
Minus Monthly Tiered Contributions			
EE Only	\$90.00	5	\$450.00
EE Plus Spouse	\$110.00	6	\$660.00
EE Plus Child / Children	\$100.00	7	\$700.00
EE Plus Spouse Plus Child / Children	\$125.00	35	\$4,375.00
		TOTAL	\$6,185.00
TOTAL MONTHLY COST			\$77,609.59
LEOFF TRUST PREMIUM 2012 - NEW RATE STRUCTURE		Estimated Census	
Employee, Spouse, Child	\$1,158.98	12	\$13,907.76
Employee, Spouse, Children	\$1,296.94	23	\$29,829.62
Employee only	\$420.82	5	\$2,104.10
Employee plus Spouse	\$896.82	6	\$5,380.92
Employee plus Child	\$682.98	3	\$2,048.94
Employee plus Children	\$820.94	4	\$3,283.76
			\$56,555.10
Plus HRA Set up \$600 / 12	\$50.00		\$50.00
Plus HRA Monthly Admin	\$5.25 ppm	53	\$278.25
Plus HRA Monthly Contribution by City			
EE Only \$2250.00 / 12	\$187.50	5	\$937.50
EE Plus Family \$4500.00 / 12	\$375.00	48	\$18,000.00
SUB TOTAL			\$75,820.85

Minus Monthly Contributions	\$0.00	5	
2011 1.75% F Step ESTIMATE	\$99.56	48	\$4,778.88
TOTAL MONTHLY COST			\$71,041.97
City Self Insured Plan MONTHLY			\$77,609.59
LEOFF Trust MONTHLY			\$71,041.97
MONTHLY DIFFERENCE			-\$6,567.62
City Self Insured Plan ANNUAL			\$931,315.08
LEOFF Trust ANNUAL		Minus	\$852,503.64
ANNUAL DIFFERENCE	(= SAVINGS)		\$78,811.44

EXAMPLE OF COMPARATIVE COST EQUATION VS. LEOFF TRUST COST			
FOR ANALYSIS # 2	FOR ILLUSTRATION ONLY		
City Self-Insured Monthly HYPOTHETICAL COMPOSITE RATE	\$1,400.00	Employee Count	MONTHLY TOTALS
Conover Benefits, Inc. % of change in the Fixed + Maximum Liability from 2011 to 2012 Based on HYPOTHETICAL RENEWAL PROPOSAL	0.50%		
COMPARATIVE COST	\$1,407.00	53	\$74,571.00
Plus Monthly Vision Costs	\$21.03	53	\$1,114.59
SUB TOTAL			\$75,685.59
Minus Monthly Tiered Contributions			
EE Only	\$90.00	5	\$450.00
EE Plus Spouse	\$110.00	6	\$660.00
EE Plus Child / Children	\$100.00	7	\$700.00
EE Plus Spouse Plus Child / Children	\$125.00	35	\$4,375.00
		TOTAL	\$6,185.00
TOTAL MONTHLY COST			\$69,500.59
LEOFF TRUST PREMIUM 2012 - NEW RATE STRUCTURE		Estimated Census	
Employee, Spouse, Child	\$1,158.98	12	\$13,907.76
Employee, Spouse, Children	\$1,296.94	23	\$29,829.62
Employee only	\$420.82	5	\$2,104.10
Employee plus Spouse	\$896.82	6	\$5,380.92
Employee plus Child	\$682.98	3	\$2,048.94
Employee plus Children	\$820.94	4	\$3,283.76
			\$56,555.10
Plus HRA Set up \$600 / 12	\$50.00		\$50.00
Plus HRA Monthly Admin	\$5.25 ppm	53	\$278.25
Plus HRA Monthly Contribution by City			
EE Only \$2250.00 / 12	\$187.50	5	\$937.50
EE Plus Family \$4500.00 / 12	\$375.00	48	\$18,000.00
SUB TOTAL			\$75,820.85

Minus Monthly Contributions	\$0.00	5	
2011 1.75% F Step ESTIMATE	\$99.56	48	\$4,778.88
TOTAL MONTHLY COST			\$71,041.97
City Self Insured Plan MONTHLY			\$69,500.59
LEOFF Trust MONTHLY			\$71,041.97
MONTHLY DIFFERENCE			\$1,541.38
City Self Insured Plan ANNUAL			\$834,007.08
LEOFF Trust ANNUAL		Minus	\$852,503.64
ANNUAL DIFFERENCE	Additional Cost		-\$18,496.56
Divided by 53 Members = \$29.08 per month Additional Contribution			

APPENDIX C

IAFF MOA#: 2018-01-IAFF BC

Memorandum of Agreement

Restructure of Bargaining Unit Work and Fire Department Personnel Structure

May 8, 2018

Updated October X, 2021

The Richland Fire & Emergency Services Department (“RFD”) projects continued growth necessary to serve our community over the next five (5) years and beyond. This growth potentially results in additional fire stations, greater operational leadership need, and other transitions. Also, the current Battalion Chiefs (“BCs”) are all within a narrow window of projected retirements, which would result in the need for an entirely new BC team. Combined, these circumstances create the ideal opportunity to examine a restructure of RFD to maximize the effective of administrative work currently performed by BCs.

The parties recognize that transitioning bargaining unit administrative work to management is a mandatory subject of bargaining. Historically, a substantial portion of the BC unit’s administrative duties were performed by unaffiliated City employees. When those unaffiliated position vacancies were not filled due to a planned restructure, the administrative work shifted to BCs. City may choose to restructure the Department to add future unaffiliated leadership position(s), and the City desires to move certain administrative work currently performed by BCs to unaffiliated management.

This MOA fully addresses the decision, impacts and effects of the unit’s loss of such administrative work for the existing BCs. As identified below, the existing BCs shall receive the benefits identified herein beginning January 1, 2018, until otherwise negotiated by the parties.

During the period of this MOA, the City may choose to allow BCs, on a non-precedence-setting basis, to continue to perform the administrative work that has been assigned to management through this MOA. The City’s decision to assign BCs to perform this administrative work after execution of this MOA shall rest solely and unilaterally with management, whether or not the City independently and unilaterally decides to implement changes in departmental structure creating unaffiliated leadership personnel.

Key Understandings and Parameters

1. All restructure changes are the sole and unilateral decision of the City, except transferring unit administrative work from BCs to unaffiliated position(s). It is recognized by the parties

that the City will likely need one additional FTE in a leadership role. The intent of this MOA is to add that position to unaffiliated management personnel.

Based on current workloads, there are currently no plans for reducing the number of Unit members (currently at five (5) Battalion Chiefs). It is also understood that no guarantees of future staff levels are being made through this MOA.

2. Should the City choose to employ unaffiliated management-level personnel, they will assume work of multiple areas of work currently recognized by the parties as part of Unit administrative duties, examples of which are listed below. This enables the BCs to focus more on operational matters, while remaining involved in some aspects of the administrative duties, including at the level of operational impact.
3. BC work that shall be reassigned to management includes but is not limited to:
 - a) Fire Marshal duties – it is understood that the unit will retain the Fire Marshal title and duties, and unaffiliated personnel may perform some or all of the duties without grievance or Unfair Labor Practice Charge. Oversight of the Fire Marshal shall remain outside the Unit, and it is understood that, for practical purposes, members of the Unit shall perform much of the Fire Marshal work (investigations, inspections, etc.). Further, it is understood that Rank and File personnel perform certain Fire Marshal duties, and is not impacted in any way by the transfer of work from the Unit (BCs) to management.
 - b) Oversight of the selection / assessment processes for department vacancies and special teams.
 - c) Labor relations including grievance management at the direction of the Director.
 - d) Oversight of performance management and disciplinary matters; oversight of investigations; maintenance and updating of personnel policies.
 - e) Acting Fire Chief.
 - f) Incident Command System responsibilities.
 - g) Public relations and community outreach.
 - h) Partnership and coordination with other emergency agencies related to emergency response plans.

- i) Organizational development; training and leadership development of command staff; general oversight of the training and development programs of other RFD staff.
 - j) Develop and participation in Annual Budget and Capital planning.
 - k) Analyze existing facilities, equipment and other resources and make recommendations related to long-term planning.
 - l) Liaison with other City departments, including Police, Finance, and other internal partners.
 - m) Oversight of various special projects.
4. Work in the above areas is hereafter defined, by this MOA, as unaffiliated management work. The performance of such work by individual(s) not represented by the IAFF shall not result in a grievance or an Unfair Labor Practice charge.
5. It is understood and agreed by both parties that if BCs are delegated work or participate in the execution of the above work, such work does not become work of the bargaining unit, and each instance of BCs performing such work is non-precedence setting.

Benefits in Consideration for the Transition of Work to Management

In consideration of the above transition, the Unit members shall receive the following, to be defined by the CBA, unless and until the benefits are otherwise negotiated:

Sick Leave Annual Cash Out funding VEBA Contribution

All BCs are required to participate in the annual cash out of sick leave as follows:

- i. Every December **or upon retirement/separation from employment**, within a payroll period defined by management, those BCs assigned to a 24-hour Shift during the designated pay period, and who have a Sick Leave balance of over 1440 hours, shall sell back 50% of the hours over 1440, to a maximum of 150 hours, which shall be placed in the members' established VEBA account.
- ii. Every December **or upon retirement/separation from employment**, within a payroll period defined by management, those BCs assigned to a Day Shift during the designated pay period, and who have a Sick Leave balance of over 1196 hours, shall sell back 50% of the hours over 1196, to a maximum

of 124 hours, which shall be placed in the members' established VEBA account.

- iii. The above maximum hours presumes the conversion method identified in Section 23.2 has been applied.
- iv. No individual elections or opt-outs are allowed.

For the City of Richland:

For the IAFF, Local No. 1052:

Jon Amundson, ICMA-CM Date
Interim City Manager

Ron Duncan Date
Battalion Chief Representative,
IAFF Local #1052 BC

Tom Huntington Date
Fire Chief

Ryan Nielsen Date
President, IAFF Local #1052

Lacey Paulsen Date
Human Resources Manager

Timothy Birch Date
Secretary-Treasurer, IAFF Local #1052



COUNCIL WORKSHOP COVERSHEET

Council Date: 11/16/2021

Department: Human Resources

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Subject:

Resolution No. 144-21, Amending Exhibit A of the Compensation Plan for Unaffiliated Employees – 2015 and Continuing

Summary:

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

To keep the City's compensation schedule updated, staff recommends amending the existing Compensation Plan for Unaffiliated Employees – 2015 and Continuing by replacing the existing Exhibit A with an updated Exhibit A for 2022. The update will take effect on December 20, 2021, which is the start of the 2022 payroll year. The exhibit includes a market adjustment of 4.75%, which aligns with the City's analysis of internal and external comparators as well as the Consumer Price Index (CPI-W) April to April increase from the Bureau of Labor Statistics.

Adjusting the compensation schedule by 4.75% does not have the effect of increasing employee pay by 4.75%. Instead, it builds capacity for pay increases for those employees who have reached the top of the pay scale due to longevity, and aligns mid-range compensation with market rates for similar work. Individual pay increases occur separately as a part of the City's pay-for-performance program, and percentage increases are awarded on an individual basis based on performance.

Consistent with Article VI, Section 6.03 of the Richland City Charter, a public hearing was held on November 16, 2021 to take public testimony on the proposed action.

Staff recommends approval of Resolution No. 144-21.

Attachments:

- I. Resolution No. 144-21

RESOLUTION NO. 144-21

A RESOLUTION of the City of Richland amending
Exhibit A of the Compensation Plan for Unaffiliated Employees
– 2015 and Continuing.

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

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

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

WHEREAS, the City Manager recommends amending the Compensation Plan for Unaffiliated Employees – 2015 and Continuing, effective December 20, 2021 (the beginning of the 2022 payroll year), by replacing the existing Exhibit A with the attached **Exhibit A**; and

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richland that the **Exhibit A** attached hereto is hereby adopted effective December 20, 2021, which exhibit shall supersede the previously existing Exhibit A of the Compensation Plan for Unaffiliated Employees – 2015 and Continuing.

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

ADOPTED by the City Council of the City of Richland, Washington, at a regular meeting on the 16th day of November, 2021.

Ryan Lukson, Mayor

Attest:

Approved as to form:

Jennifer Rogers, City Clerk

Heather Kintzley, City Attorney

2022 Exhibit A - Article XIV, Section 14.01, Page 29

City of Richland

Classification, Pay Grades and Salaries for Unaffiliated Employees

(Alphabetical)

Effective December 20, 2021

Classification Title	Pay Grade	Minimum Hourly	Midpoint Hourly	Maximum Hourly	Classification Status	EE0-4 Group Status	FLSA Status	Non-Match Def. Comp
Accountant	20	\$33.80	\$40.56	\$47.32	Classified	Professionals	Professional	1%
Accounting Specialist	14	\$25.22	\$30.26	\$35.30	Classified	Admin Support Workers	Non-Exempt	
Administrative Assistant	13	\$24.02	\$28.82	\$33.63	Classified	Admin Support Workers	Non-Exempt	
Administrative Assistant II	15	\$26.49	\$31.78	\$37.08	Classified	Admin Support Workers	Non-Exempt	
Administrative Services Director	33	\$63.72	\$76.46	\$89.21	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%
Aquatics Head Lifeguard	Based on market assessment of current minimum wage				Classified	Admin Support Workers	Non-Exempt	
Aquatics Lifeguard /Swim Instructor /Coach	Based on market assessment of current minimum wage				Classified	Admin Support Workers	Non-Exempt	
Aquatics Pool Manager	Based on market assessment of current minimum wage				Classified	Admin Support Workers	Non-Exempt	
Assistant City Manager	34	\$66.91	\$80.29	\$93.68	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%
BCES Communications Manager	23	\$39.12	\$46.94	\$54.77	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
BCES Communications Supervisor	19	\$32.18	\$38.62	\$45.07	Classified	First/Mid Offs & Mgrs.	Executive	1%
BCES Emergency Management Manager	21	\$35.48	\$42.58	\$49.68	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
BCES Emergency Planner	17	\$29.19	\$35.04	\$40.87	Classified	Professionals	Non-Exempt	
BCES Information Systems Manager	27	\$47.55	\$57.07	\$66.57	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
BCES Tech Systems Coordinator	18	\$30.66	\$36.79	\$42.91	Classified	Technicians	Non-Exempt	
Building Inspector I	17	\$29.19	\$35.04	\$40.87	Classified	Professionals	Non-Exempt	
Building Inspector II	19	\$32.18	\$38.62	\$45.07	Classified	Professionals	Non-Exempt	
Building Official	25	\$43.13	\$51.76	\$60.39	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
Business Services Manager	24	\$41.08	\$49.29	\$57.51	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
Buyer	17	\$29.19	\$35.04	\$40.87	Classified	Professionals	Non-Exempt	
Cable Production Assistant	14	\$25.22	\$30.26	\$35.30	Classified	Technicians	Non-Exempt	
CDBG/HOME Administrator	19	\$32.18	\$38.62	\$45.07	Classified	Professionals	Admin.	1%
Chief Electrical Engineer	30	\$55.05	\$66.05	\$77.07	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
Chief of Police	34	\$66.91	\$80.29	\$93.68	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%
City Attorney	34	\$66.91	\$80.29	\$93.68	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%
City Clerk	22	\$37.26	\$44.72	\$52.16	Classified	Professionals	Executive	1%
City Surveyor	21	\$35.48	\$42.58	\$49.68	Classified	Professionals	Executive	1%
Civil Engineer I	18	\$30.66	\$36.79	\$42.91	Classified	Professionals	Non-Exempt	
Civil Engineer II	24	\$41.08	\$49.29	\$57.51	Classified	Professionals	Professional	1%
Code Enforcement Officer	17	\$29.19	\$35.04	\$40.87	Classified	Service Worker	Non-Exempt	

2022 Exhibit A - Article XIV, Section 14.01, Page 29**City of Richland****Classification, Pay Grades and Salaries for Unaffiliated Employees****(Alphabetical)****Effective December 20, 2021**

Classification Title	Pay Grade	Minimum Hourly	Midpoint Hourly	Maximum Hourly	Classification Status	EE0-4 Group Status	FLSA Status	Non-Match Def. Comp
Communications and Marketing Manager	24	\$41.08	\$49.29	\$57.51	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
Communications and Marketing Specialist	17	\$29.19	\$35.04	\$40.87	Classified	Professionals	Non-Exempt	
Communications Graphic Designer	18	\$30.66	\$36.79	\$42.91	Classified	Professionals	Professional	1%
Crime Analyst	18	\$30.66	\$36.79	\$42.91	Classified	Technicians	Non-Exempt	
Crime Prevention Specialist	17	\$29.19	\$35.04	\$40.87	Classified	Professionals	Non-Exempt	
Customer Service Lead	17	\$29.19	\$35.04	\$40.87	Classified	Professionals	Non-Exempt	
Customer Service Representative	14	\$25.22	\$30.26	\$35.30	Classified	Admin Support Workers	Non-Exempt	
Customer Service Supervisor	20	\$33.80	\$40.56	\$47.32	Classified	Admin Support Workers	Executive	1%
Deputy Chief of Police	30	\$55.05	\$66.05	\$77.07	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
Deputy City Manager	35	\$70.25	\$84.30	\$98.35	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%
Deputy Fire Chief	30	\$55.05	\$66.05	\$77.07	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
Development Services Director	32	\$60.68	\$72.82	\$84.96	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%
Economic Development Manager	27	\$47.55	\$57.07	\$66.57	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
Electrical Distribution Engineer I	21	\$35.48	\$42.58	\$49.68	Classified	Professionals	Professional	1%
Electrical Distribution Engineer II	26	\$45.29	\$54.35	\$63.40	Classified	Professionals	Professional	1%
Energy Services Director	33	\$63.72	\$76.46	\$89.21	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%
Energy Services Project Manager	21	\$35.48	\$42.58	\$49.68	Classified	Professionals	Professional	1%
Energy Efficiency Coordinator	20	\$33.80	\$40.56	\$47.32	Classified	Professionals	Admin.	1%
Engineering Aide	Based on market assessment of current minimum wage				Classified	Technicians	Non-Exempt	
Engineering Technician I	15	\$26.49	\$31.78	\$37.08	Classified	Technicians	Non-Exempt	
Engineering Technician II	16	\$27.80	\$33.36	\$38.92	Classified	Technicians	Non-Exempt	
Engineering Technician III	19	\$32.18	\$38.62	\$45.07	Classified	Technicians	Non-Exempt	
Engineering Technician IV	20	\$33.80	\$40.56	\$47.32	Classified	Technicians	Professional	1%
ERP Analyst	24	\$41.08	\$49.29	\$57.51	Classified	Professionals	Professional	1%
Evidence Technician	16	\$27.80	\$33.36	\$38.92	Classified	Technicians	Non-Exempt	
Executive Assistant	17	\$29.19	\$35.04	\$40.87	Classified	Admin Support Workers	Admin.	1%
Field Engineer	21	\$35.48	\$42.58	\$49.68	Classified	Professionals	Professional	1%
Finance Director	32	\$60.68	\$72.82	\$84.96	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%
Finance Supervisor	25	\$43.13	\$51.76	\$60.39	Classified	First/Mid Offs & Mgrs.	Executive	1%
Fire and Emergency Services Analyst	19	\$32.18	\$38.62	\$45.07	Classified	Professionals	Professional	1%

Resolution 144-21**Council Meeting November 16, 2021**

2022 Exhibit A - Article XIV, Section 14.01, Page 29**City of Richland****Classification, Pay Grades and Salaries for Unaffiliated Employees****(Alphabetical)****Effective December 20, 2021**

Classification Title	Pay Grade	Minimum Hourly	Midpoint Hourly	Maximum Hourly	Classification Status	EE0-4 Group Status	FLSA Status	Non-Match Def. Comp
Fire Chief	34	\$66.91	\$80.29	\$93.68	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%
Fire Logistics Technician	16	\$27.80	\$33.36	\$38.92	Classified	Admin Support Workers	Non-Exempt	
Fleet and Equipment Maintenance Manager	25	\$43.13	\$51.76	\$60.39	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
GIS/CADD Technician	17	\$29.19	\$35.04	\$40.87	Classified	Technicians	Non-Exempt	
Human Resources Director	33	\$63.72	\$76.47	\$89.21	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%
Human Resources Generalist	20	\$33.80	\$40.56	\$47.32	Classified	Professionals	Professional	1%
Human Resources Manager	25	\$43.13	\$51.76	\$60.39	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
Human Resources Specialist	17	\$29.19	\$35.04	\$40.87	Classified	Professionals	Non-Exempt	
Information Technology Manager	28	\$49.92	\$59.91	\$69.90	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
IT Applications Developer/Integrator	22	\$37.26	\$44.72	\$52.16	Classified	Professionals	Professional	1%
IT Applications Supervisor	26	\$45.29	\$54.35	\$63.40	Classified	First/Mid Offs & Mgrs.	Executive	1%
IT Business Analyst	21	\$35.48	\$42.58	\$49.68	Classified	Professionals	Professional	1%
IT Customer Service Supervisor	25	\$43.13	\$51.76	\$60.39	Classified	First/Mid Offs & Mgrs.	Executive	1%
IT Customer Service Technician I	16	\$27.80	\$33.36	\$38.92	Classified	Technicians	Non-Exempt	
IT Customer Service Technician II	18	\$30.66	\$36.79	\$42.91	Classified	Technicians	Non-Exempt	
IT Network Administrator	22	\$37.26	\$44.72	\$52.16	Classified	Professionals	Professional	1%
IT Operations Supervisor	26	\$45.29	\$54.35	\$63.40	Classified	First/Mid Offs & Mgrs.	Executive	1%
IT Systems Administrator	22	\$37.26	\$44.72	\$52.16	Classified	Professionals	Professional	1%
Librarian I	17	\$29.19	\$35.04	\$40.87	Classified	Professionals	Professional	1%
Library Assistant I	9	\$19.76	\$23.72	\$27.66	Classified	Admin Support Workers	Non-Exempt	
Library Assistant II	12	\$22.88	\$27.45	\$32.02	Classified	Admin Support Workers	Non-Exempt	
Library Manager	25	\$43.13	\$51.76	\$60.39	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
Library Page	6	\$17.07	\$20.49	\$23.90	Classified	Admin Support Workers	Non-Exempt	
Library Supervisor	19	\$32.18	\$38.62	\$45.07	Classified	First/Mid Offs & Mgrs.	Executive	1%
Library Technical Support Specialist	15	\$26.49	\$31.78	\$37.08	Classified	Technicians	Non-Exempt	
Maintenance and Operations Supervisor	26	\$45.29	\$54.35	\$63.40	Classified	First/Mid Offs & Mgrs.	Executive	1%
Marketing Specialist	18	\$30.66	\$36.79	\$42.91	Classified	Professionals	Non-Exempt	
Multimedia Coordinator	18	\$30.66	\$36.79	\$42.91	Classified	Professionals	Professional	1%
Parks and Public Facilities Contracts Administrator	18	\$30.66	\$36.79	\$42.91	Classified	Admin Support Workers	Non-Exempt	
Parks and Public Facilities Director	33	\$63.72	\$76.47	\$89.21	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%

Resolution 144-21**Council Meeting November 16, 2021**

City of Richland

Classification, Pay Grades and Salaries for Unaffiliated Employees

(Alphabetical)

Effective December 20, 2021

Classification Title	Pay Grade	Minimum Hourly	Midpoint Hourly	Maximum Hourly	Classification Status	EE0-4 Group Status	FLSA Status	Non-Match Def. Comp
Parks and Public Facilities Project Manager	22	\$37.26	\$44.72	\$52.16	Classified	Professionals	Professional	1%
Parks and Public Facilities Supervisor	21	\$35.48	\$42.58	\$49.68	Classified	First/Mid Offs & Mgrs.	Executive	1%
Parks and Recreation Aide	6	\$17.07	\$20.49	\$23.90	Classified	Admin Support Workers	Non-Exempt	
Parks and Recreation Assistant	13	\$24.02	\$28.82	\$33.63	Classified	Admin Support Workers	Non-Exempt	
Parks and Recreation Coordinator	18	\$30.66	\$36.79	\$42.91	Classified	Admin Support Workers	Admin.	1%
Payroll Specialist	17	\$29.19	\$35.04	\$40.87	Classified	Professionals	Non-Exempt	
Permit Technician	15	\$26.49	\$31.78	\$37.08	Classified	Technicians	Non-Exempt	
Permit Technician II	16	\$27.80	\$33.36	\$38.92	Classified	Admin Support Workers	Non-Exempt	
Planner	19	\$32.18	\$38.62	\$45.07	Classified	Professionals	Non-Exempt	
Planning Manager	25	\$43.13	\$51.76	\$60.39	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
Plans Examiner	19	\$32.18	\$38.62	\$45.07	Classified	Professionals	Non-Exempt	
Police Commander(1)	29	\$52.43	\$62.91	\$73.40	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
Police Lieutenant (1)	25	\$43.13	\$51.76	\$60.39	Classified	First/Mid Offs & Mgrs.	Executive	3%
Police Quartermaster	16	\$27.80	\$33.36	\$38.92	Classified	Admin Support Workers	Non-Exempt	
Police Records Specialist	13	\$24.02	\$28.82	\$33.63	Classified	Admin Support Workers	Non-Exempt	
Police Records Supervisor	19	\$32.18	\$38.62	\$45.07	Classified	First/Mid Offs & Mgrs.	Executive	1%
Power Analyst	17	\$29.19	\$35.04	\$40.87	Classified	Professionals	Professional	1%
Power Operations Manager	28	\$49.92	\$59.91	\$69.90	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
Professional Land Surveyor	19	\$32.18	\$38.62	\$45.07	Classified	Professionals	Non-Exempt	
Public Records Officer	17	\$29.19	\$35.04	\$40.87	Classified	Professionals	Professional	1%
Public Works Budget and Contracts Analyst	19	\$32.18	\$38.62	\$45.07	Classified	First/Mid Offs & Mgrs.	Executive	1%
Public Works Capital Projects Manager	27	\$47.55	\$57.07	\$66.57	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
Public Works Director	34	\$66.91	\$80.29	\$93.68	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%
Purchasing Agent	20	\$33.80	\$40.56	\$47.32	Classified	Professionals	Professional	1%
Purchasing Manager	25	\$43.13	\$51.76	\$60.39	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
Recreation Attendant I	Based on market assessment of current minimum wage				Classified	Admin Support Workers	Non-Exempt	
Recreation Attendant II	Based on market assessment of current minimum wage				Classified	Admin Support Workers	Non-Exempt	
Recreation Manager	22	\$37.26	\$44.72	\$52.16	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
Risk and Safety Program Administrator	21	\$35.48	\$42.58	\$49.68	Classified	Professionals	Professional	1%
Senior Planner	22	\$37.26	\$44.72	\$52.16	Classified	Professionals	Professional	1%

2022 Exhibit A - Article XIV, Section 14.01, Page 29**City of Richland****Classification, Pay Grades and Salaries for Unaffiliated Employees****(Alphabetical)****Effective December 20, 2021**

Classification Title	Pay Grade	Minimum Hourly	Midpoint Hourly	Maximum Hourly	Classification Status	EE0-4 Group Status	FLSA Status	Non-Match Def. Comp
Solid Waste Collection Supervisor	21	\$35.48	\$42.58	\$49.68	Classified	First/Mid Offs & Mgrs.	Executive	1%
Streets Supervisor	21	\$35.48	\$42.58	\$49.68	Classified	First/Mid Offs & Mgrs.	Executive	1%
Survey Technician	16	\$27.80	\$33.36	\$38.92	Classified	Professionals	Non-Exempt	
Traffic Engineer	24	\$41.08	\$49.29	\$57.51	Classified	Professionals	Professional	1%
Transportation and Development Manager	26	\$45.29	\$54.35	\$63.40	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
Wastewater/Stormwater Maintenance Supervisor	22	\$37.26	\$44.72	\$52.16	Classified	First/Mid Offs & Mgrs.	Executive	1%
Wastewater/Stormwater Manager	25	\$43.13	\$51.76	\$60.39	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
Water Manager	25	\$43.13	\$51.76	\$60.39	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
Water Operations Supervisor	22	\$37.26	\$44.72	\$52.16	Classified	First/Mid Offs & Mgrs.	Executive	1%

(1) With the approval of the Chief of Police, the Police Captain and Police Lieutenant positions may receive an eight percent (8%) base pay differential as Certification Pay for obtaining a Career Level Certification (CLC) Middle Management Level. In addition, employees assigned to Police Captain and Police Lieutenant positions may receive Education Incentive Pay of five percent (5%) for AA Degree or ten percent (10%) for BA Degree in job related fields of Police Science, Law Enforcement, Political Science, Business Administration, or comparable as determined by the Chief of Police.



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 11/16/2021

Agenda Category: Items - Approval

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Subject:

Appointment to the Parks & Recreation Commission: Jana Kay Lunstad

Department:
City Attorney

Ordinance/Resolution Number:

Document Type:
General Business Item

Recommended Motion:

Appoint Ms. Jana Kay Lunstad to Position No. 6 on the Parks & Recreation Commission to complete the unexpired term to and through March 31, 2022.

Summary:

A vacancy on the Parks & Recreation Commission was created when Mr. Craig Slougher submitted a resignation effective October 14, 2021.

A total of three (3) applications were received as a result of advertising for the vacancy. The Parks & Recreation Commission interview panel interviewed all three (3) candidates and recommends the appointment of Ms. Jana Kay Lunstad to serve the remaining unexpired term of Position No. 6. The term for this position will expire on March 31, 2022.

Candidate application packets are on file in the City Clerk's Office.

Fiscal Impact: None.

Attachments:

- I. Parks & Recreation Commission Recommendation Memo



MEMORANDUM

TO: Richland City Council

FROM: Joe Schiessl, Parks & Public Facilities Director

THROUGH: Jon Amundson, Interim City Manager

DATE: November 9, 2021

SUBJECT: Parks & Recreation Commission Vacancy Interview Selection

A total of three (3) applications were received as a result of advertising for the vacant Parks & Recreation Commission Adult Position No. 6.

Chair Gutierrez, Council Liaison Kent and Staff Liaison Schiessl conducted the interviews of the candidates. Interview procedures were followed on Monday, November 8, 2021. No conflicts of interest were identified.

As a result of these interviews, the recommendation is:

Position No. 6 Jana Kay Lunstad

The term for the Adult Position No. 6 will expire March 31, 2022.



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 11/16/2021

Agenda Category: Expenditures - Approval

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Subject:

Expenditures from October 1, 2021 to October 31, 2021 for \$26,926,725.89 including Travel Check Nos. 20042-20047, Accounts Payable Check Nos. 294093-294995, Accounts Payable Wire Nos. 8760-8798, Payroll Wires & ACH Nos. 12357-12405, Payroll Direct Deposit & Check Nos. 184919-186028 and Pension Check Nos. 5969-5995.

