



**RIDGEFIELD CITY COUNCIL
MEETING AGENDA**

**Thursday, June 8, 2023
RACC - Columbia Assembly Room
510 Pioneer Street, Ridgefield, WA 98642**

I. GENERAL SESSION CALL TO ORDER - 6:30 PM

- 1. Flag Salute**
- 2. Roll Call**
- 3. Late changes to the agenda**

II. PUBLIC COMMENT

Anyone requesting to speak to the Council regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

III. CONSENT AGENDA

- 1. Approval of Claims And/Or Payroll**
- 2. Approval of Minutes from the May 25, 2023 Meeting**

IV. PRESENTATION

- 1. 4th Quarter 2022 and 1st Quarter 2023 Financial Report**

V. BUSINESS

- 1. Second Reading of Ordinance No. 1402 - 2023 Budget Amendment - Kirk Johnson, Finance Director**
- 2. Motion - Approval of Boyse Park Updated Concept Plan - Galina Burley, Parks and Recreation Manager**

VI. PUBLIC COMMENT

Anyone requesting to speak to the Council regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and limit comments

to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

VII. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

- 1. Council**
- 2. Mayor**
- 3. City Manager**

VIII. ADJOURN

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: June 8, 2023

AGENDA ITEM NAME: Approval of Claims And/Or Payroll

GOVERNING LEGISLATION

Revised Code of Washington Title 35A

PREVIOUS COUNCIL ACTION TAKEN:

City Council approves claims and/or payroll of the City on a regular basis

SUMMARY/BACKGROUND:

Vendor claims

BUDGET/FINANCIAL IMPACTS:

See vendor details attached

RECOMMENDED ACTION OR MOTION:

Approve the claims and/or payroll by making the following motion:

“I move to approve the consent agenda as presented”

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

1. June 8, 2023 Claims Report

City of Ridgefield

Claims Payment Report

For Approval on:

June 8th, 2023

Sum of Amount					
Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total
ADVANCED EXCAVATING SPECIALISTS LLC	2066	P21001-2066-1	Public Works	05.08.2023-05.25.203 S Pioneer Extension/Roundabout	221,924.75
ADVANCED EXCAVATING SPECIALISTS LLC Total					221,924.75
ANDERSON SIGNS INC.	2569	61351	Public Works	Council Member Name Plate - Clyde Burkle	44.46
ANDERSON SIGNS INC. Total					44.46
AQUATIC INFORMATICS INC.	3337	104714	Human Resources	04.2023 Web Tests	333.00
AQUATIC INFORMATICS INC. Total					333.00
ARAMARK UNIFORM SERVICES	32	5291235073	Genl Govt/Facilities	05.17.2023 PW Floor Mats	8.07
			Public Safety	05.17.2023 PW Floor Mats	5.91
			Public Works	05.17.2023 PW Floor Mats	17.98
			Community Development	05.17.2023 PW Floor Mats	8.38
		5291239311	Genl Govt/Facilities	05.25.2023 Floor Mats - CH/RACC/PD	5.78
			Public Safety	05.25.2023 Floor Mats - CH/RACC/PD	9.19
			Community Development	05.25.2023 Floor Mats - CH/RACC/PD	4.47
		5291235078	Genl Govt/Facilities	05.17.2023 Floor Mats - CH/RACC/PD	5.78
			Public Safety	05.17.2023 Floor Mats - CH/RACC/PD	7.12
			Public Works	05.17.2023 Floor Mats - CH/RACC/PD	2.07
			Judicial	05.17.2023 Floor Mats - CH/RACC/PD	4.47
		5291239309	Public Works	05.25.2023 PW Floor Mats	25.45
			Community Development	05.25.2023 PW Floor Mats	14.89
		5291235087	Genl Govt/Facilities	05.17.2023 PW Uniforms	5.75
			Community Development	05.17.2023 PW Uniforms	10.55
		5291239313	Public Works	05.25.2023 PW Uniforms	10.55
			Information Technology	05.25.2023 PW Uniforms	5.75
		ARAMARK UNIFORM SERVICES Total			
ARCHAEOLOGICAL INVESTIGATIONS NW INC	1563	10080	Public Works	Overlook Park Archaeological Monitoring	46,137.99
ARCHAEOLOGICAL INVESTIGATIONS NW INC Total					46,137.99
BERK CONSULTING INC	3883	10781-04-23	Public Works	2023 Police Services Study	6,452.50
BERK CONSULTING INC Total					6,452.50
BRITTANI FREIMUTH	3418	3418-20230608	Genl Govt/Facilities	Mileage and Postage Reimbursement - Freimuth	5.50
			Public Works	Mileage and Postage Reimbursement - Freimuth	19.65
BRITTANI FREIMUTH Total					25.15
CINTAS CORPORATION NO 2	3497	5158806402	Genl Govt/Facilities	05.2023 First Aid Supplies - PW Ops	77.29
			Public Works	05.2023 First Aid Supplies - PW Ops	242.98
		5158806403	Public Safety	05.2023 First Aid Supplies - CH	50.09
		5158806484	Public Safety	05.2023 First Aid Supplies - PD	59.30
		5158806415	Public Works	05.2023 First Aid Supplies - RACC	23.90
			Community Development	05.2023 First Aid Supplies - RACC	8.54
CINTAS CORPORATION NO 2 Total					462.10
CITIES DIGITAL INC.	3382	57182	Genl Govt/Facilities	Laserfiche License - Loucks/Ray	247.91
			Public Works	Laserfiche License - Loucks/Ray	1,595.31
CITIES DIGITAL INC. Total					1,843.22

City of Ridgefield

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CITY OF WOODLAND	2708	2023-068-PW	Public Works	Radar Trailer Maintenance - 55291D	72.00
CITY OF WOODLAND Total					72.00
CLARK COUNTY	102	CI052063	Public Works	04.2023 Pretrial Supervision & Investigation	1,065.34
		CI052053	Human Resources	04.2023 CJC Interviews	56.25
CLARK COUNTY Total					1,121.59
CLARK PUBLIC UTILITIES	3619	26226686	Genl Govt/Facilities	1711 S 8th Way - Street Light Repair	5,269.00
		26226685	Public Works	Union Ridge Lot 1 - Street Light Repair	396.76
		26226687	Public Works	33 N 41st Place - Street Light Repair	2,502.46
CLARK PUBLIC UTILITIES Total					8,168.22
CLATSKANIE RIFLE & PISTOL CLUB INC.	3593	4	Administration	05.2023 Range Fees	60.00
CLATSKANIE RIFLE & PISTOL CLUB INC. Total					60.00
COLUMBIAN PUBLISHING	116	42359	Genl Govt/Facilities	Kemper Grove Phase 2 Development	75.60
		42391	Public Works	Invitation to Bid Official Newspaper	30.60
		42429	Finance	Paradise Found Development Agreement	79.20
		42365	Public Works	Municipal Code 10.08 - Speed Limits	70.20
COLUMBIAN PUBLISHING Total					255.60
CSD ATTORNEYS AT LAW P.S.	3294	116425	Genl Govt/Facilities	04.2023 Park Laundry	640.00
CSD ATTORNEYS AT LAW P.S. Total					640.00
DEPARTMENT OF ENTERPRISE SERVICES	2720	731121301	Genl Govt/Facilities	Parking Infraction Books	34.90
DEPARTMENT OF ENTERPRISE SERVICES Total					34.90
EDWARD E. COLE	3897	53670	Public Works	PD Radar Certification	108.70
EDWARD E. COLE Total					108.70
EFFICIENT COMMUNICATION SOLUTIONS	2126	29978	Genl Govt/Facilities	Repair Extension 3324 - Chris Ray	47.01
			Public Works	Repair Extension 3324 - Chris Ray	423.12
EFFICIENT COMMUNICATION SOLUTIONS Total					470.13
ENCORE ONE LLC	3890	223879	Genl Govt/Facilities	05.2023 Janitorial Services	253.51
			Public Works	05.2023 Janitorial Services	1,072.33
			Council	05.2023 Janitorial Services	101.00
ENCORE ONE LLC Total					1,426.84
FCS GROUP	958	3731-22305065	Public Works	2023 Water and Stormwater Rate Study	3,790.00
FCS GROUP Total					3,790.00
Firey Miranda	UB*00895	(blank)	Public Works	Refund Check 012476-000 4112 N Pioneer Canyon Dr	81.71
Firey Miranda Total					81.71
GB MANCHESTER INC	3574	316772	Genl Govt/Facilities	PW Ops Installation of IT Outlet Wiring	2,037.95
GB MANCHESTER INC Total					2,037.95
GISI MARKETING GROUP	2811	274844	Public Safety	Business Cards - Rachel Andrew	224.36
GISI MARKETING GROUP Total					224.36
GROUNDWATER SOLUTIONS INC.	2971	00727.001-50	Genl Govt/Facilities	04.2023 Hydrological Study	592.50
GROUNDWATER SOLUTIONS INC. Total					592.50
HARPER HOUF PETERSON RIGHELLIS INC.	1678	56322	Public Works	04.2023 51st Ave Roundabout & Pioneer Widening	11,155.00
HARPER HOUF PETERSON RIGHELLIS INC. Total					11,155.00
HARRY'S KEY SERVICE INC.	982	564068	Public Works	Overlook Park Bathroom Locks Repair	24.99
HARRY'S KEY SERVICE INC. Total					24.99
HIGHWAY SPECIALTIES LLC	3887	0108740-IN	Public Works	05.04.2023-05.17-2023 Abrams Park Barricades Rental	911.40
HIGHWAY SPECIALTIES LLC Total					911.40

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HONEY BUCKETS	223	553488457	Council	05.19.2023-06.15.2023 Davis Park Port-a-Potty	373.00
HONEY BUCKETS Total					373.00
Hunter Garan & Melinda	UB*00896	(blank)	Public Works	Refund Check 010628-000 4584 N 9th St	1.10
Hunter Garan & Melinda Total					1.10
J2 BLUE PRINT SUPPLY	243	AR136991	Community Development	Overlook Splash Pad - Building Plans	171.53
		AR137213	Community Development	05.2023 Plotter Contract	85.08
		AR136805	Public Works	Event Signs - Gravel Lot	52.18
J2 BLUE PRINT SUPPLY Total					308.79
JASON VAN DYKE	3911	3911-20230608	Genl Govt/Facilities	PW Ops Intercom Battery Reimb. - Van Dyke	6.40
			Public Safety	PW Ops Intercom Battery Reimb. - Van Dyke	9.91
			Public Works	PW Ops Intercom Battery Reimb. - Van Dyke	5.62
			Public Works	PW Ops Intercom Battery Reimb. - Van Dyke	1.41
JASON VAN DYKE Total					23.34
JEFF PETTIT	488	0488-20230607	Public Works	Less Lethal Impact Training Meals Per Diem - Pettit	59.00
JEFF PETTIT Total					59.00
J'S CUSTOM LANDSCAPING INC.	3912	95347	Public Works	Royle Rd Roundabout - Landscaping	869.60
J'S CUSTOM LANDSCAPING INC. Total					869.60
KEYSTONE CONTRACTING	2657	P21004-2654-1	Public Works	Overlook Park Splash Pad	184,679.33
KEYSTONE CONTRACTING Total					184,679.33
KILLA BITES	3727	2549	Public Works	Wellness - Yoga in the Park Catering	288.27
KILLA BITES Total					288.27
LEE KNOTTNERUS	1765	1765-20230602	Public Works	2023 PRIMA Conference Meals per Diem. - Knottnerus	192.00
		1765-20230608	Genl Govt/Facilities	2023 PRIMA Conference Flight Reimb. - Knottnerus	175.20
			Community Development	2023 PRIMA Conference Flight Reimb. - Knottnerus	262.80
LEE KNOTTNERUS Total					630.00
LEPS-PSS PLLC	3896	3354	Human Resources	Post-COE Psychological Evaluation	450.00
LEPS-PSS PLLC Total					450.00
Locken Tonell	UB*00894	(blank)	Genl Govt/Facilities	Refund Check 006292-000 602 N Main Ave	2.02
Locken Tonell Total					2.02
MARTA L. OCHOA-RUTHERFORD	3396	580	Genl Govt/Facilities	05.18.2023 Interpreting Services	130.00
MARTA L. OCHOA-RUTHERFORD Total					130.00
METRO OVERHEAD DOOR INC.	3764	235186	Genl Govt/Facilities	PW Ops Gate Repair	129.41
			Community Development	PW Ops Gate Repair	200.73
METRO OVERHEAD DOOR INC. Total					330.14
MINUTEMAN PRESS (NORTH)	3278	8267	Public Works	Name Badge - Clyde Burkle	33.46
MINUTEMAN PRESS (NORTH) Total					33.46
MJB CONSULTING INC	3117	2165	Public Safety	05.2023 State Lobbyist	2,750.00
MJB CONSULTING INC Total					2,750.00
NAPA AUTO PARTS	498	369942	Genl Govt/Facilities	2023 Ford F-150 Maint. - 76408D - Theisen	3.88
			Public Works	2023 Ford F-150 Maint. - 76408D - Theisen	1.29
			Community Development	2023 Ford F-150 Maint. - 76408D - Theisen	1.29
		368911	Genl Govt/Facilities	2023 Ford F-150 Maint. - 76408D - Theisen	9.03
			Public Works	2023 Ford F-150 Maint. - 76408D - Theisen	21.66
			Community Development	2023 Ford F-150 Maint. - 76408D - Theisen	5.42
NAPA AUTO PARTS Total					42.57

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NORTHSTAR CHEMICAL INC.	1019	253049	Public Safety	Sodium Hypochlorite	1,154.94
NORTHSTAR CHEMICAL INC. Total					1,154.94
NORTHWEST STAFFING	522	4132025	Public Works	05.21.2023 Temp Services - Loucks	846.16
			Finance	05.21.2023 Temp Services - Loucks	362.64
		4131863	Genl Govt/Facilities	05.14.2023 Temp Services - Loucks	1,208.80
NORTHWEST STAFFING Total					2,417.60
OTAK INC.	1787	52300408	Public Works	Royle Road Final Design	4,823.25
OTAK INC. Total					4,823.25
PACIFIC OFFICE AUTOMATION - LEASE	1564	79884913	Genl Govt/Facilities	06.2023 Copier Lease - PW Ops	76.30
			Public Safety	06.2023 Copier Lease - PW Ops	91.03
			Public Works	06.2023 Copier Lease - PW Ops	287.80
PACIFIC OFFICE AUTOMATION - LEASE Total					455.13
PARKER PACIFIC DEVELOPMENT LLC	3765	4131	Genl Govt/Facilities	Dog Refuge Park Construction	(1,573.75)
			Public Safety	Dog Refuge Park Construction	34,213.33
PARKER PACIFIC DEVELOPMENT LLC Total					32,639.58
PATRICK MORGAN	3440	3440-20230604	Public Works	Use of Force Instructor Training Meals per Diem - Morgan	253.00
		3440-20230522	Public Works	Tasere Instructor Training Meals per Diem - Morgan	67.00
PATRICK MORGAN Total					320.00
Peterson David & Karen	UB*00893	(blank)	Public Works	Refund Check 015699-000 4232 S Cloverhill Way	0.34
Peterson David & Karen Total					0.34
PORTLAND ENGINEERING INC	2082	11814	Public Works	05.2023 Q178V Ridgefield Cellular Telemetry	228.27
PORTLAND ENGINEERING INC Total					228.27
PUBLIC SAFETY TESTING	354	PSTI23-148	Public Works	Background Checks & Investigation Reports	9,592.94
PUBLIC SAFETY TESTING Total					9,592.94
RICK BUCKNER POLYGRAPH	1092	20230426	Public Works	04.25.2023 Polygraph Services	700.00
RICK BUCKNER POLYGRAPH Total					700.00
RIDGEFIELD LANDSCAPE PRODUCTS	3021	3021-202304	Genl Govt/Facilities	04.2023 Operational Supplies & Maintenance	108.70
			Judicial	04.2023 Operational Supplies & Maintenance	43.48
RIDGEFIELD LANDSCAPE PRODUCTS Total					152.18
RIDGEFIELD SCHOOL DISTRICT	378	1002200126	Public Works	04.2023 RACC Operating Expense	3,885.75
			Community Development	04.2023 RACC Operating Expense	384.18
RIDGEFIELD SCHOOL DISTRICT Total					4,269.93
SAFEFIRE LLC	3415	RPD-2023-03-001	Genl Govt/Facilities	2023 Rage Membership Renewal - Additional Payment	1,500.00
SAFEFIRE LLC Total					1,500.00
Sanchez Tiffany	UB*00891	(blank)	Public Works	Refund Check 013314-001 2021 N 4th Way	62.95
Sanchez Tiffany Total					62.95
SARAH SCHNEIDER	3549	3549-20230608	Genl Govt/Facilities	2023 GFOA Conference & Shutt Off Mileage Reimb. - Schneider	5.52
			Public Works	2023 GFOA Conference & Shutt Off Mileage Reimb. - Schneider	104.98
SARAH SCHNEIDER Total					110.50
SITEONE LANDSCAPE SUPPLY LLC	2951	130068353-001	Genl Govt/Facilities	Parks Irrigation System Parts	129.51
		130224118-001	Public Works	Parks Irrigation System Parts	335.91
		130283842-001	Public Works	Horns Corner Park Irrigation System Parts	36.98
		130108913-001	Public Works	Parks Irrigation System Parts	218.61
SITEONE LANDSCAPE SUPPLY LLC Total					721.01
SONSRAY MACHINERY LLC	1785	PSO077380-1	Genl Govt/Facilities	Storm/Streets Flail Mower Maintenance	(35.90)

