



**RIDGEFIELD CITY COUNCIL
MEETING AGENDA**

**Thursday, December 21, 2017
Ridgefield Community Center
210 N. Main, 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 address. Comments are limited to three minutes. Written comments may be submitted to the City Clerk prior to the meeting.

III. CONSENT AGENDA

- 1. Approval of Claims And/Or Payroll**
- 2. Approval of Minutes from the December 7, 2017 Meeting**
- 3. Appointment Confirmation of Judge Roger Bennett as Municipal Court Judge**

IV. PRESENTATION

- 1. Solid Waste Update by Waste Connections - Bryan Kast, Public Works Director**
- 2. 2018 Planning Commission - Community Development Work Program - Jeff Niten, Community Development Director**
- 3. Planning Commission Report - Jeff Niten, Community Development Director**
- 4. Third Quarter Financial Report - Kirk Johnson, Finance Director**

V. 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 address. Comments are limited to three minutes. Written comments may be submitted to the City Clerk prior to the meeting.

VI. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

- 1. Council**
- 2. Mayor**
 - Re-Appointment of Planning Commission Members, Position No. 2 & 3**
 - Re-Appointment of Barbara Wright to the Clark County Arts Commission**
 - Re-Appointment of Parks Board Member, Position No. 3 & 7**
 - Re-Appointment of Salary Commission Members, Position No. 3 & 4**

Appointment of Parks Board Member, Position No. 2

Appointment of Civil Service Commission Member, Position No. 2

3. City Manager

VII. EXECUTIVE SESSION

1. Collective Bargaining pursuant to RCW - 42.30.140(4)(a)

VIII. FROM THE COUNCIL

IX. ADJOURN

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: December 21, 2017
ITEM: CONSENT AGENDA
AGENDA ITEM TITLE: 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

BACKGROUND:

Vendor claims

BUDGET/FINANCIAL IMPACTS:

See vendor detail attached

RECOMMENDED ACTION OR MOTION:

Staff recommends Council 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: December 21 2017 Claims Report (PDF)

City of Ridgefield
Claims Payment Report
For Approval on: December 21, 2017

Sum of Amount					
Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total
ACCELA INC.	2779	INV-ACC36217	Public Works	Web Payments with Online Bills.com-Nov 2017	827.00
ACCELA INC. Total					827.00
AMERICAN WATER WORKS ASSOCIATION	27	3087	Public Works	2018 WA Water Utilities Council Dues	250.00
AMERICAN WATER WORKS ASSOCIATION Total					250.00
ARAMARK UNIFORM SERVICES	32	863204193	Genl Govt/Facilities	CDD/PW/City Hall/PD Floor Mats	7.09
			Public Safety	CDD/PW/City Hall/PD Floor Mats	4.47
			Public Works	CDD/PW/City Hall/PD Floor Mats	3.91
			Community Development	CDD/PW/City Hall/PD Floor Mats	3.92
		863214666	Genl Govt/Facilities	PW Floor Mats/Uniforms	2.00
			Public Works	PW Floor Mats/Uniforms	44.53
			Community Development	PW Floor Mats/Uniforms	0.70
		863214665	Genl Govt/Facilities	CDD/PW/City Hall/PD Floor Mats	7.09
			Public Safety	CDD/PW/City Hall/PD Floor Mats	4.47
			Public Works	CDD/PW/City Hall/PD Floor Mats	3.91
			Community Development	CDD/PW/City Hall/PD Floor Mats	3.92
		863193775	Genl Govt/Facilities	CDD/PW/City Hall/PD Floor Mats	7.09
			Public Safety	CDD/PW/City Hall/PD Floor Mats	4.47
			Public Works	CDD/PW/City Hall/PD Floor Mats	3.91
			Community Development	CDD/PW/City Hall/PD Floor Mats	3.92
		863193776	Genl Govt/Facilities	PW Floor Mats/Uniforms	2.00
			Public Works	PW Floor Mats/Uniforms	44.53
			Community Development	PW Floor Mats/Uniforms	0.70
		863204194	Genl Govt/Facilities	PW Floor Mats/Uniforms	2.08
			Public Works	PW Floor Mats/Uniforms	47.11
			Community Development	PW Floor Mats/Uniforms	0.70
ARAMARK UNIFORM SERVICES Total					202.52
ASSOCIATED CONSULTANTS INC.	1030	17-223-02	Community Development	Plan Review-Altru Ventures Industrial Shell Build.	1,020.00
		17-128-03	Community Development	Plan Review - Flowserve Industrial Building	595.00
		17-158-04	Community Development	Plan Review - Ridgefield 5-8 Intermediate School	2,687.50
		17-235-02	Community Development	Plan Review - Ridgefield Storage Buildings	1,190.00
ASSOCIATED CONSULTANTS INC. Total					5,492.50
BBL ARCHITECTS	2934	170210001	Public Safety	Police Department Expansion	11,984.80
BBL ARCHITECTS Total					11,984.80
BERGERABAM	1708	320786	Community Development	Gee Creek Plateau Subarea Plan	4,671.15
		320972	Public Works	Ridgefield Gee Creek Trail Master Plan	4,932.88
BERGERABAM Total					9,604.03

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BLUEFIN PAYMENT SYSTEMS	2827	2827-201712-01	Public Works	Epap Processing Fees - Nov 2017	1,119.25
BLUEFIN PAYMENT SYSTEMS Total					1,119.25
BSK ASSOCIATES	2119	V704722	Public Works	Lab Analysis - Alkalinity/Coliform	601.00
BSK ASSOCIATES Total					601.00
CENTRO PRINT SOLUTIONS	2936	214101	Genl Govt/Facilities	W-2'S & 1099's	205.56
CENTRO PRINT SOLUTIONS Total					205.56
CFM STRATEGIC COMMUNICATIONS INC.	2551	24279	Genl Govt/Facilities	Lobbyist	4,530.00
CFM STRATEGIC COMMUNICATIONS INC. Total					4,530.00
CLARK AND SONS EXCAVATING INC.	2848	2848-201712-01	Genl Govt/Facilities	Retainage Release - Main Ave Pavement Repair	23,839.85
CLARK AND SONS EXCAVATING INC. Total					23,839.85
CLARK COUNTY	102	700005386	Judicial	Probable Cause Hearings	189.75
		730013991	Community Development	Fire Inspections	450.00
		220004910	Judicial	Oct 2017 Supervisions & Pretrials	103.12
		160003492	Community Development	Plan Review - Masons Supply/Ridg. Self Storage	175.00
CLARK COUNTY Total					917.87
CLARK COUNTY AUDITOR	109	E5464614	Community Development	Pioneer Canyon 1 LLC DA Recording Fee	92.84
CLARK COUNTY AUDITOR Total					92.84
CLARK COUNTY TITLE	1603	1603-201712-01	Public Works	Welch/Fandell Prop-Parcels 213961-000/213991-000	150,536.10
CLARK COUNTY TITLE Total					150,536.10
CLARK PUBLIC UTILITIES	110	0110-201712-20	Public Works	109 W Division St - Electricity	215.86
		0110-201712-17	Public Works	Pioneer St. & Gee Creek Loop - Electricity	27.23
		0110-201712-23	Public Works	1504 NW Intertie 3 - Water	7,928.95
		0110-201712-21	Public Works	255 S 56th Pl - Electricity	2,289.54
		0110-201712-22	Public Works	400 N Abrams Park Rd	463.71
		0110-201712-26	Public Works	3701 N 3rd Cir - Electricity	26.90
		0110-201712-24	Public Works	Overlook Park - Electricity	80.28
		0110-201712-19	Public Works	512 N Allen Dr - Electricity	26.83
		0110-201712-27	Public Works	911 N 65th Ave Intertie 2 - Water	91.53
		0110-201712-16	Public Works	2300 N 3rd Way Bellwood Trail Lights	30.42
		0110-201712-28	Public Works	214 S Riverview Dr	54.25
		0110-201712-15	Public Works	800 NE 264 St Intertie 1 - Water	607.17
		0110-201712-25	Public Works	City Park/Water Well	1,897.07
		0110-201712-18	Public Works	Municipal Lighting Lease	7,090.95
CLARK PUBLIC UTILITIES Total					20,830.69
CLARK REGIONAL WASTEWATER DISTRICT	741	0741-201712-02	Public Works	301 N 3rd Ave CDD - Sewer	26.76
			Community Development	301 N 3rd Ave CDD - Sewer	21.03
		0741-201712-06	Public Works	Abrams Park Kitchen - Sewer	44.11
		0741-201712-07	Public Works	255 S 56th Pl Well & Reservoir - Sewer	61.27
		0741-201712-05	Genl Govt/Facilities	230 Pioneer St City Hall - Sewer	135.41
		0741-201712-01	Public Works	109 W Division WWTP - Sewer	247.53

