



Agenda
City Council Workshop Meeting
Tuesday, January 25, 2022
[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 workshop will be conducted remotely via Zoom.

Workshops are informal meetings of the Richland City Council that provide an opportunity for City Council to receive and discuss information provided by the City Manager, staff, or other officials. Formal action is not taken in the workshop setting. Please note that public participation is not a component of the City Council workshop setting. Members of the public will be muted upon joining the meeting. The meeting will be broadcast live on CityView Channel 192 and at <https://www.ci.richland.wa.us>.

City Council Workshop - 6:00 p.m. via Zoom

Agenda Items:

1. Homelessness Presentation by Benton County
 - Joe Schiessl, Parks & Public Facilities Director
2. Charter Amendments
 - Heather Kintzley, City Attorney
3. Council Assignments
 - Jon Amundson, City Manager

Adjournment

Richland City Hall is ADA accessible. Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the meeting by calling the City Clerk's Office at 509-942-7389.



COUNCIL WORKSHOP COVERSHEET

Council Date: 1/25/2022

Department: Parks & Public Facilities

Core Focus Area 2 - Manage & Maintain Infrastructure & Facilities

Subject:

Homelessness Presentation by Benton County

Summary:

The laws around the subject of homelessness have evolved over several years such that the City is prohibited from enforcing ordinances that have the effect of criminalizing homelessness. This includes, generally, no-camping, panhandling, loitering and trespassing ordinances. In *Bell v. City of Boise*, the 9th Circuit Court of Appeals found that sleep is a life-sustaining activity, and held that it is unconstitutional to criminalize sleeping/camping in a public place, since doing so constitutes cruel and unusual punishment under the 8th Amendment. This case law affects the western United States, including Washington cities. In *City of Seattle v. Long*, the Washington State Supreme Court recognized that vehicles that are used as residences are protected by the Washington Homestead Act. Every municipality in Washington is struggling to manage the individual and community-wide impacts of a growing homeless population.

That being said, individuals, whether homeless or not, who violate criminal statutes that do not otherwise criminalize homelessness (drug offenses, prostitution, etc.) may be prosecuted to the "fullest extent" of the law. Due to the COVID-19 pandemic, however, restrictions have been placed on state, county and local governments, making the "fullest extent" not as robust as it was before March 2020. The Richland Police Department is experiencing booking restrictions at the Benton County Jail, for example, that limit RPD's response options.

Tonight's discussion on this subject is intended to be regionally-focused. As such, Mr. Kyle Sullivan, Benton County Manager of Human Services, will join Richland staff along with the City Council to discuss several items from the County's perspective. Legally, Benton County is responsible for addressing homelessness in this region, but a concerted approach involving all local jurisdictions is necessary and contemplated in area planning documents.

Agenda for discussion:

1. Summarize the 2021 Council retreat - Joe Schiessl
2. Highlight Governor Inslee's homelessness agenda - Joe Schiessl
3. Discuss the existing Bi-county plan to end homelessness - Kyle Sullivan
4. Discuss new Benton County mental health sales tax - Kyle Sullivan
5. Discuss next steps for regional planning & coordination - Kyle Sullivan

Attachments:

1. Governor Inslee's 2022 Homeless Housing Agenda
2. Benton & Franklin Counties' Five-Year Plan to End Homelessness



Earlier this year, Washington made unprecedented investments to combat the unsheltered homelessness crisis across the state. While we are making progress, we know much work remains. Gov. Jay Inslee proposes investing another \$800 million to find solutions for individuals living without shelter and help those at risk of becoming homeless.

Combating Washington's homelessness crisis

Before the COVID-19 pandemic, about 30 of every 10,000 Washingtonians were experiencing homelessness — well above the national average. Since the state has not been able to carry out its annual point-in-time count of unsheltered people since 2020, we do not yet know how the pandemic fully impacted the number of people living outside. However, a data sharing partnership between the Department of Commerce and the Department of Social and Health Services suggests a 2% increase in people experiencing homelessness from January 2020 to January 2021. We also know that the pandemic put more people at risk of becoming homeless, and it has frustrated and challenged the state's efforts to respond to the homelessness crisis.

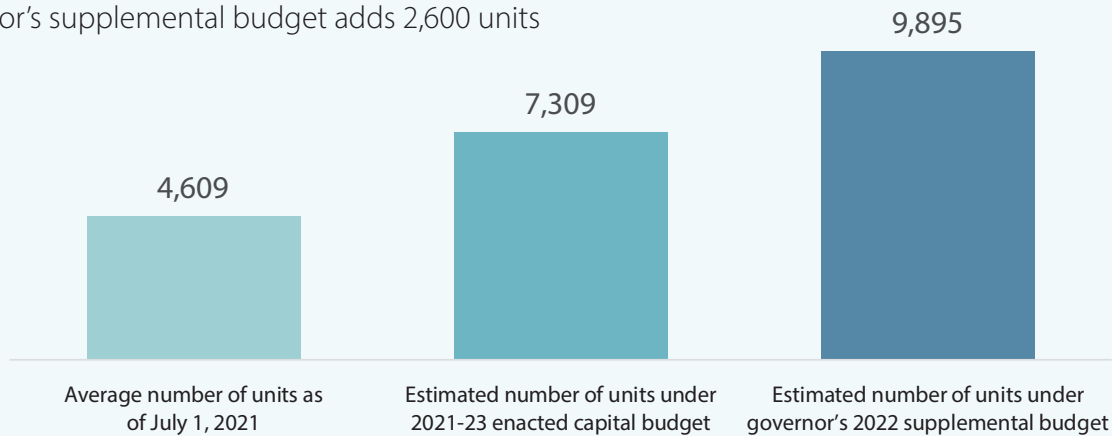
As of October, a high number of Washington households – over 80,000 – reported they were likely facing eviction or foreclosure in the next two months, according to the Census Bureau Household Pulse survey. Meanwhile, due to social distancing requirements to prevent the spread of COVID-19, local shelter capacity has been squeezed.



The [Walla Walla Alliance for the Homeless](#) Sleep Center provides a safe place for nearly half of the valley's unsheltered homeless population. On most nights, about 45 people find respite there.

Permanent supportive housing

Governor's supplemental budget adds 2,600 units



There are a wide variety of factors driving our state's homelessness crisis. The reasons most often cited by those experiencing homelessness include: the lack of affordable housing, unemployment, poverty, mental illness and lack of services, substance abuse and lack of services, domestic violence and disabilities.

Earlier this year, Inslee and the Legislature approved an unprecedented investment of nearly \$2 billion for housing and homelessness programs across the state. That included more than \$1 billion in federal relief funds that went to rental, utility and mortgage assistance. A new document recording fee that the Legislature adopted will generate hundreds of millions of dollars in new, ongoing revenue for housing and homelessness programs. Meanwhile, the state added \$175 million to the Housing Trust Fund to preserve aging affordable housing units and build new housing to shelter individuals experiencing homelessness. The state set aside another \$120 million to acquire existing buildings that can be converted to shelters or permanent housing.

Since the state enacted the 2021–23 budget, agencies have distributed the new funding and launched new programs focused primarily on pandemic disaster response. It will take time to fully understand how these investments and program changes will help individuals and families who experience homelessness, or how many evictions and foreclosures we averted through new state and federal aid programs.

But there are urgent housing-related issues that we know we must address now. For the 2022 supplemental operating and capital budgets, the governor proposes we address key gaps in facilities and services to:

- Pursue new avenues to help families and individuals remain in their homes.
- Secure more facilities to provide tiny homes, enhanced shelters, permanent supportive housing and permanent affordable housing.
- Expand supportive services for people with behavioral health needs.
- Transition people encamped on the public right of way to permanent housing solutions.
- Restore the range of affordable housing types in our cities.

The governor also proposes investing about \$815 million to implement this plan; \$320 million from the operating budget and \$495 million from the capital budget. More than two-thirds of this investment will be covered by federal relief funding from the American Rescue Plan Act.

Pursue new avenues to help families and individuals remain in their homes

Address utility arrearages

Loss of electricity and water due to unpaid bills results in an unsafe and unhealthy living situation. Yet under

current law, unpaid bills can be cited as a reason to evict someone. Utility arrearages can be a barrier for landlords renting a vacant unit because utility companies often require that overdue amounts be paid before they will restore utility services. Through a grant program administered by the Department of Commerce, we can preserve tenancies by helping with utility arrearages, which will help renters obtain and maintain housing. (\$100 million Coronavirus State Fiscal Recovery Fund-Federal)

Respond to increased demand for landlord assistance program

The Landlord Mitigation program within the Department of Commerce provides an incentive and added security for landlords to work with tenants who receive rental assistance. However, the number of applications for this program outpaces its available revenue. Increasing program funding will ensure that it remains an option for landlords this biennium, and it will maintain housing units that are rented to individuals who receive rental assistance. (\$11.3 million General Fund-State)

Secure more facilities to provide tiny homes, enhanced shelters, permanent supportive housing and permanent affordable housing

Housing Trust Fund

The governor's capital budget will help build about 1,500 permanent supportive housing and permanent affordable housing units. These will serve a spectrum of vulnerable populations. It includes individuals with chronic mental illness who need supportive housing and case management services, homeless families, youths and individuals, veterans, farmworkers, seniors and individuals with special needs.

The governor's proposed investment will produce high-quality, affordable housing developments across our urban, suburban and rural communities. These investments will serve low-income and very low-income populations for the next 40-50 years. They also employ design models that use multiple construction methods, site layouts and energy modeling that

will create energy-efficient housing for low-income Washingtonians. (\$100 million Coronavirus State Fiscal Recovery Fund-Federal)

Rapidly acquire capital housing

Studies show that supportive housing is the gold standard for preventing the chronically homeless from returning to the streets. Some homeless individuals require a temporary accommodation to bridge the gap from homelessness to permanent housing. But the lack of siting for constructing new, affordable housing is a common problem.

Capital budget funding would help us acquire real property, including tiny homes, with about 2,460 units. We could rapidly convert acquired property into enhanced emergency shelters, permanent supportive housing and other permanent solutions for low-income and extremely low-income people who are experiencing sheltered and unsheltered homelessness. Approximately 60% of the units will be prioritized to safely transition people into safe and habitable spaces, and toward permanent housing solutions. This could include people living in unsanctioned encampments, the public right of way or public spaces. Funding will provide permanent supportive housing and case-management services for people with chronic mental illness in each of the Health Care Authority's 10 regional service areas, with at least one high-quality project in each area.

This funding pays for property and building retrofits, electrical and plumbing system updates, and would convert properties into a suitable housing environment. (\$284.7 million Coronavirus State Fiscal Recovery Fund-Federal; \$50 million bonds)

Crisis stabilization facilities

For individuals who experience chronic behavioral health conditions — particularly the homeless — this investment offers a short-term housing solution and a safe place for them to reside while they seek urgently-needed care. This will expand the capacity for one 16-bed crisis triage and stabilization facility in each of HCA's 10 regional service areas. (\$60 million Coronavirus State Fiscal Recovery Fund-Federal)

Expand supportive services for people with behavioral health needs

The housing and homelessness crisis has significantly impacted our vulnerable populations, particularly those with mental health and substance use disorder needs. These individuals need access to long-term and transitional supports, including housing and employment services. Once they're housed and obtain employment, keeping them housed is essential to long-term success. To accomplish this, we must offer a multipronged approach and a full continuum of care that supports and provides long-term stability.

A central part of this care is to include medical and psychiatric support while reducing the barriers that often prevent people with behavioral health needs from being housed or employed. With an eye on long-term stability, the budget will expand the suite of supportive services that someone can access once they are housed. This includes mobile outreach, medical respite and specialized medical care within permanent supportive housing. We will also:

- Extend supportive housing and employment benefits to those not eligible for Medicaid.
- Provide technical and financial assistance to landlords to maintain housing for people in a behavioral health crisis.
- Improve existing benefits and transition planning for people with behavioral health needs who leave our state institutions or who are engaged in supportive employment.

This suite of programs and services will increase access to supportive housing and employment opportunities and build strategies to help people maintain their housing and employment, even during behavioral health crises. (\$48.6 million GF-S and GF-F)

Supporting the community behavioral health system and its workforce is also critical to this endeavor. Both have been strained for years and the pandemic only exacerbated this. Without this system and the workers who support it, the programs and services we need to help individuals with their behavioral health cannot

thrive. In addition to the investments mentioned above, the budget will provide a general rate increase to behavioral health providers as well as flexible funding designed to quickly bolster the community behavioral health system and its workforce.

Transition people encamped on the public right of way to permanent housing solutions

Anytime during the year, more than 10,000 people in Washington experience unsheltered homelessness, with many residing in unsanctioned encampments on the public right of way.

The state will work collaboratively with local governments and community leaders to help people in these situations transition into permanent housing solutions. A team at the Department of Social and Health Services will establish cross-agency collaboration and support local jurisdictions and key stakeholders in accomplishing this.

This approach will include flexible funding designed to support alternative response teams in local communities. The state can use these funds to pay for the administrative costs of these teams, additional pay for direct service workers, and the costs to transition someone to permanent housing. This includes acquiring identification, initial medical assessments, transportation and storage needs, immediate sheltering, move-in expenses and basic household items.

This program should complement the capital investment in rapid housing acquisition by prioritizing some of those units to the chronically homeless who are currently encamped on the public right of way. As we safely transition people to permanent housing solutions, the state will work with local and community partners to clean up and restructure former encampment sites and reduce the likelihood of future encampments.

The Department of Transportation will get new resources to coordinate and work with local government officials and social service organizations

on this issue. The department will help remediate encampment sites after someone secures housing and prevent future encampments from forming on highway rights of way. (\$50.9 million GF-S)

Restore the range of affordable housing types in our cities

Over the last two decades, housing supply in Washington has failed to keep pace with growth. Despite the dire need for additional housing stock and a greater variety of housing types, we continued to build low-density, detached residential homes and units at about double the rate of other high-density housing types. That is largely due to most cities in Washington enacting restrictive ordinances, which drastically limit the areas where duplexes, triplexes and other types of “middle housing” are allowed. This reserves closed-in neighborhoods for only the largest and most expensive housing.

Passing a new statewide policy to allow a variety of “middle housing” types in our cities is one of the most impactful things we can do to restore housing supply and encourage affordable homeownership. We will increase housing by allowing duplexes, triplexes and quads on all lots within a half mile of major transit stops in large cities. We will also allow lot-splitting and duplexes on all lots in large and midsize cities and support anti-displacement measures required under recently enacted legislation (HB 1220). The state will provide technical assistance, including a model ordinance, to help cities implement these required measures. Increasing “middle housing” opportunities will make it easier for front-line workers to live within the communities they serve, for seniors to age in place, and it will address community equity and environmental objectives. (\$3.5 million GF-S)

Other items

Continue Enhanced Sheltering Grant program

In 2020, the governor proposed and the Legislature adopted, a large new investment toward expanding homeless shelter capacity. This investment was spread over three years and was aimed at funding more

equitable and creative approaches to bring people inside quickly. At the onset of the COVID-19 pandemic, we diverted a portion of these funds to support the immediate need to shelter people in isolation and quarantine housing, and expand shelter capacity to meet social distancing requirements. Sheltering needs continue as the state recovers from the pandemic, and as we bring people inside and move them into permanent housing.

Shelter program grant funding is set to lapse June 2023. A one-time deposit into the Home Security Fund Account will ensure that this program can continue into future biennia (\$100 million GF-S)

Youth and young adult homelessness

More than 1,400 young people typically experience homelessness within one year of exiting state care systems such as foster care, inpatient behavioral health treatment or juvenile rehabilitation. A 2018 law set a goal that any unaccompanied youth exiting a publicly-funded care system in our state would be discharged into stable housing. To achieve that goal, we will make new investments into the Office of Homeless Youth’s ‘System of Care’ grant program. This will expand the program into new regions and provide additional case managers, peer navigators, housing and rent assistance and other direct support services. We will also set additional funding aside for youth getting discharged from inpatient behavioral health settings.

