



**Council - Corporate Priorities Committee Meeting
Agenda**

Tuesday, January 21, 2020

6:00 p.m.

Council Chambers

Pages

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. DISCLOSURE OF INTEREST
4. PUBLIC QUESTION PERIOD
5. OLD BUSINESS
6. NEW BUSINESS
 - 6.1 Human Resources Policy No. 21.0 - Vehicle and Equipment Use Policy 2 - 14
 - 6.2 Credit Card Payment Options 15 - 18
7. QUESTIONS
8. IN CAMERA
 - 8.1 Agreement - Family Resource Network (FRN) - Bid Submission Briefing
 - 8.2 Intermunicipal Collaboration Framework (ICF) - MD of Bonnyville Feedback
 - 8.3 Legal - 4 Wing Cold Lake Golf and Winter Club
 - 8.4 Agreement - Improvement District (ID) No. 349
9. ADJOURNMENT



STAFF REPORT

Title: Human Resources Policy No. 21.0 - Vehicle and Equipment Use Policy

Meeting Date: January 21, 2020

Executive Summary:

Administration is committed to the safe, courteous and efficient operation of vehicles and equipment and over the past few years has been working to enhance its service levels, and preventive maintenance programs and processes. As part of the process, administration has developed a Fleet Management Manual which is ready for implementation.

The manual will cover all aspects of the City's Fleet Management System and provide a consistent application of the fleet management principles and implementation throughout the City of Cold Lake. It will help the City of Cold Lake to ensure compliance with National Safety Code for Motor Carriers, the Provincial Traffic Acts and the Criminal Code of Canada.

In order to have the Fleet Management Manual implemented throughout the organization, a new Human Resource Policy No. 21.0 – Vehicle and Equipment Use Policy has also been developed and is attached to the report.

The new proposed policy blends the two existing policies and provides context for the implementation of the Fleet Management Manual. Administration is presenting the new policy and Fleet Management Manual to Corporate Priorities Committee of Council for feedback and seeking recommendation for Council's approval.

Background:

The City of Cold Lake's fleet includes 468 vehicles and equipment, ranging from waste trucks to lawnmowers and trailers. In the last 8 to 10 years, as the City of Cold Lake was investing heavily in infrastructure rehabilitation it also enhanced its service levels and programs. The City's service level delivery depends directly and/or indirectly on fleet, whether it is a water line repair or a trip to the bank, a reliable and efficient fleet is required. This demands a good robust preventive maintenance program and supporting policies/procedures.

Administration has been working for the last few years to enhance the existing fleet management program and included preventive maintenance processes. Out of several



components, the Fleet Management Manual is the most important piece of the program which has been now completed and is ready for implementation.

The manual provides a living document that will not only convey the City's policies and procedures as well as provide guidelines on preventive maintenance procedures including operator/driver certification and licensing. The manual addresses the following items:

- Fleet Organization and Management
- Fleet Operations
- Fleet Regulations
- Procurement of City Assets
- Driver's License Policy
- City Fleet Safety Program
- Fleet Management System
- Driver/Operator Procedures
- Commercial Vehicle Dimension and Weight Regulations
- Safety Manual – Safe Driving Directive
- Safety Manual – Smoking Directive Para
- Safety Manual – Safe Vehicle Positioning/Backing Directive
- Distracted Driving Legislation – 2016
- Commercial Vehicle Safety Regulations
- Purchasing of Goods and Services Policy 114-FN 09
- Commercial Vehicle Certificate and Insurance Regulations
- Transportation of Dangerous Goods Regulations
- Preventive Maintenance Directive

Consistent application of the principles of Fleet Management will result in the most effective use of available resources and ensure maximum support for critical City missions. The policies and procedures contained in the manual are designed to serve all levels of the organization and will be consistently implemented throughout the City of Cold Lake to ensure compliance with the National Safety Code for Motor Carriers, the Provincial Traffic Acts and with the Criminal Code of Canada.

All City employees will be responsible for reading the Fleet Management Manual and complying with its policies and procedures and shall refer to it for further details and directions in regards to vehicle and equipment use and or requirements.

In order to implement the manual and enhance the preventive maintenance procedures, City of Cold, over the past few years, has been enhancing and streamlining the



supporting infrastructure. Some of the items/new technology previously implemented include.