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CLARK REGIONAL WASTEWATER DISTRICT	741	0741-201712-08	Public Safety	116 N Main Ave PD - Sewer	47.79
		0741-201712-04	Public Works	Abrams Park Restrooms - Sewer	75.98
		0741-201712-03	Public Works	Abrams Park Former Mgr House - Sewer	47.79
CLARK REGIONAL WASTEWATER DISTRICT Total					707.67
COLUMBIA RESOURCE COMPANY	114	200432499	Public Works	Street - Road Kill Disposal	16.80
COLUMBIA RESOURCE COMPANY Total					16.80
COLUMBIAN PUBLISHING	116	3128218	Genl Govt/Facilities	Hometown Celebration Ad	600.00
		27641-2018	Genl Govt/Facilities	Columbian Newspaper 6mo Renewal-2018	222.00
COLUMBIAN PUBLISHING Total					822.00
COMCAST	2271	2271-201712B-23	Genl Govt/Facilities	City Hall Communications	285.09
		2271-201212116B	Public Safety	PD Communications	282.93
COMCAST Total					568.02
COMDATA NETWORK INC.	1101	20278565	Genl Govt/Facilities	CDD/PW Fuel - XN173	54.42
			Public Works	CDD/PW Fuel - XN173	984.42
			Community Development	CDD/PW Fuel - XN173	307.94
		20278564	Public Safety	PD Fuel - XN795	865.71
COMDATA NETWORK INC. Total					2,212.49
COMPULINK MANAGEMENT CENTER INC.	2648	20171130PS	Public Works	Professional Service Work-CDD/HR	2,669.60
			Community Development	Professional Service Work-CDD/HR	1,601.76
			Information Technology	Professional Service Work-CDD/HR	2,402.64
COMPULINK MANAGEMENT CENTER INC. Total					6,674.00
COOK SECURITY GROUP	2268	617671	Genl Govt/Facilities	City Hall Alarm Monitoring-12/2017-11/2018	360.00
COOK SECURITY GROUP Total					360.00
CORE & MAIN LP	2906	I119757	Public Works	Hydrant Repair	268.01
		I160869	Public Works	Water Supplies/Meters	938.41
		I160978	Public Works	Hydrant Repair	179.08
CORE & MAIN LP Total					1,385.50
DARREN WERTZ	1839	1839-201712-01	Council	Mileage Reimbursement - Wertz	101.76
DARREN WERTZ Total					101.76
DEPARTMENT OF ECOLOGY	144	2018-BA0023272	Public Works	2017/2018 Dept. of Ecology Biosolids Permit	1,608.63
DEPARTMENT OF ECOLOGY Total					1,608.63
DEPARTMENT OF LICENSING	154	RG0000223-2017	Genl Govt/Facilities	CPL Renewal - Duncan	18.00
		RG0000221	Genl Govt/Facilities	CPL Fees - Strieter	18.00
		RG0000222-2017	Genl Govt/Facilities	CPL Fees - Bouchard	18.00
		RG0000224-2017	Genl Govt/Facilities	CPL Fees - Bennett	18.00
DEPARTMENT OF LICENSING Total					72.00
DICK'S TIRE FACTORY	158	D78742	Public Safety	PD Vehicle Maint	37.71
DICK'S TIRE FACTORY Total					37.71
E.D.V.S.	2913	414148	Public Works	Gutter Installation - 255 S 56th PL	620.05
E.D.V.S. Total					620.05

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E2 LAND USE PLANNING SERVICES LLC	485	0485-201712-01	Community Development	Planning Consultant Services	8,567.22
E2 LAND USE PLANNING SERVICES LLC Total					8,567.22
ELCOR INC	2081	10204	Public Safety	5 year SSL Renewal	135.07
			Public Works	5 year SSL Renewal	126.35
			Community Development	5 year SSL Renewal	94.29
			Information Technology	5 year SSL Renewal	229.61
		MSP-10166	Public Safety	Information Technology Services - Nov 2017	1,675.30
			Public Works	Information Technology Services - Nov 2017	1,567.11
			Community Development	Information Technology Services - Nov 2017	1,169.47
			Information Technology	Information Technology Services - Nov 2017	2,847.74
ELCOR INC Total					7,844.94
ENGLISH AND MARSHALL PLLC	2630	10676	Judicial	Appeal Fee	1,000.00
ENGLISH AND MARSHALL PLLC Total					1,000.00
ENVIRONMENTAL SCIENCE ASSOCIATES	2398	132614	Public Works	EF-20 Mitigation Proj. Side Channel Monitoring	4,302.33
ENVIRONMENTAL SCIENCE ASSOCIATES Total					4,302.33
FERGUSON ENTERPRISES INC # 8423	181	0582243-8	Public Works	Meter Replacement Program	10,429.49
		0582243-7	Public Works	Meter Replacement Program & Water Meters	11,859.06
FERGUSON ENTERPRISES INC # 8423 Total					22,288.55
GISI MARKETING GROUP	2811	147847	Public Works	Utility Brochures	470.46
GISI MARKETING GROUP Total					470.46
GOLDEN WEST INDUSTRIAL SUPPLY	2931	2087103	Genl Govt/Facilities	Electronic Road Flares	(29.26)
			Public Safety	Electronic Road Flares	377.65
GOLDEN WEST INDUSTRIAL SUPPLY Total					348.39
GRAY AND OSBORNE INC	207	16222.00-5	Community Development	Engineering Services - Taverner Ridge Ph. 8&9	366.28
		17292.00-1	Community Development	Engineering Services - Seven Wells Subdivision	578.80
		17242.00-7	Public Works	Northridge Drive Water Main Replacement	1,086.00
		17268.00-4	Community Development	Engineering Services - Cloverhill Phase 5	1,052.94
GRAY AND OSBORNE INC Total					3,084.02
H.D. FOWLER COMPANY	2036	14701538	Public Works	Water Supplies	53.50
H.D. FOWLER COMPANY Total					53.50
HOME DEPOT CREDIT CARD SERVICES	1805	8080019	Genl Govt/Facilities	Holiday Tree Supplies	23.80
		2112033	Genl Govt/Facilities	Holiday Tree Supplies	411.01
		9093725	Genl Govt/Facilities	Holiday Tree & Events Supplies	167.69
		93569	Genl Govt/Facilities	Holiday Tree Supplies	203.55
		194424	Genl Govt/Facilities	Returned Holiday Tree Supplies	(74.72)
		9015416	Genl Govt/Facilities	Holiday Tree Supplies	162.47
		1093515	Genl Govt/Facilities	Holiday Tree	258.51
HOME DEPOT CREDIT CARD SERVICES Total					1,152.31
INSTANT IMPRINTS CASCADE PARK	2371	46748	Human Resources	Service Awards/Employee Relations	398.61
		46701	Council	City Council Holiday Hats	116.32