City of Ridgefield

Claims Payment Report

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SONSRAY MACHINERY LLC	1785	PSO077380-1	Public Safety	Storm/Streets Flail Mower Maintenance	886.69
			Community Development	Storm/Streets Flail Mower Maintenance	886.69
SONSRAY MACHINERY LLC Total					1,737.48
SPRINGBROOK SOFTWARE LLC	3444	INV-012531	Public Works	05.2023-07.2024 Civic Pay IVR Subscription	4,828.46
			Community Development	05.2023-07.2024 Civic Pay IVR Subscription	4,828.46
SPRINGBROOK SOFTWARE LLC Total					9,656.92
Steen Jeffrey	UB*00890	(blank)	Community Development	Refund Check 012203-000 260 N 43rd PI	3.03
Steen Jeffrey Total					3.03
TERESA D JOHNSON CPA INC.	561	6294	Finance	02.2023 & 03.2023 Accounting Services	28,625.00
TERESA D JOHNSON CPA INC. Total					28,625.00
THE MASTERS TOUCH LLC	1786	10325	Genl Govt/Facilities	Rate Increase Letter - Estimated Postage	625.00
			Public Works	Rate Increase Letter - Estimated Postage	625.00
		P86802	Public Works	05.2023 Backflow Test Letters - Postage	146.79
		86802	Public Safety	05.2023 Backflow Test Letters	314.81
THE MASTERS TOUCH LLC Total					1,711.60
THE PARR COMPANY	964	26655073	Genl Govt/Facilities	Code Enforcement Truck Bed Mat	59.24
THE PARR COMPANY Total					59.24
TIBERIUS SOLUTIONS LLC	3799	1898	Public Safety	04.2023 TIA Analysis	6,490.00
TIBERIUS SOLUTIONS LLC Total					6,490.00
TOTAL MECHANICAL INC.	3756	123518	Administration	CH HVAC Repair	1,925.74
TOTAL MECHANICAL INC. Total					1,925.74
TRAFFIC SAFETY SUPPLY	432	INV059209	Genl Govt/Facilities	Street Signs - Deer Crossing	(9.05)
			Public Works	Street Signs - Deer Crossing	113.05
		INV059364	Public Works	Abram Park Barricades - No Parking	(326.25)
			Human Resources	Abram Park Barricades - No Parking	4,076.25
		SCM001886	Public Works	Street Signs Refund INV057730	(630.73)
			Community Development	Street Signs Refund INV057730	50.48
TRAFFIC SAFETY SUPPLY Total					3,273.75
TRI MOUNTAIN INVESTORS LLC	3866	2023-14	Public Safety	04.2023 Water and Wastewater - PD Bluffs	39.16
			Public Works	04.2023 Water and Wastewater - PD Bluffs	72.43
TRI MOUNTAIN INVESTORS LLC Total					111.59
Vaandering Lori	UB*00892	(blank)	Public Works	Refund Check 012014-000 4020 N 1st Way	120.82
Vaandering Lori Total					120.82
VARI SALES CORPORATION	3412	90932082	Genl Govt/Facilities	Standing Desk - Josh Johnson & Laura Loucks	250.02
			Public Works	Standing Desk - Josh Johnson & Laura Loucks	535.34
VARI SALES CORPORATION Total					785.36
WALTER E. NELSON COMPANY	3553	1794335	Community Development	CH Soap Dispenser - Delivery Charge	8.15
WALTER E. NELSON COMPANY Total					8.15
WAPITI NW LLC	2545	40245	Public Safety	2011 Ford F-350 - 48614D - Paul Connell	205.16
			Public Works	2011 Ford F-350 - 48614D - Paul Connell	205.15
		40250	Public Works	2015 Ford F-350 - 57232D - Jim Strickler	392.37
		40216	Genl Govt/Facilities	2013 Ford Escape - 48618D	1,004.08
WAPITI NW LLC Total					1,806.76
WELLWORKS FOR YOU	3414	24722	Public Works	05.2023 Wellness Program	847.86
WELLWORKS FOR YOU Total					847.86

City of Ridgefield

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WOODLAND SAW AND CYCLE INC.	2223	2931	Community Development	Parks Trimmer & Backpack Blower	1,272.11
WOODLAND SAW AND CYCLE INC. Total					1,272.11
Grand Total					617,105.87

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: June 8, 2023

AGENDA ITEM NAME: Approval of Minutes from the May 25, 2023 Meeting

GOVERNING LEGISLATION

N/A

PREVIOUS COUNCIL ACTION TAKEN:

N/A

SUMMARY/BACKGROUND:

Staff has prepared the minutes for Council consideration of adoption for the Council meeting(s).

BUDGET/FINANCIAL IMPACTS:

N/A

RECOMMENDED ACTION OR MOTION:

Approve the minutes by making the following motion:

1. "I move to approve the consent agenda"

STAFF CONTACT:

ATTACHMENTS:

1. 05-25-2023



**CITY OF RIDGEFIELD, WASHINGTON
CITY COUNCIL MEETING MINUTES
MAY 25, 2023**

Regular Meeting - 6:30 PM

I. STUDY SESSION - 5:00 P.M.

1. **Police Services Study Update - Presented by Berk Consulting - Steve Stuart, City Manager**

II. GENERAL SESSION CALL TO ORDER - 6:30 PM

1. **Flag Salute**
2. **Roll Call**

Present:

Mayor Jennifer Lindsay
Mayor Pro Tem Rob Aichele
Council Member Matt Cole
Council Member Lee Wells
Council Member Ron Onslow
Council Member Judy Chipman
Council Member Clyde Burkle

3. **Late changes to the agenda**

III. OATH OF OFFICE FOR SERGEANT MARVITZ

IV. PROCLAMATION - TRAILS DAY

V. PROCLAMATION - PRIDE MONTH

VI. PUBLIC COMMENT

Anyone requesting to speak to the Council regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

Comments received during public testimony can be heard on the City's website under <https://ridgefieldwa.us/government/city-council-meeting-audio-files/>

VII. CONSENT AGENDA

MOTION TO APPROVE AS PRESENTED.

RESULT:	(UNANIMOUS)
MOVER:	Mayor Pro Tem Rob Aichele
SECONDER:	Council Member Ron Onslow
AYES:	Mayor Lindsay, Mayor Pro Tem Aichele, Council Member Cole, Council Member Wells, Council Member Onslow, Council Member Chipman, Council Member Burkle

1. **Approval of Claims And/Or Payroll**
2. **Approval of Minutes from the May 11, 2023 Meeting**

VIII. BUSINESS

1. **First Reading of Ordinance No. 1403 - Approval of Water Rate Structure and Conservation Options - Kirk Johnson, Finance Director**

City staff have been tasked with researching options for water conservation. Staff are in the process of completing a rate study to analyze revenue needs for the next five-ten years. As part of the process, staff and the consultants are analyzing the residential and commercial rate structures to see if changes are needed to incentivize water reduction. Staff are providing options for the council to review. In order to implement a new rate structure prior to the highest usage water billing cycles, staff would need to implement the changes effective July 1, 2023. Current options for the rate structure include adding a new billing tier for commercial irrigation. In addition, staff have a proposed residential rate structure for the council to review. The new structure would include modification of the usage tiers and adding one usage tier. The goal is to reduce water output for the highest usage customers and incentivize the lowest usage tiers. Staff and the consultants are still reviewing appropriate rates per tier and will have additional information to present to council regarding proposed rates within the tiered structure. In addition to reviewing the rate structure, staff have researched conservation programs throughout the West Coast and Southwest states who have implemented these types of programs.

The City Council conducted a discussion.

MOTION: MOVED TO WAIVE THE SECOND READING AND ADOPT ORDINANCE NO. 1403 TO INCLUDE ONLY THE PROPOSED RATE STRUCTURE AS DISCUSSED AND INLCUDE EDUCATIONAL OUTREACH.

RESULT:	(6-1)
MOVER:	Council Member Onslow
SECONDER:	Council Member Burkle
AYES:	Mayor Lindsay, Mayor Pro Tem Aichele, Council Member Wells, Council Member Onslow, Council Member Chipman, Council Member Burkle
NAYS:	Council Member Cole
ABSTAIN:	None

2. **First Reading of Ordinance No. 1402 - 2023 Budget Amendment - Kirk Johnson, Finance Director**

The budget amendment totals \$4,024,000 in total appropriations and includes \$855,000 in additional revenue for 2023. Revenue increases include \$304,200 in grant awards and \$493,500 in interagency

funding for shared projects. An additional \$57,300 will be transferred from the water and storm water fund to reallocate their share in debt service for the vacuum excavation truck. The amendment also includes \$1,889,750 in interfund transfers to fund capital requests. The overall fund balance impact will be a decrease of \$3,169,000.

First reading conducted.

3. Resolution No. 628 - Approval of Designation of Official Newspaper - Kirk Johnson, Finance Director

RCW 35A.21.230 provides that “Each code city shall designate an official newspaper by resolution. The newspaper shall be of general circulation in the city and have the qualifications prescribed by chapter 65.16 RCW”. City procurement policy requires services, including selection of the official newspaper, to be obtained using due diligence for both price and quality. Therefore, the city must have one official newspaper that it should contract with based on an annual bid process. The city may, of course, publish notices in newspapers in addition to the official newspaper. A request for bids was published in the Reflector and the Columbian with a deadline for submission no later than 2:00 PM on May 25, 2023. The bid is for publication during the period of June 1, 2023 through May 31, 2024. City received one bid from the Columbian.

MOTION: MOVED TO APPROVE RESOLUTION NO. 628 AS PRESETED.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Judy Chipman
SECONDER:	Council Member Lee Wells
AYES:	Mayor Lindsay, Mayor Pro Tem Aichele, Council Member Cole, Council Member Wells, Council Member Onslow, Council Member Chipman, Council Member Burkle

IX. PUBLIC HEARING/BUSINESS

1. Public Hearing and First Reading of Ordinance No. 1401 - Establishing a Posted Speed Limit on NW 229th Street Between Hillhurst Road and a Point Approximately 450 Feet West of S. 40th Place - Chuck Green, Public Works Director

The area where the Kennedy Farms subdivision was built was annexed into the City in 2008. A Development Agreement with Kennedy Farms' developer, Urban NW Holdings, LLC, was approved by Council in April 2017. The subdivision was approved in September 2017 and engineering plans were approved in October 2017. Neither the Development Agreement nor the approved engineering plans designated a posted speed limit for NW 229th Street along the site's southern frontage, nor was there any Council action to designate a posted speed within the City's portion of the roadway. Following up on a community member request for speed enforcement along this section of NW 229th Street, it was determined that this section has not been incorporated into the City's Speed Limit code (RMC Section 10.08, Speed Limits). After an engineering study, the City's Public Works Director and City Engineer are recommending that a posted speed limit be incorporated into code and reflect that of nearby collectors in the area, 35 mph.

Mayor Lindsay Opened Public Hearing: 8:38PM

No testimony was received.

Mayor Lindsay Closed Public Hearing: 8:38PM

MOTION: MOVED TO WAIVE THE SECOND READING AND ADOPT ORDINANCE NO. 1401 AS PRESENTED.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Ron Onslow
SECONDER:	Council Member Matt Cole
AYES:	Mayor Lindsay, Mayor Pro Tem Aichele, Council Member Cole, Council Member Wells, Council Member Onslow, Council Member Chipman, Council Member Burkle

2. Public Hearing and First Reading of Ordinance No. 1404 - Amendment to the Development Agreement for Kemper Grove Phase 2 - Steve Stuart, City Manager

The developer, Hinton Development through H2 Grove, is obligated to construct certain park improvements for Kemper Grove Phase 2 on Parcels 986060425, 986060426, 986060427, 986060429, 213716000, and 602865000; Under the original development agreement was entitled to park impact fees for such improvements. The original development agreement provided that the developer and their assigns would own and maintain this park property, but grant an easement for public use. However, in light of the impact fee credits issued, the City wishes to own the improvements. Under the proposed First Amendment to the Development Agreement, the developer agrees to dedicate the constructed improvements to the City and the developer further agrees to maintain the improvements to certain standards to be approved by the City and binding on the Kemper Grove development through recorded covenants. Parallel language was adopted in February of this year related to other park improvements for Phase 3 and Phase 4/5.

Mayor Lindsay Opened Public Hearing: 8:42PM

No testimony was received.

Mayor Lindsay Closed Public Hearing: 8:42PM

MOTION: MOVED TO WAIVE THE SECOND READING AND ADOPT ORDINANCE NO. 1404 AS PRESENTED.

RESULT:	(UNANIMOUS)
MOVER:	Mayor Pro Tem Rob Aichele
SECONDER:	Council Member Ron Onslow
AYES:	Mayor Lindsay, Mayor Pro Tem Aichele, Council Member Cole, Council Member Wells, Council Member Onslow, Council Member Chipman, Council Member Burkle

X. PUBLIC COMMENT

Anyone requesting to speak to the Council regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

Comments received during public testimony can be heard on the City's website under <https://ridgefieldwa.us/government/city-council-meeting-audio-files/>

XI. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

1. Council

Council Member Onslow - Attended legislative review meeting, Ridgefield junction neighborhood association meeting, City Council retreat, City Manager briefing.

Council Member Burkle - Attended legislative review meeting, Ridgefield junction neighborhood association meeting, City Council retreat, roundabout grape trimming, CRWWD meeting, City Manager briefing.

Mayor Pro Tem Aichele - Attended legislative review meeting, Ridgefield junction neighborhood association meeting, City Council retreat, Ridgefield chamber wine down Wednesday meeting, FRL meeting, Ridgefield chamber Friday coffee meeting, City Manager briefing, Port of Ridgefield meeting, roundabout grape trimming.

Council Member Wells - Attended Ridgefield junction neighborhood association meeting, City Manager briefing, CRWWD meeting.

Council Member Chipman - Attended many of the same meetings, and CREDC meeting.

Council Member Cole - Attended many of the same meetings, Ridgefield school district "Family Leads the Way" event.

2. Mayor

Attended many of the same meetings as the rest of the City Council and community military appreciation ceremony at the high school.

3. City Manager

City Manager Steve Stuart - Memorial Day celebration reminder, Raptors opening game is June 1st, Big Paddle event is June 3rd at the waterfront.

Public Works Director Chuck Green - Splash Pad update was provided.

Finance Director Kirk Johnson - State auditors exit interview to be scheduled.

Police Chief Cathy Doriot - Officer King life-saving award invite.

XII. ADJOURN

8:56PM

Julie Ferriss, City Clerk

Jennifer Lindsay, Mayor

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: June 8, 2023

AGENDA ITEM NAME: 4th Quarter 2022 and 1st Quarter 2023 Financial Report

GOVERNING LEGISLATION

City of Ridgefield Financial Policy #07: Budget

PREVIOUS COUNCIL ACTION TAKEN:

The council reviews financial reports quarterly

SUMMARY/BACKGROUND:

Review the budget to actual results for 2022 and the first quarter of 2023.

BUDGET/FINANCIAL IMPACTS:

No financial impact. Presentation only

RECOMMENDED ACTION OR MOTION:

No action requested. Presentation only

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

1. 4th Qtr 2022 Budget Report
2. 1st Qtr 2023 Budget Report



4th Quarter 2022 Budget Report



2022 Reserves Per Policy

	O&M	Revenue Stab.	Debt Service	Separation	Capital	Capital Repair & Replace	2022 Reserves	2021 Reserves	% Change
General Fund	1,140,858	809,258	-	125,251	845,811	-	2,921,178	2,462,776	18.61%
Building & Permitting	283,608	309,052	-	26,531	-	-	619,191	612,292	1.13%
Water Fund	495,930	-	-	29,936	223,406	524,871	1,274,143	1,077,370	18.26%
Storm Fund	127,298	-	-	17,024	193,731	205,875	543,928	497,449	9.34%
Total	2,047,694	1,118,310	-	198,742	1,262,948	730,746	5,358,440	4,649,887	15.24%
Capital Repair and Replacement Minimum Target (2% of Historical Cost)									
	Historical	Target	Total	Balance	Variance	% Target			
Water Fund	23,715,551	2%	474,311	524,871	50,560	111%			
Storm Fund	20,359,952	2%	407,199	205,875	(201,324)	51%			

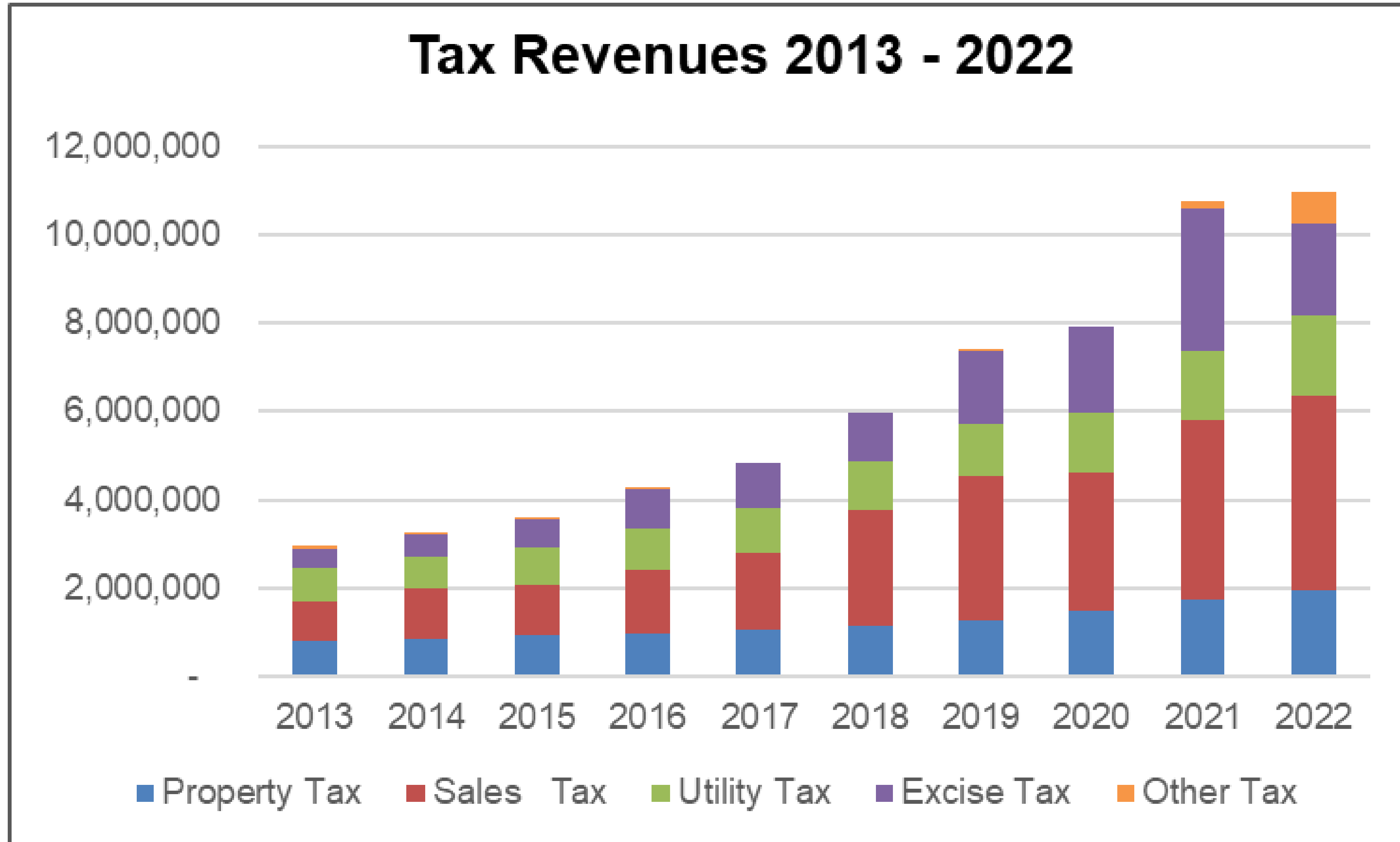


4th Quarter 2022 General Fund Revenue

Revenue	4Q 2022 YTD Actual	2022 Budget	4Q % of Budget	4Q 2021 YTD Actual	4Q 2022 v 4Q 2021
Property Taxes	\$ 1,941,010	\$ 1,940,000	100.1%	\$ 1,721,326	12.8%
Retail Sales Taxes	4,377,788	4,220,025	103.7%	4,046,510	8.2%
Utility and Other Taxes	1,707,319	1,601,835	106.6%	1,452,052	17.6%
Licenses and Permits	1,359,819	1,950,710	69.7%	2,033,468	-33.1%
Planning and Development	1,111,332	1,432,400	77.6%	1,122,983	-1.0%
Fines Forfeits and Restitution	55,507	64,000	86.7%	67,879	-18.2%
Charges for Goods and Services	45,043	25,110	179.4%	67,712	-33.5%
Interfund Charges for Goods and Services	679,103	618,920	109.7%	567,939	19.6%
Intergovernmental/Grants/Other	1,536,623	1,820,735	84.4%	1,979,170	-22.4%
Total General Fund Revenue	\$ 12,813,544	\$13,673,735	93.7%	\$ 13,059,039	-1.9%

