



**RIDGEFIELD CITY COUNCIL
MEETING AGENDA**

**Thursday, November 17, 2016
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 items not on the agenda 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 Minutes from November 3, 2016 Meeting**
- 2. Approval of Claims And/Or Payroll**

IV. PRESENTATION

- 1. Introduction and Oath of Office for Officer George Turkov**

V. PUBLIC HEARING/BUSINESS

- 1. Public Hearing on 2017 Budget - Kirk Johnson, Finance Director**
- 2. Public Hearing and Motion to Approve Proposed CDBG Projects - Bryan Kast, Public Works Director**

VI. BUSINESS

The public is invited to comment on business items at the conclusion of Council discussion prior to the vote. In cases where public record has been closed, no additional comments may be received.

- 1. Ordinance No. 1224 – First Reading of 2017 Budget-Kirk Johnson, Finance Director**
- 2. Ordinance No. 1222 – Second Reading of 2017 Property Tax Levy-Kirk Johnson, Finance Director**
- 3. Ordinance No. 1223 – Second Reading of 2017 Storm Water Utility Rate Code Amendment-Kirk Johnson, Finance Director**
- 4. Resolution No. 517 - Declaring Certain Property as Surplus and Authorizing Its Disposition-Kirk Johnson, Finance Director**
- 5. Motion - Approval of Bella Noche Final Plat - Jeff Niten, Community Development Director**

VII. PUBLIC COMMENT

Anyone requesting to speak to the Council regarding items not on the agenda 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.

VIII. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

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

IX. FROM THE COUNCIL

X. ADJOURN

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: November 17, 2016
ITEM: CONSENT AGENDA
AGENDA ITEM TITLE: Approval of Minutes from November 3, 2016 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 Basarab, City Clerk

ATTACHMENTS: 11-03-2016 Meeting Minutes (PDF)

Approved to be placed on City Council Agenda:



CITY OF RIDGEFIELD, WASHINGTON
City Council MEETING MINUTES
November 3, 2016

Regular Meeting - 6:30 PM

STUDY SESSION - 5:30 P.M.

Buxton Update - Steve Stuart, City Manager - [5:32 PM](#)

Cheyenne Robinson with Buxton conducted presentation to City Council on Retails Recruitment and Retention Solution.

GENERAL SESSION CALL TO ORDER - 6:30 PM

Flag Salute - [6:31 PM](#)

ROLL CALL

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

MOTION: Council member Don Stose moved to excuse Mayor Ron Onslow and Council member Sandra Day from the meeting.

SECOND: Council member David Taylor.

Vote - Yes: Council Member Stose, Taylor, Wertz, Main; Mayor Pro Tem Wells.

Vote - No: None.

Motion Passed.

LATE CHANGES TO THE AGENDA

None.

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

None Received.

CONSENT AGENDA - MOTION APPROVED AS AMENDED. - [6:32 PM](#)

Addition to Council Member Darren Wertz report: Attending Clark College community open house.

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

1. Approval of Minutes from October 27, 2016 Meeting - [6:32 PM](#)

2. Approval of Claims And/Or Payroll - [6:32 PM](#)

BUSINESS

1. Hearing on 2017 Property Tax Levy and Revenues - [6:33 PM](#)

The total 2017 Revenue Budget totals \$18,631,192, including \$4,993,296 associated with internal transfers from existing funds. In comparison the 2016 final Revenue Budget was \$22,796,922, with \$6,579,722 associated with internal transfers from existing funds. The overall net decrease in the proposed revenue budget when compared to the 2016 Budget is approximately \$4.2 million an 18.3% decrease from the 2016 budgeted revenue.

Mayor Pro Tem Lee Wells opened the hearing 7:02PM

No testimony received.

Mayor Pro Tem Lee Wells closed the hearing 7:02PM

2. Ordinance No. 1222 – First Reading of 2017 Property Tax Levy-Kirk Johnson, Finance Director

The 2017 budget includes a statutory maximum 1% increase in the current property tax levy exclusive of additional revenue resulting from new construction, improvements to property annexations, and any increase in the value of state assessed property. The 2017 General Fund expense budget has increased 2.86% over the 2016 final expense budget to account for contractual and inflationary increases. Adoption of the 1% property tax levy increase does not match current inflation, but is needed to maintain a balanced budget.

First Reading Conducted.

3. Ordinance No. 1223 - First Reading of 2017 Storm Water Utility Rate Code Amendment-Kirk Johnson, Finance Director

City staff contracted with FCS group, one of the most preeminent consultants in our region, to conduct a rate analysis as required by the City's Budget Policy. The rate analysis was conducted in 2016 and looked at expenses and revenues for the next 10 years for the Storm Water Utility. As a result of the rate study it was determined that rates for 2017 should increase \$1.46 per bi-monthly billing cycle per equivalent dwelling unit.

First Reading Conducted.

4. Ordinance No. 1221 - Second Reading of 2016 Budget Amendment -Kirk Johnson, Finance Director

The total budget amendment request is for \$534,926 which includes \$371,453 in new expenditures, \$109,750 in additional revenue recognition, and \$163,473 in net transfers from both special revenue and operating funds. The total fund balance reduction is \$261,703.

MOTION: Moved to adopt Ordinance No. 1221 as presented.

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

5. Motion - Approval of Community Garden Regulations - [7:09 PM](#)

Approval of Community Garden Regulations: The City is developing regulations for community gardens to more transparently and comprehensively manage ongoing operations of the garden. The proposed regulations were developed based on examples from other cities and feedback from current gardeners, and reviewed for consistency with existing park regulations in RMC 8.18.

MOTION: Moved that the City Manager adopt the Community Gardens rules as presented.

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

PUBLIC COMMENT - [7:17 PM](#)

None Received.

COUNCIL/PRESIDING OFFICER/STAFF REPORTS

Council - [7:17 PM](#)

Council member Main - Ridgefield Art Association hosted their first annual Halloween Hall, was a great event.

Council member Taylor - Attended event at the High School which hosted different colleges, kids were able to explore what programs colleges provide.

Council member Wertz - Attended 2016 First Citizen event, American Legion Post 44 put up foundation for 4th flag pole at Sarah Cemetery, flag will be dedicated on Veterans Day November 11th prior to Veterans Day ceremony at the Ridgefield Veterans Memorial in downtown.

Council member Stose - Attended 2016 First Citizen event.

Mayor - [7:22 PM](#)

Mayor Pro Tem Wells - Attended 2016 First Citizen event.

City Manager - [7:24 PM](#)

City Manager Steve Stuart - Vancouver Clinic made an announcement this week about coming to Ridgefield - construction to begin 2017, Clark College at Boschma Farms draft master plan presentation was this afternoon, Management Team will be attending training session next Tuesday in Longview, Sunday is daylight savings time.

Community Development Director Jeff Niten - Community Development update report provided.

Deputy City Manager Lee Knottnerus - First Saturday event is this weekend at Overlook Park.

Public Works Director Bryan Kast - Public Works projects update provided.

FROM THE COUNCIL - [7:29 PM](#)

Council member Taylor - will be out of town and not in attendance at the next meeting.