Department of Commerce agency-request legislation will, if enacted, extend eligibility for service in the Independent Youth Housing program for two additional years. The bill also allows young adults who are enrolled in extended foster care to access the program, and will expand eligibility to individuals who were in foster care at any age. Additional resources will increase the number of youth and young adults who can access the program. (\$6 million GF-S)

Homelessness strategic agenda table

Summary of investments, 2022 supplemental budget

Focus Area	Items	Agency	Amount
Help families and individuals remain in their homes	Utility Assistance	Commerce	\$100,000,000
	Landlord Mitigation Program	Commerce	\$11,271,000
Total			\$111,271,000
Secure more permanent housing and shelter facilities	Rapid Capital Housing	Commerce	\$334,700,000
	Housing Trust Fund	Commerce	\$100,000,000
	Crisis Stabilization Facilities	Commerce	\$60,000,000
Total			\$494,700,000
Expand supportive behavioral health services	Glidepath for supported employment	Health Care Authority/ Commerce	\$4,547,000
	Expand housing and employment access	Health Care Authority	\$16,596,000
	Medical respite	Health Care Authority	\$11,153,000
	Specialized landlord support	Health Care Authority	\$2,110,000
	Master leasing incentive	Health Care Authority	\$490,000
	Provide crisis response in permanent supportive housing	Health Care Authority	\$4,905,000
	Expand housing first opportunities	Health Care Authority	\$8,036,000
	Reduce discharge to homelessness	Health Care Authority	\$775,000
Total			\$48,612,000

Focus Area	Items	Agency	Amount
Transition people living on right of way to permanent housing	Alternative Response Outreach Teams	Social and Health Services	\$5,437,000
	Flexible funding/right of way outreach	Commerce	\$40,600,000
	Right of way site remediation	Transportation	\$5,000,000
Total			\$51,037,200
Restore range of affordable housing types	Middle housing legislation	Commerce/local governments	\$3,500,000
Total			\$3,500,000
Other items	Youth and young adult housing	Commerce	\$6,018,000
	Continue Shelter Grant Program	Commerce	\$100,000,000
Total			\$106,018,000
Grand Total			\$815,138,000



Benton & Franklin Counties Five Year Plan
to End Homelessness
2020-2025

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Board of County Commissioners

Benton County	Franklin County
Shon Small	Clint Didier
Jerome Delvin	Robert E. Koch
James Beaver	Brad Peck

5 Year Plan to End Homelessness Planning Committee

Member Name	Agency
Kyle Sullivan	DHS
Mari Clark	DHS
Deena Horton	DHS
Jeff Adams	City of Pasco
Dan Aspiri	Benton & Franklin Counties Domestic Violence Services
Melissa Hess	B/F Community Action Council
Betsy Metcalf	Blue Mountain Action Council
Carol Moser	Greater Columbia Accountable Community of Health

Benton & Franklin Counties Housing Continuum of Care Voting Membership

Representing	Member Name	Agency
Franklin County	Kyle Sullivan	BFDHS
Benton County	Kyle Sullivan	BFDHS
City of Kennewick	Alisha Piper	City of Kennewick
City of Richland	Michelle Burden	City of Richland
City of Pasco	Jeffery Adams	City of Pasco
Member at Large	Corina Thomas	Communities in Schools
Member at Large	Melissa Hess	B/F Community Action Council
Member at Large	Judith Gidley	B/F Community Action Council
Member at Large	Lona Hammer	Housing Authority of Kennewick
Member at Large	Amy Bloom	Lourdes Counseling Center
Member at Large	Melanie Olson	Lourdes Counseling Center
Member at Large	Jason Bliss	Oxford House
Member at Large	Kathy Jones	Housing Authority of the City of Pasco/Franklin County
Member at Large	Joetta Rupert	Columbia Basin Veterans Coalition

Definition of Terms

Affordable Housing is housing that consumes thirty percent or less of a household's income.

Chronically Homeless Individual refers to an individual with a disability who has been continuously homeless for one year or more or has experienced at least four episodes of homelessness in the last three years where the combined length of time homeless in those occasions is at least 12 months.

Chronically Homeless People in Families refers to people in families in which the head of household has a disability and has either been continuously homeless for one year or more or has experienced at least four episodes of homelessness in the last three years where the combined length of time homeless in those occasions is at least 12 months.

Coordinated Entry System (CES) aims to guide households experiencing a housing crisis through the crisis response system by providing immediate access to the most appropriate housing through a standardized assessment, prioritizations, and referral process.

Emergency Shelter is a facility with the primary purpose of providing temporary shelter for homeless people.

Homeless describes a person who lacks a fixed, regular, and adequate nighttime residence.

Housing Inventory Count (HIC) is produced by each CoC and provides an annual inventory of beds that assist people in the CoC who are experiencing homelessness or leaving homelessness.

Other Permanent Housing is housing with or without services that is specifically for formerly homeless people but that does not require people to have a disability.

Housing Resource Center (HRC) is Benton & Franklin Counties Coordinated Entry System.

People in Families with Children are people who are homeless as part of a household that has at least one adult (age 18 and older) and one child (under age 18).

Point-in-Time Counts (PIT) are unduplicated one-night estimates of both sheltered and unsheltered homeless populations. The one-night counts are conducted by the CoCs nationwide and occur during the last week in January of each year.

Permanent Supportive Housing (PSH) is a housing model designed to provide housing assistance (project and tenant based) and supportive services on a long-term basis to formerly homeless people. HUD's Continuum of Care program, authorized by the McKinney-Vento Act, funds PSH and requires that the client have a disability for eligibility.

Rapid Rehousing (RRH) is a housing model designed to provide temporary housing assistance to people experiencing homelessness, moving them quickly out of homelessness and into permanent housing.

Safe Havens provide temporary shelter and services to hard-to-serve individuals.

Sheltered Homelessness refers to people who are staying in emergency shelters, transitional housing programs, or safe havens.

Transitional Housing Programs provide people experiencing homelessness a place to stay combined with supportive services for up to 24 months.

Unaccompanied Homeless Youth (under 18) are people in household with only children who are not part of a family with children or accompanied by their parent or guardian during their episode of homelessness, and who are under the age of 18.

Unaccompanied Homeless Youth (18-24) are people in households without children who are not part of a family with children or accompanied by their parent or guardian during their episode of homelessness, and who are between the ages of 18-24.

Unsheltered Homelessness refers to people whose primary nighttime location is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for people (for example, the streets, vehicles, or parks).

Veteran refers to any person who served on active duty in the armed forces of the United States. This includes Reserves and national Guard members who were called up to active duty.

Introduction

This plan was developed to continue the work of the 10 Year Plan to End Homelessness Phase Two and address the homeless crisis in Benton & Franklin Counties. This five-year plan will provide guidance to serve those in need, by providing low-barrier assistance for at-risk and/or homeless individuals and families. By serving the individuals holistically, the goal is to provide access to affordable, stable and decent housing, while promoting achievement of the highest possible level of self-sufficiency.

According to the 2019 Point in Time Count, at any time at least 222 people in Benton and Franklin Counties are homeless. Throughout the year, many more face the prospect of losing their homes, due to precarious financial conditions, domestic violence, health crisis and behavioral health. People being released from psychiatric hospitalization and incarceration find it challenging re-entering the community. Furthermore, rapid growth of the community, the rising cost of housing, lack of available affordable housing and stagnant wages increase the risk of people losing their housing and make it increasingly difficult to find housing.

Benton & Franklin Counties Continuum of Care (BFCCoC) will reduce homelessness by working with the community by:

- Conducting outreach, screening and assessing individuals and families to identify housing needs as well as other services.
- Provide referrals to available emergency housing services to provide immediate alternatives to sleeping on the streets.
- Refer individuals and families to prevention programs to assist with housing needs.
- Refer individuals and families to transitional housing with supportive services.
- Refer individuals and families to permanent and permanent supportive housing to combine affordable housing assistance with voluntary support services to address the needs of chronically homeless people. The services are designed to build independent living and tenancy skills and connect people with community-based health care, treatment and employment services.

Vision

BFCCoC works together with the community to promote the highest possible level of self-sufficiency by strengthening and expanding supports to end homelessness in Benton & Franklin Counties.

Values

- Dignity: the right of a person to be valued and respected and to be treated ethically.
- Urgent and Responsive Action: providing urgent solutions to those living outside.
- Transparency: remain direct and upfront while providing solutions to the homeless crisis in Benton & Franklin Counties.
- Nonjudgmental

Principles

- Efficacy – Increase efficacy of existing housing and service system through coordination, collaboration, and communication between agencies for the benefit of the homeless population.
- Flexibility – Emphasize ability of housing and services strategies to easily adapt to emerging trends and needs, both in the homeless population and in the housing market.

- Sustainability – Implement strategic distribution of available funding streams, identify and pursue additional funding sources.
- Innovation – Incorporate best practices, new research, and case studies.
- Awareness - Ensure that our community, through education and outreach, is a place where all are accepted and build public and political will to focus on the problem.
- Accountability – Define success and collect accurate data about the problem and solutions while continually evaluating the system.

Development of Five-Year Plan

The Washington State Legislature approved the Senate House Bill 2060 Low Income Housing Program in 2002. It provides a source of grant funding for low income housing capital projects and operations/maintenance. Engrossed Second Substitute House Bill 2163, passed in 2005 in order to provide a statewide integrated approach to homelessness.

- It created a State Council on Homelessness; whose mission is to align State policies and practices across many State agencies and departments towards a single goal: reducing homelessness.
- It requires Washington State Department of Commerce to oversee the implementation of the provisions of 2163; create a statewide strategic plan to house homeless persons; assist local governments in developing 10-year Homeless Housing plans with the goal to reduce homelessness by 50% by 2015; coordinate an annual census of homeless persons.
- It created a funding source for programs that directly addresses the goals identified in the 10-year Homeless Housing Plans.
- In 2018 during Washington State’s legislative session, HB1570 was signed to increase the homeless housing surcharge from \$40 to \$62 and to remove the sunset clause making it permanent.
- HB 1570 revised the planning period from ten years to five years and required new metrics to reduce homelessness.

Benton and Franklin Counties updated their ten-year housing plan in 2012. This plan was the second phase of the Homeless Housing and Assistance Act.

During the second phase, a Bi-County Coordinated Entry System (CES) was implemented at Benton & Franklin Counties Department of Human Services. Coordinated Entry has facilitated efficient connections to individuals with the best and most appropriate resources to prevent and decrease homelessness.

Partners within BFCCoC focused on the underserved “special need” populations such as those with mental health, substance use disorders, disabilities, fleeing violence, young adults, veterans, etc. and developed programs to serve their needs.

Partners within BFCCoC now have specific programs for individuals with mental health conditions, substance use disorders, those being released from incarceration, young adults exiting foster care and homeless youth shelter and those with disabilities. These programs have assisted in reducing the return to homelessness as well as a reduction in overuse of emergency services such as EMS services, law enforcement, emergency room visits, etc.

Coordinated Entry System

The purpose of the Housing Resource Center (HRC) of Benton and Franklin Counties is to ensure that all people experiencing homelessness have fair and equal access to housing; regardless of race, color, national origin, religion, sex, age, familial status, disability, sexual orientation, gender identity, or marital status. The HRC assesses households for the programs that best fits their needs. HRC can identify if and where they can refer households to programs by using a standardized prioritization screening tool at first contact.

HRC is designed to allow anyone who needs assistance for a housing crisis to know where to go to access assistance and to be assessed in a standard and consistent way. HRC ensures that households who are experiencing homelessness will be efficiently prioritized based on need and routed to the most appropriate program among the network of homeless service providers as quickly as possible. HRC facilitates exits from homelessness to stable housing in the most rapid manner possible.

BFCoC homeless housing and homelessness prevention programs are funded by federal, state, municipal, not-for-profit, public and private funding streams.

Prioritization

Prioritization determines a household's priority status for services. Once individuals are assessed using the HRC screening tool, information is collected and analyzed. People with highest priority are offered services first. Those priorities are: chronic homeless, fleeing violence, unsheltered homeless, sheltered homeless, veterans, other sub-populations and being at imminent risk of becoming homeless.

A homeless person is defined as "chronically homeless" if the individual with a disability who has been continuously homeless for one year or more or has experienced at least four episodes of homelessness in the last three years where the combined length of time homeless in those occasions is at least 12 months.

Prioritization determines which individuals have the greatest need and vulnerability while homeless. Consistent use of HRC's screening tool, prioritizes so all access points provide fair and equitable access to services.

Causes of Homelessness

The housing affordability crisis in the United States has been a driving factor for a growing homeless population. When it is not possible to obtain affordable housing residents with low incomes inevitably pay a larger percentage of their income toward housing costs, or they combine households to share housing costs, and those who are living in overcrowded situations are at risk for homelessness. Many low-income individuals and families are forced to make critical choices when their income is not sufficient to meet their basic living needs. It may mean fewer meals, no health care, and loss of utilities, overcrowded housing, or eviction.

In 2018 the U.S. department of Housing and Urban Development (HUD) released the Annual Homeless Assessment Report (AHAR), it was estimated that 553,000 people were homeless on any given night. People staying in homeless shelters represent only a portion of the homeless population. Other marginally housed people may be staying in substandard housing, in cars, or in temporarily double-up situations. Homeless services are available but are only meeting a portion of the needs. People who are homeless may be experiencing mental health and/or substance use disorders that impact their housing stability and ability to access available services. This population is overrepresented in the homeless population compared to the general population.

Each year local government, homeless service providers, and social service agencies in Benton and Franklin County participate in a one-day Point in Time count (PIT) of homeless individuals and families on the streets, in shelters, in transitional housing and exiting institutions into homelessness.

Many people earning low income turn to housing assistance providers to help them bridge the gap between the amount they can afford and the rising housing costs in the county. Providers of housing assistance include non-profit community-based organizations, local government, faith base community agencies and public housing authorities that provide assistance through various programs, including facility-based units and rental assistance. As with many programs like this, the demand far outweighs the supply.

High housing costs, lack of affordable housing and limited income are three of the most significant factors causing homelessness, but there are other factors that cause or compound homelessness. These factors include:

Domestic violence affects many individuals who experience homelessness. Many of the women and children that are homeless left an abusive situation. Lack of affordable housing and limited shelter space leave individuals experiencing violence few choices, and many will stay in unsafe situations for lack of other options.

Behavioral health conditions may compound an individual's ability to obtain or maintain affordable housing. People with mental illness who lack supportive services often have a difficult time maintaining their housing. Homeless people suffer from high rates of behavioral health conditions which worsen by living on the streets and in shelters. The lack of residential stability makes healthcare delivery more complicated. Health conditions that require ongoing treatment such as diabetes, HIV, addiction, and mental illness are difficult to treat when people are living in a shelter or on the streets. Homeless individuals often lack access to preventative care and wait for a crisis or a trip to the emergency room for treatment. Overall, as many as thirty percent (30%) of the homeless individuals self-report a health-related problem.

Substance Use disorders are significant contributors to homelessness because of the impact on health, family, finances, and the ability to obtain and retain employment. It is estimated that as many as twelve percent (12%) of homeless individuals self-report a substance abuse problem.

Generational poverty is also a contributing factor to homelessness. If you grow up poor there is a higher chance that you will remain poor. The lack of education or vocational skills among families makes it difficult to find employment at a living wage, or to establish a stable educational environment for children. Research indicates that the longer people are in poverty the less likely they are to escape it.

Loss of system support for people leaving jails, prisons, hospitals, foster care, or treatment facilities can tend to land someone onto the streets and ultimately lead to homelessness. They face challenges in finding work and a place to live.

