



Agenda
City Council Workshop Meeting
Tuesday, June 25, 2024
Richland City Hall ~ Council Chambers
625 Swift Boulevard

City Council Workshop - 6:00 p.m.

Agenda Items:

1. 2025 Budget Process Review
 - Brandon Allen, Finance Director
2. Richland Police Department Annual Report
 - Craig Meidl, Interim Chief of Police
3. Richland Fire & Emergency Services Annual Report
 - Tom Huntington, Fire Chief

Adjournment

This meeting will be broadcast live on [CityView Channel 192](#) on the City's website and on the [City's YouTube Channel](#).

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.



2025 BUDGET PROCESS

City Council Presentation
June 25, 2024



Tentative Schedule for 2025 Budget

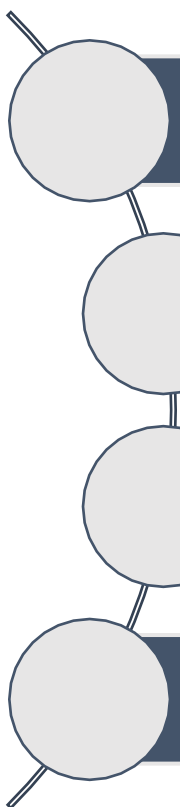


Budget Parameters and Assumptions

- City Manager's proposed budget will be balanced in accordance with statutory requirements
- Use past assumptions, trends, and historical information for projecting revenues and expenditures
- Financial policy is to maintain between a 16.7% and 25% General Fund reserve (GFOA Best Practice)
- Practice is to maintain a General Fund reserve of 25%



Budget Parameters and Assumptions Continued



Electric Utility rate increase planned for 2024 will not be implemented. Potential rate increase/electrical impact fee to be analyzed for 2025 budget.

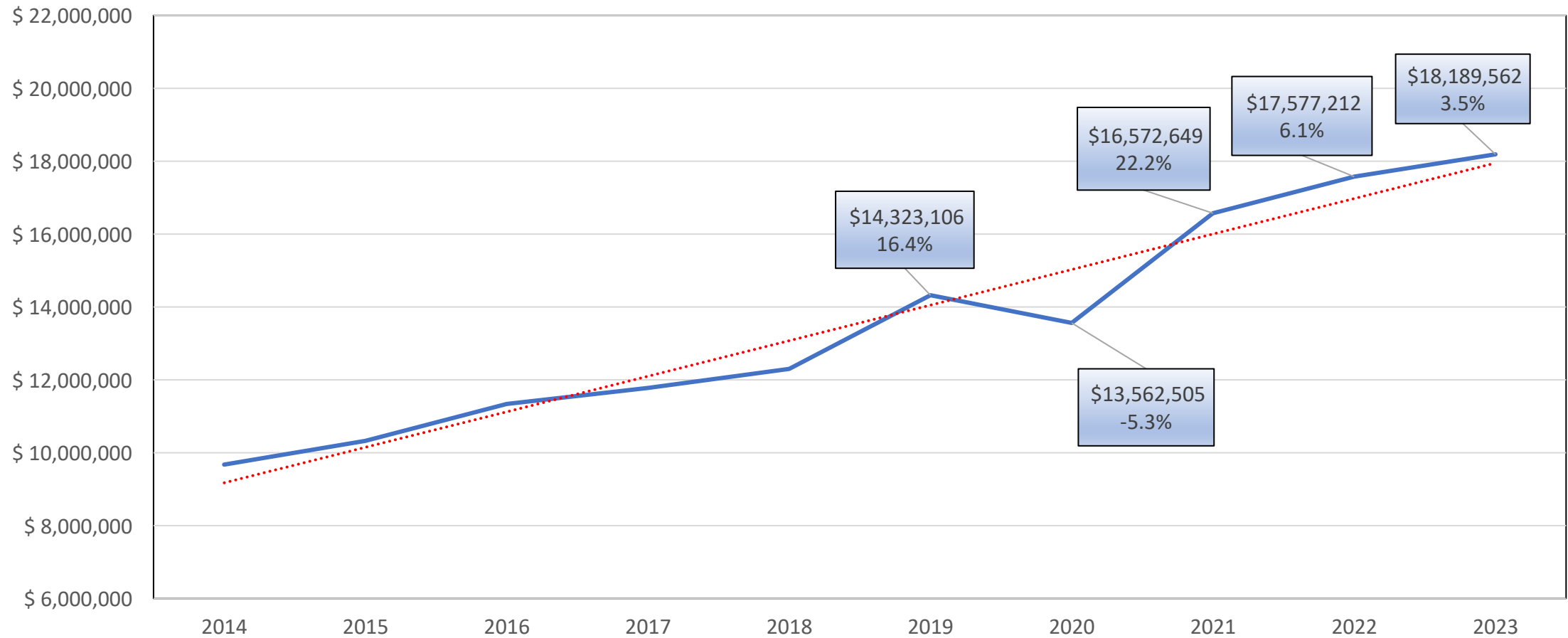
Richland's assessed value continues to grow at a steady rate

Utility occupation taxes continue to meet expectations

Positive trend in sales tax continues



Retail Sales Tax 2014-2023



Impacts to Consider

- Sales tax continues to have a growth trend, but the rate of growth has slowed over that last two years. Strong start to 2024 due primarily to services and construction.
- Permit fees and Real Estate Excise Tax (REET) revenues are flat in 2024 when compared to 2023.
- Continue to grow as a community with greater demands on our services.
 - Housing demand/availability
 - Police/Fire/Parks
- Supply chain and availability of goods mostly affecting large vehicle purchases.
- Inflation has somewhat stagnant over the last several months; however, has been in a slight downward trend over the last three months. Maybe one rate cut in 2024.



Local, State & Federal Impacts

- Washington State minimum wage increase based on CPI. The increase for 2024 was \$0.54 increase, or 3.4%. The 2025 increase will be announced on September 30, and we anticipate it will be similar.
- Significant increases in Office of Personal Defense costs over the next few years. Continued increases in animal control costs.
- City contributions to the Washington State Department of Retirement Systems (DRS) will decrease over the next 3 years due to the phasing out of the Unfunded Accrued Actuarial Liability surcharge related to the historically underfunded PERS 1 Plan. PERS I Unfunded Actuarial Accrued Liability (UAAL) is currently 2.47%, down from 3.85%.
- With a new federal lobbyist in place, we will be looking for new funding opportunities.



Questions?
Comments?