Department:

Administrative Services

Ordinance/Resolution Number:

Document Type:

Expenditures

Recommended Motion:

Approve the expenditures from October 1, 2021 to October 31, 2021 in the amount of \$26,926,725.89

Summary:

Breakdown of Expenditures:

Travel Checks	20042-20047	\$3,584.01
Accounts Payable Checks	294093-294995	\$5,981,032.29
Accounts Payable Wires	8760-8798	\$15,540,002.71
Payroll Wires & ACH	12357-12405	\$3,018,871.77
Payroll Direct Deposit & Checks	184919-186028	\$2,359,591.21
Pension Checks	5969-5995	\$23,643.90
TOTAL		\$26,926,725.89

Fiscal Impact:

Total Disbursements: \$26,926,725.89

Attachments:

1. Expenditure Summary
2. Travel Checks
3. Accounts Payable Checks
4. Accounts Payable Wires
5. Payroll Wires & ACH
6. Payroll Direct Deposit & Checks
7. Pension Checks

Expenditure Summary - 10/1/2021 - 10/31/2021

AP-EXP-SUMMARY-001

Expenditure Breakdown Summary

	REPORT	START CHECK	END CHECK	CHECK COUNT	CHECK TOTALS	VOID AMT
Travel Checks	(AP-TRVLCHKS-001)	20042	20047	6	\$3,584.01	\$0.00
Accounts Payable Checks	(AP-CHKHIST-DETAIL-001)	294093	294995	903	\$5,981,032.29	\$333.96
Accounts Payable Wires	(AP-WIRENOS-001)	8760	8798	39	\$15,540,002.71	\$0.00
Payroll Wires & ACH	(PR-WIRESACH-001)	12357	12405	46	\$3,018,871.77	\$0.00
Payroll Direct Deposit & Checks	(PR-CHKHIST-DETAIL-001)	184919	186028	1110	\$2,359,591.21	\$0.00
Pension Checks	(PR-CHKHIST-DETAIL-002)	5969	5995	27	\$23,643.90	\$0.00

\$26,926,725.89

AP Travel Checks - MUNIS 10/1/2021 - 10/31/2021

Travel Check Summary Information

CHECK DATE	START CHECK	END CHECK	CHECK KNT	CHECK TOTALS	VOID AMT
10/13/2021	20042	20044	3	\$2,367.00	\$0.00
10/20/2021	20045	20045	1	\$288.84	\$0.00
10/27/2021	20046	20047	2	\$928.17	\$0.00
			6	\$3,584.01	\$0.00

Travel Check Detail Information

CHECK DATE	START CHECK	VOID	PAYEE	CHECK AMT	CHK COMMENT	VOID AMT	VOID COMMENT
10/13/2021	20042		BUECHLER, KENNETH	\$802.25	21-142 FIRE PREVENTION ISNTITU	\$0.00	
10/13/2021	20043		JOSH JORDON	\$802.25	21-143 FIRE PREVENTION INSTITU	\$0.00	
10/13/2021	20044		LACEY PAULSEN	\$762.50	21-151 LABOR LAW & LABOR ARBIT	\$0.00	
10/20/2021	20045		INGHAM, MARK	\$288.84	21-158 INGHAM WATOA ANNUAL CON	\$0.00	
10/27/2021	20046		MATT NELSON	\$691.17	21-112 NELSON ZETX WIRELESS EX	\$0.00	
10/27/2021	20047		TYUTYUNNIK, RUVIM	\$237.00	21-164 2021 IN PERSON DESIGN-B	\$0.00	
				\$3584.01		\$0.00	

Accounts Payable Checks

10/1/2021 - 10/31/2021

CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
10/01/2021	294093	P	10004	MARSHALL R BAKER	\$144.60	0	100121FP	MEDICARE PREMIUM/BAKER
10/01/2021	294094	P	10005	RON BEARDEMPHL	\$148.50	0	100121FP	MEDICARE PREMIUM/BEARDEMPHL
10/01/2021	294095	P	10180	CANFIELD, HARRY R	\$144.60	0	100121FP	MEDICARE PREMIUM/CANFIELD
10/01/2021	294096	P	10023	HENRY CARRICK	\$134.00	0	100121FP	MEDICARE PREMIUM/CARRICK
10/01/2021	294097	P	10040	DANNY DOWNS	\$148.50	0	100121FP	MEDICARE PREMIUM/DOWNS
10/01/2021	294098	P	10045	ALLEN LARRY FERRIANS	\$148.50	0	100121FP	MEDICARE PREMIUM/FERRIANS
10/01/2021	294099	P	10704	HAROLD JONES	\$144.60	0	100121FP	MEDICARE PREMIUM/JONES
10/01/2021	294100	P	10185	ROGER P LAHTI	\$117.50	0	100121FP	MEDICARE PREMIUM/LAHTI
10/01/2021	294101	P	10085	JAMES P MULROY	\$148.50	0	100121FP	MEDICARE PREMIUM/MULROY
10/01/2021	294102	P	10086	DAVID MURRAY	\$116.50	0	100121FP	MEDICARE PREMIUM/MURRAY
10/01/2021	294103	P	10087	MYERS, EDWARD A	\$148.50	0	100121FP	MEDICARE PREMIUM/MYERS
10/01/2021	294104	P	10820	OWEN, MICHAEL	\$123.50	0	100121FP	MEDICARE PREMIUM/OWEN
10/01/2021	294105	P	10533	POLLARD, JAMES	\$135.50	0	100121FP	MEDICARE PREMIUM/POLLARD
10/01/2021	294106	P	10109	RODGERS, GARY H	\$148.50	0	100121FP	MEDICARE PREMIUM/RODGERS
10/01/2021	294107	P	10111	LARRY RONEY	\$132.50	0	100121FP	MEDICARE PREMIUM/RONEY
10/01/2021	294108	P	10116	DONALD SIEMENS	\$148.50	0	100121FP	MEDICARE PREMIUM/SIEMENS
10/01/2021	294109	P	12440	MARK STRATTON	\$135.50	0	100121FP	MEDICARE PREMIUM/STRATTON
10/01/2021	294110	P	10142	WEST, ROYAL	\$116.00	0	100121FP	MEDICARE PREMIUM/WEST
10/01/2021	294111	P	10148	CRAIG E WILLIAMSON	\$116.50	0	100121FP	MEDICARE PREMIUM/WILLIAMSON
10/01/2021	294112	P	10103	BADGLEY, KERI RANDALL	\$144.60	0	100121PP	MEDICARE PREMIUM/BADGLEY
10/01/2021	294113	P	10160	LAURIE VERN BATES JR	\$135.50	0	100121PP	MEDICARE PREMIUM/BATES
10/01/2021	294114	P	10855	BEDEN, LARRY	\$148.50	0	100121PP	MEDICARE PREMIUM/BEDEN
10/01/2021	294115	P	10169	DALE A BRUNSON	\$128.50	0	100121PP	MEDICARE PREMIUM/BRUNSON
10/01/2021	294116	P	10170	RANDY H CARPER	\$619.50	0	100121PP	MEDICARE PREMIUM/CARPER
10/01/2021	294117	P	10167	MIKE CASE	\$144.50	0	100121PP	MEDICARE PREMIUM/CASE
10/01/2021	294118	P	10029	MICHAEL CLEAVENGER	\$148.50	0	100121PP	MEDICARE PREMIUM/CLEAVENGER
10/01/2021	294119	P	10028	WILL J CLEAVENGER	\$148.50	0	100121PP	MEDICARE PREMIUM/CLEAVENGER
10/01/2021	294120	P	10038	LARRY COUCH	\$148.50	0	100121PP	MEDICARE PREMIUM/COUCH
10/01/2021	294121	P	10166	JAMES J DEMYER	\$148.50	0	100121PP	MEDICARE PREMIUM/DEMYER
10/01/2021	294122	P	10048	DOUGLAS D DRIVER	\$148.50	0	100121PP	MEDICARE PREMIUM/DRIVER
10/01/2021	294123	P	10165	GANLEY, JOHN M	\$148.50	0	100121PP	MEDICARE PREMIUM/GANLEY

Accounts Payable Checks

10/1/2021 - 10/31/2021

CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
10/01/2021	294124	P	12445	GILL, JAMES GREG	\$148.50	0	100121PP	MEDICARE PREMIUM/GILL
10/01/2021	294125	P	31042	JAMES B GOULD	\$144.60	0	100121PP	MEDICARE PREMIUM/GOULD
10/01/2021	294126	P	10251	HIGGINS, FRED C	\$125.50	0	100121PP	MEDICARE PREMIUM/HIGGINS
10/01/2021	294127	P	10271	SCOTT K LARSON	\$148.50	0	100121PP	MEDICARE PREMIUM/LARSON
10/01/2021	294128	P	10156	DAVID L LEWIS	\$118.50	0	100121PP	MEDICARE PREMIUM/LEWIS
10/01/2021	294129	P	10164	MOORE, ROBERT	\$148.50	0	100121PP	MEDICARE PREMIUM/MOORE
10/01/2021	294130	P	31512	JERALD S MORRELL	\$148.50	0	100121PP	MEDICARE PREMIUM/MORRELL
10/01/2021	294131	P	10117	DAVID W SPARKS	\$148.50	0	100121PP	MEDICARE PREMIUM/SPARKS
10/01/2021	294132	P	10119	TANNER, WILLIAM	\$149.80	0	100121PP	MEDICARE PREMIUM/TANNER
10/01/2021	294133	P	10332	RANDAL L TAYLOR	\$148.50	0	100121PP	MEDICARE PREMIUM/TAYLOR
10/01/2021	294134	P	10163	GERALD D THOMAS	\$148.50	0	100121PP	MEDICARE PREMIUM/THOMAS
10/01/2021	294135	P	10800	ROY TURNER	\$148.50	0	100121PP	MEDICARE PREMIUM/TURNER
10/01/2021	294136	P	10151	GERALD ZIMMERMAN	\$148.50	0	100121PP	MEDICARE PREMIUM/ZIMMERMAN
10/01/2021	294137	P	10412	A-CORE OF BOISE INC	\$434.40	0	1001211	BEN FRANKLIN TRANS / COL PRK T
10/01/2021	294138	P	12310	AAA CONCRETE, INC	\$1,656.15	0	1001211	10 CY CONCRETE - 3500 PSI EXT
10/01/2021	294139	P	10838	GRIGG ENTERPRISES INC	\$38.94	0	1001211	FASTENERS
10/01/2021	294140	P	10200	AMERICAN PUBLIC WORKS ASSOCIATION	\$1,640.00	0	1001211	2021/2022 DUES
10/01/2021	294141	P	10705	INTERSTATE CONCRETE & ASPHALT COMPANY	\$1,142.97	0	1001211	61.86 TON ROCK - 5/8 TOP COURSE
10/01/2021	294142	P	12435	ASPECT CONSULTING, LLC	\$4,094.25	0	1001211	COL PRK TRL-LESLIE RD STORM DE
10/01/2021	294143	P	10175	AT&T LONG DISTANCE	\$74.87	0	1001211	FAX LINES 08/22-09/21/21
10/01/2021	294144	P	999000	AUREF	\$89.12	0	1001211	650 GEORGE WASHINGTON WAY Apt
10/01/2021	294145	P	999000	AUREF	\$25.95	0	1001211	650 GEORGE WASHINGTON WAY Apt
10/01/2021	294146	P	999000	AUREF	\$404.81	0	1001211	1442 LARKSPUR DR
10/01/2021	294147	P	999000	AUREF	\$151.10	0	1001211	2101 STEPTOE ST Apt 225
10/01/2021	294148	P	999000	AUREF	\$41.39	0	1001211	303 GAGE BLVD 209
10/01/2021	294149	P	999000	AUREF	\$276.91	0	1001211	1507 PERKINS AVE
10/01/2021	294150	P	999000	AUREF	\$173.52	0	1001211	REFUND-CONSERVATION LOAN 213 P
10/01/2021	294151	P	999000	AUREF	\$162.13	0	1001211	2894 SALK AVE Apt 212
10/01/2021	294152	P	999000	AUREF	\$1.13	0	1001211	1416 STEVENS DR
10/01/2021	294153	P	999000	AUREF	\$259.79	0	1001211	215 VAN GIESEN ST

Accounts Payable Checks

10/1/2021 - 10/31/2021

CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
10/01/2021	294154	P	999000	AUREF	\$1,149.83	0	1001211	2153 STEVENS DR
10/01/2021	294155	P	999000	AUREF	\$151.47	0	1001211	626 CEDAR AVE
10/01/2021	294156	P	999000	AUREF	\$3.29	0	1001211	707 THE PARKWAY B
10/01/2021	294157	P	999000	AUREF	\$2.53	0	1001211	707 THE PARKWAY A
10/01/2021	294158	P	999000	AUREF	\$232.75	0	1001211	707 THE PARKWAY
10/01/2021	294159	P	999000	AUREF	\$337.00	0	1001211	2512 BLUE HILL CT
10/01/2021	294160	P	999000	AUREF	\$6.86	0	1001211	4626 WHITE DR
10/01/2021	294161	P	999000	AUREF	\$13.67	0	1001211	1798 SAUVIGNON CT
10/01/2021	294162	P	999000	AUREF	\$1,610.07	0	1001211	REFUND-DUPLICATE LOAN PMT 1680
10/01/2021	294163	P	999000	AUREF	\$85.34	0	1001211	182 BRADLEY BLVD
10/01/2021	294164	P	999000	AUREF	\$81.20	0	1001211	2555 BELLA COOLA LN Apt 108
10/01/2021	294165	P	999000	AUREF	\$39.59	0	1001211	2939 MILTON LN
10/01/2021	294166	P	999000	AUREF	\$197.49	0	1001211	1228 PLATEAU DR
10/01/2021	294167	P	999000	AUREF	\$86.39	0	1001211	474 WINESAP CT
10/01/2021	294168	P	999000	AUREF	\$169.98	0	1001211	1900 STEVENS DR 816
10/01/2021	294169	P	999000	AUREF	\$23.38	0	1001211	1024 WINSLOW AVE
10/01/2021	294170	P	999000	AUREF	\$94.31	0	1001211	785 CANYON ST Apt 106
10/01/2021	294171	P	999000	AUREF	\$122.98	0	1001211	2895 PAULING AVE Apt 238
10/01/2021	294172	P	999000	AUREF	\$32.83	0	1001211	719 SYMONS ST
10/01/2021	294173	P	999000	AUREF	\$90.91	0	1001211	305 DELAFIELD AVE
10/01/2021	294174	P	999000	AUREF	\$156.08	0	1001211	REFUND - CONSERVATION LOAN 803
10/01/2021	294175	P	999000	AUREF	\$30.24	0	1001211	4954 SMITTY DR
10/01/2021	294176	P	999000	AUREF	\$33.71	0	1001211	1510 MARSHALL AVE
10/01/2021	294177	P	999000	AUREF	\$607.54	0	1001211	608 TORBETT ST
10/01/2021	294178	P	999000	AUREF	\$6,232.07	0	1001211	3003 QUEENSGATE DR
10/01/2021	294179	P	999000	AUREF	\$32.47	0	1001211	1950 BELLERIVE DR 219
10/01/2021	294180	P	999000	AUREF	\$466.24	0	1001211	624 BIRCH AVE
10/01/2021	294181	VOID	999000	AUREF	\$0.00	82.9	1001211	VOID AFTER UPDATE 10/15/2021
10/01/2021	294182	P	999000	AUREF	\$303.48	0	1001211	1951 NEWHAVEN LOOP
10/01/2021	294183	P	999000	AUREF	\$175.00	0	1001211	526 BLUE ST
10/01/2021	294184	P	999000	AUREF	\$166.85	0	1001211	1917 PINE ST

Accounts Payable Checks

10/1/2021 - 10/31/2021

CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
10/01/2021	294185	P	999000	AUREF	\$10.20	0	1001211	1900 STEVENS DR 720
10/01/2021	294186	P	999000	AUREF	\$10.90	0	1001211	1900 STEVENS DR 815
10/01/2021	294187	P	999000	AUREF	\$57.31	0	1001211	1313 COTTONWOOD DR
10/01/2021	294188	P	999000	AUREF	\$6.35	0	1001211	575 COLUMBIA POINT DR Apt 117
10/01/2021	294189	P	11079	AUTOZONE STORES LLC	\$17.47	0	1001211	EXHAUST MANIFOLD GASKTS VEH#32
10/01/2021	294190	P	10713	BENTON FRANKLIN COMMUNITY ACTION COMMITTEE	\$4,542.18	0	1001211	HELPING HANDS 3RD QTR 2021
10/01/2021	294191	P	10008	BENTON PUD	\$286.55	0	1001211	BADGER SUB EL SVCS 08/22 - 09/
10/01/2021	294192	P	30333	BERGER, KEVIN	\$18.00	0	1001211	21-152 BERGER EXPLOSIVES PURCH
10/01/2021	294193	P	10240	CENTRAL HOSE & FITTINGS INC	\$130.20	0	1001211	FITTINGS VEH#6544 WO#63480
10/01/2021	294194	P	10055	CITY OF PASCO	\$6,182.98	0	1001211	ANIMAL SHELTER DESIGN 1/3 OF C
10/01/2021	294195	P	10261	CITY OF RICHLAND	\$4,702.77	0	1001211	21-137 SANDERS WETRC COMPETENT
10/01/2021	294196	P	11644	COLLABWARE	\$1,000.00	0	1001211	SUPPORT
10/01/2021	294197	P	10470	COMMERCIAL TIRE INC	\$74.06	0	1001211	FLAT REPAIR VEH#3360 WO#63515
10/01/2021	294198	P	10034	CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	\$9,162.24	0	1001211	BUILDING MATERIALS
10/01/2021	294199	P	12151	CORE & MAIN LP	\$1,589.25	0	1001211	FORD NO LEAD FITTINGS
10/01/2021	294200	P	11526	CORWIN OF PASCO LLC	\$2,320.61	0	1001211	RETURNED BUMPER VEH#3316 WO#63
10/01/2021	294201	P	30207	ERIC J EDWARDS	\$90.08	0	1001211	21-082 EDWARDS FORCE INVESTIGA
10/01/2021	294202	P	10315	FERGUSON US HOLDINGS INC	\$11.19	0	1001211	2X6 GALV STL NP 733 SNYDER
10/01/2021	294203	P	11157	FRONTIER COMMUNICATIONS NORTHWEST, INC.	\$214.83	0	1001211	FAX LINES 09/19-10/18/21
10/01/2021	294204	P	11665	GTP INVESTMENTS LLC	\$2,969.23	0	1001211	BADGER MTN RADIO SITE 10-2021
10/01/2021	294205	P	11813	HERC RENTALS INC	\$87.53	0	1001211	20.2 GALLON OF LIQUID PROPANE
10/01/2021	294206	P	11843	IRON MOUNTAIN INC	\$228.35	0	1001211	SHRED SERVICE THRU 082421
10/01/2021	294207	P	10496	ITRON INC	\$54,868.85	0	1001211	C69-20 AMI INSTALLATION & DEPL
10/01/2021	294208	P	10290	JIM'S PACIFIC GARAGES INC	\$730.06	0	1001211	BELTS VEH#7152 WO#63512
10/01/2021	294209	P	10371	MOTOROLA SOLUTIONS INC	\$9,161.06	0	1001211	APX6500 RADIO FOR UPFIT VEH#25
10/01/2021	294210	P	11153	JT AUTOMOTIVE PARTS, INC	\$870.49	0	1001211	FUSE HOLDER VEH#3238 WO#63505
10/01/2021	294211	P	31490	NW TEL LLC	\$7,163.29	0	1001211	FIBER BUILD - 2701 KINGSGATE W
10/01/2021	294212	P	10357	OXARC INC	\$84.11	0	1001211	FIRE EXT VEH#7172 WO#63406
10/01/2021	294213	P	999002	PERMIT REFUND	\$39.92	0	1001211	Bruce Mechanical - 300 Col Pt

Accounts Payable Checks

10/1/2021 - 10/31/2021

CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
10/01/2021	294214	P	10265	QUALITY CONTROL SERVICES INC	\$375.00	0	1001211	ON SITE SERVICE BALANCE/SCALE
10/01/2021	294215	P	10047	R.D. OFFUTT COMPANY	\$303.35	0	1001211	FILTERS VEH#6595 WO#63526
10/01/2021	294216	P	10647	RIVER CITY TOWING INC	\$216.11	0	1001211	TOW CHARGE
10/01/2021	294217	P	30589	HOMEPLATE P&J LLC	\$2,705.65	0	1001211	Columbia Point Golf Course Roo
10/01/2021	294218	P	11488	RWC INTERNATIONAL LTD	\$248.20	0	1001211	WATER SEPARATOR FUEL FILTER VE
10/01/2021	294219	P	10118	STEEBER'S LOCK SERVICE	\$30.08	0	1001211	PADLOCK AND DUP KEY
10/01/2021	294220	P	30808	TANKMAX INC.	\$506.23	0	1001211	DRIVELINE REPAIR VEH#3353 WO#6
10/01/2021	294221	P	11771	TOTAL COLLISION AND INJURY CARE LLC	\$100.00	0	1001211	DOT PHYS - T SANDERS
10/01/2021	294222	P	11234	DJC AUTOMOTIVE INC	\$2,367.23	0	1001211	CAT, PIPE ASSY VEH#1381 WO#635
10/01/2021	294223	P	10642	SIRJMR INC	\$130.55	0	1001211	COFFEE DELIVERY & WATER COOLER
10/01/2021	294224	P	10138	WA STATE AUDITOR'S OFFICE	\$12,848.16	0	1001211	AUDIT SERVICES AUGUST 2021
10/01/2021	294225	P	10140	WASHINGTON STATE PATROL	\$3,000.00	0	1001211	ACCESS USER FEE - 3RD QTR
10/01/2021	294226	P	10140	WASHINGTON STATE PATROL	\$600.00	0	1001211	ACCESS USER FEE 3RD QTR 2021
10/01/2021	294227	P	30852	WHITBY, JARIN	\$212.30	0	1001211	21-150 WHITBY BRAUN NW FORENSI
10/01/2021	294228	VOID	10194	XEROX CORPORATION	\$0.00	251.06	1001211	VOID AFTER UPDATE 10/01/2021
10/06/2021	294229	P	10838	GRIGG ENTERPRISES INC	\$192.30	0	1006211	BALL VLV, COUPLNG, PLUG - RDT
10/06/2021	294230	P	31632	ADCOMM ENGINEERING LLC	\$4,192.50	0	1006211	RED MOUNTAIN SITE ENGINEERING
10/06/2021	294231	P	31437	ADEPT TESTING OCCUPATIONAL MEDICINE LLC	\$220.00	0	1006211	PRE-EMP PHYSICALS: S SOTO
10/06/2021	294232	P	11402	ANDERSON HEIGHTS DEVELOPMENT LLC	\$358.43	0	1006211	STREET LATECOMER REIMBURSEMT-3
10/06/2021	294233	P	10317	APOLLO SHEET METAL INC	\$1,801.30	0	1006211	BADGER MTN HVAC CONDENSOR FAN
10/06/2021	294234	P	999000	AUREF	\$106.56	0	1006211	2895 PAULING AVE Apt 147
10/06/2021	294235	P	999000	AUREF	\$83.14	0	1006211	CK 285906 REISSUE-850 AARON DR
10/06/2021	294236	P	11079	AUTOZONE STORES LLC	\$181.57	0	1006211	RADIATOR VEH#2398 WO#63599
10/06/2021	294237	P	11076	BELL BROWN & RIO PLLC	\$24,535.12	0	1006211	PROSECUTION SERVICES-OCTOBER 2
10/06/2021	294238	P	10207	BENTON COUNTY AUDITOR	\$51.00	0	1006211	SEPTEMBER IMAGES
10/06/2021	294239	P	10008	BENTON PUD	\$699.48	0	1006211	BADGER/SILLUSI UTILITIES 08/26
10/06/2021	294240	P	10648	BIDDLE CONSULTING GROUP INC	\$2,411.00	0	1006211	CRITICAL ONLINE LICENSE AND M
10/06/2021	294241	P	30105	BLUEBEAM, INC.	\$645.08	0	1006211	BLUEBEAM ANNUAL MAINTENANCE 9/
10/06/2021	294242	P	11272	BOYD'S TREE SERVICE LLC	\$2,181.39	0	1006211	TREE PRUNING & VEGETATION MANA
10/06/2021	294243	P	10707	CABOT J DOW	\$2,537.50	0	1006211	LABOR RELATIONS & NEGOTIATION

Accounts Payable Checks

10/1/2021 - 10/31/2021

CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
10/06/2021	294244	P	10240	CENTRAL HOSE & FITTINGS INC	\$171.80	0	1006211	HOSE ASSY VEH#3265 WO#63528
10/06/2021	294245	P	10250	CH2O INC	\$64.49	0	1006211	BOILER TESTING WWTF - SEPT '21
10/06/2021	294246	P	30116	CHRISTENSEN, INC.	\$1,967.08	0	1006211	15W40 OIL, AF FOR SHOPS
10/06/2021	294247	P	10261	CITY OF RICHLAND	\$131.00	0	1006211	21-086 OLLERMAN 360° DISPATCH
10/06/2021	294248	P	11516	COLEMAN OIL COMPANY	\$20,139.28	0	1006211	WEEKLY CARD LOCK FUEL 9/27-9/3
10/06/2021	294249	P	10470	COMMERCIAL TIRE INC	\$10,111.16	0	1006211	WHEEL CHANGE VEH#3315 WO#63464
10/06/2021	294250	P	31360	COMMONSTREET CONSULTING LLC	\$11,159.77	0	1006211	CENTER PARKWAY NORTH-GAGE TO T
10/06/2021	294251	P	10034	CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	\$5,020.47	0	1006211	CLEANERS, ROPE, TAPE, TIES, MI
10/06/2021	294252	P	11444	CORPORATE TRANSLATION SERVICES	\$710.58	0	1006211	TRANSLATION SERVICES 09/01-09/
10/06/2021	294253	P	11526	CORWIN OF PASCO LLC	\$863.38	0	1006211	ELEMENT VEH#3265 WO#63528
10/06/2021	294254	P	31434	CROWN TECHNICAL SYSTEMS	\$225,810.47	0	1006211	PURCHASE CONTRACT 12-21; GATEW
10/06/2021	294255	P	11394	DEVRIES BUSINESS RECORDS MANAGEMENT INC	\$21.54	0	1006211	SHREDDING SERVICES - SEPTEMBER
10/06/2021	294256	P	31557	BELEN DIAZ	\$47.04	0	1006211	SEPTEMBER MILEAGE
10/06/2021	294257	P	10950	DREAM BUILDERS LLC	\$298.69	0	1006211	STREET LATECOMER REIMBURSEMT-3
10/06/2021	294258	P	30198	ESTHER MARIA DUNCAN	\$131.00	0	1006211	21-087 DUNCAN 360° DISPATCHER
10/06/2021	294259	P	11115	ELECTRIC POWER SYSTEMS INC	\$8,658.50	0	1006211	CONTRACT #28-20; Gateway Subst
10/06/2021	294260	P	11762	ENTERPRISE HOLDINGS INC	\$207.64	0	1006211	458283648 , 21-127 MASON C
10/06/2021	294261	P	31170	HIS DIME, LLC	\$135.64	0	1006211	DECALS FOR VEH#2496 & 3367
10/06/2021	294262	P	10268	FEDERAL EXPRESS CORP	\$39.44	0	1006211	SAMPLE SHIPPING FPO 9-7-21 TO
10/06/2021	294263	P	30378	FORTUNATO INC	\$298.69	0	1006211	STREET LATECOMER REIMBURSEMT-3
10/06/2021	294264	P	11157	FRONTIER COMMUNICATIONS NORTHWEST, INC.	\$5,500.60	0	1006211	TELEPHONE CHARGE 9/19/21-10/18
10/06/2021	294265	P	11119	G2 CONSTRUCTION	\$719.05	0	1006211	REFUND - HYDRANT METER #332
10/06/2021	294266	P	10050	GENERAL PACIFIC INC	\$4,883.74	0	1006211	WAREHOUSE STOCK
10/06/2021	294267	P	12393	GOBLE SAMPSON ASSOCIATES INC	\$5,436.66	0	1006211	PUMP FOR WWTF RDT POLYMER SKID
10/06/2021	294268	P	10203	W.W. GRAINGER, INC	\$782.01	0	1006211	SANITIZER DISPENSER
10/06/2021	294269	P	11913	HP INC	\$401.82	0	1006211	HP COMPUTER AND PRINTER
10/06/2021	294270	P	11913	HP INC	\$472.41	0	1006211	HP PRINTER MAINTENANCE 08/15-0
10/06/2021	294271	P	12200	HUGHES FIRE EQUIPMENT, INC	\$2,736.34	0	1006211	KUSSMAUL AUTOCHARGER VEH#5050
10/06/2021	294272	P	31348	INDUSTRIAL CONSTRUCTION OF WASHINGTON	\$28,288.44	0	1006211	2021 CDBG ADA RAMPS - 294-21-S

Accounts Payable Checks

10/1/2021 - 10/31/2021

CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
10/06/2021	294273	P	31101	IOT INTEGRATORS LLC	\$6,930.00	0	1006211	169-21 DEMAND VOLTAGE REDUCTIO
10/06/2021	294274	P	31378	SOUTHWEST ANSWERING SERVICE INC	\$156.47	0	1006211	ANSERING SERVICE - OCT 2021
10/06/2021	294275	P	10071	KENNEWICK INDUSTRIAL & ELECTRICAL SUPPLY	\$436.30	0	1006211	IRRIGATION COMPONENTS FOR WWTF
10/06/2021	294276	P	11667	KENWORTH SALES COMPANY	\$3,960.49	0	1006211	FILTERS VEH#3363 WO#63591
10/06/2021	294277	P	30892	MAGNUM POWER LLC	\$147,742.66	0	1006211	218-21 - OVERHEAD POLE AND CON
10/06/2021	294278	P	11473	PATTI L MASON	\$273.93	0	1006211	CLASSES 8587, 8682, 8592
10/06/2021	294279	P	11358	JO ANN MILLER	\$191.80	0	1006211	SEPTEMBER CLASSES 8599, 8581
10/06/2021	294280	P	12494	MURRAYSMITH, INC	\$84,902.74	0	1006211	WWTF AERATION BASIN #2 RETROFI
10/06/2021	294281	P	11153	JT AUTOMOTIVE PARTS, INC	\$157.53	0	1006211	LENS FOR HAND RODDER (VEH #400
10/06/2021	294282	P	11322	NOR AM INVESTMENT LLC	\$98,302.87	0	1006211	STREET LATECOMER REIMBURSEMT-3
10/06/2021	294283	P	30273	NORTHWEST EQUIPMENT SALES, INC	\$1,660.04	0	1006211	FITLERS VEH#3361 WO#63574
10/06/2021	294284	P	10091	NORTHWEST PUBLIC POWER ASSOCIATION	\$125.00	0	1006211	ONLINE JOB ADVERTISING - ELECT
10/06/2021	294285	P	11863	OGDEN MURPHY WALLACE, PLLC	\$260.00	0	1006211	US Cellular Small Cell - Legal
10/06/2021	294286	P	30280	TERESA OLLERMAN	\$12.39	0	1006211	21-086 OLLERMAN 360° DISPATCH
10/06/2021	294287	P	10981	OIL RE-REFINING CO	\$407.80	0	1006211	USED OIL RECYCLEING/HAUL 9/29/
10/06/2021	294288	P	10357	OXARC INC	\$315.60	0	1006211	Rental Multiple Gas Cylinders
10/06/2021	294289	P	12375	PAHLISCH HOMES AT WESTCLIFFE HEIGHTS, LLC	\$669.06	0	1006211	STREET LATECOMER REIMBURSEMT-3
10/06/2021	294290	P	31206	CI - PW LLC	\$76.62	0	1006211	SEPTEMBER BOTTLED WATER - LAND
10/06/2021	294291	P	10862	PARAMETRIX INC	\$13,439.35	0	1006211	HORN RAPIDS LANDFILL CLOSUREPH
10/06/2021	294292	P	999002	PERMIT REFUND	\$1,150.00	0	1006211	REFUND - WATER SERVICE LINE -
10/06/2021	294293	P	10939	RETAIL LOCKBOX INC	\$4,621.89	0	1006211	UB PAYMENT PROCESSING SEPTEMBE
10/06/2021	294294	P	30484	RICHLAND 132, LLC	\$875.15	0	1006211	STREET LATECOMER REIMBURSEMT-3
10/06/2021	294295	P	31556	TINA RITCHIE	\$27.44	0	1006211	SEPTEMBER 2021 MILEAGE
10/06/2021	294296	P	31429	RYN BUILT HOMES LLC	\$4,318.92	0	1006211	STREET LATECOMER REIMBURSEMT-3
10/06/2021	294297	P	10433	J.R. SETINA MANUFACTURING COMPANY INC.	\$111.28	0	1006211	CAGE PLEXIGLASS VEH#1213 WO#63
10/06/2021	294298	P	10617	SIEMENS INDUSTRY INC	\$2,078.60	0	1006211	ULTRASONIC LEVEL CONTROLLER FO
10/06/2021	294299	P	10440	SOLID WASTE SYSTEMS INC	\$31.02	0	1006211	SWITCH ARM VEH#3364 WO#63530
10/06/2021	294300	P	10674	SPX TRANSFORMER SOLUTIONS INC	\$1,863.56	0	1006211	E8_E9 Misc
10/06/2021	294301	P	11493	PICARD CORPORATION	\$4,023.87	0	1006211	24.08 TONS BULK SALT FOR WTF D

Accounts Payable Checks

10/1/2021 - 10/31/2021

CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
10/06/2021	294302	P	10639	THE TIP PIT BBQ	\$800.86	0	1006211	LUNCH PROVIDED FOR CGS DRILL O
10/06/2021	294303	P	10512	US BANK N A	\$509.00	0	1006211	AUGUST 2021 POOLED INVESTMENT
10/06/2021	294304	P	11395	INLAND NW FRANCHISING INC	\$775.00	0	1006211	JANITORIAL SERVICES 10/01-10/3
10/06/2021	294305	P	31196	VINCENT BROTHERS LLP	\$24,542.84	0	1006211	WWTP DIGESTER FACILITY IMPROVE
10/06/2021	294306	P	11015	WEBCHECK INC	\$1,651.81	0	1006211	WEBCHECK SERVICE SEPTEMBER 202
10/06/2021	294307	P	11311	BAUDER, MARK	\$1,415.78	0	1006211	STREET LATECOMER REIMBURSEMT-3
10/06/2021	294308	P	10059	WESTERN STATES EQUIPMENT COMPANY	\$1,705.22	0	1006211	HYD FITTINGS VEH#3351 WO#63475
10/06/2021	294309	P	10194	XEROX CORPORATION	\$231.18	0	1006211	8TB-337985 AUGUST 2021
10/06/2021	294310	P	11338	XIOLOGIX LLC	\$1,157.13	0	1006211	VEEAM BACKUP YEAR SUBSCRIPTION
10/06/2021	294311	P	31539	RYAN YATES	\$450.00	0	1006211	PRE-EMPLOYMENT POLYGRAPH: DE L
10/06/2021	294312	P	31441	ZERO DB COMMUNICATIONS LLC	\$6,165.71	0	1006211	FIBER BUILD - 2811 POLAR WAY,
10/08/2021	294313	P	11355	DANIELLE B & CRAIG K EMORY	\$14,437.33	0	1008211	2019 PEDESTRIAN ACTIVATED CROS
10/08/2021	294314	P	11063	A & E TOWING LLC	\$73.31	0	1008211	TOW TO SHOPS VEH#1381 WO#63520
10/08/2021	294315	P	10412	A-CORE OF BOISE INC	\$608.16	0	1008211	56FT PEDESTRIAN ACCESS CURB CU
10/08/2021	294316	P	12310	AAA CONCRETE, INC	\$3,484.97	0	1008211	4 CY CONCRETE - 3500 PSI EXT
10/08/2021	294317	P	10838	GRIGG ENTERPRISES INC	\$258.63	0	1008211	32 GAL TRASH CAN FOR ST.72
10/08/2021	294318	P	11197	LUCAS M MILLER	\$390.00	0	1008211	2021 RAILROAD CROSSING INSPECT
10/08/2021	294319	P	10157	AMERIGAS	\$759.65	0	1008211	PROPANE REFILL
10/08/2021	294320	P	10644	ANIXTER INC	\$25,793.84	0	1008211	POWER OPS FUSES
10/08/2021	294321	P	10537	APOLLO INC	\$4,136.90	0	1008211	HVAC REPLACEMENT 103-21
10/08/2021	294322	P	30141	AUREF	\$89.29	0	1008211	Customer Refund
10/08/2021	294323	P	30141	AUREF	\$37.81	0	1008211	Customer Refund
10/08/2021	294324	P	999000	AUREF	\$28.56	0	1008211	2555 BELLA COOLA LN Apt 342
10/08/2021	294325	P	999000	AUREF	\$33.13	0	1008211	1830 NOVA LN
10/08/2021	294326	P	999000	AUREF	\$262.19	0	1008211	350 KONA CT
10/08/2021	294327	P	999000	AUREF	\$82.44	0	1008211	4202 BARBERA ST
10/08/2021	294328	P	11079	AUTOZONE STORES LLC	\$163.26	0	1008211	FILTERS VEH#3265 WO#63527
10/08/2021	294329	P	10281	BENTON COUNTY	\$92,565.20	0	1008211	CUSTODY COSTS AUGUST 2021
10/08/2021	294330	P	10009	COUNTY OF BENTON	\$46,123.89	0	1008211	BENTON COUNTY OFFICE OF PUBLIC
10/08/2021	294331	P	10158	BENTON RURAL ELECTRIC ASSOCIATION	\$30.56	0	1008211	09-2021 COLLINS RD RADIO TOWER
10/08/2021	294332	P	11005	DANA CAMARENA	\$1,732.50	0	1008211	SEPTEMBER CLASSES 8624, 8627