It is important to understand not only the causes of homelessness, but also the different ways that homelessness manifests itself. Different subpopulations of homeless people such as chronically homeless, families, youth, veterans, the elderly and the disabled require special and different types of housing strategies.

Barriers in Homeless Housing

There are many barriers identified for individuals in Benton & Franklin Counties related to homelessness.

Due to the vacancy rate of less than two percent, landlords are able to be specific in who they rent to or choose not to rent to. Rental applications now have screening criteria which make it difficult to qualify for the available housing in Benton & Franklin Counties if you have less than perfect history. Landlords are able to charge excessive move-in fees and deposits which make it difficult to move into a new place of residence for some.

In addition, those who are homeless or at risk of becoming homeless can have the following barriers: poor or no credit history, poor or no rental history, lack of sustainable income, criminal history, pet fees, and past evictions.

Current Housing Inventory

Emergency Shelters

Agency	Clientele	Capacity
Tri-City Union Gospel Mission	Women and Women/Child Shelter	32 beds
Tri-City Union Gospel Mission	Single Male Shelter	163 beds
Domestic Violence Shelter	Women and Women/Child shelter	35 beds
Domestic Violence Shelter	Male Victims/When shelter is full	Motel vouchers-varies
My Friend's Place	Teen ages 13-17 Shelter	12 beds
Daysprings Ministries	Homeless Day Shelter	Varies
Second Chance Day Shelter	Supportive Services	Varies

Transitional Housing Programs

Agency	Clientele	Capacity
Tri-City Union Gospel Mission	Longer term residence participating in program	8 units
Domestic Violence	Longer term DV victims	2 units & 2 under development
Elijah Family Homes	Families in recovery	9 units (1 house & 4 duplexes)
Oxford Homes	Singles & Families in recovery	30 units/252 beds
Cullum House	Individuals with Mental Health Issues	10 beds
Columbia Basin Veterans Coalition	Service Intensive Transitional Housing (SITH)	5 beds
Columbia Basin Veterans Coalition	Bridge Housing	5 beds
Ansil Hall	Housing for homeless students ages 18-24 who are enrolled in high school	4 units

Permanent Supportive Housing

Agency	Clientele	Capacity
BFDHS Shelter Plus Care	For individuals with a mental health diagnosis with match services	20 Households

Community Action Connections	Bateman House Project	36 Individuals
Community Action Connections	Choices	47 Individuals
BFDHS Housing Program	For disabled individuals in recovery with match services	34 Individuals
BFDHS Mental Health Housing	For individuals with a mental health diagnosis	40 Individuals

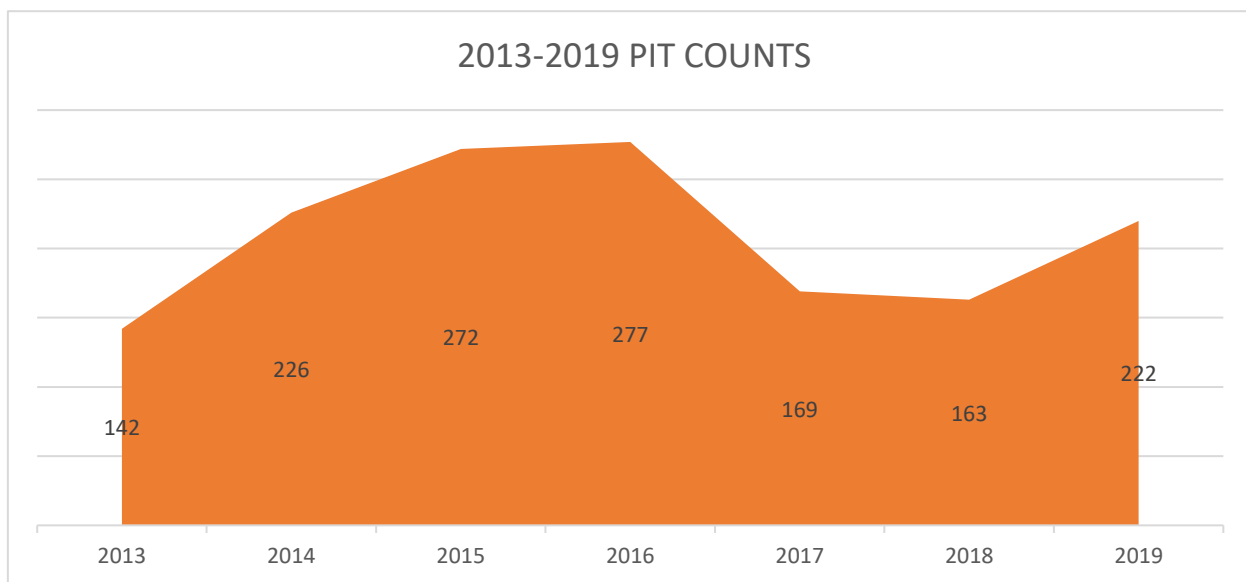
Other Housing Assistance Programs

Agency	Clientele	Capacity
BFDHS HEN Program	Determination by DSHS	Varies
Salvation Army Rent and Shelter	Households below 50% AMI Emergency shelter vouchers and rental assistance	Varies
CAC HOPWA/REACH	Variety of services for individuals with HIV	Varies
Domestic Violence Shelter	Rent Assistance for Victims of DV and below 50% AMI	Varies
Community Action Connections-TBRA	Up to two years rental assistance for families with children	36 Units
BFDHS Jail Release Program	For individuals being released from jail up to one-year graduated subsidy	60 Households
BFDHS Substance Use Disorder Housing Program	For households in recovery, exiting treatment or institution	20 Individuals
Community Action Connections CDBG	Non-entitlement areas; North Franklin and West Benton County	Varies
Community Action Connections REEP	Provides crisis group housing for families experiencing homelessness with support services and housing stability provided	4 units
Young Adult Housing Program	Housing assistance for youth 18-24	33 Individuals

Point In Time Count

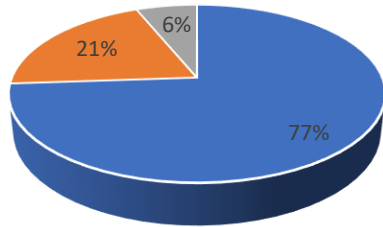
The Homeless Housing and Assistance Act requires that each county in Washington State conduct an annual point in time count of sheltered and unsheltered homeless persons. This census is conducted in accordance with the requirements of U.S. Department of Housing and Urban Development (HUD). The 2019 Point in Time Count (PIT) took place on January 24, 2019.

While the point in time count is useful to assist in planning and getting a count of homeless persons/households, we acknowledge that each and every homeless person/household are not captured.



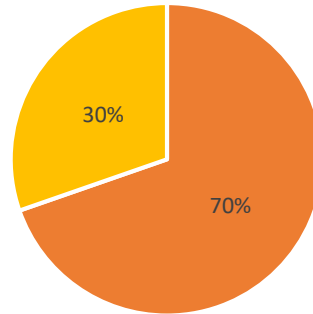
SHELTERED HOMELESS			CHRONICALLY HOMELESS		
County	Persons	Households	County	Persons	Households
Benton	105	52	Benton	27	
Franklin	70	56	Franklin	18	
UNSHeltered Homeless			Homeless Veterans		
County	Persons	Households	County	Persons	Households
Benton	47	47	Benton	10 or less	
Franklin			Franklin	10 or less	

Homeless Households
With and Without Minors



- Households Without Minors
- Households With Minors
- Households With Only Minors

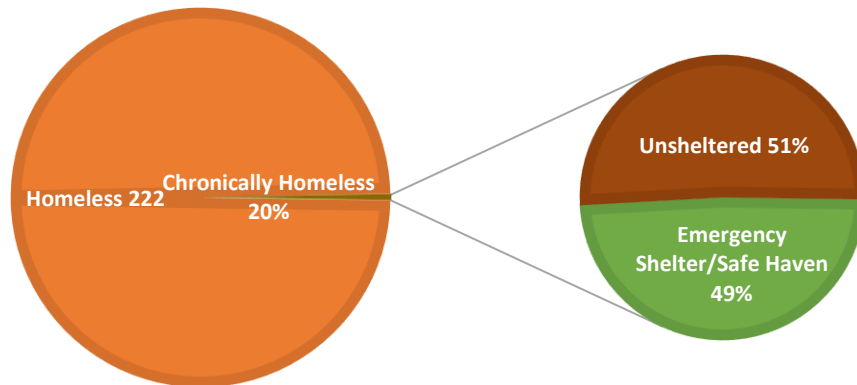
Benton & Franklin
Counties Homeless
Population



- Sheltered
- Unsheltered

BENTON & FRANKLIN COUNTIES CHRONICALLY HOMELESS

- Homeless
- Chronically Homeless
- Emergency Shelter/Safe Haven
- Unsheltered



Five Year Plan Objectives

Objective 1: Quickly identify and engage people experiencing homelessness under the state definition, and all unaccompanied youth under any federal definition, through outreach and coordination between every system that encounters people experiencing homelessness.			
Action	Person Responsible	Start Date	End Date
Identify and Engage Homeless Individuals a. Consistent outreach to frequent homeless gatherings b. Expand street and community outreach to new areas c. Increase access points d. Offer education to community and access points	HRC Staff, Housing Providers, BFCCoC	December 2020 or before	
Coordination of Systems a. Increase access points i. Increase HMIS users and offer training ii. Embed HMIS resources in other agencies b. Connect regularly with community-based programs to coordinate engagement with individuals experiencing homelessness and make referrals to appropriate services	HRC Staff, BFCCoC, Community Partners	January 2020	
Develop Referral List a. Create counties wide prioritization list b. Maintain list	HRC staff, BFCCoC	December 2020 or before	
Objective 2: Prioritization of homeless housing for people with the highest needs.			
Prioritize applicants according to qualifying factors: ▪ Chronically Homeless ▪ Fleeing Violence ▪ Homeless Unsheltered ▪ Homeless Sheltered ▪ Veterans ▪ Disabilities ▪ Vulnerable Population ▪ Imminent Risk of Homelessness	HRC Staff, Housing Providers, BFCCoC	January 2020	
Prioritize unaccompanied youth applicants according to qualifying factors: ▪ Fleeing Violence ▪ Literally Homeless ▪ Disabilities ▪ Vulnerable Population ▪ Imminent Risk of Homelessness	HRC Staff, Housing Providers, Community Partners, BFCCoC	March 2020	

Utilize the referral list to keep homeless individuals prioritized	HRC Staff, Housing Providers, BFCCoC	December 2020 or before	
Objective 3: Operate effective and efficient homeless crisis response housing system that swiftly moves people into stable housing.			
Case Management	HRC Staff, Housing Providers	January 2020	
Efficiently enter accurate data.	HRC Staff, Housing Providers	January 2020	
Encourage providers to consistently report real-time program availability.	HRC Staff, Housing Providers	January 2020	
Expand and maintain relationships with local landlords	HRC Staff, Housing Providers	January 2020	
Seek to develop additional affordable housing units	HRC Staff, Housing Providers	January 2020	
Objective 4: Projection of the impact of the fully implemented local plans on the number of households housed and the number of households left unsheltered, assuming existing resources and state policies.			
Increase transitional housing for veterans by eight units	BFCCoC, HRC Staff, Columbia Basin Veterans Opportunity Center	January 2020	
Increase affordable housing units with SHB1406 a. Support capital projects in the community to increase housing inventory	BFCCoC, HRC Staff, Community Partners	January 2021	
Increase permanent supportive housing units by fifty for chronically homeless	BFCCoC, Community Partners, Catholic Charities	January 2021	
Increase affordable housing units a. Kennewick Housing Authority tiny homes community	BFCCoC, Kennewick Housing Authority, Community Partners	December 2020 or before	
Objective 5: Address racial disparities among people experiencing homelessness.			
Analyze data to identify disparities	HRC Staff, 5 Year Planning Committee	November 2019	

Objective 1: Quickly identify and engage people experiencing homelessness under the state definition, and all unaccompanied youth under any federal definition, through outreach and coordination between every system that encounters people experiencing homelessness.

The BFCCoC will continue to provide outreach and engage people experiencing homelessness, expanding to new outreach areas reported by community members. Outreach to the existing areas will continue as well.

The BFCCoC will be adding access points in our community to assist with screening for housing services to make access more readily available to those that might have transportation limitations. The

additional access points will have staff that are trained in the processes used for Coordinated Entry so there is consistency among all access points.

Education of the community is a step that is needed continuously. Education of key community members on the available housing programs and processes to access those programs are one way to reach individuals who might not come through coordinated entry on their own.

Regular networking among community partners will facilitate conversations on available resources, possible referrals, best practices, etc.

Success measures will be increasing HMIS users and access points as well as more positive outcome destinations. A counties wide referral list will be created for all access points to be used for prioritization of homeless individuals/households.

Objective 2: Prioritization of homeless housing for people with the highest needs.

BFCoC wants to ensure those with the highest needs are provided service in a timely and consistent manner. To do this the HRC prioritizes those needing housing assistance based on vulnerability and severity of service needs. Housing prioritization is determined using the HRC screening tool. The following are prioritized factors: chronically homeless, fleeing violence, homeless unsheltered, homeless sheltered, veterans, disabilities, vulnerable populations and imminent risk of homelessness.

BFCoC acknowledges unaccompanied youth have unique circumstances that contribute to vulnerability and access to services. Prioritization for unaccompanied youth use the following qualifying factors: fleeing violence, literally homeless, disabilities, vulnerable population and at imminent risk of homelessness.

Success measures will be the creation of a separate screening tool for homeless youth and young adults. Showing a reduction in the high prioritized populations by showing a higher percentage of positive outcome destinations.

Objective 3: Operate effective and efficient homeless crisis response housing system that swiftly moves people into stable housing.

HRC strives to have effective and consistent processes to move households in crisis, into stable housing in a timely manner. To move in a timely manner, it is pertinent that HRC and housing providers develop relationships with local landlords to ensure they understand the housing programs offered and to educate them on some of the barrier's households might be facing. By developing relationships and educating landlords, they will be willing to assist with a solution to those barriers.

It is important for successful referrals that BFCoC partners update HRC regularly with program availability so HRC staff are able to make appropriate referrals to programs. Knowing what programs are open, assist with prioritization. If one program is full, then staff can prioritize the next available program for the individual or family.

Entering accurate data into HMIS assists moving households along in the process by having documentation available for agencies to share if the HMIS agreement release has been signed. Having a central program where multiple agencies are able to access data cuts down on the time of filling forms out and having to send/receive items to put a household into a program.

One way to assist along the household's pathway, is case management. By providing case management and providing other resources besides housing resources like employment, medical, behavioral, substance use counseling, etc., the household is holistically receiving assistance to set them up to be successful and continue forward and not return to homelessness.

This can be shown by reducing returns to homelessness after an exit to permanent housing as well as reducing the average length of time homeless to less than ninety days and having a reduction in households returning to homelessness after exiting to permanent housing.

Objective 4: Project the impact of the fully implemented local plan on the number of households housed and the number of households left unsheltered, assuming existing resources and state policies

BFCCoC plans on continuing to utilize current funding sources to house homeless individuals and families as well as increase affordable housing inventory. The five-year planning committee used the model tool provided by Commerce, to show the increase in households that will be served in Benton and Franklin Counties.

Catholic Charities is in the developing stages of a fifty-bed unit of PSH in our community for individuals who are chronically homeless. This facility has a purpose of serving the homeless in our community that are vulnerable with barriers to accessing stable housing which are a high priority.

Kennewick Housing Authority has a tiny homes project that will provide eighteen tiny homes for Benton County residents. There are plans to expand the project and increase the total of tiny home units. These tiny homes will be studio, one-bedroom and two-bedroom units.

Columbia Basin Veteran's Opportunity Center will be adding a supportive housing program for women veterans and families. This program will add eight units to the community to fill an identified gap in our community.