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INSTANT IMPRINTS CASCADE PARK Total					514.93
INTERMEDIA.NET INC	2187	1712410716	Information Technology	Voice Service Charges	80.26
INTERMEDIA.NET INC Total					80.26
INTERSTATE SPECIAL EVENTS	2706	121139-1	Genl Govt/Facilities	Hometown Rental Supplies	1,058.66
INTERSTATE SPECIAL EVENTS Total					1,058.66
J.L. STOREDAHL AND SONS	558	230491	Genl Govt/Facilities	3/4" Rock Stockpile	10.91
			Public Works	3/4" Rock Stockpile	176.18
			Community Development	3/4" Rock Stockpile	6.06
J.L. STOREDAHL AND SONS Total					193.15
JANEAN Z PARKER	2199	170	Public Works	Legal Services - Nov 2017	656.25
			Community Development	Legal Services - Nov 2017	4,187.50
			Legal	Legal Services - Nov 2017	2,618.75
JANEAN Z PARKER Total					7,462.50
JESSICA KIPP	2099	2099-201712-01	Genl Govt/Facilities	Mileage Reimbursement - Event Errands	71.49
JESSICA KIPP Total					71.49
JOY ENTERTAINERS	2561	3466	Genl Govt/Facilities	Hometown Celebration Balloon Artist	400.00
JOY ENTERTAINERS Total					400.00
LAKESIDE INDUSTRIES	264	33490	Public Works	EZ Street Asphalt	727.23
LAKESIDE INDUSTRIES Total					727.23
LISA BLAKE	2297	2297-201712-01	Public Works	Employee Reimbursement - Blake	181.46
LISA BLAKE Total					181.46
M JULIETA RUBIO ROMERO	2164	2164-201712-01	Finance	Mileage Reimbursement - Rubio Romero	50.40
M JULIETA RUBIO ROMERO Total					50.40
MICHAEL GREEN CONSTRUCTION INC	2715	2715-201712-01	Public Works	Retainage Release - Sargent St Storm Project	4,566.16
MICHAEL GREEN CONSTRUCTION INC Total					4,566.16
MINERT AND ASSOCIATES INC.	981	276295	Genl Govt/Facilities	Drug/Alcohol Testing - Nov 2017	5.00
			Public Works	Drug/Alcohol Testing - Nov 2017	170.00
MINERT AND ASSOCIATES INC. Total					175.00
MINUTEMAN PRESS	1432	79614	Public Works	Utility Billing Calendars	717.29
MINUTEMAN PRESS Total					717.29
NAPA AUTO PARTS	498	20907	Genl Govt/Facilities	PW Shop Supplies	4.92
			Public Works	PW Shop Supplies	79.47
			Community Development	PW Shop Supplies	2.74
		20886	Genl Govt/Facilities	Vehicle Maint - Hundis	1.23
			Public Works	Vehicle Maint - Hundis	19.34
NAPA AUTO PARTS Total					107.70
NATIONAL BAND AND TAG CO	306	464485	Genl Govt/Facilities	2018 Dog Tags - sales tax	(6.40)
			Public Safety	2018 Dog Tags	82.61
NATIONAL BAND AND TAG CO Total					76.21
NORTHWEST NATURAL GAS	315	0315-201712-03	Public Works	PW Shop - Natural Gas	42.20

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NORTHWEST NATURAL GAS	315	0315-201712-01	Public Safety	Police Department - Natural Gas	71.92
		0315-201712-02	Genl Govt/Facilities	City Hall - Natural Gas	226.44
NORTHWEST NATURAL GAS Total					340.56
NORTHWEST STAFFING	522	4083710	Public Works	Temp Services Week Ending 11/26/17-Lopez/White	629.24
			Community Development	Temp Services Week Ending 11/26/17-Lopez/White	759.66
		4084115	Public Works	Temp Services Week Ending 12/3/17-White/Lopez	1,048.78
			Community Development	Temp Services Week Ending 12/3/17-White/Lopez	1,125.46
		4082155	Public Works	Temp Services Week Ending 10/15/17 - Lopez	1,049.44
NORTHWEST STAFFING Total					4,612.58
NW OCCUPATIONAL MEDICAL CENTER	794	42679	Genl Govt/Facilities	Hep B Series - Kauffman	23.50
			Public Works	Hep B Series - Kauffman	211.50
NW OCCUPATIONAL MEDICAL CENTER Total					235.00
ONE CALL CONCEPTS	326	7119092	Public Works	Excavation Notif. & Modem Ticket Delivery	62.04
ONE CALL CONCEPTS Total					62.04
ON-HOLD CONCEPTS INC	2217	444021	Information Technology	On-Hold Music Service	24.95
ON-HOLD CONCEPTS INC Total					24.95
PALADIN DATA SYSTEM CORPORATION	668	2401232	Community Development	SMARTGOV Report Configuration - Receipt Extract	413.33
PALADIN DATA SYSTEM CORPORATION Total					413.33
PATRICK HILDRETH BRAND AND DESIGN	2372	1011	Genl Govt/Facilities	Website Updates/Events Mailer	150.00
			Information Technology	Website Updates/Events Mailer	250.00
PATRICK HILDRETH BRAND AND DESIGN Total					400.00
PBS ENGINEERING AND ENVIRONMENTAL	342	0070940.001-12	Public Works	RORC Design/Mass Grading/Signal	134,347.28
PBS ENGINEERING AND ENVIRONMENTAL Total					134,347.28
PITNEY BOWES	341	3304944388	Genl Govt/Facilities	Postage Machine Lease	405.12
PITNEY BOWES Total					405.12
REFLECTOR	369	101441	Community Development	Pub. Hrg. Notice - River S Unit Bridge	290.60
REFLECTOR Total					290.60
RICOH USA INC.	1662	99787880	Public Safety	PD Copier Lease	172.08
RICOH USA INC. Total					172.08
RIDGEFIELD COMMUNITY CENTER	373	0373-201712-01	Genl Govt/Facilities	Community Center Rental - Nov 2017	562.50
			Community Development	Community Center Rental - Nov 2017	187.50
RIDGEFIELD COMMUNITY CENTER Total					750.00
RIDGEFIELD HARDWARE	376	0376-201712-01	Genl Govt/Facilities	Operational Supplies	696.44
			Public Safety	Operational Supplies	26.19
			Public Works	Operational Supplies	1,137.77
			Community Development	Operational Supplies	46.13
RIDGEFIELD HARDWARE Total					1,906.53
RIDGEFIELD MINI STORAGE	2932	43221	Genl Govt/Facilities	Storage Unit Rental - 2018	3,630.00
		42826	Genl Govt/Facilities	Storage Unit Rental - 2017	350.00
		42856	Genl Govt/Facilities	Storage Unit Rental - 2017	350.00

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RIDGEFIELD MINI STORAGE	2932	43160	Genl Govt/Facilities	Storage Unit Rental - 2018	3,630.00
		43191	Genl Govt/Facilities	Storage Unit Rental - 2018	3,630.00
		42795	Genl Govt/Facilities	Storage Unit Rental - 2017	350.00
RIDGEFIELD MINI STORAGE Total					11,940.00
RIDGEFIELD SCHOOL DISTRICT	378	1001700028	Public Works	RORC Mass Grading	88,108.93
RIDGEFIELD SCHOOL DISTRICT Total					88,108.93
SHRED-IT US JV LLC	2274	8123656486	Genl Govt/Facilities	CDD/PW Secure Shredding	0.88
			Public Works	CDD/PW Secure Shredding	14.23
			Community Development	CDD/PW Secure Shredding	16.09
		8123656485	Genl Govt/Facilities	City Hall Secure Shredding	31.20
		8123656484	Public Safety	PD Secure Shredding	33.28
SHRED-IT US JV LLC Total					95.68
SMARSH	2550	INV00308177	Information Technology	Email & Social Media Archiving - Nov 2017	216.20
SMARSH Total					216.20
SOFTWARE ONE	2412	US-PSI-639816	Public Safety	PD Software	134.15
SOFTWARE ONE Total					134.15
SPORTSMAN'S RESTAURANT AND LOUNGE	1079	1079-201712-01	Genl Govt/Facilities	Legislative Breakfast	663.60
SPORTSMAN'S RESTAURANT AND LOUNGE Total					663.60
STAPLES ADVANTAGE	2884	8047634857	Genl Govt/Facilities	Office & Operational Supplies	431.99
			Public Works	Office & Operational Supplies	128.56
			Community Development	Office & Operational Supplies	30.45
			Finance	Office & Operational Supplies	22.72
			Administration	Office & Operational Supplies	15.15
STAPLES ADVANTAGE Total					628.87
STERICYCLE	2504	3004076389	Public Safety	Hazardous Waste Disposal	10.36
STERICYCLE Total					10.36
STOPSTICK LTD.	2933	0010557-IN	Public Safety	Stop Stick Kit	953.49
STOPSTICK LTD. Total					953.49
SW WASHINGTON WINERY ASSOCIATION	2935	45	Genl Govt/Facilities	Wine & Chocolate Sales	600.52
SW WASHINGTON WINERY ASSOCIATION Total					600.52
TAC 1 SYSTEMS	1634	SI-006622	Genl Govt/Facilities	Surveillance Kits	(11.33)
			Public Safety	Surveillance Kits	146.20
TAC 1 SYSTEMS Total					134.87
TAPANI INC	420	15994	Public Works	RORC Mass Grading	1,176,840.59
		0420-201712-01	Genl Govt/Facilities	Retainage Rel-Undersize Water Mn/Division St Storm	1,630.83
			Public Works	Retainage Rel-Undersize Water Mn/Division St Storm	17,065.88
TAPANI INC Total					1,195,537.30
THE MASTERS TOUCH LLC	1786	6347	Public Works	Estimated Reserve Postage	850.00
		54892	Public Works	Rate Increase Letter	1,137.39
		P54892	Public Works	Prepaid Postage	702.76