Accounts Payable Checks

10/1/2021 - 10/31/2021

CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
10/08/2021	294333	P	11685	CARDINAL HEALTH 130, LLC	\$654.86	0	1008211	SODIUM CL, DEXTROSE, NALOXONE,
10/08/2021	294334	P	10240	CENTRAL HOSE & FITTINGS INC	\$80.93	0	1008211	FITTINGS VEH#3355 WO#63543
10/08/2021	294335	P	10597	CHARTER COMMUNICATIONS	\$166.72	0	1008211	CABLE SERVICES 09/30-10/29/21
10/08/2021	294336	P	10055	CITY OF PASCO	\$350.00	0	1008211	FIREOFC/INST. CASTLEBERRY,ESTE
10/08/2021	294337	P	10261	CITY OF RICHLAND	\$4,120.21	0	1008211	UTILITIES 09/01-10/01/21
10/08/2021	294338	P	10877	CLAYTON WARD COMPANY	\$23,290.62	0	1008211	DROP BOX RECYCLING - SEPTEMBER
10/08/2021	294339	P	10470	COMMERCIAL TIRE INC	\$135.15	0	1008211	FLAT REPAIR VEH#3204 WO#63630
10/08/2021	294340	P	31360	COMMONSTREET CONSULTING LLC	\$9,308.03	0	1008211	CENTER PARKWAY NORTH-GAGE TO T
10/08/2021	294341	P	31289	COMMUNICATIONS INTERNATIONAL INC.	\$952.00	0	1008211	EA101292V12 REPAIR
10/08/2021	294342	P	10034	CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	\$7,284.73	0	1008211	CLEANERS, ROPE, TAPE, TIES, MI
10/08/2021	294343	P	11526	CORWIN OF PASCO LLC	\$314.90	0	1008211	VAPOR CANNISTER VEH#1212 WO#63
10/08/2021	294344	P	11881	TARGETSOLUTIONS LEARNING, LLC	\$1,616.76	0	1008211	SEPTEMBER - CREWSENSE MONTHLY
10/08/2021	294345	P	30166	CUMMINS NORTHWEST LLC	\$133.12	0	1008211	COOLANT HEATER VEH#6455 WO#635
10/08/2021	294346	P	11663	D&D TELECOMMUNICATION PROPERTIES LLC	\$752.24	0	1008211	OCTOBER 2021 - INSPIRATION POI
10/08/2021	294347	P	10453	DELTA HEATING & COOLING INC	\$2,800.00	0	1008211	HP REBATE - 432 SCOT
10/08/2021	294348	P	10966	JOSEPH SCOTT HOCKERSMITH & KATHLEEN C HOCKERSMITH	\$374.67	0	1008211	WEED CONTROL SERVICES
10/08/2021	294349	P	12498	EMS TECHNOLOGY SOLUTIONS, LLC	\$7,440.00	0	1008211	ANNUAL NARCOTICS TRACKING LICE
10/08/2021	294350	P	10508	FASTENAL COMPANY	\$92.50	0	1008211	SCREWS & LOCKNUTS WELLHOUSE L/
10/08/2021	294351	P	10315	FERGUSON US HOLDINGS INC	\$14,626.25	0	1008211	CONCRETE METER BOXES
10/08/2021	294352	P	11157	FRONTIER COMMUNICATIONS NORTHWEST, INC.	\$158.03	0	1008211	TELEPHONE CHARGES 09/19/21 - 1
10/08/2021	294353	P	11585	GALLS, LLC	\$256.63	0	1008211	EAGLE FIRE SHIELD BADGE
10/08/2021	294354	P	10441	GOVERNMENT FINANCE OFFICERS ASN	\$515.00	0	1008211	300209206-BRANDON ALLEN 11/04/
10/08/2021	294355	P	10441	GOVERNMENT FINANCE OFFICERS ASN	\$125.00	0	1008211	300152959-B SUCHY 11/04/21 GAA
10/08/2021	294356	P	10203	W.W. GRAINGER, INC	\$465.04	0	1008211	IMPACT WRENCH TOOL
10/08/2021	294357	P	10037	INTERMOUNTAIN WEST INSULATION	\$401.28	0	1008211	INSULATION REBATE - 1913 LASSE
10/08/2021	294358	P	10389	INTOXIMETERS INC	\$1,938.52	0	1008211	Portable Breath Testers (PBTs)
10/08/2021	294359	P	10290	JIM'S PACIFIC GARAGES INC	\$49.96	0	1008211	PURGE VALVE KIT VEH#5039 WO#63
10/08/2021	294360	P	30585	KANOPY INC	\$2,500.00	0	1008211	KANOPY 2022
10/08/2021	294361	P	10432	LANGUAGE LINE SERVICES INC	\$429.01	0	1008211	TRANSLATION SERVICES 09/01-09/

Accounts Payable Checks

10/1/2021 - 10/31/2021

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10/08/2021	294362	P	11369	LEGACY TELECOMMUNICATIONS LLC	\$2,350.76	0	1008211	GOLGOTHA GENERATOR REPAIR
10/08/2021	294363	P	10219	LES SCHWAB TIRE CENTERS OF WASHINGTON INC	\$90.12	0	1008211	TPMS SENSORS VEH#1209 WO#63631
10/08/2021	294364	P	10262	LIFE ASSIST INC	\$8,932.79	0	1008211	IGEL, SAM SPLINT, COBAN WRAP,
10/08/2021	294365	P	10298	LN CURTIS & SONS	\$157.47	0	1008211	AIR SAMPLE SERVICE SCBA
10/08/2021	294366	P	10384	M CAMPBELL & COMPANY INC	\$5,200.00	0	1008211	HP REBATE X2 - 323 SHERMAN
10/08/2021	294367	P	30892	MAGNUM POWER LLC	\$492,541.56	0	1008211	215-21 GATEWAY SUBSTATION CONS
10/08/2021	294368	P	30786	JOHN MARQUEZ	\$10.64	0	1008211	2" SWING PIPE FITTINGS
10/08/2021	294369	P	10083	MONARCH MACHINE & TOOL CO INC	\$240.87	0	1008211	STEEL FABRICATION VEH#7300 WO#
10/08/2021	294370	P	11153	JT AUTOMOTIVE PARTS, INC	\$2,832.90	0	1008211	D EARTH ABSORBENT
10/08/2021	294371	P	30273	NORTHWEST EQUIPMENT SALES, INC	\$225.20	0	1008211	RADIO ANTENNA ADAPTER VEH#3344
10/08/2021	294372	P	31631	CHRISTOPHER NULPH	\$5,000.00	0	1008211	REIMBURSEMENT- C NULPH - MOVIN
10/08/2021	294373	P	10981	OIL RE-REFINING CO	\$180.60	0	1008211	USED OIL RECYCLE/HAUL 10/5/21
10/08/2021	294374	P	10357	OXARC INC	\$358.95	0	1008211	MEDICAL OXYGEN
10/08/2021	294375	P	31629	PCA RICHLAND	\$80,924.55	0	1008211	COMMERCIAL LIGHTING REBATE - 3
10/08/2021	294376	P	10232	PERFECTION GLASS INC	\$725.70	0	1008211	WINDOW REBATE - 105 CRAIGHILL
10/08/2021	294377	P	10102	PASCO RANCH AND HOME INC	\$238.91	0	1008211	BOOTS - LARPEUR
10/08/2021	294378	P	10047	R.D. OFFUTT COMPANY	\$155.99	0	1008211	FILTERS VEH#6634 WO#63619
10/08/2021	294379	P	12318	RINGOLD EMBROIDERY	\$1,632.22	0	1008211	111 United Way Kickball T-Shir
10/08/2021	294380	P	10270	SIEFKEN & SONS CONSTRUCTION INC	\$31,861.61	0	1008211	WWTF LAB REBLD & SITE IMPRVMTS
10/08/2021	294381	P	30027	SEATTLE SEWING SOLUTIONS INC	\$969.26	0	1008211	Jumpsuits - Menges
10/08/2021	294382	P	10536	SPRAGUE PEST SOLUTIONS	\$99.33	0	1008211	PEST CONTROL SVCS - OCTOBER
10/08/2021	294383	P	10894	STRYKER SALES CORPORATION	\$696.94	0	1008211	LUCAS 2 BATTERY
10/08/2021	294384	P	12430	SYSTEMS DESIGN WEST, LLC	\$7,595.55	0	1008211	EMS BILLING JULY
10/08/2021	294385	P	10961	TACOMA SCREW PRODUCTS INC	\$77.64	0	1008211	MANDREL SHOP TOOL
10/08/2021	294386	P	30086	TELEFLEX LLC	\$882.16	0	1008211	AIRTRAQ SMALL SZ 2, AIRTRAQ RE
10/08/2021	294387	P	10395	TOTAL ENERGY MANAGEMENT INC	\$1,000.00	0	1008211	DHP REBATE - 501 WINSLOW
10/08/2021	294388	P	10655	TOTEM PACIFIC CORP	\$5,377.75	0	1008211	25.07 TONS ROAD SALT
10/08/2021	294389	P	30040	ULINE	\$1,761.67	0	1008211	BLUE STACKABLE BINS AND DIVIDE
10/08/2021	294390	P	10202	UTILITIES UNDERGROUND LOCATION CENTER	\$561.15	0	1008211	LOCATE CENTER - SEPTEMBER
10/08/2021	294391	P	10815	WATER SOLUTIONS INC	\$67.33	0	1008211	WATER FILTRATION 10/07-11/06/2

Accounts Payable Checks

10/1/2021 - 10/31/2021

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10/08/2021	294392	P	11700	WEST COAST OFF ROAD	\$3,148.99	0	1008211	TOOLBOX VEH#3367 WO#63608
10/08/2021	294393	P	30939	DOBBS HEAVY DUTY HOLDINGS LLC	\$19.69	0	1008211	DIPSTICK VEH#3358 WO#63624
10/08/2021	294394	P	10194	XEROX CORPORATION	\$282.24	0	1008211	8TB-626038 COPIER SVCS 08/21-0
10/13/2021	294395	P	10412	A-CORE OF BOISE INC	\$553.86	0	1013211	51-FT PED ACCESS CURB CUT 3 RA
10/13/2021	294396	P	12310	AAA CONCRETE, INC	\$1,350.98	0	1013211	7 CY CONCRETE - 3500 PSI EXT
10/13/2021	294397	P	10838	GRIGG ENTERPRISES INC	\$1,114.19	0	1013211	PLIERS/HAMMER/RISERS
10/13/2021	294398	P	11532	AIR REPS LLC	\$272.28	0	1013211	STATION 74 - HVAC PARTS
10/13/2021	294399	P	10644	ANIXTER INC	\$10,734.54	0	1013211	POWER OPS FUSES
10/13/2021	294400	P	10537	APOLLO INC	\$387,693.61	0	1013211	COLUMBIA PARK TRAIL-EAST - 334
10/13/2021	294401	P	31205	ARAMARK UNIFORM & CAREER APPAREL GROUP, INC	\$559.26	0	1013211	LINEN CHARGE FOR SEPTEMBER
10/13/2021	294402	P	10670	ARROW CONSTRUCTION SUPPLY INC	\$446.91	0	1013211	2-ASPHALT BLADES
10/13/2021	294403	P	30307	AT&T MOBILITY	\$332.31	0	1013211	CELL PHONE CHARGE 08/27/21-09/
10/13/2021	294404	P	10632	ANS OF WA INC	\$64.07	0	1013211	NOTARY STAMP-TONI SUE CLARK -
10/13/2021	294405	P	11079	AUTOZONE STORES LLC	\$86.77	0	1013211	PIN BOOT KIT VEH#2381 WO#63541
10/13/2021	294406	P	10367	BANK OF AMERICA	\$2,975.10	0	1013211	BANK ANALYSIS FEES
10/13/2021	294407	P	10518	BEAVER BARK & ROCK	\$1,752.57	0	1013211	CONCRETE - 5 BAG MIX 1.75 YRD
10/13/2021	294408	P	10207	BENTON COUNTY AUDITOR	\$44,918.14	0	1013211	2021 PRIMARY ELECTION HELD 8/3
10/13/2021	294409	P	10008	BENTON PUD	\$81.58	0	1013211	(9) WYE LIGHTS-BADGER REPEATER
10/13/2021	294410	P	10158	BENTON RURAL ELECTRIC ASSOCIATION	\$2,833.06	0	1013211	KENNEDY BOOSTER STATION 09/21
10/13/2021	294411	P	11203	BIBLIOTHECA LLC	\$1,796.00	0	1013211	RFID TAGS
10/13/2021	294412	P	12390	BRANOM OPERATING COMPANY, LLC	\$1,225.17	0	1013211	9" MONO TOUCHSCREEN OUTDOOR
10/13/2021	294413	P	12320	BUILDERS FIRSTSOURCE, INC	\$134.38	0	1013211	2 QTY 1"X2" -48" WOOD STAKES 5
10/13/2021	294414	P	10808	JOSE CARDENAS	\$275.09	0	1013211	2021 MOLO TRAINING -TROUTDALE
10/13/2021	294415	P	10026	CASCADE NATURAL GAS CORP	\$2,427.27	0	1013211	CITY HALL - GAS BILL - SEPTEMB
10/13/2021	294416	P	10240	CENTRAL HOSE & FITTINGS INC	\$133.46	0	1013211	HOSE ASSY/BW200/CF200C
10/13/2021	294417	P	10261	CITY OF RICHLAND	\$4,059.00	0	1013211	2021 MOLO TRAINING - TROUTDALE
10/13/2021	294418	P	10429	CODE PUBLISHING INC	\$200.97	0	1013211	MC-WEB UPDATE
10/13/2021	294419	P	11907	SYCURE CORP	\$300.00	0	1013211	100MBPS FULL DUPLEX INTERNET S
10/13/2021	294420	P	10032	COLUMBIA GRAIN & FEED INC	\$177.89	0	1013211	CHAINS FOR CHAIN SAW, AND SHAR
10/13/2021	294421	P	10135	CI SUPPORT LLC	\$39.02	0	1013211	WO 0216666 - 09/27/2021

Accounts Payable Checks

10/1/2021 - 10/31/2021

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10/13/2021	294422	P	31507	COLUMBIA RIVER ELECTRIC MAINTENANCE	\$9,838.30	0	1013211	Electrical Serv-Genetec Card A
10/13/2021	294423	P	10470	COMMERCIAL TIRE INC	\$768.48	0	1013211	TIRES VEH#2420 WO#63625
10/13/2021	294424	P	10034	CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	\$3,162.49	0	1013211	CLEANERS, ROPE, TAPE, TIES, MI
10/13/2021	294425	P	11486	COYOTE RIDGE CORRECTIONS CENTER	\$556.46	0	1013211	SEPT. WORK CREW - LANDFILL
10/13/2021	294426	P	30177	DAWSON, JENNIFER	\$264.32	0	1013211	21-132 DAWSON MILEAGE REIMBURS
10/13/2021	294427	P	11445	DAY MANAGEMENT CORPORATION	\$640.37	0	1013211	GOLIGHT VEH#3325 WO#63600
10/13/2021	294428	P	31562	KATHY DEE	\$189.00	0	1013211	Argentine Tango - Class Instru
10/13/2021	294429	P	11226	DGR GRANT CONSTRUCTION INC	\$372,559.17	0	1013211	Contract 79-20 Design-Build Fi
10/13/2021	294430	P	10146	ENERGY NORTHWEST	\$184.00	0	1013211	WATER SAMPLING ANALYSIS WTP
10/13/2021	294431	P	11762	ENTERPRISE HOLDINGS INC	\$1,267.63	0	1013211	352383236, 554946240, 84986612
10/13/2021	294432	P	11044	EWING IRRIGATION PRODUCTS INC	\$43.12	0	1013211	GREEN METER BOX LID WTP IRRIGA
10/13/2021	294433	P	11157	FRONTIER COMMUNICATIONS NORTHWEST, INC.	\$697.85	0	1013211	TELEPHONE CHARGE 10/4/21-11/3/
10/13/2021	294434	P	11585	GALLS, LLC	\$444.95	0	1013211	Martin Long sleeves+Class A; M
10/13/2021	294435	P	10050	GENERAL PACIFIC INC	\$11,412.73	0	1013211	POWER OPS CONNECTORS E4
10/13/2021	294436	P	10256	HACH COMPANY	\$359.03	0	1013211	DPD FREE REFILL VIAL QTY 6 WQ
10/13/2021	294437	P	11813	HERC RENTALS INC	\$37.26	0	1013211	8.6 GALLON OF LIQUID PROPANE P
10/13/2021	294438	P	11286	HILL INTERNATIONAL INC	\$6,384.03	0	1013211	Project & Const Mgmt Srvs for
10/13/2021	294439	P	10288	HJ ARNETT INDUSTRIES LLC	\$2,159.36	0	1013211	GLOVE ACCEPTANCE TEST
10/13/2021	294440	P	10587	INFOUSA MARKETING, INC	\$358.38	0	1013211	POLK CITY DIRECTORY
10/13/2021	294441	P	10628	CPM DEVELOPMENT CORPORATION	\$1,722.17	0	1013211	8.26 TON ASPHALT - HMA 75-3/8"
10/13/2021	294442	P	10406	JUB ENGINEERS INC	\$4,087.82	0	1013211	PROF. SERVICES - 1ST STREET DE
10/13/2021	294443	P	30579	JOSH JORDON	\$219.00	0	1013211	F3 FIRE PLANS EXAMINER TEST
10/13/2021	294444	P	11667	KENWORTH SALES COMPANY	\$273.69	0	1013211	BATTERIES VEH#3338 WO#63612
10/13/2021	294445	P	30123	THE LOCKSHOP	\$162.30	0	1013211	The Lockshop 08/30/2021
10/13/2021	294446	P	11652	MENKE JACKSON BEYER LLP	\$3,694.30	0	1013211	ACCOUNT #065-GENERAL (CITY ATT
10/13/2021	294447	P	12469	MORNINGSTAR INC	\$5,222.00	0	1013211	9/12/21-9/12/22 36018326 SUBSC
10/13/2021	294448	P	10942	MUNICIPAL EMERGENCY SERVICES INC	\$9,866.31	0	1013211	FD HOSE ORDER
10/13/2021	294449	P	11153	JT AUTOMOTIVE PARTS, INC	\$227.67	0	1013211	FILTERS VEH#3304 WO#63633
10/13/2021	294450	P	10472	OCLC INC	\$1,474.92	0	1013211	FIRST SEARCH 9/1/21-8/31/22
10/13/2021	294451	P	10531	FINANCIAL OFFICE	\$10,000.00	0	1013211	07/01/2021-06/30/2023 POLITICA

Accounts Payable Checks

10/1/2021 - 10/31/2021

CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
10/13/2021	294452	P	31638	JESSE OLSON	\$150.00	0	1013211	REIMB JESSE OLSON BOOT ALLOWAN
10/13/2021	294453	P	10981	OIL RE-REFINING CO	\$275.00	0	1013211	USED OIL RECYCLE/HAUL 10/11/21
10/13/2021	294454	P	10357	OXARC INC	\$78.35	0	1013211	MONTHLY CYLINDER RENTAL WTP
10/13/2021	294455	P	10027	THE PAPE' GROUP	\$176.02	0	1013211	AIR FILTERS VEH#7142 WO#63436
10/13/2021	294456	P	999011	PARK PARTNERSHIP PROGRAM	\$2,000.00	0	1013211	2021 PPP Sundance Ridge HOA-Ri
10/13/2021	294457	P	10052	PITNEY BOWES INC	\$4,628.92	0	1013211	Pitney Bowes Lease 3314113347
10/13/2021	294458	P	10857	ROGER G WRIGHT	\$7,680.00	0	1013211	2020 ENGINEERING SERVICES - 14
10/13/2021	294459	P	10647	RIVER CITY TOWING INC	\$48.87	0	1013211	TOW TO SHOPS VEH#1212 WO#63555
10/13/2021	294460	P	11098	SCHINDLER ELEVATOR CORPORATION	\$119.51	0	1013211	OCTOBER CHAIR LIFT INSPECTION
10/13/2021	294461	P	12228	SENSERA SYSTEMS INC	\$1,492.16	0	1013211	GATEWAY CAMERA 09/21-10/21
10/13/2021	294462	P	10744	SENSKE LAWN & TREE CARE INC	\$195.38	0	1013211	96 BATTELLE BLVD PEST CONTROL-
10/13/2021	294463	P	10536	SPRAGUE PEST SOLUTIONS	\$181.80	0	1013211	OCT PEST PREVENTION - COLLECTI
10/13/2021	294464	P	10961	TACOMA SCREW PRODUCTS INC	\$81.91	0	1013211	NON-SLIP DRAWER LINER FOR VEH
10/13/2021	294465	P	31464	HECTOR JUTAE RODRIGUEZ	\$1,585.56	0	1013211	GARBAGE WASHING
10/13/2021	294466	P	10481	WEST PUBLISHING CORPORATION	\$2,421.99	0	1013211	ONLINE/SOFTWARE SUBSCRIPTION C
10/13/2021	294467	P	10395	TOTAL ENERGY MANAGEMENT INC	\$2,508.66	0	1013211	PROGRAM CHNGS BATTELLE IRR PS
10/13/2021	294468	P	10655	TOTEM PACIFIC CORP	\$3,361.09	0	1013211	35.85 TONS OF ROAD SALT
10/13/2021	294469	P	10122	TRAFFIC SAFETY SUPPLY CO INC	\$2,044.85	0	1013211	6 PRMARK ARROW LF 6-PREMARK AR
10/13/2021	294470	P	11406	SOLUTIONS INC	\$309.52	0	1013211	RECORDS SEARCH SEPTEMBER 2021
10/13/2021	294471	P	12160	TYLER TECHNOLOGIES, INC	\$1,505.99	0	1013211	BLANK BOTTOM CK HEAT ICON/9000
10/13/2021	294472	P	10512	US BANK N A	\$226.00	0	1013211	SEPTEMBER 2021 POOLED INVESTME
10/13/2021	294473	P	11840	US DEPARTMENT OF AGRICULTURE	\$5,699.62	0	1013211	2021 BIRD MANAGEMENT AT HORN R
10/13/2021	294474	P	10138	WA STATE AUDITOR'S OFFICE	\$12,282.66	0	1013211	AUDIT SERVICES SEPTEMBER 2021
10/13/2021	294475	P	30838	AMANDA WALLNER	\$261.56	0	1013211	21-0077-WALLNER-IEDC TRAINING
10/13/2021	294476	P	31462	WELLABLE LLC	\$525.00	0	1013211	COR Wellness - Wellable Contra
10/13/2021	294477	P	10839	MICHAEL E WEST ENTERPRISES, INC.	\$118.27	0	1013211	14" DIAMOND BLADE/TAPE MEASUR
10/13/2021	294478	P	10059	WESTERN STATES EQUIPMENT COMPANY	\$510.89	0	1013211	AIR FILTERS VEH#7162 WO#63637
10/13/2021	294479	P	30939	DOBBS HEAVY DUTY HOLDINGS LLC	\$84.46	0	1013211	VALVE VEH#3358 WO#63624
10/13/2021	294480	P	10194	XEROX CORPORATION	\$402.45	0	1013211	8TB-338154 SEPTEMBER 2021
10/15/2021	294481	P	10439	PYC LLC	\$36.49	0	1015211	UNIFORM LAUNDRY SERVICE SEPTEM
10/15/2021	294482	P	31527	AARON C GRIMM	\$57,207.80	0	1015211	VAN GIESEN/THAYER INTERSECTION

Accounts Payable Checks

10/1/2021 - 10/31/2021

CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
10/15/2021	294483	P	10838	GRIGG ENTERPRISES INC	\$116.73	0	1015211	Peak Wash/De-Icer
10/15/2021	294484	P	10705	INTERSTATE CONCRETE & ASPHALT COMPANY	\$420.71	0	1015211	IRR - DOG PARK - DRAIN REPAIR
10/15/2021	294485	P	999000	AUREF	\$174.95	0	1015211	2513 DUPORTAIL ST Apt 340
10/15/2021	294486	P	999000	AUREF	\$241.00	0	1015211	2304 CONCORD ST
10/15/2021	294487	P	999000	AUREF	\$74.32	0	1015211	2550 DUPORTAIL ST E130
10/15/2021	294488	P	999000	AUREF	\$136.69	0	1015211	1427 STEVENS DR
10/15/2021	294489	P	999000	AUREF	\$311.65	0	1015211	608 BLUE ST
10/15/2021	294490	P	999000	AUREF	\$149.17	0	1015211	1650 MOWRY SQ 226
10/15/2021	294491	P	999000	AUREF	\$129.49	0	1015211	250 GAGE BLVD 4052
10/15/2021	294492	P	999000	AUREF	\$340.57	0	1015211	3526 NOTTINGHAM DR
10/15/2021	294493	P	999000	AUREF	\$146.19	0	1015211	2562 LAVENDER CT
10/15/2021	294494	P	999000	AUREF	\$107.13	0	1015211	2550 DUPORTAIL ST Q100
10/15/2021	294495	P	999000	AUREF	\$175.19	0	1015211	1423 STEVENS DR
10/15/2021	294496	P	999000	AUREF	\$136.86	0	1015211	2895 PAULING AVE Apt 101
10/15/2021	294497	P	999000	AUREF	\$125.97	0	1015211	1775 COLUMBIA PARK TRL 127
10/15/2021	294498	P	999000	AUREF	\$269.68	0	1015211	424 CHARBONNEAU DR
10/15/2021	294499	P	999000	AUREF	\$228.10	0	1015211	2848 TROON CT
10/15/2021	294500	P	999000	AUREF	\$183.50	0	1015211	1288 WHITE BLUFFS ST
10/15/2021	294501	P	999000	AUREF	\$14.97	0	1015211	1101 ELM AVE
10/15/2021	294502	P	999000	AUREF	\$65.99	0	1015211	1851 NOVA LN
10/15/2021	294503	P	999000	AUREF	\$91.14	0	1015211	1878 FOWLER ST 26
10/15/2021	294504	P	999000	AUREF	\$106.19	0	1015211	2665 KINGSGATE WAY Apt B115
10/15/2021	294505	P	999000	AUREF	\$101.23	0	1015211	3003 QUEENSGATE DR Apt 145
10/15/2021	294506	P	999000	AUREF	\$10.00	0	1015211	2550 DUPORTAIL ST L269
10/15/2021	294507	P	999000	AUREF	\$19.00	0	1015211	2500 GEORGE WASHINGTON WAY 121
10/15/2021	294508	P	999000	AUREF	\$74.45	0	1015211	1775 COLUMBIA PARK TRL 120
10/15/2021	294509	P	999000	AUREF	\$231.72	0	1015211	206 ONTARIO CT
10/15/2021	294510	P	999000	AUREF	\$116.66	0	1015211	1202 RICHMOND BLVD
10/15/2021	294511	P	999000	AUREF	\$63.57	0	1015211	1009 WILSON ST
10/15/2021	294512	P	999000	AUREF	\$82.90	0	1015211	650 COTTONWOOD DR

Accounts Payable Checks

10/1/2021 - 10/31/2021

CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
10/15/2021	294513	P	999000	AUREF	\$96.86	0	1015211	3003 QUEENSGATE DR Apt 275
10/15/2021	294514	P	999000	AUREF	\$161.06	0	1015211	2513 DUPORTAIL ST Apt 232
10/15/2021	294515	P	999000	AUREF	\$49.06	0	1015211	575 COLUMBIA POINT DR Apt 331
10/15/2021	294516	P	999000	AUREF	\$2.85	0	1015211	432 LOMBARDY LN
10/15/2021	294517	P	999000	AUREF	\$146.91	0	1015211	325 GREENTREE CT 1
10/15/2021	294518	P	999000	AUREF	\$39.43	0	1015211	3003 QUEENSGATE DR Apt 146
10/15/2021	294519	P	999000	AUREF	\$79.40	0	1015211	206 GOETHALS DR
10/15/2021	294520	P	999000	AUREF	\$183.30	0	1015211	162 ROSEMARY ST
10/15/2021	294521	P	999000	AUREF	\$6.79	0	1015211	177 NEWHAVEN PL
10/15/2021	294522	P	999000	AUREF	\$48.28	0	1015211	1362 JADWIN AVE
10/15/2021	294523	P	999000	AUREF	\$8.10	0	1015211	2665 KINGSGATE WAY Apt C331
10/15/2021	294524	P	999000	AUREF	\$91.79	0	1015211	1878 FOWLER ST 36
10/15/2021	294525	P	999000	AUREF	\$110.96	0	1015211	1928 GEORGE WASHINGTON WAY L3
10/15/2021	294526	P	999000	AUREF	\$83.19	0	1015211	2555 BELLA COOLA LN Apt 106
10/15/2021	294527	P	999000	AUREF	\$108.77	0	1015211	283 GAGE BLVD
10/15/2021	294528	P	999000	AUREF	\$120.41	0	1015211	1315 TUNIS AVE
10/15/2021	294529	P	999000	AUREF	\$161.24	0	1015211	1621 GEORGE WASHINGTON WAY A22
10/15/2021	294530	P	999000	AUREF	\$167.74	0	1015211	2000 STEVENS DR 224
10/15/2021	294531	P	999000	AUREF	\$6.78	0	1015211	1231 CAMEO DR
10/15/2021	294532	P	999000	AUREF	\$144.54	0	1015211	50 JADWIN AVE Apt 27
10/15/2021	294533	P	999000	AUREF	\$19.08	0	1015211	553 LAKEROSE LOOP
10/15/2021	294534	P	999000	AUREF	\$206.08	0	1015211	1105 TORBETT ST
10/15/2021	294535	P	999000	AUREF	\$143.10	0	1015211	2894 SALK AVE Apt 209
10/15/2021	294536	P	999000	AUREF	\$95.12	0	1015211	1030 WILLARD AVE
10/15/2021	294537	P	999000	AUREF	\$123.06	0	1015211	250 GAGE BLVD 1078
10/15/2021	294538	P	999000	AUREF	\$410.32	0	1015211	222 ARMISTEAD AVE B
10/15/2021	294539	P	999000	AUREF	\$86.10	0	1015211	2894 SALK AVE Apt 324
10/15/2021	294540	P	999000	AUREF	\$13.49	0	1015211	1005 ELM AVE
10/15/2021	294541	P	999000	AUREF	\$75.91	0	1015211	2555 BELLA COOLA LN Apt 234
10/15/2021	294542	P	999000	AUREF	\$100.24	0	1015211	2513 DUPORTAIL ST Apt 134
10/15/2021	294543	P	999000	AUREF	\$12.29	0	1015211	2389 HOOD AVE C

Accounts Payable Checks

10/1/2021 - 10/31/2021

CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
10/15/2021	294544	P	999000	AUREF	\$156.62	0	1015211	227 UNIVERSITY DR Apt 114
10/15/2021	294545	P	999000	AUREF	\$127.30	0	1015211	2013 TINKLE ST
10/15/2021	294546	P	999000	AUREF	\$61.69	0	1015211	2455 GEORGE WASHINGTON WAY H24
10/15/2021	294547	P	999000	AUREF	\$3.34	0	1015211	3003 QUEENSGATE DR Apt 247
10/15/2021	294548	P	999000	AUREF	\$134.76	0	1015211	2894 SALK AVE Apt 208
10/15/2021	294549	P	999000	AUREF	\$9.57	0	1015211	150 OAKLAND ST
10/15/2021	294550	P	999000	AUREF	\$737.01	0	1015211	2527 DUPORTAIL ST
10/15/2021	294551	P	999000	AUREF	\$174.78	0	1015211	453 MATEO CT
10/15/2021	294552	P	999000	AUREF	\$19.90	0	1015211	517 BERKSHIRE ST
10/15/2021	294553	P	999000	AUREF	\$144.19	0	1015211	227 UNIVERSITY DR Apt 205
10/15/2021	294554	P	10010	BENTON FRANKLIN HEALTH DISTRICT	\$2,655.00	0	1015211	WATER SAMPLING ANALYSIS
10/15/2021	294555	P	12389	BLUE MOUNTAIN TELECOMMUNICATION SERVICES	\$1,013.90	0	1015211	FIBER BUILD- FIRE STATION 75 C
10/15/2021	294556	P	10026	CASCADE NATURAL GAS CORP	\$14.11	0	1015211	STATION 73 - GAS BILL - SEPTEM
10/15/2021	294557	P	10597	CHARTER COMMUNICATIONS	\$88.13	0	1015211	BUSINESS INTERNET PLUS
10/15/2021	294558	P	10055	CITY OF PASCO	\$70,891.16	0	1015211	ANIMAL SHELTERING SERVICES OCT
10/15/2021	294559	P	10261	CITY OF RICHLAND	\$421.99	0	1015211	21-111 FANCHER FARO CERT PER D
10/15/2021	294560	P	10877	CLAYTON WARD COMPANY	\$327.64	0	1015211	OFFICE PAPER RECYCLING - AUGUS
10/15/2021	294561	P	11516	COLEMAN OIL COMPANY	\$25,065.19	0	1015211	LANDFILL FUEL,DYED AND CLEAR
10/15/2021	294562	P	10034	CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	\$8,378.88	0	1015211	PVC Conduit
10/15/2021	294563	P	10830	CULBERT CONSTRUCTION INC	\$319,813.36	0	1015211	1ST STREET WEST OF KINGSGATE W
10/15/2021	294564	P	30193	DOUG DOSS	\$465.80	0	1015211	21-155 DOSS WHIA CONF PER DIEM
10/15/2021	294565	P	11044	EWING IRRIGATION PRODUCTS INC	\$3,135.00	0	1015211	HOWARD AMON - IRRIGATION REPAI
10/15/2021	294566	P	30368	CAMERON FANCHER	\$12.00	0	1015211	21-111 FANCHER FARO CERT PER D
10/15/2021	294567	P	10315	FERGUSON US HOLDINGS INC	\$727.34	0	1015211	JOHN DAM - PLUMBING PARTS
10/15/2021	294568	P	31443	FOX VALLEY TECHNICAL COLLEGE	\$595.00	0	1015211	DEATH INVESTIGATION REGISTRATI
10/15/2021	294569	P	12456	FRAMATOME ANP RICHLAND	\$10,241.00	0	1015211	COMMERCIAL EXT LIGHTING - 2101
10/15/2021	294570	P	10609	FRANKLIN PUD	\$9,608.29	0	1015211	TRANSFORMER TESTING 06/2020-08
10/15/2021	294571	P	10256	HACH COMPANY	\$1,141.15	0	1015211	SILCONE OIL 15ML SCDB WTP
10/15/2021	294572	P	10046	HD FOWLER CO	\$180.51	0	1015211	PLUMBING - PARK ST COMORT LIFT
10/15/2021	294573	P	11813	HERC RENTALS INC	\$1,621.81	0	1015211	EQUIP RENTAL - JEFFERSON DUGOU

