



Agenda
City Council Workshop Meeting
Tuesday, September 24, 2024
Richland City Hall ~ Council Chambers
625 Swift Boulevard

City Council Workshop - 6:00 p.m.

Agenda Items:

- I. Washington State Veterans Cemetery (30 minutes)
 - David Puente, Jr., Director of Washington Department of Veterans Affairs
2. 2025 Budget Presentation (90 minutes)
 - Brandon Allen, Finance Director

Future Workshop Agenda Items:

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.



COUNCIL WORKSHOP COVERSHEET

Council Date: 9/24/2024

Department: City Manager

Strategic Priority 2 - Financial Sustainability

Subject:

Washington State Veterans Cemetery (30 minutes)

Summary:

David Puente, Jr., Director of Washington State Department of Veterans Affairs (WDVA) will lead a discussion on the proposed development of a State Veterans Cemetery in the Tri-Cities.

Attachments:

I. WA State Veterans Cemetery Presentation

WASHINGTON STATE DEPARTMENT OF VETERANS AFFAIRS



"Serving Those Who Served"

David Puente, Director

DavidP@dva.wa.gov

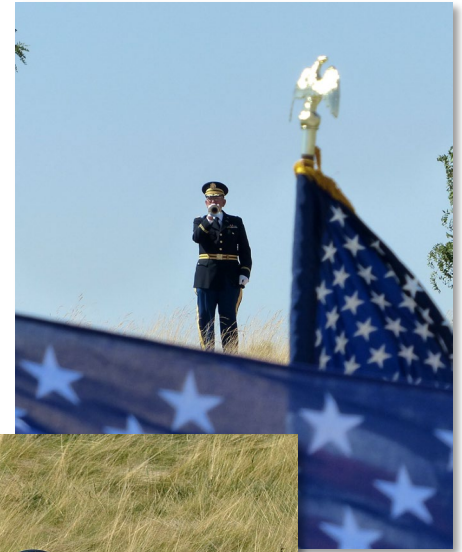
Solomon Gilbert, Deputy Director

Solomon.Gilbert@dva.wa.gov



OVERVIEW

- Introduction
- Strategic Plan
- Veteran Population
- Requirements
- Considerations
- Burial Cost Comparison
- Ask



STRATEGIC PLAN

WASHINGTON STATE
DEPARTMENT OF
**VETERANS
AFFAIRS**



"Serving Those Who Served"



Strategic Anchors

Mission

Serving Those Who Served

Vision

Improving the Quality of Life for Veterans and Their Families

The WDVA Way

We value everyone



*We cultivate a
healthy, inclusive,
& safe workplace*



*We are honest,
professional, &
transparent*



*We listen to
understand &
speak with intent*



2023-2026 Goals, Objectives, and Strategies

Save and transform lives

Focus on health, growth, well-being, connectivity, and purpose, resulting in a 20% reduction in suicide among Veterans by 2025

- Mitigate risk factors and enhance protective factors.
- Continue to grow community-based and governmental partnerships.
- Develop a behavioral health team.

Place 80 Veterans experiencing, or at risk of, homelessness in permanent housing by October 2024

- Work with Commerce and local organizations to improve capacity.
- Expand capacity of the Transitional Housing Program.
- Expand other preventative services.

Respect, empower, and inspire everyone

Reduce the yearly employee turnover rate from 24% to 15% and fill 90% of positions by FY2025

- Ensure employees are onboarded successfully.
- Continue involvement in the healthcare training partnerships.
- Identify and leverage what is working for WDVA employees by repeating success factors.

Team members will experience an even greater sense of cooperation, teamwork and belonging in the workplace, as evidenced by a 10% increase in employee engagement feedback by 2026

- Use feedback provided by employees to identify and close gaps.
- Leverage and continue to implement strategies in the WDVA Diversity, Equity, and Inclusion and State Pro-Equity Anti-Racism (PEAR) plans.