- An upgraded Fuel Management and Reporting System
- The RTA Vehicle Reporting System
- Vehicle numbering system

The implementation of the Fleet Management Manual requires a supporting policy, duly approved from Council. Therefore a new policy named Human Resource Policy 21.0 – Vehicle and Equipment Use Policy has been developed, which is intended to replace existing Policy 21.0 – Vehicle Use. Furthermore, the new policy will address the existing Policy 29 – Driver Abstract and therefore Policy 29 will be rescinded.

The new proposed policy not only blends the existing two policies mentioned above but also provide context for the implementation of the Fleet Management Manual along with enhancement/inclusion of the certain new clauses based on the trending of last few years.

Alternatives:

The Committee may consider the following options:

1. Recommends to Council to approve the new Human Resources Policy No. 21.0 - Vehicle and Equipment Use Policy at the January 28, 2020 regular Council meeting.
2. Direct Administration to prepare amendments to the Human Resources Policy No. 21.0 - Vehicle and Equipment Use Policy, and bring it to the February 18, 2020 Corporate Priorities Committee meeting for further discussion.

Recommended Action:

That the Corporate Priorities Committee of Council recommend that Council adopt Human Resources Policy No. 21.0 being the Vehicle and Equipment Use Policy.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer

21.0 Vehicle and Equipment Use

Topic: Vehicle and Equipment Use	Effective Date:
	Approved by CAO Kevin Nagoya:
Subject Area: Human Resources	Date of Next Review:
	Date(s) Revised: December 3, 2019

Policy Statement:

All employees are responsible for the implementation of this policy while driving City vehicles and equipment. The City is committed to the safe, courteous, and efficient operation of vehicles and equipment. City vehicles/equipment are to be operated in a safe and courteous manner at all times having regard for the other users of the roadway.

Purpose:

The purpose of the Fleet Management Manual is to ensure that the City of Cold Lake's commitment to the Fleet Management and Safety program is recognized by the City of Cold Lake with a directive that the program be reviewed periodically and to ensure Compliance with the National Safety Code for Motor Carriers, the Provincial Traffic Acts, and with the Criminal Code of Canada.

All City employees shall be responsible for reading the Fleet Management Manual and complying with its policies and procedures and shall refer to the Fleet Management Manual for further details and directions in regards to vehicle/equipment use and or requirements.

Managerial Guidelines:

- 21.1 The City of Cold Lake owns and operates a fleet of vehicles for use by the City employees when conducting City business. This policy refers to all City insured vehicles/equipment that may include rented, hired or leased items. Only authorized City personnel may operate City vehicles or equipment.
- 21.2 City owned vehicles and equipment are to be used only for the transportation of personnel who are employed by the City of Cold Lake, and for persons the employee must transport as part of their duties.
- 21.3 Only authorized City personnel may operate City vehicles/equipment. No passengers other than City Employees are allowed to travel in City vehicles/equipment, except in instances where those passengers are involved in the City related activities for which the vehicle/equipment is being used. Any exceptions must be approved by CAO or designate.

Requirements to Operate City Vehicles or Equipment:

- 21.4 In order to be authorized to drive City vehicles or equipment, City employees:
- 21.4.1 Must have a valid driver/operator licence with the required endorsements when using City vehicles and/or equipment on roadways;
 - 21.4.2 Must have read and understood the City vehicle/equipment use policy and the City of Cold Lake Fleet Management Manual.
 - 21.4.3 Must have been properly trained in the use of that vehicle or equipment;
 - 21.4.4 Must satisfy all additional safety and/or operational requirements established by the City;
 - 21.4.5 Must ensure all drivers/operators and passengers of city vehicles/equipment with seat belts or safety harnesses shall ensure that the belts/harnesses are adjusted properly and fastened upon entering the vehicle and that they are worn while the vehicle/equipment is in motion.
 - 21.4.6 Acknowledge that drivers/operators on frequent stop pick-ups or drop-offs may drive without seatbelts being fastened while in the performance of their duties.
 - 21.4.7 Acknowledge that drivers/operators may unfasten their seat-belts when operating vehicles/equipment in reverse.
 - 21.4.8 Where a valid Driver's License is essential to the performance of their duties, a suspension or revocation of a Driver's License could result in an employee's employment being terminated for just cause. If an employee is unable to perform their usual duties because of loss or suspension of a Driver's License, the employee may be placed in some other suitable position if such position is available and undue hardship is not imposed on the City, or the employee may be required to take unused vacation or an unpaid leave of absence.
 - 21.4.9 Any employee found operating vehicles/equipment illegally will be subject to disciplinary procedures up to and including termination of employment.