Accounts Payable Checks

10/1/2021 - 10/31/2021

CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
10/15/2021	294574	P	12200	HUGHES FIRE EQUIPMENT, INC	\$493.08	0	1015211	RING,GASKET VEH#5033 WO#63695
10/15/2021	294575	P	11843	IRON MOUNTAIN INC	\$203.24	0	1015211	SHRED SERVICE 08/25-09/21/21
10/15/2021	294576	P	10432	LANGUAGE LINE SERVICES INC	\$64.13	0	1015211	INTERPRETATION SERVICES SEPTEM
10/15/2021	294577	P	11428	MIGHTY JOHNS PORTABLE TOILET & SEPTIC SERVICE INC	\$1,715.00	0	1015211	SKATE PARK - PORT-A-POTTY RENT
10/15/2021	294578	P	11835	MILLER PAINT COMPANY INC	\$546.04	0	1015211	CLAYBELL - STRIPING PAINT
10/15/2021	294579	P	10358	MOON SECURITY SERVICES INC	\$413.72	0	1015211	MULTIPLE FACILITIES - FIRE MON
10/15/2021	294580	P	11153	JT AUTOMOTIVE PARTS, INC	\$253.78	0	1015211	PROUT POOL - FHP BELT
10/15/2021	294581	P	30273	NORTHWEST EQUIPMENT SALES, INC	\$6,629.06	0	1015211	HYD PUMP VEH#6000 WO#63695
10/15/2021	294582	P	31490	NW TEL LLC	\$5,115.62	0	1015211	FIBER BUILD- HENDERSON LOOP EX
10/15/2021	294583	P	10357	OXARC INC	\$329.11	0	1015211	CYLINDER RENTAL
10/15/2021	294584	P	31272	ZACHARY S MAYNARD	\$3,785.00	0	1015211	MULTIPLE FACILITIES - ANNUAL F
10/15/2021	294585	P	31133	PACIFIC FIRE INSPECTION SERVICES INC	\$2,945.00	0	1015211	CITY WIDE FIRE SPRINKLER INSPE
10/15/2021	294586	P	31206	CI - PW LLC	\$47.18	0	1015211	BOTTLED WATER FOR SEPTEMBER
10/15/2021	294587	P	12238	REXEL USA, INC	\$343.66	0	1015211	Conduit Body, Nipples, Ground
10/15/2021	294588	P	10102	PASCO RANCH AND HOME INC	\$292.14	0	1015211	PALLET WTR SOFT SALT 50 LB WTP
10/15/2021	294589	P	10047	R.D. OFFUTT COMPANY	\$48.00	0	1015211	LOCK PIN VEH#6630 WO#63665
10/15/2021	294590	P	12318	RINGOLD EMBROIDERY	\$778.93	0	1015211	EMBROIDERY ON TWO SHIRTS DETEC
10/15/2021	294591	P	10647	RIVER CITY TOWING INC	\$48.87	0	1015211	TOW CHARGE
10/15/2021	294592	P	11488	RWC INTERNATIONAL LTD	\$175.68	0	1015211	FILTER VEH#5042 WO#63563
10/15/2021	294593	P	31308	SAFE SET CONSTRUCTION LLC	\$12,500.00	0	1015211	8-31 TO 9-1 JUNE TO JULY 7 DAY
10/15/2021	294594	P	10536	SPRAGUE PEST SOLUTIONS	\$239.46	0	1015211	STATION 72 - PEST CONTROL
10/15/2021	294595	P	10393	STONEMAN ELECTRIC SUPPLY	\$1,039.42	0	1015211	COVID -ELECTRICAL PARTS FOR TE
10/15/2021	294596	P	10961	TACOMA SCREW PRODUCTS INC	\$167.66	0	1015211	SHOPS 300 - HVAC
10/15/2021	294597	P	11108	THE PERSONAL TOUCH CLEANING INC	\$12,592.03	0	1015211	SHOPS 100 - JANITORIAL - SEPTE
10/15/2021	294598	P	10132	HD SUPPLY FACILITIES MAINTENANCE LTD	\$2,136.60	0	1015211	DPD 1 DISPENSER 10 ML SMPL -10
10/15/2021	294599	P	10860	VERIZON WIRELESS	\$180.15	0	1015211	SEPTEMBER LIFEPAKES
10/15/2021	294600	P	10140	WASHINGTON STATE PATROL	\$689.00	0	1015211	BACKGROUND CHECKS FOR SEPTEMBE
10/15/2021	294601	P	30843	WATER MANAGEMENT LABORATORIES, INC.	\$190.00	0	1015211	WATER SAMPLING ANALYSIS WTP
10/15/2021	294602	P	10194	XEROX CORPORATION	\$995.00	0	1015211	COPIER USAGE SER# 3UA-295577 T
10/20/2021	294603	P	31318	A WORKSAFE SERVICE INC	\$200.00	0	1020211	DOT DRUG/ALCOHOL TESTING: L EB

Accounts Payable Checks

10/1/2021 - 10/31/2021

CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
10/20/2021	294604	P	31231	ABM INDUSTRIES INC	\$18,622.48	0	1020211	MULTIPLE FACILITIES JANITORIAL
10/20/2021	294605	P	10551	ACCENT SIGNS INC	\$78.74	0	1020211	AWARD Airflite Plaque for Cynt
10/20/2021	294606	P	10838	GRIGG ENTERPRISES INC	\$1,367.86	0	1020211	LIBRARY - DOOR REPAIR PARTS
10/20/2021	294607	P	10644	ANIXTER INC	\$57,173.40	0	1020211	DEVICES UG
10/20/2021	294608	P	10089	THE ARC OF TRI CITIES	\$12,984.00	0	1020211	CDBG APPROVED PROJECT THERAPEU
10/20/2021	294609	P	12435	ASPECT CONSULTING, LLC	\$8,735.00	0	1020211	COLUMBIA PARK TRAIL-LESLIE STO
10/20/2021	294610	P	10583	GREG WALDEN	\$367.07	0	1020211	BOO BASH VOLLEY BALL TOURNY
10/20/2021	294611	P	11079	AUTOZONE STORES LLC	\$186.09	0	1020211	ATF VEH#2399 WO#63649
10/20/2021	294612	P	10518	BEAVER BARK & ROCK	\$173.67	0	1020211	FIRE STATION 73 - DIRT FOR NEW
10/20/2021	294613	P	31313	BEAVER EQUIPMENT LLC	\$5,363.97	0	1020211	MANUAL DRIP TRAP FOR DIGESTER
10/20/2021	294614	P	10713	BENTON FRANKLIN COMMUNITY ACTION COMMITTEE	\$49,015.94	0	1020211	CDBG APPROVED PROJECT - TBRA
10/20/2021	294615	P	11608	THERMO KING NORTHWEST, INC	\$97.72	0	1020211	COOLANT,T-STAT,GSKT VEH#7136 W
10/20/2021	294616	P	10546	BOUND TREE MEDICAL LLC	\$469.75	0	1020211	FENTANYL
10/20/2021	294617	P	12390	BRANOM OPERATING COMPANY, LLC	\$1,505.68	0	1020211	YAKIMA PUMP STATION ELECTRIAL
10/20/2021	294618	P	10832	BRUCE INC	\$500.00	0	1020211	205 CRAIGHILL - HP REBATE
10/20/2021	294619	P	11685	CARDINAL HEALTH 130, LLC	\$212.94	0	1020211	ATROPINE, ADENOSINE, THIAMINE,
10/20/2021	294620	P	10461	CAROLINA SOFTWARE INC.	\$500.00	0	1020211	WASTEWORX SOFTWARE SUPPORT QU
10/20/2021	294621	P	10025	CASCADE FIRE EQUIPMENT CORP	\$2,740.99	0	1020211	WOMEN'S BRUSH SHIRTS
10/20/2021	294622	P	11112	CENTURYLINK COMMUNICATIONS LLC	\$110.59	0	1020211	LONG DISTANCE 10/06-11/05/21
10/20/2021	294623	P	10597	CHARTER COMMUNICATIONS	\$445.94	0	1020211	INTERNET ULTRA THRU 8/10/21
10/20/2021	294624	P	10261	CITY OF RICHLAND	\$148,688.36	0	1020211	CITY UTILITY BILLS SEPT 2021
10/20/2021	294625	P	10261	CITY OF RICHLAND	\$1,098.78	0	1020211	LANDFILL CHARGES - SEPTEMBER
10/20/2021	294626	P	10031	COLUMBIA BASIN COLLEGE	\$2,666.00	0	1020211	FALL 2021 - ALMON MEDIC SCHOOL
10/20/2021	294627	P	11907	SYCURE CORP	\$830.00	0	1020211	100 MBPS FULL DUPLEX INTERNET
10/20/2021	294628	P	10135	CI SUPPORT LLC	\$218.93	0	1020211	ONSITE SHREDDING WO# 0214711 -
10/20/2021	294629	P	11883	CONNELL SAND & GRAVEL, INC	\$1,317.32	0	1020211	TRIP - LEE SIDEWALK REPAIR
10/20/2021	294630	P	10034	CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	\$9,725.52	0	1020211	PVC CONDUIT E4_E9
10/20/2021	294631	P	11526	CORWIN OF PASCO LLC	\$1,034.41	0	1020211	AIR HOSE VEH#2481 WO#63659
10/20/2021	294632	P	11881	TARGETSOLUTIONS LEARNING, LLC	\$404.19	0	1020211	OCTOBER - CREWSENSE MONTHLY FE
10/20/2021	294633	P	30166	CUMMINS NORTHWEST LLC	\$61.06	0	1020211	TEMP SENSOR VEH#3335 WO#63652

Accounts Payable Checks

10/1/2021 - 10/31/2021

CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
10/20/2021	294634	P	31626	DE NORA HOLDINGS US INC	\$37,161.54	0	1020211	N RHLD UV FACILITY-OSG SALT CE
10/20/2021	294635	P	10756	DELL MARKETING LP	\$11,975.85	0	1020211	DELL 22 MONITOR, SOUNDBAR, DOC
10/20/2021	294636	P	10589	DEZURIK, INC.	\$6,272.37	0	1020211	DEZURIK ECCENTRIC PLUG VALVES
10/20/2021	294637	P	11067	DOOLEY ENTERPRISES INC	\$4,586.35	0	1020211	Duty Ammo 2021
10/20/2021	294638	P	11362	ELIJAH FAMILY HOMES	\$6,044.81	0	1020211	APPROVED PROJECT REIMB.
10/20/2021	294639	P	12498	EMS TECHNOLOGY SOLUTIONS, LLC	\$510.00	0	1020211	RFID TRACKING LABELS
10/20/2021	294640	P	30363	GAIL EVERETT	\$297.82	0	1020211	G. EVERETT 3CMA CONFERENCE
10/20/2021	294641	P	10508	FASTENAL COMPANY	\$42.07	0	1020211	FRED - SUNGLASSES - 1 PAIR
10/20/2021	294642	P	10268	FEDERAL EXPRESS CORP	\$101.68	0	1020211	PRE-TRTMNT SAMPLES FPO 9-8-21
10/20/2021	294643	P	10315	FERGUSON US HOLDINGS INC	\$0.27	0	1020211	HORN RAPIDS - PLUMBING PART
10/20/2021	294644	P	11010	GARDA CL NORTHWEST INC	\$696.76	0	1020211	ARMORED CAR SERVICES OCTOBER 2
10/20/2021	294645	P	31421	GARY A TUCCI	\$22,859.67	0	1020211	09/2021 HRSST GENERATION
10/20/2021	294646	P	10050	GENERAL PACIFIC INC	\$3,529.78	0	1020211	ELBOWS
10/20/2021	294647	P	10203	W.W. GRAINGER, INC	\$1,273.92	0	1020211	SUPER GLUE/TOWELETTE STATION/E
10/20/2021	294648	P	10203	W.W. GRAINGER, INC	\$66.27	0	1020211	GRAINGER ITEMS
10/20/2021	294649	P	31398	H.W. LOCHNER INC	\$2,514.61	0	1020211	SOUTH GWW INTERSECTION IMPROVE
10/20/2021	294650	P	12480	HALO BRANDED SOLUTIONS INC	\$2,867.55	0	1020211	PPE - CDBG APPROVED PROJECT
10/20/2021	294651	P	11813	HERC RENTALS INC	\$106.43	0	1020211	Rental: Ground Rod Driver
10/20/2021	294652	P	31070	RAYMOND L COFFMAN	\$185,364.00	0	1020211	HOTEL-MOTEL CONTRACT 167-21 PA
10/20/2021	294653	P	31209	WALTEK II, INCORPORATED	\$1,909.00	0	1020211	WWTF DIGESTER FACILITY IMPRV-M
10/20/2021	294654	P	11471	INGERSOLL RAND COMPANY INDUSTRIAL TECH	\$63.71	0	1020211	FILTER VEH#0800 WO#63639
10/20/2021	294655	P	10406	JUB ENGINEERS INC	\$13,253.50	0	1020211	2021 LARGE DIAMETER SEWER CLEA
10/20/2021	294656	P	31395	JACOBS ENGINEERING GROUP INC.	\$3,616.59	0	1020211	SR240/AARON INTERCHANGE IMPROV
10/20/2021	294657	P	10290	JIM'S PACIFIC GARAGES INC	\$12.14	0	1020211	MARKER LAMPS VEH#3351 WO#63516
10/20/2021	294658	P	10291	JOB'S NURSERY	\$1,075.14	0	1020211	STATION 73 NEW - TREES
10/20/2021	294659	P	31623	KELLER ASSOCIATES INC	\$1,931.25	0	1020211	TAPTEAL BOOSTER PUMP STATION &
10/20/2021	294660	P	10071	KENNEWICK INDUSTRIAL & ELECTRICAL SUPPLY	\$72.66	0	1020211	PIPE & CNNCTRS FOR NEW IRRIG I
10/20/2021	294661	P	11110	PUD NO. 1 OF KICKITAT COUNTY	\$367.34	0	1020211	GOLGOTHA UTILITIES 08/31-09/30
10/20/2021	294662	P	10432	LANGUAGE LINE SERVICES INC	\$355.79	0	1020211	TRANSLATION SERVICES 09/01-09/

Accounts Payable Checks

10/1/2021 - 10/31/2021

CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
10/20/2021	294663	P	10219	LES SCHWAB TIRE CENTERS OF WASHINGTON INC	\$57.55	0	1020211	TPMS SENSORS VEH#2376 WO#63644
10/20/2021	294664	P	10262	LIFE ASSIST INC	\$762.57	0	1020211	SANI CLOTHS, GRAHAM PORTABLE T
10/20/2021	294665	P	10463	LUDLUM MEASUREMENTS INC	\$759.11	0	1020211	CALIBRATE LUDLUM 12 INSTRUMENT
10/20/2021	294666	P	10327	MAHAFFEY ENTERPRISES INC	\$3,258.00	0	1020211	MEADOW HILLS COMSS DITCH
10/20/2021	294667	P	30784	JOHN (JAY) MARLOW	\$66.00	0	1020211	TRIP 21-148 WASTE HAULERS SUMM
10/20/2021	294668	P	31509	MARSHA LOUISE FRASER	\$6,000.00	0	1020211	Interim City Manager Performan
10/20/2021	294669	P	10909	MECHANICAL SALES INC	\$677.98	0	1020211	LIBRARY - HVAC PARTS
10/20/2021	294670	P	30908	MEDICAL BILLING AND CONSULTING LLC	\$1,100.00	0	1020211	SEPT 2021 FIREFIGHTERS SEC MON
10/20/2021	294671	P	31116	BAS INC	\$609.25	0	1020211	INSPECTION NOTICES
10/20/2021	294672	P	10083	MONARCH MACHINE & TOOL CO INC	\$13.00	0	1020211	SHAFT VEH#6238 WO#63697
10/20/2021	294673	P	30135	MUSTANG SIGNS LLC	\$3,344.63	0	1020211	DINING WALL WRAP, HALLWAY WRAP
10/20/2021	294674	P	11153	JT AUTOMOTIVE PARTS, INC	\$3,116.63	0	1020211	FILTER,PAN, PLUG VEH#2399 WO#6
10/20/2021	294675	P	30088	NCR PAYMENT SOLUTIONS CORPORATION	\$7,339.70	0	1020211	MERCHANT SERVICE CHARGES SEPTE
10/20/2021	294676	P	31505	SPORTSENGINE INC	\$111.00	0	1020211	BACKGROUND CHECKS: PARKS & REC
10/20/2021	294677	P	10981	OIL RE-REFINING CO	\$195.90	0	1020211	USED OIL RECYCLE/HAUL 10/14/21
10/20/2021	294678	P	10357	OXARC INC	\$170.01	0	1020211	FACILITIES - CYLINDER RENTAL -
10/20/2021	294679	P	10027	THE PAPE' GROUP	\$613.59	0	1020211	EQUIP RENTAL - SPLASH PAD - EX
10/20/2021	294680	P	10862	PARAMETRIX INC	\$14,010.19	0	1020211	2021 ENVIRONMENTAL MONITORING,
10/20/2021	294681	P	12238	REXEL USA, INC	\$14.91	0	1020211	Stop Rope Pull
10/20/2021	294682	P	10102	PASCO RANCH AND HOME INC	\$238.91	0	1020211	BOOTS - HANSEN
10/20/2021	294683	P	10047	R.D. OFFUTT COMPANY	\$2,996.82	0	1020211	FLAIL TIGER BITS,SPACERS,HAMME
10/20/2021	294684	P	11136	RICHARD SCHURFELD	\$258.00	0	1020211	PORTAL SERVICE LOCATES SEPTEMB
10/20/2021	294685	P	11012	RH2 ENGINEERING INC	\$7,072.14	0	1020211	CENTER PARKWAY SOUTH-ENVIRONME
10/20/2021	294686	P	10647	RIVER CITY TOWING INC	\$383.35	0	1020211	TOW CHARGE
10/20/2021	294687	P	30023	TAIFEI SCOTT	\$255.50	0	1020211	SEPTEMBER CLASS 8573
10/20/2021	294688	P	10311	SEA WESTERN INC	\$2,103.80	0	1020211	ANGLESEY TURNOUT PANTS
10/20/2021	294689	P	11629	TRUCKPRO HOLDING CORPORATION	\$48.76	0	1020211	VENTED CAP VEH#3342 WO#63661
10/20/2021	294690	P	11563	SMARSH, INC.	\$2,931.25	0	1020211	SMARSH ANNUAL RENEWAL, CONTRAC
10/20/2021	294691	P	10649	SNAP ON INCORPORATED	\$529.53	0	1020211	TRUCK COOLING ADAPTER SET
10/20/2021	294692	P	10440	SOLID WASTE SYSTEMS INC	\$1,712.96	0	1020211	BUSHING LINK VEH#3336 WO#63469

Accounts Payable Checks

10/1/2021 - 10/31/2021

CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
10/20/2021	294693	P	10536	SPRAGUE PEST SOLUTIONS	\$1,372.98	0	1020211	LIBRARY - PEST CONTROL
10/20/2021	294694	P	11493	PICARD CORPORATION	\$2,947.41	0	1020211	BULK SALT FOR WWTF DEL 10-05-2
10/20/2021	294695	P	10393	STONEMAN ELECTRIC SUPPLY	\$40.00	0	1020211	PVC CONDUIT, COUPLINGS
10/20/2021	294696	P	10612	EUROFINS ENVIRONMENT TESTING AMERICA HOLDINGS INC	\$7,839.00	0	1020211	2021 LANDFILL GROUNDWATER MON
10/20/2021	294697	P	31051	THE GOODYEAR TIRE & RUBBER COMPANY	\$60.32	0	1020211	FLAT REPAIR VEH#3330 WO#63636
10/20/2021	294698	P	11108	THE PERSONAL TOUCH CLEANING INC	\$17,256.77	0	1020211	LIBRARY - JANITORIAL - SEPTMB
10/20/2021	294699	P	11771	TOTAL COLLISION AND INJURY CARE LLC	\$120.00	0	1020211	DOT PHYS - D GIBSON
10/20/2021	294700	P	10128	THE MCCLATCHY COMPANY	\$1,284.89	0	1020211	PHN 090721 EASEMENT 1311 WINSL
10/20/2021	294701	P	10919	TRI CITY KART CLUB	\$350,000.00	0	1020211	HOTEL-MOTEL CONTRACT 159-21 TR
10/20/2021	294702	P	10178	TRI CITY WATER FOLLIES ASSN INC	\$15,000.00	0	1020211	HOTEL-MOTEL CONTRACT 173-21 TC
10/20/2021	294703	P	31597	TRICITIES TABLE TENNIS ASSOCIATION	\$280.00	0	1020211	AUGUST AND SEPTEMBER PAYMENT
10/20/2021	294704	P	11131	SANDRA R NINEMIRE	\$1,568.18	0	1020211	UNIFORM/LAUNDRY SERVICE
10/20/2021	294705	P	10326	VERMEER ROCKY MOUNTAIN INC	\$92.79	0	1020211	PRE CLEANER VEH#6579 WO#63660
10/20/2021	294706	P	10212	WAGNER SMITH EQUIPMENT CO	\$247.61	0	1020211	HOT ARM RENTAL SEPTEMBER
10/20/2021	294707	P	999003	WASTEWORX REFUND	\$75.41	0	1020211	Refund WW payment - account se
10/20/2021	294708	P	10059	WESTERN STATES EQUIPMENT COMPANY	\$75.76	0	1020211	OIL FOR LANDFILL VEH#7104 WO#6
10/20/2021	294709	P	10267	WSF, LLC	\$1,097.15	0	1020211	J STICK VEH#3335 WO#63330
10/20/2021	294710	P	10194	XEROX CORPORATION	\$931.53	0	1020211	8TB-337985 SEPTEMBER 2021
10/20/2021	294711	P	31539	RYAN YATES	\$250.00	0	1020211	PRE-EMPLOYMENT POLYGRAPH: DE L
10/20/2021	294712	P	12483	ZOLL MEDICAL SUPPLY	\$2,235.60	0	1020211	LUMEN TUBING, CPR PADS, ADULT
10/22/2021	294713	P	10838	GRIGG ENTERPRISES INC	\$80.20	0	1022211	GLASS CLEANER & PROTECTANT FOR
10/22/2021	294714	P	10347	AIREFCO INC	\$9,491.21	0	1022211	BLDG 100 HVAC UNITS
10/22/2021	294715	P	10644	ANIXTER INC	\$7,152.83	0	1022211	POWER OPS SLEEVES
10/22/2021	294716	P	10547	ARBAUGH & ASSOCIATES INC	\$3,328.72	0	1022211	CONTRACT FEES SEPTEMBER 2021
10/22/2021	294717	P	11335	ARROW-TECH INC	\$2,157.50	0	1022211	DRDCAL-100 DIRECT READING DOSI
10/22/2021	294718	P	30141	AUREF	\$65.42	0	1022211	Customer Refund
10/22/2021	294719	P	30141	AUREF	\$129.04	0	1022211	Customer Refund
10/22/2021	294720	P	999000	AUREF	\$77.36	0	1022211	90 HODGES CT
10/22/2021	294721	P	999000	AUREF	\$135.96	0	1022211	1851 JADWIN AVE 414
10/22/2021	294722	P	999000	AUREF	\$141.68	0	1022211	1900 STEVENS DR 418

Accounts Payable Checks

10/1/2021 - 10/31/2021

CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
10/22/2021	294723	P	999000	AUREF	\$66.20	0	1022211	1621 GEORGE WASHINGTON WAY A16
10/22/2021	294724	P	999000	AUREF	\$153.13	0	1022211	1851 JADWIN AVE 304
10/22/2021	294725	P	999000	AUREF	\$35.92	0	1022211	519 CLERMONT DR
10/22/2021	294726	P	999000	AUREF	\$272.12	0	1022211	521 GREENBROOK PL
10/22/2021	294727	P	999000	AUREF	\$3.39	0	1022211	2105 PULLEN ST 5
10/22/2021	294728	P	999000	AUREF	\$118.80	0	1022211	1227 PLATEAU DR
10/22/2021	294729	P	999000	AUREF	\$17.91	0	1022211	650 GEORGE WASHINGTON WAY Apt
10/22/2021	294730	P	999000	AUREF	\$27.49	0	1022211	337 COLUMBIA POINT DR
10/22/2021	294731	P	999000	AUREF	\$185.07	0	1022211	2105 PULLEN ST 24
10/22/2021	294732	P	999000	AUREF	\$164.67	0	1022211	2555 BELLA COOLA LN Apt 382
10/22/2021	294733	P	999000	AUREF	\$148.37	0	1022211	250 GAGE BLVD 3064
10/22/2021	294734	P	999000	AUREF	\$522.09	0	1022211	290 RIVER HAVEN CT
10/22/2021	294735	P	11079	AUTOZONE STORES LLC	\$163.46	0	1022211	RETURNED FILTERS VEH#3351 WO#6
10/22/2021	294736	P	10518	BEAVER BARK & ROCK	\$804.89	0	1022211	Fencing - Jefferson dugouts
10/22/2021	294737	P	10001	BENTON CLEAN AIR AGENCY	\$15,963.84	0	1022211	4TH QTR ASSESSMENT
10/22/2021	294738	P	10436	BENTON COUNTY FIRE DIST 1	\$5,530.39	0	1022211	SEWAG ANNUAL ASSESSMENT - SCBA
10/22/2021	294739	P	10008	BENTON PUD	\$1,835.02	0	1022211	C-SC157A PRE-NOTIFICATION SERV
10/22/2021	294740	P	11608	THERMO KING NORTHWEST, INC	\$517.05	0	1022211	TEMP SENDER,PUMP VEH#7136 WO#6
10/22/2021	294741	P	11272	BOYD'S TREE SERVICE LLC	\$6,544.17	0	1022211	TREE PRUNING & VEGETATION MANA
10/22/2021	294742	P	10832	BRUCE INC	\$500.00	0	1022211	311 COLUMBIA PT DR
10/22/2021	294743	P	31622	CALGON CARBON CORPORATION	\$15,600.00	0	1022211	CALGON WPH-M WATER TREATMENT
10/22/2021	294744	P	12229	CANON FINANCIAL SERVICES, INC	\$686.10	0	1022211	CANON-IRC55501-XLG04984 - SEPT
10/22/2021	294745	P	10240	CENTRAL HOSE & FITTINGS INC	\$58.64	0	1022211	VINYL TUBING 200FT FOR SAMPLER
10/22/2021	294746	P	31174	CHICAGO TITLE CO OF WASHINGTON	\$760.20	0	1022211	RECONVEY, NELSON, MCCANN
10/22/2021	294747	P	30116	CHRISTENSEN, INC.	\$4,373.94	0	1022211	OIL AND DEF FOR SHOPS
10/22/2021	294748	P	10072	CITY OF KENNEWICK	\$2,220.00	0	1022211	JAN-SEPT HOME PROG REIMBURSEME
10/22/2021	294749	P	10261	CITY OF RICHLAND	\$13,665.19	0	1022211	BIO-SOLIDS LANDFILL FEES SEPT
10/22/2021	294750	P	10261	CITY OF RICHLAND	\$492.04	0	1022211	21-114 2021 ICMA CONFERENCE
10/22/2021	294751	P	11516	COLEMAN OIL COMPANY	\$20,304.69	0	1022211	WEEKLY CARD LOCK FUEL 10/11-10
10/22/2021	294752	P	10470	COMMERCIAL TIRE INC	\$575.57	0	1022211	TIRES VEH#4121 WO#63206
10/22/2021	294753	P	12151	CORE & MAIN LP	\$662.46	0	1022211	FORD NO-LEAD FITTINGS

Accounts Payable Checks

10/1/2021 - 10/31/2021

CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
10/22/2021	294754	P	11526	CORWIN OF PASCO LLC	\$506.81	0	1022211	SEAT COVER VEH#3367 WO#63608
10/22/2021	294755	P	12139	CULBERT CONSTRUCTION	\$750.00	0	1022211	REFUND - HYDRANT METER # 303
10/22/2021	294756	P	30166	CUMMINS NORTHWEST LLC	\$45.17	0	1022211	PAC VEH#6579 WO#63660
10/22/2021	294757	P	11445	DAY MANAGEMENT CORPORATION	\$1,447.27	0	1022211	RADIO DEPOT REPAIR APX6000 SER
10/22/2021	294758	P	10453	DELTA HEATING & COOLING INC	\$1,000.00	0	1022211	HP REBATE - 2457 BAY
10/22/2021	294759	P	31646	EASY FOAM INCORPORATED	\$701.00	0	1022211	REFUND - HYDRANT METER #332
10/22/2021	294760	P	11169	EFFICIENCY SOLUTIONS LLC	\$6,634.00	0	1022211	C07-21 COMMERCIAL ENERGY EFFIC
10/22/2021	294761	P	31502	HASSAN M SHABAN	\$7,920.00	0	1022211	C127-21 CETA SECTION 12 ENERGY
10/22/2021	294762	P	10146	ENERGY NORTHWEST	\$34,712.18	0	1022211	HRSST O&M Q2 2021
10/22/2021	294763	P	30356	JOHN T CLARY	\$300.00	0	1022211	PRE-EMP POLYGRAPH: LADENDORF
10/22/2021	294764	P	11044	EWING IRRIGATION PRODUCTS INC	\$31.20	0	1022211	PLUMBING - PARKS ST LIFT STATI
10/22/2021	294765	P	11044	EWING IRRIGATION PRODUCTS INC	\$719.78	0	1022211	SPLASH PAD - PLUMBING PART
10/22/2021	294766	P	31170	HIS DIME, LLC	\$73.88	0	1022211	DECALS VEH#2529 WO#63674
10/22/2021	294767	P	10508	FASTENAL COMPANY	\$138.93	0	1022211	T-ROD, CARTRIDGE - TRAFFIC LIG
10/22/2021	294768	P	10268	FEDERAL EXPRESS CORP	\$77.61	0	1022211	SAMPLE SHIPPING 9/14 AND 9/15
10/22/2021	294769	P	31564	FNS COLLISION GROUP INC	\$962.36	0	1022211	BODY REPAIR VEH#3319 WO#63654
10/22/2021	294770	P	10609	FRANKLIN PUD	\$451.36	0	1022211	TRXFRMR TESTING 09-21 SNYDER B
10/22/2021	294771	P	30384	FROST ME SWEET LLC	\$20,000.00	0	1022211	FACADE IMPROV. APPROVED PROJEC
10/22/2021	294772	P	10203	W.W. GRAINGER, INC	\$165.49	0	1022211	ATTACHED LID CONTAINERS/OUTLET
10/22/2021	294773	P	12480	HALO BRANDED SOLUTIONS INC	\$957.39	0	1022211	PPE FOR CDBG APPROVED PROJ
10/22/2021	294774	P	11813	HERC RENTALS INC	\$20.79	0	1022211	LIQUID PROPANE (6.4 GAL) FOR W
10/22/2021	294775	P	10489	HERITAGE PROFESSIONAL LANDSCAPING INC	\$1,625.74	0	1022211	CPMA SEPT 2021 LANDSCAPE MAINT
10/22/2021	294776	P	10294	HORIZON DISTRIBUTION INC	\$2,657.28	0	1022211	HORIZON/GRAINGER
10/22/2021	294777	P	11913	HP INC	\$392.59	0	1022211	PRINTER MAINTENANCE 09/15-10/1
10/22/2021	294778	P	12200	HUGHES FIRE EQUIPMENT, INC	\$5,446.28	0	1022211	IMPELLER AND PARTS VEH#5033 WO
10/22/2021	294779	P	31209	WALTEK II, INCORPORATED	\$1,314.00	0	1022211	TESTING FOR 1ST STREET PROJ.
10/22/2021	294780	P	10389	INTOXIMETERS INC	\$317.00	0	1022211	REPAIR OF HANDHELD AS FST STD
10/22/2021	294781	P	10062	IRRIGATION SPECIALISTS INC	\$13.32	0	1022211	SNAP TEE AND BUSHING FOR WWTF
10/22/2021	294782	P	31585	JACKSON GROUP PETERBILT, INC.	\$405.58	0	1022211	BELT VEH#3335 WO#63330
10/22/2021	294783	P	10290	JIM'S PACIFIC GARAGES INC	\$1,030.61	0	1022211	SHOCKS VEH#3253 WO#63669
10/22/2021	294784	P	11667	KENWORTH SALES COMPANY	\$7.40	0	1022211	ANTENNA VEH#3251 WO#63686