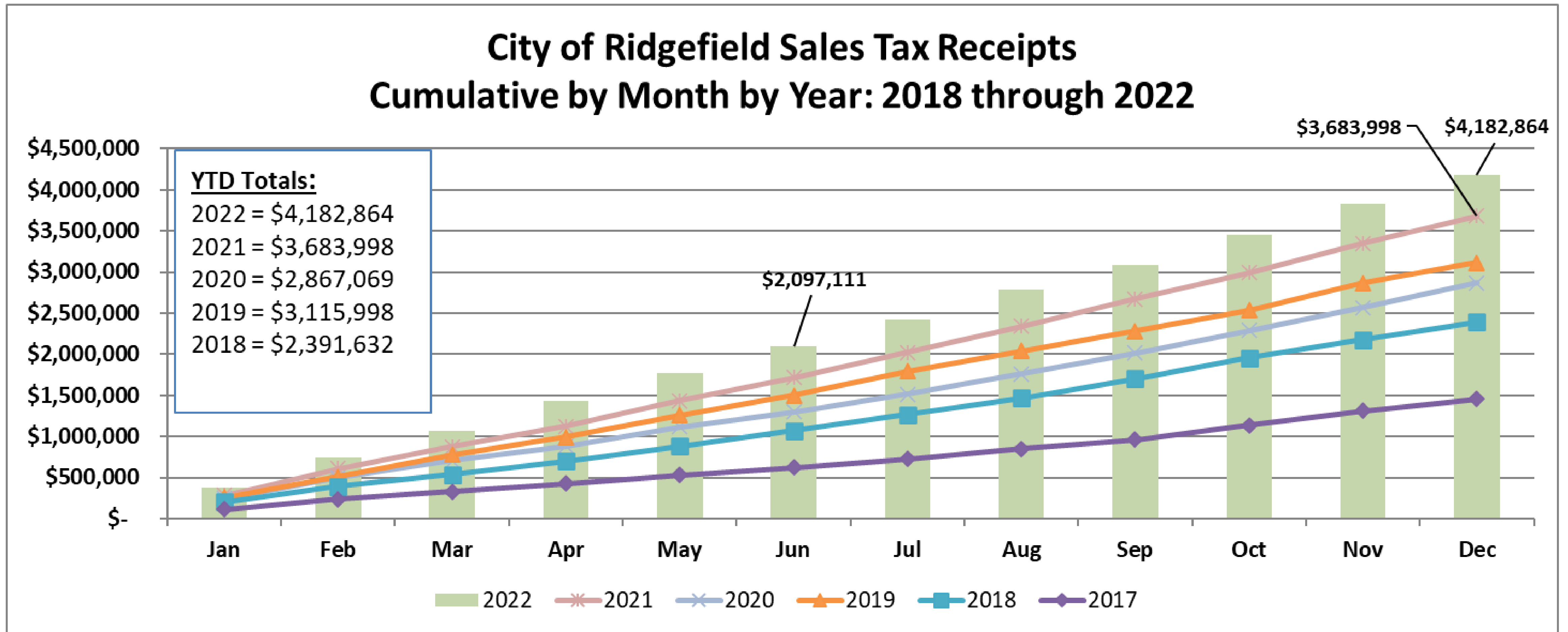


4th Quarter 2022 Tax Revenue Sources



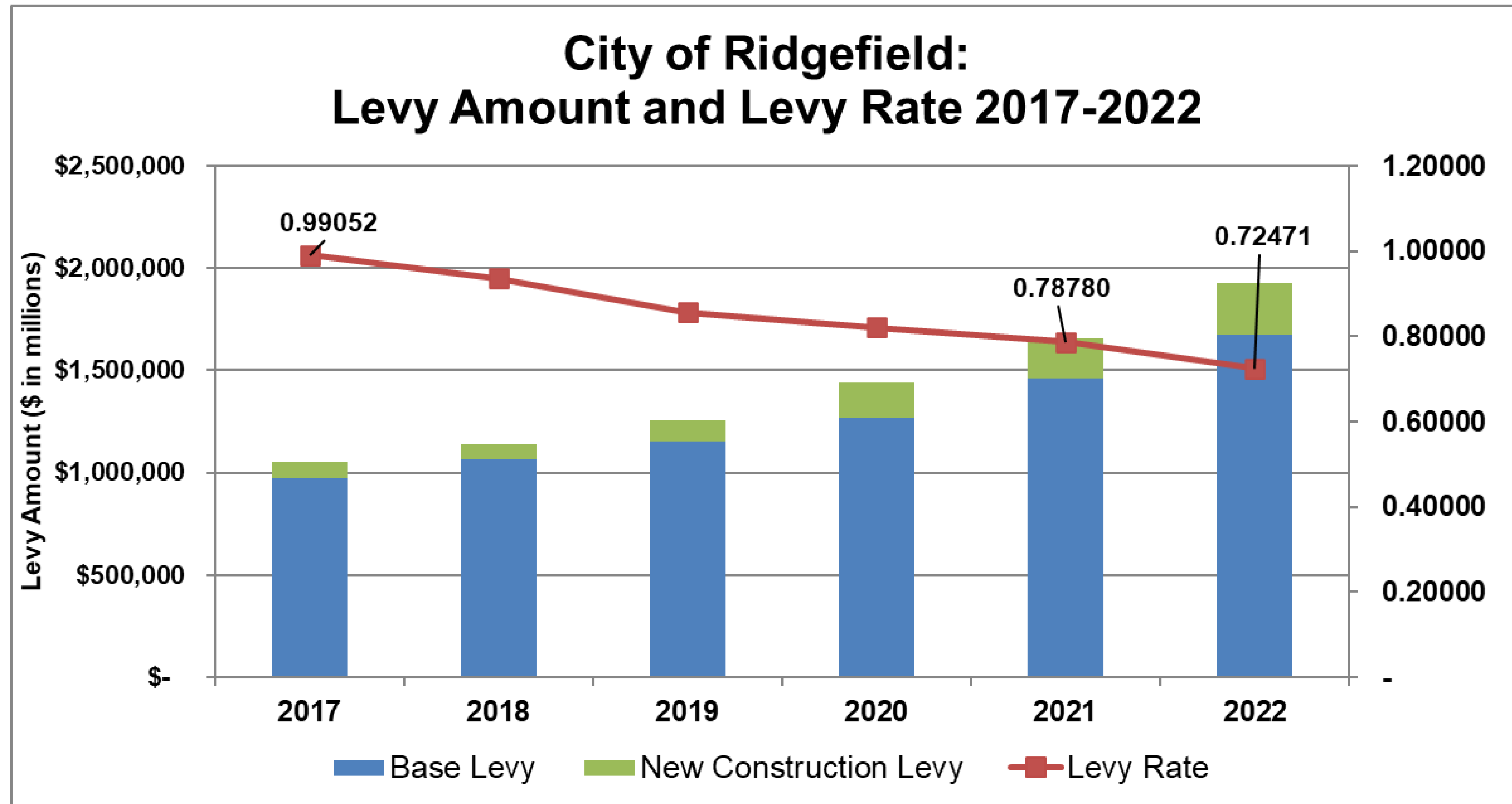
4th Quarter 2022

General Fund Sales & Use Tax Revenue

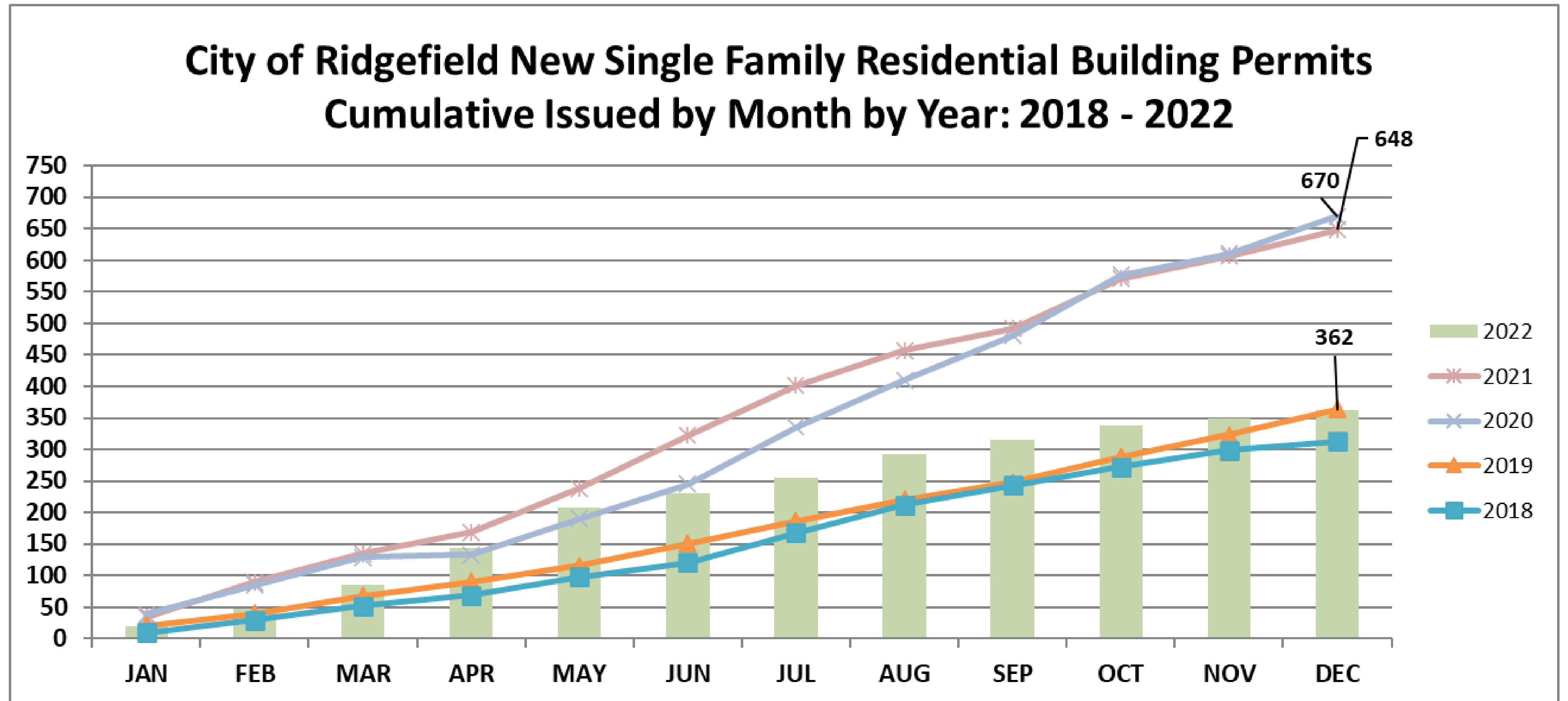


4th Quarter 2022

General Fund Tax Revenue



4th Quarter 2022 SFR Permitting



4th Quarter 2022

General Fund Expense

Expense	4Q 2022 YTD Actual	2022 Budget	4Q % of Budget	4Q 2021 YTD Actual	4Q 2022 v 4Q 2021
Department					
City Council	\$ 98,185	\$ 113,511	86.5%	\$ 81,687	20.2%
Judicial	247,811	263,000	94.2%	199,456	24.2%
Executive	288,531	315,829	91.4%	268,955	7.3%
Finance	749,680	865,966	86.6%	652,656	14.9%
Legal	48,444	50,000	96.9%	34,641	39.8%
Human Resources	389,114	356,261	109.2%	283,451	37.3%
Administration	539,933	577,951	93.4%	530,582	1.8%
General Government/Facilities	1,289,371	1,351,248	95.4%	1,421,246	-9.3%
Information Tech	342,160	433,200	79.0%	214,757	59.3%
Public Safety	3,049,078	3,471,267	87.8%	2,363,586	29.0%
Cemetery	34,499	61,655	56.0%	30,720	12.3%
Community Development	2,279,399	2,636,385	86.5%	1,831,794	24.4%
Parks	897,421	1,013,646	88.5%	518,689	73.0%
Transfer to Utility Capital Funds	-	2,225,000	0.0%	-	
Transfer to Equip Replace Fund	430,000	430,000	100.0%	114,840	274.4%
Transfers - To Street Fund	737,167	737,167	100.0%	624,438	18.1%
Transfers To Capital - Streets	157,722	421,000	37.5%	302,568	-47.9%
Transfers To Capital - Parks	181,045	185,000	97.9%	-	100.0%
Total General Fund Expense	\$ 11,759,560	\$15,508,086	75.8%	\$ 9,474,066	24.1%
Total Net Revenue (Loss)	\$ 1,053,984	\$ (1,834,351)	-57.5%	\$ 3,584,973	-70.6%



4th Quarter 2022

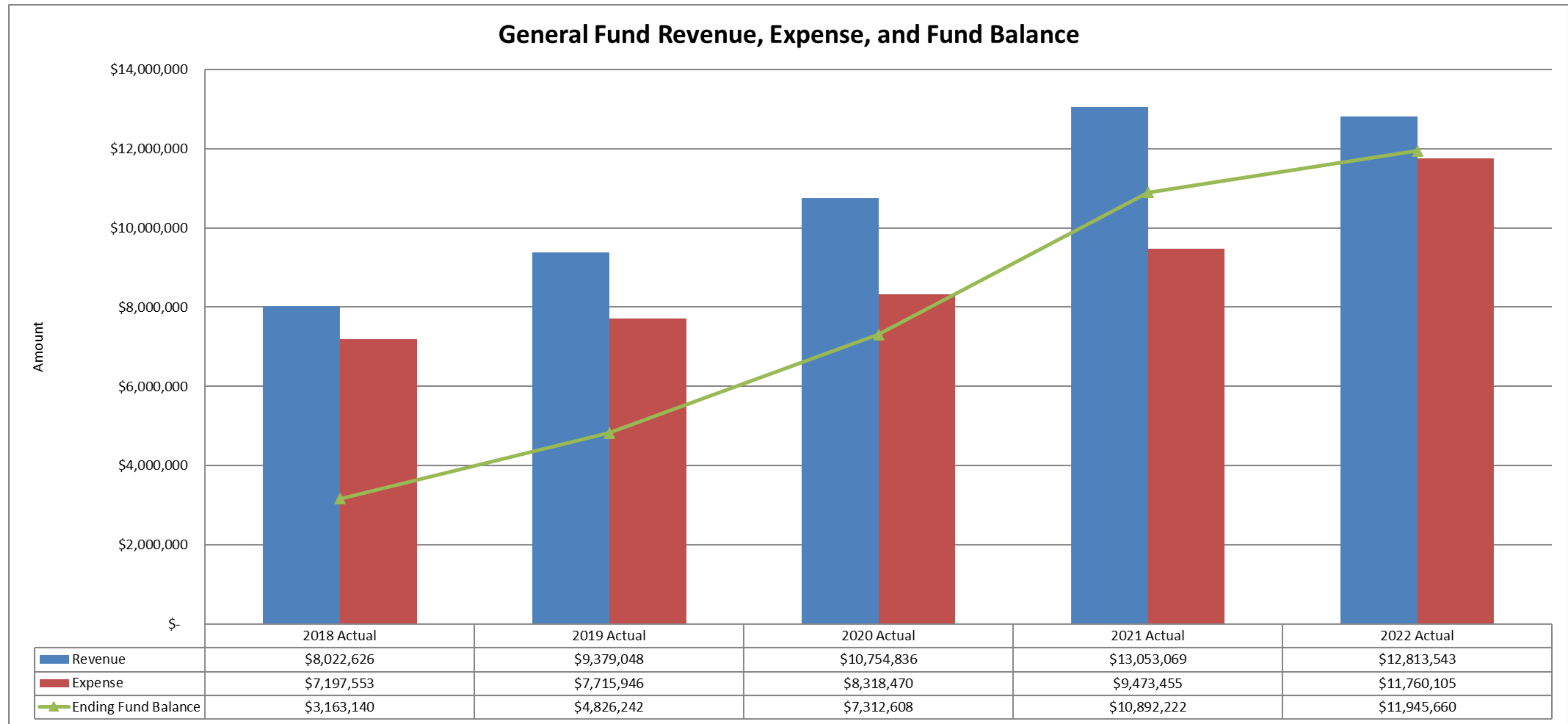
General Fund - Fund Balance

Fund Balance	4Q 2022 YTD Actual	2022 Budget	4Q 2021 YTD Actual	4Q 2022 v 4Q 2021
Beginning Balance	\$ 10,891,676	\$10,891,676	\$ 7,306,703	49.1%
Net Increase (Decrease)	1,053,984	(1,834,351)	3,584,973	-70.6%
Ending Balance	11,945,660	9,057,325	10,891,676	9.7%
Less: Reserved Amounts *	3,540,369	3,540,369	3,075,068	15.1%
Net Ending Available Fund Balance	\$ 8,405,291	\$ 5,516,956	\$ 7,816,608	7.5%
* Includes Street Fund Reserves				