Julie Basarab, City Clerk

Ron Onslow, Mayor

Attachment: 11-03-2016 Meeting Minutes (1149 : Approval of Minutes)

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: November 17, 2016

ITEM:

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: November 17 2016 Claims Report (PDF)

Approved to be placed on City Council Agenda:

City of Ridgefield
Claims Payment Report
For Approval on: November 17, 2016

Sum of Amount					
Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total
ACCURATE AUTOMOTIVE	9	4172	Public Safety	PD Vehicle Maintenance - 2013 Interceptor	142.41
ACCURATE AUTOMOTIVE Total					142.41
AMIRA SONNTAG	726	16-112	Judicial	Interpreter Services	100.00
AMIRA SONNTAG Total					100.00
ARAMARK UNIFORM SERVICES	32	862613754	Genl Govt/Facilities	Uniform Services	1.92
			Public Works	Uniform Services	49.58
		862603176	Community Development	Floor Mats - CDDI	3.88
			Genl Govt/Facilities	Floor Mats - City Hall	7.11
			Public Safety	Floor Mats - PD	4.52
			Public Works	Floor Mats - PW	3.88
		862603177	Genl Govt/Facilities	Uniform Services	1.97
			Public Works	Uniform Services	50.71
		862613753	Community Development	Floor Mats - CDDI	3.88
			Genl Govt/Facilities	Floor Mats - City Hall	7.11
			Public Safety	Floor Mats - PD	4.52
			Public Works	Floor Mats - PW	3.88
ARAMARK UNIFORM SERVICES Total					142.96
ATKINSON TYLER AND SOPHANY	2698	1	Genl Govt/Facilities	UTIL REFUND 20-202901	112.11
ATKINSON TYLER AND SOPHANY Total					112.11
BOB'S PAINTLAND	59	7750A	Public Works	Hydrant Painting	61.73
		7737A	Public Works	Streets Paint	108.18
BOB'S PAINTLAND Total					169.91
BSK ASSOCIATES	2119	V603757	Public Works	Alkalinity	280.00
				Coliform	726.00
BSK ASSOCIATES Total					1,006.00
CFM STRATEGIC COMMUNICATIONS INC.	2551	23666	Genl Govt/Facilities	October 2016 Lobbying Fees	4,530.00
CFM STRATEGIC COMMUNICATIONS INC. Total					4,530.00
CINTAS FIRE PROTECTION	2520	0F80014957	Public Safety	PD Fire Extinguisher Maintenance	36.16
CINTAS FIRE PROTECTION Total					36.16
CITY OF BATTLE GROUND	92	864	Public Safety	Parking Infractions Books	107.47
CITY OF BATTLE GROUND Total					107.47
CITY OF RIDGEFIELD	95	COM-16-0043	Genl Govt/Facilities	COM-16-0043 - Upgrade PW Ops Facility	113.33
			Public Works	COM-16-0043 - Upgrade PW Ops Facility	339.97
		PLZ-16-0094	Public Works	SEPA Review - 35th & Pioneer Roundabout	500.00
CITY OF RIDGEFIELD Total					953.30
CITY OF RIDGEFIELD-W/S	96	20161108-6	Public Works	Abrams Park Restrooms - Storm	15.00
				Abrams Park Restrooms - Water	126.98
		20161108-30	Public Works	PW Hydrant Meter	268.24
		20161108-24	Public Works	Green Gables Tract-C Irrigation M	233.04
		20161108-27	Public Works	Water Tower (Cemetery)	45.00

City of Ridgefield

Claims Payment Report

For Approval on: November 17, 2016

CITY OF RIDGEFIELD-W/S	96	20161108-2	Public Works	Blue Heron Community Garden	63.28
		20161108-9	Public Works	109 W Division WWTP-Storm	630.00
				109 W Division - WWTP	594.85
		20161108-13	Community Development	301 N 3rd Ave CDD - Storm	15.00
				301 N 3rd Ave CDD - Water	29.00
			Public Works	301 N 3rd Ave CDD - Storm	15.00
				301 N 3rd Ave CDD - Water	28.99
		20161108-11	Genl Govt/Facilities	230 Pioneer St City Hall - Storm	105.00
				230 Pioneer St City Hall - Water	567.71
		20161108-18	Public Works	1308 N Heron Dr Hayden Park - Water	71.81
				1308 N Heron Dr Hayden Park - Storm	15.00
		20161108-23	Public Works	Green Gables Tract-D Irrigation MET	264.25
		20161108-22	Public Works	Green Gables Tract-D Irrigation M	315.24
		20161108-25	Public Works	I-5 SR501 NE Interchange Irrigation	89.41
		20161108-4	Public Works	400 N Abrams Park Rd - Water	44.71
				400 N Abrams Park Rd - Storm	15.00
		20161108-26	Public Works	I-5 SR501 NW Interchange Irrigation	2,343.29
		20161108-16	Public Works	618 Lark Dr Lark Park - Storm	15.00
				618 Lark Dr Lark Park - Water	288.36
		20161108-17	Public Works	Cedar Ridge Park - Storm	15.00
				Cedar Ridge Park - Water	201.52
		20161108-1	Genl Govt/Facilities	111 S Main - Water	429.21
				111 S Main -Storm	45.00
		20161108-29	Public Works	Junction Well and Reservoir	105.00
		20161108-20	Public Works	Columbia Hills Irrigation Tract D Cispus Way	356.62
		20161108-10	Public Safety	116 N Main Ave PD - Water	53.45
				116 N Main Ave PD - Storm	60.00
		20161108-7	Public Works	Abrams Park Kitchen and Irrigation - Water	66.60
				Abrams Park Kitchen - Storm	315.00
		20161108-14	Public Works	315 N 3rd Ave Davis Park	565.28
		20161108-12	Public Works	119 N 3rd Ave Community Park - Water	152.88
				119 N 3rd Ave Community Park - Storm	30.00
		20161108-5	Public Works	Abrams Soccer Field	1,759.97
		20161108-28	Public Works	Park and Ride Lot	165.00
		20161108-15	Public Works	2311 N 5th Way Crows Nest Park - Storm	30.00
				2311 N 5th Way Crows Nest Park - Water	81.54
		20161108-8	Public Works	Abrams Park Chlorine Injector - Storm	15.00
		20161108-3	Public Works	Cemetery Water Spigots	44.71
		20161108-21	Public Works	Green Gables Tract-Q Irrigation M	142.27
		20161108-19	Public Works	Columbia Hills Irrigation Tract B Wind River	322.47
CITY OF RIDGEFIELD-W/S Total					11,155.68
CLARK COUNTY	102	330007131	Public Works	Upper Day Break EF-20	74.79
		730012199	Community Development	Fire Inspection	100.00
		730012222	Community Development	Fire Inspection	132.60

City of Ridgefield
Claims Payment Report
For Approval on: November 17, 2016

CLARK COUNTY Total					307.39
CLARK COUNTY AUDITOR	109	E5343498	Public Works	Stormwater Property Lien	83.84
		E5337648	Genl Govt/Facilities	Pre-Annexation Agreement	98.84
		E5343500	Public Works	Stormwater Property Lien	83.84
		E5343499	Public Works	Stormwater Property Lien	83.84
CLARK COUNTY AUDITOR Total					350.36
CLARK PUBLIC UTILITIES	110	201611-04	Public Works	512 N Allen Dr - Electricity	26.83
		201611-03	Public Works	Pioneer St. & Gee Creek Loop - Electricity	26.50
		201611-01	Public Works	800 NE 264 St Intertie 1 - Water	798.50
		201611-02	Public Works	2300 N 3rd Way Bellwood Trail Lights	33.11
		201611-05	Public Works	1504 NW Intertie 3 - Water	138.15
		201611-07	Public Works	3701 N 3rd Cir - Electricity	26.90
		201611-06	Public Works	Overlook Park - Electricity	73.11
		201611-08	Public Works	911 N 65th Ave Intertie 2 - Water	104.85
CLARK PUBLIC UTILITIES Total					1,227.95
CLARK REGIONAL WASTEWATER DISTRICT	741	20161108-6	Public Works	Abrams Park Restrooms - Sewer	88.25
		20161108-2	Public Works	109 W Division WWTP - Sewer	233.07
		20161108-9	Public Works	255 S 56th Pl Well & Reservoir - Sewer	43.65
		20161108-4	Genl Govt/Facilities	230 Pioneer St City Hall - Sewer	88.88
		20161108-1	Community Development	301 N 3rd Ave CDD - Sewer	21.60
			Public Works	301 N 3rd Ave CDD - Sewer	27.50
		20161108-7	Public Works	Abrams Park Former Mgr House - Sewer	40.68
		20161108-5	Public Works	Abrams Park Kitchen - Sewer	44.13
		20161108-8	Public Works	Abrams Park Former Mgr House - Sewer	45.37
		20161108-3	Public Safety	116 N Main Ave PD - Sewer	47.86
CLARK REGIONAL WASTEWATER DISTRICT Total					680.99
COLUMBIA RESOURCE COMPANY	114	13606	Public Works	Waste Removal - Streets	84.57
				Waste Removal - Storm	84.57
COLUMBIA RESOURCE COMPANY Total					169.14
COMCAST BUSINESS	2271	20161109-01	Genl Govt/Facilities	City Hall Communications	241.44
COMCAST BUSINESS Total					241.44
COMDATA NETWORK INC.	1101	20257206	Community Development	Fuel PW - XN173	21.64
				Fuel CDD - XN173	211.28
			Genl Govt/Facilities	Fuel PW - XN173	55.51
				Public Works	Fuel PW - XN173
		20257236	Public Safety	Fuel PD - XN795	737.31
COMDATA NETWORK INC. Total					2,030.72
DAY WIRELESS SYSTEMS INC	140	423048	Public Safety	Service of Corded Hand Held	142.90
DAY WIRELESS SYSTEMS INC Total					142.90
DEPARTMENT OF LICENSING	154	RG0000129-2016	Genl Govt/Facilities	CPL Fees - Behrman	18.00
		RG0000119-2016	Genl Govt/Facilities	CPL Fees - Simpson	18.00
		RG0000123-2016	Genl Govt/Facilities	CPL Fees - McPhee	18.00
		RG0000124-2016	Genl Govt/Facilities	CPL Fees - Williams	18.00
		RG0000130-2016	Genl Govt/Facilities	CPL Fees - Sakamoto	18.00