Our local governments have put in place resolutions to receive funding through SHB1406 to increase the affordable housing units in our community. Interlocal agreements will be executed between the cities and the counties to partner and pool resources to develop additional affordable housing units to increase our community's inventory.

In total the BFCCoC will increase units for homeless housing by a minimum of seventy-eight units by 2025 partnering with our community partners according.

Objective Five: Address racial disparities among people experiencing homelessness.

Benton & Franklin Counties have a combined population of 296,224 as of July 1, 2018 according to the U.S. Census Bureau. The below graph shows the race and ethnicities of our Counties.

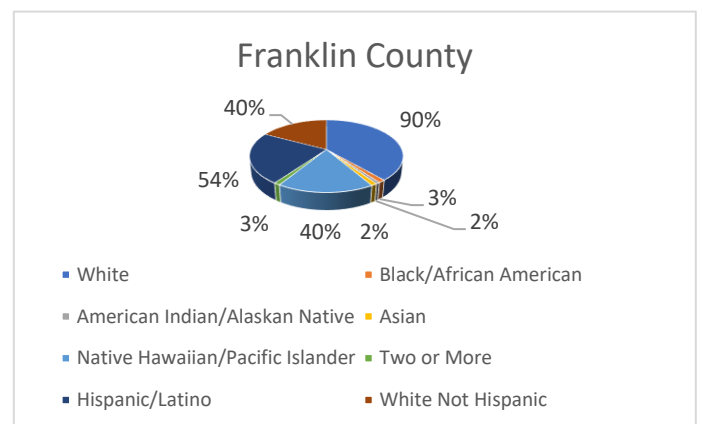
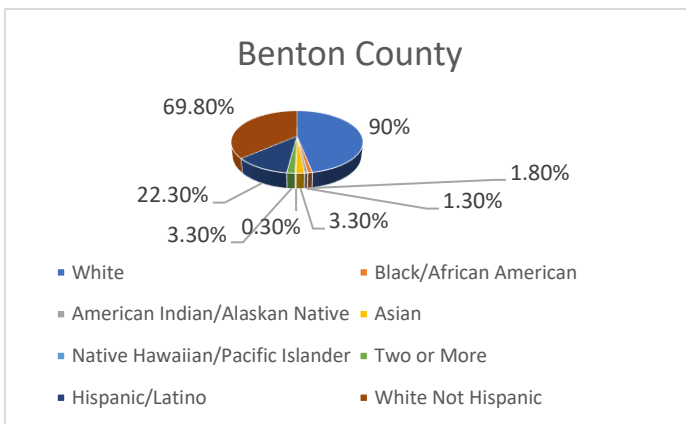
Yakima County data was pulled to compare the combined Benton & Franklin Counties to a county that was similar in size. Yakima County and Benton & Franklin Counties have a similar breakdown of percentages of different races. The overall White, Hispanic/Latino, and White Non-Hispanic or Latino are

similar in all three Counties. Both Yakima and Benton & Franklin Counties have a large Hispanic population compared to the State average.

Race/Ethnicity	State	Franklin County (94,347)	Benton County (201,877)	Yakima County (251,446)
White	78.9%	89.9%	90.1%	87.2%
Black or African American	4.3%	2.9%	1.8%	1.5%
American Indian and Alaskan Native	1.9%	1.7%	1.3%	6.5%
Asian	9.3%	2.4%	3.3%	1.6%
Native Hawaiian and Pacific Islander	0.8%	0.4%	0.3%	0.3%
Two or More Races	4.8%	2.6%	3.3%	2.9%
Hispanic or Latino	12.9%	53.5%	22.3%	49.9%
White not Hispanic or Latino	68%	40%	69.8%	42.7%

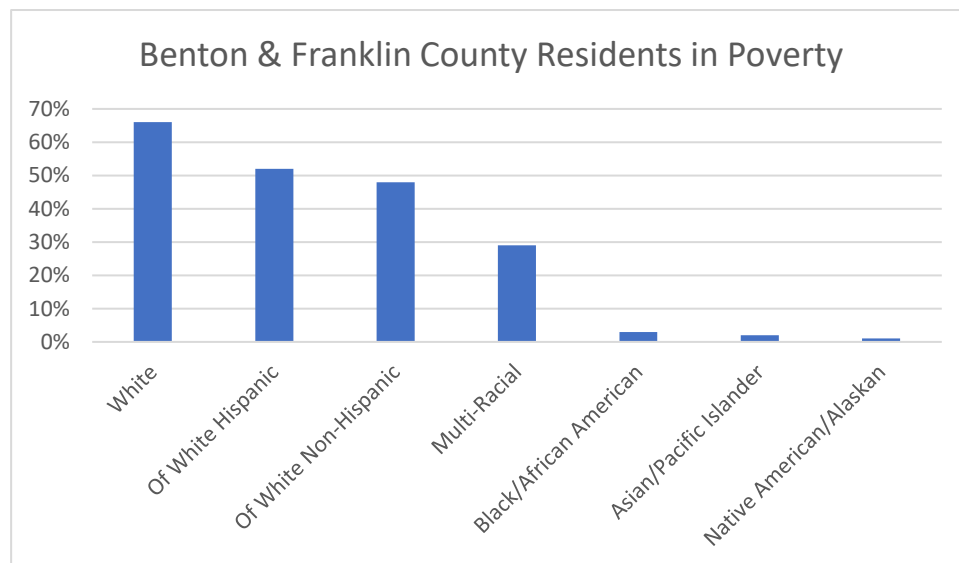
Benton and Franklin Counties have similar breakdowns of their race populations with a few differences. Both Counties have a Hispanic/Latino population that is larger than the state percentage. Franklin County's Hispanic/Latino population is thirty (30) percent larger than Benton County's.

Benton and Franklin Counties combined population identified majority race is White at 90% which includes Hispanic or Latino and White not Hispanic or Latino populations. Franklin County has a larger Hispanic/Latino population at 53% than Benton County at 22%. The third largest identified race for our combined Counties is Asian at 3%.



Individuals at or Below Poverty Level

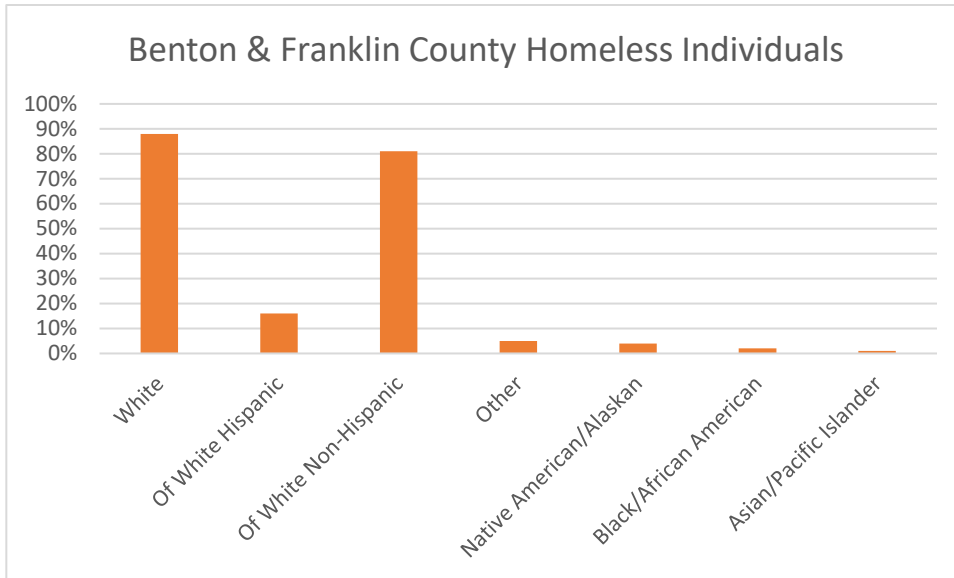
According to American Community Survey (ACS) data individuals who are living in poverty in Benton & Franklin Counties are 66% White and of that, 52% are Hispanic and 48% are Non-Hispanic. Other or multi-racial individuals experiencing poverty in Benton & Franklin Counties total 29%. Black/African American individuals in poverty is 3%, Asian/Pacific Islander is 2% and Native American/Alaskan is 1%.



In comparing data, it was noticed that White Non-Hispanic represent a larger portion of the homeless population than the general population and population experiencing poverty. The Hispanic population has a lower percentage of homelessness but a higher percentage of poverty. This could be attributed to the cultural tradition of taking care of your family and living together if needed.

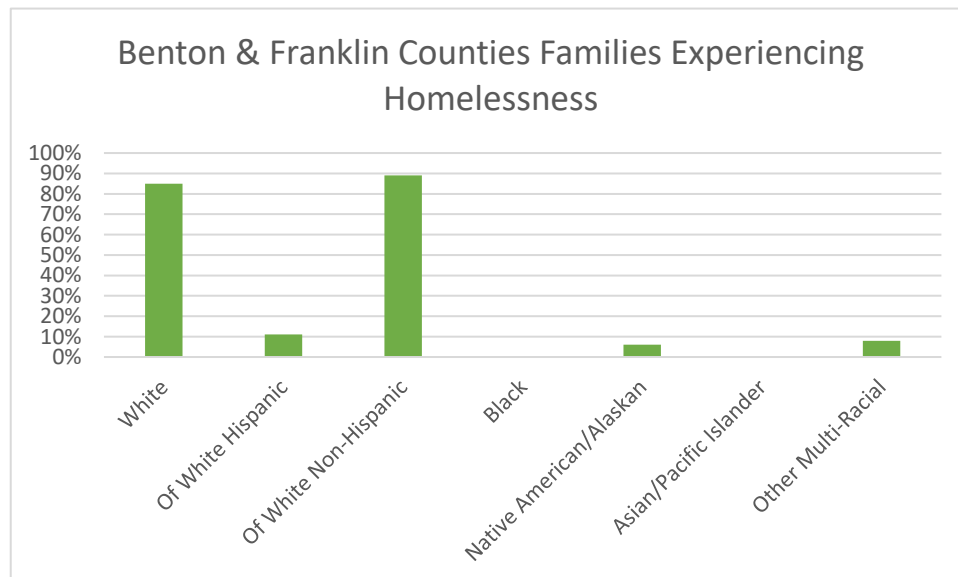
Homeless Population

Individuals experiencing homelessness in Benton & Franklin Counties are 88 % white of which 16% identify as Hispanic and 81% Non-Hispanic. Black/African American represent 2%, Native American/Alaskan is 4%, Asian/Pacific Islander is 1%, and other is 5%.



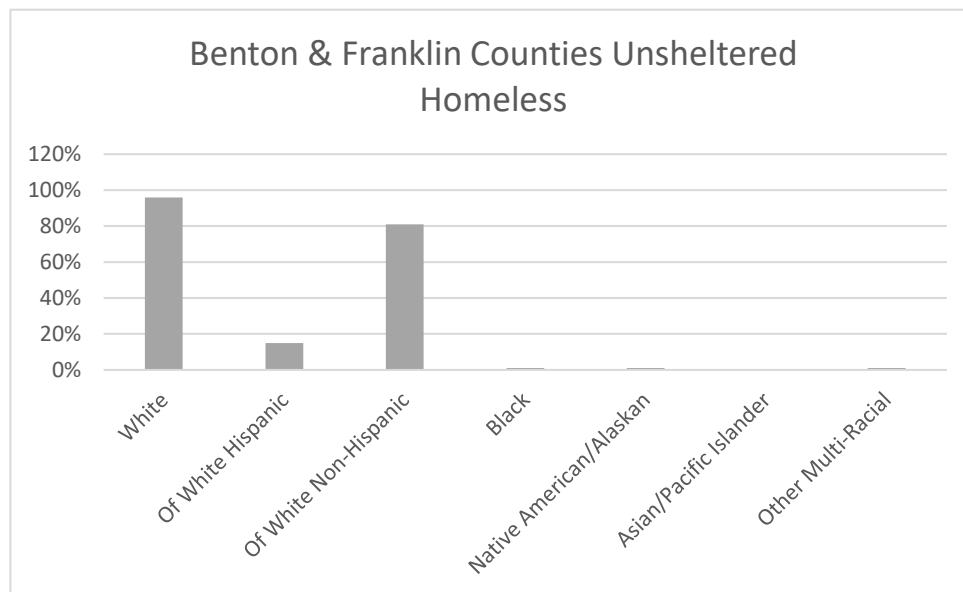
Families Experiencing Homelessness

Families experiencing homelessness in Benton and Franklin Counties are predominately white at 85%, of which 89% identify as Non-Hispanic and 11% of them being Hispanic. In comparison with Kitsap County and Yakima County, Benton & Franklin Counties have a larger white population of families experiencing homelessness.



Unsheltered Homeless

Benton & Franklin Counties have a higher White population experiencing unsheltered homelessness at 96%, of which 15% are Hispanic and 81% are Non-Hispanic.

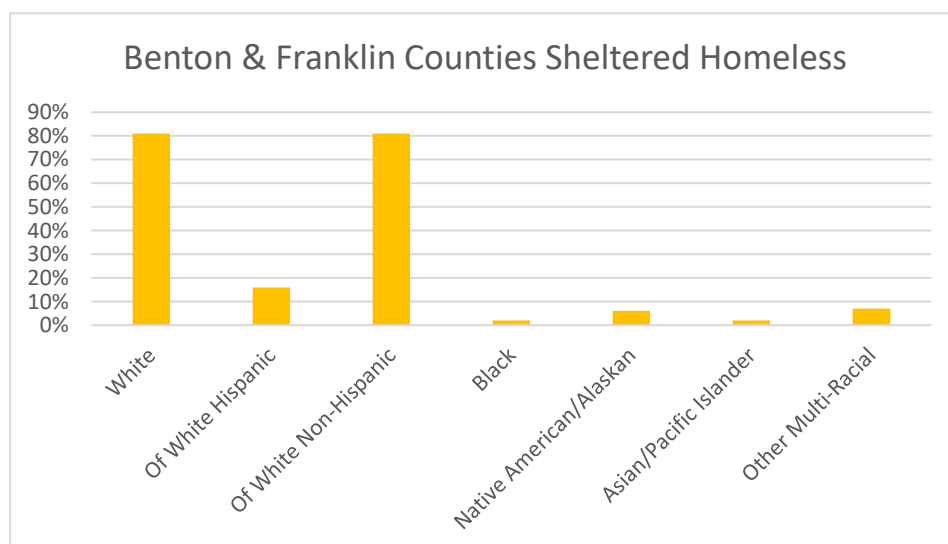


Sheltered Homeless

Benton & Franklin Counties individuals experiencing sheltered homelessness are 81% White, of which 16% are Hispanic and 81% is Non-Hispanic.

There isn't a significant difference in percentages for the sheltered homeless and unsheltered homeless in Benton & Franklin Counties according to the PIT counts.

Yakima County has a lower percentage of sheltered homeless and unsheltered homeless than Benton & Franklin Counties.



Conclusion

Homelessness can be costly to the community as a whole. According to the National Alliance to End Homelessness, a chronically homeless person costs the tax payer an average of \$35,578 per year. Costs on average are reduced by 49.5% when they are placed in supportive housing. Supportive housing costs on average \$12,800.

Lack of health insurance and preventative medical care is costly to low income and homeless people and to the healthcare system itself. Homeless people often rely on emergency room treatment for conditions which if treated early could be resolved at much less cost.

In addition to the direct costs of homelessness that we can track, there are those many costs that are less tangible but equally significant, because of their long-term impact on both the individuals and families, but also on the institutions that serve them.

Homelessness prohibits families from creating safe and stable environments where children can thrive. Homeless families most often live in a state of constant crisis based on many risk factors of their homeless status. We know that children growing up in homeless families are at greater risk of out of home placement, chronic health problems, emotional and psychological issues, poor school attendance, and performance. Homeless children are uniquely subject to victimization as a result of poverty, violence, and drug abuse that they encounter on the streets.