Be the leading state in Veteran service delivery and outcomes

All State Veterans Homes achieve and sustain a Medicare 5-Star quality measure rating by 2026

- Incorporate change management principles into the use of quality measures reports.
- Regularly provide and review data with staff and stakeholders to ensure milestones for improvements are visible and recognized.
- Incorporate staff and resident improvement ideas into problem solving efforts.

Increase the percentage of WA State Veterans connected to their earned disability compensation benefit from 28% to 33% by 2026

- Place resources strategically in regions experiencing gaps.
- Address the limited technology access for Veterans in rural counties and connect them electronically to their earned benefits.

Operate effectively and efficiently

Cultivate a culture of accountability and transparency by sharing our performance data from all divisions at least annually by 2026

- Identify key performance indicators involving subject matter experts.
- Include the "why" behind each indicator.
- Use this data to tell their story, inform improvements, and give recognition.

All programs use a standard process to demonstrate operational sustainability of services by 2026

- Complete a current state and refine a standardized process that matches resources to operational capacity.
- Continue to implement the One Washington Project.



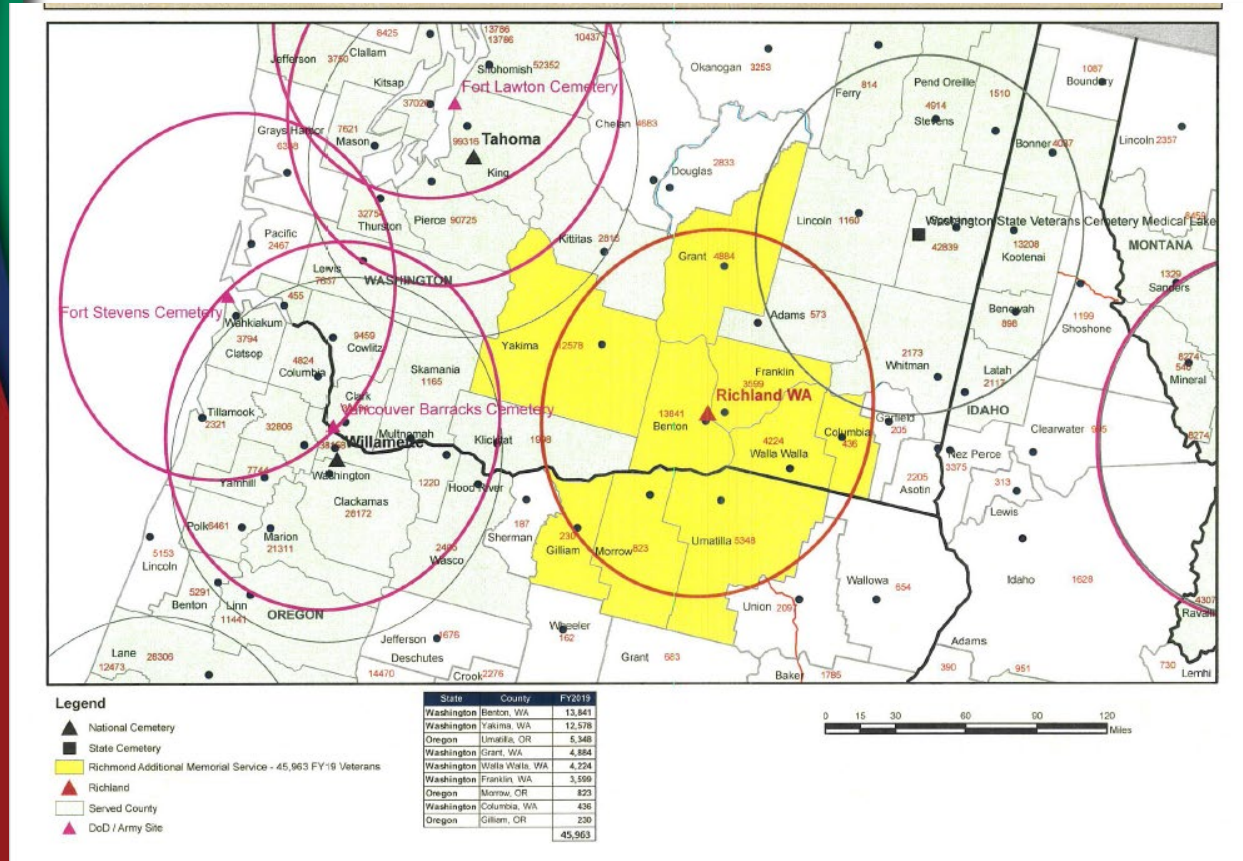
CEMETERY VIDEO

<https://youtu.be/4lz7AvmoHNE>



TRI-CITIES AREA VETERAN POPULATION

- WDVa and Federal VA are committed to developing a cemetery in South Central WA