City of Ridgefield
Claims Payment Report
For Approval on: November 17, 2016

DEPARTMENT OF LICENSING	154	20161103-1	Public Works	2004 Ford F550 Registration	1,297.80
DEPARTMENT OF LICENSING Total					1,387.80
DKS ASSOCIATES	1565	62137	Community Development	On Call Transportation Engineering Services	165.00
DKS ASSOCIATES Total					165.00
ELCOR INC	2081	9254	Community Development	Community Center WiFi	9.86
			Genl Govt/Facilities	Community Center WiFi	39.42
			Public Safety	PD Fax Line	250.99
		MSP-9191	Information Technology	October 2016 IT Services	6,737.61
ELCOR INC Total					7,037.88
FASTENAL COMPANY	1491	WAWOA56054	Public Works	PW Gloves	58.40
FASTENAL COMPANY Total					58.40
FERGUSON ENTERPRISES INC # 8423	181	550418	Public Works	Water Meters	6,154.33
FERGUSON ENTERPRISES INC # 8423 Total					6,154.33
FRED CRIPPEN	191	20161109-1	Public Works	Meals Per Diem - Pump Installer Class	74.00
FRED CRIPPEN Total					74.00
GEORGE TURKOV	2555	201611-01	Genl Govt/Facilities	WA State Use/Sales Tax 8.4%	(2.05)
			Public Safety	Employee Reimbursement	26.45
GEORGE TURKOV Total					24.40
GOVERNMENT FINANCE OFFICERS ASSOC	706	146187	Finance	2017 Membership Dues - Johnson	160.00
GOVERNMENT FINANCE OFFICERS ASSOC Total					160.00
H AND H RECYCLERS	212	0001994-IN	Public Works	Brush Removal - Parks	56.00
				Brush Removal - Streets	56.00
H AND H RECYCLERS Total					112.00
H.D. FOWLER COMPANY	2036	I4375649	Public Works	Water Operational Supplies	70.57
		I4367730	Public Works	COPPERSETTERS QUOTE #309907	3,728.99
		I4372008	Public Works	Water Meters	970.92
H.D. FOWLER COMPANY Total					4,770.48
HARPER HOUF PETERSON RIGHELLIS INC.	1678	38984	Public Works	Division Street Storm Drain Improvements	1,717.44
		38983	Public Works	N. 4th Place Improvements	293.65
HARPER HOUF PETERSON RIGHELLIS INC. Total					2,011.09
HDR ENGINEERING INC.	734	1200019210	Public Works	Undersized Water Main Replacement	4,961.50
		1200019211	Public Works	Main Avenue Preservation Project	894.49
HDR ENGINEERING INC. Total					5,855.99
INSTANT IMPRINTS CASCADE PARK	2371	10701	Genl Govt/Facilities	Event "volunteer" t-shirts	185.97
INSTANT IMPRINTS CASCADE PARK Total					185.97
INTERMEDIA.NET INC	2187	1611001817	Information Technology	Voice Service Charges	79.83
INTERMEDIA.NET INC Total					79.83
JANEAN Z PARKER	2199	137	Community Development	Legal Services	2,275.00
			Public Works	Legal Services	831.25
			Legal	Legal Services	2,031.25
JANEAN Z PARKER Total					5,137.50
JESSICA TURPEINEN	2659	124	Genl Govt/Facilities	7' Christmas Wreath (Howell's) - Use/Sales Tax	(23.10)
				7' Christmas Wreath (Howell's)	298.09
JESSICA TURPEINEN Total					274.99

City of Ridgefield
Claims Payment Report
For Approval on: November 17, 2016

JOE TURNER P.C.	1437	590	Community Development	PUD Labor Costs	465.08
			Public Works	Gee Creek Trail	920.80
JOE TURNER P.C. Total					1,385.88
JOHN MAIN	2448	20161109-1	Council	Mileage Reimbursement - October 2016	18.47
JOHN MAIN Total					18.47
MACKAY AND SPOSITO INC.	899	29740	Public Works	Gee Creek Trail Project #16534	12,701.09
MACKAY AND SPOSITO INC. Total					12,701.09
MATTHEW JENKINS	2387	20161109-01	Genl Govt/Facilities	Mileage Reimbursement - Travel to Bend OR	3.67
			Public Works	Mileage Reimbursement - Travel to Bend OR	179.93
MATTHEW JENKINS Total					183.60
MINERT AND ASSOCIATES INC.	981	264553	Genl Govt/Facilities	DOT Testing - Crippen	1.40
				DOT Testing - Bolling	0.80
			Public Works	DOT Testing - Crippen	68.60
				DOT Testing - Bolling	39.20
MINERT AND ASSOCIATES INC. Total					110.00
NAPA AUTO PARTS	498	941647	Genl Govt/Facilities	Bucket Truck	4.56
			Public Works	PW Shop Supplies	9.85
				Bucket Truck	10.64
		942376	Genl Govt/Facilities	Bucket Truck	22.81
				Tads Truck Supplies	4.76
			Public Works	PW Shop Supplies	64.65
				Bucket Truck	53.20
				Tads Truck Supplies	27.00
NAPA AUTO PARTS Total					197.47
NORTHSTAR CHEMICAL INC.	1019	94343	Public Works	Sodium Hydroxide	2,355.53
NORTHSTAR CHEMICAL INC. Total					2,355.53
NORTHWEST NATURAL GAS	315	20161108-2	Genl Govt/Facilities	City Hall - Natural Gas	10.21
		20161108-1	Public Safety	Police Department - Natural Gas	21.92
		20161108-3	Public Works	PW Shop - Natural Gas	5.93
NORTHWEST NATURAL GAS Total					38.06
NORTHWEST STAFFING	522	4068779	Genl Govt/Facilities	Temp Services - Week Ending 10/30/2016	904.80
NORTHWEST STAFFING Total					904.80
ONE CALL CONCEPTS	326	6109087	Public Works	Excavation Notification & Modem Ticket Delivery	129.36
ONE CALL CONCEPTS Total					129.36
ON-HOLD CONCEPTS INC	2217	416634	Information Technology	On-Hold Music Service	24.95
ON-HOLD CONCEPTS INC Total					24.95
OTAK INC.	1787	111600019	Public Works	Sargent Street Stormwater Improvement	3,136.85
OTAK INC. Total					3,136.85
PARKS FOUNDATION OF CLARK COUNTY	1099	10664	Public Works	Annual Luncheon Table 2017	525.00
PARKS FOUNDATION OF CLARK COUNTY Total					525.00
PRAIRIE ELECTRIC	350	324919	Public Works	Overlook Park Electrical	213.55
PRAIRIE ELECTRIC Total					213.55
PROFORCE LAW ENFORCEMENT	1014	290947	Public Safety	Taser Supplies	421.15
PROFORCE LAW ENFORCEMENT Total					421.15