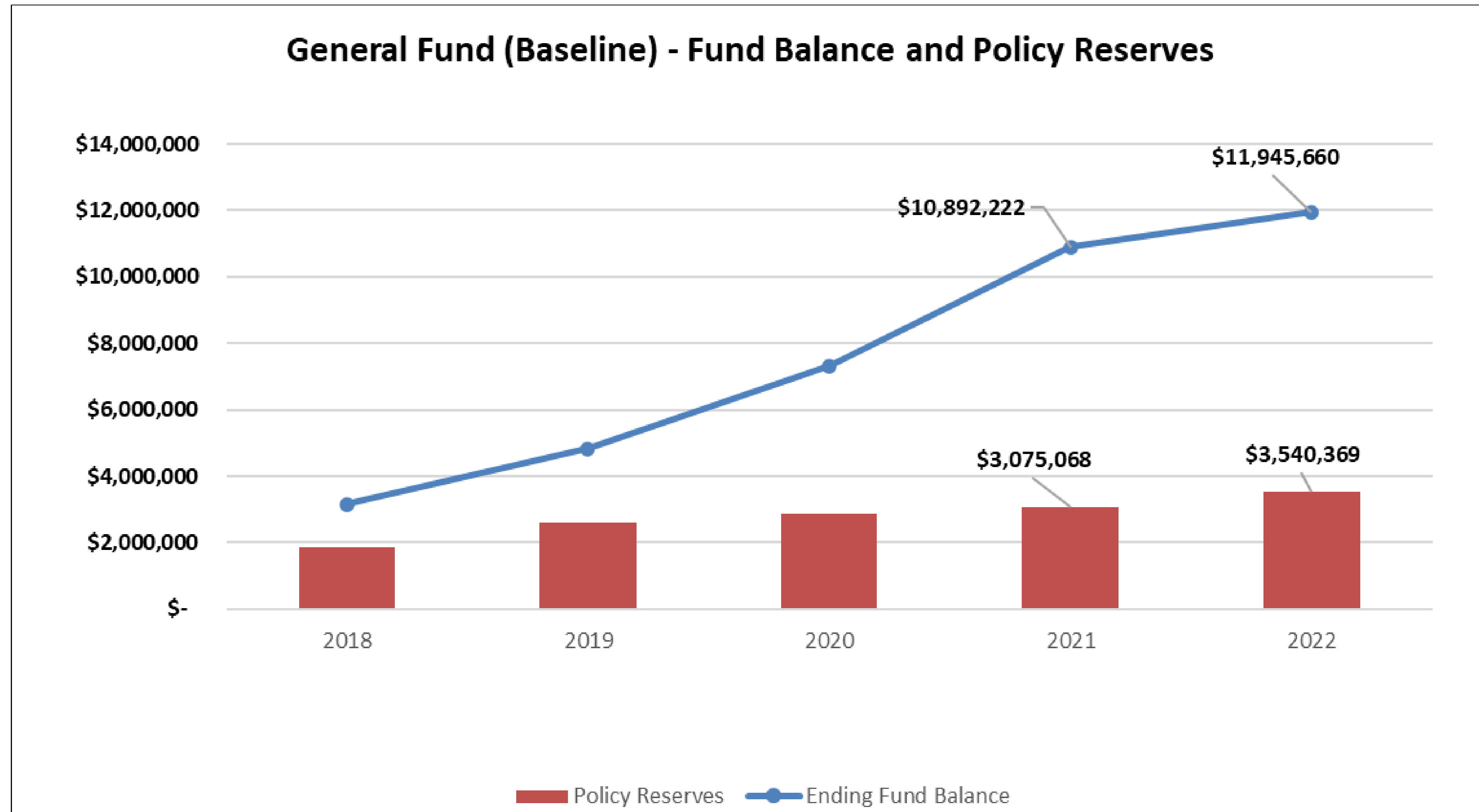
4th Quarter 2022

General Fund - Fund Balance



4TH Quarter 2022

General Fund - Fund Balance



4th Quarter 2022

Street Fund

Revenue	4Q 2022	2022	4Q % of	4Q 2021	4Q 2022 v
	YTD Actual	Budget	Budget	YTD Actual	4Q 2021
Tax/Franchise Fees	\$ 106,449	\$ 120,715	88.2%	\$ 96,393	10.4%
Vehicle Motor Fuel Tax	240,338	238,485	100.8%	210,743	14.0%
Permits	13,537	20,000	67.7%	13,360	1.3%
Transfer In - General Fund	737,167	737,168	100.0%	624,438	18.1%
Other Revenue	35,710	50,550	70.6%	75	
Total Street Fund Revenue	\$ 1,133,201	\$ 1,166,918	97.1%	\$ 945,009	19.9%
Expense	4Q 2022	2022	4Q % of	4Q 2021	4Q 2022 v
	YTD Actual	Budget	Budget	YTD Actual	4Q 2021
Street Fund	\$ 1,051,988	\$ 1,156,891	90.9%	\$ 856,257	22.9%
Total Street Fund Expense	\$ 1,051,988	\$ 1,156,891	90.9%	\$ 856,257	22.9%
Total Net Revenue (Loss)	\$ 81,213	\$ 10,027	809.9%	\$ 88,752	-8.5%
Fund Balance	4Q 2022	2022		4Q 2021	4Q 2022 v
	YTD Actual	Budget		YTD Actual	4Q 2021
Beginning Balance	\$ 52,507	\$ 52,507		\$ (36,245)	-244.9%
Net Increase (Decrease)	81,213	10,027		88,752	-8.5%
Ending Balance	133,720	62,534		52,507	154.7%
Less: Reserved Amounts *	-	-		-	
Net Ending Available Fund Balance	\$ 133,720	\$ 62,534		\$ 52,507	154.7%
*Reserves Maintained in General Fund					



4th Quarter 2022

Special Revenue & Debt Service Funds

Drug Fund	4Q 2022 YTD Actual	2022 Budget	4Q % of Budget	4Q 2021 YTD Actual	4Q 2022 v 4Q 2021
Revenue	\$ 4,039	\$ 760	531.4%	\$ 275	1368.7%
Expense	336	-		-	
Total Net Revenue (Loss)	\$ 3,703	\$ 760	487.2%	\$ 275	1246.5%
Fund Balance	4Q 2022 YTD Actual	2022 Budget		4Q 2021 YTD Actual	4Q 2022 v 4Q 2021
Beginning Balance	\$ 5,486	\$ 5,486		\$ 5,211	5.3%
Net Increase (Decrease)	3,703	760		275	1246.5%
Net Ending Available Fund Balance	\$ 9,189	\$ 6,246		\$ 5,486	67.5%
Affordable Housing	4Q 2022 YTD Actual	2022 Budget	4Q % of Budget	4Q 2021 YTD Actual	4Q 2022 v 4Q 2021
Revenue	\$ 24,204	\$ 31,025	78.0%	\$ 32,740	-26.1%
Expense	-	-		-	
Total Net Revenue (Loss)	\$ 24,204	\$ 31,025		\$ 32,740	-26.1%
Fund Balance	4Q 2022 YTD Actual	2022 Budget		4Q 2021 YTD Actual	4Q 2022 v 4Q 2021
Beginning Balance	\$ 42,972	\$ 42,972		\$ 10,232	320.0%
Net Increase (Decrease)	24,204	31,025		32,740	-26.1%
Net Ending Available Fund Balance	67,176	\$ 73,997		\$ 42,972	56.3%
Debt Service Fund	4Q 2022 YTD Actual	2022 Budget	4Q % of Budget	4Q 2021 YTD Actual	4Q 2022 v 4Q 2021
Revenue	\$ 1,414,003	\$ 1,414,003	100.0%	\$ 1,407,997	0.4%
Expense	1,414,003	1,414,003	100.0%	1,407,997	0.4%
Total Net Revenue (Loss)	\$ -	\$ -		\$ -	
Fund Balance	4Q 2022 YTD Actual	2022 Budget		4Q 2021 YTD Actual	4Q 2022 v 4Q 2021
Beginning Balance	\$ -	\$ -		\$ -	
Net Increase (Decrease)	-	-		-	
Net Ending Available Fund Balance	-	\$ -		\$ -	



4th Quarter 2022

REET and TBD

Real Estate Excise Tax (REET)	4Q 2022 YTD Actual	2022 Budget	4Q % of Budget	4Q 2021 YTD Actual	4Q 2022 v 4Q 2021
Revenue	\$ 1,974,222	\$ 2,370,000	83.3%	\$ 3,217,046	-38.6%
Expense	1,418,802	1,504,003	94.3%	1,407,997	0.8%
Total Net Revenue (Loss)	\$ 555,420	\$ 865,997	64.1%	\$ 1,809,049	-69.3%
Fund Balance	4Q 2022 YTD Actual	2022 Budget		4Q 2021 YTD Actual	4Q 2022 v 4Q 2021
Beginning Balance	\$ 3,945,659	\$ 3,945,659		\$ 2,136,610	84.7%
Net Increase (Decrease)	555,420	865,997		1,809,049	-69.3%
Ending Fund Balance	4,501,079	4,811,656		3,945,659	14.1%
Debt Service Reserve	1,408,995	1,408,995		1,414,003	-0.4%
Net Ending Available Fund Balance	\$ 3,092,084	\$ 3,402,661		\$ 2,531,656	22.1%

Transportation Benefit District (TBD)	4Q 2022 YTD Actual	2022 Budget	4Q % of Budget	4Q 2021 YTD Actual	4Q 2022 v 4Q 2021
Revenue	\$ 744,513	\$ 301,750	246.7%	\$ 167,611	344.2%
Expense	350,000	350,000	100.0%	175,000	
Total Net Revenue (Loss)	\$ 394,513	\$ (48,250)	-817.6%	\$ (7,389)	-5439.2%
Fund Balance	4Q 2022 YTD Actual	2022 Budget		4Q 2021 YTD Actual	4Q 2022 v 4Q 2021
Beginning Balance	\$ 192,402	\$ 192,402		\$ 199,791	-3.7%
Net Increase (Decrease)	394,513	(48,250)		(7,389)	-5439.2%
Net Ending Available Fund Balance	586,915	\$ 144,152		\$ 192,402	205.0%



4th Quarter 2022 Impact Fee Funds

Park Impact Fee (PIF)	4Q 2022	2022	4Q % of	4Q 2021	4Q 2022 v
	YTD Actual	Budget	Budget	YTD Actual	4Q 2021
Revenue	\$ 645,419	\$ 1,856,785	34.8%	\$ 1,977,628	-67.4%
Expense	1,413,416	3,704,200	38.2%	392,062	260.5%
Total Net Revenue (Loss)	\$ (767,997)	\$ (1,847,415)	41.6%	\$ 1,585,566	-148.4%
Fund Balance	4Q 2022	2022		4Q 2021	4Q 2022 v
	YTD Actual	Budget		YTD Actual	4Q 2021
Beginning Balance	\$ 3,417,058	\$ 3,417,058		\$ 1,835,146	86.2%
Net Increase (Decrease)	(767,997)	(1,847,415)		1,585,566	-148.4%
Net Ending Available Fund Balance	\$ 2,649,061	\$ 1,569,643		\$ 3,420,712	-22.6%
Traffic Impact Fee (TIF)	4Q 2022	2022	4Q % of	4Q 2021	4Q 2022 v
	YTD Actual	Budget	Budget	YTD Actual	4Q 2021
Revenue	\$ 742,082	\$ 3,212,700	23.1%	\$ 1,849,878	-59.9%
Expense	2,393,456	6,580,000	36.4%	892,015	168.3%
Total Net Revenue (Loss)	\$ (1,651,374)	\$ (3,367,300)	49.0%	\$ 957,863	-272.4%
Fund Balance	4Q 2022	2022		4Q 2021	4Q 2022 v
	YTD Actual	Budget		YTD Actual	4Q 2021
Beginning Balance	\$ 3,959,377	\$ 3,959,377		\$ 3,003,463	31.8%
Net Increase (Decrease)	(1,651,374)	(3,367,300)		957,863	-272.4%
Net Ending Available Fund Balance	\$ 2,308,003	\$ 592,077		\$ 3,961,326	-41.7%



4th Quarter 2022

General Capital & Equipment Replacement Funds

General Capital Projects	4Q 2022 YTD Actual	2022 Budget	4Q % of Budget	4Q 2021 YTD Actual	4Q 2022 v 4Q 2021
Revenue	\$ 5,707,383	\$ 25,046,954	22.8%	\$ 4,409,243	29.4%
Expense	5,695,415	24,573,500	23.2%	3,777,258	50.8%
Total Net Revenue (Loss)	\$ 11,968	\$ 473,454	-100.0%	\$ 631,985	-98.1%
Fund Balance	4Q 2022 YTD Actual	2022 Budget		4Q 2021 YTD Actual	4Q 2022 v 4Q 2021
Beginning Balance	\$ 1,025,374	\$ 1,025,374		\$ 393,389	360.7%
Net Increase (Decrease)	11,968	473,454		631,985	-98.1%
Net Ending Available Fund Balance	\$ 1,037,342	\$ 1,498,828		\$ 1,025,374	201.2%

Equipment Replacement (ERF)	4Q 2022 YTD Actual	2022 Budget	4Q % of Budget	4Q 2021 YTD Actual	4Q 2022 v 4Q 2021
Revenue	\$ 604,915	\$ 605,040	100.0%	\$ 228,783	364.4%
Expense	139,782	309,000	45.2%	150,351	
Total Net Revenue (Loss)	\$ 465,133	\$ 296,040	157.1%	\$ 78,432	693.0%
Fund Balance	4Q 2022 YTD Actual	2022 Budget		4Q 2021 YTD Actual	4Q 2022 v 4Q 2021
Beginning Balance	\$ 298,704	\$ 298,704		\$ 220,272	35.6%
Net Increase (Decrease)	465,133	296,040		78,432	493.0%
Net Ending Available Fund Balance	\$ 763,837	\$ 594,744		\$ 298,704	155.7%



4th Quarter 2022

Water and Storm Water Operating Funds

Water Utility O&M	4Q 2022 YTD Actual	2022 Budget	4Q % of Budget	4Q 2021 YTD Actual	4Q 2022 v 4Q 2021
Revenue	\$ 2,659,300	\$ 2,854,580	93.2%	\$ 5,306,190	-49.9%
Expense	2,413,945	2,406,015	100.3%	4,681,105	-48.4%
Total Net Revenue (Loss)	\$ 245,355	\$ 448,565	54.7%	\$ 625,085	-60.7%
Fund Balance	4Q 2022 YTD Actual	2022 Budget		4Q 2021 YTD Actual	4Q 2022 v 4Q 2021
Beginning Balance	\$ 2,609,476	\$ 2,609,476		\$ 1,984,391	31.5%
Net Increase (Decrease)	245,355	448,565		625,085	-60.7%
Ending Balance	2,854,831	3,058,041		2,609,476	9.4%
Less: Reserved Amounts	1,274,143	1,274,143		1,077,370	18.3%
Net Ending Available Fund Balance	\$ 1,580,688	\$ 1,783,898		\$ 1,532,106	3.2%
Stormwater Utility O&M	4Q 2022 YTD Actual	2022 Budget	4Q % of Budget	4Q 2021 YTD Actual	4Q 2022 v 4Q 2021
Revenue	\$ 1,134,646	\$ 1,158,420	97.9%	\$ 971,673	16.8%
Expense	1,007,757	1,166,623	86.4%	959,666	5.0%
Total Net Revenue (Loss)	\$ 126,889	\$ (8,203)	-1546.9%	\$ 12,007	956.8%
Fund Balance	4Q 2022 YTD Actual	2022 Budget		4Q 2021 YTD Actual	4Q 2022 v 4Q 2021
Beginning Balance	\$ 521,779	\$ 521,779		\$ 509,772	2.4%
Net Increase (Decrease)	126,889	(8,203)		12,007	956.8%
Ending Balance	648,668	513,576		521,779	24.3%
Less: Reserved Amounts	543,928	543,928		497,449	9.3%
Net Ending Available Fund Balance	\$ 104,740	\$ (30,352)		\$ 24,330	330.5%



4th Quarter 2022

Water SDC and Utility Capital Fund

Water SDC	4Q 2022	2022	4Q % of	4Q 2021	4Q 2022 v
	YTD Actual	Budget	Budget	YTD Actual	4Q 2021
Revenue	\$ 1,177,018	\$ 2,917,000	40.4%	\$ 2,742,264	-57.1%
Expense	257,553	2,946,865	8.7%	3,251,665	-92.1%
Total Net Revenue (Loss)	\$ 919,465	\$ (29,865)	-3078.7%	\$ (509,401)	-280.5%
Fund Balance	4Q 2022	2022		4Q 2021	4Q 2022 v
	YTD Actual	Budget		YTD Actual	4Q 2021
Beginning Balance	\$ 8,299,333	\$ 8,299,333		\$ 8,815,705	-5.9%
Net Increase (Decrease)	919,465	(29,865)		(509,401)	-280.5%
Net Ending Available Fund Balance	\$ 9,218,798	\$ 8,269,468		\$ 8,306,304	11.0%

Water Utility Capital Projects	4Q 2022	2022	4Q % of	4Q 2021	4Q 2022 v
	YTD Actual	Budget	Budget	YTD Actual	4Q 2021
Revenue	\$ 272,412	\$ 4,482,500	6.1%	\$ 177,276	53.7%
Expense	272,412	4,482,500	6.1%	177,276	53.7%
Total Net Revenue (Loss)	\$ -	\$ -		\$ -	
Fund Balance	4Q 2022	2022		4Q 2021	4Q 2022 v
	YTD Actual	Budget		YTD Actual	4Q 2021
Beginning Balance	\$ 16,536	\$ 16,536		\$ 16,536	0.0%
Net Increase (Decrease)	-	-		-	
Net Ending Available Fund Balance	\$ 16,536	\$ 16,536		\$ 16,536	0.0%

Storm Utility Capital Projects	4Q 2022	2022	4Q % of	4Q 2021	4Q 2022 v
	YTD Actual	Budget	Budget	YTD Actual	4Q 2021
Revenue	\$ 27,158	\$ 965,000	2.8%	\$ 348,071	-92.2%
Expense	27,158	965,000	2.8%	348,071	-92.2%
Total Net Revenue (Loss)	\$ -	\$ -		\$ -	
Fund Balance	4Q 2022	2022		4Q 2021	4Q 2022 v
	YTD Actual	Budget		YTD Actual	4Q 2021
Beginning Balance	\$ -	\$ -		\$ -	
Net Increase (Decrease)	-	-		-	
Net Ending Available Fund Balance	\$ -	\$ -		\$ -	