- Facility will serve 46K Veterans
- Estimated to support 400 interments annually



CEMETERY COST COMPARISON

WSVC

Plot: Veteran – no fee
Family member – \$300
Note: subject to increase

Open/Close: no fee

Grave Liner/Vault: provided

Govt. Monument: provided
Setting Fee – none

Perpetual Cemetery Care: provided

*VA Burial earned benefit saves families a large
and often unplanned for burial expenses*

Private Cemetery Estimates

Plot: \$1K – \$9K

Open/Close Grave: \$350 – \$3K (*Nat'l avg. = \$1,250*)

Grave Liner/Vault: \$700 – \$7K

Monument: \$500 – \$3K
Setting Fee – \$150 to \$450

Perpetual Cemetery Care: trust funds (*annual or
one time, hundreds to a thousand \$ or 5-15% of plot
purchase price*)



REQUIREMENTS

Primary requirement for a state veterans Cemetery is that all cemeteries established under the grant program must conform to VA-prescribed standards and guidelines for site selection, planning and construction.

- **Title to the cemetery; land must be vested in the state**
- **The cemetery should consider a 50-year life span at minimum**
- **Access to public infrastructure and utilities**
- **The VA Grant Program develops properties incrementally**



FUTURE PROJECT MILESTONES AND CONSIDERATIONS

- **Identify Suitable Property**
- **State Capital Funding – for land acquisition and construction**
- **Federal VA Grant Application & Award**
- **Secure Operational Funding Source(s)**
- **Operational Community Support – Volunteers, Projects or Amenities**



FUTURE PROJECT MILESTONES AND CONSIDERATIONS CONT.