Homeless children also experience more mental health problems, such as anxiety, depression, and withdrawal. Homelessness often causes separation which may lead to out-of-home placement. A homeless child is twice as likely to be placed into foster care or with relatives as housed children.

This plan is not intended to be a comprehensive list of the existing strategies and programs that already exist in our community. Instead, it anticipates that the existing BFCCoC that has been developed over the last few years is maintained, with improvements that reflect evidence-based practices. BFCCoC strives to reduced homelessness by working with community partners by increasing affordable housing and coordinating resources to house the homeless quickly and efficiently.



COUNCIL WORKSHOP COVERSHEET

Council Date: 1/25/2022

Department: City Attorney

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Subject:
Charter Amendments

Summary:

At the annual retreat on September 17, 2021, City Council received information related to the similarities and differences between the charters of Washington's 10 first class charter cities, and discussed possible amendments to the Richland City Charter. At the end of the presentation, City Council determined to pause on further action until the new councilmembers were seated in January.

Tonight's workshop item is a continuation of the ongoing discussion regarding possible charter amendments in 2022. Council will need to determine whether to move forward with proposed charter amendments, and if so, what those amendments will entail.

The annual retreat presentation and the Richland City Charter are provided with this staff report to aid in the discussion.

Attachments:

1. 2021 Charter Amendment Presentation
2. Richland City Charter



Richland City Charter Amendment Discussion

Heather Kintzley, City Attorney

September 17, 2021

City Council Fall Retreat



How did we get here?

- Late 2020 – General conversations with former CM about residency requirement and meeting start times.
- Early 2020 – Council expressed a desire to pursue amendment(s) to the Richland City Charter during the regular general election in November, 2020.
- Spring 2020 – Memo from City Attorney describing the process, including timeline for success. Resolutions must be approved by City Council and submitted to the Benton County Auditor by early August.



How did we get here?

- March 24, 2020 – Governor Inslee’s Proclamation 20-28

Subject to the conditions for conducting any meeting as required above, agencies are further prohibited from taking “action,” as defined in RCW 42.30.020, unless those matters are necessary and routine matters or are matters necessary to respond to the COVID-19 outbreak and the current public health emergency, until such time as regular public participation under the Open Public Meetings Act is possible.

- Halted the City’s charter amendment process for 2020.



Where have we been?

- Richland's Charter has been amended twice: 1971 and 1991.
 - 1971: Petitioners brought forward three (3) proposed amendments to add the power of initiative, power of referendum, and establishment of wards to the Richland City Charter.
 - 1991: Council voted by resolution to advance three (3) proposed amendments to add councilmember removal for six-month continuous absence; establishing a process for removing the mayor/mayor pro tem; and establishing sealed bids values by ordinance.



Charter Comparisons

10 First Class Cities in Washington: Aberdeen (17,020); Bellingham (90,620); Bremerton (42,560); Everett (114,700); Richland (59,570); Seattle (769,500); Spokane (225,300); Tacoma (214,700); Vancouver (194,600); and Yakima (97,340).

Strong Mayor – Council Form of Government	Council – City Manager Form of Government
Aberdeen	Richland
Bellingham	Tacoma
Bremerton	Vancouver
Everett	Yakima
Seattle	
Spokane	



Charter Comparisons

Districts		Term Limits	No Term Limits	Annual Budget	Biennial Budget	CM Residency Requirement?	
Districts	No Districts					Yes	No
Aberdeen	Richland	Spokane	Aberdeen	Aberdeen	Bellingham	Richland	Yakima
Bellingham	Vancouver	Tacoma	Bellingham	Bremerton	Seattle	Tacoma	
Bremerton			Bremerton	Everett	Tacoma	Vancouver	
Everett			Everett	Richland	Vancouver		
Seattle			Richland	Spokane			
Spokane			Seattle	Yakima			
Tacoma			Vancouver				
Yakima			Yakima				

Note: Richland's Charter, as written, is not posing operational challenges or legal concerns that demand amendment.



Charter Comparisons

Charter Review Committee?	
Yes	No
Everett	Aberdeen
Tacoma	Bellingham
Vancouver	Bremerton
	Richland
	Seattle
	Spokane
	Yakima

Salary Review Committee?	
Yes	No
Bremerton	Aberdeen
Everett	Bellingham
Spokane (Mayor)	Richland
Tacoma	Seattle
Vancouver	Yakima

Redistricting Committee?	
Yes	No
Everett	Aberdeen
Seattle	Bellingham
Spokane	Bremerton
Yakima ¹	Richland
	Tacoma
	Vancouver

¹Yakima's Charter requires that "redistricting shall be done in a manner that complies with the terms and intent of the Final Injunction and Judgment and the Court's 2014 Order." This might mean empaneling a commission.



Charter Comparisons

What provisions do they share?	Unique Provisions
Civil Service Commissions/Merit-based appointments	Accountability provisions for councilmembers
Process for adopting ordinances / initiative & referendum powers	BCCs to consider geography, gender, ethnicity, age
Authority to establish officers, departments, positions	Establishment of "Official Gazette"
Broad declarations of power (some include itemization)	No public works on Sabbath or from 7:00 p.m. to 6:00 a.m.
Residency and citizenship requirements for all elected officials	Neighborhood Councils
Appointment process for elected office vacancies	Office of Police Ombudsman and Commission
Circumstances under which elected office is declared vacant	City Auditor position
Establishment of city boards (by charter or by ordinance)	No local income tax
No conduct of administrative functions by Council	Open collective bargaining negotiations
Oath of office requirement / Nonpartisan elections	CM Performance Review
Process for granting franchises	
No elected officials holding other public office	
Public bidding/sealed bids	



Possible Topics for Discussion

- Biennial Budget
- Districts/Wards
- Term Limits
- “Infamous crime¹”
- Oath of Office
- Residency Requirement
- Local Income Tax
- Open Bargaining
- Council Accountability
- Gender Neutrality

An “infamous crime” is a crime punishable by death in the state penitentiary or imprisonment in a state or federal correctional facility (i.e., a felony). RCW 29A.04.079



Next Steps

1. Determine whether to pursue charter amendment (consider need, cost, competing city priorities, benefit).
2. If yes, determine what specifically to amend.
 - Individual councilmember review;
 - Information compiled by staff and vetted to Council;
 - Individual resolutions drafted for vote of Council.
3. Submit approved resolutions and voter pamphlet information to Benton County Auditor by end of July 2022.

CHARTER

of the

CITY OF RICHLAND

Washington

Prepared and proposed by
the Richland Freeholder's Charter Committee

Elected July 15, 1958, pursuant to
Chapter 153 of the Laws of Washington, 1951

Approved by the
Richland Freeholder's Charter Committee

September 17, 1958

Submitted to the
Board of County Commissioners

Benton County, Washington

September 18, 1958

Approved at a Special Election

December 2, 1958

(Amended General Election Nov. 1975, Sec. 3.08(A) and Sec. 3.09(A))

(Amended General Election Nov. 1991, Sec. 2.03, Sec. 2.06 and Sec. 5.08)

Richland Incorporated as a City of the First Class

December 10, 1958

CHARTER

OF THE CITY OF

RICHLAND, WASHINGTON

Preamble

We, the people of the City of Richland, a City of the first class of the state of Washington, pursuant to the authority granted by the Constitution and laws of the State of Washington, and in order to avail ourselves of all powers granted such cities and to obtain the benefits of local self-government, do hereby adopt this Charter.

Article I

INCORPORATION, FORM, AND GENERAL POWERS

Sections:

- 1.01 Incorporation.
- 1.02 Short Title.
- 1.03 Form of Government.
- 1.04 Powers of the City.

1.01 Incorporation.

The City of Richland within the corporate limits as initially or thereafter established, shall be a city of the first class under the name of “Richland.”

1.02 Short Title.

This Charter, adopted by the people of the City of Richland, shall be known and may be cited as the “Richland City Charter.”

1.03 Form of Government.

The government provided by this Charter shall be the Council-Manager form.

1.04 Powers of the City.

The City shall have all the powers granted to cities of the first class by the Constitution and general laws of the state and all powers implied thereby and shall exercise all municipal functions and have all municipal rights, privileges, and immunities except as prohibited or limited by this Charter. The enumeration of particular powers by this Charter shall not be deemed to be exclusive.

Article II

THE COUNCIL

Sections:

- 2.01 Number – Terms.
- 2.02 Qualifications.
- 2.03 Removal from or Forfeiture of Office – Vacancies.
- 2.04 Filling Vacancies in Council.
- 2.05 Compensation.
- 2.06 Mayor and Mayor Pro Tempore.
- 2.07 Powers and Duties.
- 2.08 Council Meetings – Quorum.
- 2.09 Procedures.

2.01 Number – Terms.

The registered electors of the City shall elect a Council of seven members, at large, in the following manner: At the election approving this Charter, the three candidates receiving the highest number of votes shall serve until the second regular general election thereafter, and the four candidates receiving the next highest number of votes shall serve until the first regular general election following the election approving this Charter. Commencing at the first regular general election following the election approving this Charter and at all subsequent regular general elections, four councilmen shall be elected; each of the three candidates receiving the highest number of votes shall serve for a four-year term, and the one receiving the fourth highest number of votes shall serve for a two-year term. All incumbent councilmen shall continue to serve until the expiration of their terms of office. In the event of a tie vote, the election shall be decided by lot.

2.02 Qualifications.

Councilmen shall be registered electors; shall have been residents of the city for a continuous period of at least two years next prior to their election or appointment; shall hold no other public office except in the National Guard, organized reserves, or as a notary public; and shall not be employed by the city. Before entering upon his duties, and within ten days after the issuance of the certificate of his election, or his appointment by the Council, each councilman shall qualify by taking, subscribing, and filing with the city clerk an oath or affirmation as prescribed by this Charter.

2.03 Removal from or Forfeiture of Office – Vacancies.

Any councilman may be removed from office by recall as provided by law. A councilman shall be deemed to have forfeited his office, thereby creating a vacancy, upon any of the following grounds: failure to qualify or enter upon his duties within the time limited by law; ceasing to be a resident of the city; conviction of an infamous crime, or any offense involving a violation of this Charter or his official oaths; failure or refusal to take his oath of office; ceasing to have the qualifications prescribed in this Charter, general laws, or city ordinances; or a failure to attend three consecutive regular meetings of the Council without being excused by the Council. In addition to the foregoing, the office of a councilman shall become vacant upon his death, removal from office, or resignation. If a superior court determines that a member of Council is unable or incapable of reasonably fulfilling his/her duties because of illness or any other reason, excused or unexcused, for at least six continuous months thereafter, or is unlikely to so perform, the position filled by such councilmember shall be considered vacant. [Approved General Election 1991].

2.04 Filling Vacancies in Council.

A vacancy in the Council shall be filled at the next regular general election following the occurrence of the vacancy, except that the Council by a majority vote of all of the remaining members shall, within sixty days, appoint a person to serve in the vacancy until the person elected to serve the remainder of the unexpired term takes office. If a vacancy shall remain unfilled for sixty days, then the mayor shall make the appointment. Notwithstanding the requirement in Section 2.08 that a quorum of the Council shall consist of four members, if at any time the membership of the Council is reduced to less than four, the remaining members may make appointments to raise the membership of the Council to four. The names of candidates to fill a vacancy in the Council shall occupy a separate

position on the election ballot. Any person elected to serve the remainder of an unexpired term shall take office at the next meeting, regular or special, of the Council following the certification of his election.

2.05 Compensation.

The compensation of the councilmen shall be determined by ordinance, except that the compensation for the terms of those councilmen elected at the time this Charter is adopted shall be five hundred dollars a year, payable monthly in equal amounts, until such time as the Council shall otherwise determine by ordinance. Councilmen may, upon order of the Council, be reimbursed for reasonable and necessary expenses actually incurred in the service of the city.

2.06 Mayor and Mayor Pro Tempore.

Biennially, in the meeting at which the newly elected councilmen take office, the Council shall choose from among its members a chairman who shall have the title of mayor, and shall also choose from among its members an assistant chairman who shall have the title of mayor pro tempore. The mayor pro tempore shall act as mayor during the absence or disability of the mayor and shall succeed to the office of mayor in case of a vacancy. The mayor and the mayor pro tempore shall serve until the next regularly elected councilmen take office unless removed as provided in this section. The mayor, or the mayor pro tempore when serving as mayor, shall preside at meetings of the Council and shall be recognized as head of the city government for all ceremonial purposes and by the governor for purposes of military law. He shall have the rights, privileges, and immunities of a member of the Council, but shall have no regular administrative duties as mayor. In addition to his compensation as a councilman, the mayor shall receive such additional compensation as may be determined by ordinance, except that the additional compensation for the mayor during the first term after this Charter is adopted shall be five hundred dollars a year, payable monthly in equal amounts, until such time as the Council shall otherwise determine by ordinance.

The Council may remove the mayor or the mayor pro tempore from office in accordance with the following procedure:

A. The Council must adopt by an affirmative vote of at least five of its members a resolution stating the reason or reasons for the proposed removal, which resolution shall be served on or mailed to the officer proposed to be removed.

B. Within fifteen days after such service or mailing, whichever is the earlier, the officer proposed to be removed may file with the city clerk written reply and request a public hearing. The hearing if requested, shall be conducted not earlier than fifteen days nor later than thirty days after the filing of the hearing request. If the mayor is the officer proposed to be removed, the mayor pro tempore shall preside at the hearing and during the Council deliberations and action on the question of removal. If the mayor pro tempore is the officer proposed to be removed and the mayor is unavailable to preside at the hearing or Council deliberations and action, the Council shall select another member to preside.

C. Not less than thirty days after the date of adoption of the first resolution and after the public hearing, if requested, the Council, may by resolution remove the officer. [Approved General Election 1991].

2.07 Powers and Duties.

The Council, in the name of the city, shall have the power:

A. To enact ordinances and resolutions, and to adopt rules and regulations;

B. To appoint and to remove the city manager (hereinafter referred to as “manager”);

C. To control the finances of the city, to adopt the annual budget and a capital expense budget, and to provide for an independent audit of any department, division, or office;

D. To borrow money for corporate purposes on the credit of the city and to issue negotiable bonds, warrants, or other evidences of indebtedness therefore on the conditions and in the manner prescribed by general laws, and ordinances or resolutions not in conflict with general laws;

E. To provide for the execution of contracts for the benefit of the city, subject to general laws and this Charter;

F. To grant franchises by ordinances, and to alter, amend, repeal, modify, and regulate any such grant or any right or interest arising there from, on condition that the expense incident to the granting of any franchise shall be paid by the applicant.