City of Ridgefield
Claims Payment Report
For Approval on: November 17, 2016

R.SCOTT BRUNSON	1467	201611-01	Genl Govt/Facilities	Work Boot Reimbursement	8.29
				WA State Use/Sales Tax 8.4%	(12.85)
			Public Works	Work Boot Reimbursement	157.56
R.SCOTT BRUNSON Total					153.00
REFLECTOR	369	94693	Finance	Notice of Hearing - 2017 Budget	26.86
		94704	Community Development	Ordinance No. 1220	49.61
		94703	Community Development	Ordinance No. 1219	46.43
		94694	Community Development	Public Hearing - CDBG	33.11
		94264	Community Development	Notice of Land Use - Jeffries	113.52
REFLECTOR Total					269.53
ROGER OVIATT	2658	NOV2016	Community Development	CDD Trailer Rent	1,000.00
ROGER OVIATT Total					1,000.00
SHRED-IT USA LLC	2274	8121136338	Community Development	Secure Shredding - CDD/PW	15.60
			Public Works	Secure Shredding - CDD/PW	15.60
		8121136337	Genl Govt/Facilities	Secure Shredding - City Hall	31.20
		9412664509	Community Development	Secure Shredding - CDD/PW	15.60
			Public Works	Secure Shredding - CDD/PW	15.60
		9412664508	Genl Govt/Facilities	Secure Shredding - City Hall	31.20
SHRED-IT USA LLC Total					124.80
SONDRA SMITH	2436	3888-5	Genl Govt/Facilities	Wine & Chocolate Event Glasses	806.50
				Wine & Chocolate Event Glasses - Use/Sales Tax	(62.50)
SONDRA SMITH Total					744.00
STATE OF WA DEPARTMENT OF REVENUE	1244	20724020162	Genl Govt/Facilities	Unclaimed Property 2016 Holder No. 000020724	126.76
STATE OF WA DEPARTMENT OF REVENUE Total					126.76
STERICYCLE	2504	3003625466	Public Safety	Hazardous Waste Disposal	10.36
STERICYCLE Total					10.36
SYMBOL ARTS	1866	0269125-IN	Genl Govt/Facilities	WA State Use/Sales Tax 8.4%	(17.64)
			Public Safety	Badges	227.64
SYMBOL ARTS Total					210.00
THE GOODYEAR TIRE AND RUBBER COMPANY	1857	43792187	Public Safety	PD Tires	552.50
THE GOODYEAR TIRE AND RUBBER COMPANY Total					552.50
THE MASTERS TOUCH LLC	1786	48325	Public Works	Utility Statements Oct 2016	596.75
		P48325	Public Works	Utility Statements - Postage Oct 2016	873.56
THE MASTERS TOUCH LLC Total					1,470.31
THE PARR COMPANY	964	26341714	Genl Govt/Facilities	Upgrade PW Ops Facility	11.78
			Public Works	Upgrade PW Ops Facility	35.33
		26341839	Genl Govt/Facilities	Upgrade PW Ops Facility	23.19
			Public Works	Upgrade PW Ops Facility	69.57
		26340860	Public Works	WWTP Operational Supplies	17.93
		26341220	Public Works	Water Operational Supplies	48.25
THE PARR COMPANY Total					206.05
THE PRINT SHOP	1580	52254	Genl Govt/Facilities	AP Check Stock - Use/Sales Tax	(19.74)
				AP Check Stock	254.74
THE PRINT SHOP Total					235.00

City of Ridgefield
Claims Payment Report
For Approval on: November 17, 2016

TRABUCCO CONSULTING LLC	2236	6804	Genl Govt/Facilities	WA State Use/Sales Tax 8.4%	(89.13)
				Dec 2016 First Sat Postcards & Nov 2016 Fisrt Sat Banner	1,150.21
TRABUCCO CONSULTING LLC Total					1,061.08
TRACY BLEHM	809	20161109-1	Genl Govt/Facilities	Mileage Reimb - City Hall Errands	14.42
				Mileage Reimb - Event shirts pick-up	21.38
			Human Resources	Mileage Reimb - Pick-up wellness gift cards	10.96
				Mileage Reimb - All Hands meeting errands	21.71
				Mileage Reimb - All Hands Meeting	10.42
TRACY BLEHM Total					78.89
TRIBECA TRANSPORT LLC	747	COR-1614	Public Works	Sludge Hauling	2,745.00
TRIBECA TRANSPORT LLC Total					2,745.00
US BANK	2237	201611-1	Finance	Custody Charges Oct 2016	34.00
US BANK Total					34.00
USA BLUEBOOK	444	89584	Public Works	PW Operational Supplies	41.33
				Water Operational Supplies	64.77
		95885	Public Works	Water Operational Supplies	162.30
		95343	Public Works	WWTP Operational Supplies	213.16
USA BLUEBOOK Total					481.56
VERIZON WIRELESS	452	9774458093	Community Development	PW Cellphones and 2 IPads	93.55
				PW Director Ipad	1.50
				Comm Dev Director Ipad	29.97
				CDD Cell Phones	174.93
			Council	Council IPads	280.07
			Finance	Finance Director iPad	29.97
			Genl Govt/Facilities	PW Cellphones and 2 IPads	20.53
				PW Director Ipad	4.50
				Julie Ipad	29.95
			Public Safety	PD Cell Phones	793.23
				PD Chief iPad	29.97
			Public Works	PW Cellphones and 2 IPads	493.75
				PW Director Ipad	23.98
			Administration	Deputy City Manager iPad	29.97
			Executive	City Manager iPad	29.97
VERIZON WIRELESS Total					2,065.84
WAPITI NW LLC	2545	6386	Public Safety	PD Vehicle Maintenance - Radar Installation	465.95
WAPITI NW LLC Total					465.95
WASHINGTON STATE PATROL	463	I17002952	Genl Govt/Facilities	CPL Background Checks	132.00
WASHINGTON STATE PATROL Total					132.00
WASTE CONTROL	1474	1136062	Public Works	Ashpalt Removal	43.18
WASTE CONTROL Total					43.18
WOODLAND TRUE VALUE HARDWARE	1507	A172885	Public Works	PW Shop Supplies	38.31
WOODLAND TRUE VALUE HARDWARE Total					38.31
YULIYA BASARAB	1050	20161109-1	Community Development	Mileage Reimbursement - CDD packet to Clark County	18.14
			Genl Govt/Facilities	Mileage Reimbursement - Event Errands	14.09

City of Ridgefield
Claims Payment Report
For Approval on: November 17, 2016

YULIYA BASARAB Total	32.23
Grand Total	91,722.66

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: November 17, 2016
ITEM: PUBLIC HEARING/BUSINESS
AGENDA ITEM TITLE: Public Hearing on 2017 Budget

GOVERNING LEGISLATION:

Revised Code of Washington Chapter 35A.33

PREVIOUS COUNCIL ACTION TAKEN:

The City Council conducted a public hearing on the proposed 2017 revenue sources at the November 3, 2016 council meeting.

SUMMARY/BACKGROUND:

The 2017 budget represents the proposed fiscal plans for the City of Ridgefield for calendar year 2017. It took the collaborative efforts of the Budget Advisory Committee, City Council, senior management, staff, and citizen input to develop and create the budget. Meetings were held throughout the budget development process to discuss the budget in more detail and to ensure understanding. These meetings included three Budget Advisory Committee meetings, which were held on August 18, September 15, and October 25. The City also conducted three City Council work sessions, which were held on August 25, October 13, and October 27. Input and feedback gained throughout this process was reviewed and incorporated into the budget as appropriate. Copies of the budget have been made available to the Budget Advisory Committee, City Council, senior management and staff for review as updates were made throughout the process. An initial draft of the budget was made available to the public at City Hall and on the City's website October 31, 2016.

BUDGET/FINANCIAL IMPACTS:

The 2017 budget proposes an operating budget of \$9,229,030, capital budget of \$6,958,500, special revenue budget of \$3,974,213, and a debt service budget of \$20,225, for a total budget of \$20,181,967. The net impact on overall fund balance is a decrease of \$1,300,775.

Transfers between funds included in the budget total \$4,993,296, with \$792,904 associated with the operating funds, transfers to the equipment replacement fund in the amount of \$114,667, transfers for debt service in the amount of \$20,225, and

Approved to be placed on City Council Agenda:

\$4,065,500 for capital projects.

Intergovernmental transfers total \$732,298 to include operating costs and debt service 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 2017 proposed budget includes funding for four new full-time equivalent positions. The new positions are for a Utility Clerk, Associate Planner, Development Inspector/Code Enforcement Officer, and a Building Inspector. The total FTE count for the City of Ridgefield with these additions is 43.5, which includes 43 full-time positions and 1 part-time position.