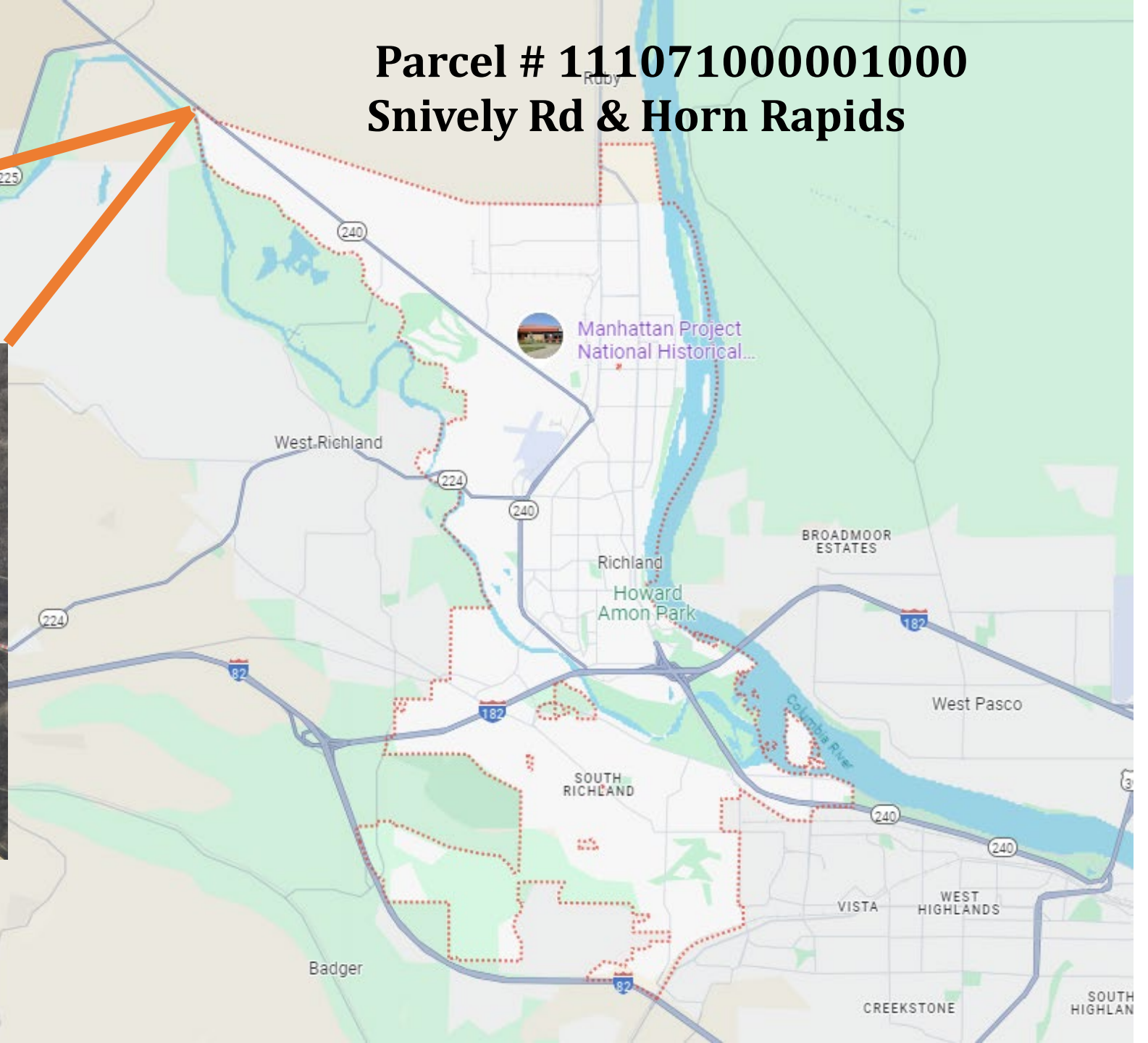
Planning Phases

- Feasibility Study ✓
- NCA Grant Preapplication ✓
- Land Acquisition - *ongoing*
- Finalize Grant Requirements
- Offer, Design, Award, Build
- Dedication



Parcel # 111071000001000

Snively Rd & Horn Rapids



ASK

- **City Property Snively Road/Horn Rapids Property
Parcel # 111071000001000**
- **Proper Zoning**
- **Establish a latecomer's agreement for connecting to existing
city utilities**





COUNCIL WORKSHOP COVERSHEET

Council Date: 9/24/2024

Department: Finance

Strategic Priority 2 - Financial Sustainability

Subject:

2025 Budget Presentation (90 minutes)

Summary:

Per RCW 35.33, the 2025 Preliminary Budget is to be presented by the first business day in October. City staff has completed work on the preliminary budget and will present the overall budget as well as notable and significant departmental projects to the Council. Subsequent to the council workshop, the 2025 Preliminary Budget will be available to the public on the City's website on Tuesday, October 1, 2024.

Attachments:

- I. Council Workshop 2025 Budget Presentation

2025 Preliminary Budget

September 24, 2024

BUDGET 2025



2025 Budget

Balanced budget for 2025

- All Funds Appropriations
 - \$359,382,498
 - Increase from 2024 of 14.8%
- General Fund Appropriations
 - \$81,523,603
 - Increase from 2024 of 5.7%



BUDGET 2025

All Funds Expenditures

Category	2024 Budget	2025 Proposed Budget	Amount Change	Percent Change
Salaries & Wages	62,388,940	64,343,951	1,955,011	3.1%
Benefits	42,661,441	40,393,586	(2,267,855)	-5.3%
Supplies	54,537,844	56,866,305	2,328,461	4.3%
Services & Charges	33,054,520	34,861,545	1,807,025	5.5%
Intergovernmental Services	38,190,846	43,313,366	5,122,520	13.4%
Capital Outlay	41,804,545	78,099,844	36,295,299	86.8%
Debt Service	12,886,518	12,686,407	(200,111)	-1.6%
Interfund Services	27,418,113	28,817,494	1,399,381	5.1%
	312,942,767	359,382,498	46,439,731	14.8%