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THE MASTERS TOUCH LLC	1786	54890 P54890	Public Works Public Works	Delinquent Utility Statements Postage - Delinquent Utility Statements	314.56 231.43
THE MASTERS TOUCH LLC Total					3,236.14
THE PARR COMPANY	964	26390517	Public Works	Streets Supplies	16.75
THE PARR COMPANY Total					16.75
US BANK	2237	2237-201712-02	Finance	Custody Charges	26.00
US BANK Total					26.00
VERIZON WIRELESS	452	9797123485	Genl Govt/Facilities	PW Director iPad	4.49
				PW Cell Phones & 2 iPads	27.72
				Julie iPad	29.95
			Public Safety	PD Chief iPad	29.98
				PD Cell Phones	893.24
			Public Works	PW Director iPad	23.96
				PW Cell Phones & 2 iPads	666.16
			Community Development	PW Director iPad	1.49
				PW Cell Phones & 2 iPads	126.21
				CDD Director iPad	29.97
				CDD Cell Phones	175.47
			Finance	Finance Director iPad	29.98
			Council	Council iPads	(457.04)
			Executive	City Manager iPad	29.98
			Administration	Deputy City Manager iPad	29.97
VERIZON WIRELESS Total					1,641.53
WA ASSOCIATION SHERIFFS AND POLICE CHIEFS	459	INV027870	Public Safety	WASPC 2017 Fall Conf Reg - Brooks	300.00
		DUES 2017-00740	Public Safety	WA Assoc. Sheriffs & Police Chiefs Dues 2017-2018	75.00
WA ASSOCIATION SHERIFFS AND POLICE CHIEFS Total					375.00
WASHINGTON STATE PATROL	463	I18003603	Genl Govt/Facilities	CPL Background Checks	72.00
WASHINGTON STATE PATROL Total					72.00
WILCO FARM STORE	655	692940	Genl Govt/Facilities	PW Uniforms	2.17
			Public Works	PW Uniforms	106.22
WILCO FARM STORE Total					108.39
Grand Total					1,760,174.65

Attachment: December 21 2017 Claims Report (Approval of Claims And/Or Payroll)

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: December 21, 2017
ITEM: CONSENT AGENDA
AGENDA ITEM TITLE: Approval of Minutes from the December 7, 2017 Meeting

AGENDA ITEM TITLE:

Approval of minutes from the following meeting(s) of the council:

GOVERNING LEGISLATION:

Not applicable

PREVIOUS COUNCIL ACTION TAKEN:

Not applicable

SUMMARY/BACKGROUND:

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

BUDGET/FINANCIAL IMPACTS:

Not applicable

RECOMMENDED ACTION OR MOTION:

Staff recommends Council approve the minutes by making the following motion:

1. "I move to approve the consent agenda"

STAFF CONTACT: Julie Ferriss, City Clerk

ATTACHMENTS: 12-07-2017 (PDF)



CITY OF RIDGEFIELD, WASHINGTON
City Council MEETING MINUTES
December 7, 2017

Regular Meeting - 6:30 AM

STUDY SESSION - 5:00 P.M. - [5:00 PM](#)

- 1. Federal Legislative Update**
- 2. Washington State Legislative Update**

GENERAL SESSION CALL TO ORDER - 6:30 PM

FLAG SALUTE

ROLL CALL

Attendee Name	Title	Status	Arrived
Ron Onslow	Mayor	Present	
David Taylor	Councilor	Present	
Lee Wells	Councilor	Present	
Don Stose	Councilor	Present	
Darren Wertz	Councilor	Present	
John Main	Councilor	Absent	
Sandra Day	Councilor	Present	

MOTION: Council Member Stose moved to excuse Council member Main from the meeting.

SECOND: Council Member Wells.

Vote - Yes: Council Member Stose, Wells, Taylor, Wertz, Day and Mayor Onslow.

Vote - No: None.

Motion Passed.

LATE CHANGES TO THE AGENDA

PUBLIC COMMENT - [6:32 PM](#)

None received.

Attachment: 12-07-2017 (Approval of Minutes)

CONSENT AGENDA - MOTION TO APPROVE AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Don Stose, Councilor
SECONDER:	Darren Wertz, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Day
ABSENT:	Main

1. Approval of Claims And/Or Payroll
2. Approval of Minutes from the November 16, 2017 Meeting

PRESENTATION - [6:33 PM](#)

Introduction and Oath of Office for Officer Tyler King - Police Chief John Brooks

BUSINESS

1. **Ordinance No. 1252 – Second Reading of Ridgefield Development Code Amendment - Gee Creek Plateau Sub-Area - Jeff Niten, Community Development Director**

The overriding vision for the sub-area resulting from the meetings and conversations with the stakeholder group was retaining the rural character that many current residents enjoy. To accomplish this the concept plan attempts to recognize and preserve open space areas through a unique clustering implementation model. For many of the properties, generally concentrated along the transportation corridors, there is a requirement to cluster residential development closer to the roadways and maintain open space behind and to the side of single family home sites allowing future residents to participate in some aspects of the rural experience including ownership of livestock. The open spaces would be owned and maintained by the Home Owners Association. Other elements of the plan include identified transportation corridors, a comprehensive trail and park network, and identification of cluster areas.

City Council conducted discussion.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1252 AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sandra Day, Councilor
SECONDER:	Don Stose, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Day
ABSENT:	Main

2. **Ordinance No. 1253 – Second Reading of Ridgefield Development Code Amendment - Jeff Niten, Community Development Director**

The City is proposing a series of housekeeping amendments and changes to the Ridgefield Development Code, which establishes zoning regulations for residential and nonresidential development throughout the City. This third 2017 update to the code focuses on code refinements to clarify the interpretation of certain sections, adjust the details of a policy, reflect desired design standards, simplify review procedures, or reduce the number of paper copies required. The majority of updates relate to issues identified by staff and code users during implementation over the past year, or looking ahead to future applications.

City Council conducted discussion.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1253 AS PRESENTED.

Attachment: 12-07-2017 (Approval of Minutes)

COUNCIL MEMBER WERTZ: MOVED TO AMEND THE MOTION TO REFLECT 25% MASONRY FACADE.
SECOND: NONE.

MOTION DIES FOR LACK OF SECOND.

RESULT:	ADOPTED [5 TO 1]
MOVER:	Lee Wells, Councilor
SECONDER:	David Taylor, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Day
NAYS:	Wertz
ABSENT:	Main

3. Ordinance No. 1254 – Second Reading of Green Building Standards - Jeff Niten, Community Development Director

Discussion with stakeholders and with the Planning Commission staff has developed a draft program that involves voluntary incentivized green building utilizing any certified ANSI program as a basis for a 10% rebate on residential building permit fees, as well as site design features including recycled materials and requirements for reduced water use on each individual lot. The rebates may be applied to building plan check and permit fees only, and do not apply to impact fees, system development charges, or the Washington state building permit surcharge. The rebates also cannot be applied to future permits. The draft code structure requires 3rd party review of the chosen ANSI certified green building program in which a certificate of compliance is issued. The developer then provides a copy of the certificate to the city and the 10% rebate is issued. The second component of the city's draft program is a requirement to use environmental best practices on the site itself. These requirements are a pick list of items including mist irrigation, recycled materials, or other elements found acceptable by the Community Development Director. Both components of the program apply to single family and multi-family residential developments. Another element of home construction the Planning Commission considered is the concept of visitability that will address the issues people with mobility challenges face when visiting friends and neighbors. A visitable house includes these three features: One zero-step entrance, doors with 36 inches of clear passage space, one bathroom on the main floor that can be accessed by individuals using a wheelchair. The Planning Commission recommended an additional rebate of 10% when a home incorporates the three features above during construction. To be eligible for a rebate the Building Official or designee will review and certify that the home has incorporated the three required features.