4th Quarter 2022

Cash and City Investments

- Total Cash on Hand \$9,013,980
- Total investment portfolio \$26,861,369
 - Municipal bonds \$877,638
 - US Agency bonds \$11,600,766
 - Clark County investment pool \$7,717,629
 - Washington State local government investment pool \$6,665,335
 - Current yield on investment 2.69%. Goal is 2%
- Weighted average maturity 16.15 months





THANK YOU



1st Quarter 2023 Budget Report



2023 Reserves Per Policy

	O&M	Revenue Stab.	Debt Service	Separation	Capital	Capital Repair & Replace	2023 Reserves	2022 Reserves	% Change
General Fund	1,188,687	937,511	-	125,251	956,892	-	3,208,341	2,921,178	9.83%
Building & Permitting	363,132	263,907	-	26,531	-	-	653,570	619,191	5.55%
Water Fund	486,832	-	-	29,936	228,093	634,799	1,379,660	1,274,143	8.28%
Storm Fund	144,222	-	19,566	17,024	207,421	260,378	648,611	543,928	19.25%
Total	2,182,873	1,201,418	19,566	198,742	1,392,406	895,177	5,890,182	5,358,440	9.92%
Capital Repair and Replacement Minimum Target (2% of Historical Cost)									
	Historical	Target	Total	Balance	Variance	% Target			
Water Fund	24,377,288	2%	487,546	634,799	147,253	130%			
Storm Fund	21,974,173	2%	439,483	260,378	(179,105)	59%			



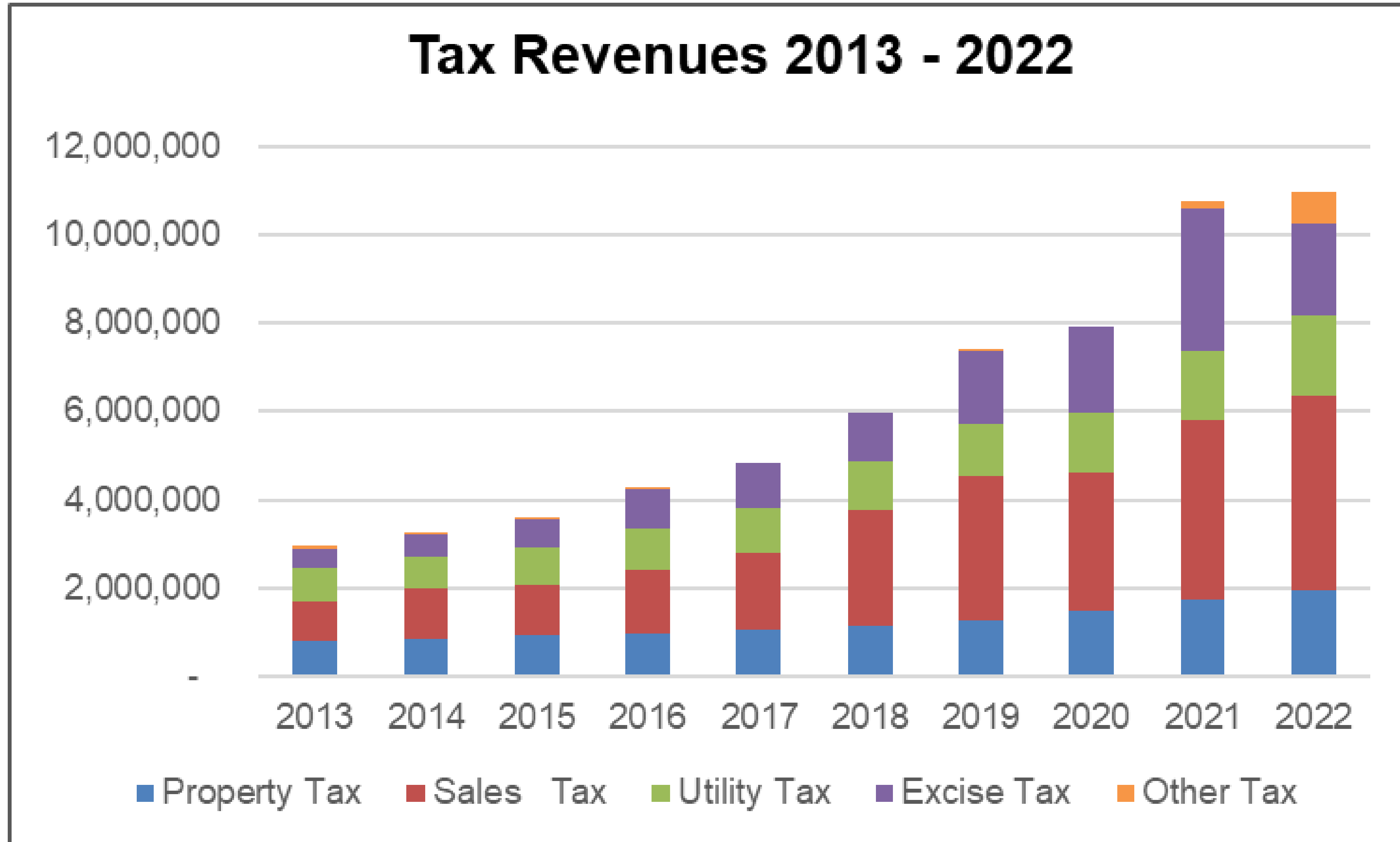
1st Quarter 2023

General Fund Revenue

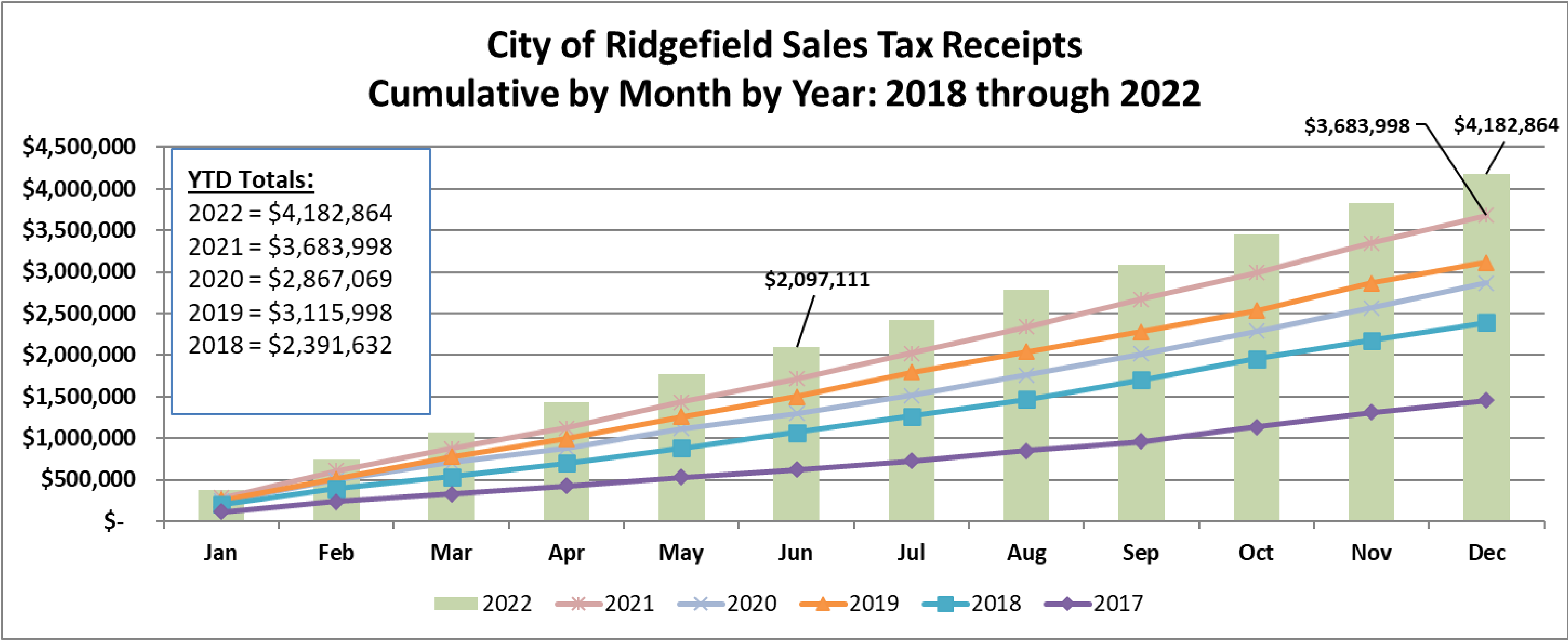
Revenue	1Q 2023 YTD Actual	2023 Budget	1Q % of Budget	1Q 2022 YTD Actual	1Q 2023 v 1Q 2022
Property Taxes	\$ 124,192	\$ 2,220,000	5.6%	\$ 143,189	-13.3%
Retail Sales Taxes	321,109	5,369,000	6.0%	339,891	-5.5%
Utility and Other Taxes	263,218	1,880,100	14.0%	205,883	27.8%
Licenses and Permits	242,339	1,818,760	13.3%	322,148	-24.8%
Planning and Development	184,695	1,255,000	14.7%	259,224	-28.8%
Fines Forfeits and Restitution	10,795	69,000	15.6%	8,543	26.4%
Charges for Goods and Services	5,195	59,800	8.7%	875	493.7%
Interfund Charges for Goods and Services	861,652	1,414,610	60.9%	154,730	456.9%
Intergovernmental/Grants/Other	91,270	671,960	13.6%	59,394	53.7%
Total General Fund Revenue	\$ 2,104,465	\$14,758,230	14.3%	\$ 1,493,877	40.9%



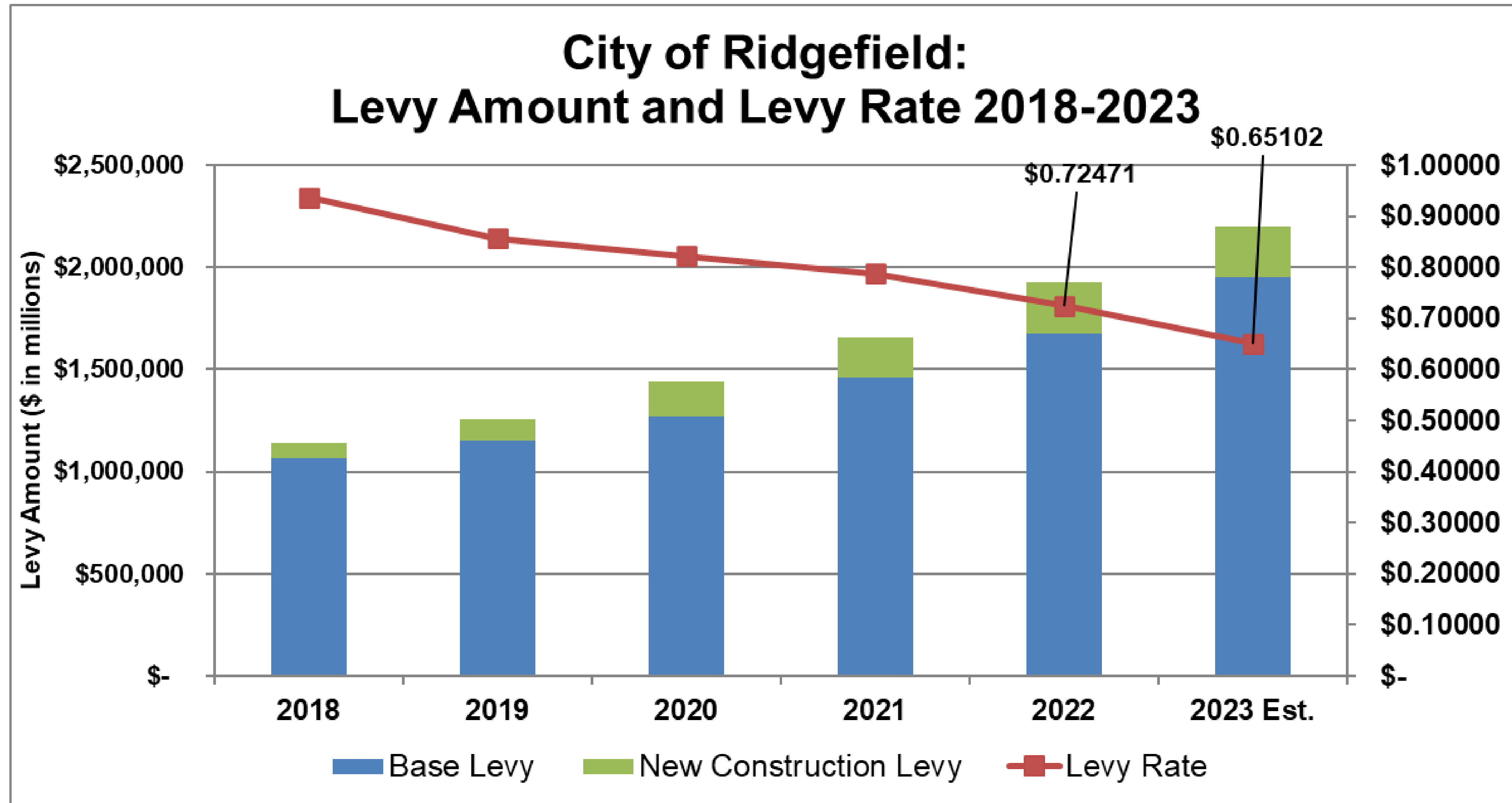
Tax Revenue Sources



General Fund Sales & Use Tax Revenue

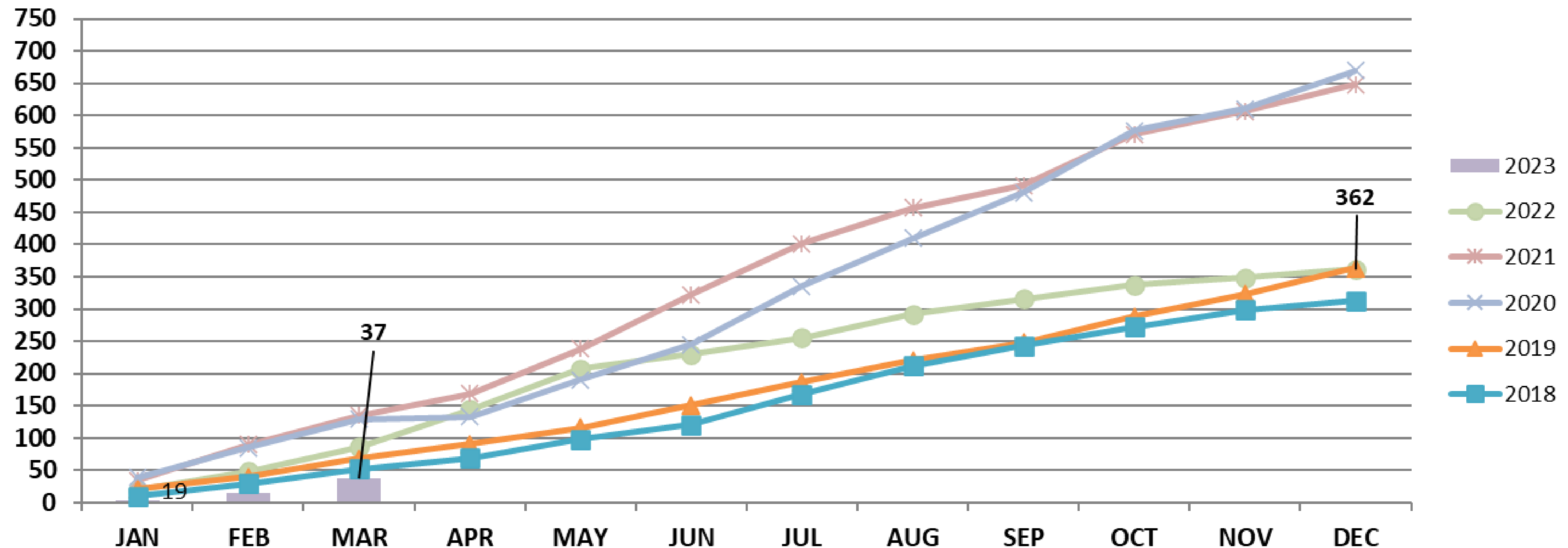


1st Quarter 2023 General Fund Tax Revenue



1st Quarter 2022 SFR Permitting

City of Ridgefield New Single Family Residential Building Permits Cumulative Issued by Month by Year: 2018 - March 2023



1st Quarter 2023 General Fund Expense

Expense	1Q 2023 YTD Actual	2023 Budget	1Q % of Budget	1Q 2022 YTD Actual	1Q 2023 v 1Q 2022
Department					
City Council	\$ 22,853	\$ 135,200	16.9%	\$ 16,932	35.0%
Judicial	43,999	300,000	14.7%	18,717	135.1%
Executive	58,816	341,500	17.2%	52,690	11.6%
Finance	136,687	1,061,095	12.9%	133,271	2.6%
Legal	5,294	60,000	8.8%	5,438	-2.6%
Human Resources	80,932	442,000	18.3%	61,349	31.9%
Administration	126,066	723,575	17.4%	113,068	11.5%
General Government/Facilities	820,165	1,690,100	48.5%	538,724	52.2%
Information Tech	146,156	435,000	33.6%	105,251	38.9%
Public Safety	774,533	4,240,725	18.3%	551,668	40.4%
Cemetery	7,289	50,550	14.4%	4,384	66.3%
Community Development	1,096,293	3,357,755	32.6%	437,288	150.7%
Parks	131,980	1,221,100	10.8%	113,790	16.0%
Transfer to Utility Capital Funds	-	850,000	0.0%	-	
Transfer to Storm Fund	-	200,000	0.0%	-	
Transfer to Equip Replace Fund	-	370,600	0.0%	107,500	-100.0%
Transfers - To Street Fund	200,000	800,000	25.0%	144,292	38.6%
Transfers To Capital - Streets	-	1,690,000	0.0%	-	
Transfers To Capital - Parks	-	-		-	
Total General Fund Expense	\$ 3,651,063	\$17,969,200	20.3%	\$ 2,404,362	51.9%
Total Net Revenue (Loss)	\$ (1,546,598)	\$ (3,210,970)	48.2%	\$ (910,485)	69.9%