BUDGET 2025

General Fund Expenditures

Category	2024 Budget	2025 Proposed Budget	Amount Change	Percent Change
Salaries & Wages	31,721,240	31,972,619	251,379	0.8%
Benefits	13,581,770	12,561,455	(1,020,315)	-7.5%
Supplies	4,741,624	5,160,215	418,591	8.8%
Services & Charges	11,466,663	10,975,827	(490,836)	-4.3%
Intergovernmental Services	9,334,047	15,155,039	5,820,992	62.4%
Capital Outlay	1,215,000	444,305	(770,695)	-63.4%
Interfund Services	5,097,963	5,254,143	156,180	3.1%
	77,158,307	81,523,603	4,365,296	5.7%



BUDGET 2025

Salaries & Wages

- All funds: \$1,955,011 (3.1%) increase
 - \$841,000 increase due to new FTEs
- General Fund: \$251,379 (0.8%) increase
 - \$625,00 increase due to new FTEs
- Increases due to a combination of planned wage increases and positions added for 2025.
- Some shifting of Fire staff to Medical Services.



BUDGET 2025

Proposed FTEs

- Total increase of 6.0 FTE incorporated in the 2025 budget.
 - General Fund – 4.0 FTE
 - Police – 2.0 FTE
 - Fire – 1.0 FTE
 - Development Services – 1.0 FTE
 - Equipment Replacement – 1.0 FTE
 - Water Maintenance – 1.0 FTE



BUDGET 2025

Benefits

- All funds: \$2,267,855 (5.3%) decrease
- General Fund: \$1,020,315 (7.5%) decrease
- City is self-insured for medical and has enjoyed good claims history for the last couple years. We are expecting decrease in medical premiums in 2025.
- Lower projected medical claims in the self-insured medical plan.
- High workers' compensation rates continue and rates may increase.



BUDGET 2025

Supplies

- All funds: \$2,328,461 (4.3%) increase
- General Fund: \$418,591 (8.8%) increase
- General inflationary increases
- Approximately half of all funds increase is due to increases in wholesale power.
- A large portion of the General Fund increase is related to software, including cyber security enhancements and upgrades, and price inflation on existing software applications.

Services & Charges

- All funds: \$1,807,025 (5.5%) increase
- General Fund: \$490,836 (4.3%) decrease
- Expert services are up due to Comp Plan, Transportation Plan, Parks & Open Space Master Plan, and capital increases due to CIP in Energy Services.
- Overall increases in utilities, recycling processing, janitorial services and merchant services.
- General Fund decrease due to one-time Workday implementation not in 2024, offset by increases due to Comp Plan, Parks & Open Space Master Plan and other general increases.



BUDGET 2025

Intergovernmental Services

- All funds: \$5,122,520 (13.4%) increase
- General Fund: \$5,820,992 (62.4%) increase

	General Fund Increase
District Court	\$898,750
Office of Public Defense	\$340,500
Detention Services (Jail)	\$928,000
One-way Couplet	\$3,160,000
	\$5,327,250

- Significant increases in costs for detention services, District Court and Office of Public Defense (OPD)
- Transfers for CIP projects: Northwest Advanced Clean Energy Park (NACEP) sewer extension, Downtown Connectivity Improvements (One-way Couplet)
- General Fund increases are due to increases in detention services, District Court, OPD, and transfer for Downtown Connectivity Improvements



BUDGET 2025

Capital Outlay

- All funds: \$36,295,299 (86.8%) increase
- General Fund: \$770,695 (63.4%) decrease
- Changes driven by the Capital Improvement Plan
- Significant projects in 2024; such as, Horn Rapids Landfill Expansion, West Village Park Phase II, Parking Lot And Pathway Renewal, Dock Replacement, NACEP Sewer Extension, Duportail/Kennedy Intersection Improvements, Downtown Connectivity Improvements