G. To acquire land or other property, within or without the boundaries of the city, by purchase, gift, devise, lease, condemnation, or otherwise, for any corporate purpose or use, or necessary in the exercise of any corporate power under the general laws or this Charter, and to sell or otherwise convey, and to lease, hold, manage, and control any such property as the Council deems the interests of the city require;

H. To provide by ordinance, subject to general laws, for the acquisition, by purchase or otherwise, the ownership, opening, operation, and disposition of any public utility or other municipal facility or installation which a city is permitted by general laws to acquire, operate, or dispose of, and to provide by ordinance for the acquisition and acceptance from the United States of America, pursuant to the Atomic Energy Community Act of 1955 (Public Law 221, 84th Congress. 69 Stat. 472), or any amendment thereto, and for the ownership and operation of any such public utility and municipal facility and installation, including, but not limited to, electric utility, waterworks and systems for the distribution of water, systems of sewerage, systems and plants for garbage and refuse collection and disposal, and any other public utility and municipal facility and installation which a city is permitted by general laws to acquire;

I. To provide for regulations, not in conflict with general laws or this Charter, in the interest of the public health, safety, morals, and general welfare, and to provide for their administration and enforcement;

J. To adopt and, from time to time, to amend a comprehensive plan for the physical and other generally advantageous development of the city, and to adopt zoning and other regulations designed to carry out the purposes of the comprehensive plan;

K. After hearing the recommendations of the manager, to adopt an administrative code to govern the administration of the city, to create or eliminate departments, offices, and positions of employment, not created by this Charter, and to determine the powers and duties of any department and office;

L. To inquire into the conduct of any department, office, agency, or officer of the city, and to make investigations relating to municipal affairs;

M. To adopt, finance, and provide for disability, death, and retirement pension plans for city officers and employees, and to contract, finance, and provide for group insurance coverage for city officers and employees, subject to general laws;

N. To provide rules and regulations for the conduct of city elections not in conflict with general laws;

O. To provide penalties for the violation of any ordinance, subject to general laws;

P. To provide for the performance of all duties and obligations imposed upon the city by general laws not otherwise provided for in this Charter;

Q. To exercise all other powers permitted a city of the first class and to determine all matters of policy, whether or not they are enumerated in this Charter.

2.08 Council Meetings – Quorum.

As soon as they enter upon their duties, the first councilmen elected to serve under the provisions of this Charter shall meet to organize for the purpose of carrying out their duties. After each regular general election, the Council shall meet and reorganize at the usual time and place on the day fixed by law for the newly elected councilmen to take office. After organization or reorganization, the Council shall meet regularly at such times and places as its rules may prescribe, but not less often than once each month. The city clerk shall call special meetings of the Council upon the written request of the mayor or of any two members. Any request shall state the subjects to be considered at such special meetings and no other subject shall there be acted upon, except by consent of all members of the Council present. All meetings of the Council, except executive sessions, shall be open to the public. No ordinance, resolution, rule, regulation, order, or directive shall be adopted except at a meeting open to the public.

Four members of the Council shall constitute a quorum. A lesser number may adjourn from day to day or until the time of the next regular meeting and may compel the attendance of absent members in such manner and under such penalties as the Council may prescribe.

2.09 Procedures.

The Council shall determine its own rules and order of business. It shall keep a journal and minutes of all regular and special meetings, except executive sessions, and such records shall be open to public inspection.

Article III

LEGISLATION

Sections:

- 3.01 Legislative Acts.
- 3.02 Enactment of Ordinances.
- 3.03 Emergency Ordinances.
- 3.04 Publication of Ordinances.
- 3.05 Effective Date.
- 3.06 Amendments.
- 3.07 Codification of Ordinances.
- 3.08 Initiative.
- 3.09 Referendum.
- 3.10 Referendum by the Council.

3.01 Legislative Acts.

Every legislative act of the Council shall be by ordinance. All ordinances shall be numbered consecutively. No ordinance shall contain more than one subject which shall be clearly expressed in its title. The enacting clause of all ordinances shall be: "Be it ordained by the City of Richland."

3.02 Enactment of Ordinances.

No ordinance shall be finally passed unless it is approved by a majority of all members of the Council by a vote taken by roll call and entered in the journal. No ordinance, except an emergency ordinance or an ordinance for the payment of salaries or current expenses, shall be finally passed less than six days following its introduction and first reading, which may be by title only.

Every ordinance passed by the Council shall be signed by the mayor, or the mayor pro tempore acting as mayor, and filed with the city clerk, who shall record the same and keep a copy for public inspection.

3.03 Emergency Ordinances.

The Council may adopt an emergency ordinance to meet a public emergency affecting life, health or property. Every emergency ordinance shall be plainly designated as such in both its title and body and shall contain a declaration stating that an emergency exists and a description of the claimed emergency.

3.04 Publication of Ordinances.

Every ordinance, except an emergency ordinance, shall be published at least once in the official newspaper of the city within thirty days immediately following its enactment. Every emergency ordinance shall be published within ten days immediately following its enactment. An ordinance may be published by title or in full.

3.05 Effective Date.

Every ordinance, except an emergency ordinance or an ordinance granting a franchise, shall become effective on the day following the date of its first publication or on any other day thereafter fixed by the Council. An emergency ordinance may become effective immediately upon enactment. Every ordinance granting a franchise shall become effective at the expiration of thirty days following its first publication, or on any other day thereafter fixed by the Council.

3.06 Amendments.

No ordinance, or section thereof, shall be revised, reenacted, or amended by reference to its title; but the new ordinance shall set forth at length the ordinance, or section thereof, as revised, reenacted, or amended.

3.07 Codification of Ordinances.

Within three years of the effective date of this Charter, and at least every five years thereafter, the Council shall arrange for a compilation and codification of the Charter and all ordinances of a general, public, or permanent nature, or imposing a fine, penalty, or forfeiture, and shall file the same with the city clerk.

3.08 Initiative.

A. The registered voters of the city may propose an ordinance or one or more amendments to any existing ordinance, and may by petition and subsequent election exercise any authority or power which the city Council exercises by its votes, except that no initiative process shall be allowed on any subject where such an action is contrary to the general laws of the state of Washington. [Approved-general election November, 1975].

B. An initiated ordinance shall be submitted by filing with the city clerk a petition signed by a number of registered electors equal to at least twenty percent of the total vote cast at the last preceding regular general election. All sheets constituting such petition shall be uniform in character; shall contain the proposed ordinance in full; shall contain the names and residence addresses of five registered electors, who, as a committee of the petitioners, shall be regarded as responsible for the circulation and filing of the petition; and shall set forth the residence address of each person signing.

C. Within fifteen days after receiving an initiative petition, the city clerk shall determine whether it has sufficient valid signatures. If insufficient, the petition shall fail. If sufficient, the petition shall be submitted forthwith to the Council.

D. Within thirty days after receiving an initiative petition from the city clerk, the Council may enact such petitioned ordinance, but only without amendment, and it shall take effect immediately or at such other time as may be fixed therein. If the Council shall fail to enact such ordinance, it shall be submitted to popular vote at a special election to be held within ninety days of receipt by the Council, but if any other municipal election is to be held within one hundred twenty days after receipt by the Council, the proposed initiative shall be voted upon at such election.

E. If a majority of the registered electors voting on an initiative ordinance shall vote in favor thereof, it shall take effect ten days after certification of the election results or at a later time fixed therein. If the provisions of two or more ordinances approved at the same election are inconsistent, the ordinance receiving the highest affirmative vote shall prevail and the other(s) shall be deemed rejected.

F. An initiative ordinance, whether enacted by vote of the Council or by vote of the people, shall not be amended or repealed by the Council within one year after its enactment.

3.09 Referendum.

A. The registered voters of the city may propose the repeal of any ordinance or section or sections of any ordinance, except that no referendum shall be allowed on any subject where such a referendum procedure is contrary to the general laws of the state of Washington. The fact that the ordinance is in effect shall not bar the referendum procedure. [Approved-general election November, 1975].

B. An ordinance shall be referred by filing with the city clerk no later than thirty days following the first publication of the ordinance, a petition signed by a number of registered electors equal to at least twenty-five percent of the total vote cast at the last preceding regular general election. All sheets constituting such petition shall be uniform in character; shall contain the proposed ordinance in full; shall contain the names and residence addresses of five registered electors, who as a committee of the petitioners, shall be regarded as responsible for the circulation and filing of the petition; and shall set forth the residence address of each person signing.

C. Within fifteen days after receiving a referendum petition, the city clerk shall determine whether it has sufficient valid signatures. If insufficient, the petition shall fail. If sufficient, the petition shall be submitted forthwith to the Council and the operative effect of the ordinance, or sections thereof, to which the petition pertains shall be deemed suspended.

D. Within thirty days after receiving the referendum petition from the city clerk, the Council shall repeal the ordinance, or sections thereof, or shall order it submitted to popular vote at a special election to be held within sixty days of receipt by the Council; but if any other municipal election is to be held within ninety days after receipt by the Council, the proposed referendum shall be voted upon at such election.

E. If the majority of the registered electors voting on the referred ordinance shall vote for repeal of the ordinance, or sections thereof, it, or such sections thereof, shall be repealed upon certification of the election results. Otherwise the referendum shall fail and the ordinance, or sections thereof, shall be deemed restored to effect.

F. An ordinance, or sections thereof, repealed by the Council because of a referendum petition, or repealed by a referendum vote of the people, may not be reenacted by the Council within one year of the effective date of such repeal. This subsection shall not apply to an ordinance, or sections thereof, referred to the voters by the Council.

3.10 Referendum by the Council.

The Council by its own motion may submit any proposed ordinance, or any sections thereof, to the voters for their approval or rejection in the same manner as provided for its submission upon petition.

Article IV

ADMINISTRATION

Sections:

- 4.01 City Manager – Appointment.
- 4.02 City Manager – Removal.
- 4.03 City Manager – Temporary Replacement.
- 4.04 Powers and Duties.
- 4.05 Council Not to Interfere.
- 4.06 City Clerk.
- 4.07 City Attorney.

4.01 City Manager – Appointment.

The Council shall appoint a chief administrative officer of the city who shall have the title of “city manager” and who shall serve at the pleasure of the Council. His appointment shall require the affirmative vote of four members of the Council. The manager shall be chosen solely on the basis of his demonstrated qualifications as an administrator with particular emphasis on his training and actual experience as a professional municipal administrator. The manager need not be a resident of the state when appointed, but during his tenure of office he shall reside within the city. No councilman shall be eligible for appointment as manager within two years following the expiration of his latest term as councilman.

4.02 City Manager – Removal.

The Council may remove the manager from office in accordance with the following procedure:

A. By first adopting by the affirmative vote of at least four of its members a preliminary resolution stating the reasons for his removal. This resolution may also suspend the manager from duty. In either case, the manager shall continue to receive his salary until the final resolution of removal is adopted.

B. Within fifteen days the manager may file with the Council a reply in writing and request a public hearing. This hearing shall be held not earlier than fifteen days nor later than thirty days after filing his request.

C. Not less than thirty days after the date of adoption of the preliminary resolution and after such public hearing, if any, the Council by the affirmative vote of at least four of its members may adopt a final resolution of removal, at which time the manager shall be paid any balance of his salary then due or accrued and an additional amount equal to two months’ salary.

4.03 City Manager – Temporary Replacement.

In the event of the absence, suspension, or disability of the manager, or if a vacancy should occur in the office, the Council may designate a qualified administrative officer of the city to perform the duties of the office until the manager shall return to duty or until the appointment of a successor.

4.04 Powers and Duties.

The manager shall be the head of the administrative branch of the city government. He shall be responsible to the Council for the proper administration of all city affairs under his jurisdiction. Subject to the personnel provisions of this Charter, the manager shall:

A. Give general direction to the programs and activities of all city departments and offices under his jurisdiction. He shall prepare an administrative manual which shall set forth the procedures for carrying out such programs and activities;

B. Serve as personnel officer of the city and administer the city personnel system, unless the Council on his recommendation authorizes him to appoint a personnel officer to administer the system;

C. Appoint, and when he deems the best interests of the city require, remove officers and employees of the city unless otherwise provided by this Charter or by general laws. The manager may authorize the head of a department or office to appoint and remove subordinates in such department or office;

D. Prepare the annual budgets, including a five-year capital expense budget, and submit them to the Council. Upon adoption of any budget by the Council, the manager shall be responsible for its administration;

E. Prepare and submit to the Council, at the close of each fiscal year, a complete report on the finances and administrative activities of the city for the preceding year;

F. Keep the Council informed on the financial condition and present and future needs of the city, making such recommendations as he deems desirable;

G. Perform such other duties as may be prescribed by this Charter or required of him by the Council, not inconsistent with this Charter.

4.05 Council Not to Interfere.

Neither the Council nor any of its members shall direct or request the appointment of any person to, or his removal from, any office or position by the manager or by any of his subordinates, but the Council while in official session, open or executive, may express its views and fully and freely discuss with the manager anything pertaining to appointment and removal of city officers and employees. Except for the purpose of inquiry, the Council and its members shall deal with the administrative branch solely through the manager, and neither the Council nor any member thereof shall give orders to any subordinate of the manager, either publicly or privately.

4.06 City Clerk.

The manager, subject to the approval of the Council, shall appoint or remove the city clerk who shall:

A. Attend all meetings of the Council and keep a permanent journal of its proceedings;

B. Record and certify all ordinances and resolutions;

C. Serve as custodian of the city seal and official city records;

D. Prescribe and furnish sample forms for petitions provided for by this Charter;

E. Serve as registrar of voters for the city;

F. Perform such other duties as may be prescribed by general laws, this Charter, the Council, or the manager.

The city clerk, with the approval of the manager, may designate one clerk in his office as his deputy, who shall have all the powers and perform all the duties of the city clerk in his absence.

4.07 City Attorney.

The manager, subject to the approval of the Council, shall appoint or remove the city attorney who shall be an attorney admitted and qualified to practice before the Supreme Court of the state of Washington. The city attorney shall:

A. Act as legal advisor to and counsel for, the Council and manager in matters relating to their official duties;

B. Represent the city in litigation in which the city is interested, unless the manager, with the approval of the Council, otherwise provides;

C. Provide legal opinions on official matters when requested by the Council or manager;

D. Draft and review for legal correctness, contracts, bonds, franchises, and other instruments to which the city is a party;

E. Perform such other duties as may be assigned to him by the administrative code or otherwise by general laws or ordinances.

Article V

GENERAL FINANCE

Sections:

- 5.01 Fiscal Year.
- 5.02 The Budget.
- 5.03 Budget Control.
- 5.04 Accounting and Auditing.
- 5.05 Fiscal Controls.
- 5.06 Fees and Collections.
- 5.07 Purchases.
- 5.08 Competitive Bidding.
- 5.09 Bonds and Indebtedness.
- 5.10 Sale of Bonds.
- 5.11 Taxes and Indebtedness.

5.01 Fiscal Year.

The fiscal year of the City of Richland shall be set by ordinance not in conflict with general laws.

5.02 The Budget.

The annual budget shall be prepared and presented to the Council by the manager and acted upon in the manner and within the time limits prescribed by general laws. The manager shall attach to each budget such supporting data and explanatory material relating to current operations, capital improvements, and other phases of the budget as may be deemed appropriate.

The manager shall annually prepare and present to the Council a program of proposed capital projects for the five fiscal years next succeeding the budget year, with cost estimates relating thereto. This shall be known as the capital expense budget.

5.03 Budget Control.

At the beginning of each quarterly period during the fiscal year, and more often if required by the Council, the manager shall submit to the Council data showing the relation between the estimated income and expenses and actual income and expenses to date. If it shall appear that the income is less than anticipated, the Council may reduce or transfer appropriations, except amounts required to meet contractual obligations and for debt service, interest, and other fixed charges, to keep expenditures within cash income.

5.04 Accounting and Auditing.

The manager shall be in charge of the administration of the financial affairs of the city. He shall be responsible for maintaining proper books and records, for accounting, and for auditing all transactions affecting the city. Reserves for depreciation may be established in accordance with sound accounting practices.

5.05 Fiscal Controls.

The manager shall appoint a director of finance who shall supervise the receipt, custody, and disbursement of all city funds and perform such other duties as may be required of him by general laws, this Charter, the Council, or the manager.

5.06 Fees and Collections.

All fees and other moneys collected by any officer or employee shall belong to the city and shall be paid immediately to the director of finance.

5.07 Purchases.

Except as otherwise provided in this Charter, the manager shall be responsible for all city purchasing, but he may delegate this authority to a city purchasing officer.

5.08 Competitive Bidding.

All contracts for public work or improvement, where the total contract is in excess of limits set by ordinance passed by the Richland City Council and all purchase of supplies, material, equipment, or nonprofessional services where the total cost exceeds the limits prescribed by ordinance, shall be subject to sealed bids.