City Council conducted discussion.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1254 AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Don Stose, Councilor
SECONDER:	Sandra Day, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Day
ABSENT:	Main

4. Resolution No. 534 – Approval of Support for the Ridgefield and La Center School District Boundary Change - Steve Stuart, City Manager

Resolution in Support of Agreement Between Ridgefield School District No. 122 and La Center School District No. 101 Regarding Alteration of School District Boundaries.

City Council conducted discussion.

MOTION: MOVED TO ADOPT RESOLUTION NO. 534 AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Don Stose, Councilor
SECONDER:	David Taylor, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Day
ABSENT:	Main

5. Motion - Approval of Seven Wells Estates Final Plat - [7:07 PM](#)

The Ridgefield Hearing Examiner approved the preliminary plat for Ridgecrest Planned Unit Development on November 10, 2016, as PLZ-16-0035. The plat is also subject to the July 27, 2017 development agreement made between the City of Ridgefield and the Developer. The project (Phase 1) proposes to subdivide the 37.43-acre site into 78 single family residential lots ranging from 6,370 sq. ft. to 11,312 sq. ft. The Final Plat must demonstrate compliance with the findings and conditions of approval in the Final Order, post-decision reviews, and with applicable City regulations and standards. The private improvements required for the subdivision are complete and the applicant is required to post a bond equal to 120% of the remaining public improvements. The bond amount is \$366,823.21. Other conditions of approval are listed in the memo.

City Council conducted discussion.

MOTION: MOVED TO APPROVE SEVEN WELLS ESTATES FINAL PLAT AS PRESENTED.

RESULT:	ADOPTED [5 TO 0]
MOVER:	David Taylor, Councilor
SECONDER:	Don Stose, Councilor
AYES:	Onslow, Taylor, Stose, Wertz, Day
ABSTAIN:	Wells
ABSENT:	Main

6. Motion - Authorization for Purchase of Property - Parcels 213961-000 and 213991-000 - [7:19 PM](#)

The City of Ridgefield originally purchased the property as part of the construction of the Discovery Corridor Wastewater Transmission System Project in 2013. As part of the transfer of the collection system to Clark Regional Wastewater District (CRWWD) the property was transferred with other collections system assets to CRWWD. The project has been completed and CRWWD has surplus the property in order to dispose of the land. CRWWD no longer has use for the land as they are only in need of a sewer easement for maintenance of the transmission line. CRWWD reached out to the City to gauge interest in the purchase of this property for the original cost. The property is adjacent to property the City purchased earlier this year for potential parkland and/or open space on 50th Avenue and Pioneer Street. The purchase serves two purposes in that it provides additional land for parks or open space and is located where the City would need to obtain right of way for a future roundabout. The purchase includes two parcels 213961-000, commonly known as the Welch property consisting of 3.75 acres of land with no structures. The assessed value of the property is \$292,300. The second parcel 213991-000 commonly known as the Fandell property includes only a portion of the parcel for dedicated road area. There is limited value in this parcel as it was acquired for the right of way. The pro-rated value based on the 2017 assessment is \$17,915. The area included in parcel 2 includes a 30 foot wide strip of land containing approximately 14,806 square feet.

City Council conducted discussion.

MOTION: MOVED TO APPROVE THE CITY'S PURCHASE OF PARCEL'S 213961-000 AND 213991-000 AND AUTHORIZING THE CITY MANAGER TO TAKE ALL STEPS NECESSARY TO CLOSE THE SALE.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Darren Wertz, Councilor
SECONDER:	Lee Wells, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Day
ABSENT:	Main

PUBLIC HEARING/BUSINESS

1. Public Hearing and Second Reading of Ordinance No. 1251 –2018 Proposed Budget - Kirk Johnson, Finance Director

The 2018 budget proposes an operating budget of \$10,526,241, capital budget of \$21,091,000, special revenue budget of \$12,931,218, and a debt service budget of \$6,320,224, for a total budget of \$50,868,683. The net impact on overall fund balance is a decrease of \$10,591,584. Transfers between funds included in the budget total \$20,305,554, with \$1,118,892 associated with the operating funds, transfers to the equipment replacement fund in the amount of \$118,310, transfers for debt service in the amount of \$410,224, and \$18,658,128 for capital projects. Intergovernmental transfers total \$729,410 to cover operating costs for the sewer treatment plant. The City has transferred ownership of the plant but continues to manage operations through contractual agreement. Total revenues and the use of fund balance and/or designated reserves are projected to sufficiently support the proposed budget. The 2018 proposed budget includes funding for two new full-time equivalent positions. The new positions are for a police officer and a community development admin assistant/permit tech. The FTE count also includes the reduction of one position for a waste water treatment plant operator. The total FTE count for the City of Ridgefield with these additions and subtractions is 44.5, which includes 44 full-time positions and 1 part-time position.

Mayor opened the hearing: 7:23PM

None received.

Mayor closed the hearing: 7:23PM

MOTION: MOVED TO ADOPT ORDINANCE NO. 1251 AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sandra Day, Councilor
SECONDER:	Don Stose, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Day
ABSENT:	Main

PUBLIC COMMENT - [7:24 PM](#)

Chris Dudley - Resident

Green buildings standards are important, glad that Council is moving forward with them.

COUNCIL/PRESIDING OFFICER/STAFF REPORTS

Council - [7:26 PM](#)

Council member Taylor - Attended City Manager briefing, City/Port legislative breakfast, pipeline safety committee meeting.

Council member Wertz - Attended City Manager briefing, Hometown tree lighting event, City/Port legislative

breakfast.

Council member Day - Missed Hometown event, attended City/Port legislative breakfast, Refuge annual planning meeting.

Council member Stose - Attended Hometown and walk & knock event.

Council member Wells - Attended 9 meetings, meeting with Vancouver Clinic regarding their project.

Mayor - [7:31 PM](#)

Lewis & Clark Trail Charrette input meeting, Overlook Park sculpture dedication, Hometown celebration, Clark College new culinary cuisine school, City/Port legislative breakfast.

Was elected as chair for RTC, Council member Sandra Day was appointed to Fort Vancouver Regional Library Board.

City Manager - [7:34 PM](#)

City Manager Steve Stuart - Kudos to Finance Director Kirk Johnson and staff on completion of 2018 budget, John Burrow broke his hip please visit him at the hospital and send him get wells cards.

Community Development Jeff Niten- Community Development report provided, new permit technician will be starting first of the new, Yonya Deshiell.

Finance Director Kirk Johnson - Interviews for utility clerk position will be conducted next Thursday.

Public Works Director Bryan Kast - public works project updates provided.

Deputy City Manager Lee Knottnerus - accepting application for Public Works maintenance position.

Police Chief John Brooks- Rocks with Cops events is Monday, December 11th, shop with a cop event is Saturday, December 9th.

FROM THE COUNCIL

ADJOURN - [7:44 PM](#)

Julie Ferriss, City Clerk

Ron Onslow, Mayor

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: December 21, 2017

ITEM: CONSENT AGENDA

AGENDA ITEM TITLE: Appointment Confirmation of Judge Roger Bennett as Municipal Court Judge

Appointment confirmation of Judge Bennett.

STAFF CONTACT: Julie Ferriss, City Clerk

ATTACHMENTS: Contract extension 2018-2021 (PDF)

AMENDMENT AND EXTENSION AGREEMENT BETWEEN
CITY OF BATTLE GROUND, WASHINGTON AND
ROGER BENNETT

Effective: January 1, 2018 through December 31, 2021

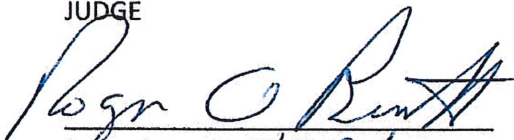
AMENDMENT AND EXTENSION AGREEMENT is made by and between the City of Battle Ground, Washington (hereinafter referred to as "City") and Roger Bennett (hereinafter referred to as "Judge").

City and Judge agree to amend and extend the terms and conditions of the Professional Services Agreement dated January 10, 2014 for Municipal Court Judge services upon the same terms and conditions contained in each therein, except for the following extension and amendment:

- 1) The term of the agreement shall extend to December 31, 2021; and
- 2) The Scope of Duties Section B. shall be amended to, Shall serve one (1) day per week commencing at 8:00 a.m. and up to two (2) additional days per month which shall either be scheduled from 8:00 a.m. to noon or 1:00 p.m. to 5:00 p.m., or two (2) evenings per month, commencing no later than 6:00 p.m.
- 3) The Scope of Duties shall add a new paragraph which states as follows:
The City shall organize up to four (4) trainings per year for staff and the Judge to attend. Judge shall be required to attend each of these trainings.
- 4) The compensation is hereby amended to:
 - Contract Year 1 - \$4,600.00 per month.
 - Contract Year 2 - \$4,700.00 per month.
 - Contract Year 3 - \$4,800.00 per month.
 - Contract Year 4 - \$4,900.00 per month.