Interfund Services

- All funds: \$1,399,381 (5.1%) increase
- General Fund: \$156,180 (3.1%) increase
- Interfund Services consist of mainly Fleet Maintenance & Operation (M&O) charges, Fleet Replacement contributions and Cost Allocation charges
- Inflation and availability have significantly increased parts costs for Fleet M&O
- Fleet Replacement contributions are cyclical and are driven on a five-year look forward

All Funds Revenue

Category	2024 Budget	2025 Proposed Budget	Amount Change	Percent Change
Taxes	63,763,877	67,069,851	3,305,974	5.2%
Licenses & Permits	2,846,575	2,841,575	(5,000)	-0.2%
Intergovernmental Revenues	15,664,994	20,299,415	4,634,421	29.6%
Charges for Goods & Services	161,862,143	164,864,119	3,001,976	1.9%
Fines & Penalties	420,200	437,100	16,900	4.0%
Miscellaneous Revenue	25,012,494	24,572,476	(440,018)	-1.8%
Other Financing Sources	22,423,352	34,687,667	12,264,315	54.7%
Total Revenues	291,993,635	314,772,203	22,778,568	7.8%
Appropriated Beginning Fund Bal	23,846,222	44,610,295	20,764,073	87.1%
Total Revenues and Fund Bal	315,839,857	359,382,498	43,542,641	13.8%



BUDGET 2025

General Fund Revenues

Category	2024 Budget	2025 Proposed Budget	Amount Change	Percent Change
Taxes	53,011,152	56,000,624	2,989,472	5.6%
Licenses & Permits	2,778,500	2,778,500	-	0.0%
Intergovernmental Revenues	5,451,400	2,706,745	(2,744,655)	-50.3%
Charges for Goods & Services	9,752,694	10,118,548	365,854	3.8%
Fines & Penalties	420,200	437,100	16,900	4.0%
Miscellaneous Revenue	1,381,500	1,560,500	179,000	13.0%
Other Financing Sources	381,921	281,921	(100,000)	-26.2%
Total Revenues	73,177,367	73,883,938	706,571	1.0%
Appropriated Beginning Fund Bal	3,980,940	7,639,665	3,658,725	91.9%
Total Revenues and Fund Bal	77,158,307	81,523,603	4,365,296	5.7%



BUDGET 2025

General Fund Reserve

	2023 Actual	2024 Projected	2025 Budget
Ending Unassigned Fund Balance	34,040,425	31,169,171	23,512,606
Operating Reserve @ 16%	11,256,658	11,610,035	12,812,435
Operating Reserve @ 25%	16,952,798	17,484,992	19,295,836
Fund Balance in Excess of 16%	22,783,767	19,559,137	10,700,171
Fund Balance in Excess of 25%	17,087,627	13,684,179	4,216,770

BUDGET 2025



Support Services

- Staffing
 - 1.0 FTE Equipment Technician I
- For the first time in several years, our insurance premiums for liability, property, auto and other are not increasing significantly.
- Self-insured health plan continues to have very favorable claims experience which has resulted in a premium decrease in 2025.
- Workers Compensation claims continue to be high over the last couple years, and the Department of Labor & Industries has recently announced a premium increase.
- Significant increases in Office of Public Defense, District Court and Jail Housing costs.
- Classification and Compensation Study budgeted for second half of 2025. Last study was conducted in 2019.
- Additional labor relations services due to several contract negotiations in 2025.