Bids shall be advertised by posting notice thereof in a public place in the city and by not less than one publication in the official newspaper of the city at least ten days prior to the date fixed for the opening of bids. All bids shall be sealed and shall be opened publicly at the time and place designated in the call for bids. The manager, or his representative, shall analyze the bids and provide the Council with a summary thereof. Except as hereinafter provided, the contract shall be awarded to the lowest responsible bidder. The Council may by resolution reject any or all bids.

If the Council, in its judgment, determines that the public work or improvement can be done by the city at less cost than the lowest bid submitted, or if no bids are submitted, it may authorize the work to be done by day labor. [Approved General Election 1991].

5.09 Bonds and Indebtedness.

The creation of indebtedness and the issuance of all bonds, warrants, and other evidences of indebtedness shall be governed and controlled by general laws.

No contract shall be executed, the payment of which will be financed by the issuance of bonds, warrants, or other evidences of indebtedness, until the ordinance authorizing the issuance of such bonds or other evidences of indebtedness shall have taken effect. Any contract executed before such time shall be unenforceable.

5.10 Sale of Bonds.

Subject to general laws, bonds, warrants, and other evidences of indebtedness may be sold at public or private sale in any manner and at any price the Council deems the best interests of the city require.

5.11 Taxes and Indebtedness.

The city shall have all the powers granted to, or not withheld from, cities of the first class by the Constitution and laws of the state in the levying and collection of taxes and incurring of indebtedness.

Article VI
CITY OFFICERS AND EMPLOYEES

Sections:

- 6.01 Merit Basis of Appointment.
- 6.02 Personnel Officer.
- 6.03 Personnel Policy.
- 6.04 Retirement, Disability, Pension, and Death Benefit Plans.
- 6.05 Prohibitions – Political Activities – Penalties.
- 6.06 Exclusion.

6.01 Merit Basis of Appointment.

All appointments and promotions of city officers and city employees shall be made on the basis of merit and fitness.

6.02 Personnel Officer.

The manager shall serve as personnel officer of the city unless, pursuant to this Charter, he shall appoint another person to this office. The personnel officer shall administer the personnel system of the city in accordance with the personnel policy adopted under this article, and shall perform any other duties prescribed by the Council which are not inconsistent with his duties under this policy.

6.03 Personnel Policy.

The personnel officer shall prepare and recommend to the Council rules governing city employment. After a public hearing on such rules, the Council by ordinance or resolution shall approve or reject them in whole or in part, or may modify them and approve them as so modified. Rules and amendments thereto shall become effective when approved by the Council. Thereafter the Council shall have the power to amend, repeal, or add to the rules on the recommendation of the personnel officer or on its own initiative, subject to the requirement of a public hearing. These rules shall provide for:

- A. The classification of all city positions, which classification shall be based on the duties, authority, and responsibility of each position, except that the personnel officer with the approval of the Council, may designate specific city positions as unclassified;
- B. Salary and wage plans for all city positions;
- C. Methods for determining the merit and fitness of candidates for appointment, retention, and promotion in the classified service, which methods shall include, insofar as practicable, competitive examinations;
- D. The order and manner in which layoffs may be effected;
- E. The procedures for removal and suspension of, and disciplinary action against officers and employees;
- F. Procedures for review of actions taken under (C), (D), and (E), of this section by a personnel board, which may make recommendations based on its findings, such recommendations being advisory only, unless otherwise required by general laws;
- G. Hours of work, attendance regulations, and provision for sick and vacation leave;
- H. Other practices and procedures necessary to the administration of the city personnel system.

6.04 Retirement, Disability, Pension, and Death Benefit Plans.

The Council may by ordinance establish or adopt retirement and pension plans for superannuated officers and employees of the city, and plans for payment of sickness and death benefits and disability benefit plans to cover permanent, partial, or temporary disability incurred by officers and employees of the city. Any plans thus provided shall be financed jointly by the city and the members.

6.05 Prohibitions – Political Activities – Penalties.

No person in the city service nor any person seeking employment therein shall:

- A. Take part in campaigns involving the election of any city official, other than to cast his vote and to express privately his opinions;
- B. Give or cause to be given any money or other thing of value to any person in connection with an appointment to or promotion in the city service;
- C. In any manner solicit or be concerned with soliciting any contribution for any political purpose from any city employee;
- D. Commit any fraud or deceit in connection with any appointment to or promotion in the city service or tending to defeat the purpose of this article.

Any person violating any provision of this section shall, in addition to other penalties provided by law, be ineligible for appointment or employment in the city service for a period of five years, and shall, if he be an officer or employee of the city, immediately forfeit such position.

6.06 Exclusion.

Except for Section 6.05 (B), (C) and (D), the provisions of this article shall not apply to the office of councilman.

Article VII

NOMINATIONS AND ELECTIONS

Sections:

- 7.01 Elections.
- 7.02 Nominations.
- 7.03 Qualification of Councilmen.

7.01 Elections.

All municipal elections shall be nonpartisan. There shall be regular primary and general municipal elections biennially on the days provided by law in each even numbered year and such special elections as the Council shall provide. Until otherwise provided by ordinance to the extent permitted by general laws, the primary and general election laws of the state, so far as the same are applicable to cities of the first class, shall govern and control all elections of the city and all proceedings held in conjunction therewith. Whenever the term “regular general election” is used in this Charter, it shall mean the regular general municipal election to be held biennially in the city in accordance with general laws.

7.02 Nominations.

Any registered elector of the city may declare his candidacy for the office of councilman by filing a declaration of candidacy in accordance with general laws.

7.03 Qualification of Councilmen.

The Council shall be the judge of the election and qualification of its members.

Article VIII

GENERAL PROVISIONS

Sections:

- 8.01 Practice of Law by Officials.
- 8.02 Pecuniary Interest.
- 8.03 Public Records.
- 8.04 Expenses Allowable.
- 8.05 Oath of Office.
- 8.06 Administration of Oaths.
- 8.07 Damage Claims.
- 8.08 Amendments.

8.01 Practice of Law by Officials.

Until such time as they are employed on a full-time basis and to the extent permitted by general laws, the city attorney, police judge, or municipal judge shall not be prohibited from engaging in the private practice of law, but they shall neither seek nor accept from any source other than the city any fee, reward, or other remuneration for any of their official services, nor seek nor accept any employment which would conflict with the discharge of their official duties.

8.02 Pecuniary Interest.

No member of the Council and no other officer or employee of the city shall directly or indirectly derive a financial profit from any contract to which the city is a party or any sale to the city, or to a contractor supplying the city, of any land or rights or interests in any land, materials, supplies, or services. Any person who shall willfully violate this section shall have committed malfeasance in office and shall be deemed to have forfeited his office or position. Any violation of this section with the express or constructive knowledge of the party contracting with the city shall render the contract voidable by the manager or the Council.

8.03 Public Records.

All records and accounts of every office, department, or agency of the city, except records and documents, the disclosure of which would tend to defeat the lawful purpose which they are intended to accomplish, shall be open to inspection in the proper city offices by any citizen, any representative of a citizens' organization, or any representative of the press, radio, or television at all reasonable times and under reasonable regulations established by the manager. All such records and accounts shall be city property and be kept as such by the proper officers and employees during their continuance in office, and then delivered to their successors.

8.04 Expenses Allowable.

Any officer or employee of the city may be reimbursed for reasonable and necessary expenses paid or incurred by him in the performance of his duties.

8.05 Oath of Office.

Every officer of the city shall before entering upon the duties of his office, take and subscribe to such oaths as required by state law together with the following oath or affirmation, to be filed and kept in the office of the city clerk:

I solemnly swear (or affirm) that I will support the Constitutions of the United States and the State of Washington, and the Charter and ordinances of the City of Richland, and will faithfully discharge the duties of the office of _____.

8.06 Administration of Oaths.

The mayor, mayor pro tempore, manager, city clerk, and city attorney, or their appointed representatives, shall have the power to administer oaths in the performance of the duties of their offices or the transaction of the city's business.

8.07 Damage Claims.

Any claim for damages or injuries against the city shall contain, in addition to the requirements of general laws, an accurate description of the time, place, and cause of any accident or occurrence, and the nature and extent of any damages or injuries, including an itemization thereof. The claim shall be verified by the claimant or by someone in his behalf, in accordance with general laws, and shall be filed with the city clerk within ninety days, or a lesser time provided by general laws, after the date on which the damage occurred or the injury was sustained. Any claim which does not comply with the requirements of this section shall be barred. No action shall be maintained against the city on any claim for damages or injuries until sixty days after the date of filing of the claim. No claim shall be paid until it has been referred to the manager and the manager has reported to the Council thereon.

8.08 Amendments.

Amendments to this Charter may be submitted to the registered electors by the Council or by petition of the electorate in the manner provided by the constitution or laws of the state.

Article IX

TRANSITION

Sections:

- 9.01 Declaration of Necessity.
- 9.02 Powers During Transition Period.
- 9.03 Termination of Transition Period.
- 9.04 Enactment of Temporary Ordinances.
- 9.05 Residence.
- 9.06 Speed of Transition.

9.01 Declaration of Necessity.

Prior to the incorporation of the city, the area now included therein constituted an unincorporated community subject to the laws of the state of Washington, with its municipal facilities, installations, services, and administration provided by the United States of America, through the United States Atomic Energy Commission and its municipal contractor. Under the Atomic Energy Community Act of 1955 (Public Law 221, 84th Congress, 64 Stat. 472), the United States Atomic Energy Commission is authorized to transfer such municipal facilities, installations, services, and administration to the incorporated city not later than August 4, 1960. Before some of these transfers can be completed, the city will be required to take all or some of the following steps: employ a manager and other administrative officers, develop an administrative code, adopt personnel and pension systems, appoint and train qualified personnel to administer the affairs of the city, adopt a budget, adopt permanent fiscal procedures, organize boards, commissions, committees, and offices required or authorized by general laws or this Charter, adopt and enforce regulatory measures necessary for the preservation of the health, safety, morals, property, and general welfare of the people of the city, and the city should arrange to exercise all other powers granted to the city by the Constitution and the laws of the state and this Charter. It is, therefore, declared that the temporary powers included in this article are necessary to enable the city to operate effectively and to properly serve its citizens during the transition period.

9.02 Powers During Transition Period.

To assure and promote the continued protection of the health, safety, morals, property, and general welfare of the people of the city, and to secure to the people of the city the continuing high standards of municipal services existing before the adoption of this Charter, it is hereby provided and declared, as follows:

A. All laws of the state of Washington and the County of Benton in force in the area incorporated as Richland on the date of the election at which this Charter is adopted and all such laws in effect in said area on the date of incorporation which remain in effect therein on said election date which are not in conflict with this Charter shall continue in force for a period of one hundred eighty days following said election date or until such earlier time as the Council shall enact ordinances on the same subjects or until they expire by their own limitation.

B. The Council may appoint or remove, or provide for the appointment or removal of an acting manager and other temporary officers and employees who shall serve until such time as permanent appointments are made in accordance with this Charter and the ordinances of the city. Such officers and employees shall serve in unclassified positions. The Council may enact temporary ordinances, adopt temporary resolutions, and establish temporary rules and regulations, relating to administration, personnel, salaries and wages, contracts, injury, sickness and disability awards, and all other matters relating to administration and personnel.

C. The Council may enact temporary ordinances to accomplish the purposes of Article V of this Charter, appoint a temporary director of finance and a temporary purchasing officer, designate a temporary depository of city funds, provide for and adopt a temporary budget with the power to revise it from time to time as necessity or the interest of the city may require, and provide for temporary accounting and auditing procedures, temporary procedures for purchasing, temporary provisions for the receipt and disbursement of money, issuance of warrants, making of contracts, calling of bids, levy and collection of taxes, and administration of other financial matters.

D. The Council may enter into temporary agreements to obtain municipal services, including, but not limited to, police protection, fire protection, sewage collection, disposal and treatment, garbage and refuse collection and disposal, water supply and distribution, electrical energy supply and distribution, street and sidewalk maintenance and repair, park and recreational facilities, library services, engineering and legal services, and any other municipal services permitted by general laws.

E. The Council may provide for the appointment or designation of temporary police officers who shall be charged with all of the duties and authority of police officers of cities of the first class and who shall serve until such time as the Council shall provide for the appointment of permanent police officers. The Council shall diligently provide for personnel and pension systems for police officers, subject to general laws, to enable the appointment of permanent police officers at the earliest practicable date.

F. The Council may provide for the appointment or designation of temporary firemen who shall be charged with all the duties and authority of firemen of cities of the first class and who shall serve until such time as the Council shall provide for the appointment of permanent firemen. The Council shall diligently provide for personnel and pension systems for firemen, subject to general laws, to enable the appointment of permanent firemen at the earliest practicable date.

G. In the performance of their duties, all temporary city officers and employees shall have the power to execute and administer all applicable laws and ordinances.

H. The Council may grant temporary franchises, licenses, permits and privileges.

I. The Council may enact such other temporary ordinances, rules or regulations, as it may deem necessary for the effective administration of city affairs during the period of transition, which are not in conflict with general laws or this Charter.

9.03 Termination of Transition Period.

All ordinances, rules, regulations, grants, franchises, licenses, permits, privileges, contracts, or any other action of the city or any agency, body, or officer thereof, pursuant to Section 9.02 shall be terminated on August 4, 1960, or on any earlier date which the Council may declare, or on any earlier date which is the effective date of any permanent ordinance, rule, regulation, grant, franchise, license, permit, privilege, contract, or other action, which supersedes its temporary counterpart.

9.04 Enactment of Temporary Ordinances.

Whenever practicable, the Council shall enact permanent ordinances under the procedure set forth in Article III of this Charter. Temporary ordinances enacted pursuant to Section 9.02 may be enacted at the same Council meeting at which they are introduced and may become effective immediately upon their enactment, on condition that they shall be published in the official newspaper of the city within ten days thereafter. No temporary ordinance shall be enacted under the provisions of Section 3.08 of this Charter. Every temporary ordinance shall be plainly designated as such in both its title and body.

9.05 Residence.

Residence prior to the incorporation of the city of Richland within the limits of the area initially incorporated therein may be used toward fulfillment of residence requirements of this Charter.

9.06 Speed of Transition.

Notwithstanding any time limits set in this article, it is hereby declared that the period of transition before the city is fully operating as a city of the first class shall be completed as rapidly as is reasonably practicable, and the Council and city officers are directed to effectuate the transfer to the city of public utilities, municipal facilities, installations, services and functions, and the assumption of all municipal duties and responsibilities with due diligence.

Article X
SEVERABILITY

Sections:

10.01 Severability.

10.01 Severability.

The invalidity of any article, section, subsection, provision, clause, or portion thereof, shall not affect the validity of the remainder of this Charter.

CERTIFICATE

STATE OF WASHINGTON

ss

COUNTY OF BENTON

We, the undersigned freeholders of the City of Richland, elected at the special election in said city on the 15th day of July, 1958, under the provisions of the Constitution and laws of the State of Washington, to prepare a charter for the City of Richland, do hereby certify that the foregoing charter has been prepared by us and is hereby submitted as the Charter for said city.