Dated this 28 day of November, 2017.

JUDGE


Roger Bennett 11/28/17

CITY OF BATTLE GROUND


Jeffrey R. Swanson, City Manager

Approved as to form:


Christine Hayes, City Attorney

Attest:


Kay Kammer, City Clerk

Attachment: Contract extension 2018-2021 (Confirmation Appointment of Judge Bennett)

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: December 21, 2017

ITEM:

AGENDA ITEM TITLE: Solid Waste Update by Waste Connections

SUMMARY/BACKGROUND:

STAFF CONTACT: Bryan Kast, Public Works Director

ATTACHMENTS:

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: December 21, 2017

ITEM:

AGENDA ITEM TITLE: 2018 Planning Commission - Community Development Work Program

SUMMARY/BACKGROUND:

Each year Community Development Department staff develops a work program outlining specific projects to implement City Council priorities and the Comprehensive Plan. The 2018 draft work program is attached for Council review.

STAFF CONTACT: Jeff Niten, Community Development Director

ATTACHMENTS: 2018 Work Program - DRAFT (DOCX)

2018 Community Development Work Program***DRAFT*****Approved: XXXXXXXX***On-going and Annual Programs*

Project Name Project Description Project Manager/Budgeted amount

Planning Commission Administration	The Planning Commission is implemented by RCW 35.63 and Ridgefield Municipal Code 2.12. Administration includes scheduling work sessions and hearings, compilation of staff reports and public comment, and coordination for meeting rooms.	Niten
Updates to RMC Title 18	Occasionally during the course of our work we find inconsistencies within Title 18, and/or suggestions from outside parties that should be corrected within the code. It is our intention to bundle these minor, non-policy related inconsistencies and present strengthened language for review to the Planning Commission and City Council.	Niten

2018 Major Projects

Project Name Project Description Project Manager/Budgeted amount

Hillhurst – S. 9 th Ave.	Implement a street name change for S. 9 th Ave. south of Pioneer to make the entire alignment S. Hillhurst Rd.	Niten
Overnight Camping	Develop and implement code regulating overnight camping within the City.	Niten/Brooks
Code	Create regulatory design for accessory buildings on residential property (sheds).	Niten
Golf Cart Event	Create event involving golf carts to help educate community about the benefits associated with the Golf Cart zone.	Niten/Knottnerus

Project Name Project Description Project Manager/Budgeted amount

Arts District	Designate Arts District boundary, and if awarded NEA grant, pursue place making activities (community mural) and art installation on Pioneer/I-5 overpass and Railroad overpass.	Niten
Boat and RV storage	Develop code language for regulation of boat and RV storage.	Niten
Heritage Trees	Create the initial Heritage Tree inventory and submit to City Council at a public hearing.	Niten
Jobs per Acre	Develop language to require a minimum number of jobs per acre on employment land.	Niten

Internal Efficiency efforts

Project Name Project Description Project Manager/Budgeted amount

Department personnel additions	Integrate new departmental Administrative Assistant.	Niten
Initiate Continuous Process Improvements	LEAN principles have been implemented for PUD/preliminary sub-division submittals, and other Type III submittals in 2017. In 2018 Community Development will begin the transition to on-line permit submittal and on-line plan review for land use applications and residential building permit applications.	Niten

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: December 21, 2017

ITEM:

AGENDA ITEM TITLE: Planning Commission Report

SUMMARY/BACKGROUND:

Each quarter the Planning Commission updates the City Council on items the Commission has reviewed in the preceding months. This presentation focuses on the accomplishments of the Planning Commission during 2017, including work done in the 4th quarter of the year.

STAFF CONTACT: Jeff Niten, Community Development Director

ATTACHMENTS: PC_UpdateforCouncil_12_2017 (DOCX)

**City of Ridgefield Planning Commission
Quarterly Update to City Council
December, 2017**

The Planning Commission has several major items to report to City Council about our work in 2017.

- During the first quarter the Commission focused on developing recommendations for City Council action on a few major items including amendments to Capital Facilities Plans and Comprehensive Plan updates. The Commission also completed training on the Open Public Meetings Act.
- In April the Planning Commission considered updates to the Ridgefield Development Code and developed recommendations to City Council.
- May and June saw the Planning Commission focus on developing a Ridgefield Heritage Tree code recommendation, and a second round of updates to the Ridgefield Development Code.
- The Planning Commission began discussion on potential Green Building standards in August, and continued the discussion in September. The Commission also held a public hearing and made a recommendation on the parking ordinance.
- October was a busy month for the Planning Commission with two public hearings to consider self-storage regulations and the Gee Creek Plateau sub-area plan. Both were recommended for approval and forwarded to Council.
- Last month we held public hearings for potential Green Building standards and a third round of updates to the development code. We also heard a presentation on the Growth Management Act and how it works in the city, county, and state.
- At our December meeting we reviewed the work program for 2018.

Future Planning Commission work items:

- Items on the work program included potential street name changes for S. 9th/Hillhurst to make the road one name throughout its length in the city, development of regulations for boat and RV storage, regulations for accessory buildings on residential lots, and working on the arts district.

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: December 21, 2017
ITEM: PRESENTATION
AGENDA ITEM TITLE: Third Quarter Financial Report

GOVERNING LEGISLATION:

City of Ridgefield Financial Policy #07: Budget

PREVIOUS COUNCIL ACTION TAKEN:

Reviewed Quarterly Financial Reports

SUMMARY/BACKGROUND:

3rd quarter 2017 financial report budget to actual

BUDGET/FINANCIAL IMPACTS:

None

RECOMMENDED ACTION OR MOTION:

No action requested

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS: 3 Qtr 2017 Budget Report (PDF)



3rd Quarter 2017 Budget Report



3rd Quarter Ending Fund Balance Operating Funds

	General Fund	Street Fund	Water Utility	Sewer Utility	Storm Utility
Beginning Balance	2,580,774	86,039	1,172,034	96,685	481,513
3rd Quarter Ending Bal	2,181,232	125,421	1,023,614	296,694	494,237
Change	(399,542)	39,382	(148,420)	200,009	12,724



3rd Quarter Ending Fund Balance Special Revenue Funds

	REET Fund	Drug Fund	PIF Fund	TIF Fund	Water SDC
Beginning Balance	3,258,956	12,012	1,802,481	982,531	4,709,682
3rd Quarter Ending Bal	3,644,135	4,068	2,117,070	1,079,262	5,378,557
Change	385,179	(7,944)	314,589	96,731	668,875



3rd Quarter Ending Fund Balance Capital Project Funds

	General Capital	ERF Fund	Utility Capital
Beginning Balance	9,169	189,443	(226,024)
3rd Quarter Ending Bal	(28,985)	261,553	2,492
Change	(38,154)	72,110	228,516



2017 Reserves Per Policy

	O&M	Revenue Stab.	Debt Service	Capital	Capital Repair & Replace	2017 Reserves	2016 Reserves	% Change
General Fund	820,633	587,015	20,225	369,792	-	1,797,665	1,658,317	8.40%
Water Fund	274,324	-	-	122,400	60,585	457,309	485,130	-5.73%
Storm Fund	67,982	-	-	69,976	21,217	159,175	149,726	6.31%
Total	1,162,939	587,015	20,225	562,168	81,802	2,414,149	2,293,173	5.28%



3rd Quarter 2017 General Fund Revenue

Revenue	3Q 2017 YTD Actual	2017 Budget	3Q % of Budget	3Q 2016 YTD Actual	3Q 2017 v 3Q 2016
Property Taxes	\$ 621,742	\$1,060,000	58.7%	\$ 579,159	7.4%
Retail Sales Taxes	1,152,583	1,547,056	74.5%	1,056,529	9.1%
Utility and Other Taxes	596,767	1,023,931	58.3%	543,437	9.8%
Licenses and Permits	489,776	679,283	72.1%	757,646	-35.4%
Planning and Development	486,581	690,473	70.5%	533,849	-8.9%
Fines Forfeits and Restitution	45,131	78,417	57.6%	48,714	-7.4%
Charges for Goods and Services	24,793	7,519	329.7%	2,634	841.3%
Interfund Charges for Goods and Service	323,853	431,804	75.0%	312,611	3.6%
Intergovernmental/Grants/Other	216,401	291,465	74.2%	253,948	-14.8%
Total General Fund Revenue	\$ 3,957,627	\$5,809,948	68.1%	\$ 4,088,527	-3.2%