Richland Police Department Annual Report

City Council Presentation
June 25, 2024



2023 ORGANIZATIONAL CHART

PERSONNEL BREAKDOWN

72 Commissioned | 22 Support Staff

EDUCATION

4 AA Degrees | 40 Bachelor's Degrees
8 Master's Degrees

Police Chief

Administrative Assistant II

Deputy Chief

Administrative Assistant I

Administrative Services Commander

Administrative Services Lieutenant

Administrative Services Sergeant

Traffic Unit

School Resource Officers

Training Sergeant

Training & FTO

Investigations Commander

SCU Sergeant

SCU Detectives

ICAC Sergeant

ICAC Detective

CID Sergeant

CID Detectives

Metro Detective

Operations Commander

A Squad Sergeant

Patrol Officers

B Squad Sergeant

Patrol Officers

C Squad Sergeant

Patrol Officers

D Squad Sergeant

Patrol Officers

Professional Staff Manager

Professional Staff Supervisor

Code Enforcement

Crime Analyst

Community Relations Specialist

Evidence Technician

Quartermaster

Records Supervisor

Records Specialists

Public Records Supervisor

Public Records Specialists

VETERANS

18 Veterans

**Veteran's information collected from officer applications*



2023/2024 STAFFING

HIRING & SEPARATIONS | 01/01/2023 – PRESENT



POLICE OFFICERS

Hires	16
Separations	17
Promotions	7

CURRENT OPEN POSITIONS AS OF JUNE 2024

Chief of Police (1)
Deputy Chief (1)
Commander (1)
Lieutenant (1)
Police Officer (10)





NEW OFFICERS

8 Entry Level Hires

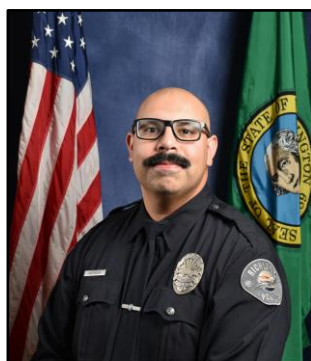
4 Lateral Hires



Trevor Meads
Officer



Eduardo Martinez
Officer



Adam Morin
Officer



Jared Kirk
Officer



Shandi Coe
Officer



Lucas Swanson
Officer



Cooper Shelby
Officer



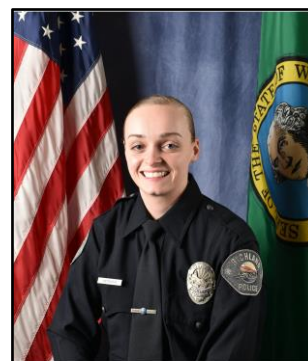
Emily Villafana
Officer



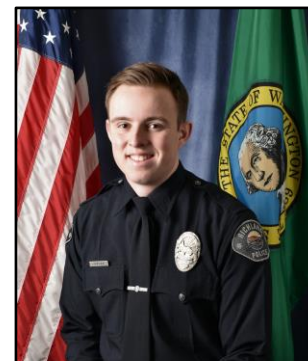
Amador Sanchez
Officer



Cynthia Nunez
Officer



Brittany Grant
Officer



Blake Fabbri
Officer



RECRUITMENT/RETENTION EFFORTS

NEW IN 2023

Focus on Recruitment

- Exclusive opportunity to host Employee Hiring Clinic in region
- Strengthened recruitment services through a 4-month collaboration with a private media firm
- Targeted promotional campaigns on social media

Recruiting/Retention Incentives

- Up to \$2,000 for COR employee referral (entry, lateral, exceptional-entry)
- Access to Northwestern College for Command Staff development
- Enhanced employee wellness program with paid gym membership & counseling services

Traffic Unit Re-introduction

- (3) officers and (1) sergeant
- Dedicated to traffic safety issues (DUI, Distracted Driving, etc.)
- Focus on education and enforcement

Community Relations Specialist

- Introduction of CRS position in 2023
- Effectively promote RPD brand and image
- Provide a liaison to the media and community
- Improve community buy-in and support



NIBRS OFFENSE SUMMARY

NATIONAL INCIDENT BASED REPORTING SYSTEM

OFFENSES	2022	2023	% CHANGE
Murder & Non-Negligent Manslaughter	5	3	-40%
Forcible Sex Offenses	98	57	-42%
Robbery	27	31	15%
Aggravated Assault	135	111	-18%
Simple Assault	552	575	4%
Intimidation	78	74	-5%
Kidnapping	19	18	-5%
Burglary	287	215	-25%
Arson	5	6	20%
Larceny	1818	1243	-32%
Motor Vehicle Theft	335	192	-43%

Total Violent Crimes	265	202	-23.8%
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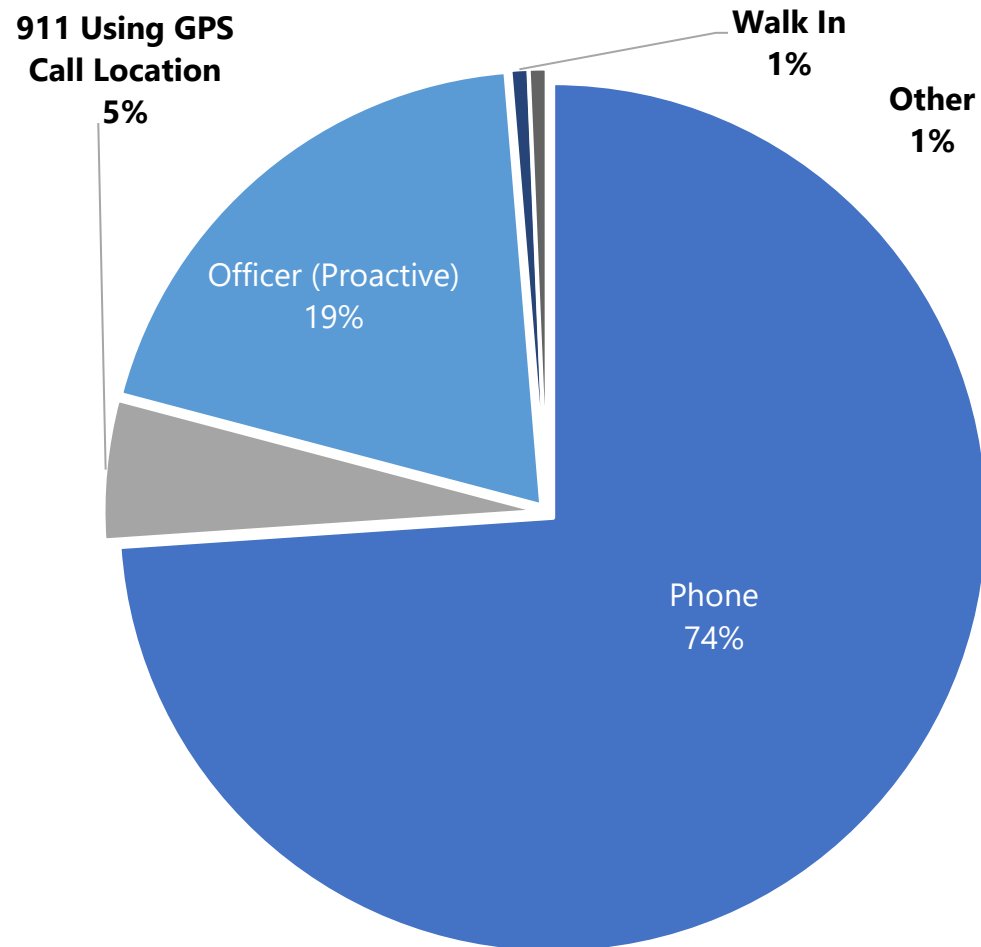
OFFENSES	2022	2023	% CHANGE
Extortion / Blackmail	11	12	9%
Counterfeiting / Forgery	35	16	-54%
Fraud	290	244	-16%
Embezzlement	6	6	0%
Stolen Property Offenses	80	57	-29%
Destruction/Damage/ Vandalism of Property	568	612	8%
Drug/Narcotic Offenses	115	143	24%
Pornography/ Obscene Material	23	13	-43%
Violation of No Contact Order	231	277	20%
Weapon Law Violations	57	67	18%
Animal Cruelty	2	2	0%