1st Quarter 2023

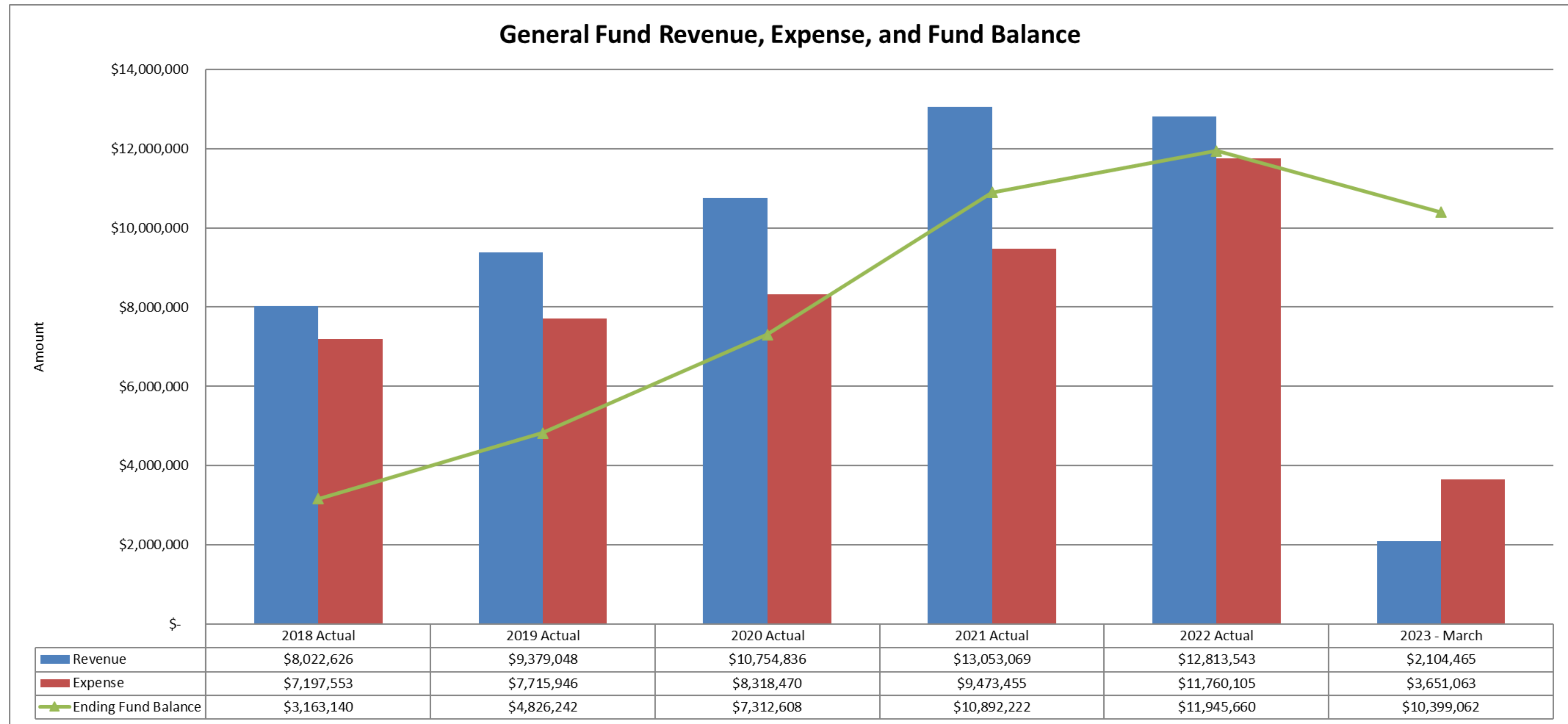
General Fund - Fund Balance

Fund Balance	1Q 2023 YTD Actual	2023 Budget	1Q 2022 YTD Actual	1Q 2023 v 1Q 2022
Beginning Balance	\$ 11,945,660	\$11,945,660	\$ 10,892,222	9.7%
Net Increase (Decrease)	(1,546,598)	(3,210,970)	(910,485)	69.9%
Ending Balance	10,399,062	8,734,690	9,981,737	4.2%
Less: Reserved Amounts *	3,861,911	3,861,911	3,540,369	9.1%
Net Ending Available Fund Balance	\$ 6,537,151	\$ 4,872,779	\$ 6,441,368	1.5%
* Includes Street Fund Reserves				



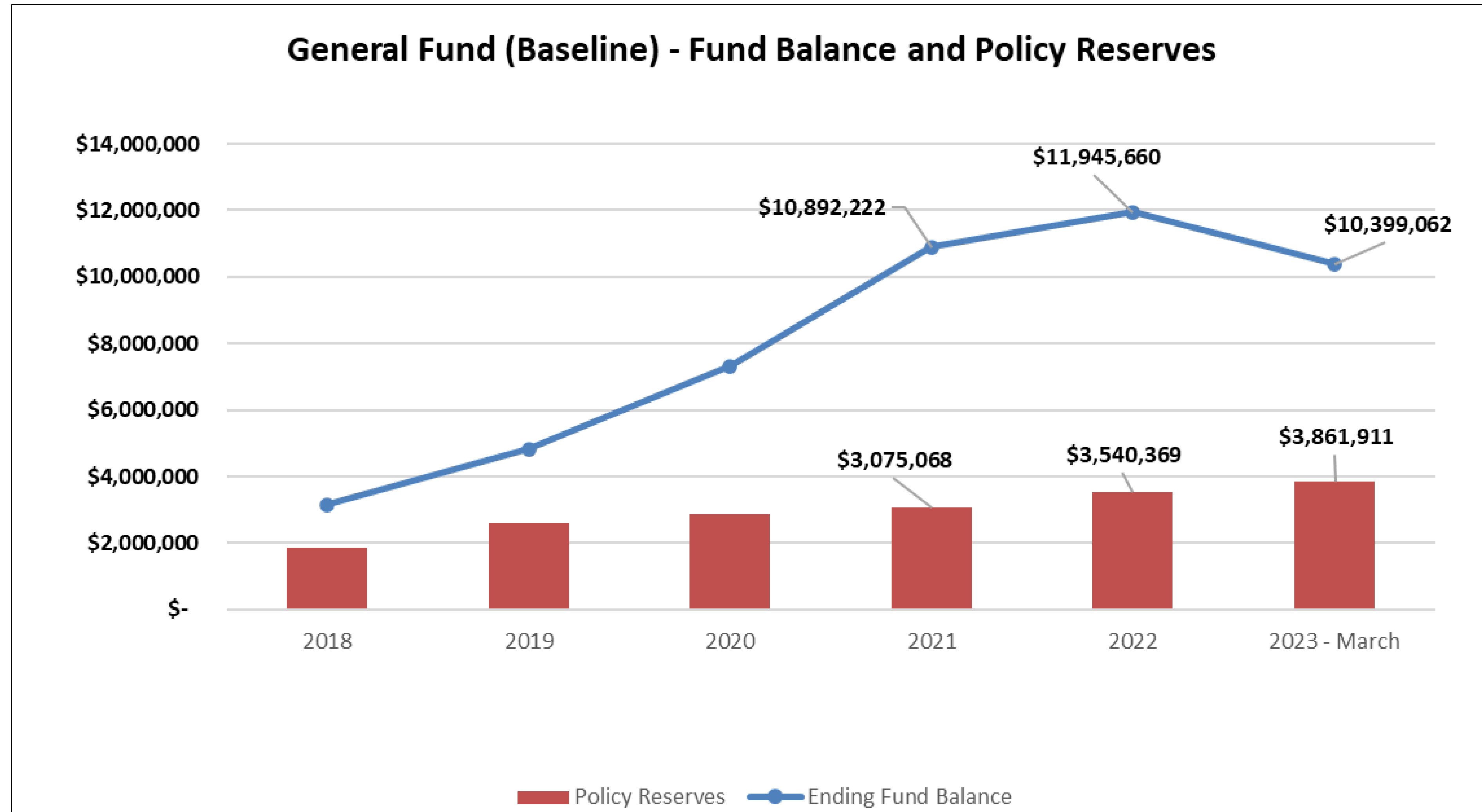
1st Quarter 2023

General Fund - Fund Balance



1st Quarter 2023

General Fund - Fund Balance



1st Quarter 2023

Street Fund

Revenue	1Q 2023	2023	1Q % of	1Q 2022	1Q 2023 v
	YTD Actual	Budget	Budget	YTD Actual	1Q 2022
Tax/Franchise Fees	\$ 18,795	\$ 136,300	13.8%	\$ 17,068	10.1%
Vehicle Motor Fuel Tax	25,845	281,530	9.2%	21,741	18.9%
Permits	4,377	20,000	21.9%	3,574	22.5%
Transfer In - General Fund	200,000	800,000	25.0%	144,292	38.6%
Other Revenue	3,036	25,525	11.9%	-	100.0%
Total Street Fund Revenue	\$ 252,053	\$ 1,263,355	20.0%	\$ 186,675	35.0%
Expense	1Q 2023	2023	1Q % of	1Q 2022	1Q 2023 v
	YTD Actual	Budget	Budget	YTD Actual	1Q 2022
Street Fund	\$ 181,570	\$ 1,260,375	14.4%	\$ 230,163	-21.1%
Total Street Fund Expense	\$ 181,570	\$ 1,260,375	14.4%	\$ 230,163	-21.1%
Total Net Revenue (Loss)	\$ 70,483	\$ 2,980	2365.2%	\$ (43,488)	-262.1%
Fund Balance	1Q 2023	2023		1Q 2022	1Q 2023 v
	YTD Actual	Budget		YTD Actual	1Q 2022
Beginning Balance	\$ 133,720	\$ 133,720		\$ 52,505	154.7%
Net Increase (Decrease)	70,483	2,980		(43,488)	-262.1%
Ending Balance	204,203	136,700		9,017	2164.6%
Less: Reserved Amounts *	-	-		-	
Net Ending Available Fund Balance	\$ 204,203	\$ 136,700		\$ 9,017	2164.6%
*Reserves Maintained in General Fund					



1st Quarter 2023

Special Revenue & Debt Service Funds

Drug Fund	1Q 2023 YTD Actual	2023 Budget	1Q % of Budget	1Q 2022 YTD Actual	1Q 2023 v 1Q 2022
Revenue	\$ 52	\$ 1,510	3.4%	\$ 687	-92.4%
Expense	-	500	0.0%	60	-100.0%
Total Net Revenue (Loss)	\$ 52	\$ 1,010	5.1%	\$ 627	-91.7%
Fund Balance	1Q 2023 YTD Actual	2023 Budget		1Q 2022 YTD Actual	1Q 2023 v 1Q 2022
Beginning Balance	\$ 9,189	\$ 9,189		\$ 5,485	67.5%
Net Increase (Decrease)	52	1,010		627	-91.7%
Net Ending Available Fund Balance	\$ 9,241	\$ 10,199		\$ 6,112	51.2%
Affordable Housing	1Q 2023 YTD Actual	2023 Budget	1Q % of Budget	1Q 2022 YTD Actual	1Q 2023 v 1Q 2022
Revenue	\$ 81	\$ 33,000	0.2%	\$ 544	-85.1%
Expense	-	-	#DIV/0!	-	#DIV/0!
Total Net Revenue (Loss)	\$ 81	\$ 33,000		\$ 544	-85.1%
Fund Balance	1Q 2023 YTD Actual	2023 Budget		1Q 2022 YTD Actual	1Q 2023 v 1Q 2022
Beginning Balance	\$ 67,176	\$ 67,176		\$ 42,972	56.3%
Net Increase (Decrease)	81	33,000		544	-85.1%
Net Ending Available Fund Balance	67,257	\$ 100,176		\$ 43,516	54.6%
Debt Service Fund	1Q 2023 YTD Actual	2023 Budget	1Q % of Budget	1Q 2022 YTD Actual	1Q 2023 v 1Q 2022
Revenue	\$ -	\$ 1,408,995	0.0%	\$ -	#DIV/0!
Expense	-	1,408,995	0.0%	-	#DIV/0!
Total Net Revenue (Loss)	\$ -	\$ -		\$ -	
Fund Balance	1Q 2023 YTD Actual	2023 Budget		1Q 2022 YTD Actual	1Q 2023 v 1Q 2022
Beginning Balance	\$ -	\$ -		\$ -	
Net Increase (Decrease)	-	-		-	
Net Ending Available Fund Balance	-	\$ -		\$ -	



1st Quarter 2023

REET and TBD

Real Estate Excise Tax (REET)	1Q 2023 YTD Actual	2023 Budget	1Q % of Budget	1Q 2022 YTD Actual	1Q 2023 v 1Q 2022
Revenue	\$ 321,251	\$ 2,705,000	11.9%	\$ 638,310	-49.7%
Expense	-	3,551,895	0.0%	-	
Total Net Revenue (Loss)	\$ 321,251	\$ (846,895)	-37.9%	\$ 638,310	-49.7%
Fund Balance	1Q 2023 YTD Actual	2023 Budget		1Q 2022 YTD Actual	1Q 2023 v 1Q 2022
Beginning Balance	\$ 4,501,079	\$ 4,501,079		\$ 3,945,659	14.1%
Net Increase (Decrease)	321,251	(846,895)		638,310	-49.7%
Ending Fund Balance	4,822,330	3,654,184		4,583,969	5.2%
Debt Service Reserve	1,413,553	1,413,553		1,408,995	0.3%
Net Ending Available Fund Balance	\$ 3,408,777	\$ 2,240,631		\$ 3,174,974	7.4%
Transportation Benefit District (TBD)	1Q 2023 YTD Actual	2023 Budget	1Q % of Budget	1Q 2022 YTD Actual	1Q 2023 v 1Q 2022
Revenue	\$ 66,137	\$ 900,025	7.3%	\$ -	100.0%
Expense	-	1,320,000	0.0%	-	
Total Net Revenue (Loss)	\$ 66,137	\$ (419,975)	-15.7%	\$ -	100.0%
Fund Balance	1Q 2023 YTD Actual	2023 Budget		1Q 2022 YTD Actual	1Q 2023 v 1Q 2022
Beginning Balance	\$ 586,915	\$ 586,915		\$ 192,402	205.0%
Net Increase (Decrease)	66,137	(419,975)		-	100.0%
Net Ending Available Fund Balance	653,052	\$ 166,940		\$ 192,402	239.4%



1st Quarter 2023 Impact Fee Funds

Park Impact Fee (PIF)	1Q 2023	2023	1Q % of	1Q 2022	1Q 2023 v
	YTD Actual	Budget	Budget	YTD Actual	1Q 2022
Revenue	\$ 78,571	\$ 972,750	8.1%	\$ 162,511	-51.7%
Expense	-	2,787,000	0.0%	302,218	-100.0%
Total Net Revenue (Loss)	\$ 78,571	\$ (1,814,250)	-4.3%	\$ (139,707)	-156.2%
Fund Balance	1Q 2023	2023		1Q 2022	1Q 2023 v
	YTD Actual	Budget		YTD Actual	1Q 2022
Beginning Balance	\$ 2,649,061	\$ 2,649,061		\$ 3,417,058	-22.5%
Net Increase (Decrease)	78,571	(1,814,250)		(139,707)	-156.2%
Net Ending Available Fund Balance	\$ 2,727,632	\$ 834,811		\$ 3,277,351	-16.8%
Traffic Impact Fee (TIF)	1Q 2023	2023	1Q % of	1Q 2022	1Q 2023 v
	YTD Actual	Budget	Budget	YTD Actual	1Q 2022
Revenue	\$ 70,195	\$ 1,738,250	4.0%	\$ 150,881	-53.5%
Expense	207,853	2,530,000	8.2%	529,426	-60.7%
Total Net Revenue (Loss)	\$ (137,658)	\$ (791,750)	17.4%	\$ (378,545)	-63.6%
Fund Balance	1Q 2023	2023		1Q 2022	1Q 2023 v
	YTD Actual	Budget		YTD Actual	1Q 2022
Beginning Balance	\$ 2,308,003	\$ 2,308,003		\$ 3,959,377	-41.7%
Net Increase (Decrease)	(137,658)	(791,750)		(378,545)	-63.6%
Net Ending Available Fund Balance	\$ 2,170,345	\$ 1,516,253		\$ 3,580,832	-39.4%



1st Quarter 2023

General Capital & Equipment Replacement Funds

General Capital Projects	1Q 2023 YTD Actual	2023 Budget	1Q % of Budget	1Q 2022 YTD Actual	1Q 2023 v 1Q 2022
Revenue	\$ 315,997	\$ 44,577,300	0.7%	\$ 835,795	-62.2%
Expense	728,338	43,807,300	1.7%	749,563	-2.8%
Total Net Revenue (Loss)	\$ (412,341)	\$ 770,000	-100.0%	\$ 86,232	-578.2%
Fund Balance	1Q 2023 YTD Actual	2023 Budget		1Q 2022 YTD Actual	1Q 2023 v 1Q 2022
Beginning Balance	\$ 1,037,341	\$ 1,037,341		\$ 1,025,374	1.2%
Net Increase (Decrease)	(412,341)	770,000		86,232	-578.2%
Net Ending Available Fund Balance	\$ 625,000	\$ 1,807,341		\$ 1,111,606	-43.8%

Equipment Replacement (ERF)	1Q 2023 YTD Actual	2023 Budget	1Q % of Budget	1Q 2022 YTD Actual	1Q 2023 v 1Q 2022
Revenue	\$ -	\$ 502,225	0.0%	\$ 156,229	-100.0%
Expense	192,358	460,800	41.7%	-	100.0%
Total Net Revenue (Loss)	\$ (192,358)	\$ 41,425	-464.4%	\$ 156,229	-223.1%
Fund Balance	1Q 2023 YTD Actual	2023 Budget		1Q 2022 YTD Actual	1Q 2023 v 1Q 2022
Beginning Balance	\$ 763,838	\$ 763,838		\$ 298,162	156.2%
Net Increase (Decrease)	(192,358)	41,425		156,229	-223.1%
Net Ending Available Fund Balance	\$ 571,480	\$ 805,263		\$ 454,391	25.8%