Manager Responsibilities:

- 21.5 Managers are responsible for the enforcement of this policy and its procedures, and to ensure City employees have the correct information regarding vehicle and equipment use.

Supervisor Responsibilities:

- 21.6 Supervisors are responsible for adhering to this policy and its procedures, ensuring the procedures are followed, documenting and bringing forward issues to their Department Manager for review, and ensuring City employees have the correct information regarding vehicle and equipment use.

Employee Responsibilities & Obligations:

- 21.7 All City staff are responsible for the safe and efficient operation of City vehicles and equipment when in use. As such, an operator of City vehicles or equipment:
- 21.7.1 Must comply with all posted speed limits, applicable Provincial and Federal traffic acts, laws and regulations, and any City of Cold Lake laws/bylaws or policies;
 - 21.7.2 Must follow, unless otherwise restricted by instructions applicable to specific types or loads or operations, the maximum speed for city vehicles/equipment outside of city establishments. Speeds shall be restricted according to vehicle/equipment specifications.

- 21.7.3 Acknowledge that while operating City vehicles/equipment authorized drivers/operators are bound by the Criminal Code of Canada, the National Safety Code for Motor Carriers, and Provincial Traffic Acts. All persons using a City vehicle and/or equipment on roadways must have a valid driver's/operator's license with the required endorsements. Drivers/operators are bound by International laws while driving outside of Canada. The City of Cold Lake may impose specific authorization requirements in addition to those required by Canadian Law.
- 21.7.4 Must ensure City vehicles/equipment are used only by employees in the performance of their duties, for authorized training purposes and/or City business and are not to be used for personal business.
- 21.7.5 Must park City vehicles or equipment in their designated department parking area(s), upon completing as assigned task, and lock all vehicles or equipment to help prevent theft.
- 21.7.6 Acknowledge that drivers/operators and passengers are not permitted to smoke in city owned vehicles/equipment.
- 21.7.7 Must not operate City vehicles or equipment while impaired by, or under the influence of, drugs, alcohol, or other substances that adversely affect the safe operation of City vehicles or equipment. Doing so is just cause for dismissal.
- 21.7.8 Must perform an inspection as per the (VMRS) Vehicle Reporting Maintenance System, reporting any damages or servicing needs to the appropriate Supervisor.
- 21.7.9 Must report all incidents immediately to their supervisor. It will be the Supervisor's responsibility to ensure that an incident investigation is completed and remitted to the Safety Advisor.
- 21.7.10 Must report all traffic violations to the employer. The driver will be responsible for driving infractions, including but not limited to, fines or penalties related to operating City vehicles or equipment.
- 21.7.11 Must notify their immediate supervisor, who will notify the employer, if their license has been suspended or revoked.
- 21.7.12 Must report any medical condition, disease, or disability which may interfere with the safe operation of City vehicles or equipment to their immediate supervisor.
- 21.7.13 Ensure that their licence does not expire.

City Cell Phones and Two-Way Radio Communication:

- 21.8 Drivers / operators of City vehicles/equipment are prohibited from using hand held telecommunications devices while the vehicle is in motion. Drivers/Operators must safely stop and park, prior to using hand-held telecommunication devices. Two-way radio communication and hands-free technology are permitted while the vehicles/equipment is in motion, but conversations must be kept brief.

Priority of Use of City Vehicles:

- 21.9 If a City employee is attending training courses, seminars, meetings, inspections, or events required for their job, At the discretion of the manager the employee must use either:
 - 21.9.1 A city vehicle or;
 - 21.9.2 A rental vehicle;
 - 21.9.3 If there is no City owned vehicle or rental vehicle available, approval for mileage reimbursement must be approved by department Manager for using personal vehicles.