Total Property Crimes	2445	1656	-32.3%
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CALLS FOR SERVICE

Source of Call



AVERAGE CALLS	2022	2023
Total Calls for Service	38,022	38,438
Commissioned Personnel	72	72
Average Calls per Commissioned Officer (Annual)	528.08	533.86
Average Calls per Commissioned Officer (Monthly)	44.01	44.49

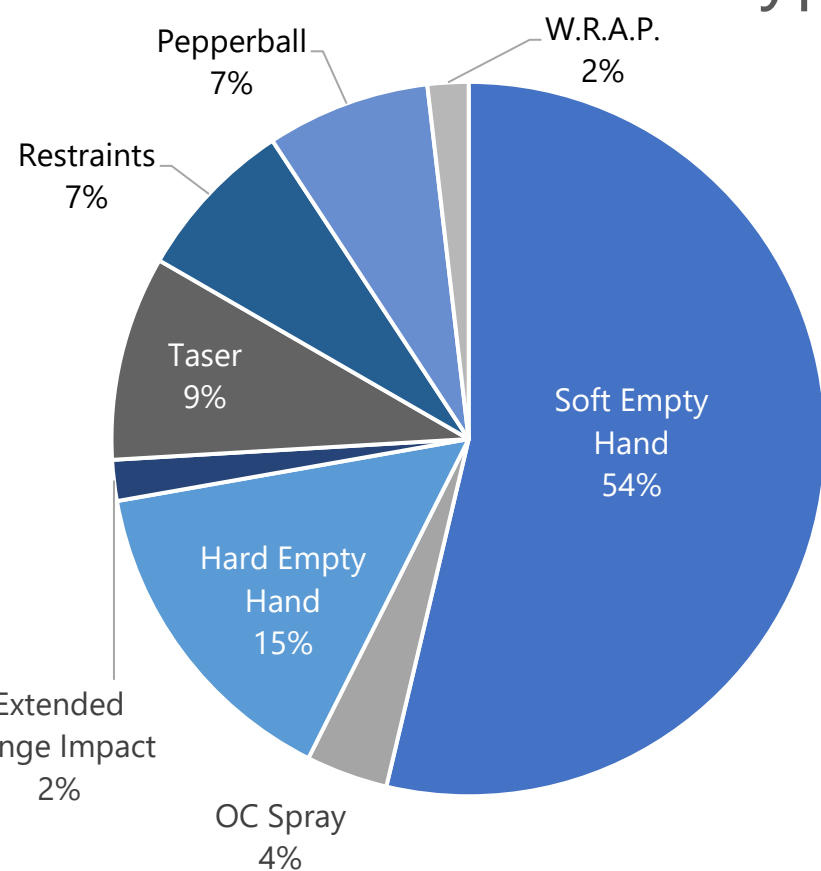


CALLS PER CAPITA	2022	2023
Richland Population (Est.)	63,081	64,254
Commissioned Personnel Per Capita	1.1	1.1
Calls for Service Per Capita	.60	.59

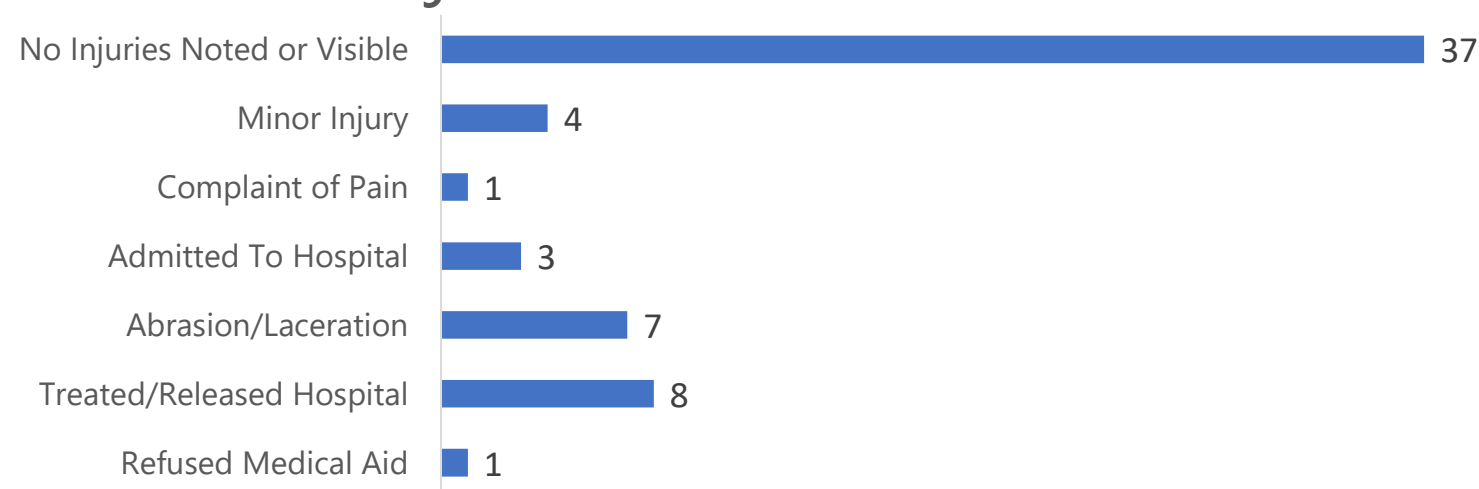


USE OF FORCE

Use of Force Types



Injuries From Use of Force



While there were a total of **63** use of force incidents, multiple uses of force may be used during the same incident if lesser ones are ineffective.

Officers sustained injuries in **6%** of use of force incidents.