1st Quarter 2023

Water and Storm Water Operating Funds

Water Utility O&M	1Q 2023 YTD Actual	2023 Budget	1Q % of Budget	1Q 2022 YTD Actual	1Q 2023 v 1Q 2022
Revenue	\$ 362,629	\$ 3,134,000	11.6%	\$ 339,033	7.0%
Expense	484,720	2,623,370	18.5%	409,184	18.5%
Total Net Revenue (Loss)	\$ (122,091)	\$ 510,630	-23.9%	\$ (70,151)	74.0%
Fund Balance	1Q 2023 YTD Actual	2023 Budget		1Q 2022 YTD Actual	1Q 2023 v 1Q 2022
Beginning Balance	\$ 2,537,142	\$ 2,537,142		\$ 2,609,476	-2.8%
Net Increase (Decrease)	(122,091)	510,630		(70,151)	74.0%
Ending Balance	2,415,051	3,047,772		2,539,325	-4.9%
Less: Reserved Amounts	1,379,660	1,379,660		1,274,143	8.3%
Net Ending Available Fund Balance	\$ 1,035,391	\$ 1,668,112		\$ 1,265,182	-18.2%
Stormwater Utility O&M	1Q 2023 YTD Actual	2023 Budget	1Q % of Budget	1Q 2022 YTD Actual	1Q 2023 v 1Q 2022
Revenue	\$ 204,684	\$ 1,568,500	13.0%	\$ 180,667	13.3%
Expense	327,523	1,490,661	22.0%	226,741	44.4%
Total Net Revenue (Loss)	\$ (122,839)	\$ 77,839	-157.8%	\$ (46,074)	166.6%
Fund Balance	1Q 2023 YTD Actual	2023 Budget		1Q 2022 YTD Actual	1Q 2023 v 1Q 2022
Beginning Balance	\$ 530,273	\$ 530,273		\$ 521,779	1.6%
Net Increase (Decrease)	(122,839)	77,839		(46,074)	166.6%
Ending Balance	407,434	608,112		475,705	-14.4%
Less: Reserved Amounts	648,611	648,611		543,928	19.2%
Net Ending Available Fund Balance	\$ (241,177)	\$ (40,499)		\$ (68,223)	253.5%



1st Quarter 2023

Water SDC and Utility Capital Fund

Water SDC	1Q 2023	2023	1Q % of	1Q 2022	1Q 2023 v
	YTD Actual	Budget	Budget	YTD Actual	1Q 2022
Revenue	\$ 158,909	\$ 2,050,000	7.8%	\$ 290,602	-45.3%
Expense	1,243	4,425,000	0.0%	1,166	6.6%
Total Net Revenue (Loss)	\$ 157,666	\$(2,375,000)	-6.6%	\$ 289,436	-45.5%
Fund Balance	1Q 2023	2023		1Q 2022	1Q 2023 v
	YTD Actual	Budget		YTD Actual	1Q 2022
Beginning Balance	\$ 9,218,798	\$ 9,218,798		\$ 8,299,333	11.1%
Net Increase (Decrease)	157,666	(2,375,000)		289,436	-45.5%
Net Ending Available Fund Balance	\$ 9,376,464	\$ 6,843,798		\$ 8,588,769	9.2%

Water Utility Capital Projects	1Q 2023	2023	1Q % of	1Q 2022	1Q 2023 v
	YTD Actual	Budget	Budget	YTD Actual	1Q 2022
Revenue	\$ -	\$ 4,400,000	0.0%	\$ -	
Expense	32,633	4,400,000	0.7%	2,315	1309.6%
Total Net Revenue (Loss)	\$ (32,633)	\$ -		\$ (2,315)	
Fund Balance	1Q 2023	2023		1Q 2022	1Q 2023 v
	YTD Actual	Budget		YTD Actual	1Q 2022
Beginning Balance	\$ 16,536	\$ 16,536		\$ 16,536	0.0%
Net Increase (Decrease)	(32,633)	-		(2,315)	
Net Ending Available Fund Balance	\$ (16,097)	\$ 16,536		\$ 14,221	-213.2%

Storm Utility Capital Projects	1Q 2023	2023	1Q % of	1Q 2022	1Q 2023 v
	YTD Actual	Budget	Budget	YTD Actual	1Q 2022
Revenue	\$ -	\$ 915,000	0.0%	\$ -	
Expense	-	915,000	0.0%	-	
Total Net Revenue (Loss)	\$ -	\$ -		\$ -	
Fund Balance	1Q 2023	2023		1Q 2022	1Q 2023 v
	YTD Actual	Budget		YTD Actual	1Q 2022
Beginning Balance	\$ -	\$ -		\$ -	
Net Increase (Decrease)	-	-		-	
Net Ending Available Fund Balance	\$ -	\$ -		\$ -	



1st Quarter 2023

Cash and City Investments

- Total Cash on Hand \$5,660,356
- Total investment portfolio \$31,732,027
 - Municipal bonds \$886,196
 - US Agency bonds \$15,742,264
 - Clark County investment pool \$5,337,756
 - Washington State local government investment pool \$9,765,810
 - Current yield on investment 3.08%. Goal is 2%
- Weighted average maturity 16.55 months





THANK YOU

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: June 8, 2023

AGENDA ITEM NAME: Second Reading of Ordinance No. 1402 - 2023 Budget Amendment

GOVERNING LEGISLATION

Revised Code of Washington Chapter 35A.33 Budgets in Code Cities, City of Ridgefield Financial Policy #07: Budget.

PREVIOUS COUNCIL ACTION TAKEN:

Council adopted Ordinance No. 1383 pertaining to the 2023 Budget on December 1, 2022.

SUMMARY/BACKGROUND:

The budget amendment totals \$3,679,000 in total appropriations and includes \$865,000 in additional revenue for 2023. Revenue increases include \$304,200 in grant awards and \$493,500 in interagency funding for shared projects. An additional \$67,300 will be transferred from the water and storm water funds to reallocate their share in debt service for the vacuum excavation truck and purchase of a changeable message board. The amendment also includes \$1,514,750 in interfund transfers to fund capital requests.

The overall fund balance impact will be a decrease of \$2,814,000.

Refer to the attached exhibit "A" and presentation documents for Ordinance No. 1402, for a list of revenue and appropriation requests.

BUDGET/FINANCIAL IMPACTS:

Please refer to the included table and to Exhibit "A" attached to Ordinance No. 1402.

RECOMMENDED ACTION OR MOTION:

Staff requests Council to conduct a second reading of Ordinance No. 1402. If the Council wishes to approve as presented, a motion would be:

"I move to adopt Ordinance No. 1402 as presented."

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

1. 2023 Budget Amendment Fund Balance impact
2. 2023 Budget Amendment 1 Exhibit A
3. 2023 Budget Amendment 1

ORDINANCE NO. 1402

An Ordinance of the City of Ridgefield, Washington Amending Ordinance No. 1383 Pertaining to the 2023 Budget

WHEREAS, the Ridgefield City Council at its regular meeting on December 1, 2022 adopted Ordinance No. 1383 which adopted the City of Ridgefield 2023 budget; and

WHEREAS, the City of Ridgefield deems it necessary to adjust its forecast for revenue and appropriate additional expenditures in 2023 to the funds that are identified in the attached Exhibit "A" of the 2023 budget amendment; and

WHEREAS, these expenditures were not anticipated at the time of the adoption of the 2023 budget.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Public Interest. The Ridgefield City Council finds it to be in the public interest to amend the 2023 budget to account for revenues and expenditures that were not anticipated at the time of adoption.

Section 2. Budget Amendment Adopted. Ordinance No. 1383 and the budget of the City of Ridgefield for fiscal year 2023 shall be amended to include the additional receipt and/or reduction of funds and the additional and/or reduction of expenditures addressing the funds shown in the attached Exhibit "A".

Section 3. Severability. Any provision of this ordinance or its application to any person, legal entity, or circumstance is held invalid, the remainder of the ordinance or its application to other persons, legal entities, or circumstances is not affected.

Section 4. Regulatory Conflicts. All other Ordinances and parts of other Ordinances inconsistent or conflicting with any part of this Ordinance are hereby repealed to the extent of the inconsistency or conflict.

Section 5. Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 6. Effective date. This ordinance shall be in full force and effect five (5) calendar days after adoption and publication pursuant to law.

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON ON THE 8th DAY OF JUNE, 2023.

Jennifer Lindsay,

Mayor

ATTEST:

Julie Ferriss,
City Clerk

APPROVED AS TO FORM:

Janean Parker,
City Attorney

First Reading: May 25, 2023
Second Reading June 8, 2023
Date of Publication: June 14, 2023
Effective Date: June 19, 2023



Fund Balance Impact

		Total Expense	Interfund Transfer Out	Ongoing Expense	One-Time Exp/Transfer	New Revenue Grants	Interfund Transfer In	Fund Impact
001	General Fund	\$ 711,500	\$ 49,750	\$ -	\$ 751,250	\$ 205,000	\$ -	\$ (556,250)
001-58	Building Fees	37,500	-	-	37,500	-	-	(37,500)
101	Street Fund	48,750	-	-	48,750	-	48,750	-
105	REET Fund	-	-	-	-	-	-	-
114	PIF Fund	-	375,000	-	375,000	-	-	(375,000)
115	TIF Fund	-	960,000	-	960,000	-	-	(960,000)
300	General Capital	2,112,000	-	-	2,112,000	660,000	1,336,000	(116,000)
406	Water Fund	140,750	-	-	140,750	-	-	(140,750)
408	Storm Fund	38,500	130,000	-	168,500	-	-	(168,500)
410	Water Utility Capital	-	-	-	-	-	-	-
412	Storm Utility Capital	130,000	-	-	130,000	-	130,000	-
416	Water SDC	-	-	-	-	-	-	-
501	ERF	460,000	-	-	460,000	-	-	(460,000)
Total		\$ 3,679,000	\$ 1,514,750	\$ -	\$ 5,183,750	\$ 865,000	\$ 1,514,750	\$ (2,814,000)

Exhibit "A"



2023 Budget Amendment #1

Ordinance # 1402

Expense														Funding Source			
Item No.	Requesting Department	Fund	Project	Funding Source	Total 2023 Apprpr.	Total Ongoing Annual Expense	Reapprop.	New Approp. Request	Revenue increase/ Decrease	Operating Fund, Special Revenue Fund Transfer	Loan/Grant/ Insurance	Fund Balance Impact	Description				
1	Finance	General Fund	TIA Analysis	General Fund	50,000	-	-	50,000	-	-	-	(50,000)	Consultant expense for analysis and preparation of Tax Increment Financing draft report.				
2	Finance/ Public Works	General Fund	Investment grade Energy Audit	General Fund	105,000	-	-	105,000	-	-	-	(105,000)	Consultant expense to prepare an investment grade energy audit to identify projects and potential revenue sources for energy related savings projects at PW Ops and City Hall.				
3	Public Works	General Fund	General Facilities Plan	General Fund	20,000	-	-	20,000	-	-	-	(20,000)	Preparation of a General Facilities plan in conjunction with the Comprehensive Plan update project. 2023 funding from reallocation of existing funds for capital budget. Total cost \$40k including 2024 estimated expense.				
4	Public Works/ Community Development	General Fund	Community Engagement for Comprehensive Plan update	General Fund	30,000	-	-	30,000	-	-	-	(30,000)	Community engagement related to Comprehensive Plan update. Additional funding included in facility plan updates to facilitate community engagement. Reallocate funding from capital budget line item.				
5	Finance	General Fund	Six-Year Capital Budget	General Fund	(75,000)	-	-	(75,000)	-	-	-	75,000	Reduction of six-year capital budget to reallocate funding for comprehensive plan elements. Capital Budget will be completed as part of the facilities plan elements of the comp plan.				

Exhibit "A"



2023 Budget Amendment #1

Ordinance # 1402

Expense														Funding Source			
Item No.	Requesting Department	Fund	Project	Funding Source	Total 2023 Apprpr.	Total Ongoing Annual Expense	Reapprop.	New Approp. Request	Revenue increase/ Decrease	Operating Fund, Special Revenue Fund Transfer	Loan/Grant/ Insurance	Fund Balance Impact	Description				
6	Public Works/ Community Development	General Fund	Comprehensive Plan	Grant	75,000	-	25,000	50,000	-	-	50,000	(25,000)	Consultant expense for preparation of the Comprehensive Plan update. City will receive a \$125k grant from the Department of Commerce in 2023 - 2025 time frame. Total estimated expense \$130k for this portion of plan.				
7	Public Works	General Fund	Abrams Park Master Plan	General Fund	40,000	-	-	40,000	-	-	-	(40,000)	Consultant expense to prepare a master plan for Abrams Park. Total estimated expense \$50k including 2024 work.				
8	Public Works	Street Fund	Traffic Safety Signage	General Fund	30,000	-	-	30,000	-	30,000	-	(30,000)	Request to fund a target zero safety program with current funding options, to improve pedestrian and traffic safety. Sites include crosswalks along Hillhurst and other areas where gaps exist in the sidewalk system.				
9	Public Works	Water Fund	Water System Plan	Water Fund	100,000	-	-	100,000	-	-	-	(100,000)	Consultant expense to prepare updated Water System plan. Project coordinated with overall Comprehensive Plan update.				
10	Public Works	Storm Fund	Phase 2 Storm Permit Audit	Storm Fund	20,000	-	-	20,000	-	-	-	(20,000)	Consultant expense to identify phase 2 permit requirements and compare to current storm water status.				
11	Finance	General Fund	Clark Cowlitz Fire Alternate Response Team Project	Grant	59,200	-	-	59,200	-	-	59,200	-	City received a grant from AWC to pass through to Clark Cowlitz Fire Rescue.				

Exhibit "A"



2023 Budget Amendment #1

Ordinance # 1402

Expense														Funding Source			
Item No.	Requesting Department	Fund	Project	Funding Source	Total 2023 Apprpr.	Total Ongoing Annual Expense	Reapprop.	New Approp. Request	Revenue increase/ Decrease	Operating Fund, Special Revenue Fund Transfer	Loan/Grant/ Insurance	Fund Balance Impact	Description				
12	Public Safety	General Fund	Police Services Study (La Center)	General Fund Public Safety Sales Tax, La Center	57,000	-	-	57,000	28,500	-	-	(28,500)	Consultant expense to prepare study related to La Center police services. Expense paid 50/50 with La Center. Staff will bring this and other options to council for new funding from public safety sales tax.				
13	Public Safety	General Fund	Digital Evidence	General Fund Public Safety Sales Tax	8,500	-	-	8,500	-	-	-	(8,500)	Purchase of cloud based digital evidence storage system. Full cost \$26,653 spread over 3 years. Allows secure file transfer to prosecutor for evidence. Staff will bring this and other options to council for new funding from public safety sales tax.				
14	Public Safety	General Fund	Drone Program	General Fund Public Safety Sales Tax	27,000	-	-	27,000	-	-	-	(27,000)	Purchase of drones and training for operators. Staff will bring this and other options to council for new funding from public safety sales tax.				
15	Public Works	General Fund	Lead Engineer - FTE	General Fund, Street Fund, Water Fund, Storm Fund	125,000	-	-	125,000	-	18,750	-	(125,000)	Add new FTE for Lead Engineer in Public Works. Gen Gov 15%. CDD 30%, Parks 15%, Streets 15%, Water 15%, Storm 10%.				
16	Finance	General Fund	Vacuum Excavation Truck Debt Service	General Fund, Water Fund, Storm Fund	57,300	-	-	57,300	57,300	-	-	-	Reallocate indirect allocation funding from Water (\$22,600) and Storm (\$34,700) Fund to General Fund for payments. No new funding requested just reallocation in departments.				
17	Finance	Water Fund, Storm Fund	Low Income Utility Assistance	Water Fund, Storm Fund	18,000	-	-	18,000	-	-	-	(18,000)	Authorize funding from delinquency fees for both water and storm fund revenues. Request is 50% of delinquency fees to fund program. Estimate is \$12k water, \$6k storm.				

Exhibit "A"



2023 Budget Amendment #1

Ordinance # 1402

Expense Funding Source													
Item No.	Requesting Department	Fund	Project	Funding Source	Total 2023 Appopr.	Total Ongoing Annual Expense	Reapprop.	New Approp. Request	Revenue increase/ Decrease	Operating Fund, Special Revenue Fund Transfer	Loan/Grant/ Insurance	Fund Balance Impact	Description
18	Public Works	General Fund	Events Box Trailer	General Fund	30,000	-	30,000	-	-	-	-	(30,000)	Reallocate funding from 2022 budget for events trailer ordered in 2022 but delivered in 2023.
19	Finance	General Capital	Park Laundry	Grant	195,000	-	-	195,000	-	-	195,000	-	Recognition of grant funding and expense related to Park Laundry remediation due diligence and land acquisition.
20	Public Safety	General Fund	Patrol Vehicle Purchase and Outfitting	General Fund	170,000	-	110,000	60,000	-	-	-	(170,000)	Reallocate \$110k from 2022 budget for vehicles ordered but delivered in 2023. Additional acquisition of vehicles from La Center.
21	Public Works	General Fund	Changeable Message Board	General Fund	20,000	-	-	20,000	10,000	-	-	(10,000)	Purchase mobile changeable message board for use in streets, parks and water department. Paid 50/50 from General Fund and Water Fund indirect cost share.
22	Public Works	Water Fund	Changeable Message Sign - Cost Share	Water Fund	10,000	-	-	10,000	-	-	-	(10,000)	Cost share for 50% of changeable message board from Water Fund.
23	Public Works	General Capital	PW Ops Center Improvements/ Equipment Acquisition	Bond	116,000	-	116,000	-	-	-	-	(116,000)	Reallocate remaining bond funds for PW Ops tenant improvements, repairs and equipment acquisition. Bond funds were received in 2021.
24	Public Works	General Capital	Pioneer Extension/ Roundabout Construction	CRWWD, General Fund	466,000	-	-	466,000	465,000	1,000	-	(1,000)	Additional expense to match contractual commitment for construction of Pioneer St extension and roundabout construction. Recognize CRWWD participation for sewer portion of work. Additional funding from General Fund.