RECOMMENDED ACTION OR MOTION:

Conduct first public hearing and reading of Ordinance No. 1224 pertaining to the 2017 Budget. No formal action is requested at this time.

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS: 2017 Budget - Public Hearing Nov 17 2016 (PDF)



City of Ridgefield 2017 Budget

PUBLIC HEARING

November 17, 2016

AGENDA

- ✖ 2017 Budget Revisions
- ✖ 2017 Budget Summary
 - + Operating Funds
 - + Special Revenue Funds
 - + Capital/ERF Funds
 - + Debt Service Funds
- ✖ 2017 FTE Report

November 17, 2016

2017 BUDGET REVISIONS

- ✘ Adjusted 2017 CRESA contracted expense \$5,183
- ✘ Added capital project for LED street light replacement \$250,000 expense with a matching \$250,000 TIB grant

November 17, 2016

2017 BUDGET

		<i>Beginning Fund Balance</i>	<i>2017 Budgeted Revenue</i>	<i>2017 Budgeted Expense</i>	<i>Ending Fund Balance</i>
Operating Funds					
001	General Fund	\$ 2,738,636	\$ 5,609,493	\$ 5,849,815	\$ 2,498,314
101	Street Fund	94,617	593,498	641,532	46,583
406	Water Operating	1,204,579	1,633,660	1,504,439	1,333,800
407	Sewer Operating	171,894	732,348	732,298	171,944
408	Stormwater Operating	356,575	483,946	500,946	339,575
Total Operating		4,566,301	9,052,945	9,229,030	4,390,217
Special Revenue Funds					
105	Real Estate Excise Tax	3,176,061	773,539	2,075,000	1,874,600
111	Drug Fund	12,555	1,086	8,900	4,741
114	Park Impact Fee	2,034,577	754,084	995,500	1,793,161
115	Traffic Impact Fee	824,797	273,099	500,000	597,896
416	Water Utility SDC	4,818,372	1,074,197	394,813	5,497,756
Total Special Revenue		10,866,362	2,876,005	3,974,213	9,768,154
Debt Service Fund					
200	Debt Service	-	20,225	20,225	-
Total Debt Service		-	20,225	20,225	-
Capital Project/Equipment Replacement Funds					
300	General Capital Projects	83,979	6,436,925	6,436,900	84,004
410	Utility Capital Projects	25,800	380,025	380,000	25,825
501	Equipment Replacement (ERF)	195,815	115,067	141,600	169,282
Total Capital/ERF		305,594	6,932,017	6,958,500	279,111
Total Budget		\$ 15,738,257	\$ 18,881,191	\$ 20,181,967	\$ 14,427,482

November 17, 2016

2017 BUDGET

2016-2017 Operating Funds Revenue Comparison

	<i>2016 Final Budget</i>	<i>2017 Budget Estimate</i>	<i>Percentage Change</i>
<i>Operating Funds</i>			
General Fund	\$ 5,160,776	\$ 5,609,493	8.69%
Street Fund	668,697	593,498	-11.25%
Water Operating	1,788,212	1,633,660	-8.64%
Sewer Operating	1,884,496	732,348	-61.14%
Stormwater Operating	404,410	483,946	19.67%
<i>Total Operating Funds</i>	<i>9,906,591</i>	<i>9,052,945</i>	<i>-8.62%</i>

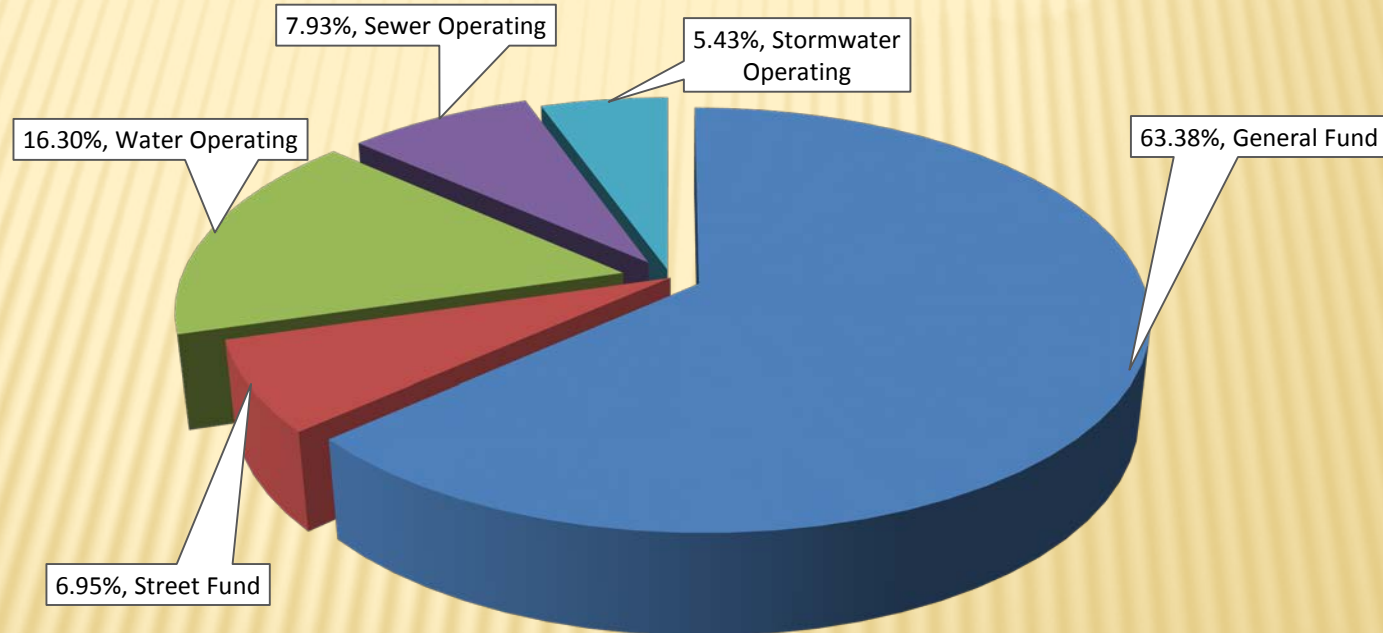
2017 BUDGET

2016-2017 Operating Funds Expense Comparison

		<i>2016 Budgeted Expense</i>	<i>2017 Budgeted Expense</i>	<i>Percentage Change</i>
<i>Operating Funds</i>				
001	General Fund	\$ 5,604,457	\$ 5,849,815	4.38%
101	Street Fund	665,249	641,532	-3.57%
406	Water Operating	1,780,264	1,504,439	-15.49%
407	Sewer Operating	1,884,446	732,298	-61.14%
408	Stormwater Operating	624,456	500,946	-19.78%
<i>Total Operating</i>		\$ 10,558,872	\$ 9,229,030	-12.59%

2017 BUDGET

Operating Funds Expense



November 17, 2016

2017 BUDGET

Operating Funds – Fund Balance Impact

	<i>2017 Beginning Fund Balance</i>	<i>2017 Budgeted Revenue</i>	<i>2017 Budgeted Expense</i>	<i>2017 Ending Fund Balance</i>
General Fund				
General Fund	\$ 2,738,636	\$ 5,609,493	\$ 5,849,815	\$ 2,498,314
Street Fund	94,617	593,498	641,532	46,583
Water Operating	1,204,579	1,633,660	1,504,439	1,333,800
Sewer Operating	171,894	732,348	732,298	171,944
Stormwater Operating	356,575	483,946	500,946	339,575
Total Operating Fund	\$ 4,566,302	\$ 9,052,945	\$ 9,229,030	\$ 4,390,217