BUDGET 2025

Police

Staffing

- 2.0 FTE Commissioned Staff Increase

Proposed 2025 Expanded Programs and Initiatives

- Two (2) Richland P.D. Bomb Team Bomb Suits (\$82,400)
- Special Weapons and Tactics (SWAT) Sniper Rifle Replacement (\$7,680)
- Wellness Program Mental Health Counselor Contract (\$20,000 in 2025; \$40,000 starting in 2026)



BUDGET 2025

Fire/EMS

Staffing

- 1.0 FTE Community Risk Reduction Specialist - Inspector

Major Initiatives and Expanded Programs

- Policy, Systems, and Structure updates and stabilization
- Continued investment in HeartSafe, CWPP and the Resource Navigation Programs
- Medical Utility Strategic Plan update
- Service level and Comprehensive Plan updates with Council
- Succession Planning and Leadership Development



BUDGET 2025

Parks & Facilities

Operational Budget Notes

- Recreation
 - Increase in travel/training due to WRPA conference hosted locally
- Parks & Public Facilities
 - Inflation and market adjustment increases for essential operations
 - Recategorized expenses splitting out Facilities expenses from Parks
 - Top dresser for turf maintenance



BUDGET 2025

Parks & Facilities

- Library
 - Technology improvements to enhance checkout experience
 - Increased resource budget to meet market adjustment increases, includes Spanish language resource acquisitions
- Columbia Point Golf Course
 - Pursuing lease agreement with current operator



BUDGET 2025

Parks & Facilities

- Operational Renew and Replace Project Highlight
 - Facilities:
 - City Shops - exterior surface painting
 - Citywide - small appliance replacement
 - Citywide - roll up door replacement
 - George Prout Pool - shade structure repair, diving board replacement
 - City Shops – LED light replacement
 - Parks:
 - Citywide - beach sand addition
 - Citywide - irrigation timer replacement
 - Steptoe Street - landscape revegetation and landscape improvement



BUDGET 2025

Development Services

- Staffing
 - 1.0 FTE Senior Planner
- Comprehensive Plan Update (\$400,000 in 2025; \$400,000 in 2026)
- CIP Projects
 - Trash Enclosure at The Parkway (\$61,905)
 - Sewer Extension to the Northwest Advanced Clean Energy Park (\$4,312,528)
 - Engineering & Design of City View Drive and Truman Avenue



BUDGET 2025

Public Works

- Staffing
 - 1.0 FTE – Water Maintenance Supervisor
- Operations/Equipment
 - New streetsweeper for GWW/Jadwin reconfiguration (\$437,135)
 - SCADA OT Support for Water and Wastewater (\$95,000)
- Planning
 - City-Wide Transportation Plan (\$500,000)



BUDGET 2025

Public Works

- Capital
 - Pavement Preservation Program
 - Citywide Safety and Security Enhancements
 - Downtown Vitality (Connectivity) Improvements
 - Duportail development-related Improvements
 - Stop-controlled intersection safety improvements
 - Pedestrian Crossing safety improvements
 - Safe Routes to School improvements
 - Utility Renewal and Replacement Programs
 - Landfill Expansion
 - Wastewater Treatment Plant Upgrades
 - Irrigation Water System Upgrades



BUDGET 2025

Energy Services

- Other
 - Apprentice Lineworkers (Reclassification)
 - BPA Provider of Choice Power Contract
 - NW Advanced Clean Energy Park (Atlas Agro, 451 Substation)
 - BPA Reserve Distribution Clause (RDC) Credit potential
 - Carbon allocation auctions
- Capital
 - Line Extensions – New Developments
 - Substation Improvements
 - Sandhill Crane Bank 3 Addition
 - Substation Security



BUDGET 2025

Energy Services (Continued)

- Electric Utility Renewal & Replacement (R&R)
 - Hills Mobile Home Park underground R&R
 - Saint to Spengler area underground R&R
 - Upgrade electrical SCADA
 - Pole replacements
- Electric Utility System Improvements
 - Relay replacements
 - New electrical service materials



BUDGET 2025

Next Steps for Budget Adoption

- October 15th
 - First Reading – Ad Valorem Taxes & Property Tax Levies
- November 5th
 - First Reading – 2025 Budget & CIP Ordinance
 - Second Reading & Passage – Ad Valorem Taxes & Property Tax Levies
- November 19th
 - Second Reading & Passage – 2025 Budget & CIP Ordinance.



BUDGET 2025