Exhibit "A"



2023 Budget Amendment #1

Ordinance # 1402

Expense														Funding Source			
Item No.	Requesting Department	Fund	Project	Funding Source	Total 2023 Apprpr.	Total Ongoing Annual Expense	Reapprop.	New Approp. Request	Revenue increase/ Decrease	Operating Fund, Special Revenue Fund Transfer	Loan/Grant/ Insurance	Fund Balance Impact	Description				
25	Public Works	General Capital	Royle Rd Roundabout Construction	Traffic Impact Fees	960,000	-	600,000	360,000	-	960,000	-	(960,000)	Reallocate \$600k from 2022 budget and add additional \$360k for approved change orders to complete construction.				
26	Public Works	General Capital	Greely Farms Park Land Purchase	Park Impact Fees	750,000	-	-	750,000	-	750,000	-	(750,000)	Purchase 3 additional acres of park land located in Greely Farms.				
27		General Capital	Teal Crest to Taverner Trail Design	Park Impact Fees	(375,000)	-	-	(375,000)	-	(375,000)	-	375,000	Postpone project to focus on priority projects and reduced funding in park impact fee fund.				
28	Public Works	Storm Capital	Garrison Ridge Slide Repair	Storm Fund R&R Reserves	130,000	-	-	130,000	-	130,000	-	(130,000)	Complete Geo Tech review and engineering for potential repair at storm facility. Working on potential insurance recovery for project.				
29	Public Works/ Finance	ERF	Equipment/Vehicle Replacement	Equipment Replacement Fund	460,000	-	410,000	50,000	-	-	-	(460,000)	Reallocate funding from both 2021 and 2022 budget for fleet and equipment replacement ordered in prior years and delivered in 2023. Additional funding includes cost escalations.				
Total Budget Amendment					3,679,000	-	1,291,000	2,388,000	560,800	1,514,750	304,200	(2,814,000)					



2023 Budget Amendment – Ordinance No. 1402
First Reading May 25, 2023



2023 Budget Amendment – Ordinance No. 1402

2023 Policy Reserves

Fund Balance Source	2023 Reserves	2022 Reserves	% Change	Reserve % to 2023 Budget
General Fund	\$3,208,341	\$2,921,178	9.83%	29%
Community Development (Building Activities)	\$653,570	\$619,191	5.55%	20%
Water Fund	\$1,379,660	\$1,274,143	8.28%	53%
Storm Water Fund	\$648,611	\$543,928	19.25%	44%
Total Policy Reserves (Operating Funds)	\$5,890,182	\$5,358,440	9.92%	
Real Estate Excise Tax (Debt Service GO Bonds)	\$1,413,553	\$1,409,075	0.32%	



2023 Budget Amendment – Ordinance No. 1402

2023 Available Reserves

Fund Balance Source	2023 Reserves
General Fund (Includes Street Fund)	\$3,083,537
Community Development (Building Activities)	\$2,037,022
Water Operating Fund	\$1,672,799
Storm Water Operating Fund	(\$26,808)
Real Estate Excise Tax (REET)	\$2,240,631
Park Impact Fee Fund (PIF)	\$834,811
Traffic Impact Fee Fund (TIF)	\$1,516,253
Transportation Benefit District Fund (TBD)	\$166,940
Water System Development Charges (WSDC)	\$6,843,798



2023 Budget Amendment – Ordinance No. 1402

General Fund Operations Requests

Project	Funding Source	Expense	Revenue	Description
Lead Engineer – FTE	General Fund, Street Fund, Water Fund, Storm Fund	\$125,000	\$0	Add new FTE for Lead Engineer position in Public Works. Gen Gov 15%, CDD 30%, Parks 15%, Streets 15%, Water 15%, Storm 15%.
Tax Increment Financing	General Fund	50,000	0	Consultant expense for project analysis and preparation of Tax Increment Financing draft report.
Investment Grade Energy Audit	General Fund	105,000	0	Consultant expense to conduct an investment grade energy audit to identify energy reduction projects and revenue at PW Ops and City Hall.
Clark-Cowlitz Fire Rescue – Alternate Response Team (ART) Project	AWC Grant	59,200	59,200	The City has received a pass-through grant to provide funding to Clark-Cowlitz Fire Rescue for the ART project.
Abrams Park Master Plan	General Fund	40,000	0	Consultant expense to prepare a master plan for Abrams park. Total estimated expense \$50k including 2024 expenditures.



2023 Budget Amendment – Ordinance No. 1402

Public Safety Operations Requests

Project	Funding Source	Expense	Revenue	Description
Police Services Study - La Center	General Fund Public Safety Sales Tax, La Center	\$57,000	\$28,500	Consultant expense to prepare study related to La Center police services. Expense paid 50/50 with La Center. Staff will bring this and other options to council for new funding from public safety sales tax.
Cloud Based Digital Evidence Software	General Fund Public Safety Sales Tax	8,500	0	Purchase of cloud based digital evidence storage system. Full cost \$26,653 spread over 3 years. Allows secure file transfer to prosecutor for evidence. Staff will bring this and other options to council for new funding from public safety sales tax.
Drone Program	General Fund Public Safety Sales Tax	27,000	0	Purchase of drones and training for operators. Staff will bring this and other options to council for new funding from public safety sales tax.



2023 Budget Amendment – Ordinance No. 1402

Comprehensive Plan Requests

Project	Funding Source	Expense	Revenue	Description
Comprehensive Plan	Grant	\$75,000	\$50,000	Consultant expense for preparation of the Comprehensive Plan update. City will receive a \$125k grant from the Department of Commerce in 2023 - 2025 time-frame. Total estimated expense \$130k for this portion of plan development.
General Facilities Capital Plan	General Fund	20,000	0	Preparation of a General Facilities plan in conjunction with the Comprehensive Plan update project. 2023 funding from reallocation of existing funds for capital budget. Total cost \$40k including 2024 estimated expense.
Community Engagement for Comprehensive Plan Update	General Fund	30,000	0	Community engagement related to Comprehensive Plan update. Additional funding included in facility plan updates to facilitate community engagement. Reallocate funding from capital budget line item.
Six-Year Capital Budget	General Fund	(\$75,000)	0	Reduction of six-year capital budget to reallocate funding for comprehensive plan elements. Capital Budget will be completed as part of the facilities plan elements of the comp plan.



2023 Budget Amendment – Ordinance No. 1402

Comprehensive Plan and Operating Fund Requests

Project	Funding Source	Expense	Revenue	Description
Water System Plan Update	Water Fund	\$100,000	\$0	Consultant expense to prepare updated Water System plan. Project coordinated with overall Comprehensive Plan update.
Phase 2 Storm Permit Audit	Storm Fund	\$20,000	0	Consultant expense to identify phase 2 permit requirements and compare to current storm water status.
Low Income Utility Assistance Funding	Water Fund, Storm Fund	\$18,000	0	Authorize funding from delinquency fees for both water and storm fund revenues. Request is 50% of delinquency fees to fund program. Estimate is \$12k water, \$6k storm.
Traffic Safety Signage	General Fund	\$30,000	0	Request to fund a target zero safety program with current funding options, to improve pedestrian and traffic safety. Sites include crosswalks along Hillhurst and other areas where gaps exist in the sidewalk system.
Vacuum Excavation Truck Debt Service	General Fund	57,300	57,300	Reallocate indirect allocation funding from Water (\$22,600) and Storm (\$34,700) Fund to General Fund for payments. No new funding requested just reallocation in departments.



2023 Budget Amendment – Ordinance No. 1402

Capital Requests

Project	Funding Source	Expense	Revenue	Description
Park Laundry	Grant	\$195,000	\$195,000	Recognition of grant funding and expense related to Park Laundry remediation due diligence and land acquisition.
Events Box Truck	General Fund	30,000	0	Reallocate funding originally approved in the 2022 budget for events trailer delivered in 2023.
Mobile Changeable Message Board	General Fund	20,000	10,000	Purchase a mobile changeable message board. 50/50 from General Fund and Indirect cost allocation to water fund.
Mobile Changeable Message Board – Cost Share from Water Fund	Water Fund	10,000	0	Purchase a mobile changeable message board. 50/50 from General Fund and Indirect cost allocation to water fund.
Patrol Vehicle Purchase and Outfitting	General Fund	170,000	0	Reallocate \$110k from 2022 budget for vehicles ordered but delivered in 2023. Additional acquisition of patrol vehicles from la Center \$60k.
PW Operations Center Improvements/ Equipment Acquisition	2020-2021 Bond Issuance	116,000	0	Reallocate remaining bond funds for PW Ops tenant improvements, repairs and equipment acquisition. Bond funds received in 2020 – 2021 issuance.
Pioneer Extension/ Roundabout Construction	CRWWD, General Fund	466,000	465,000	Additional expense to match contractual commitment for construction of Pioneer extension. Recognize CRWWD participation for sewer portion of work. Additional funding from General Fund.



2023 Budget Amendment – Ordinance No. 1402

Capital Requests

Project	Funding Source	Expense	Revenue	Description
Royle Road Roundabout Construction	Traffic Impact Fees	\$960,000	\$0	Reallocate \$600k from 2022 budget and add additional \$360k for approved change orders to complete construction.
Greely Farms Park Land Purchase	Park Impact Fees	750,000	0	Purchase 3 additional acres of park land located in Greely Farms subdivision.
Teal Crest to Taverner Ridge Trail Design	Park Impact Fees	(375,000)	0	Postpone project to focus on park land purchase and current projects in construction.
Garrison Ridge Slide Repair	Storm Fund R&R Reserves.	130,000	0	Complete Geo Tech review and engineering for repair of storm facility. Potential insurance recovery for this project.
Equipment/ Vehicle Replacement	Equipment Replacement Fund	460,000	0	Reallocate funding from both 2021 and 2022 budget for fleet and equipment replacement ordered in prior years and delivered in 2023. Added approximately \$50k for cost escalations since initial order.
	Total Budget Amendment	\$3,679,000	\$865,000	



2023 Budget Amendment – Ordinance No. 1402

Fund Balance Impact

Fund	Total Expense	Interfund Transfer Out	Revenue	Interfund Transfer In	Fund Impact	Forecast Y/E Avail Fund Bal
General Fund	\$711,500	\$49,750	\$205,000	\$0	(\$556,250)	\$2,485,544
Building Fees	37,500	0	0	0	(37,500)	1,385,928
Street Fund	48,750	0	0	48,750	0	NA
REET Fund	0	0	0	0	0	1,384,835
PIF Fund	0	375,000	0	0	(375,000)	14,235
TIF Fund	0	960,000	0	0	(960,000)	0
TBD	0	0	0	0	0	60,559
General Capital	2,112,000	0	660,000	1,336,000	(116,000)	NA
Water Fund	140,750	0	0	0	(140,750)	1,897,075
Storm Fund	38,500	130,000	0	0	(168,500)	65,381
Water Utility Capital	0	0	0	0	0	NA
Storm Utility Capital	130,000	0	0	130,000	0	NA
Water SDC	0	0	0	0	0	8,712,219
ERF	460,000	0	0	0	(460,000)	344,721
Total	\$3,679,000	\$1,514,750	\$865,000	\$1,514,750	(\$2,814,000)	



THANK YOU

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: June 8, 2023

AGENDA ITEM NAME: Motion - Approval of Boyse Park Updated Concept Plan

GOVERNING LEGISLATION

MUNICIPAL CODE City of RIDGEFIELD 8.18.090

PREVIOUS COUNCIL ACTION TAKEN:

Council provided direction to staff on April 13, 2023 regarding park design elements to include in the final concept for this property. The high level concept is intended to guide the development of the property in phases.

SUMMARY/BACKGROUND:

In 2021, council approved the city's budget to include a planning element for the future development of the Boyse property. In 2022, the council approved additional funds to develop a concept plan and strategy for the project progression. Harper Houf Peterson Righellis Inc. (HHPR) provided technical consultation to the city on potential park elements. In addition, city staff worked with the community, various stakeholders, neighbors, and the parks board to gather ideas for the future park.

Close to 250 residents participated in the community engagement process, providing support and ideas for the park. The Parks Board held multiple discussions about the plan and has forwarded a preferred concept plan to Council for consideration. Council reviewed this and additional input on April 13, 2023. Council directed staff to provide a concept with and without the pickleball courts, adding trail connections, and requested a menu of amenities with costs to consider for phase one construction.

BUDGET/FINANCIAL IMPACTS:

\$250,000 was included in the 2023 Parks Capital Budget for the concept plan and phase one design/construction. Depending on the council's preference for phase one, construction funds to be left in 2023 will be around \$220,000. The more complex the design, the more funding will be needed for the engineering portion of the process. Construction funding will need to include permitting, staging, tax, and mobilization costs.

RECOMMENDED ACTION OR MOTION:

Decide on which concept to move forward.

Decide on which amenities to include in the phase one of construction.

STAFF CONTACT: Galina Burley, Parks and Recreation Manager

ATTACHMENTS:

1. boyse park master plan and council action FINAL



Boyse Neighborhood Park Master Plan

City Parks, Trails and Recreation Program

June 8, 2023



Boyse Park is a 9-acre neighborhood park located off of N 32nd Avenue.





2020 Parks, Recreation and Open Space Plan:

- Property purchased as a neighborhood park in 2020 and 2021.
- Neighborhood parks are generally considered the basic unit of a traditional park systems.
- They are usually two to four developed acres (as compared to community parks - 15 acres plus), designed for unstructured, non-organized play, and limited active and passive recreation.
- City strives to provide a service standard of 1.56 acre per 1,000 persons of developed neighborhood parks.



EXISTING CREEK
TRIBUTARY OF THE COLUMBIA RIVER

PROPERTY LINES, TYP.

WETLAND OBSERVATION DECK

WETLAND LIMITS

CONSERVATION AREA LIMITS

PROPOSED NATURE TRAIL
PEDESTRIANS CAN OBSERVE HABITAT AS
THEY HIKE THROUGH NATIVE
ENVIRONMENTS

POTENTIAL WETLANDS LIMITS
PRIOR FINAL DESIGNS, WETLAND DELINEATION
NEEDED TO DETERMINE IF WETLANDS EXIST IN
THIS AREA

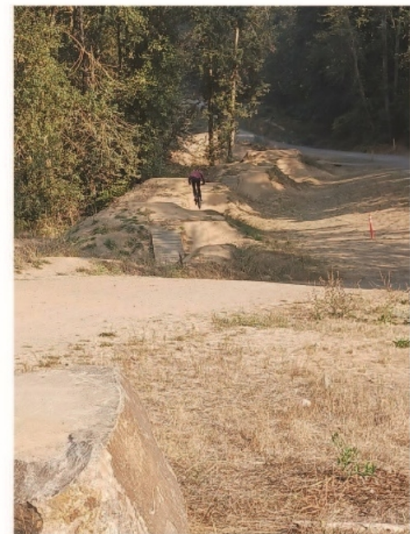
PICNIC TABLE

PUMP TRACK
IMPORTED FILL DIRT, ASPHALT OR CONCRETE. A

MITIGATION PLANTINGS /
BUFFER



ASPHALT PUMP TRACK AT GATEWAY GREEN, PORTLAND OR



JUMP TRACK AT GATEWAY GREEN, PORTLAND OR

JUMP TRACK
BIKES START ON RAISED MOUND TO GAIN
SPEED AND JUMP LARGER HILLS. BERMS
AT THE BOTTOM OF SLOPE SLOW BIKES
AT THE END OF THE TRACK

STREET TREES

MULTI-USE PATHWAY
ACCESSIBLE WITH REMOVABLE BOLLARDS
TO PREVENT VEHICULAR USE

PICKLEBALL COURTS

STORM WATER TREATMENT

PICNIC AREA, TYP.

COVERED PICNIC TABLE

EMERGENCY ACCESS
WITH BREAKAWAY BOLLARDS

PREFABRICATED RESTROOM

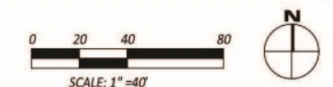
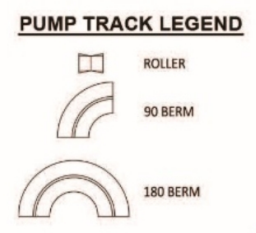
OFF STREET PARKING

HALF STREET IMPROVEMENTS

ADA PEDESTRIAN ACCESS

PARKING LOT ACCESS

MULTI-USE PATHWAY
ACCESSIBLE WITH REMOVABLE BOLLARDS
TO PREVENT VEHICULAR USE





Council and Community Input:

- Add a picnic shelter
- Move pickleball court
- Remove pollinator garden
- Add trail loops



EXISTING CREEK
TRIBUTARY OF THE COLUMBIA RIVER

PROPERTY LINES, TYP.

WETLAND OBSERVATION DECK

WETLAND LIMITS

CONSERVATION AREA LIMITS

PROPOSED NATURE TRAIL
PEDESTRIANS CAN OBSERVE HABITAT AS
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POTENTIAL WETLANDS LIMITS
PRIOR FINAL DESIGNS, WETLAND DELINEATION
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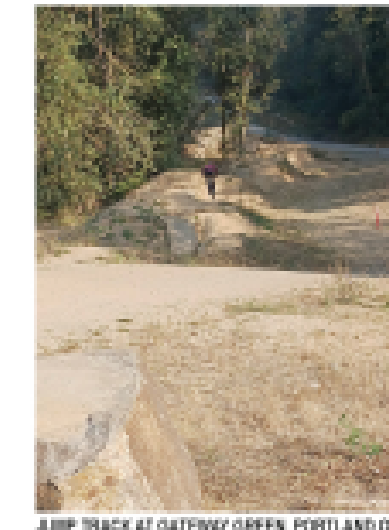
PICKLE BALL COURTS

PUMP TRACK
IMPORTED FILL DIRT, ASPHALT OR CONCRETE. A



ASPHALT PUMP TRACK AT GATEWAY GREEN, PORTLAND OR

**MITIGATION PLANTINGS /
BUFFER**



JUMP TRACK AT GATEWAY GREEN, PORTLAND OR

JUMP TRACK
BIKES START ON RAISED MOUND TO GAIN
SPEED AND JUMP LARGER HILLS. BERMS
AT THE BOTTOM OF SLOPE SLOW BIKES
AT THE END OF THE TRACK

STREET TREES

MULTI-USE PATHWAY
ACCESSIBLE WITH REMOVABLE BOLLARDS
TO PREVENT VEHICULAR USE

EXISTING FRUIT TREE

STORM WATER TREATMENT

PICNIC AREA, TYP.

COVERED PICNIC TABLE

EMERGENCY ACCESS
WITH BREAKAWAY BOLLARDS

RESTROOM

OFF STREET PARKING

HALF STREET IMPROVEMENTS

ADA PEDESTRIAN ACCESS

PARKING LOT ACCESS

MULTI-USE PATHWAY
ACCESSIBLE WITH REMOVABLE BOLLARDS
TO PREVENT VEHICULAR USE

PUMP TRACK LEGEND



Line Item	Apprx. Cost
Pump Track	\$199,900
Jump Track	\$156,000
Multi-Use Path	\$104,000
Parking Lot	\$206,800
Restroom	\$300,000
Small picnic shelter	\$75,000
Large picnic shelter	\$125,000
Pickleball court	\$80,000
Benches	\$5,000

- \$250,000 was included in the 2023 Parks Capital Budget for the concept plan and phase one design/construction.
- \$220,000 available this fiscal year.
- Estimated construction costs are planning-level.



Council Discussion:

- Which items in the proposed master plan does Council want to include/take out/adjust?
- Given the available budget, what is Council's priority for improvements in a first phase to construct during 2023?