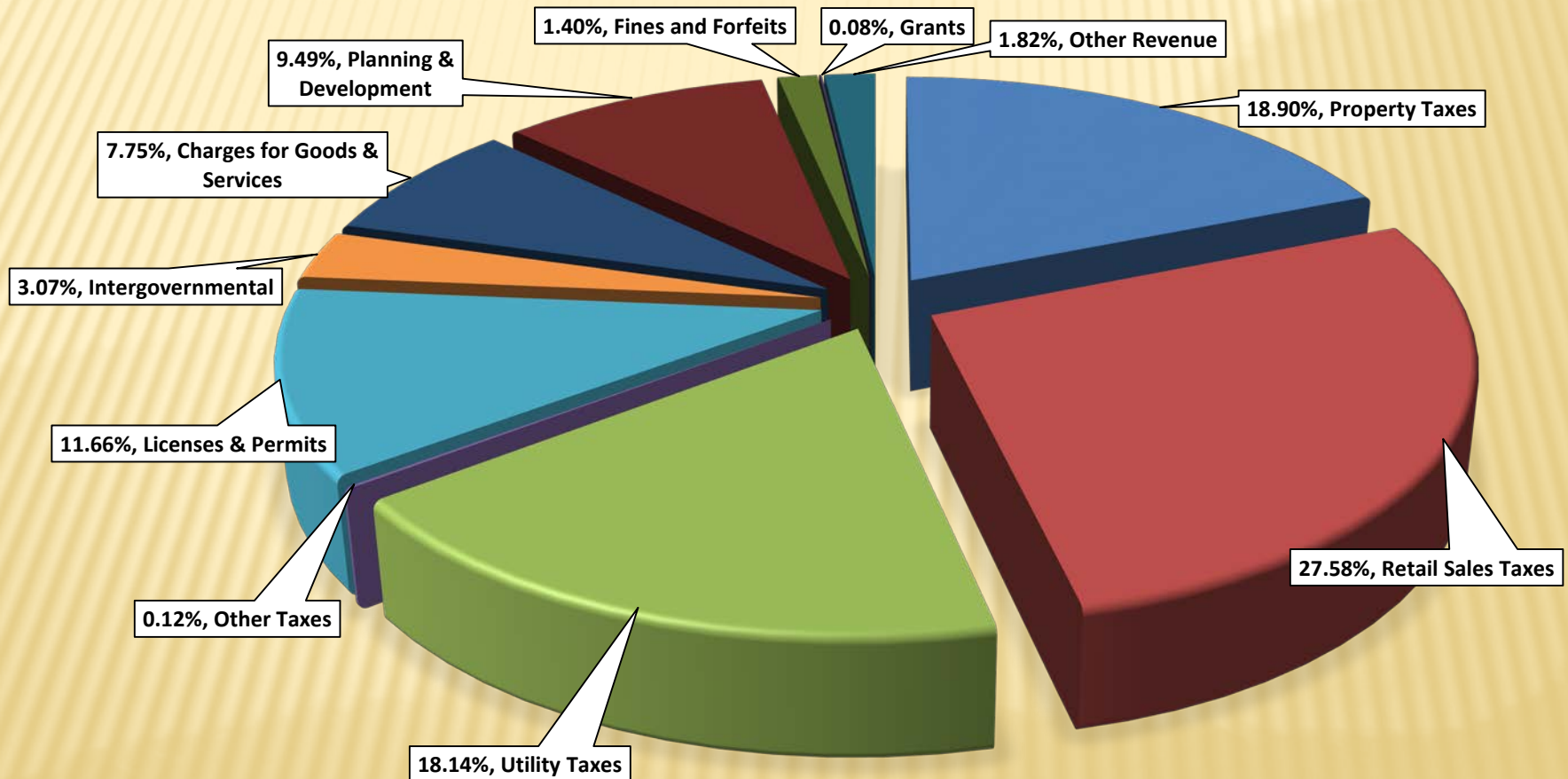
2017 BUDGET

2016-2017 General Fund Revenue Comparison

Description	2016 Budget	2017 Budget	Percentage Change
001 General Fund			
Property Tax	965,000	1,060,000	9.84%
Retail Sales & Other Tax	1,162,295	1,553,575	33.66%
Utility Taxes	916,618	1,017,411	11.00%
License & Permits	739,050	654,283	-11.47%
Planning & Development	563,410	532,473	-5.49%
Fines & Forfeits	92,248	78,417	-14.99%
Charge for Goods & Services	418,815	434,676	3.79%
Intergovernmental/Grant	189,229	176,757	-6.59%
Other Revenue/Donations	114,111	101,900	-10.70%
General Fund Revenue	5,160,776	5,609,493	8.69%

2017 BUDGET

General Fund Revenue Structure



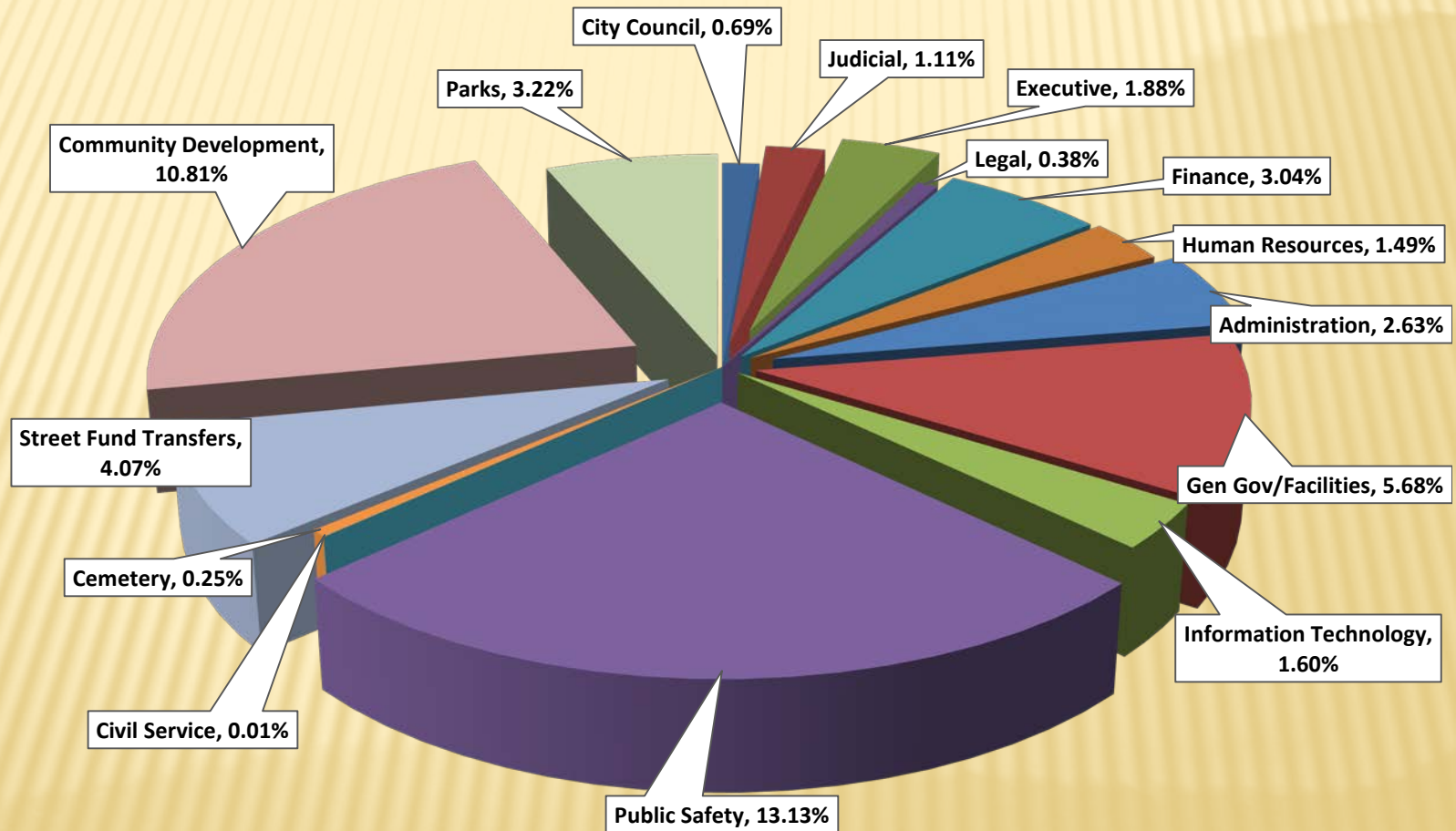
2017 BUDGET

2016-2017 General Fund Expense Comparison

Description	2016 Budget	2017 Budget	Percentage Change
001 General Fund			
City Council	60,940	80,660	32.36%
Judicial	124,500	130,000	4.42%
Executive	193,429	220,391	13.94%
Legal	60,000	45,000	-25.00%
Finance	314,724	355,245	12.88%
Human Resources	201,635	174,618	-13.40%
Administration	325,090	307,972	-5.27%
Gen Govt/Facilities	674,921	664,669	-1.52%
Information Tech	219,054	187,339	-14.48%
Public Safety	1,453,845	1,536,217	5.67%
Civil Service	1,300	1,000	-23.08%
Cemetery	29,990	29,570	-1.40%
Transfers	612,300	476,100	-22.24%
Community Development	928,155	1,264,509	36.24%
Parks	404,574	376,525	-6.93%
General Fund Expense	5,604,457	5,849,815	4.38%