On-Call Vehicles:

- 21.10 The City of Cold Lake recognizes that some staff are required to be available with minimal notice in case of emergency, and therefore, will provide a vehicle to ensure prompt response times. On-call staff may include the following, but is not limited to, Fire Service vehicles, Operational Managers, Infrastructure Services, the Safety Advisor, and designated Foreman. The CAO or their designate must approve the on-call status of an employee before vehicles or equipment can be taken home. This authorization is granted with the understanding that such use will be confined to the boundaries of the City of Cold Lake, except in the case of an emergency.

City Vehicle and Equipment Use Privileges:


- 21.11 Employees may take the City vehicles/equipment home over the lunch hour as long as they get approval from their foreman/manager.
- 21.11.1 City vehicle and equipment driving/operating privileges may be terminated or reinstated at the sole discretion of the CAO or their designate.

Drivers Abstracts:

- 21.12 The Human Resources department shall keep a copy of each employee's Driver's Abstract in accordance with the City's Records' Retention and Destruction Schedule.
- 21.12.1 The City is required by law and their insurance company to comply with rules and Regulations regarding Driver Abstracts for City employees operating City owned vehicles. Driver Abstracts shall be used to determine whether an employee has a record of offences which would render them unsuitable for driving privileges.
- 21.12.2 The City will update all driver abstracts annually for its employees.
- 21.12.3 The fee associated with obtaining the out-of-province Driver's Abstract shall be reimbursed by the City upon proof of valid receipt.
- 21.12.4 Employees who are a resident of a province other than Alberta must provide a current, three (3) year Driver's Abstract.
- 21.12.5 If an employee's driver abstract has more than eight (8) points, or if a GDL driver abstract has more than 4 points, the following may be implemented:
- 21.12.5.1 Suspension of driving privileges on City vehicles and equipment;
- 21.12.5.2 Restrictions as to the type of City vehicles or equipment that can be operated;
- 21.12.5.3 Mandatory defensive driver training course(s) to reduce points.

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21.0 Vehicle Use

Topic: Vehicle Use	Effective Date: July 1, 2004
	Approved by CAO Kevin Nagoya: 
Subject Area: Human Resources	Date of Next Review:
	Date(s) Revised: October 13, 2009

Policy Statement:

The City of Cold Lake recognizes that some staff are required to be available with minimal notice in case of emergency, and therefore, will provide a vehicle to ensure prompt response. City vehicles are to be operated in a safe and courteous manner at all times having regard for the other users of the roadway. They are to be used only for the transportation of personnel who are employed by the City of Cold Lake, and for persons the Employee must transport as part of their duties.

Managerial Guidelines:

General

- 21.1 The City of Cold Lake owns and operates a fleet of vehicles for use by the City employees when conducting city business.
- 21.2 The Traffic Safety Act of Alberta gives the City the Authority to manage its transportation options, as well as the vehicle travel practices of employees of the City. The city is committed to the safe, courteous and efficient operation of vehicles.
- 21.3 The City supports and facilitates safe, cost-effective, expeditious transportation through vehicle management and maintenance services, comprehensive driver training and education programs, a variety of procurement procedures including preferred vendor agreements, and risk management initiatives. The Operations Manager, reporting to the General Manager coordinates the purchase of new or used trucks, vans or trailers to obtain the most appropriate, efficient and cost-effective vehicle.

- 21.4 City vehicles are purchased using the appropriate Supply Management Services procurement procedure. Some city vehicles are reserved for the exclusive use of specific departments or units. City vehicle management and driver safety requirements extend to those departments specific vehicles, and compliance with City policies and procedures is the responsibility of the department.
- 21.5 The Vehicle shop manages and maintains city vehicles.
- 21.6 Only authorized City personnel may operate City vehicles/equipment. No passengers other than City Employees are allowed to travel in City vehicles, except in instances where those passengers are involved in the City related activities for which the vehicle/equipment is being used. All exceptions must be approved by the Chief Administrative Officer.
- 21.7 All persons operating a City vehicle and/or equipment on public streets must have a valid Driver's License with the required endorsements. The City of Cold Lake may impose specific authorization requirements in addition to those required by Canadian Law.
- 21.8 While operating City vehicles in Canada, authorized drivers are bound by the Criminal Code of Canada, the National Safety Code for Motor Carriers, Provincial Traffic Acts and Regulations, Municipal Bylaws and City Policy and Procedures. While operating vehicles outside of Canada, authorized drivers must continue to comply with all City policies and procedures, while observing all applicable laws and regulations of their current geographical location.
- 21.9 Where a valid Driver's License is essential to the performance of their duties, a suspension or revocation of a Driver's License could result in an Employee's employment being terminated for just cause. If an Employee is unable to perform the Employee's usual duties because of loss or suspension of a Driver's License, the Employee may be placed in some other suitable position if such position is available and undue hardship is not imposed on the City, or the Employee may be required to take unused vacation or an unpaid leave of absence.
- 21.10 When operating City vehicles/equipment, seatbelts and any required personal protective equipment must be worn at all times. Authorized drivers must operate and care for City vehicles in a safe, efficient and professional manner at all times, ensuring the safety of authorized passengers and maintain the integrity of any cargo.
- 21.11 Vehicles/equipment are not to be operated above the posted speed limit. All traffic laws are to be observed by an Employee when operating a City vehicle/equipment.