2023 total officer involved shootings = 0



OPERATIONS DIVISION

Patrol



Commander, Chris Mason

PATROL

OPERATION

- 4 patrol squads comprised of 1 sergeant and 7 officers per squad
- Rotating 12-hour shifts
- Respond to calls for service 24 hours per day, 365 days per year
- Jurisdiction covers 43 square miles
- Provide mutual aid to surrounding agencies
- Participate in regional teams to maximize resources

TRAINING

- Officers attain frequent and ongoing training and certifications including
 - Criminal Investigations
 - Active Shooter Training
 - Drone Incorporation
 - De-escalation Techniques
 - Defensive Tactics
 - Emergency Vehicle Operations
 - Firearms/Less Lethal
 - Mental Health Resource Awareness
 - Gang Awareness

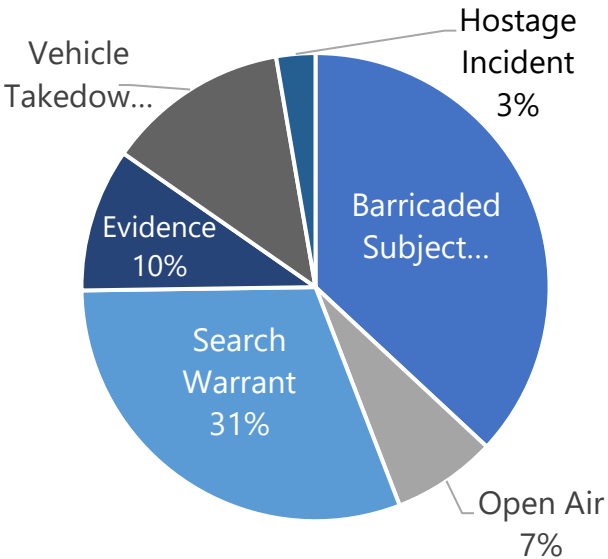
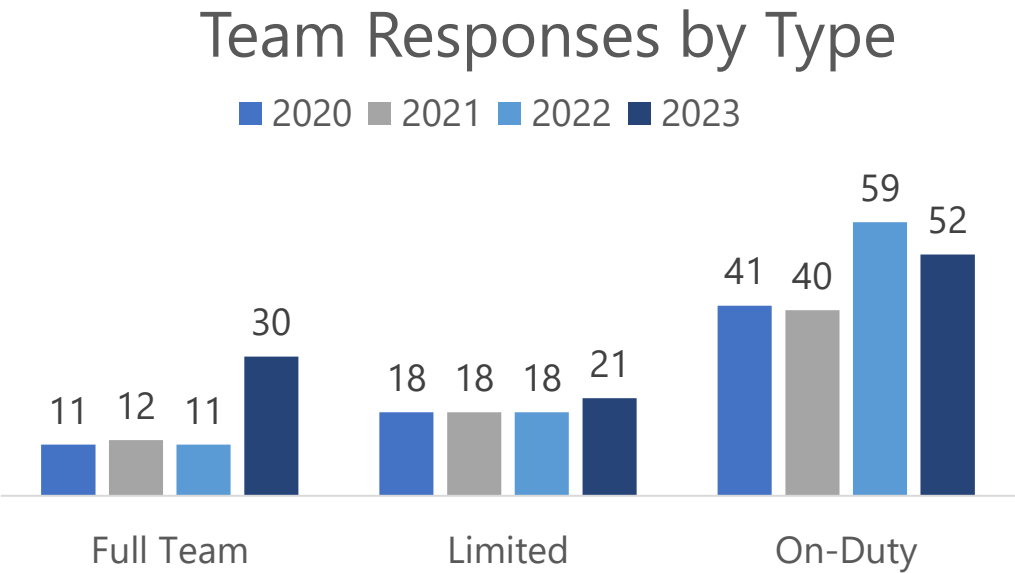




TRI-CITY REGIONAL SWAT TEAM

The Tri-City Regional SWAT Team is comprised of members from 6 agencies who regularly train together and respond to critical, high-risk incidents.

SWAT ACTIVITIES	2022	2023
Total SWAT Responses	88	103
Uses of Force	4	9
Richland SWAT Responses	12	17
Total Barricaded Subjects	53	41
Total Search Warrants	17	34



MISSION STATEMENT

Through unparalleled teamwork, integrity, and commitment, the Tri-City Regional SWAT Team provides resolution to pre-planned and on-going high-risk incidents with a reduced potential for injury and loss of life.



BOMB SQUAD

The Richland Police Department bomb squad consists of bomb technicians who respond to bomb-related calls in the City of Richland and surrounding area. The RPD bomb squad covers Eastern Washington with the assistance of teams located in Spokane and Walla Walla.

The bomb squad is certified and supported by the Federal Bureau of Investigation. The bomb squad also supports the Tri-City Regional SWAT Team with their specialized equipment and training.



Responded to **15** SWAT callouts to support the Tri-City Regional SWAT Team.

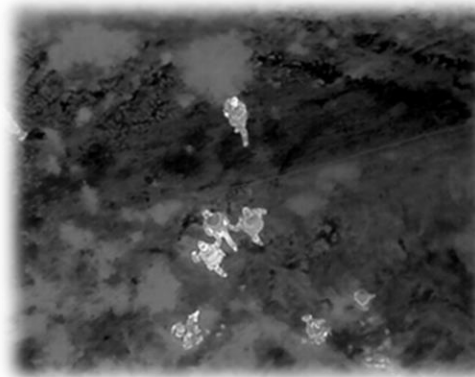
Responded to **20** requests to check or clear items/places and **3** devices were found.





SMALL UNMANNED AERIAL SYSTEMS (sUAS) TEAM

The Richland Police Department's sUAS Team, or Drone Team, is in its second year of deployment. Providing officers with additional tools to keep the community and officers safe, this new technology has proven to be both useful and successful in apprehending suspects and locating missing individuals.



Year-End Stats	2023
Flight Hours	87
Training Flight Hours	40
Mission Hours	47
Flights in Support of Training & Missions	387
In-person Training Hours per Pilot	54

1 Team Lead
8 Pilots

NOTABLE INCIDENTS

23-003784	Homicide	
Homicide incident occurring within the 1900 block of McMurray Ave. sUAS deployed post-incident as part of Major Incident Response Team (MIRT) to photograph and create Pix4D of scene.		
23-013341	Homicide	
Burglary in progress at 500 block of Thayer Dr. sUAS deployed in support of responding officers. sUAS located suspect hiding a short distance from incident location. Suspect was apprehended safely.		
23-020076	Vehicle vs Motorcycle Collision	
Vehicle vs. motorcycle collision resulting in life-threatening injuries. sUAS deployed in support of Major Incident Response Team (MIRT) and Criminal Investigations Division (CID), photos, map, and Pix4D flight conducted to assist in investigation.		
23-025949	Missing Child	
Missing/runaway child investigation. sUAS deployed in search of child within the immediate area. Child was later located inside of residence.		
23-026148	Arrest Warrant	
Interior search of residence with sUAS to locate hidden suspect.		