Accounts Payable Checks

10/1/2021 - 10/31/2021

CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
10/22/2021	294785	P	31026	KLEIN PRODUCTS, INC.	\$1,012.63	0	1022211	WATEREND PUMP VEH#3353 WO#6351
10/22/2021	294786	P	31459	KPFF INC	\$15,895.25	0	1022211	ISLAND VIEW TO VISTA FIELD TRA
10/22/2021	294787	P	31647	LAMPSON INTERNATIONAL	\$750.00	0	1022211	REFUND - HYDRANT METER #353 PO
10/22/2021	294788	P	12246	MCALLISTER HOLDINGS	\$280.00	0	1022211	CAR WASHES (35) JULY, AUG, SEP
10/22/2021	294789	P	10319	LIFE INSURANCE COMPANY OF NORTH AMERICA	\$29,108.70	0	1022211	FLI051384 Premium-October
10/22/2021	294790	P	31520	THEODORE BLAINE LIGHT III	\$6,150.00	0	1022211	145-21 CPA & CLEAN ENERGY IMPL
10/22/2021	294791	P	10384	M CAMPBELL & COMPANY INC	\$6,600.00	0	1022211	HP REBATE - 302 SEASIDE
10/22/2021	294792	P	10556	MAGELLAN HEALTHCARE INC	\$730.10	0	1022211	October 2021 EAP Premium
10/22/2021	294793	P	31486	MARSH MUNDORF PRATT SULLIVAN & MCKENZIE	\$385.33	0	1022211	NET BILLING AGMT ACQUISITION R
10/22/2021	294794	P	10093	MCCURLEY INTEGRITY DEALERSHIPS, LLC	\$2,875.63	0	1022211	ENG CORE RETURN VEH#3278 WO#62
10/22/2021	294795	P	11576	MERCER (US) INC	\$7,083.00	0	1022211	CONSULTING SERVICES FOR SEPTEMBER
10/22/2021	294796	P	11214	MIDWEST LABORATORIES INC	\$25.00	0	1022211	1 FED EX RETURN LABEL FOR 2021
10/22/2021	294797	P	10358	MOON SECURITY SERVICES INC	\$104.20	0	1022211	BASIC FIRE MONIT, CONNECT, COM
10/22/2021	294798	P	11153	JT AUTOMOTIVE PARTS, INC	\$1,125.09	0	1022211	D EARTH ABSORBENT ST. 71
10/22/2021	294799	P	30271	NORTH TECH EQUIPMENT REPAIR, LLC	\$37.99	0	1022211	PAN GASKET VEH#3271 WO#63488
10/22/2021	294800	P	10091	NORTHWEST PUBLIC POWER ASSOCIATION	\$125.00	0	1022211	JOURNEY LINeworker RECRUITMENT
10/22/2021	294801	P	11561	ON SCENE MEDICAL SERVICES, P.C.	\$7,453.00	0	1022211	PRE EMP PHYS/HEP A/B/CDL PHYS
10/22/2021	294802	P	10357	OXARC INC	\$596.57	0	1022211	FIRE EXTINGUISHER SERVICE WWTF
10/22/2021	294803	P	10456	PERMIT SURVEYING INC	\$5,637.50	0	1022211	2021 General Surveying Service
10/22/2021	294804	P	12238	REXEL USA, INC	\$297.57	0	1022211	WIRE
10/22/2021	294805	P	31049	PROFIBER, LLC	\$3,583.80	0	1022211	EMERGENCY FIBER REPAIR - AARON
10/22/2021	294806	P	31210	LEPS-PSS, PLLC	\$2,675.00	0	1022211	SAR & POST-COE PSYCH EVAL: BLA
10/22/2021	294807	P	30466	RACOM CORPORATION	\$1,699.81	0	1022211	VHF PORTABLE RADIOS-WAREHOUSE
10/22/2021	294808	P	999001	REC REFUND	\$15.00	0	1022211	Refund - Class
10/22/2021	294809	P	999001	REC REFUND	\$101.25	0	1022211	Refund - Rental
10/22/2021	294810	P	999001	REC REFUND	\$2,500.00	0	1022211	Refund - Bench
10/22/2021	294811	P	999001	REC REFUND	\$205.50	0	1022211	Refund - Rental
10/22/2021	294812	P	11012	RH2 ENGINEERING INC	\$1,158.25	0	1022211	City View Geological Survey #3
10/22/2021	294813	P	12318	RINGOLD EMBROIDERY	\$421.24	0	1022211	SEW BADGE AND VELCRO/EMBROIDER
10/22/2021	294814	P	31648	ROCK PLACING COMPANY LLC	\$720.00	0	1022211	REFUND - HYDRANT METER #388

Accounts Payable Checks

10/1/2021 - 10/31/2021

CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
10/22/2021	294815	P	10440	SOLID WASTE SYSTEMS INC	\$6,664.04	0	1022211	PIN VEH#3337 WO#62362
10/22/2021	294816	P	10536	SPRAGUE PEST SOLUTIONS	\$564.46	0	1022211	(M) COMMERCIAL GENERAL PEST WW
10/22/2021	294817	P	10438	STANDARD & POOR'S FINANCIAL SERVICES LLC	\$5,000.00	0	1022211	ANALYTICAL SERVICES POWER OPER
10/22/2021	294818	P	30894	STERLING INFOSYSTEMS, INC	\$39.38	0	1022211	09/01/2021 - 09/31/2021 BACKGR
10/22/2021	294819	P	10393	STONEWAY ELECTRIC SUPPLY	\$379.68	0	1022211	BSHG, EL HUB, TERMBLCKS, LIQ-T
10/22/2021	294820	P	10961	TACOMA SCREW PRODUCTS INC	\$1,204.24	0	1022211	SHOP SUPPLIES FOR WWTF
10/22/2021	294821	P	10395	TOTAL ENERGY MANAGEMENT INC	\$300.00	0	1022211	PTCS REBATE - 257 SAINT
10/22/2021	294822	P	10335	TRI CITY DEVELOPMENT COUNCIL	\$7,500.00	0	1022211	ANNUAL MARKETING SERVICES #22-
10/22/2021	294823	P	31326	E SOURCE COMPANIES LLC	\$15,960.00	0	1022211	C95-19 SMART GRID PROGRAM MANA
10/22/2021	294824	P	31644	BROWN WARRIOR PUBLISHING LLC	\$900.00	0	1022211	JOURNAL ADVERTISING
10/22/2021	294825	P	31644	BROWN WARRIOR PUBLISHING LLC	\$625.00	0	1022211	SEPT. BUSINESS JOURNAL ADVERTI
10/22/2021	294826	P	10469	WASHINGTON STATE DEPARTMENT OF TRANSPORTATION	\$394.59	0	1022211	PLAN REVIEW - FIBER/SR240
10/22/2021	294827	P	10136	WASHINGTON ASN OF SHERIFFS & POLICE CHIEFS	\$75.00	0	1022211	ASSOCIATE DUES CHRIS LEE 10/21
10/22/2021	294828	P	11190	WESTERN CASCADE CONTAINER LLC	\$3,400.21	0	1022211	TIEDOWNS VEH#3292 WO#63456
10/22/2021	294829	P	10059	WESTERN STATES EQUIPMENT COMPANY	\$12,872.81	0	1022211	EMER GEN RENTAL INFLU PLUS XTR
10/22/2021	294830	P	10267	WSF, LLC	\$2,176.79	0	1022211	VALVE, CHAIN REEL VEH#3361 WO#
10/22/2021	294831	P	30939	DOBBS HEAVY DUTY HOLDINGS LLC	\$205.22	0	1022211	SOLENOID VALVE VEH#3364 WO#637
10/22/2021	294832	P	10194	XEROX CORPORATION	\$1,088.33	0	1022211	3UA-295134 SEPTEMBER 2021 BASE
10/22/2021	294833	P	31539	RYAN YATES	\$450.00	0	1022211	PRE-EMPLOYMENT POLYGRAPH: WOOD
10/25/2021	294834	P	11802	TRI CITIES VISITOR & CONVENTION BUREAU	\$97,898.66	0	1025211	SPECIAL LODGING ASSESS SEP 202
10/25/2021	294835	P	10170	RANDY H CARPER	\$60.00	0	102521PP	NON COVERED MEDICAL - VISION
10/25/2021	294836	P	10167	MIKE CASE	\$241.76	0	102521PP	NON COVERED MEDICAL-RX
10/27/2021	294837	P	11063	A & E TOWING LLC	\$389.33	0	1027211	TOW TO SHOPS VEH#3321 WO#63672
10/27/2021	294838	P	10838	GRIGG ENTERPRISES INC	\$1,307.00	0	1027211	MOTOR OIL WM
10/27/2021	294839	P	31639	NATALIE MILANO	\$1,645.00	0	1027211	AIRONE PS-ALI SERVICE AGREEMEN
10/27/2021	294840	P	10644	ANIXTER INC	\$840.56	0	1027211	POLE BRACKETS, GUY ITEMS
10/27/2021	294841	P	10537	APOLLO INC	\$275.94	0	1027211	SILLUSI/BADGER HVAC REPAIRS, C
10/27/2021	294842	P	10670	ARROW CONSTRUCTION SUPPLY INC	\$286.05	0	1027211	5' TEE POSTS/SILT WWOOD WIN W/
10/27/2021	294843	P	30141	AUREF	\$42.36	0	1027211	Customer Refund

Accounts Payable Checks

10/1/2021 - 10/31/2021

CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
10/27/2021	294844	P	11079	AUTOZONE STORES LLC	\$18.97	0	1027211	STRAPS VEH#7171 WO#63774
10/27/2021	294845	P	10518	BEAVER BARK & ROCK	\$246.32	0	1027211	CONCRETE - 5 BAG MIX 1 YRD P92
10/27/2021	294846	P	11365	BIG WEST EQUIPMENT	\$143.40	0	1027211	CHARGING STATION VEH#7149 WO#6
10/27/2021	294847	P	11318	CAPITOL ASSET & PAVEMENT SERVICES INC	\$37,150.00	0	1027211	2021 PAVEMENT CONDITION SURVEY
10/27/2021	294848	P	10026	CASCADE NATURAL GAS CORP	\$5,540.75	0	1027211	CITY HALL - GAS BILL - OCTOBER
10/27/2021	294849	P	10026	CASCADE NATURAL GAS CORP	\$14.11	0	1027211	110 SAINT ST
10/27/2021	294850	P	10240	CENTRAL HOSE & FITTINGS INC	\$465.44	0	1027211	HOSE ASSY VEH#7159 WO#63721
10/27/2021	294851	P	30116	CHRISTENSEN, INC.	\$1,899.52	0	1027211	SHELL TURBO T68 OIL VEH#6645 W
10/27/2021	294852	P	10261	CITY OF RICHLAND	\$1,325.74	0	1027211	#28 Landfill Fees
10/27/2021	294853	P	10261	CITY OF RICHLAND	\$3,818.15	0	1027211	21-144 JORDON FIRE PLANS EXAMI
10/27/2021	294854	P	10261	CITY OF RICHLAND	\$3,800.00	0	1027211	LI HP REBATE - 122 RACHEL
10/27/2021	294855	P	10877	CLAYTON WARD COMPANY	\$982.92	0	1027211	OFFICE PAPER RECYCLING - SEPTE
10/27/2021	294856	P	10429	CODE PUBLISHING INC	\$1,138.78	0	1027211	MC WEB UPDATE
10/27/2021	294857	P	11516	COLEMAN OIL COMPANY	\$24,078.73	0	1027211	WEEKLY CARD LOCK FUEL REPORT 1
10/27/2021	294858	P	10470	COMMERCIAL TIRE INC	\$16,400.18	0	1027211	TIRES VEH#3358 WO#63733
10/27/2021	294859	P	10034	CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	\$3,003.80	0	1027211	60 QTY SHALLOW STRUT 10" WO
10/27/2021	294860	P	11526	CORWIN OF PASCO LLC	\$1,816.87	0	1027211	MATS VEH#2533 WO#63701
10/27/2021	294861	P	30166	CUMMINS NORTHWEST LLC	\$42.59	0	1027211	VALVE GASKET VEH#3336 WO#63703
10/27/2021	294862	P	31170	HIS DIME, LLC	\$73.76	0	1027211	DECALS VEH#7171 WO#63774
10/27/2021	294863	P	10508	FASTENAL COMPANY	\$394.19	0	1027211	NUT/SCREWS BULK TM0856
10/27/2021	294864	P	10315	FERGUSON US HOLDINGS INC	\$1,190.34	0	1027211	CPVC PIPE AND FITTINGTS WTP CL
10/27/2021	294865	P	10315	FERGUSON US HOLDINGS INC	\$1,820.85	0	1027211	STOCK - PLUMBING STOCK SUPPLIE
10/27/2021	294866	P	30874	BRENT THOMAS	\$108.60	0	1027211	HORN RAPIDS - STORAGE UNIT - O
10/27/2021	294867	P	31650	FOUNTAIN PEOPLE INC A PLAYCORE COMPANY	\$1,440.04	0	1027211	PARKWAY - FOUNTAIN LIGHTS
10/27/2021	294868	P	31564	FNS COLLISION GROUP INC	\$1,777.34	0	1027211	BODY REPAIR VEH#2358 WO#63692
10/27/2021	294869	P	31564	FNS COLLISION GROUP INC	\$1,354.87	0	1027211	BODY REPAIR VEH#2488 WO#638013
10/27/2021	294870	P	10220	FRONTIER FENCE INC	\$13,131.89	0	1027211	FENCING - JEFFERSON DUGOUTS
10/27/2021	294871	P	10369	G & R AG PRODUCTS INC	\$15.14	0	1027211	TEE JET TIP/GAUGE/FLWMTR P9660
10/27/2021	294872	P	10050	GENERAL PACIFIC INC	\$18,081.74	0	1027211	WIRE PRIMARY
10/27/2021	294873	P	31643	GRANT COUNTY	\$1,500.00	0	1027211	FARO CERTIFICATION TRAINING MA

Accounts Payable Checks

10/1/2021 - 10/31/2021

CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
10/27/2021	294874	P	31030	GROENEVELD LUBRICATION SOLUTIONS INC.	\$471.89	0	1027211	GREENLUBE VEH#3338 WO#63730
10/27/2021	294875	P	31398	H.W. LOCHNER INC	\$29,307.60	0	1027211	SOUTH GWW INTERSECTION IMPROVE
10/27/2021	294876	P	11109	H2 PRE-CAST INC	\$8,389.35	0	1027211	POWER OPS VAULTS
10/27/2021	294877	P	10046	HD FOWLER CO	\$2,054.05	0	1027211	TRAFFIC REPAIR KIT/WW JET SET
10/27/2021	294878	P	11813	HERC RENTALS INC	\$1,456.50	0	1027211	TELEHANDLER 1 DAY RENTAL WTP
10/27/2021	294879	P	30560	INTERMOUNTAIN LOCK AND SECURITY SUPPLY	\$1,940.72	0	1027211	BEST KEY INSTALL - SHOPS 100 S
10/27/2021	294880	P	31171	ISE METAL, INC.	\$440.00	0	1027211	STEM COVER AND GUIDE BUSHING F
10/27/2021	294881	P	31585	JACKSON GROUP PETERBILT, INC.	\$384.63	0	1027211	SHOCKS VEH#3332 WO#63706
10/27/2021	294882	P	10290	JIM'S PACIFIC GARAGES INC	\$2.02	0	1027211	LABEL VEH#3321 WO#63672
10/27/2021	294883	P	31378	SOUTHWEST ANSWERING SERVICE INC	\$423.46	0	1027211	AFTER HOURS EMERGENCY CALLS 20
10/27/2021	294884	P	11667	KENWORTH SALES COMPANY	\$271.64	0	1027211	GRILL VEH#3283 WO#63647
10/27/2021	294885	P	31645	CHAD LEINBACK	\$19,201.00	0	1027211	APPROVED CFIP PROJECT
10/27/2021	294886	P	30892	MAGNUM POWER LLC	\$178,526.88	0	1027211	215-21 GATEWAY SUBSTATION CONS
10/27/2021	294887	P	11835	MILLER PAINT COMPANY INC	\$182.77	0	1027211	RCC - GENERAL MAINTENANCE
10/27/2021	294888	P	31116	BAS INC	\$307.56	0	1027211	2000-DOOR HANGERS SCHD OUTAGES
10/27/2021	294889	P	11147	MODERN MACHINERY CO INC	\$207.93	0	1027211	FILTERS VEH#7143 WO#63744
10/27/2021	294890	P	10083	MONARCH MACHINE & TOOL CO INC	\$498.56	0	1027211	BUMPER REPAIR VEH#5042 WO#6369
10/27/2021	294891	P	10358	MOON SECURITY SERVICES INC	\$2,188.49	0	1027211	STATION 74 - FIRE MONITORING -
10/27/2021	294892	P	30250	JEFF MUAI	\$90.44	0	1027211	21-081 MUAI NW REG ICAC CONF
10/27/2021	294893	P	11153	JT AUTOMOTIVE PARTS, INC	\$1,283.20	0	1027211	RETURNED TRANS PAN, PLUG VEH#2
10/27/2021	294894	P	30273	NORTHWEST EQUIPMENT SALES, INC	\$763.79	0	1027211	PARTS RETURN ON INVOICE 13923K
10/27/2021	294895	P	10651	NORTHWEST PLAYGROUND EQUIPMENT INC	\$908.99	0	1027211	PLAYGROUNDS - GOETHALS PARK SL
10/27/2021	294896	P	10918	PALLIS POOL & PATIO	\$167.22	0	1027211	PROUT POOL - CHEMICALS
10/27/2021	294897	P	10027	THE PAPE' GROUP	\$2,878.55	0	1027211	WASHER,BOLT,EDGES VEH#7144 WO#
10/27/2021	294898	P	31206	CI - PW LLC	\$199.32	0	1027211	Bottled Water-September
10/27/2021	294899	P	999002	PERMIT REFUND	\$4,196.23	0	1027211	REFUND INV 2021-002715
10/27/2021	294900	P	12238	REXEL USA, INC	\$858.26	0	1027211	UPTOWN - ELECTRICAL PARTS
10/27/2021	294901	P	30055	POWER CITY ELECTRIC INC	\$25,438.98	0	1027211	STEVENS BANK 2 RELAY & BANK 3
10/27/2021	294902	P	10879	PREMIER LANDSCAPING & DESIGN	\$9,729.64	0	1027211	PROUT POOL - CHLORINE TABLETS
10/27/2021	294903	P	10102	PASCO RANCH AND HOME INC	\$584.28	0	1027211	PALLET WTR SOFT SALT 50 LB WTP

Accounts Payable Checks

10/1/2021 - 10/31/2021

CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
10/27/2021	294904	P	12392	RECREATION TODAY OF IDAHO, LLC.	\$4,383.00	0	1027211	STOCK - SOFTFALL
10/27/2021	294905	P	31380	REISS-LANDREAU RESEARCH LLC	\$11,524.40	0	1027211	COLUMBIA PARK TRAIL EAST-CULTU
10/27/2021	294906	P	11012	RH2 ENGINEERING INC	\$592.19	0	1027211	WWTF DIGESTER IMPROVEMENTS - 3
10/27/2021	294907	P	11098	SCHINDLER ELEVATOR CORPORATION	\$998.78	0	1027211	LIBRARY - ELEVATOR MAINTENANCE
10/27/2021	294908	P	31079	SCHWARZE INDUSTRIES INC	\$325,637.10	0	1027211	ONE NEW 2021 SCHWARZE A9 MONSO
10/27/2021	294909	P	11926	SD MYERS LLC	\$3,604.92	0	1027211	DISTRIBUTIONPAC, LTCAPAC, REGPA
10/27/2021	294910	P	30615	DAWN M SENGHER	\$494.28	0	1027211	21-145 SENGHER 2021 NWPPA NIC
10/27/2021	294911	P	11629	TRUCKPRO HOLDING CORPORATION	\$367.55	0	1027211	LED BEACONS VEH#7171 WO#63774
10/27/2021	294912	P	30027	SEATTLE SEWING SOLUTIONS INC	\$997.49	0	1027211	Jackets - Menges and Sandin
10/27/2021	294913	P	31059	STELLA-JONES CORPORATION	\$42,951.30	0	1027211	WOOD POLES
10/27/2021	294914	P	10393	STONERAY ELECTRIC SUPPLY	\$180.72	0	1027211	SPACERS FOR UFD-7 HIGH SERV R
10/27/2021	294915	P	10530	SUMMIT LAW GROUP PLLC	\$960.00	0	1027211	FARRIN BAKER GRIEVANCE ARBITRA
10/27/2021	294916	P	10836	SUNTOYA CORPORATION	\$861.38	0	1027211	SHOPS 300 - BOILERS
10/27/2021	294917	P	10961	TACOMA SCREW PRODUCTS INC	\$12.36	0	1027211	FITTINGS VEH#3344 WO#63778
10/27/2021	294918	P	10187	TRANS UNION LLC	\$65.16	0	1027211	CREDIT REPORT - SEPTEMBER FEE
10/27/2021	294919	P	30040	ULINE	\$11,821.26	0	1027211	Range furniture (Hotel/Motel t
10/27/2021	294920	P	10132	HD SUPPLY FACILITIES MAINTENANCE LTD	\$692.14	0	1027211	2 QTY MEMBRANE KIT W/ORINGS WO
10/27/2021	294921	P	10839	MICHAEL E WEST ENTERPRISES, INC.	\$46.00	0	1027211	CHLK LINE ORNG/REEL/HVTY LINE
10/27/2021	294922	P	10059	WESTERN STATES EQUIPMENT COMPANY	\$135.86	0	1027211	FILTERS VEH#7143 WO#63744
10/27/2021	294923	P	10267	WSF, LLC	\$368.85	0	1027211	CAMERA VEH#3315 WO#63719
10/27/2021	294924	P	30939	DOBBS HEAVY DUTY HOLDINGS LLC	\$192.01	0	1027211	PRESSURE VALVE VEH#3364 WO#637
10/27/2021	294925	P	31218	WHECO CORPORATION	\$549.06	0	1027211	BOOM INSPECTION/REPAIR VEH#325
10/27/2021	294926	P	30852	WHITBY, JARIN	\$186.00	0	1027211	21-080 WHITBY NW REGIONAL ICAC
10/27/2021	294927	P	10147	WILBUR-ELLIS HOLDINGS II, INC	\$92.18	0	1027211	20.5-0-0 24 AMMONIUM SULFATE
10/27/2021	294928	P	10194	XEROX CORPORATION	\$632.81	0	1027211	3UA-295969 7/21/21 TO 8/21/21
10/29/2021	294929	P	10838	GRIGG ENTERPRISES INC	\$43.41	0	1029211	MOUNTIN TAPE/HOLE SAW/SAW ARBO
10/29/2021	294930	P	31632	ADCOMM ENGINEERING LLC	\$31,396.47	0	1029211	RED MOUNTAIN SITE ENGINEERING
10/29/2021	294931	P	11492	ALS GROUP USA CORP	\$975.00	0	1029211	COR WWTF BIO-SOLIDS 9-1-21 SAM
10/29/2021	294932	P	30141	AUREF	\$59.67	0	1029211	Customer Refund
10/29/2021	294933	P	999000	AUREF	\$45.87	0	1029211	451 WESTCLIFFE BLVD Apt E133
10/29/2021	294934	P	999000	AUREF	\$165.61	0	1029211	451 WESTCLIFFE BLVD Apt G351

Accounts Payable Checks

10/1/2021 - 10/31/2021

CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
10/29/2021	294935	P	999000	AUREF	\$128.79	0	1029211	2100 BELLERIVE DR N164
10/29/2021	294936	P	999000	AUREF	\$196.65	0	1029211	2500 GEORGE WASHINGTON WAY 218
10/29/2021	294937	P	999000	AUREF	\$97.25	0	1029211	303 GAGE BLVD 130
10/29/2021	294938	P	999000	AUREF	\$0.64	0	1029211	2646 STONECREEK DR
10/29/2021	294939	P	999000	AUREF	\$301.00	0	1029211	1201 ACACIA AVE
10/29/2021	294940	P	999000	AUREF	\$66.47	0	1029211	2895 PAULING AVE Apt 301
10/29/2021	294941	P	999000	AUREF	\$49.61	0	1029211	1651 MOWRY SQ
10/29/2021	294942	P	999000	AUREF	\$613.66	0	1029211	314 SEASIDE CT
10/29/2021	294943	P	999000	AUREF	\$145.39	0	1029211	1104 MARSHALL AVE
10/29/2021	294944	P	999000	AUREF	\$69.72	0	1029211	900 AARON DR 103
10/29/2021	294945	P	999000	AUREF	\$7.27	0	1029211	1503 LEE BLVD
10/29/2021	294946	P	999000	AUREF	\$407.15	0	1029211	408 DELAFIELD AVE
10/29/2021	294947	P	999000	AUREF	\$200.07	0	1029211	640 SHERWOOD ST
10/29/2021	294948	P	999000	AUREF	\$23.68	0	1029211	1830 NOVA LN
10/29/2021	294949	P	999000	AUREF	\$78.96	0	1029211	223 CRESTWOOD DR
10/29/2021	294950	P	999000	AUREF	\$128.70	0	1029211	324 SOARING HAWK ST
10/29/2021	294951	P	999000	AUREF	\$117.49	0	1029211	160 MESA DR
10/29/2021	294952	P	999000	AUREF	\$170.25	0	1029211	250 GAGE BLVD 1114
10/29/2021	294953	P	999000	AUREF	\$196.41	0	1029211	168 BRADLEY BLVD
10/29/2021	294954	P	999000	AUREF	\$524.78	0	1029211	1332 STEVENS DR
10/29/2021	294955	P	999000	AUREF	\$0.51	0	1029211	552 HOLLY ST
10/29/2021	294956	P	999000	AUREF	\$252.07	0	1029211	1308 SANFORD AVE
10/29/2021	294957	P	999000	AUREF	\$11.29	0	1029211	2513 DUPORTAIL ST Apt 248
10/29/2021	294958	P	999000	AUREF	\$20.00	0	1029211	1439 DENVER ST
10/29/2021	294959	P	999000	AUREF	\$275.19	0	1029211	4200 COBBLESTONE CT
10/29/2021	294960	P	999000	AUREF	\$145.28	0	1029211	69 JADWIN AVE 19
10/29/2021	294961	P	999000	AUREF	\$72.75	0	1029211	4047 CORVINA ST
10/29/2021	294962	P	999000	AUREF	\$311.11	0	1029211	220 KRANICHWOOD CT
10/29/2021	294963	P	999000	AUREF	\$47.45	0	1029211	575 COLUMBIA POINT DR Apt 216
10/29/2021	294964	P	999000	AUREF	\$98.32	0	1029211	4151 HIGHVIEW ST
10/29/2021	294965	P	999000	AUREF	\$10.00	0	1029211	250 GAGE BLVD 4090

Accounts Payable Checks

10/1/2021 - 10/31/2021

CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
10/29/2021	294966	P	999000	AUREF	\$52.43	0	1029211	3003 QUEENSGATE DR Apt 232
10/29/2021	294967	P	999000	AUREF	\$177.50	0	1029211	721 SNYDER ST
10/29/2021	294968	P	999000	AUREF	\$220.84	0	1029211	614 TANGLEWOOD DR
10/29/2021	294969	P	999000	AUREF	\$53.20	0	1029211	2550 DUPORTAIL ST H244
10/29/2021	294970	P	999000	AUREF	\$15.89	0	1029211	250 GAGE BLVD 1107
10/29/2021	294971	P	999000	AUREF	\$19.27	0	1029211	250 GAGE BLVD 2105
10/29/2021	294972	P	999000	AUREF	\$289.70	0	1029211	319 DOUGLASS AVE
10/29/2021	294973	P	999000	AUREF	\$165.36	0	1029211	1989 GREENBROOK BLVD
10/29/2021	294974	P	999000	AUREF	\$24.08	0	1029211	1950 BELLERIVE DR 219
10/29/2021	294975	P	999000	AUREF	\$182.45	0	1029211	93 CRAIGHILL AVE
10/29/2021	294976	P	999000	AUREF	\$77.06	0	1029211	2894 SALK AVE Apt 128
10/29/2021	294977	P	10518	BEAVER BARK & ROCK	\$49.41	0	1029211	SOD BY THE ROLL
10/29/2021	294978	P	10261	CITY OF RICHLAND	\$453.80	0	1029211	21-129 FANCHER WHIA CONF SUQUA
10/29/2021	294979	P	31507	COLUMBIA RIVER ELECTRIC MAINTENANCE	\$408.24	0	1029211	DOOR ACCESS SECURITY, CONTRACT
10/29/2021	294980	P	31628	CORO MEDICAL LLC	\$22,330.00	0	1029211	ZOLL AED'S
10/29/2021	294981	P	31652	ECOMODUS LLC	\$29,020.00	0	1029211	COMMERCIAL LIGHTING - 2345 STE
10/29/2021	294982	P	10628	CPM DEVELOPMENT CORPORATION	\$203.30	0	1029211	3.12 TON ASPHALT - HMA 75 1/2"
10/29/2021	294983	P	30005	INTERWEST TECHNOLOGY SYSTEMS INC	\$29,248.56	0	1029211	GENETEC SEC CTR-IP CARD ACC SY
10/29/2021	294984	P	10358	MOON SECURITY SERVICES INC	\$168.27	0	1029211	WWTF BURGLARY & FIRE MONITORIN
10/29/2021	294985	P	31649	SAMANTHA NOLAN-WHITE	\$110.00	0	1029211	21-147 NOLAN-WHITE NWPPA NIC/P
10/29/2021	294986	P	10981	OIL RE-REFINING CO	\$180.00	0	1029211	USED OIL RECYCLE/HAUL 10/22/21
10/29/2021	294987	P	10451	OWEN EQUIPMENT COMPANY	\$5,413.67	0	1029211	SECTIONAL MACHINE FOR CLEANING
10/29/2021	294988	P	999002	PERMIT REFUND	\$1,198.15	0	1029211	Refund 749 Tanglewood Dr heate
10/29/2021	294989	P	12238	REXEL USA, INC	\$635.54	0	1029211	IRR - BADGER MTN - IRRIGATION V
10/29/2021	294990	P	10102	PASCO RANCH AND HOME INC	\$633.67	0	1029211	PALLET WTR SOFT SALT 50 LB WTP
10/29/2021	294991	P	30602	NATHAN SAUNDERS	\$50.00	0	1029211	TUITION REIMB SACSTATEOWP COUR
10/29/2021	294992	P	10311	SEA WESTERN INC	\$753.68	0	1029211	FD NEW RECRUIT CLOTHING ORDER
10/29/2021	294993	P	11911	TWG CONSULTING CORP.	\$4,000.00	0	1029211	The Wesley Group 2021 Services
10/29/2021	294994	P	10395	TOTAL ENERGY MANAGEMENT INC	\$8,335.40	0	1029211	WWTF HOT WATER COIL REPLACE 20
10/29/2021	294995	P	10194	XEROX CORPORATION	\$178.47	0	1029211	3TX-411130 SEPTEMBER 2021 COPI
					\$5,981,032.29			

Accounts Payable Wires 10/1/2021 - 10/31/2021

DATE	WIRE #	WIRE AMT	EMP VENDOR NAME	PURPOSE	WIRE ACH
10/01/2021	8760	66,200.00	US BANK ST PAUL	PFD RICPFD04 INTEREST	W
10/04/2021	8761	1,071,552.83	INTERMOUNTAIN SLURRY SEAL INC	2021 MICROSURFACING (SCH A & A	W
10/05/2021	8762	125,321.12	CIGNA HEALTH AND LIFE INSURANCE COMPANY	Medical Claims 9/27-10/3/21	W
10/05/2021	8763	2,587.20	4MYBENEFITS, INC	October 2021 Admin Fees	W
10/05/2021	8764	367.50	A.W. REHN & ASSOCIATES INC	September 2021 Admin Fee	W
10/04/2021	8765	3,381.81	PAYMENT PROCESSING INC	Landfill Merchant Services Fee	W
10/04/2021	8766	50.24	BANK OF AMERICA	Library Merchant Service Fees	W
10/04/2021	8767	586,393.86	US BANK N A	REV #392397CJ2-1.695% (09/26)	W
10/05/2021	8768	2,475.34	PLANSOURCE BENEFITS ADMINISTRATION, INC	FSA deduction on 10/04/21	W
10/05/2021	8769	1,629.00	WASHINGTON STATE TREASURER	State Share of CPL	W
10/07/2021	8770	206,659.93	RICHLAND GOLF MANAGEMENT CORPORATION	CPGC Op Reimb - 09/21	W
10/08/2021	8771	1,791,042.97	WELLS FARGO	UST #9128285Z9-2.50% (01/24)	W
10/13/2021	8772	163,208.03	CIGNA HEALTH AND LIFE INSURANCE COMPANY	Medical Claims 10/4-10/10/21	W
10/13/2021	8773	3,086.60	PLANSOURCE BENEFITS ADMINISTRATION, INC	FSA Deduction on 10/12/21	W
10/19/2021	8774	122,857.30	CIGNA HEALTH AND LIFE INSURANCE COMPANY	Medical Claims 10/11-10/17/21	W
10/19/2021	8775	16,347.45	CIGNA HEALTH AND LIFE INSURANCE COMPANY	October 2021 Admin Fees	W
10/19/2021	8776	713.50	PLANSOURCE BENEFITS ADMINISTRATION, INC	October 2021 Admin Fees	W
10/25/2021	8777	121,749.58	LAW ENFORCEMENT OFFICERS AND FIREFIGHTERS	Nov 2021 Premium	W
10/25/2021	8778	62,904.24	QBE INSURANCE CORPORATION	October 2021 Stop Loss Premium	W
10/14/2021	8779	162,564.00	NW INTERGOVERNMENTAL ENERGY SUPPLY	SHELL & TRANSALTA MARKET PURCH	W
10/14/2021	8780	1,402,338.00	US BANK N A	WAGO #757674PL4-0.674% (12/24)	W
10/14/2021	8781	280.00	BANK OF AMERICA	Deposit Supplies	W
10/15/2021	8782	366.00	WASHINGTON STATE TREASURER	STATE SHARE OF CPL	W
10/18/2021	8783	8,907.66	VISION SERVICE PLAN (WA)	Monthly Invoice Oct-21	W
10/18/2021	8784	1,500,000.00	LGIP LOCAL GOVERNMENT INVESTMENT POOL	PURCHASE LGIP #1920	W
10/25/2021	8785	124,193.29	BANK OF AMERICA	SEPTEMBER 2021 PCARD 471529000	W
10/19/2021	8786	2,499.94	PLANSOURCE BENEFITS ADMINISTRATION, INC	FSA Deduction on 10/18/21	W
10/19/2021	8787	1,998,500.00	WELLS FARGO	FHLB #3130APCG8-1.0% (10/26)	W
10/26/2021	8788	217,163.04	WA STATE DEPARTMENT OF REVENUE	Use Tax 09/01/21 to 09/30/21	W

Accounts Payable Wires 10/1/2021 - 10/31/2021

DATE	WIRE #	WIRE AMT	EMP VENDOR NAME	PURPOSE	WIRE ACH
10/20/2021	8789	43,263.18	NW INTERGOVERNMENTAL ENERGY SUPPLY	Loss Returns provided by EWEB	W
10/22/2021	8790	35,032.51	PAYMENTUS CORPORATION	MERCHANT SERVICES FEES	W
10/22/2021	8791	400.00	NW INTERGOVERNMENTAL ENERGY SUPPLY	REC Mngt Services Sept 2021	W
10/26/2021	8792	146,190.75	CIGNA HEALTH AND LIFE INSURANCE COMPANY	Medical Claims 10/18-10/24/21	W
10/25/2021	8793	3,284,180.00	BONNEVILLE POWER ADMINISTRATION	SEP21-PAT01-10089	W
10/26/2021	8794	2,039.84	PLANSOURCE BENEFITS ADMINISTRATION, INC	FSA Deduction on 10/25/21	W
10/28/2021	8795	13,914.94	WA STATE DEPARTMENT OF REVENUE	2021 UNCLAIMED PROPERTY	W
10/28/2021	8796	2,000,000.00	WELLS FARGO	FHLB #3130APLC7-1.31% (10/26)	W
10/29/2021	8797	1,000.00	NW INTERGOVERNMENTAL ENERGY SUPPLY	Error on pull from bank, retur	W
10/29/2021	8798	248,641.06	US BANK N A	REV #495290DM7-0.56% (07/24)	W
TOTAL WIRE		\$15,540,002.71			