- 21.12 The Employee is responsible for all fines and penalties related to any infractions while operating a City vehicle/equipment.
- 21.13 There is to be absolutely no smoking in City vehicles/equipment.
- 21.14 Employees must not operate City vehicles/equipment while impaired by alcohol or drugs. Doing so is just cause for dismissal.
- 21.15 Employees must not operate City vehicles/equipment while under the influence of alcohol or drugs which adversely affects the safe operation of such vehicles/equipment. Doing so is just cause for dismissal.
- 21.16 Except as specifically permitted for fire, on-call response, and booked travel Employees are not authorized to use City vehicles/equipment for personal business, to operate City vehicles/equipment outside of City boundaries, or to retain City vehicles/equipment overnight at their place of residence.
- 21.17 The Employee operating a vehicle/equipment should inspect the vehicle before use and report any damages or servicing needs to the appropriate Supervisor or Management.
- 21.18 All accidents involving a City vehicle/equipment must be reported immediately to Employee's Supervisor or Management and require the completion of an Incident Report by the Employee.
- 21.19 Upon request from the City, an Employee who operates a City vehicle/equipment may be required to provide a satisfactory Driver's Abstract to the City in order to operate, or continue operating, a City vehicle/equipment.
- 21.20 Driver of City vehicles are prohibited from using hand held telecommunications devices while the vehicle is in motion. Drivers must safely stop and park, prior to using hand-held telecommunication devices. Two-way radio communication and hands-free technology are permitted while the vehicle is in motion. Conversations must be kept brief.

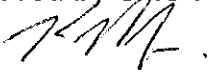
Fire Service Vehicles

- 21.21 The Fire Chief or Acting Fire Chief in their absence, are authorized to take City vehicles home and to use them for personal business as they are required to facilitate immediate response to emergency situations. This authorization is granted with the understanding that such use will be confined to the boundaries of the City of Cold Lake, except in the case of an emergency.
- 21.22 Reports of damage or service needs for Fire Service vehicles should be made to the Fire Service Manager.

On-Call Vehicles

- 21.23 Employees designated as "on-call" are authorized to take City vehicles home and to use them for personnel business as they are required to facilitate response to emergency situations. This authorization is granted with the understanding that such use will be confined to the boundaries of the City of Cold Lake, except in the case of an emergency.
- 21.24 No passengers other than City Employees are allowed to travel in City vehicles, except in instances where those passengers are involved in the City related activities for which the vehicle/equipment is being used. All exceptions must be approved by the Chief Administrative Officer.

29.0 Drivers Abstract Policy

Topic: Drivers Abstract Policy	Effective Date: December 14, 2010
	Approved by CAO Kevin Nagoya: 
Subject Area: Human Resources	Date of Next Review:
	Date(s) Revised:

Policy Statement:

The City of Cold Lake is required by law and their insurance company to comply with rules and regulations regarding Driver Abstracts for City employees operating City owned vehicles; this includes employees who are required to drive as part of their regular job duties or will travel for company related business. Driver Abstracts shall be used to determine whether an employee has a record of offences which would render them unsuitable for driving privileges.