ADMINISTRATIVE SERVICES DIVISION

Training & FTO

Traffic Unit

School Resource Officers

Policy and Professional Standards



Vacant

Commander



TRAINING UNIT

TRAINING UNIT ACTIVITIES	2023
Hosted Training Courses	28
Department Training (Days)	5
Total Officer Training Hours	19,165
Average Officer Training Hours	309





TRAFFIC UNIT

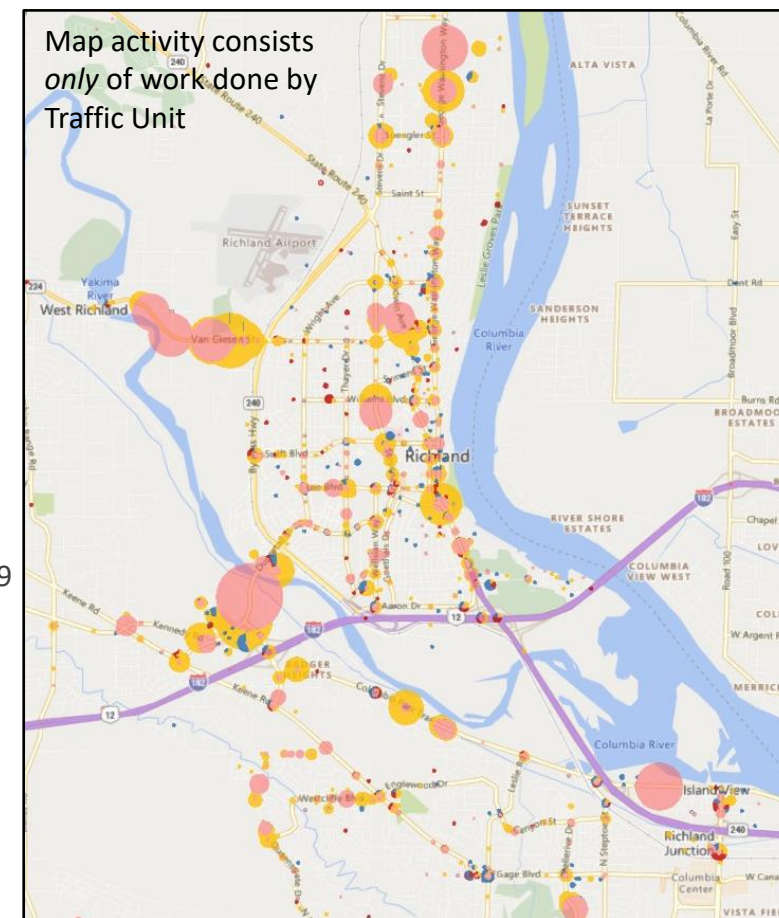
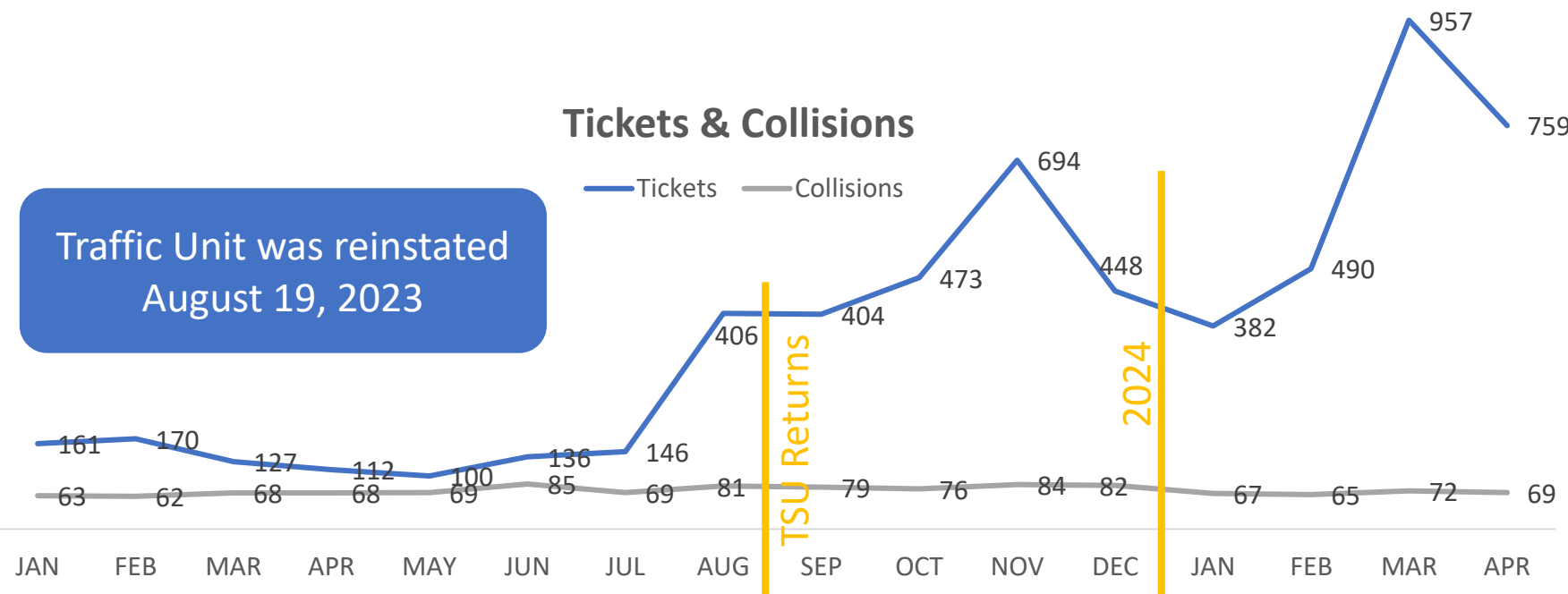
08/19/2023 – 04/30/2024

Most Common Infractions Written by TSU

Speeding	2667	57.2%	FT Stop/Yield at Intersection	78	1.7%
Speeding in School Zone	415	8.9%	Fail to Sign/Carry/Display Veh Reg	64	1.4%
No Proof of Insurance	405	8.7%	NVOL with ID	55	1.2%
FT Renew Expired Reg > 2 Months	166	3.6%	Improper Lane Usage	50	1.1%
No Drivers License on Person	83	1.8%	Electronic Device While Driving	49	1.1%