Payroll Wires and ACH 10/1/2021 thru 10/31/2021

Effective Date	WIRE/ACH	VENDOR	PAYEE	AMOUNT	comment
10/14/2021	12357	10231	UNITED WAY OF BENTON & FRANKLIN COUNTIES	\$281.54	
10/14/2021	12358	10286	WA STATE DEPT OF RETIREMENT SYSTEMS	\$283,324.94	
10/14/2021	12359	10348	INTERNATIONAL CITY MANAGEMENT ASSOCIATION	\$185,652.50	
10/14/2021	12360	10460	STATE OF WASHINGTON EMPLOYMENT SECURITY DEPT	\$7,313.80	
10/14/2021	12361	10573	A.W. REHN & ASSOCIATES INC	\$24,937.50	
10/14/2021	12362	10646	INTERNATIONAL ASSN OF FIRE FIGHTERS	\$7,335.50	
10/14/2021	12363	10696	UNITED STATES TREASURY	\$380,261.43	
10/14/2021	12364	10698	RICHLAND POLICE GUILD	\$7,862.00	
10/14/2021	12365	10699	IUOE LOCAL #280	\$7,186.50	
10/14/2021	12366	10700	INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS	\$4,177.43	
10/14/2021	12367	10701	SOUTHEAST WASHINGTON TELECOMMUNICATORS GUILD	\$1,081.40	
10/14/2021	12368	10702	DIVISION OF CHILD SUPPORT	\$5,173.77	
10/14/2021	12369	10736	CITY OF RICHLAND	\$5,920.67	
10/14/2021	12370	10782	CITY OF RICHLAND DEPENDENT CARE RE	\$1,279.47	
10/14/2021	12371	10783	CITY OF RICHLAND MEDICAL DENTAL VISION	\$523,566.72	
10/14/2021	12372	10784	CITY OF RICHLAND UNEMPLOYMENT	\$2,797.18	
10/14/2021	12373	10785	CITY OF RICHLAND WORKER'S COMPENSA	\$29,629.45	
10/14/2021	12374	10786	CITY OF RICHLAND CIGNA DISABILITY	\$5,686.42	
10/14/2021	12375	10787	CITY OF RICHLAND CIGNA LIFE	\$10,025.26	
10/14/2021	12376	10788	CITY OF RICHLAND CIGNA OPTIONAL AD	\$2,208.85	
10/14/2021	12377	10789	CITY OF RICHLAND CIGNA BASIC AD&D	\$1,732.51	
10/14/2021	12378	10790	CITY OF RICHLAND CIGNA DEPENDENT L	\$160.80	
10/14/2021	12379	10791	CITY OF RICHLAND ER POST RETIREMENT	\$68,256.00	
10/14/2021	12380	10792	CITY OF RICHLAND ER MEDICAL INS PR	\$26,544.00	
10/14/2021	12381	10984	NATIONWIDE RETIREMENT SOLUTIONS	\$32,866.47	
10/14/2021	12382	31627	PROVIDENT LIFE	\$6,078.80	
			EFFECTIVE DATE TOTAL	\$1,631,340.91	
10/28/2021	12384	10231	UNITED WAY OF BENTON & FRANKLIN COUNTIES	\$281.54	
10/28/2021	12385	10286	WA STATE DEPT OF RETIREMENT SYSTEMS	\$271,634.62	
10/28/2021	12386	10348	INTERNATIONAL CITY MANAGEMENT ASSOCIATION	\$186,843.68	
10/28/2021	12387	11329	HRA VERA	\$8,306.98	
10/28/2021	12388	10460	STATE OF WASHINGTON EMPLOYMENT SECURITY DEPT	\$6,769.86	
10/28/2021	12389	10646	INTERNATIONAL ASSN OF FIRE FIGHTERS	\$7,207.78	
10/28/2021	12390	10696	UNITED STATES TREASURY	\$345,062.33	
10/28/2021	12391	10701	SOUTHEAST WASHINGTON TELECOMMUNICATORS GUILD	\$1,081.40	
10/28/2021	12392	10702	DIVISION OF CHILD SUPPORT	\$5,173.77	
10/28/2021	12393	10736	CITY OF RICHLAND	\$5,870.67	

Effective Date	WIRE/ACH	VENDOR	PAYEE	AMOUNT	comment
10/28/2021	12394	10782	CITY OF RICHLAND DEPENDENT CARE RE	\$1,696.14	
10/28/2021	12395	10783	CITY OF RICHLAND MEDICAL DENTAL VISION	\$460,019.48	
10/28/2021	12396	10784	CITY OF RICHLAND UNEMPLOYMENT	\$2,655.74	
10/28/2021	12397	10785	CITY OF RICHLAND WORKER'S COMPENSA	\$34,049.27	
10/28/2021	12398	10786	CITY OF RICHLAND CIGNA DISABILITY	\$5,638.02	
10/28/2021	12399	10788	CITY OF RICHLAND CIGNA OPTIONAL AD	\$5.25	
10/28/2021	12400	10984	NATIONWIDE RETIREMENT SOLUTIONS	\$32,694.68	
10/28/2021	12401	31627	PROVIDENT LIFE	\$6,018.04	
10/28/2021	12402	31408	AMERICAN FAMILY LIFE ASSURANCE COMPANY OF COLUMBUS	\$4,191.21	
10/28/2021	12403	31409	NATIONWIDE	\$95.49	
10/28/2021	12404	31410	ARAG	\$647.83	
10/28/2021	12405	31411	ALLSTATE	\$603.50	
			EFFECTIVE DATE TOTAL	\$1,386,547.28	
10/29/2021	12383	10696	UNITED STATES TREASURY	\$983.58	
			EFFECTIVE DATE TOTAL	\$983.58	
Total			WIRE TOTAL FOR SELECTED TIME PERIOD	\$3,018,871.77	