Managerial Guidelines:

General

- 29.1 City employees are required to provide a completed Drivers Abstract Consent Form to Human Resources (in person or in a confidential envelope).
 - 29.1.1 Upon beginning employment with the City, employees will provide a three (3) year Drivers' Abstract.
 - 29.1.2 Human Resources is responsible for updating the Drivers Abstract on an annual basis.
 - 29.1.3 Employees with licenses issued outside the Province of Alberta must obtain and submit a three (3) year Drivers Abstract from the issuing Province/State.
- 29.2 If an employee whose job requires a valid Drivers Abstract does not comply with this policy, they will be subject to reassignment to other duties for a period of forty-eight (48) hours, or longer if approved by his/her Director.

- 29.2.1 If an employee fails to provide a valid Drivers Abstract, which confirms s/he holds the relevant valid Alberta Driver's Licence within the time period noted above, that employee may be subject to layoff, leave of absence or removal from his/her position.
- 29.3 Any employee found operating a motor vehicle illegally will be subject to disciplinary procedures up to and including dismissal.
- 29.4 Driving history will be considered in competitions that require driving as a part of their duties.
- 29.5 Employees shall give written notice within fifteen (15) days' to the employer of an accident, violation or conviction. Employees are required to ensure that their licence does not expire.
- 29.5.1 If as a result of this review an employee's Drivers Abstract is considered to be a hazard or a liability to the employer, the following action may occur:
- 29.5.2 Suspension of driving privileges with the City's equipment;
- 29.5.3 Restrictions as to the type of City equipment operated;
- 29.5.4 Mandatory vehicle operation or hazard avoidance training;
- 29.5.5 Voluntary hazard avoidance training; and
- 29.5.6 More severe discipline up to and including termination.
- 29.7 Drivers' Abstracts will be retained in the Employee' personnel file and destroyed as per the Records' Retention and Destruction Schedule.



STAFF REPORT

Title: Credit Card Payment Options

Meeting Date: January 21, 2020

Executive Summary:

The general public has shown interest in using credit cards to pay for their property taxes, utility bills, accounts receivable, permits and business licenses at City Hall or on the City website. Administration has found a 3rd party company called OptionPay that has the ability to process these credit card transactions. OptionPay charges a small fee to the credit card user making the payment, approximately 3%. The minimum fee for any given transaction will be \$2. A fee schedule is attached for review. There are no budgetary impacts for providing this service at City Hall. The swipe terminal required for OptionPay is free but the City would need to purchase a small tablet or screen for the user to enter their payment information. OptionPay does not offer debit card services.

Background:

Administration has been researching potential vendors that could allow the public to make credit card payments at City Hall and on the City website for their property taxes, utility bills, accounts receivable, permits and business licenses without impacting the budget. OptionPay was selected based on the services they provide and the user fees involved. The City currently takes credit card payments at the Energy Centre, Golf Course, Transfer Station, and Marina but does not recover the fees associated with these transactions. The City budgets approximately \$16,000 per year in the operating budget to cover these fee expenses.

There is an opportunity to have the OptionPay terminals installed at the Energy Centre, Golf Course, Transfer Station, Marina, and FCSS locations. Potential issues with the installation of this service at the other City locations include software compatibility with Perfect Mind, and having to manually enter each credit card transaction from Perfect Mind into the OptionPay software. All transactions made out of City Hall would be attached to specific invoice numbers that are trackable using Serenic software.

Alternatives:

1. Administration recommends that the Corporate Priorities Committee of Council pass a motion recommending that Council to implement a credit card payment option for City Hall and on-line for payments to property taxes, utilities, accounts receivable, permits and business licenses.
2. The Corporate Priorities Committee of Council accept the report as information.



Recommended Action:

Administration recommends that the Corporate Priorities Committee of Council pass a motion recommending that Council to implement a credit card payment option for City Hall and on-line for payments to property taxes, utilities, accounts receivable, permits and business licenses.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