Tickets & Collisions

Traffic Unit was reinstated
August 19, 2023



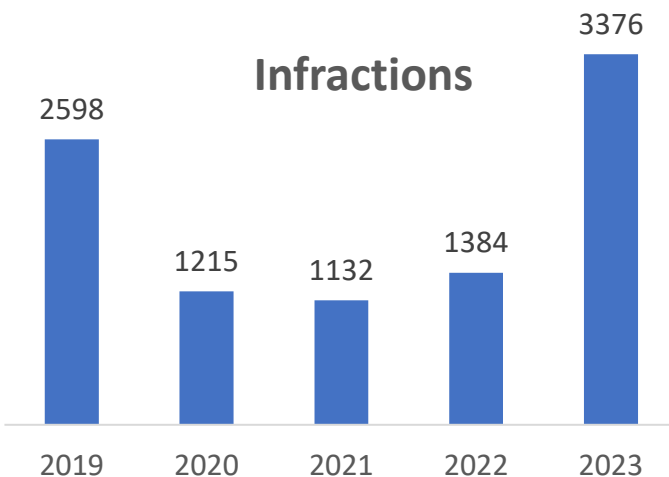
COLLISION | TRAFFIC STOP | TRAFFIC INFRACTION |
RECKLESS TRAFFIC COMPLAINT



5 YEAR OVERVIEW

01/01/2019 – 12/31/2023

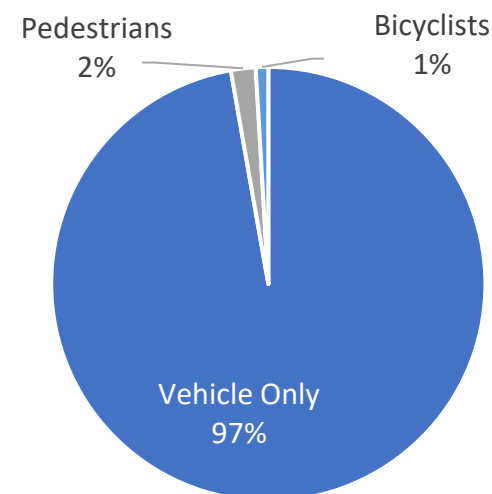
Infractions



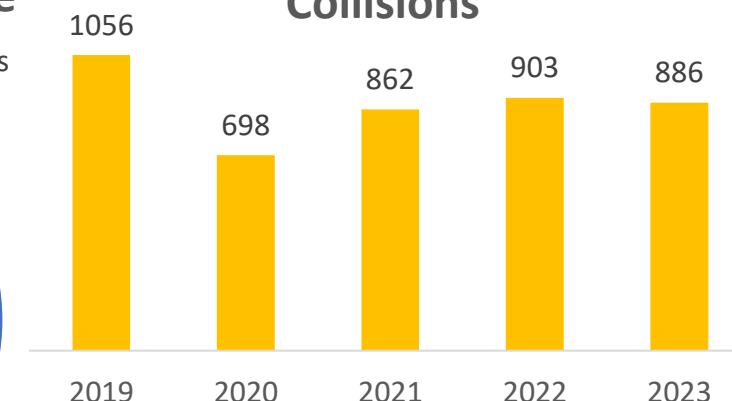
29.5% Richland
crashes have injuries

0.3% Richland
crashes result in
fatalities

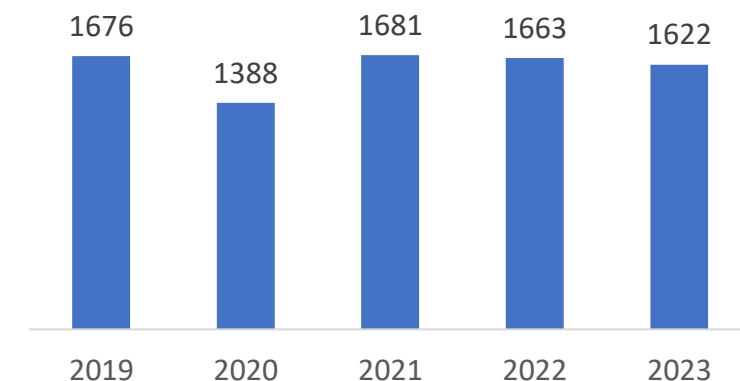
Collisions by Unit Type



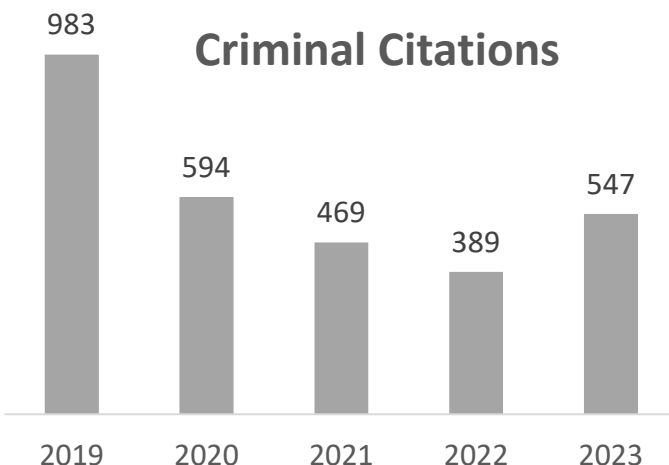
Collisions



Traffic Complaints



Criminal Citations



Average Per 100,000 Population

	Fatalities	Injuries
Richland	3.81	412.06
Washington	8.56	455.11
Nationwide	12.52	718.33

Washington State Data from Washington Traffic Safety Commission
National Data from National Highway Traffic Safety Commission
*Data subject to change with updates



TRAFFIC ENFORCEMENT

ENFORCEMENT	2022	2023	% CHANGE
Infractions	1,470	3,357	128%
Arrests	384	538	40%
DUIs	142	196	38%

5,804 Total traffic stops

3,357 Total infractions written

Rate of infraction per traffic stop

0.5817 (58.17%)

Rate of criminal citation per traffic stop

0.939 (9.39%)



MOST FREQUENT TRAFFIC INFRACTIONS WRITTEN

Speeding	1839	42.37%
No Proof of Insurance	582	13.41%
Failure to Renew or Expired Registration	254	5.85%
Speeding in School Zone	168	3.87%
Invalid License	110	2.53%
Failure to Stop or Yield at Intersection	108	2.49%
Following too Close	104	2.40%
Improper Lane Usage	92	2.12%
No Driver's License on Person	75	1.73%
Failure to Yield Right of Way or Left Turn	66	1.52%