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-14	10/14/2021	184919		0		\$2117.64	0
PAYROLL - 2021-10-14	10/14/2021	184920		0		\$986.01	0
PAYROLL - 2021-10-14	10/14/2021	184921		0		\$2271.55	0
PAYROLL - 2021-10-14	10/14/2021	184922		0		\$1388.17	0
PAYROLL - 2021-10-14	10/14/2021	184923		0		\$1897.39	0
PAYROLL - 2021-10-14	10/14/2021	184924		0		\$4156.96	0
PAYROLL - 2021-10-14	10/14/2021	184925		0		\$2271.66	0
PAYROLL - 2021-10-14	10/14/2021	184926		0		\$1458.56	0
PAYROLL - 2021-10-14	10/14/2021	184927		0		\$1987.43	0
PAYROLL - 2021-10-14	10/14/2021	184928		0		\$1952.81	0
PAYROLL - 2021-10-14	10/14/2021	184929		0		\$1370.02	0
PAYROLL - 2021-10-14	10/14/2021	184930		0		\$1263.70	0
PAYROLL - 2021-10-14	10/14/2021	184931		0		\$3606.67	0
PAYROLL - 2021-10-14	10/14/2021	184932		0		\$2332.16	0
PAYROLL - 2021-10-14	10/14/2021	184933		0		\$5606.92	0
PAYROLL - 2021-10-14	10/14/2021	184934		0		\$3631.66	0
PAYROLL - 2021-10-14	10/14/2021	184935		0		\$1771.57	0
PAYROLL - 2021-10-14	10/14/2021	184936		0		\$1781.42	0
PAYROLL - 2021-10-14	10/14/2021	184937		0		\$1835.51	0
PAYROLL - 2021-10-14	10/14/2021	184938		0		\$1824.80	0
PAYROLL - 2021-10-14	10/14/2021	184939		0		\$137.27	0
PAYROLL - 2021-10-14	10/14/2021	184940		0		\$1163.55	0
PAYROLL - 2021-10-14	10/14/2021	184941		0		\$1065.95	0
PAYROLL - 2021-10-14	10/14/2021	184942		0		\$1822.69	0
PAYROLL - 2021-10-14	10/14/2021	184943		0		\$1494.69	0
PAYROLL - 2021-10-14	10/14/2021	184944		0		\$2498.96	0
PAYROLL - 2021-10-14	10/14/2021	184945		0		\$1409.23	0
PAYROLL - 2021-10-14	10/14/2021	184946		0		\$1531.28	0
PAYROLL - 2021-10-14	10/14/2021	184947		0		\$1165.40	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-14	10/14/2021	184948		0		\$1154.23	0
PAYROLL - 2021-10-14	10/14/2021	184949		0		\$1392.86	0
PAYROLL - 2021-10-14	10/14/2021	184950		0		\$1695.20	0
PAYROLL - 2021-10-14	10/14/2021	184951		0		\$1585.12	0
PAYROLL - 2021-10-14	10/14/2021	184952		0		\$2241.66	0
PAYROLL - 2021-10-14	10/14/2021	184953		0		\$1296.27	0
PAYROLL - 2021-10-14	10/14/2021	184954		0		\$1821.30	0
PAYROLL - 2021-10-14	10/14/2021	184955		0		\$1227.82	0
PAYROLL - 2021-10-14	10/14/2021	184956		0		\$1299.52	0
PAYROLL - 2021-10-14	10/14/2021	184957		0		\$870.99	0
PAYROLL - 2021-10-14	10/14/2021	184958		0		\$1621.80	0
PAYROLL - 2021-10-14	10/14/2021	184959		0		\$1128.88	0
PAYROLL - 2021-10-14	10/14/2021	184960		0		\$1680.76	0
PAYROLL - 2021-10-14	10/14/2021	184961		0		\$1103.04	0
PAYROLL - 2021-10-14	10/14/2021	184962		0		\$1628.02	0
PAYROLL - 2021-10-14	10/14/2021	184963		0		\$1487.85	0
PAYROLL - 2021-10-14	10/14/2021	184964		0		\$1476.82	0
PAYROLL - 2021-10-14	10/14/2021	184965		0		\$458.29	0
PAYROLL - 2021-10-14	10/14/2021	184966		0		\$1142.49	0
PAYROLL - 2021-10-14	10/14/2021	184967		0		\$1633.10	0
PAYROLL - 2021-10-14	10/14/2021	184968		0		\$1556.74	0
PAYROLL - 2021-10-14	10/14/2021	184969		0		\$1793.82	0
PAYROLL - 2021-10-14	10/14/2021	184970		0		\$2202.80	0
PAYROLL - 2021-10-14	10/14/2021	184971		0		\$1923.41	0
PAYROLL - 2021-10-14	10/14/2021	184972		0		\$215.40	0
PAYROLL - 2021-10-14	10/14/2021	184973		0		\$1434.90	0
PAYROLL - 2021-10-14	10/14/2021	184974		0		\$2027.54	0
PAYROLL - 2021-10-14	10/14/2021	184975		0		\$3647.54	0
PAYROLL - 2021-10-14	10/14/2021	184976		0		\$2345.86	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-14	10/14/2021	184977		0		\$2320.24	0
PAYROLL - 2021-10-14	10/14/2021	184978		0		\$4247.27	0
PAYROLL - 2021-10-14	10/14/2021	184979		0		\$1379.67	0
PAYROLL - 2021-10-14	10/14/2021	184980		0		\$1394.20	0
PAYROLL - 2021-10-14	10/14/2021	184981		0		\$1554.79	0
PAYROLL - 2021-10-14	10/14/2021	184982		0		\$1848.46	0
PAYROLL - 2021-10-14	10/14/2021	184983		0		\$1394.18	0
PAYROLL - 2021-10-14	10/14/2021	184984		0		\$1425.22	0
PAYROLL - 2021-10-14	10/14/2021	184985		0		\$2527.69	0
PAYROLL - 2021-10-14	10/14/2021	184986		0		\$1497.16	0
PAYROLL - 2021-10-14	10/14/2021	184987		0		\$2348.18	0
PAYROLL - 2021-10-14	10/14/2021	184988		0		\$1353.53	0
PAYROLL - 2021-10-14	10/14/2021	184989		0		\$1351.06	0
PAYROLL - 2021-10-14	10/14/2021	184990		0		\$1473.27	0
PAYROLL - 2021-10-14	10/14/2021	184991		0		\$2008.99	0
PAYROLL - 2021-10-14	10/14/2021	184992		0		\$1843.41	0
PAYROLL - 2021-10-14	10/14/2021	184993		0		\$2097.21	0
PAYROLL - 2021-10-14	10/14/2021	184994		0		\$2388.70	0
PAYROLL - 2021-10-14	10/14/2021	184995		0		\$1423.66	0
PAYROLL - 2021-10-14	10/14/2021	184996		0		\$1208.36	0
PAYROLL - 2021-10-14	10/14/2021	184997		0		\$1920.73	0
PAYROLL - 2021-10-14	10/14/2021	184998		0		\$1537.93	0
PAYROLL - 2021-10-14	10/14/2021	184999		0		\$1523.72	0
PAYROLL - 2021-10-14	10/14/2021	185000		0		\$1636.49	0
PAYROLL - 2021-10-14	10/14/2021	185001		0		\$1573.61	0
PAYROLL - 2021-10-14	10/14/2021	185002		0		\$1359.18	0
PAYROLL - 2021-10-14	10/14/2021	185003		0		\$1759.46	0
PAYROLL - 2021-10-14	10/14/2021	185004		0		\$1815.09	0
PAYROLL - 2021-10-14	10/14/2021	185005		0		\$1387.82	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-14	10/14/2021	185006		0		\$1824.97	0
PAYROLL - 2021-10-14	10/14/2021	185007		0		\$1845.09	0
PAYROLL - 2021-10-14	10/14/2021	185008		0		\$883.52	0
PAYROLL - 2021-10-14	10/14/2021	185009		0		\$2493.03	0
PAYROLL - 2021-10-14	10/14/2021	185010		0		\$158.20	0
PAYROLL - 2021-10-14	10/14/2021	185011		0		\$745.80	0
PAYROLL - 2021-10-14	10/14/2021	185012		0		\$1801.55	0
PAYROLL - 2021-10-14	10/14/2021	185013		0		\$607.88	0
PAYROLL - 2021-10-14	10/14/2021	185014		0		\$1668.35	0
PAYROLL - 2021-10-14	10/14/2021	185015		0		\$638.75	0
PAYROLL - 2021-10-14	10/14/2021	185016		0		\$119.12	0
PAYROLL - 2021-10-14	10/14/2021	185017		0		\$1353.54	0
PAYROLL - 2021-10-14	10/14/2021	185018		0		\$1292.46	0
PAYROLL - 2021-10-14	10/14/2021	185019		0		\$43.90	0
PAYROLL - 2021-10-14	10/14/2021	185020		0		\$537.76	0
PAYROLL - 2021-10-14	10/14/2021	185021		0		\$2091.83	0
PAYROLL - 2021-10-14	10/14/2021	185022		0		\$2285.66	0
PAYROLL - 2021-10-14	10/14/2021	185023		0		\$125.38	0
PAYROLL - 2021-10-14	10/14/2021	185024		0		\$50.15	0
PAYROLL - 2021-10-14	10/14/2021	185025		0		\$148.68	0
PAYROLL - 2021-10-14	10/14/2021	185026		0		\$1403.81	0
PAYROLL - 2021-10-14	10/14/2021	185027		0		\$94.04	0
PAYROLL - 2021-10-14	10/14/2021	185028		0		\$137.94	0
PAYROLL - 2021-10-14	10/14/2021	185029		0		\$137.94	0
PAYROLL - 2021-10-14	10/14/2021	185030		0		\$1428.94	0
PAYROLL - 2021-10-14	10/14/2021	185031		0		\$3810.35	0
PAYROLL - 2021-10-14	10/14/2021	185032		0		\$112.85	0
PAYROLL - 2021-10-14	10/14/2021	185033		0		\$298.85	0
PAYROLL - 2021-10-14	10/14/2021	185034		0		\$638.76	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-14	10/14/2021	185035		0		\$137.94	0
PAYROLL - 2021-10-14	10/14/2021	185036		0		\$100.31	0
PAYROLL - 2021-10-14	10/14/2021	185037		0		\$1294.52	0
PAYROLL - 2021-10-14	10/14/2021	185038		0		\$2220.81	0
PAYROLL - 2021-10-14	10/14/2021	185039		0		\$2611.49	0
PAYROLL - 2021-10-14	10/14/2021	185040		0		\$1553.68	0
PAYROLL - 2021-10-14	10/14/2021	185041		0		\$1760.72	0
PAYROLL - 2021-10-14	10/14/2021	185042		0		\$1833.32	0
PAYROLL - 2021-10-14	10/14/2021	185043		0		\$1982.70	0
PAYROLL - 2021-10-14	10/14/2021	185044		0		\$1798.32	0
PAYROLL - 2021-10-14	10/14/2021	185045		0		\$1823.82	0
PAYROLL - 2021-10-14	10/14/2021	185046		0		\$2046.51	0
PAYROLL - 2021-10-14	10/14/2021	185047		0		\$2907.13	0
PAYROLL - 2021-10-14	10/14/2021	185048		0		\$1518.75	0
PAYROLL - 2021-10-14	10/14/2021	185049		0		\$1779.76	0
PAYROLL - 2021-10-14	10/14/2021	185050		0		\$753.74	0
PAYROLL - 2021-10-14	10/14/2021	185051		0		\$1661.08	0
PAYROLL - 2021-10-14	10/14/2021	185052		0		\$1647.09	0
PAYROLL - 2021-10-14	10/14/2021	185053		0		\$1724.52	0
PAYROLL - 2021-10-14	10/14/2021	185054		0		\$1755.45	0
PAYROLL - 2021-10-14	10/14/2021	185055		0		\$1937.04	0
PAYROLL - 2021-10-14	10/14/2021	185056		0		\$951.32	0
PAYROLL - 2021-10-14	10/14/2021	185057		0		\$1521.03	0
PAYROLL - 2021-10-14	10/14/2021	185058		0		\$1920.95	0
PAYROLL - 2021-10-14	10/14/2021	185059		0		\$1729.34	0
PAYROLL - 2021-10-14	10/14/2021	185060		0		\$2553.06	0
PAYROLL - 2021-10-14	10/14/2021	185061		0		\$403.49	0
PAYROLL - 2021-10-14	10/14/2021	185062		0		\$1673.32	0
PAYROLL - 2021-10-14	10/14/2021	185063		0		\$1709.39	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-14	10/14/2021	185064		0		\$1865.50	0
PAYROLL - 2021-10-14	10/14/2021	185065		0		\$1462.43	0
PAYROLL - 2021-10-14	10/14/2021	185066		0		\$1878.31	0
PAYROLL - 2021-10-14	10/14/2021	185067		0		\$1302.99	0
PAYROLL - 2021-10-14	10/14/2021	185068		0		\$1650.01	0
PAYROLL - 2021-10-14	10/14/2021	185069		0		\$1889.83	0
PAYROLL - 2021-10-14	10/14/2021	185070		0		\$1594.59	0
PAYROLL - 2021-10-14	10/14/2021	185071		0		\$1783.40	0
PAYROLL - 2021-10-14	10/14/2021	185072		0		\$5372.96	0
PAYROLL - 2021-10-14	10/14/2021	185073		0		\$1799.62	0
PAYROLL - 2021-10-14	10/14/2021	185074		0		\$2126.34	0
PAYROLL - 2021-10-14	10/14/2021	185075		0		\$1843.78	0
PAYROLL - 2021-10-14	10/14/2021	185076		0		\$1944.78	0
PAYROLL - 2021-10-14	10/14/2021	185077		0		\$4108.32	0
PAYROLL - 2021-10-14	10/14/2021	185078		0		\$3061.37	0
PAYROLL - 2021-10-14	10/14/2021	185079		0		\$1366.57	0
PAYROLL - 2021-10-14	10/14/2021	185080		0		\$2541.42	0
PAYROLL - 2021-10-14	10/14/2021	185081		0		\$3232.72	0
PAYROLL - 2021-10-14	10/14/2021	185082		0		\$2977.52	0
PAYROLL - 2021-10-14	10/14/2021	185083		0		\$4203.41	0
PAYROLL - 2021-10-14	10/14/2021	185084		0		\$5403.37	0
PAYROLL - 2021-10-14	10/14/2021	185085		0		\$3296.80	0
PAYROLL - 2021-10-14	10/14/2021	185086		0		\$3819.79	0
PAYROLL - 2021-10-14	10/14/2021	185087		0		\$2224.49	0
PAYROLL - 2021-10-14	10/14/2021	185088		0		\$2138.33	0
PAYROLL - 2021-10-14	10/14/2021	185089		0		\$5319.20	0
PAYROLL - 2021-10-14	10/14/2021	185090		0		\$3782.45	0
PAYROLL - 2021-10-14	10/14/2021	185091		0		\$3396.55	0
PAYROLL - 2021-10-14	10/14/2021	185092		0		\$2513.03	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-14	10/14/2021	185093		0		\$2641.15	0
PAYROLL - 2021-10-14	10/14/2021	185094		0		\$2961.92	0
PAYROLL - 2021-10-14	10/14/2021	185095		0		\$4251.84	0
PAYROLL - 2021-10-14	10/14/2021	185096		0		\$5231.96	0
PAYROLL - 2021-10-14	10/14/2021	185097		0		\$2428.62	0
PAYROLL - 2021-10-14	10/14/2021	185098		0		\$3264.81	0
PAYROLL - 2021-10-14	10/14/2021	185099		0		\$1578.89	0
PAYROLL - 2021-10-14	10/14/2021	185100		0		\$2525.17	0
PAYROLL - 2021-10-14	10/14/2021	185101		0		\$3193.17	0
PAYROLL - 2021-10-14	10/14/2021	185102		0		\$2177.41	0
PAYROLL - 2021-10-14	10/14/2021	185103		0		\$4014.46	0
PAYROLL - 2021-10-14	10/14/2021	185104		0		\$1562.72	0
PAYROLL - 2021-10-14	10/14/2021	185105		0		\$2798.23	0
PAYROLL - 2021-10-14	10/14/2021	185106		0		\$3277.55	0
PAYROLL - 2021-10-14	10/14/2021	185107		0		\$4355.27	0
PAYROLL - 2021-10-14	10/14/2021	185108		0		\$6573.82	0
PAYROLL - 2021-10-14	10/14/2021	185109		0		\$4096.65	0
PAYROLL - 2021-10-14	10/14/2021	185110		0		\$2522.66	0
PAYROLL - 2021-10-14	10/14/2021	185111		0		\$5495.30	0
PAYROLL - 2021-10-14	10/14/2021	185112		0		\$3121.87	0
PAYROLL - 2021-10-14	10/14/2021	185113		0		\$4007.58	0
PAYROLL - 2021-10-14	10/14/2021	185114		0		\$3247.10	0
PAYROLL - 2021-10-14	10/14/2021	185115		0		\$2051.15	0
PAYROLL - 2021-10-14	10/14/2021	185116		0		\$4076.82	0
PAYROLL - 2021-10-14	10/14/2021	185117		0		\$2699.45	0
PAYROLL - 2021-10-14	10/14/2021	185118		0		\$3296.91	0
PAYROLL - 2021-10-14	10/14/2021	185119		0		\$1969.06	0
PAYROLL - 2021-10-14	10/14/2021	185120		0		\$3025.27	0
PAYROLL - 2021-10-14	10/14/2021	185121		0		\$2465.58	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-14	10/14/2021	185122		0		\$2051.17	0
PAYROLL - 2021-10-14	10/14/2021	185123		0		\$3321.35	0
PAYROLL - 2021-10-14	10/14/2021	185124		0		\$3414.55	0
PAYROLL - 2021-10-14	10/14/2021	185125		0		\$2449.66	0
PAYROLL - 2021-10-14	10/14/2021	185126		0		\$3325.54	0
PAYROLL - 2021-10-14	10/14/2021	185127		0		\$4293.34	0
PAYROLL - 2021-10-14	10/14/2021	185128		0		\$1401.03	0
PAYROLL - 2021-10-14	10/14/2021	185129		0		\$2260.17	0
PAYROLL - 2021-10-14	10/14/2021	185130		0		\$4146.74	0
PAYROLL - 2021-10-14	10/14/2021	185131		0		\$4455.59	0
PAYROLL - 2021-10-14	10/14/2021	185132		0		\$2578.50	0
PAYROLL - 2021-10-14	10/14/2021	185133		0		\$3170.80	0
PAYROLL - 2021-10-14	10/14/2021	185134		0		\$2109.04	0
PAYROLL - 2021-10-14	10/14/2021	185135		0		\$4670.36	0
PAYROLL - 2021-10-14	10/14/2021	185136		0		\$2554.63	0
PAYROLL - 2021-10-14	10/14/2021	185137		0		\$4036.55	0
PAYROLL - 2021-10-14	10/14/2021	185138		0		\$1188.14	0
PAYROLL - 2021-10-14	10/14/2021	185139		0		\$1661.60	0
PAYROLL - 2021-10-14	10/14/2021	185140		0		\$3891.67	0
PAYROLL - 2021-10-14	10/14/2021	185141		0		\$1977.34	0
PAYROLL - 2021-10-14	10/14/2021	185142		0		\$3832.33	0
PAYROLL - 2021-10-14	10/14/2021	185143		0		\$2636.70	0
PAYROLL - 2021-10-14	10/14/2021	185144		0		\$2313.84	0
PAYROLL - 2021-10-14	10/14/2021	185145		0		\$3828.54	0
PAYROLL - 2021-10-14	10/14/2021	185146		0		\$4529.67	0
PAYROLL - 2021-10-14	10/14/2021	185147		0		\$1713.61	0
PAYROLL - 2021-10-14	10/14/2021	185148		0		\$1722.71	0
PAYROLL - 2021-10-14	10/14/2021	185149		0		\$2700.63	0
PAYROLL - 2021-10-14	10/14/2021	185150		0		\$1622.93	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-14	10/14/2021	185151		0		\$2724.20	0
PAYROLL - 2021-10-14	10/14/2021	185152		0		\$970.71	0
PAYROLL - 2021-10-14	10/14/2021	185153		0		\$4463.42	0
PAYROLL - 2021-10-14	10/14/2021	185154		0		\$1953.70	0
PAYROLL - 2021-10-14	10/14/2021	185155		0		\$3398.67	0
PAYROLL - 2021-10-14	10/14/2021	185156		0		\$3824.96	0
PAYROLL - 2021-10-14	10/14/2021	185157		0		\$1658.18	0
PAYROLL - 2021-10-14	10/14/2021	185158		0		\$3774.71	0
PAYROLL - 2021-10-14	10/14/2021	185159		0		\$3317.08	0
PAYROLL - 2021-10-14	10/14/2021	185160		0		\$3537.57	0
PAYROLL - 2021-10-14	10/14/2021	185161		0		\$2933.49	0
PAYROLL - 2021-10-14	10/14/2021	185162		0		\$2858.16	0
PAYROLL - 2021-10-14	10/14/2021	185163		0		\$2607.80	0
PAYROLL - 2021-10-14	10/14/2021	185164		0		\$3854.77	0
PAYROLL - 2021-10-14	10/14/2021	185165		0		\$1481.88	0
PAYROLL - 2021-10-14	10/14/2021	185166		0		\$2684.97	0
PAYROLL - 2021-10-14	10/14/2021	185167		0		\$1809.80	0
PAYROLL - 2021-10-14	10/14/2021	185168		0		\$2588.27	0
PAYROLL - 2021-10-14	10/14/2021	185169		0		\$1519.57	0
PAYROLL - 2021-10-14	10/14/2021	185170		0		\$1526.86	0
PAYROLL - 2021-10-14	10/14/2021	185171		0		\$3575.53	0
PAYROLL - 2021-10-14	10/14/2021	185172		0		\$2530.70	0
PAYROLL - 2021-10-14	10/14/2021	185173		0		\$2579.26	0
PAYROLL - 2021-10-14	10/14/2021	185174		0		\$2919.63	0
PAYROLL - 2021-10-14	10/14/2021	185175		0		\$5731.67	0
PAYROLL - 2021-10-14	10/14/2021	185176		0		\$3829.56	0
PAYROLL - 2021-10-14	10/14/2021	185177		0		\$2386.94	0
PAYROLL - 2021-10-14	10/14/2021	185178		0		\$3502.53	0
PAYROLL - 2021-10-14	10/14/2021	185179		0		\$2062.58	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-14	10/14/2021	185180		0		\$2938.19	0
PAYROLL - 2021-10-14	10/14/2021	185181		0		\$2553.28	0
PAYROLL - 2021-10-14	10/14/2021	185182		0		\$2922.46	0
PAYROLL - 2021-10-14	10/14/2021	185183		0		\$5133.91	0
PAYROLL - 2021-10-14	10/14/2021	185184		0		\$2451.10	0
PAYROLL - 2021-10-14	10/14/2021	185185		0		\$2889.30	0
PAYROLL - 2021-10-14	10/14/2021	185186		0		\$1250.32	0
PAYROLL - 2021-10-14	10/14/2021	185187		0		\$2618.55	0
PAYROLL - 2021-10-14	10/14/2021	185188		0		\$1622.01	0
PAYROLL - 2021-10-14	10/14/2021	185189		0		\$1455.86	0
PAYROLL - 2021-10-14	10/14/2021	185190		0		\$3799.06	0
PAYROLL - 2021-10-14	10/14/2021	185191		0		\$3140.33	0
PAYROLL - 2021-10-14	10/14/2021	185192		0		\$12486.00	0
PAYROLL - 2021-10-14	10/14/2021	185193		0		\$2274.39	0
PAYROLL - 2021-10-14	10/14/2021	185194		0		\$2255.42	0
PAYROLL - 2021-10-14	10/14/2021	185195		0		\$2513.99	0
PAYROLL - 2021-10-14	10/14/2021	185196		0		\$3136.96	0
PAYROLL - 2021-10-14	10/14/2021	185197		0		\$1330.84	0
PAYROLL - 2021-10-14	10/14/2021	185198		0		\$3383.62	0
PAYROLL - 2021-10-14	10/14/2021	185199		0		\$1400.54	0
PAYROLL - 2021-10-14	10/14/2021	185200		0		\$2197.16	0
PAYROLL - 2021-10-14	10/14/2021	185201		0		\$4421.02	0
PAYROLL - 2021-10-14	10/14/2021	185202		0		\$3345.43	0
PAYROLL - 2021-10-14	10/14/2021	185203		0		\$3469.83	0
PAYROLL - 2021-10-14	10/14/2021	185204		0		\$2648.14	0
PAYROLL - 2021-10-14	10/14/2021	185205		0		\$2633.47	0
PAYROLL - 2021-10-14	10/14/2021	185206		0		\$3855.27	0
PAYROLL - 2021-10-14	10/14/2021	185207		0		\$3350.81	0
PAYROLL - 2021-10-14	10/14/2021	185208		0		\$3935.22	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-14	10/14/2021	185209		0		\$2610.07	0
PAYROLL - 2021-10-14	10/14/2021	185210		0		\$2595.98	0
PAYROLL - 2021-10-14	10/14/2021	185211		0		\$2969.52	0
PAYROLL - 2021-10-14	10/14/2021	185212		0		\$3880.46	0
PAYROLL - 2021-10-14	10/14/2021	185213		0		\$3510.22	0
PAYROLL - 2021-10-14	10/14/2021	185214		0		\$3263.13	0
PAYROLL - 2021-10-14	10/14/2021	185215		0		\$1208.10	0
PAYROLL - 2021-10-14	10/14/2021	185216		0		\$3060.17	0
PAYROLL - 2021-10-14	10/14/2021	185217		0		\$3973.96	0
PAYROLL - 2021-10-14	10/14/2021	185218		0		\$2058.88	0
PAYROLL - 2021-10-14	10/14/2021	185219		0		\$2293.73	0
PAYROLL - 2021-10-14	10/14/2021	185220		0		\$1450.07	0
PAYROLL - 2021-10-14	10/14/2021	185221		0		\$1963.15	0
PAYROLL - 2021-10-14	10/14/2021	185222		0		\$3950.38	0
PAYROLL - 2021-10-14	10/14/2021	185223		0		\$1753.48	0
PAYROLL - 2021-10-14	10/14/2021	185224		0		\$2633.04	0
PAYROLL - 2021-10-14	10/14/2021	185225		0		\$1902.91	0
PAYROLL - 2021-10-14	10/14/2021	185226		0		\$3756.51	0
PAYROLL - 2021-10-14	10/14/2021	185227		0		\$2113.81	0
PAYROLL - 2021-10-14	10/14/2021	185228		0		\$2904.87	0
PAYROLL - 2021-10-14	10/14/2021	185229		0		\$1852.39	0
PAYROLL - 2021-10-14	10/14/2021	185230		0		\$1363.39	0
PAYROLL - 2021-10-14	10/14/2021	185231		0		\$3392.77	0
PAYROLL - 2021-10-14	10/14/2021	185232		0		\$3772.81	0
PAYROLL - 2021-10-14	10/14/2021	185233		0		\$3094.12	0
PAYROLL - 2021-10-14	10/14/2021	185234		0		\$1452.22	0
PAYROLL - 2021-10-14	10/14/2021	185235		0		\$2274.03	0
PAYROLL - 2021-10-14	10/14/2021	185236		0		\$2732.55	0
PAYROLL - 2021-10-14	10/14/2021	185237		0		\$2031.07	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-14	10/14/2021	185238		0		\$3814.42	0
PAYROLL - 2021-10-14	10/14/2021	185239		0		\$5945.18	0
PAYROLL - 2021-10-14	10/14/2021	185240		0		\$2521.12	0
PAYROLL - 2021-10-14	10/14/2021	185241		0		\$3090.32	0
PAYROLL - 2021-10-14	10/14/2021	185242		0		\$3213.61	0
PAYROLL - 2021-10-14	10/14/2021	185243		0		\$1393.60	0
PAYROLL - 2021-10-14	10/14/2021	185244		0		\$1942.24	0
PAYROLL - 2021-10-14	10/14/2021	185245		0		\$4518.60	0
PAYROLL - 2021-10-14	10/14/2021	185246		0		\$6558.94	0
PAYROLL - 2021-10-14	10/14/2021	185247		0		\$2395.25	0
PAYROLL - 2021-10-14	10/14/2021	185248		0		\$1583.36	0
PAYROLL - 2021-10-14	10/14/2021	185249		0		\$2339.77	0
PAYROLL - 2021-10-14	10/14/2021	185250		0		\$1587.62	0
PAYROLL - 2021-10-14	10/14/2021	185251		0		\$1959.00	0
PAYROLL - 2021-10-14	10/14/2021	185252		0		\$1504.58	0
PAYROLL - 2021-10-14	10/14/2021	185253		0		\$1310.88	0
PAYROLL - 2021-10-14	10/14/2021	185254		0		\$2455.64	0
PAYROLL - 2021-10-14	10/14/2021	185255		0		\$5048.26	0
PAYROLL - 2021-10-14	10/14/2021	185256		0		\$2678.15	0
PAYROLL - 2021-10-14	10/14/2021	185257		0		\$4506.71	0
PAYROLL - 2021-10-14	10/14/2021	185258		0		\$1145.23	0
PAYROLL - 2021-10-14	10/14/2021	185259		0		\$2789.48	0
PAYROLL - 2021-10-14	10/14/2021	185260		0		\$2531.88	0
PAYROLL - 2021-10-14	10/14/2021	185261		0		\$4333.05	0
PAYROLL - 2021-10-14	10/14/2021	185262		0		\$4909.44	0
PAYROLL - 2021-10-14	10/14/2021	185263		0		\$3962.70	0
PAYROLL - 2021-10-14	10/14/2021	185264		0		\$2064.74	0
PAYROLL - 2021-10-14	10/14/2021	185265		0		\$2700.76	0
PAYROLL - 2021-10-14	10/14/2021	185266		0		\$3533.94	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-14	10/14/2021	185267		0		\$1515.10	0
PAYROLL - 2021-10-14	10/14/2021	185268		0		\$3290.23	0
PAYROLL - 2021-10-14	10/14/2021	185269		0		\$2366.21	0
PAYROLL - 2021-10-14	10/14/2021	185270		0		\$3635.49	0
PAYROLL - 2021-10-14	10/14/2021	185271		0		\$3414.36	0
PAYROLL - 2021-10-14	10/14/2021	185272		0		\$4357.06	0
PAYROLL - 2021-10-14	10/14/2021	185273		0		\$2544.99	0
PAYROLL - 2021-10-14	10/14/2021	185274		0		\$2453.40	0
PAYROLL - 2021-10-14	10/14/2021	185275		0		\$2065.45	0
PAYROLL - 2021-10-14	10/14/2021	185276		0		\$2689.28	0
PAYROLL - 2021-10-14	10/14/2021	185277		0		\$2208.93	0
PAYROLL - 2021-10-14	10/14/2021	185278		0		\$2834.54	0
PAYROLL - 2021-10-14	10/14/2021	185279		0		\$2442.02	0
PAYROLL - 2021-10-14	10/14/2021	185280		0		\$2121.17	0
PAYROLL - 2021-10-14	10/14/2021	185281		0		\$2275.38	0
PAYROLL - 2021-10-14	10/14/2021	185282		0		\$1648.32	0
PAYROLL - 2021-10-14	10/14/2021	185283		0		\$3314.66	0
PAYROLL - 2021-10-14	10/14/2021	185284		0		\$855.98	0
PAYROLL - 2021-10-14	10/14/2021	185285		0		\$1680.20	0
PAYROLL - 2021-10-14	10/14/2021	185286		0		\$1858.20	0
PAYROLL - 2021-10-14	10/14/2021	185287		0		\$2542.84	0
PAYROLL - 2021-10-14	10/14/2021	185288		0		\$1686.55	0
PAYROLL - 2021-10-14	10/14/2021	185289		0		\$1836.23	0
PAYROLL - 2021-10-14	10/14/2021	185290		0		\$4545.16	0
PAYROLL - 2021-10-14	10/14/2021	185291		0		\$1181.76	0
PAYROLL - 2021-10-14	10/14/2021	185292		0		\$1713.73	0
PAYROLL - 2021-10-14	10/14/2021	185293		0		\$2071.06	0
PAYROLL - 2021-10-14	10/14/2021	185294		0		\$2707.43	0
PAYROLL - 2021-10-14	10/14/2021	185295		0		\$1633.23	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-14	10/14/2021	185296		0		\$1500.17	0
PAYROLL - 2021-10-14	10/14/2021	185297		0		\$1806.72	0
PAYROLL - 2021-10-14	10/14/2021	185298		0		\$1662.32	0
PAYROLL - 2021-10-14	10/14/2021	185299		0		\$1958.54	0
PAYROLL - 2021-10-14	10/14/2021	185300		0		\$1864.76	0
PAYROLL - 2021-10-14	10/14/2021	185301		0		\$1397.89	0
PAYROLL - 2021-10-14	10/14/2021	185302		0		\$2369.57	0
PAYROLL - 2021-10-14	10/14/2021	185303		0		\$1369.12	0
PAYROLL - 2021-10-14	10/14/2021	185304		0		\$1740.07	0
PAYROLL - 2021-10-14	10/14/2021	185305		0		\$1778.81	0
PAYROLL - 2021-10-14	10/14/2021	185306		0		\$1941.05	0
PAYROLL - 2021-10-14	10/14/2021	185307		0		\$2872.49	0
PAYROLL - 2021-10-14	10/14/2021	185308		0		\$1780.22	0
PAYROLL - 2021-10-14	10/14/2021	185309		0		\$1543.59	0
PAYROLL - 2021-10-14	10/14/2021	185310		0		\$1843.83	0
PAYROLL - 2021-10-14	10/14/2021	185311		0		\$1593.33	0
PAYROLL - 2021-10-14	10/14/2021	185312		0		\$2122.24	0
PAYROLL - 2021-10-14	10/14/2021	185313		0		\$1286.12	0
PAYROLL - 2021-10-14	10/14/2021	185314		0		\$1845.01	0
PAYROLL - 2021-10-14	10/14/2021	185315		0		\$1713.66	0
PAYROLL - 2021-10-14	10/14/2021	185316		0		\$1684.74	0
PAYROLL - 2021-10-14	10/14/2021	185317		0		\$1590.33	0
PAYROLL - 2021-10-14	10/14/2021	185318		0		\$2204.34	0
PAYROLL - 2021-10-14	10/14/2021	185319		0		\$1775.88	0
PAYROLL - 2021-10-14	10/14/2021	185320		0		\$1739.85	0
PAYROLL - 2021-10-14	10/14/2021	185321		0		\$2343.35	0
PAYROLL - 2021-10-14	10/14/2021	185322		0		\$1998.25	0
PAYROLL - 2021-10-14	10/14/2021	185323		0		\$1760.31	0
PAYROLL - 2021-10-14	10/14/2021	185324		0		\$1945.09	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-14	10/14/2021	185325		0		\$1792.02	0
PAYROLL - 2021-10-14	10/14/2021	185326		0		\$1380.12	0
PAYROLL - 2021-10-14	10/14/2021	185327		0		\$1626.66	0
PAYROLL - 2021-10-14	10/14/2021	185328		0		\$1572.85	0
PAYROLL - 2021-10-14	10/14/2021	185329		0		\$1624.07	0
PAYROLL - 2021-10-14	10/14/2021	185330		0		\$1649.15	0
PAYROLL - 2021-10-14	10/14/2021	185331		0		\$991.24	0
PAYROLL - 2021-10-14	10/14/2021	185332		0		\$1521.07	0
PAYROLL - 2021-10-14	10/14/2021	185333		0		\$1671.74	0
PAYROLL - 2021-10-14	10/14/2021	185334		0		\$1743.05	0
PAYROLL - 2021-10-14	10/14/2021	185335		0		\$1672.68	0
PAYROLL - 2021-10-14	10/14/2021	185336		0		\$1395.42	0
PAYROLL - 2021-10-14	10/14/2021	185337		0		\$1903.44	0
PAYROLL - 2021-10-14	10/14/2021	185338		0		\$666.69	0
PAYROLL - 2021-10-14	10/14/2021	185339		0		\$1724.79	0
PAYROLL - 2021-10-14	10/14/2021	185340		0		\$1646.95	0
PAYROLL - 2021-10-14	10/14/2021	185341		0		\$1749.86	0
PAYROLL - 2021-10-14	10/14/2021	185342		0		\$2124.31	0
PAYROLL - 2021-10-14	10/14/2021	185343		0		\$1867.69	0
PAYROLL - 2021-10-14	10/14/2021	185344		0		\$1765.06	0
PAYROLL - 2021-10-14	10/14/2021	185345		0		\$709.17	0
PAYROLL - 2021-10-14	10/14/2021	185346		0		\$1148.76	0
PAYROLL - 2021-10-14	10/14/2021	185347		0		\$1896.14	0
PAYROLL - 2021-10-14	10/14/2021	185348		0		\$1317.82	0
PAYROLL - 2021-10-14	10/14/2021	185349		0		\$1606.99	0
PAYROLL - 2021-10-14	10/14/2021	185350		0		\$1679.29	0
PAYROLL - 2021-10-14	10/14/2021	185351		0		\$1366.53	0
PAYROLL - 2021-10-14	10/14/2021	185352		0		\$1469.42	0
PAYROLL - 2021-10-14	10/14/2021	185353		0		\$2204.06	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-14	10/14/2021	185354		0		\$2140.53	0
PAYROLL - 2021-10-14	10/14/2021	185355		0		\$1998.84	0
PAYROLL - 2021-10-14	10/14/2021	185356		0		\$1673.70	0
PAYROLL - 2021-10-14	10/14/2021	185357		0		\$2241.32	0
PAYROLL - 2021-10-14	10/14/2021	185358		0		\$2156.49	0
PAYROLL - 2021-10-14	10/14/2021	185359		0		\$2674.76	0
PAYROLL - 2021-10-14	10/14/2021	185360		0		\$1847.73	0
PAYROLL - 2021-10-14	10/14/2021	185361		0		\$2546.37	0
PAYROLL - 2021-10-14	10/14/2021	185362		0		\$1435.93	0
PAYROLL - 2021-10-14	10/14/2021	185363		0		\$1792.16	0
PAYROLL - 2021-10-14	10/14/2021	185364		0		\$2647.39	0
PAYROLL - 2021-10-14	10/14/2021	185365		0		\$2209.88	0
PAYROLL - 2021-10-14	10/14/2021	185366		0		\$3694.85	0
PAYROLL - 2021-10-14	10/14/2021	185367		0		\$1501.86	0
PAYROLL - 2021-10-14	10/14/2021	185368		0		\$2183.42	0
PAYROLL - 2021-10-14	10/14/2021	185369		0		\$1936.06	0
PAYROLL - 2021-10-14	10/14/2021	185370		0		\$2750.23	0
PAYROLL - 2021-10-14	10/14/2021	185371		0		\$769.17	0
PAYROLL - 2021-10-14	10/14/2021	185372		0		\$1138.17	0
PAYROLL - 2021-10-14	10/14/2021	185373		0		\$1611.87	0
PAYROLL - 2021-10-14	10/14/2021	185374		0		\$2159.01	0
PAYROLL - 2021-10-14	10/14/2021	185375		0		\$3113.24	0
PAYROLL - 2021-10-14	10/14/2021	185376		0		\$2014.26	0
PAYROLL - 2021-10-14	10/14/2021	185377		0		\$1855.61	0
PAYROLL - 2021-10-14	10/14/2021	185378		0		\$1015.48	0
PAYROLL - 2021-10-14	10/14/2021	185379		0		\$1911.37	0
PAYROLL - 2021-10-14	10/14/2021	185380		0		\$1734.44	0
PAYROLL - 2021-10-14	10/14/2021	185381		0		\$1470.93	0
PAYROLL - 2021-10-14	10/14/2021	185382		0		\$1765.28	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-14	10/14/2021	185383		0		\$1431.60	0
PAYROLL - 2021-10-14	10/14/2021	185384		0		\$1326.27	0
PAYROLL - 2021-10-14	10/14/2021	185385		0		\$2553.69	0
PAYROLL - 2021-10-14	10/14/2021	185386		0		\$2686.27	0
PAYROLL - 2021-10-14	10/14/2021	185387		0		\$2190.70	0
PAYROLL - 2021-10-14	10/14/2021	185388		0		\$1806.50	0
PAYROLL - 2021-10-14	10/14/2021	185389		0		\$1142.31	0
PAYROLL - 2021-10-14	10/14/2021	185390		0		\$1565.86	0
PAYROLL - 2021-10-14	10/14/2021	185391		0		\$1986.68	0
PAYROLL - 2021-10-14	10/14/2021	185392		0		\$1496.80	0
PAYROLL - 2021-10-14	10/14/2021	185393		0		\$2172.61	0
PAYROLL - 2021-10-14	10/14/2021	185394		0		\$2688.86	0
PAYROLL - 2021-10-14	10/14/2021	185395		0		\$3244.33	0
PAYROLL - 2021-10-14	10/14/2021	185396		0		\$1720.22	0
PAYROLL - 2021-10-14	10/14/2021	185397		0		\$1593.86	0
PAYROLL - 2021-10-14	10/14/2021	185398		0		\$1892.99	0
PAYROLL - 2021-10-14	10/14/2021	185399		0		\$1771.61	0
PAYROLL - 2021-10-14	10/14/2021	185400		0		\$1299.00	0
PAYROLL - 2021-10-14	10/14/2021	185401		0		\$1964.97	0
PAYROLL - 2021-10-14	10/14/2021	185402		0		\$2784.23	0
PAYROLL - 2021-10-14	10/14/2021	185403		0		\$3176.38	0
PAYROLL - 2021-10-14	10/14/2021	185404		0		\$2804.98	0
PAYROLL - 2021-10-14	10/14/2021	185405		0		\$4279.51	0
PAYROLL - 2021-10-14	10/14/2021	185406		0		\$1536.70	0
PAYROLL - 2021-10-14	10/14/2021	185407		0		\$2557.48	0
PAYROLL - 2021-10-14	10/14/2021	185408		0		\$2290.09	0
PAYROLL - 2021-10-14	10/14/2021	185409		0		\$2656.52	0
PAYROLL - 2021-10-14	10/14/2021	185410		0		\$1150.90	0
PAYROLL - 2021-10-14	10/14/2021	185411		0		\$2655.83	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-14	10/14/2021	185412		0		\$1724.75	0
PAYROLL - 2021-10-14	10/14/2021	185413		0		\$1941.80	0
PAYROLL - 2021-10-14	10/14/2021	185414		0		\$2083.05	0
PAYROLL - 2021-10-14	10/14/2021	185415		0		\$1071.91	0
PAYROLL - 2021-10-14	10/14/2021	185416		0		\$1664.53	0
PAYROLL - 2021-10-14	10/14/2021	185417		0		\$1280.40	0
PAYROLL - 2021-10-14	10/14/2021	185418		0		\$2254.63	0
PAYROLL - 2021-10-14	10/14/2021	185419		0		\$1994.28	0
PAYROLL - 2021-10-14	10/14/2021	185420		0		\$2083.25	0
PAYROLL - 2021-10-14	10/14/2021	185421		0		\$1965.36	0
PAYROLL - 2021-10-14	10/14/2021	185422		0		\$1975.82	0
PAYROLL - 2021-10-14	10/14/2021	185423		0		\$1456.75	0
PAYROLL - 2021-10-14	10/14/2021	185424		0		\$1914.08	0
PAYROLL - 2021-10-14	10/14/2021	185425		0		\$1371.26	0
PAYROLL - 2021-10-14	10/14/2021	185426		0		\$1176.69	0
PAYROLL - 2021-10-14	10/14/2021	185427		0		\$2337.41	0
PAYROLL - 2021-10-14	10/14/2021	185428		0		\$1300.40	0
PAYROLL - 2021-10-14	10/14/2021	185429		0		\$1024.77	0
PAYROLL - 2021-10-14	10/14/2021	185430		0		\$1714.07	0
PAYROLL - 2021-10-14	10/14/2021	185431		0		\$1974.44	0
PAYROLL - 2021-10-14	10/14/2021	185432		0		\$1244.74	0
PAYROLL - 2021-10-14	10/14/2021	185433		0		\$2580.60	0
PAYROLL - 2021-10-14	10/14/2021	185434		0		\$1663.25	0
PAYROLL - 2021-10-14	10/14/2021	185435		0		\$1742.75	0
PAYROLL - 2021-10-14	10/14/2021	185436		0		\$2728.36	0
PAYROLL - 2021-10-14	10/14/2021	185437		0		\$1704.68	0
PAYROLL - 2021-10-14	10/14/2021	185438		0		\$4039.97	0
PAYROLL - 2021-10-14	10/14/2021	185439		0		\$965.54	0
PAYROLL - 2021-10-14	10/14/2021	185440		0		\$103.79	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-14	10/14/2021	185441		0		\$1851.72	0
PAYROLL - 2021-10-14	10/14/2021	185442		0		\$472.54	0
PAYROLL - 2021-10-14	10/14/2021	185443		0		\$950.00	0
PAYROLL - 2021-10-14	10/14/2021	185444		0		\$560.41	0
PAYROLL - 2021-10-14	10/14/2021	185445		0		\$831.95	0
PAYROLL - 2021-10-14	10/14/2021	185446		0		\$480.19	0
PAYROLL - 2021-10-14	10/14/2021	185447		0		\$790.19	0
PAYROLL - 2021-10-14	10/14/2021	185448		0		\$482.44	0
PAYROLL - 2021-10-14	10/14/2021	185449		0		\$1653.11	0
PAYROLL - 2021-10-14	10/14/2021	185450		0		\$679.00	0
PAYROLL - 2021-10-14	10/14/2021	185451		0		\$829.82	0
PAYROLL - 2021-10-14	10/14/2021	185452		0		\$507.55	0
PAYROLL - 2021-10-14	10/14/2021	185453		0		\$1585.88	0
PAYROLL - 2021-10-14	10/14/2021	185454		0		\$1447.43	0
PAYROLL - 2021-10-14	10/14/2021	185455		0		\$1108.39	0
PAYROLL - 2021-10-14	10/14/2021	185456		0		\$772.81	0
PAYROLL - 2021-10-14	10/14/2021	185457		0		\$1653.40	0
PAYROLL - 2021-10-14	10/14/2021	185458		0		\$1068.36	0
PAYROLL - 2021-10-14	10/14/2021	185459		0		\$1839.76	0
PAYROLL - 2021-10-14	10/14/2021	185460		0		\$964.69	0
PAYROLL - 2021-10-14	10/14/2021	185461		0		\$647.31	0
PAYROLL - 2021-10-14	10/14/2021	185462		0		\$1409.06	0
PAYROLL - 2021-10-14	10/14/2021	185463		0		\$540.64	0
PAYROLL - 2021-10-14	10/14/2021	185464		0		\$543.45	0
PAYROLL - 2021-10-14	10/14/2021	185465		0		\$1509.05	0
PAYROLL - 2021-10-14	10/14/2021	185466		0		\$748.88	0
PAYROLL - 2021-10-14	10/14/2021	185467		0		\$381.30	0
PAYROLL - 2021-10-14	10/14/2021	185468		0		\$236.00	0
PAYROLL - 2021-10-14	10/14/2021	185469		0		\$5598.83	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-14	TOTALS:					\$1,199,084.79	0
PAYROLL - 2021-10-28	10/28/2021	185470		0		\$2128.86	0
PAYROLL - 2021-10-28	10/28/2021	185471		0		\$968.21	0
PAYROLL - 2021-10-28	10/28/2021	185472		0		\$2214.74	0
PAYROLL - 2021-10-28	10/28/2021	185473		0		\$1367.98	0
PAYROLL - 2021-10-28	10/28/2021	185474		0		\$1897.84	0
PAYROLL - 2021-10-28	10/28/2021	185475		0		\$3869.87	0
PAYROLL - 2021-10-28	10/28/2021	185476		0		\$2244.03	0
PAYROLL - 2021-10-28	10/28/2021	185477		0		\$1421.50	0
PAYROLL - 2021-10-28	10/28/2021	185478		0		\$2025.41	0
PAYROLL - 2021-10-28	10/28/2021	185479		0		\$1756.50	0
PAYROLL - 2021-10-28	10/28/2021	185480		0		\$1349.48	0
PAYROLL - 2021-10-28	10/28/2021	185481		0		\$1264.62	0
PAYROLL - 2021-10-28	10/28/2021	185482		0		\$3429.17	0
PAYROLL - 2021-10-28	10/28/2021	185483		0		\$2223.18	0
PAYROLL - 2021-10-28	10/28/2021	185484		0		\$816.67	0
PAYROLL - 2021-10-28	10/28/2021	185485		0		\$5319.38	0
PAYROLL - 2021-10-28	10/28/2021	185486		0		\$558.37	0
PAYROLL - 2021-10-28	10/28/2021	185487		0		\$979.50	0
PAYROLL - 2021-10-28	10/28/2021	185488		0		\$3585.47	0
PAYROLL - 2021-10-28	10/28/2021	185489		0		\$1107.75	0
PAYROLL - 2021-10-28	10/28/2021	185490		0		\$948.87	0
PAYROLL - 2021-10-28	10/28/2021	185491		0		\$1002.24	0
PAYROLL - 2021-10-28	10/28/2021	185492		0		\$978.70	0
PAYROLL - 2021-10-28	10/28/2021	185493		0		\$1741.15	0
PAYROLL - 2021-10-28	10/28/2021	185494		0		\$1867.36	0
PAYROLL - 2021-10-28	10/28/2021	185495		0		\$1760.34	0
PAYROLL - 2021-10-28	10/28/2021	185496		0		\$1891.05	0
PAYROLL - 2021-10-28	10/28/2021	185497		0		\$1163.55	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-28	10/28/2021	185498		0		\$981.55	0
PAYROLL - 2021-10-28	10/28/2021	185499		0		\$1907.84	0
PAYROLL - 2021-10-28	10/28/2021	185500		0		\$1558.87	0
PAYROLL - 2021-10-28	10/28/2021	185501		0		\$2477.37	0
PAYROLL - 2021-10-28	10/28/2021	185502		0		\$1582.35	0
PAYROLL - 2021-10-28	10/28/2021	185503		0		\$1610.59	0
PAYROLL - 2021-10-28	10/28/2021	185504		0		\$1045.21	0
PAYROLL - 2021-10-28	10/28/2021	185505		0		\$1082.91	0
PAYROLL - 2021-10-28	10/28/2021	185506		0		\$1389.28	0
PAYROLL - 2021-10-28	10/28/2021	185507		0		\$1713.95	0
PAYROLL - 2021-10-28	10/28/2021	185508		0		\$1588.24	0
PAYROLL - 2021-10-28	10/28/2021	185509		0		\$1517.28	0
PAYROLL - 2021-10-28	10/28/2021	185510		0		\$1337.08	0
PAYROLL - 2021-10-28	10/28/2021	185511		0		\$1912.66	0
PAYROLL - 2021-10-28	10/28/2021	185512		0		\$1228.93	0
PAYROLL - 2021-10-28	10/28/2021	185513		0		\$1246.56	0
PAYROLL - 2021-10-28	10/28/2021	185514		0		\$988.34	0
PAYROLL - 2021-10-28	10/28/2021	185515		0		\$1710.53	0
PAYROLL - 2021-10-28	10/28/2021	185516		0		\$1605.66	0
PAYROLL - 2021-10-28	10/28/2021	185517		0		\$1753.53	0
PAYROLL - 2021-10-28	10/28/2021	185518		0		\$1129.64	0
PAYROLL - 2021-10-28	10/28/2021	185519		0		\$1689.62	0
PAYROLL - 2021-10-28	10/28/2021	185520		0		\$1595.85	0
PAYROLL - 2021-10-28	10/28/2021	185521		0		\$1217.80	0
PAYROLL - 2021-10-28	10/28/2021	185522		0		\$1143.04	0
PAYROLL - 2021-10-28	10/28/2021	185523		0		\$1680.26	0
PAYROLL - 2021-10-28	10/28/2021	185524		0		\$1622.12	0
PAYROLL - 2021-10-28	10/28/2021	185525		0		\$1887.67	0
PAYROLL - 2021-10-28	10/28/2021	185526		0		\$2187.03	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-28	10/28/2021	185527		0		\$2006.02	0
PAYROLL - 2021-10-28	10/28/2021	185528		0		\$814.24	0
PAYROLL - 2021-10-28	10/28/2021	185529		0		\$1383.68	0
PAYROLL - 2021-10-28	10/28/2021	185530		0		\$2032.48	0
PAYROLL - 2021-10-28	10/28/2021	185531		0		\$4055.04	0
PAYROLL - 2021-10-28	10/28/2021	185532		0		\$2314.64	0
PAYROLL - 2021-10-28	10/28/2021	185533		0		\$2311.31	0
PAYROLL - 2021-10-28	10/28/2021	185534		0		\$3942.17	0
PAYROLL - 2021-10-28	10/28/2021	185535		0		\$1243.96	0
PAYROLL - 2021-10-28	10/28/2021	185536		0		\$1391.27	0
PAYROLL - 2021-10-28	10/28/2021	185537		0		\$1526.12	0
PAYROLL - 2021-10-28	10/28/2021	185538		0		\$1846.81	0
PAYROLL - 2021-10-28	10/28/2021	185539		0		\$1369.53	0
PAYROLL - 2021-10-28	10/28/2021	185540		0		\$1420.82	0
PAYROLL - 2021-10-28	10/28/2021	185541		0		\$2525.76	0
PAYROLL - 2021-10-28	10/28/2021	185542		0		\$1498.90	0
PAYROLL - 2021-10-28	10/28/2021	185543		0		\$2334.64	0
PAYROLL - 2021-10-28	10/28/2021	185544		0		\$1261.31	0
PAYROLL - 2021-10-28	10/28/2021	185545		0		\$1321.59	0
PAYROLL - 2021-10-28	10/28/2021	185546		0		\$1477.25	0
PAYROLL - 2021-10-28	10/28/2021	185547		0		\$2000.84	0
PAYROLL - 2021-10-28	10/28/2021	185548		0		\$1107.69	0
PAYROLL - 2021-10-28	10/28/2021	185549		0		\$1897.34	0
PAYROLL - 2021-10-28	10/28/2021	185550		0		\$2099.35	0
PAYROLL - 2021-10-28	10/28/2021	185551		0		\$2268.93	0
PAYROLL - 2021-10-28	10/28/2021	185552		0		\$1415.96	0
PAYROLL - 2021-10-28	10/28/2021	185553		0		\$1151.50	0
PAYROLL - 2021-10-28	10/28/2021	185554		0		\$1927.31	0
PAYROLL - 2021-10-28	10/28/2021	185555		0		\$1537.93	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-28	10/28/2021	185556		0		\$1531.02	0
PAYROLL - 2021-10-28	10/28/2021	185557		0		\$1752.18	0
PAYROLL - 2021-10-28	10/28/2021	185558		0		\$1724.33	0
PAYROLL - 2021-10-28	10/28/2021	185559		0		\$1330.47	0
PAYROLL - 2021-10-28	10/28/2021	185560		0		\$1716.90	0
PAYROLL - 2021-10-28	10/28/2021	185561		0		\$1801.58	0
PAYROLL - 2021-10-28	10/28/2021	185562		0		\$1377.90	0
PAYROLL - 2021-10-28	10/28/2021	185563		0		\$1821.14	0
PAYROLL - 2021-10-28	10/28/2021	185564		0		\$1823.63	0
PAYROLL - 2021-10-28	10/28/2021	185565		0		\$867.16	0
PAYROLL - 2021-10-28	10/28/2021	185566		0		\$2447.34	0
PAYROLL - 2021-10-28	10/28/2021	185567		0		\$151.00	0
PAYROLL - 2021-10-28	10/28/2021	185568		0		\$788.45	0
PAYROLL - 2021-10-28	10/28/2021	185569		0		\$1758.26	0
PAYROLL - 2021-10-28	10/28/2021	185570		0		\$631.58	0
PAYROLL - 2021-10-28	10/28/2021	185571		0		\$1645.03	0
PAYROLL - 2021-10-28	10/28/2021	185572		0		\$549.71	0
PAYROLL - 2021-10-28	10/28/2021	185573		0		\$188.09	0
PAYROLL - 2021-10-28	10/28/2021	185574		0		\$1561.11	0
PAYROLL - 2021-10-28	10/28/2021	185575		0		\$3499.34	0
PAYROLL - 2021-10-28	10/28/2021	185576		0		\$119.12	0
PAYROLL - 2021-10-28	10/28/2021	185577		0		\$981.98	0
PAYROLL - 2021-10-28	10/28/2021	185578		0		\$2084.15	0
PAYROLL - 2021-10-28	10/28/2021	185579		0		\$2264.87	0
PAYROLL - 2021-10-28	10/28/2021	185580		0		\$188.09	0
PAYROLL - 2021-10-28	10/28/2021	185581		0		\$75.23	0
PAYROLL - 2021-10-28	10/28/2021	185582		0		\$168.94	0
PAYROLL - 2021-10-28	10/28/2021	185583		0		\$1404.80	0
PAYROLL - 2021-10-28	10/28/2021	185584		0		\$68.97	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-28	10/28/2021	185585		0		\$68.97	0
PAYROLL - 2021-10-28	10/28/2021	185586		0		\$188.09	0
PAYROLL - 2021-10-28	10/28/2021	185587		0		\$1427.18	0
PAYROLL - 2021-10-28	10/28/2021	185588		0		\$125.38	0
PAYROLL - 2021-10-28	10/28/2021	185589		0		\$3447.10	0
PAYROLL - 2021-10-28	10/28/2021	185590		0		\$194.34	0
PAYROLL - 2021-10-28	10/28/2021	185591		0		\$639.79	0
PAYROLL - 2021-10-28	10/28/2021	185592		0		\$686.54	0
PAYROLL - 2021-10-28	10/28/2021	185593		0		\$188.09	0
PAYROLL - 2021-10-28	10/28/2021	185594		0		\$1203.19	0
PAYROLL - 2021-10-28	10/28/2021	185595		0		\$2218.99	0
PAYROLL - 2021-10-28	10/28/2021	185596		0		\$2565.08	0
PAYROLL - 2021-10-28	10/28/2021	185597		0		\$1685.48	0
PAYROLL - 2021-10-28	10/28/2021	185598		0		\$1760.72	0
PAYROLL - 2021-10-28	10/28/2021	185599		0		\$1907.42	0
PAYROLL - 2021-10-28	10/28/2021	185600		0		\$1886.94	0
PAYROLL - 2021-10-28	10/28/2021	185601		0		\$1889.28	0
PAYROLL - 2021-10-28	10/28/2021	185602		0		\$1915.41	0
PAYROLL - 2021-10-28	10/28/2021	185603		0		\$2261.93	0
PAYROLL - 2021-10-28	10/28/2021	185604		0		\$2897.79	0
PAYROLL - 2021-10-28	10/28/2021	185605		0		\$1581.33	0
PAYROLL - 2021-10-28	10/28/2021	185606		0		\$1760.48	0
PAYROLL - 2021-10-28	10/28/2021	185607		0		\$1076.77	0
PAYROLL - 2021-10-28	10/28/2021	185608		0		\$1646.36	0
PAYROLL - 2021-10-28	10/28/2021	185609		0		\$1689.26	0
PAYROLL - 2021-10-28	10/28/2021	185610		0		\$1809.73	0
PAYROLL - 2021-10-28	10/28/2021	185611		0		\$1835.78	0
PAYROLL - 2021-10-28	10/28/2021	185612		0		\$1996.69	0
PAYROLL - 2021-10-28	10/28/2021	185613		0		\$857.74	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-28	10/28/2021	185614		0		\$1685.34	0
PAYROLL - 2021-10-28	10/28/2021	185615		0		\$1849.88	0
PAYROLL - 2021-10-28	10/28/2021	185616		0		\$1603.98	0
PAYROLL - 2021-10-28	10/28/2021	185617		0		\$1899.69	0
PAYROLL - 2021-10-28	10/28/2021	185618		0		\$1247.06	0
PAYROLL - 2021-10-28	10/28/2021	185619		0		\$1725.04	0
PAYROLL - 2021-10-28	10/28/2021	185620		0		\$1787.75	0
PAYROLL - 2021-10-28	10/28/2021	185621		0		\$1945.72	0
PAYROLL - 2021-10-28	10/28/2021	185622		0		\$1545.01	0
PAYROLL - 2021-10-28	10/28/2021	185623		0		\$1861.46	0
PAYROLL - 2021-10-28	10/28/2021	185624		0		\$1391.42	0
PAYROLL - 2021-10-28	10/28/2021	185625		0		\$1634.66	0
PAYROLL - 2021-10-28	10/28/2021	185626		0		\$1920.51	0
PAYROLL - 2021-10-28	10/28/2021	185627		0		\$1580.18	0
PAYROLL - 2021-10-28	10/28/2021	185628		0		\$1850.15	0
PAYROLL - 2021-10-28	10/28/2021	185629		0		\$1885.62	0
PAYROLL - 2021-10-28	10/28/2021	185630		0		\$1962.59	0
PAYROLL - 2021-10-28	10/28/2021	185631		0		\$2385.98	0
PAYROLL - 2021-10-28	10/28/2021	185632		0		\$1864.17	0
PAYROLL - 2021-10-28	10/28/2021	185633		0		\$4330.91	0
PAYROLL - 2021-10-28	10/28/2021	185634		0		\$2774.31	0
PAYROLL - 2021-10-28	10/28/2021	185635		0		\$1366.72	0
PAYROLL - 2021-10-28	10/28/2021	185636		0		\$2208.53	0
PAYROLL - 2021-10-28	10/28/2021	185637		0		\$2909.24	0
PAYROLL - 2021-10-28	10/28/2021	185638		0		\$2960.68	0
PAYROLL - 2021-10-28	10/28/2021	185639		0		\$2775.08	0
PAYROLL - 2021-10-28	10/28/2021	185640		0		\$3112.40	0
PAYROLL - 2021-10-28	10/28/2021	185641		0		\$3865.35	0
PAYROLL - 2021-10-28	10/28/2021	185642		0		\$3616.48	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-28	10/28/2021	185643		0		\$2115.69	0
PAYROLL - 2021-10-28	10/28/2021	185644		0		\$3070.03	0
PAYROLL - 2021-10-28	10/28/2021	185645		0		\$2222.69	0
PAYROLL - 2021-10-28	10/28/2021	185646		0		\$3795.12	0
PAYROLL - 2021-10-28	10/28/2021	185647		0		\$2509.20	0
PAYROLL - 2021-10-28	10/28/2021	185648		0		\$3476.71	0
PAYROLL - 2021-10-28	10/28/2021	185649		0		\$4104.10	0
PAYROLL - 2021-10-28	10/28/2021	185650		0		\$3132.65	0
PAYROLL - 2021-10-28	10/28/2021	185651		0		\$2699.49	0
PAYROLL - 2021-10-28	10/28/2021	185652		0		\$2991.80	0
PAYROLL - 2021-10-28	10/28/2021	185653		0		\$3494.86	0
PAYROLL - 2021-10-28	10/28/2021	185654		0		\$2569.09	0
PAYROLL - 2021-10-28	10/28/2021	185655		0		\$1560.69	0
PAYROLL - 2021-10-28	10/28/2021	185656		0		\$1753.79	0
PAYROLL - 2021-10-28	10/28/2021	185657		0		\$5218.09	0
PAYROLL - 2021-10-28	10/28/2021	185658		0		\$1606.59	0
PAYROLL - 2021-10-28	10/28/2021	185659		0		\$2750.01	0
PAYROLL - 2021-10-28	10/28/2021	185660		0		\$1346.29	0
PAYROLL - 2021-10-28	10/28/2021	185661		0		\$2790.50	0
PAYROLL - 2021-10-28	10/28/2021	185662		0		\$3155.16	0
PAYROLL - 2021-10-28	10/28/2021	185663		0		\$2688.05	0
PAYROLL - 2021-10-28	10/28/2021	185664		0		\$7764.76	0
PAYROLL - 2021-10-28	10/28/2021	185665		0		\$3753.37	0
PAYROLL - 2021-10-28	10/28/2021	185666		0		\$1736.00	0
PAYROLL - 2021-10-28	10/28/2021	185667		0		\$2943.01	0
PAYROLL - 2021-10-28	10/28/2021	185668		0		\$1544.02	0
PAYROLL - 2021-10-28	10/28/2021	185669		0		\$4591.57	0
PAYROLL - 2021-10-28	10/28/2021	185670		0		\$2255.16	0
PAYROLL - 2021-10-28	10/28/2021	185671		0		\$2863.27	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-28	10/28/2021	185672		0		\$2382.03	0
PAYROLL - 2021-10-28	10/28/2021	185673		0		\$2576.99	0
PAYROLL - 2021-10-28	10/28/2021	185674		0		\$1395.84	0
PAYROLL - 2021-10-28	10/28/2021	185675		0		\$2081.94	0
PAYROLL - 2021-10-28	10/28/2021	185676		0		\$1867.64	0
PAYROLL - 2021-10-28	10/28/2021	185677		0		\$1984.47	0
PAYROLL - 2021-10-28	10/28/2021	185678		0		\$2190.34	0
PAYROLL - 2021-10-28	10/28/2021	185679		0		\$2021.81	0
PAYROLL - 2021-10-28	10/28/2021	185680		0		\$3711.67	0
PAYROLL - 2021-10-28	10/28/2021	185681		0		\$4131.09	0
PAYROLL - 2021-10-28	10/28/2021	185682		0		\$2336.01	0
PAYROLL - 2021-10-28	10/28/2021	185683		0		\$3370.30	0
PAYROLL - 2021-10-28	10/28/2021	185684		0		\$2409.27	0
PAYROLL - 2021-10-28	10/28/2021	185685		0		\$2256.19	0
PAYROLL - 2021-10-28	10/28/2021	185686		0		\$5001.16	0
PAYROLL - 2021-10-28	10/28/2021	185687		0		\$2352.41	0
PAYROLL - 2021-10-28	10/28/2021	185688		0		\$3668.02	0
PAYROLL - 2021-10-28	10/28/2021	185689		0		\$3343.81	0
PAYROLL - 2021-10-28	10/28/2021	185690		0		\$2775.91	0
PAYROLL - 2021-10-28	10/28/2021	185691		0		\$3200.82	0
PAYROLL - 2021-10-28	10/28/2021	185692		0		\$3026.76	0
PAYROLL - 2021-10-28	10/28/2021	185693		0		\$4064.07	0
PAYROLL - 2021-10-28	10/28/2021	185694		0		\$1162.59	0
PAYROLL - 2021-10-28	10/28/2021	185695		0		\$1838.45	0
PAYROLL - 2021-10-28	10/28/2021	185696		0		\$3548.35	0
PAYROLL - 2021-10-28	10/28/2021	185697		0		\$2196.07	0
PAYROLL - 2021-10-28	10/28/2021	185698		0		\$2582.07	0
PAYROLL - 2021-10-28	10/28/2021	185699		0		\$2419.86	0
PAYROLL - 2021-10-28	10/28/2021	185700		0		\$2314.40	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-28	10/28/2021	185701		0		\$5248.12	0
PAYROLL - 2021-10-28	10/28/2021	185702		0		\$3120.72	0
PAYROLL - 2021-10-28	10/28/2021	185703		0		\$1656.15	0
PAYROLL - 2021-10-28	10/28/2021	185704		0		\$1727.52	0
PAYROLL - 2021-10-28	10/28/2021	185705		0		\$2857.76	0
PAYROLL - 2021-10-28	10/28/2021	185706		0		\$1630.92	0
PAYROLL - 2021-10-28	10/28/2021	185707		0		\$3316.38	0
PAYROLL - 2021-10-28	10/28/2021	185708		0		\$926.63	0
PAYROLL - 2021-10-28	10/28/2021	185709		0		\$4483.15	0
PAYROLL - 2021-10-28	10/28/2021	185710		0		\$1953.67	0
PAYROLL - 2021-10-28	10/28/2021	185711		0		\$3429.94	0
PAYROLL - 2021-10-28	10/28/2021	185712		0		\$3189.44	0
PAYROLL - 2021-10-28	10/28/2021	185713		0		\$1659.33	0
PAYROLL - 2021-10-28	10/28/2021	185714		0		\$3053.72	0
PAYROLL - 2021-10-28	10/28/2021	185715		0		\$3574.43	0
PAYROLL - 2021-10-28	10/28/2021	185716		0		\$2839.86	0
PAYROLL - 2021-10-28	10/28/2021	185717		0		\$3311.74	0
PAYROLL - 2021-10-28	10/28/2021	185718		0		\$2938.66	0
PAYROLL - 2021-10-28	10/28/2021	185719		0		\$2271.28	0
PAYROLL - 2021-10-28	10/28/2021	185720		0		\$3946.23	0
PAYROLL - 2021-10-28	10/28/2021	185721		0		\$1412.48	0
PAYROLL - 2021-10-28	10/28/2021	185722		0		\$2839.78	0
PAYROLL - 2021-10-28	10/28/2021	185723		0		\$1812.62	0
PAYROLL - 2021-10-28	10/28/2021	185724		0		\$2744.07	0
PAYROLL - 2021-10-28	10/28/2021	185725		0		\$1528.10	0
PAYROLL - 2021-10-28	10/28/2021	185726		0		\$1528.54	0
PAYROLL - 2021-10-28	10/28/2021	185727		0		\$2648.11	0
PAYROLL - 2021-10-28	10/28/2021	185728		0		\$2670.74	0
PAYROLL - 2021-10-28	10/28/2021	185729		0		\$3075.19	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-28	10/28/2021	185730		0		\$2950.90	0
PAYROLL - 2021-10-28	10/28/2021	185731		0		\$3988.25	0
PAYROLL - 2021-10-28	10/28/2021	185732		0		\$3859.95	0
PAYROLL - 2021-10-28	10/28/2021	185733		0		\$2519.75	0
PAYROLL - 2021-10-28	10/28/2021	185734		0		\$3846.18	0
PAYROLL - 2021-10-28	10/28/2021	185735		0		\$1812.80	0
PAYROLL - 2021-10-28	10/28/2021	185736		0		\$2952.89	0
PAYROLL - 2021-10-28	10/28/2021	185737		0		\$2485.10	0
PAYROLL - 2021-10-28	10/28/2021	185738		0		\$2824.51	0
PAYROLL - 2021-10-28	10/28/2021	185739		0		\$4149.14	0
PAYROLL - 2021-10-28	10/28/2021	185740		0		\$2604.10	0
PAYROLL - 2021-10-28	10/28/2021	185741		0		\$2862.64	0
PAYROLL - 2021-10-28	10/28/2021	185742		0		\$2149.82	0
PAYROLL - 2021-10-28	10/28/2021	185743		0		\$2768.58	0
PAYROLL - 2021-10-28	10/28/2021	185744		0		\$1750.54	0
PAYROLL - 2021-10-28	10/28/2021	185745		0		\$1428.94	0
PAYROLL - 2021-10-28	10/28/2021	185746		0		\$4073.63	0
PAYROLL - 2021-10-28	10/28/2021	185747		0		\$2989.52	0
PAYROLL - 2021-10-28	10/28/2021	185748		0		\$2325.21	0
PAYROLL - 2021-10-28	10/28/2021	185749		0		\$2411.40	0
PAYROLL - 2021-10-28	10/28/2021	185750		0		\$2663.96	0
PAYROLL - 2021-10-28	10/28/2021	185751		0		\$3998.38	0
PAYROLL - 2021-10-28	10/28/2021	185752		0		\$1329.29	0
PAYROLL - 2021-10-28	10/28/2021	185753		0		\$3712.97	0
PAYROLL - 2021-10-28	10/28/2021	185754		0		\$1330.98	0
PAYROLL - 2021-10-28	10/28/2021	185755		0		\$2665.87	0
PAYROLL - 2021-10-28	10/28/2021	185756		0		\$2992.91	0
PAYROLL - 2021-10-28	10/28/2021	185757		0		\$2713.95	0
PAYROLL - 2021-10-28	10/28/2021	185758		0		\$3519.40	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-28	10/28/2021	185759		0		\$2527.76	0
PAYROLL - 2021-10-28	10/28/2021	185760		0		\$2620.44	0
PAYROLL - 2021-10-28	10/28/2021	185761		0		\$2663.79	0
PAYROLL - 2021-10-28	10/28/2021	185762		0		\$3579.42	0
PAYROLL - 2021-10-28	10/28/2021	185763		0		\$5024.80	0
PAYROLL - 2021-10-28	10/28/2021	185764		0		\$2252.90	0
PAYROLL - 2021-10-28	10/28/2021	185765		0		\$2488.15	0
PAYROLL - 2021-10-28	10/28/2021	185766		0		\$3061.43	0
PAYROLL - 2021-10-28	10/28/2021	185767		0		\$4004.31	0
PAYROLL - 2021-10-28	10/28/2021	185768		0		\$2863.06	0
PAYROLL - 2021-10-28	10/28/2021	185769		0		\$3151.80	0
PAYROLL - 2021-10-28	10/28/2021	185770		0		\$1214.77	0
PAYROLL - 2021-10-28	10/28/2021	185771		0		\$4934.60	0
PAYROLL - 2021-10-28	10/28/2021	185772		0		\$3606.37	0
PAYROLL - 2021-10-28	10/28/2021	185773		0		\$2030.05	0
PAYROLL - 2021-10-28	10/28/2021	185774		0		\$2253.30	0
PAYROLL - 2021-10-28	10/28/2021	185775		0		\$1452.98	0
PAYROLL - 2021-10-28	10/28/2021	185776		0		\$1936.39	0
PAYROLL - 2021-10-28	10/28/2021	185777		0		\$4107.11	0
PAYROLL - 2021-10-28	10/28/2021	185778		0		\$1575.08	0
PAYROLL - 2021-10-28	10/28/2021	185779		0		\$3205.36	0
PAYROLL - 2021-10-28	10/28/2021	185780		0		\$1910.78	0
PAYROLL - 2021-10-28	10/28/2021	185781		0		\$2154.05	0
PAYROLL - 2021-10-28	10/28/2021	185782		0		\$2054.95	0
PAYROLL - 2021-10-28	10/28/2021	185783		0		\$3041.54	0
PAYROLL - 2021-10-28	10/28/2021	185784		0		\$1973.34	0
PAYROLL - 2021-10-28	10/28/2021	185785		0		\$1712.81	0
PAYROLL - 2021-10-28	10/28/2021	185786		0		\$3151.59	0
PAYROLL - 2021-10-28	10/28/2021	185787		0		\$4255.99	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-28	10/28/2021	185788		0		\$2321.08	0
PAYROLL - 2021-10-28	10/28/2021	185789		0		\$1734.70	0
PAYROLL - 2021-10-28	10/28/2021	185790		0		\$2428.27	0
PAYROLL - 2021-10-28	10/28/2021	185791		0		\$2729.68	0
PAYROLL - 2021-10-28	10/28/2021	185792		0		\$1352.46	0
PAYROLL - 2021-10-28	10/28/2021	185793		0		\$2950.60	0
PAYROLL - 2021-10-28	10/28/2021	185794		0		\$3382.82	0
PAYROLL - 2021-10-28	10/28/2021	185795		0		\$2324.85	0
PAYROLL - 2021-10-28	10/28/2021	185796		0		\$2286.04	0
PAYROLL - 2021-10-28	10/28/2021	185797		0		\$3218.88	0
PAYROLL - 2021-10-28	10/28/2021	185798		0		\$1464.76	0
PAYROLL - 2021-10-28	10/28/2021	185799		0		\$1900.82	0
PAYROLL - 2021-10-28	10/28/2021	185800		0		\$3222.75	0
PAYROLL - 2021-10-28	10/28/2021	185801		0		\$2611.30	0
PAYROLL - 2021-10-28	10/28/2021	185802		0		\$2473.37	0
PAYROLL - 2021-10-28	10/28/2021	185803		0		\$1878.20	0
PAYROLL - 2021-10-28	10/28/2021	185804		0		\$2540.78	0
PAYROLL - 2021-10-28	10/28/2021	185805		0		\$1574.42	0
PAYROLL - 2021-10-28	10/28/2021	185806		0		\$1965.43	0
PAYROLL - 2021-10-28	10/28/2021	185807		0		\$1505.15	0
PAYROLL - 2021-10-28	10/28/2021	185808		0		\$1158.15	0
PAYROLL - 2021-10-28	10/28/2021	185809		0		\$2596.04	0
PAYROLL - 2021-10-28	10/28/2021	185810		0		\$3424.03	0
PAYROLL - 2021-10-28	10/28/2021	185811		0		\$3768.66	0
PAYROLL - 2021-10-28	10/28/2021	185812		0		\$2330.65	0
PAYROLL - 2021-10-28	10/28/2021	185813		0		\$1170.58	0
PAYROLL - 2021-10-28	10/28/2021	185814		0		\$3086.58	0
PAYROLL - 2021-10-28	10/28/2021	185815		0		\$2352.78	0
PAYROLL - 2021-10-28	10/28/2021	185816		0		\$3004.24	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-28	10/28/2021	185817		0		\$2783.64	0
PAYROLL - 2021-10-28	10/28/2021	185818		0		\$3084.79	0
PAYROLL - 2021-10-28	10/28/2021	185819		0		\$2067.28	0
PAYROLL - 2021-10-28	10/28/2021	185820		0		\$2733.14	0
PAYROLL - 2021-10-28	10/28/2021	185821		0		\$3472.73	0
PAYROLL - 2021-10-28	10/28/2021	185822		0		\$1512.80	0
PAYROLL - 2021-10-28	10/28/2021	185823		0		\$2681.00	0
PAYROLL - 2021-10-28	10/28/2021	185824		0		\$2523.19	0
PAYROLL - 2021-10-28	10/28/2021	185825		0		\$3398.72	0
PAYROLL - 2021-10-28	10/28/2021	185826		0		\$4455.89	0
PAYROLL - 2021-10-28	10/28/2021	185827		0		\$3229.27	0
PAYROLL - 2021-10-28	10/28/2021	185828		0		\$2537.82	0
PAYROLL - 2021-10-28	10/28/2021	185829		0		\$2443.21	0
PAYROLL - 2021-10-28	10/28/2021	185830		0		\$1957.44	0
PAYROLL - 2021-10-28	10/28/2021	185831		0		\$2683.16	0
PAYROLL - 2021-10-28	10/28/2021	185832		0		\$2197.38	0
PAYROLL - 2021-10-28	10/28/2021	185833		0		\$2722.55	0
PAYROLL - 2021-10-28	10/28/2021	185834		0		\$273.24	0
PAYROLL - 2021-10-28	10/28/2021	185835		0		\$4399.53	0
PAYROLL - 2021-10-28	10/28/2021	185836		0		\$2121.76	0
PAYROLL - 2021-10-28	10/28/2021	185837		0		\$2277.08	0
PAYROLL - 2021-10-28	10/28/2021	185838		0		\$1657.70	0
PAYROLL - 2021-10-28	10/28/2021	185839		0		\$3318.30	0
PAYROLL - 2021-10-28	10/28/2021	185840		0		\$839.93	0
PAYROLL - 2021-10-28	10/28/2021	185841		0		\$1630.84	0
PAYROLL - 2021-10-28	10/28/2021	185842		0		\$1865.43	0
PAYROLL - 2021-10-28	10/28/2021	185843		0		\$2522.50	0
PAYROLL - 2021-10-28	10/28/2021	185844		0		\$1689.42	0
PAYROLL - 2021-10-28	10/28/2021	185845		0		\$1836.19	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-28	10/28/2021	185846		0		\$4677.79	0
PAYROLL - 2021-10-28	10/28/2021	185847		0		\$1167.81	0
PAYROLL - 2021-10-28	10/28/2021	185848		0		\$1693.82	0
PAYROLL - 2021-10-28	10/28/2021	185849		0		\$2076.76	0
PAYROLL - 2021-10-28	10/28/2021	185850		0		\$2701.18	0
PAYROLL - 2021-10-28	10/28/2021	185851		0		\$1642.59	0
PAYROLL - 2021-10-28	10/28/2021	185852		0		\$1565.30	0
PAYROLL - 2021-10-28	10/28/2021	185853		0		\$1816.10	0
PAYROLL - 2021-10-28	10/28/2021	185854		0		\$1989.91	0
PAYROLL - 2021-10-28	10/28/2021	185855		0		\$2132.84	0
PAYROLL - 2021-10-28	10/28/2021	185856		0		\$1977.26	0
PAYROLL - 2021-10-28	10/28/2021	185857		0		\$1301.94	0
PAYROLL - 2021-10-28	10/28/2021	185858		0		\$2332.86	0
PAYROLL - 2021-10-28	10/28/2021	185859		0		\$1433.87	0
PAYROLL - 2021-10-28	10/28/2021	185860		0		\$1686.66	0
PAYROLL - 2021-10-28	10/28/2021	185861		0		\$1778.81	0
PAYROLL - 2021-10-28	10/28/2021	185862		0		\$1995.26	0
PAYROLL - 2021-10-28	10/28/2021	185863		0		\$2223.80	0
PAYROLL - 2021-10-28	10/28/2021	185864		0		\$1741.77	0
PAYROLL - 2021-10-28	10/28/2021	185865		0		\$1473.07	0
PAYROLL - 2021-10-28	10/28/2021	185866		0		\$1910.99	0
PAYROLL - 2021-10-28	10/28/2021	185867		0		\$1668.21	0
PAYROLL - 2021-10-28	10/28/2021	185868		0		\$2033.39	0
PAYROLL - 2021-10-28	10/28/2021	185869		0		\$1294.67	0
PAYROLL - 2021-10-28	10/28/2021	185870		0		\$2329.49	0
PAYROLL - 2021-10-28	10/28/2021	185871		0		\$1593.49	0
PAYROLL - 2021-10-28	10/28/2021	185872		0		\$1635.56	0
PAYROLL - 2021-10-28	10/28/2021	185873		0		\$1488.00	0
PAYROLL - 2021-10-28	10/28/2021	185874		0		\$1700.45	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-28	10/28/2021	185875		0		\$1610.39	0
PAYROLL - 2021-10-28	10/28/2021	185876		0		\$1776.25	0
PAYROLL - 2021-10-28	10/28/2021	185877		0		\$2111.85	0
PAYROLL - 2021-10-28	10/28/2021	185878		0		\$2012.97	0
PAYROLL - 2021-10-28	10/28/2021	185879		0		\$1681.40	0
PAYROLL - 2021-10-28	10/28/2021	185880		0		\$1879.72	0
PAYROLL - 2021-10-28	10/28/2021	185881		0		\$1763.65	0
PAYROLL - 2021-10-28	10/28/2021	185882		0		\$858.16	0
PAYROLL - 2021-10-28	10/28/2021	185883		0		\$1645.96	0
PAYROLL - 2021-10-28	10/28/2021	185884		0		\$1553.58	0
PAYROLL - 2021-10-28	10/28/2021	185885		0		\$1444.13	0
PAYROLL - 2021-10-28	10/28/2021	185886		0		\$1724.13	0
PAYROLL - 2021-10-28	10/28/2021	185887		0		\$106.31	0
PAYROLL - 2021-10-28	10/28/2021	185888		0		\$1603.00	0
PAYROLL - 2021-10-28	10/28/2021	185889		0		\$1698.62	0
PAYROLL - 2021-10-28	10/28/2021	185890		0		\$1724.03	0
PAYROLL - 2021-10-28	10/28/2021	185891		0		\$1755.08	0
PAYROLL - 2021-10-28	10/28/2021	185892		0		\$1418.77	0
PAYROLL - 2021-10-28	10/28/2021	185893		0		\$1899.22	0
PAYROLL - 2021-10-28	10/28/2021	185894		0		\$664.51	0
PAYROLL - 2021-10-28	10/28/2021	185895		0		\$1802.78	0
PAYROLL - 2021-10-28	10/28/2021	185896		0		\$1735.67	0
PAYROLL - 2021-10-28	10/28/2021	185897		0		\$1649.69	0
PAYROLL - 2021-10-28	10/28/2021	185898		0		\$1897.13	0
PAYROLL - 2021-10-28	10/28/2021	185899		0		\$1838.25	0
PAYROLL - 2021-10-28	10/28/2021	185900		0		\$1844.41	0
PAYROLL - 2021-10-28	10/28/2021	185901		0		\$985.68	0
PAYROLL - 2021-10-28	10/28/2021	185902		0		\$1167.28	0
PAYROLL - 2021-10-28	10/28/2021	185903		0		\$1919.79	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-28	10/28/2021	185904		0		\$1087.63	0
PAYROLL - 2021-10-28	10/28/2021	185905		0		\$1620.45	0
PAYROLL - 2021-10-28	10/28/2021	185906		0		\$1803.42	0
PAYROLL - 2021-10-28	10/28/2021	185907		0		\$1333.44	0
PAYROLL - 2021-10-28	10/28/2021	185908		0		\$1535.14	0
PAYROLL - 2021-10-28	10/28/2021	185909		0		\$2137.46	0
PAYROLL - 2021-10-28	10/28/2021	185910		0		\$2322.40	0
PAYROLL - 2021-10-28	10/28/2021	185911		0		\$2136.36	0
PAYROLL - 2021-10-28	10/28/2021	185912		0		\$1915.79	0
PAYROLL - 2021-10-28	10/28/2021	185913		0		\$2236.54	0
PAYROLL - 2021-10-28	10/28/2021	185914		0		\$2240.47	0
PAYROLL - 2021-10-28	10/28/2021	185915		0		\$2643.18	0
PAYROLL - 2021-10-28	10/28/2021	185916		0		\$1839.12	0
PAYROLL - 2021-10-28	10/28/2021	185917		0		\$2546.52	0
PAYROLL - 2021-10-28	10/28/2021	185918		0		\$1413.46	0
PAYROLL - 2021-10-28	10/28/2021	185919		0		\$1793.63	0
PAYROLL - 2021-10-28	10/28/2021	185920		0		\$2565.53	0
PAYROLL - 2021-10-28	10/28/2021	185921		0		\$2213.06	0
PAYROLL - 2021-10-28	10/28/2021	185922		0		\$3675.42	0
PAYROLL - 2021-10-28	10/28/2021	185923		0		\$1480.01	0
PAYROLL - 2021-10-28	10/28/2021	185924		0		\$2095.77	0
PAYROLL - 2021-10-28	10/28/2021	185925		0		\$1938.40	0
PAYROLL - 2021-10-28	10/28/2021	185926		0		\$2712.47	0
PAYROLL - 2021-10-28	10/28/2021	185927		0		\$768.89	0
PAYROLL - 2021-10-28	10/28/2021	185928		0		\$960.83	0
PAYROLL - 2021-10-28	10/28/2021	185929		0		\$1408.23	0
PAYROLL - 2021-10-28	10/28/2021	185930		0		\$2150.14	0
PAYROLL - 2021-10-28	10/28/2021	185931		0		\$3074.70	0
PAYROLL - 2021-10-28	10/28/2021	185932		0		\$1965.96	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-28	10/28/2021	185933		0		\$1853.67	0
PAYROLL - 2021-10-28	10/28/2021	185934		0		\$2056.11	0
PAYROLL - 2021-10-28	10/28/2021	185935		0		\$1725.62	0
PAYROLL - 2021-10-28	10/28/2021	185936		0		\$1713.12	0
PAYROLL - 2021-10-28	10/28/2021	185937		0		\$1471.14	0
PAYROLL - 2021-10-28	10/28/2021	185938		0		\$1722.02	0
PAYROLL - 2021-10-28	10/28/2021	185939		0		\$1429.08	0
PAYROLL - 2021-10-28	10/28/2021	185940		0		\$1392.11	0
PAYROLL - 2021-10-28	10/28/2021	185941		0		\$2529.92	0
PAYROLL - 2021-10-28	10/28/2021	185942		0		\$1776.17	0
PAYROLL - 2021-10-28	10/28/2021	185943		0		\$1922.41	0
PAYROLL - 2021-10-28	10/28/2021	185944		0		\$1726.74	0
PAYROLL - 2021-10-28	10/28/2021	185945		0		\$1141.69	0
PAYROLL - 2021-10-28	10/28/2021	185946		0		\$2745.64	0
PAYROLL - 2021-10-28	10/28/2021	185947		0		\$1990.41	0
PAYROLL - 2021-10-28	10/28/2021	185948		0		\$1551.36	0
PAYROLL - 2021-10-28	10/28/2021	185949		0		\$2154.75	0
PAYROLL - 2021-10-28	10/28/2021	185950		0		\$2663.34	0
PAYROLL - 2021-10-28	10/28/2021	185951		0		\$3088.48	0
PAYROLL - 2021-10-28	10/28/2021	185952		0		\$1728.98	0
PAYROLL - 2021-10-28	10/28/2021	185953		0		\$1550.00	0
PAYROLL - 2021-10-28	10/28/2021	185954		0		\$1778.29	0
PAYROLL - 2021-10-28	10/28/2021	185955		0		\$1633.25	0
PAYROLL - 2021-10-28	10/28/2021	185956		0		\$1299.97	0
PAYROLL - 2021-10-28	10/28/2021	185957		0		\$1987.19	0
PAYROLL - 2021-10-28	10/28/2021	185958		0		\$2789.97	0
PAYROLL - 2021-10-28	10/28/2021	185959		0		\$2264.77	0
PAYROLL - 2021-10-28	10/28/2021	185960		0		\$2174.01	0
PAYROLL - 2021-10-28	10/28/2021	185961		0		\$3660.36	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-28	10/28/2021	185962		0		\$1961.51	0
PAYROLL - 2021-10-28	10/28/2021	185963		0		\$2057.61	0
PAYROLL - 2021-10-28	10/28/2021	185964		0		\$1671.65	0
PAYROLL - 2021-10-28	10/28/2021	185965		0		\$1985.34	0
PAYROLL - 2021-10-28	10/28/2021	185966		0		\$1199.14	0
PAYROLL - 2021-10-28	10/28/2021	185967		0		\$2627.90	0
PAYROLL - 2021-10-28	10/28/2021	185968		0		\$1688.27	0
PAYROLL - 2021-10-28	10/28/2021	185969		0		\$1961.51	0
PAYROLL - 2021-10-28	10/28/2021	185970		0		\$1755.27	0
PAYROLL - 2021-10-28	10/28/2021	185971		0		\$1102.63	0
PAYROLL - 2021-10-28	10/28/2021	185972		0		\$1652.19	0
PAYROLL - 2021-10-28	10/28/2021	185973		0		\$1330.11	0
PAYROLL - 2021-10-28	10/28/2021	185974		0		\$1597.41	0
PAYROLL - 2021-10-28	10/28/2021	185975		0		\$2170.93	0
PAYROLL - 2021-10-28	10/28/2021	185976		0		\$2308.75	0
PAYROLL - 2021-10-28	10/28/2021	185977		0		\$1932.32	0
PAYROLL - 2021-10-28	10/28/2021	185978		0		\$2156.99	0
PAYROLL - 2021-10-28	10/28/2021	185979		0		\$1798.23	0
PAYROLL - 2021-10-28	10/28/2021	185980		0		\$2274.30	0
PAYROLL - 2021-10-28	10/28/2021	185981		0		\$1284.82	0
PAYROLL - 2021-10-28	10/28/2021	185982		0		\$1531.44	0
PAYROLL - 2021-10-28	10/28/2021	185983		0		\$2826.04	0
PAYROLL - 2021-10-28	10/28/2021	185984		0		\$1330.23	0
PAYROLL - 2021-10-28	10/28/2021	185985		0		\$1054.78	0
PAYROLL - 2021-10-28	10/28/2021	185986		0		\$1692.73	0
PAYROLL - 2021-10-28	10/28/2021	185987		0		\$1521.58	0
PAYROLL - 2021-10-28	10/28/2021	185988		0		\$1641.68	0
PAYROLL - 2021-10-28	10/28/2021	185989		0		\$2253.77	0
PAYROLL - 2021-10-28	10/28/2021	185990		0		\$1682.92	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-28	10/28/2021	185991		0		\$1688.95	0
PAYROLL - 2021-10-28	10/28/2021	185992		0		\$2700.85	0
PAYROLL - 2021-10-28	10/28/2021	185993		0		\$1682.45	0
PAYROLL - 2021-10-28	10/28/2021	185994		0		\$1823.38	0
PAYROLL - 2021-10-28	10/28/2021	185995		0		\$1055.15	0
PAYROLL - 2021-10-28	10/28/2021	185996		0		\$69.20	0
PAYROLL - 2021-10-28	10/28/2021	185997		0		\$1605.24	0
PAYROLL - 2021-10-28	10/28/2021	185998		0		\$472.55	0
PAYROLL - 2021-10-28	10/28/2021	185999		0		\$940.64	0
PAYROLL - 2021-10-28	10/28/2021	186000		0		\$626.98	0
PAYROLL - 2021-10-28	10/28/2021	186001		0		\$824.02	0
PAYROLL - 2021-10-28	10/28/2021	186002		0		\$128.45	0
PAYROLL - 2021-10-28	10/28/2021	186003		0		\$747.94	0
PAYROLL - 2021-10-28	10/28/2021	186004		0		\$223.32	0
PAYROLL - 2021-10-28	10/28/2021	186005		0		\$1639.08	0
PAYROLL - 2021-10-28	10/28/2021	186006		0		\$671.21	0
PAYROLL - 2021-10-28	10/28/2021	186007		0		\$829.82	0
PAYROLL - 2021-10-28	10/28/2021	186008		0		\$182.72	0
PAYROLL - 2021-10-28	10/28/2021	186009		0		\$1542.49	0
PAYROLL - 2021-10-28	10/28/2021	186010		0		\$2690.52	0
PAYROLL - 2021-10-28	10/28/2021	186011		0		\$1065.77	0
PAYROLL - 2021-10-28	10/28/2021	186012		0		\$676.40	0
PAYROLL - 2021-10-28	10/28/2021	186013		0		\$1656.29	0
PAYROLL - 2021-10-28	10/28/2021	186014		0		\$949.98	0
PAYROLL - 2021-10-28	10/28/2021	186015		0		\$1740.76	0
PAYROLL - 2021-10-28	10/28/2021	186016		0		\$895.93	0
PAYROLL - 2021-10-28	10/28/2021	186017		0		\$638.20	0
PAYROLL - 2021-10-28	10/28/2021	186018		0		\$1382.06	0
PAYROLL - 2021-10-28	10/28/2021	186019		0		\$525.48	0