2017 BUDGET

General Fund Expense



November 17, 2016

2017 BUDGET

General Fund – Fund Balance Impact

	<i>2017 Beginning Fund Balance</i>	<i>2017 Budgeted Revenue</i>	<i>2017 Budgeted Expense</i>	<i>2017 Ending Fund Balance</i>	<i>Change In Fund Balance</i>
General Fund					
General Fund	\$ 2,738,636	\$ 5,609,493	\$ 5,849,815	\$ 2,498,314	\$ (240,322)

2017 BUDGET

2016-2017 Special Revenue Fund Revenue Comparison

	<i>2016 Final Budget</i>	<i>2017 Budget Estimate</i>	<i>Percentage Change</i>
<i>Special Revenue Funds</i>			
Real Estate Excise Tax	500,000	773,539	54.71%
Drug Fund	1,150	1,086	-5.55%
Park Impact Fee	951,895	754,084	-20.78%
Traffic Impact Fee	238,904	273,099	14.31%
Water Utility SDC	1,062,750	1,074,197	1.08%
<i>Total Special Revenue Funds</i>	<i>2,754,699</i>	<i>2,876,005</i>	<i>4.40%</i>

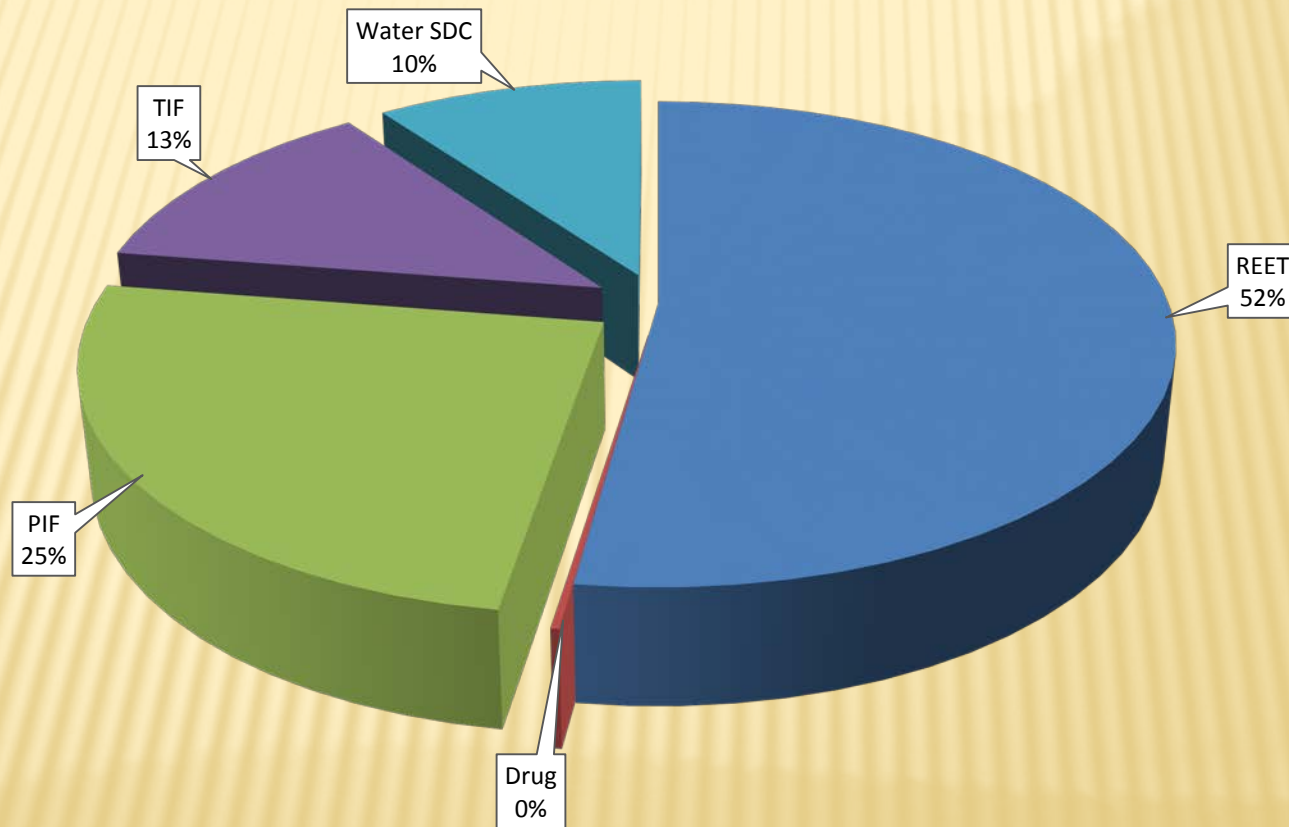
2017 BUDGET

2016-2017 Special Revenue Fund Expense Comparison

		<i>2016 Budgeted Expense</i>	<i>2017 Budgeted Expense</i>	<i>Percentage Change</i>
<i>Special Revenue Funds</i>				
105	Real Estate Excise Tax	\$ 2,652,200	\$ 2,075,000	-21.76%
111	Drug Fund	3,500	8,900	154.29%
114	Park Impact Fee	1,364,000	995,500	-27.02%
115	Traffic Impact Fee	402,000	500,000	24.38%
416	Water Utility SDC	781,275	394,813	-49.47%
<i>Total Special Revenue</i>		\$ 5,202,975	\$ 3,974,213	-23.62%

2017 BUDGET

Special Revenue Fund Expense



November 17, 2016

2017 BUDGET

Special Revenue Fund Impact

	<i>2017 Beginning Fund Balance</i>	<i>2017 Budgeted Revenue</i>	<i>2017 Budgeted Expense</i>	<i>2017 Ending Fund Balance</i>	<i>Change In Fund Balance</i>
Special Revenue Funds					
Real Estate Excise Tax	\$ 3,176,061	\$ 773,539	\$ 2,075,000	\$ 1,874,600	\$ (1,301,461)
Drug Fund	12,555	1,086	8,900	4,741	(7,814)
Park Impact Fee	2,034,577	754,084	995,500	1,793,161	(241,416)
Traffic Impact Fee	824,797	273,099	500,000	597,896	(226,901)
Water Utility SDC	4,818,372	1,074,197	394,813	5,497,756	679,385
Total Special Revenue	\$ 10,866,362	\$ 2,876,005	\$ 3,974,213	\$ 9,768,154	\$ (1,098,207)

2017 BUDGET

Capital & ERF Funds 2016-2017 Revenue Comparison

	<i>2016 Final Budget</i>	<i>2017 Budget Estimate</i>	<i>Percentage Change</i>
<i>Capital Projects & ERF</i>			
General Capital Projects	6,936,850	6,436,925	-7.21%
Utility Capital Projects	3,071,023	380,025	-87.63%
Equipment Replacement (ERF)	195,759	115,067	-41.22%
<i>Total Capital Projects & ERF</i>	<i>10,203,632</i>	<i>6,932,017</i>	<i>-32.06%</i>

2017 BUDGET

Capital & ERF Funds 2016-2017 Expense Comparison

		<i>2016 Budgeted Expense</i>	<i>2017 Budgeted Expense</i>	<i>Percentage Change</i>
Capital Project/Equipment				
300	General Capital Projects	\$ 7,021,175	\$ 6,436,900	-8.32%
410	Utility Capital Projects	3,070,973	380,000	-87.63%
501	Equipment Replacement	123,400	141,600	14.75%
Total Capital/Equip		\$ 10,215,548	\$ 6,958,500	-31.88%