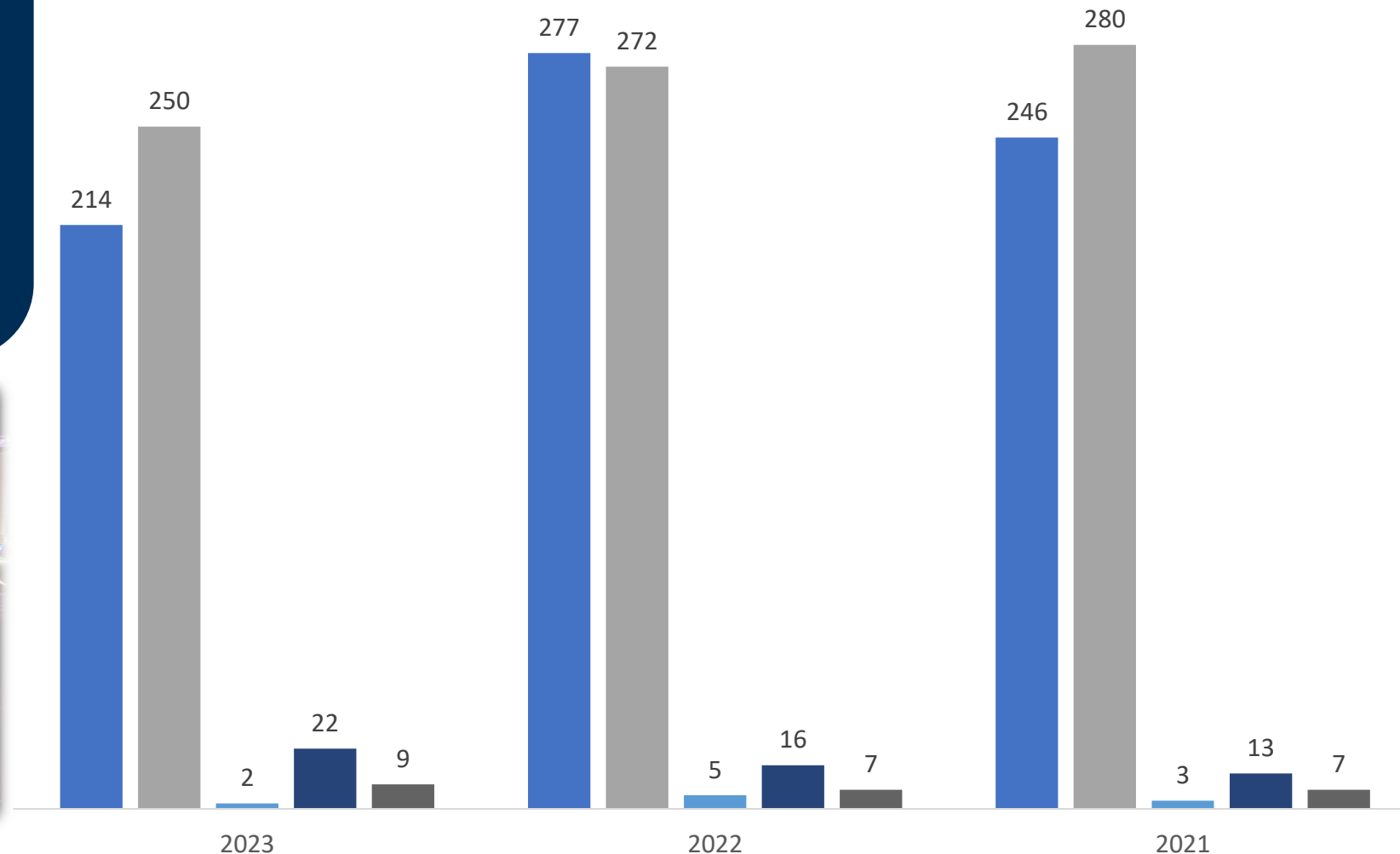


COLLISIONS

875 Collisions in 2021
903 Collisions in 2022
885 Collisions in 2023
2.03% decrease



■ Hit & Run Collisions ■ Injuries ■ Fatalities ■ Pedestrian ■ Bicycle



INVESTIGATIONS DIVISION

Criminal Investigations Division

Street Crimes Unit

Metro Drug Task Force

Internet Crimes Against Children Task Force

Richland Police Foundation Liaison

Special Investigations Unit



Commander, Damon Jansen



METRO DRUG TASKFORCE

The Tri-City Metro Drug Task Force is dedicated to the disruption of narcotic trafficking, illegal gun sales and gang activity in the region. The goal of this regional taskforce is to intercept, dismantle and disrupt criminal organizations and gangs who are trafficking narcotics and guns in Benton and Franklin counties. The Metro Drug Task Force is co-located with the Drug Enforcement Administration (DEA). Cases are filed in either state courts or federal courts.



Narcotics Purchased And/Or Seized

Metro:	2022	2023	2023 Value	
Heroin (Grams)	2.85	-	-	
Cocaine (Grams)	1,263.43	116.27	5,232.15	Total Value Seized By METRO 2023 \$1,837,363.07
Methamphetamine (Grams)	13,212.95	24,830.98	248,309.80	
Fentanyl (Pills)	63,762.00	197,970.00	1,583,760.00	
Fentanyl Powder (Grams)	-	3.82	61.12	
Other (Grams)	22.41	5,264.28	-	
Other (Dosage Units)	17.00	41.00	-	
Assist*:				Total Value Seized In Assist* Cases 2023 \$1,584,147.38
Heroin (Grams)	2,047.18	656.36	52,508.80	
Cocaine (Grams)	2,402.36	4,412.10	198,544.50	
Methamphetamine (Grams)	28,154.98	23,140.96	231,409.60	
Fentanyl (Pills)	111,147.00	126,664.00	1,013,312.00	
Fentanyl Powder (Grams)	-	5,523.28	88,372.48	Total Seized 2023 \$3,421,510.45
Other (Grams)	1,353.38	83.10	-	
Other (Dosage Units)	-	-	-	



INTERNET CRIMES AGAINST CHILDREN

The Richland Police Department oversees the Southeastern Region Internet Crimes Against Children Taskforce. The SER-ICAC is an affiliate members of the Washington ICAC Taskforce.

The taskforce is comprised of detectives and special agents from the Tri-Cities region:

- Richland Police Department: 1 Sergeant, 1 Detective
- Kennewick Police Department: 1 Detective
- Benton County Sheriff's Office: 1 Detective (1st half of year)
- Homeland Security Investigations: 2 Special Agents

IN THE PAST YEAR...

- Received over 88 CyberTips that generated 17 active investigations
- SER-ICAC Task Force members and the United States Attorney for the Eastern District has been featured in several news media videos and stories for their work in the Richland community



SIGNIFICANT SENTENCES

- Suspect pled guilty and was sentenced to 96 months in Federal Prison for Receipt of Child Pornography
- (4) suspects pled guilty to Federal Child Pornography charges – 60 months, life with a minimum of 58.5 months, 61 months, and 240 months to life
- Suspect sentenced to 270 months in in State Court
- Two suspects pled guilty to Aggravated Rape of a Child and were sentenced to 58.5 months to life

ACTIVITIES	2023
P2P Cases	4
Cyber Tips	88
Enticement Cases	3
Forensic Exams	26
Search Warrants	82
Child Victims Identified	12
Community & Law Enforcement Presentations	8



RICHLAND POLICE FOUNDATION



COMMUNITY CARE

- Hosted 18 children and their families at the Cops and Kids holiday shopping spree at Walmart - \$5,500.
- Purchased uniforms for officers who volunteered to serve as the department's Honor Guard - \$5,600.
- Each squad supervisor utilizes Community Cares funds gift cards, at their discretion, for community members in need.



INAUGURAL DINNER WITH THE CHIEF FUNDRAISER

- Hosted their first annual "Dinner with the Chief" fundraiser. \$14,800 was raised during the event.

PROFESSIONAL DEVELOPMENT

- Awarded one academic scholarship for an officer working towards his master's degree program.

OFFICER MORALE

- Presented welcome baskets to nine new officers at their swearing-in ceremonies.
- Hosted a summer picnic and a holiday party for RPD staff and their families.
- Hired a local food truck to serve lunch to all staff for one day in observance of National Police Appreciation Week.
- Hosted an awards ceremony for sworn and professional staff in March of 2023.