3rd Quarter 2017

General Fund Expense

Expense	3Q 2017 YTD Actual	2017 Budget	3Q % of Budget	3Q 2016 YTD Actual	3Q 2017 v 3Q 2016
Department					
City Council	\$ 57,377	\$ 80,660	71.1%	\$ 50,916	12.7%
Judicial	81,751	130,000	62.9%	87,055	-6.1%
Legal	15,640	45,000	34.8%	23,111	-32.3%
Executive	164,367	220,391	74.6%	140,960	16.6%
Finance	266,113	355,245	74.9%	231,513	14.9%
Human Resources	150,528	197,944	76.0%	118,238	27.3%
Administration	212,168	307,972	68.9%	241,838	-12.3%
General Government/Facilities	521,282	651,524	80.0%	408,279	27.7%
Information Tech	138,702	204,797	67.7%	158,764	-12.6%
Public Safety	1,058,238	1,537,217	68.8%	1,069,159	-1.0%
Cemetery	9,623	29,570	32.5%	12,967	-25.8%
Community Development	1,038,550	1,548,649	67.1%	631,729	64.4%
Parks	250,160	375,525	66.6%	272,339	-8.1%
Transfer to Equip Replace Fund	34,345	45,794	75.0%	78,525	-56.3%
Transfers Out - To Street Fund	248,325	331,100	75.0%	346,725	-28.4%
Transfers To Capital - Streets	110,000	145,000	75.9%	4,229	2501.1%
Transfers To Capital - Parks	-	16,500		30,000	
Total General Fund Expense	\$ 4,357,169	\$6,222,888	70.0%	\$ 3,906,347	11.5%
Total Net Revenue (Loss)	\$ (399,542)	\$ (412,940)	96.8%	\$ 182,180	-319.3%



3rd Quarter 2017

General Fund - Fund Balance

Fund Balance	3Q 2017 YTD Actual	2017 Budget	3Q 2016 YTD Actual	3Q 2017 v 3Q 2016
Beginning Balance	\$ 2,580,774	\$2,580,774	\$ 2,277,931	13.3%
Net Increase (Decrease)	(399,542)	(412,940)	182,180	-319.3%
Ending Balance	2,181,232	2,167,834	2,460,111	-11.3%
Less: Reserved Amounts *	1,797,665	1,797,665	1,658,317	8.4%
Net Ending and Available Balance	\$ 383,567	\$ 370,169	\$ 801,794	-52.2%
* Includes Street Fund Reserves				



3rd Quarter 2017 Street Fund

Revenue	3Q 2017 YTD Actual	2017 Budget	3Q % of Budget	3Q 2016 YTD Actual	3Q 2017 v 3Q 2016
Tax/Franchise Fees	\$ 37,653	\$ 64,062	58.8%	\$ 33,138	13.6%
Vehicle Motor Fuel Tax	91,861	156,705	58.6%	85,157	7.9%
Grants	-	50,000		-	
Permits	4,350	9,106	47.8%	11,298	-61.5%
Transfer In - General Fund	248,325	331,100	75.0%	346,725	-28.4%
Other Revenue	1,107	2,525	43.8%	5,942	-81.4%
Total Street Fund Revenue	\$ 383,296	\$ 613,498	62.5%	\$ 482,260	-20.5%
Expense	3Q 2017 YTD Actual	2017 Budget	3Q % of Budget	3Q 2016 YTD Actual	3Q 2017 v 3Q 2016
Street Fund	\$ 343,914	\$ 690,378	49.8%	\$ 336,299	2.3%
Total Street Fund Expense	\$ 343,914	\$ 690,378	49.8%	\$ 336,299	2.3%
Total Net Revenue (Loss)	\$ 39,382	\$ (76,880)	-51.2%	\$ 145,961	-73.0%
Fund Balance	3Q 2017 YTD Actual	2017 Budget		3Q 2016 YTD Actual	3Q 2017 v 3Q 2016
Beginning Balance	\$ 86,039	\$ 86,039		\$ (5,291)	-1726.1%
Net Increase (Decrease)	39,382	(76,880)		145,961	-73.0%
Ending Balance	125,421	9,159		140,670	-10.8%
Less: Reserved Amounts *	-	-		-	
Net Ending and Available Balance	\$ 125,421	\$ 9,159		\$ 140,670	-10.8%
*Reserves Maintained in General Fund					



3rd Quarter 2017

Real Estate Excise Tax Fund & Drug Fund

Real Estate Excise Tax (REET)	3Q 2017 YTD Actual	2017 Budget	3Q % of Budget	3Q 2016 YTD Actual	3Q 2017 v 3Q 2016
Revenue	\$ 1,182,063	\$ 1,707,586	69.2%	\$ 655,666	80.3%
Expense	796,884	4,526,550	17.6%	455,814	74.8%
Total Net Revenue (Loss)	\$ 385,179	\$ (2,818,964)	-13.7%	\$ 199,852	92.7%
Fund Balance	3Q 2017 YTD Actual	2017 Budget		3Q 2016 YTD Actual	3Q 2017 v 3Q 2016
Beginning Balance	\$ 3,258,956	\$ 3,258,956		\$ 3,222,652	1.1%
Net Increase (Decrease)	385,179	(2,818,964)		199,852	92.7%
Ending Fund Balance	\$ 3,644,135	\$ 439,992		\$ 3,422,504	6.5%

Drug	3Q 2017 YTD Actual	2017 Budget	3Q % of Budget	3Q 2016 YTD Actual	3Q 2017 v 3Q 2016
Revenue	\$ 981	\$ 1,086	90.3%	\$ 725	35.3%
Expense	8,925	8,900	100.3%	2,505	
Total Net Revenue (Loss)	\$ (7,944)	\$ (7,814)	101.7%	\$ (1,780)	346.3%
Fund Balance	3Q 2017 YTD Actual	2017 Budget		3Q 2016 YTD Actual	3Q 2017 v 3Q 2016
Beginning Balance	\$ 12,012	\$ 12,012		\$ 15,059	-20.2%
Net Increase (Decrease)	(7,944)	(7,814)		(1,780)	346.3%
Ending Fund Balance	\$ 4,068	\$ 4,198		\$ 13,279	-69.4%



3rd Quarter 2017

Park Impact Fee & Traffic Impact Fee Funds

Park Impact Fee (PIF)	3Q 2017 YTD Actual	2017 Budget	3Q % of Budget	3Q 2016 YTD Actual	3Q 2017 v 3Q 2016
Revenue	\$ 630,898	\$ 2,333,159	27.0%	\$ 685,340	-7.9%
Expense	316,309	2,183,875	14.5%	990,604	0.0%
Total Net Revenue (Loss)	\$ 314,589	\$ 149,284	210.7%	\$ (305,264)	-203.1%
Fund Balance	3Q 2017 YTD Actual	2017 Budget		3Q 2016 YTD Actual	3Q 2017 v 3Q 2016
Beginning Balance	\$ 1,802,481	\$ 1,802,481		\$ 2,041,313	-11.7%
Net Increase (Decrease)	314,589	149,284		(305,264)	-203.1%
Ending Fund Balance	\$ 2,117,070	\$ 1,951,765		\$ 1,736,049	21.9%

Traffic Impact Fee (TIF)	3Q 2017 YTD Actual	2017 Budget	3Q % of Budget	3Q 2016 YTD Actual	3Q 2017 v 3Q 2016
Revenue	\$ 104,425	\$ 273,099	38.2%	\$ 160,802	-35.1%
Expense	7,694	1,247,000	0.6%	154,224	100.0%
Total Net Revenue (Loss)	\$ 96,731	\$ (973,901)	-9.9%	\$ 6,578	1370.5%
Fund Balance	3Q 2017 YTD Actual	2017 Budget		3Q 2016 YTD Actual	3Q 2017 v 3Q 2016
Beginning Balance	\$ 982,531	\$ 982,531		\$ 831,555	18.2%
Net Increase (Decrease)	96,731	(973,901)		6,578	1370.5%
Ending Fund Balance	\$ 1,079,262	\$ 8,630		\$ 838,133	28.8%