Payroll Direct Deposits / Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2021-10-28	10/28/2021	186020		0		\$543.45	0
PAYROLL - 2021-10-28	10/28/2021	186021		0		\$1480.08	0
PAYROLL - 2021-10-28	10/28/2021	186022		0		\$882.85	0
PAYROLL - 2021-10-28	10/28/2021	186023		0		\$294.13	0
PAYROLL - 2021-10-28	10/28/2021	186024		0		\$6775.00	0
PAYROLL - 2021-10-28	10/28/2021	186025		0		\$49.00	0
PAYROLL - 2021-10-28	10/28/2021	186026		0		\$236.00	0
PAYROLL - 2021-10-28	10/28/2021	186027		0		\$7637.55	0
PAYROLL - 2021-10-28	10/28/2021	186028		0		\$5599.50	0
PAYROLL - 2021-10-28	TOTALS:					\$1,160,506.42	0
					Grand Total	\$2,359,591.21	0

Pension Checks 10/1/2021 - 10/31/2021

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT
PENSION - 2021-10-29	10/29/2021	5969	N	0		\$843.48
PENSION - 2021-10-29	10/29/2021	5970	N	0		\$830.89
PENSION - 2021-10-29	10/29/2021	5971	N	0		\$490.82
PENSION - 2021-10-29	10/29/2021	5972	N	0		\$1098.09
PENSION - 2021-10-29	10/29/2021	5973	N	0		\$624.81
PENSION - 2021-10-29	10/29/2021	5974	N	0		\$618.14
PENSION - 2021-10-29	10/29/2021	5975	N	0		\$1354.47
PENSION - 2021-10-29	10/29/2021	5976	N	0		\$704.84
PENSION - 2021-10-29	10/29/2021	5977	N	0		\$748.80
PENSION - 2021-10-29	10/29/2021	5978	N	0		\$743.53
PENSION - 2021-10-29	10/29/2021	5979	N	0		\$1023.74
PENSION - 2021-10-29	10/29/2021	5980	N	0		\$990.43
PENSION - 2021-10-29	10/29/2021	5981	N	0		\$2879.89
PENSION - 2021-10-29	10/29/2021	5982	N	0		\$1069.66
PENSION - 2021-10-29	10/29/2021	5983	N	0		\$303.71
PENSION - 2021-10-29	10/29/2021	5984	N	0		\$688.24
PENSION - 2021-10-29	10/29/2021	5985	N	0		\$949.65
PENSION - 2021-10-29	10/29/2021	5986	N	0		\$430.54
PENSION - 2021-10-29	10/29/2021	5987	N	0		\$556.95
PENSION - 2021-10-29	10/29/2021	5988	N	0		\$361.60
PENSION - 2021-10-29	10/29/2021	5989	N	0		\$207.14
PENSION - 2021-10-29	10/29/2021	5990	N	0		\$966.80
PENSION - 2021-10-29	10/29/2021	5991	N	0		\$1201.02
PENSION - 2021-10-29	10/29/2021	5992	N	0		\$872.03
PENSION - 2021-10-29	10/29/2021	5993	N	0		\$1957.58
PENSION - 2021-10-29	10/29/2021	5994	N	0		\$381.06
PENSION - 2021-10-29	10/29/2021	5995	N	0		\$745.99
PENSION - 2021-10-29	TOTALS:					\$23,643.90
					Grand Total	\$23,643.90