SIGNED this 17th day of September, 1958.

s/Joyce R. Kelly

Joyce R. Kelly, Chairman

s/Douglas A. Cameron

Douglas A. Cameron, Vice-Chairman

s/George D. Barr

George D. Barr, Executive Secretary

s/Paul P. Beardsley

Paul P. Beardsley

s/Rebecca G. Bown

Rebecca G. Bown

s/Fred E. Brackenbush

Fred E. Brackenbush

s/Helen U. Carlson

Helen U. Carlson

s/Russell Einan

Russell Einan

s/Elizabeth H. Groot

Elizabeth H. Groot

s/Roy E. Jaynes

Roy E. Jaynes

s/Catharine M. Lewis

Catharine M. Lewis

s/William W. McIntosh

William W. McIntosh

s/Kermit W. McKay

Kermit W. McKay

s/Max R. Walton

Max R. Walton

SIGNED this 18th day of September, 1958.

s/Harry D. Campbell

Harry D. Campbell

CERTIFICATE OF THE INCORPORATION OF RICHLAND

AS A CITY OF THE FIRST CLASS

I, J.T. Bettinson, chairman of the board of county commissioners for Benton County, do hereby certify that, in accordance with the provisions of chapter 153 of the Laws of 1951, of the State of Washington, the county commissioners of said county duly caused an election to be held on the 15th day of July, 1958, within the boundaries hereinafter described, for the purpose of determining whether or not the same should be incorporated into a city of the first class and for the purpose of electing fifteen freeholders to form a charter for such city, said boundaries being as described in Exhibit "A", which is attached hereto and made a part hereof. At said election 2,932 votes were cast in favor of incorporation and 724 votes were cast against incorporation, and the following named persons were duly elected freeholders for the purpose of forming a charter for said city, to-wit: George D. Barr, Paul P. Beardsley, Rebecca G. Bown, Fred E. Brackenbush, Harry D. Campbell, Douglas A. Cameron, Helen U. Carlson, Russell Einan, Elizabeth H. Groot, Roy E. Jaynes, Joyce R. Kelly, Catharine M. Lewis, William W. McIntosh, Kermit W. McKay, Max R. Walton. That thereafter on the 18th day of September, 1958, said board of freeholders duly returned a proposed charter for said city of Richland, signed by the following named members, to-wit: George D. Barr, Paul P. Beardsley, Rebecca G. Bown, Fred E. Brackenbush, Harry D. Campbell, Douglas A. Cameron, Helen U. Carlson, Russell Einan, Elizabeth H. Groot, Roy E. Jaynes, Joyce R. Kelly, Catharine M. Lewis, William W. McIntosh, Kermit W. McKay, Max R. Walton. That thereafter on the 2nd day of December, 1958, at an election duly called for said purpose, the proposed charter was submitted to the qualified electors of said city, and the returns of said election were duly canvassed, and the result of said election was found to be as follows: For said proposed charter, 3,747 votes; against said proposed charter, 616 votes. Whereupon, the said charter was declared duly ratified. And I further certify that the annexed charter is a full, true, and correct copy of the proposed charter so voted upon and ratified as aforesaid.

I further certify that, in accordance with the provisions of section 2 of chapter 153 of the Laws of 1951, of the State of Washington, the board of county commissioners of Benton County ascertained that the population of the area within the above-described boundaries was not less than 20,000 inhabitants, to-wit: 24,000 inhabitants, and that said board of county commissioners established and declared such finding in a resolution dated the 17th day of March, 1958.

In testimony whereof, I have hereunto set my hand this 8th day of December, 1958.

s/J.T. Bettinson

Chairman of the Board of County

Commissioners for Benton County

BOUNDARIES

EXHIBIT "A"

Commencing at the northwest corner of Section 24, T. 9N., R. 28 E., W.M. (the coordinates of said corner are X-2,312,942.47 feet and Y-339,185.45 feet); thence S. 10 degrees 41' 59" E. 1,586.12 feet to the true point of beginning (this point is U.S. Corps of Engineers monument number U-20); thence along the U.S. Corps of Engineers' Traverse Line N. 81 degrees 30' 55" W. 647.81 feet; thence N. 81 degrees 29' 01" W. 1,879.94 feet; thence N. 7 degrees 29' 35" E. 140.51 feet; thence N. 73 degrees 10' 53" W. 371.82 feet; thence N. 69 degrees 38' 43" W. 1,204.12 feet; thence N. 64 degrees 56' 07" W. 461.05 feet; thence N. 60 degrees 09' 49" W. 570.34 feet; thence N. 74 degrees 54' 46" W. 734.71 feet to a point on the west line of Section 14, T. 9N., R. 28 E., W.M., thence N. 0 degrees 55' 07" W. 860.08 feet along the west line of said Section 14 to a point of intersection with the boundary of the recorded plat of Richland, Benton County, Washington; thence along said plat boundary S. 88 degrees 35' 56" W. 266.53 feet to said plat boundary monument (PB 4 W.) a point of curve; thence along a 1,960.08 foot radius curve right, an arc distance of 1,352.87 feet to a point of tangency (PB 5 W.); thence N. 38 degrees 08'

42" E. 15.0 feet to a point (PB 6 W.); thence N. 51 degrees 51' 18" W. 4,198.47 feet to a point of curve (PB 7 W.); thence along a 2,327.01 foot radius curve right, an arc distance of 2,071.82 feet to a point of tangency (PB 8 W.); thence N. 0 degrees 50' 33" W. 5,097.84 feet to a point of curve (PB 9 W.); thence along a 5,764.65 foot radius curve right, an arc distance 1,477.66 feet to a point of this curve; thence S. 88 degrees 48' 21" W. 1,137.18 feet; thence N. 0 degrees 27' 52" W. 92.38 feet; thence S. 88 degrees 51' 08" W. 2,655.53 feet; thence N. 0 degrees 05' 33" W. 663.95 feet; thence S. 88 degrees 48' 21" W. 590.07 feet to the centerline of the main channel of the Yakima River; thence upstream along said centerline to a point of intersection with the township line between T. 9 N. and T. 10 N., W.M.; thence N. 89 degrees 28' 29" E. 1,782.00 feet to the northeast corner of Section 5, T. 9 N., R. 28 E., W.M.; thence S. 0 degrees 08' 41" W. 683.04 feet; thence N. 89 degrees 18' 27" E. 657.24 feet; thence S. 0 degrees 01' 32" W. 681.10 feet; thence N. 89 degrees 08' 25" E. 658.68 feet; thence S. 0 degrees 05' 33" E. 679.16 feet; thence N. 88 degrees 58' 23" E. 4,362.80 feet to a point of intersection with a 5,764.65 foot radius curve on the boundary of the recorded plat of Richland, Benton County, Washington; thence along said 5,764.65 foot radius curve an arc distance of 1,081.05 feet (the chord bears N. 34 degrees 36' 58" E. 1,079.47 feet) to a point of tangency (PB 10 W.); thence along the aforementioned plat boundary N. 39 degrees 59' 18" E. 976.24 feet to a point of curve (PB 11 W.); thence along a 5,694.65 foot radius curve left, an arc distance of 896.17 feet to a point of tangency (PB 12 W.); thence N. 30 degrees 58' 18" E. 1,938.24 feet to a point of curve (PB 13 W.); thence along a 5,694.65 foot radius curve left, an arc distance of 1,375.20 feet to a point of tangency (PB 14 W.); thence N. 17 degrees 08' 07" E. 750.12 feet to a point (PB 15 W.); thence N. 17 degrees 08' 07" E. 1,372.18 feet to a point of intersection with the north line of Section 34, T. 10 N., R. 28 E., W.M.; thence along the north line of said Section 34 N. 89 degrees 41' 14" E. 1,009.38 feet to the northeast corner of said Section 34; thence along the north line of Section 35, T. 10 N., R. 28 E., W.M. N. 88 degrees 48' 18" E. 2,722.08 feet to the north quarter corner of said Section 35; thence N. 88 degrees 52' 55" E. 1,362.08 feet to a sixteenth corner; thence N. 1 degree 28' 31" E. 1,305.29 feet to a sixteenth corner; thence N. 1 degree 26' 19" E. 1,309.76 feet to a sixteenth corner; thence N. 1 degree 27' 08" E. 2,638.77 feet to a point of intersection with the boundary of United States Army Camp Hanford; thence along said boundary N. 89 degrees 37' 20" E. 3,684.66 feet to a point of intersection with the centerline of the main channel of the Columbia River; thence downstream along said centerline (said line being the Benton-Franklin County Line) to a point of intersection with a line which bears N. 36 degrees 42' 48" E. (the coordinates of the point of intersection are X-2,313,890.61 feet and Y-343,870.00 feet); thence S. 36 degrees 42' 48" W. 685.25 feet; thence S. 0 degrees 30' 35" E. 100.45 feet to a point (PB 8 E.); thence S. 0 degrees 30' 35" E. 1,305.25 feet to a point (PB 7 E.); thence S. 0 degrees 30' 38" E. 1,478.94 feet to a point (PB 6 E.); thence S. 0 degrees 30' 38" E. 109.46 feet to a point (PB 5 E.); thence S. 89 degrees 42' 53" W. 409.72 feet to a point (PB 4 E.); thence S. 40 degrees 34' 02" E. 1,531.24 feet to a point of curve (PB 3 E.); thence along a 3,969.83 foot radius curve right, an arc distance of 643.46 feet to a point of tangency (PB 2 E.); thence S. 31 degrees 16' 49" E. 221.80 feet to a point (PB 1 E.); thence S. 31 degrees 16' 49" E. 285.00 feet to the centerline of the main channel of the Yakima River; thence upstream along said centerline to a point of intersection with a line which bears S. 81 degrees 30' 55" E. (the coordinates of the point of intersection are X-2,313,814.06 feet and Y-337,540.82 feet); thence N. 81 degrees 30' 55" W. 583.50 feet to the true point of beginning (U.S. Corps of Engineers monumental number U-20), all in Benton County, Washington.

All bearings in this description are lambert bearings. All of the bearings and coordinates referred to in the description are in reference to the Washington State Coordinate System, South Zone, and are derived from the United States Coast and Geodetic Survey data for triangulation stations "Rich" and "Richland" with the respective azimuth reference markers for those stations. All coordinates in this description designated as "X" and "Y" are used for bearings in this description as east and north, respectively.

The hereinabove described land includes all of Section 35 and portions of Sections 25, 26, 34, and 36, T. 10 N. R. 28 E., W.M., and all of Sections 10 and 14 and portions of Sections 1, 2, 3, 4, 5, 9, 11, 12, 13, 15, 23 and 24, T. 9 N., R. 28 E., W.M., in Benton County, Washington. The total area contained within the proposed boundaries is 8.75 square miles.

**TELEGRAM FROM
SECRETARY OF STATE**

1958 DEC 10 PM 2 29

PR OLA043 LONG PD-OLYMPIA WASH 10 155 PMP-

CARL W KRUEGEL COUNCIL CLERK

RICHLAND CITY COUNCIL-RM 108 BLDG W-8 RICHLAND WASH.

PAPERS RELATIVE TO THE INCORPORATION OF RICHLAND AS CITY OF THE FIRST CLASS RECEIVED AND OFFICIALLY FILED AS OF TODAY. CERTIFIED COPIES OF THESE INSTRUMENTS WILL BE PREPARED FOR USE OF THE STATE LIQUOR CONTROL BOARD AND STATE TREASURER TO THE END THAT YOUR CITY WILL SHARE IN NEXT ALLOCATION OF STATE FUNDS BY THESE RESPECTIVE OFFICES. CONGRATULATIONS TO THE NEW CITY OF RICHLAND. YOUR COMMUNITY REPRESENTS A NEW ERA OF INDUSTRIAL GROWTH OF OUR GREAT STATE AND WE IN OLYMPIA ARE PLEASED WITH YOUR DYNAMIC AND PROGRESSIVE ATTITUDE. IF MY OFFICE CAN EVER BE OF SERVICE BE SURE TO LET ME KNOW.

VICTOR A MEYERS SEC OF STATE

CERTIFICATE

I, Carl W. Kruegel, Acting City Clerk of the City of Richland, do hereby certify that I have received from Mayor Patricia Y. Merrill a certificate entitled "CERTIFICATE OF THE INCORPORATION OF RICHLAND AS A CITY OF THE FIRST CLASS," as executed by J.T. Bettinson, Chairman of the Board of County Commissioners of Benton County, on December 8, 1958, and that I have recorded the Charter of the City of Richland as approved by the voters at the special election held December 2, 1958, in a book provided and kept for this purpose and known as the Charter Book of the City of Richland.

DATED at Richland, Washington, this 11th day of December, 1958.

s/Carl W. Kruegel

Carl W. Kruegel

Acting City Clerk

s/Patricia Y. Merrill

Patricia Y. Merrill

Mayor

Form Approved:

s/John B. Nason

John B. Nason

Acting City Attorney



COUNCIL WORKSHOP COVERSHEET

Council Date: 1/25/2022

Department: City Manager

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Subject:
Council Assignments

Summary:
Council will discuss council assignments for calendar years 2022-2023.

The current assignments for 2020-2021 are provided with this staff report to aid in the discussion.

Attachments:
I. Council Assignments 2020-2021

RESOLUTION NO. 146-20

A RESOLUTION of the City of Richland updating the Council assignments for the 2020-2021 calendar years and repealing Resolution No. 24-20.

WHEREAS, Richland City Council adopted Resolution No. 24-20 to establish Council liaison/representative assignments for the 2020-2021 calendar years; and

WHEREAS, amendments to the 2020-2021 Council liaison/representative assignments are necessary in light of the appointment of Councilmember Boring to Position No. 2 upon former Councilmember Brad Anderson's resignation.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richland that the following councilmembers shall serve as liaison/representative to the following agencies, boards, commissions and committees for the remainder of 2020 and through 2021:

CITY BOARDS, COMMISSIONS AND COMMITTEES

Arts Commission	Councilmember Boring
Code Enforcement Board	Councilmember Boring
Economic Development Committee	Councilmember Christensen
Emergency Operations Board	Mayor Lukson Mayor Pro Tem Kent
Firefighters' Pension Board (Per RCW).....	Mayor Lukson, Chair
Library Board	Mayor Pro Tem Kent
Lodging Tax Advisory Committee.....	Councilmember Christensen*
Parks & Recreation Commission	Mayor Pro Tem Kent
Planning Commission	Councilmember Alvarez
Police Pension Board (Per RCW).....	Mayor Lukson, Chair Mayor Pro Tem Kent
Utility Advisory Committee	Councilmember Lemley

*Subject to recusal on any actions involving softball.

NON-CITY ORGANIZATION NON-PARTICIPANT (non-voting Liaison)

Port of Benton.....	Councilmember Christensen
Port of Kennewick.....	Councilmember Alvarez
Tri-City Regional Chamber of Commerce.....	Councilmember Alvarez

NON-CITY ORGANIZATION BOARD MEMBER

Ben Franklin Transit Board	Councilmember Lemley
Benton County 2060 Affordable Housing Steering Comm.	Councilmember Christensen
Benton-Franklin Community Action Committee	Councilmember Alvarez
Benton-Franklin Council of Governments	Mayor Lukson
Benton County Mosquito Control Board	Councilmember Boring
Visit Tri-Cities	Councilmember Lemley
Tri-Cities Development Council (TRIDEC).....	Mayor Lukson

LOCAL, REGIONAL, NATIONAL ORGANIZATIONS

Benton County Solid Waste Advisory Committee	Councilmember Boring
Energy Communities Alliance	Mayor Lukson Councilmember Thompson Councilmember Christensen
Hanford Area Economic Investment Fund Committee.....	Councilmember Lemley
Hanford Communities Governing Board	Councilmember Thompson
Richland Public Facilities District	Councilmember Lemley
Tri-Cities Regional Public Facilities District.....	Mayor Lukson Councilmember Christensen

AD HOC COUNCIL COMMITTEES

Capital Facilities/Improvement Plan Annual Review.....	Mayor Lukson Councilmember Christensen Councilmember Alvarez
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BE IT FURTHER RESOLVED that Resolution No. 24-20 is hereby repealed.

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

ADOPTED by the City Council of the City of Richland, Washington, at a regular meeting on the 3rd day of November, 2020.



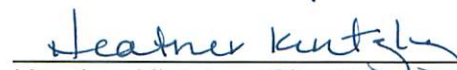
Ryan Lukson, Mayor

Attest:



Jennifer Rogers, City Clerk

Approved as to form:



Heather Kintzley, City Attorney