3rd Quarter 2017 Debt Service Fund

Debt Service Fund	3Q 2017 YTD Actual	2017 Budget	3Q % of Budget	3Q 2016 YTD Actual	3Q 2017 v 3Q 2016
Revenue	\$ 20,224	\$ 10,020,225	0.2%	\$ -	100.0%
Expense	20,224	10,020,225	0.2%	-	100.0%
Total Net Revenue (Loss)	\$ -	\$ -		\$ -	
Fund Balance	3Q 2017 YTD Actual	2017 Budget		3Q 2016 YTD Actual	3Q 2017 v 3Q 2016
Beginning Balance	\$ -	\$ -		\$ -	
Net Increase (Decrease)	-	-		-	
Ending Fund Balance	\$ -	\$ -		\$ -	



3rd Quarter 2017

General Capital & Equipment Replacement Funds

General Capital Projects	3Q 2017 YTD Actual	2017 Budget	3Q % of Budget	3Q 2016 YTD Actual	3Q 2017 v 3Q 2016
Revenue	\$ 1,762,981	\$ 19,569,991	9.0%	\$ 1,673,180	5.4%
Expense	1,801,135	13,870,425	13.0%	1,762,812	2.2%
Total Net Revenue (Loss)	\$ (38,154)	\$ 5,699,566	-0.7%	\$ (89,632)	-57.4%
Fund Balance	3Q 2017 YTD Actual	2017 Budget		3Q 2016 YTD Actual	3Q 2017 v 3Q 2016
Beginning Balance	\$ 9,169	\$ 9,169		\$ 102,577	108.9%
Net Increase (Decrease)	(38,154)	5,699,566		(89,632)	-57.4%
Ending Fund Balance	\$ (28,985)	\$ 5,708,735		\$ 12,945	-123.9%

Equipment Replacement (ERF)	3Q 2017 YTD Actual	2017 Budget	3Q % of Budget	3Q 2016 YTD Actual	3Q 2017 v 3Q 2016
Revenue	\$ 86,526	\$ 115,067	75.2%	\$ 124,042	-30.2%
Expense	14,416	141,600	10.2%	85,347	-83.1%
Total Net Revenue (Loss)	\$ 72,110	\$ (26,533)	-271.8%	\$ 38,695	86.4%
Fund Balance	3Q 2017 YTD Actual	2017 Budget		3Q 2016 YTD Actual	3Q 2017 v 3Q 2016
Beginning Balance	\$ 189,443	\$ 189,443		\$ 111,928	69.3%
Net Increase (Decrease)	72,110	(26,533)		38,695	86.4%
Ending Fund Balance	\$ 261,553	\$ 162,910		\$ 150,623	73.6%



3rd Quarter 2017

Water and Storm Water Operating Funds

	3Q 2017 YTD Actual	2017 Budget	3Q % of Budget	3Q 2016 YTD Actual	3Q 2017 v 3Q 2016
Water Utility O&M					
Revenue	\$ 1,014,207	\$ 1,847,560	54.9%	\$ 967,122	4.9%
Expense	1,162,627	1,857,671	62.6%	858,027	35.5%
Total Net Revenue (Loss)	\$ (148,420)	\$ (10,111)	1467.9%	\$ 109,095	-236.0%
Fund Balance					
	3Q 2017 YTD Actual	2017 Budget		3Q 2016 YTD Actual	3Q 2017 v 3Q 2016
Beginning Balance	\$ 1,172,034	\$ 1,172,034		\$ 1,147,320	2.2%
Net Increase (Decrease)	(148,420)	(10,111)		109,095	-236.0%
Ending Balance	1,023,614	1,161,923		1,256,415	-18.5%
Less: Reserved Amounts	457,309	457,309		485,130	-5.7%
Net Ending and Available Fund Balance	\$ 566,305	\$ 704,614		\$ 771,285	-26.6%

	3Q 2017 YTD Actual	2017 Budget	3Q % of Budget	3Q 2016 YTD Actual	3Q 2017 v 3Q 2016
Stormwater Utility O&M					
Revenue	\$ 331,967	\$ 483,946	68.6%	\$ 283,133	17.2%
Expense	319,243	594,349	53.7%	268,017	19.1%
Total Net Revenue (Loss)	\$ 12,724	\$ (110,403)	-11.5%	\$ 15,116	-15.8%
Fund Balance					
	3Q 2017 YTD Actual	2017 Budget		3Q 2016 YTD Actual	3Q 2017 v 3Q 2016
Beginning Balance	\$ 481,513	\$ 481,513		\$ 525,784	-8.4%
Net Increase (Decrease)	12,724	(110,403)		15,116	-15.8%
Ending Balance	494,237	371,110		540,900	-8.6%
Less: Reserved Amounts	159,175	159,175		149,726	6.3%
Net Ending and Available Fund Balance	\$ 335,062	\$ 211,935		\$ 391,174	-14.3%



3rd Quarter 2017

Sewer Treatment Operating Fund

Sewer Treatment Utility O&M	3Q 2017 YTD Actual	2017 Budget	3Q % of Budget	3Q 2016 YTD Actual	3Q 2017 v 3Q 2016
Revenue	\$ 610,285	\$ 808,348	75.5%	\$ 553,108	10.3%
Expense	410,276	809,853	50.7%	420,975	-2.5%
Total Net Revenue (Loss)	\$ 200,009	\$ (1,505)	-13289.6%	\$ 132,133	51.4%
Fund Balance	3Q 2017 YTD Actual	2017 Budget		3Q 2016 YTD Actual	3Q 2017 v 3Q 2016
Beginning Balance	\$ 96,685	\$ 96,685		\$ 117,858	-18.0%
Net Increase (Decrease)	200,009	(1,505)		132,133	51.4%
Ending Balance	296,694	95,180		249,991	18.7%
Less: Reserved Amounts	170,000	156,000		156,000	9.0%
Net Ending and Available Fund Balance	\$ 126,694	\$ (60,820)		\$ 93,991	34.8%



3rd Quarter 2017

Water SDC and Utility Capital Fund

Water SDC	3Q 2017 YTD Actual	2017 Budget	3Q % of Budget	3Q 2016 YTD Actual	3Q 2017 v 3Q 2016
Revenue	\$ 678,822	\$ 1,074,197	63.2%	\$ 1,132,571	-40.1%
Expense	9,947	1,433,713	0.7%	59,581	-83.3%
Total Net Revenue (Loss)	\$ 668,875	\$ (359,516)	-186.0%	\$ 1,072,990	-37.7%
Fund Balance	3Q 2017 YTD Actual	2017 Budget		3Q 2016 YTD Actual	3Q 2017 v 3Q 2016
Beginning Balance	\$ 4,709,682	\$ 4,709,682		\$ 3,755,157	25.4%
Net Increase (Decrease)	668,875	(359,516)		1,072,990	-37.7%
Net Ending and Available Fund Balance	\$ 5,378,557	\$ 4,350,166		\$ 4,828,147	11.4%

Utility Capital Projects	3Q 2017 YTD Actual	2017 Budget	3Q % of Budget	3Q 2016 YTD Actual	3Q 2017 v 3Q 2016
Revenue	\$ 523,494	\$ 1,519,825	34.4%	\$ 2,290,827	-77.1%
Expense	294,978	1,519,800	19.4%	1,831,697	-83.9%
Total Net Revenue (Loss)	\$ 228,516	\$ 25	914064.0%	\$ 459,130	-50.2%
Fund Balance	3Q 2017 YTD Actual	2017 Budget		3Q 2016 YTD Actual	3Q 2017 v 3Q 2016
Beginning Balance	\$ (226,024)	\$ (226,024)		\$ (569,799)	-60.3%
Net Increase (Decrease)	228,516	25		459,130	-50.2%
Net Ending and Available Fund Balance	\$ 2,492	\$ (225,999)		\$ (110,669)	-102.3%



3rd Quarter 2017 City Investments

- Total investment portfolio \$9,507,422
 - Municipal bonds \$1,502,384
 - US Agency bonds \$4,781,567
 - Clark County investment pool \$2,960,472
 - Washington State local government investment pool \$262,999
- Current yield on investment 1.73%
- Weighted average maturity 25.36 months
- All investments within policy limits



THANK YOU