OptionPay - Fee Rate Table

Transaction Range Start	Transaction Range End	Fee	Transaction Range Start %	Transaction Range End %	
\$0.01	\$30.00	\$2.00	20000.0%	6.67%	Minimum Charge
\$30.01	\$60.00	\$2.00	6.7%	3.33%	Minimum Charge
\$60.01	\$90.00	\$2.65	4.4%	2.94%	
\$90.01	\$120.00	\$3.74	4.2%	3.12%	
\$120.01	\$150.00	\$5.15	4.3%	3.43%	
\$150.01	\$180.00	\$6.08	4.1%	3.38%	
\$180.01	\$210.00	\$7.01	3.9%	3.34%	
\$210.01	\$240.00	\$7.94	3.8%	3.31%	
\$240.01	\$270.00	\$8.87	3.7%	3.29%	
\$270.01	\$300.00	\$9.80	3.6%	3.27%	
\$300.01	\$330.00	\$10.73	3.6%	3.25%	
\$330.01	\$360.00	\$11.66	3.5%	3.24%	
\$360.01	\$390.00	\$12.59	3.5%	3.23%	
\$390.01	\$420.00	\$13.52	3.5%	3.22%	
\$420.01	\$450.00	\$14.45	3.4%	3.21%	
\$450.01	\$480.00	\$15.38	3.4%	3.20%	
\$480.01	\$510.00	\$16.31	3.4%	3.20%	
\$510.01	\$540.00	\$17.24	3.4%	3.19%	
\$540.01	\$570.00	\$18.17	3.4%	3.19%	
\$570.01	\$600.00	\$19.10	3.4%	3.18%	
\$600.01	\$630.00	\$20.03	3.3%	3.18%	
\$630.01	\$660.00	\$20.96	3.3%	3.18%	
\$660.01	\$690.00	\$21.89	3.3%	3.17%	
\$690.01	\$720.00	\$22.82	3.3%	3.17%	
\$720.01	\$750.00	\$23.75	3.3%	3.17%	
\$750.01	\$780.00	\$24.68	3.3%	3.16%	
\$780.01	\$810.00	\$25.61	3.3%	3.16%	
\$810.01	\$840.00	\$26.54	3.3%	3.16%	
\$840.01	\$870.00	\$27.47	3.3%	3.16%	
\$870.01	\$900.00	\$28.40	3.3%	3.16%	
\$900.01	\$930.00	\$29.33	3.3%	3.15%	
\$930.01	\$960.00	\$30.26	3.3%	3.15%	
\$960.01	\$1,000.00	\$31.50	3.3%	3.15%	
\$1,000.01	\$1,250.00	\$39.25	3.9%	3.14%	
\$1,250.01	\$1,500.00	\$47.00	3.8%	3.13%	
\$1,500.01	\$1,750.00	\$54.75	3.6%	3.13%	
\$1,750.01	\$2,000.00	\$62.50	3.6%	3.13%	
\$2,000.01	\$2,250.00	\$70.25	3.5%	3.12%	
\$2,250.01	\$2,500.00	\$78.00	3.5%	3.12%	
\$2,500.01	\$2,750.00	\$85.75	3.4%	3.12%	
\$2,750.01	\$3,000.00	\$93.50	3.4%	3.12%	
\$3,000.01	\$3,250.00	\$101.25	3.4%	3.12%	
\$3,250.01	\$3,500.00	\$109.00	3.4%	3.11%	
\$3,500.01	\$3,750.00	\$116.75	3.3%	3.11%	
\$3,750.01	\$4,000.00	\$124.50	3.3%	3.11%	
\$4,000.01	\$4,250.00	\$132.25	3.3%	3.11%	
\$4,250.01	\$4,500.00	\$140.00	3.3%	3.11%	
\$4,500.01	\$4,750.00	\$147.75	3.3%	3.11%	
\$4,750.01	\$5,000.00	\$155.50	3.3%	3.11%	
\$5,000.01	\$5,250.00	\$163.25	3.3%	3.11%	
\$5,250.01	\$5,500.00	\$171.00	3.3%	3.11%	
\$5,500.01	\$5,750.00	\$178.75	3.2%	3.11%	
\$5,750.01	\$6,000.00	\$186.50	3.2%	3.11%	
\$6,000.01	\$6,250.00	\$194.25	3.2%	3.11%	