PROFESSIONAL STAFF

Police Records
Police Public Records
Code Enforcement
Crime Analysis
Quartermaster
Evidence
Community Relations



Cristi Carper
Professional Staff Manager



POLICE RECORDS & POLICE PUBLIC RECORDS

The Police Records team is responsible for maintaining investigation reports, arrest records, and court documents in local, state, and federal databases, while ensuring that confidential criminal records are prepared and distributed to appropriate prosecuting authorities, courts, law enforcement agencies, businesses, government agencies, and the public. They conduct background research, data entry, validation, and distribution of criminal warrants and protection orders as required by state and federal laws.



POLICE PUBLIC RECORDS	2022	2023
Requests Received	1049	1393
Requests Completed	1039	1376



The Police Public Records team plays a vital role in managing and facilitating the release of public records in strict adherence to Washington State's public disclosure laws. They are tasked with handling requests for information, including incident reports, arrest records, body cam and dash cam video, emails, and text messages. The Public Records Specialists uphold the department's dedication to transparency and support efforts to improve service delivery within the community.

POLICE RECORDS	2022	2023
Incident Report Validation	6714	6093
Accident Report Entry	903	885
Warrant Entry	1483	1254
Warrant Confirmation	876	906
Protection Orders Processed	1352	1645
Criminal Arrest Entry/Validation	1847	1979
Infraction Entry	1455	3364
Concealed Pistol License Processed	1257	1200
Firearm Transfer Applications Processed	2665	1738
Record Checks / Report Requests – non-PRA	2839	2716
Reports to Richland City Prosecutor	1239	1441
Reports to Benton County Prosecutor	1194	827



CODE ENFORCEMENT



Code Enforcement has 3 full time Code Officers that are both proactive, as well as complaint driven when identifying violations.

Richland Police Department Code Enforcement's goal is to prevent the physical and visual deterioration of our community. By enforcing the Richland Municipal Code, the department can help clean up Richland's neighborhoods and maintain a healthy and safe environment.

CODE ENFORCEMENT ACTIVITIES	2022	2023
Proactive Cases	536	338
Citizen Referral Cases	1,059	751
Cases Referred to Code Board	35	17
Cases Closed with Voluntary Compliance	97%	98%
Total Cases	1,595	1,089



CRIME ANALYSIS, QUARTERMASTER, & EVIDENCE

Crime Analyst

The Richland Police Department employs a full-time Crime Analyst who plays a crucial role in investigations and resource optimization. By analyzing crime trends and hotspots, the analyst helps focus efforts effectively. They also contribute to suspect identification and resource allocation. The role involves data-driven tasks, such as predictive policing and collaborating with investigators. The Crime Analyst enhances community engagement by sharing crime trends and safety information. Overall, this position reflects the department's commitment to a modern, data-driven approach to law enforcement.

Quartermaster

The Richland Police Department employs a full-time quartermaster that is responsible for maintaining our operational needs. This includes overseeing the vehicle fleet, ensuring timely repairs and maintenance, and managing the upkeep of equipment and building facilities. This position is also responsible for procuring new equipment and ensuring our officers have all the tools and equipment necessary for safe and effective working conditions.

Evidence Technician

The Police Evidence Technician is a key figure in law enforcement, tasked with managing inventory, securing and preserving property, and disposing of items according to guidelines. The technician maintains meticulous records, assists in audits, and updates procedures in response to evolving laws. They play a vital role in the legal process by writing detailed reports, preparing evidentiary items for court, and testifying as needed. Additionally, the technician compiles data for various reports, including those for state agencies and specialized units.



COMMUNITY RELATIONS

The Community Relations unit consists of multiple approaches to the safety of the Richland community, through outreach, education, and support.



Claire Venema
Community Relations Specialist

COMMUNITY RELATIONS SPECIALIST

- Acts as a liaison between the community and the Richland Police Department
- Collaborates with community partners to plan public events and make presentations
- Manages social media platforms:



VOLUNTEERS IN POLICE SERVICES (VIPS)

- Assist in numerous activities and special events such as mail delivery to Justice Center, assisting with fleet maintenance, annual special events,
- Total volunteer hours: 1,842.50
- Monthly average: 154 hours





COMMUNITY ENGAGEMENT

January 21, 2023	Polar Plunge
February 16, 2023	Guns vs. Hoses Hockey Game
March 23, 2023	Patch/Badge Unveil
April 4, 2023	Coffee with a Cop Starbucks
April 18, 2023	Project Guardian Program Launch
April 26, 2023	Arrows with Officers at Jason Lee Elementary
June 6, 2023	Coffee with a Cop Barracuda Coffee
August 1, 2023	National Night Out
August 25, 2023	Sno Cones with Cops
September 26, 2023	Domestic Violence Awareness Car Wrap Unveil





COMMUNITY ENGAGEMENT

- October 4, 2023 Coffee with a Cop | The Kozy Kup
- October 18, 2023 PNNL Pedestrian Safety
- October 28, 2023 DEA Drug Takeback Day
- October 31, 2023 Halloween at Uptown
- November 27, 2023 ICAC Media Launch
- December 1, 2023 Bikes for Tikes
- December 1, 2023 Winter Wonderland
- December 21, 2023 Cops & Kids
- December 2023 #JasmineStrong Holiday Toy Drive





2024 PLANNED COMMUNITY EVENTS



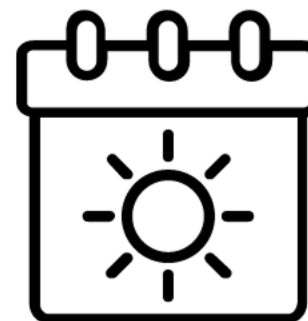
Winter Events

Coffee with a Cop
Teen Target Zero
PIO Open House
Cops & Kids
RPD Foundation Holiday Party
Winter Wonderland & Holiday Lighted
Vehicle Parade



Spring Events

Awards Dinner
DEA Drug Takeback Day
Media Appreciation Day
Community Runs
Traffic School
Coffee with a Cop



Summer Events

Sno Cones with Cops
See 3 Slam
Bike Rodeo
Art in the Park
HAPO Summer Concert Series
National Night Out
Coffee with a Cop



Fall Events

Back to School Drive
Domestic Violence Awareness Month
Benton/Franklin County Fair
Halloween at the Uptown
Canned Food Drive
Coffee with a Cop



2024 GOALS

2024 Department Goals

01

Recruit



- Personal engagement with applicants
- Engage in community activities
- Continue focus on internal morale

02

Retain



- Expand officer wellness programs
- Internal opportunities for professional development
- Strengthen succession planning

03

Leverage Best Practices



- Pursue WASPC accreditation
- Incorporate "Daily Training Bulletins" from Lexipol
- Harness power of cutting-edge technology to fight crime