Transaction Range Start	Transaction Range End	Fee	Transaction Range Start %	Transaction Range End %	
\$6,250.01	\$6,500.00	\$202.00	3.2%	3.11%	
\$6,500.01	\$6,750.00	\$209.75	3.2%	3.11%	
\$6,750.01	\$7,000.00	\$217.50	3.2%	3.11%	
\$7,000.01	\$7,250.00	\$225.25	3.2%	3.11%	
\$7,250.01	\$7,500.00	\$233.00	3.2%	3.11%	
\$7,500.01	\$7,750.00	\$240.75	3.2%	3.11%	
\$7,750.01	\$8,000.00	\$248.50	3.2%	3.11%	
\$8,000.01	\$8,250.00	\$256.25	3.2%	3.11%	
\$8,250.01	\$8,500.00	\$264.00	3.2%	3.11%	
\$8,500.01	\$8,750.00	\$271.75	3.2%	3.11%	
\$8,750.01	\$9,000.00	\$279.50	3.2%	3.11%	
\$9,000.01	\$9,250.00	\$287.25	3.2%	3.11%	
\$9,250.01	\$9,500.00	\$295.00	3.2%	3.11%	
\$9,500.01	\$9,750.00	\$302.75	3.2%	3.11%	
\$9,750.01	\$10,000.00	\$310.50	3.2%	3.11%	
\$10,000.01	\$10,250.00	\$318.25	3.2%	3.10%	
\$10,250.01	\$10,500.00	\$326.00	3.2%	3.10%	
\$10,500.01	\$10,750.00	\$333.75	3.2%	3.10%	
\$10,750.01	\$11,000.00	\$341.50	3.2%	3.10%	
\$11,000.01	\$11,250.00	\$349.25	3.2%	3.10%	
\$11,250.01	\$11,500.00	\$357.00	3.2%	3.10%	
\$11,500.01	\$11,750.00	\$364.75	3.2%	3.10%	
\$11,750.01	\$12,000.00	\$372.50	3.2%	3.10%	
\$12,000.01	\$12,250.00	\$380.25	3.2%	3.10%	
\$12,250.01	\$12,500.00	\$388.00	3.2%	3.10%	
\$12,500.01	\$12,750.00	\$395.75	3.2%	3.10%	
\$12,750.01	\$13,000.00	\$403.50	3.2%	3.10%	
\$13,000.01	\$13,250.00	\$411.25	3.2%	3.10%	
\$13,250.01	\$13,500.00	\$419.00	3.2%	3.10%	
\$13,500.01	\$13,750.00	\$426.75	3.2%	3.10%	
\$13,750.01	\$14,000.00	\$434.50	3.2%	3.10%	
\$14,000.01	\$14,250.00	\$442.25	3.2%	3.10%	
\$14,250.01	\$14,500.00	\$450.00	3.2%	3.10%	
\$14,500.01	\$14,750.00	\$457.75	3.2%	3.10%	
\$14,750.01	\$15,000.00	\$465.50	3.2%	3.10%	
\$15,000.01	\$15,250.00	\$473.25	3.2%	3.10%	
\$15,250.01	\$15,500.00	\$481.00	3.2%	3.10%	
\$15,500.01	\$15,750.00	\$488.75	3.2%	3.10%	
\$15,750.01	\$16,000.00	\$496.50	3.2%	3.10%	
\$16,000.01	\$16,250.00	\$504.25	3.2%	3.10%	
\$16,250.01	\$16,500.00	\$512.00	3.2%	3.10%	
\$16,500.01	\$16,750.00	\$519.75	3.1%	3.10%	
\$16,750.01	\$17,000.00	\$527.50	3.1%	3.10%	
\$17,000.01	\$17,250.00	\$535.25	3.1%	3.10%	
\$17,250.01	\$17,500.00	\$543.00	3.1%	3.10%	
\$17,500.01	\$17,750.00	\$550.75	3.1%	3.10%	
\$17,750.01	\$18,000.00	\$558.50	3.1%	3.10%	
\$18,000.01	\$18,250.00	\$566.25	3.1%	3.10%	
\$18,250.01	\$18,500.00	\$574.00	3.1%	3.10%	
\$18,500.01	\$18,750.00	\$581.75	3.1%	3.10%	
\$18,750.01	\$19,000.00	\$589.50	3.1%	3.10%	
\$19,000.01	\$19,250.00	\$597.25	3.1%	3.10%	
\$19,250.01	\$19,500.00	\$605.00	3.1%	3.10%	
\$19,500.01	\$19,750.00	\$612.75	3.1%	3.10%	
\$19,750.01	\$20,000.00	\$620.50	3.1%	3.10%	