2017 BUDGET

Capital & ERF Fund Impact

	<i>2017 Beginning Fund Balance</i>	<i>2017 Budgeted Revenue</i>	<i>2017 Budgeted Expense</i>	<i>2017 Ending Fund Balance</i>	<i>Change In Fund Balance</i>
Capital Project/ERF					
General Capital	\$ 83,979	\$ 6,436,925	\$ 6,436,900	84,004	25
Utility Capital Projects	25,800	380,025	380,000	25,825	25
Equipment	195,815	115,067	141,600	169,282	(26,533)
Total	\$ 305,594	\$ 6,932,017	\$ 6,958,500	\$ 279,111	\$ (26,483)

2017 BUDGET

Debt Service Fund Revenue & Expense

	<i>Beginning Fund Balance</i>	<i>2017 Budgeted Revenue</i>	<i>2017 Budgeted Expense</i>	<i>Ending Fund Balance</i>
Debt Service Fund				
200 Debt Service	-	20,225	20,225	-
Total Debt Service	-	20,225	20,225	-

2017 BUDGET

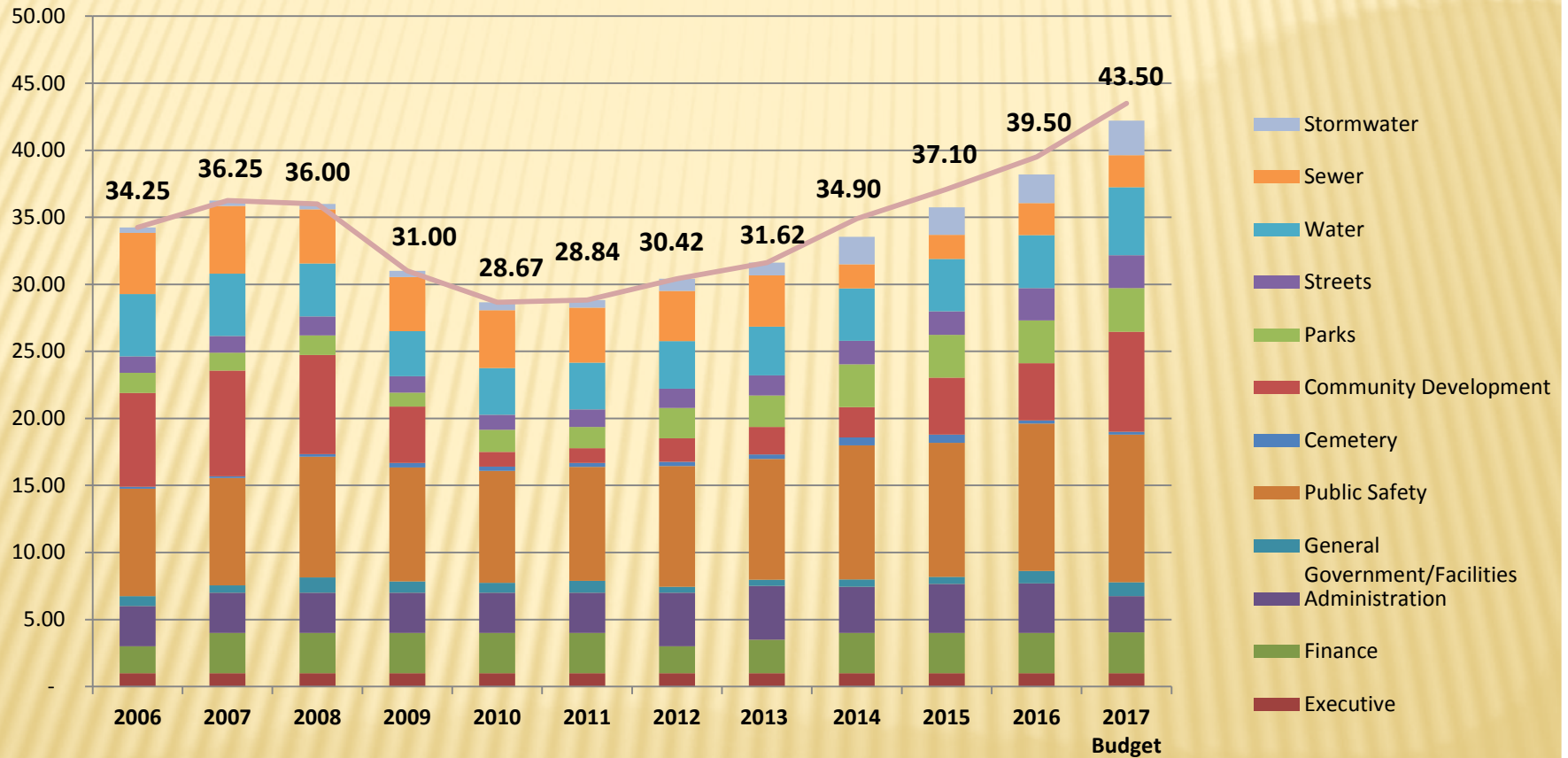
2017 FTE Count

Personnel Schedule (Full-Time Equivalents)		
Job Title	2016 FTE Allocation	2017 FTE Allocation
Executive	1.00	1.00
Total Finance	3.00	3.05
Total Human Resources	1.30	1.30
Total Administration	2.70	2.70
Total General Government/Facilities	0.94	1.04
Total Public Safety	11.00	11.00
Total Cemetery	0.22	0.22
Total Community Development	4.55	7.45
Total Parks	3.26	3.26
Total Streets	2.46	2.46
Total Water Utility	4.36	5.06
Total Sewer Treatment	2.39	2.39
Total Stormwater Utility	2.32	2.57
Total Full Time Equivalents	39.50	43.50
Full-Time Staff		
Full-Time employees	39.00	43.00
Part-Time Staff		
Park Caretaker	0.50	0.50

November 17, 2016

2017 BUDGET

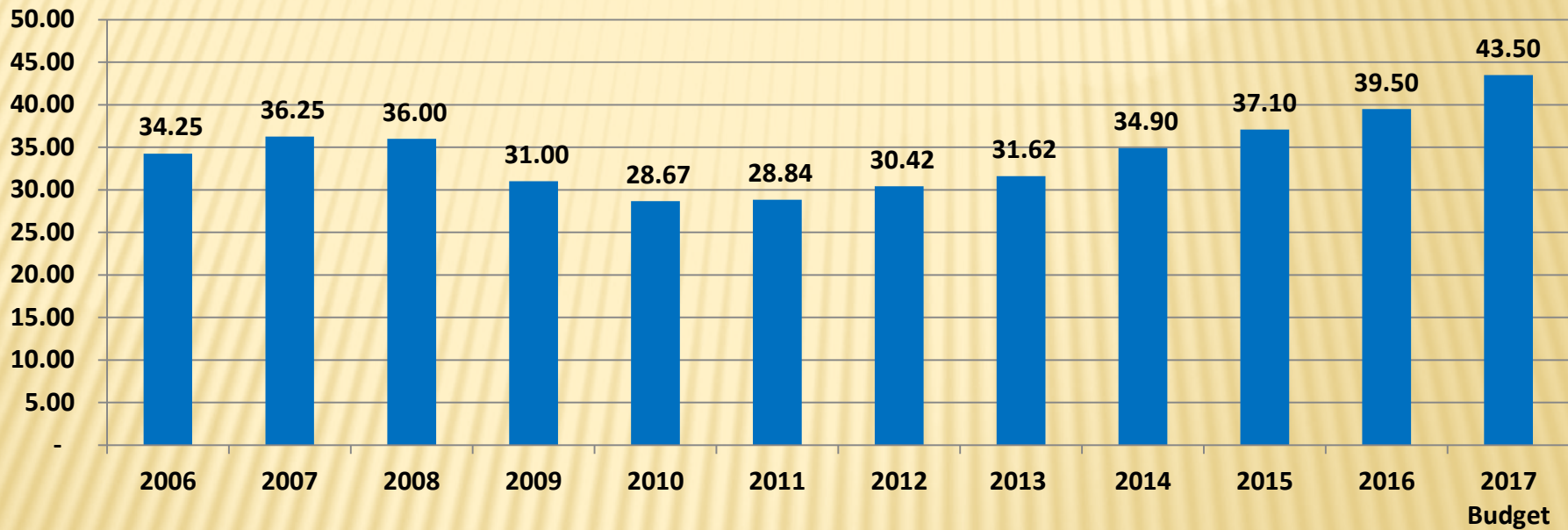
FTE Comparison



2017 BUDGET

FTE Comparison

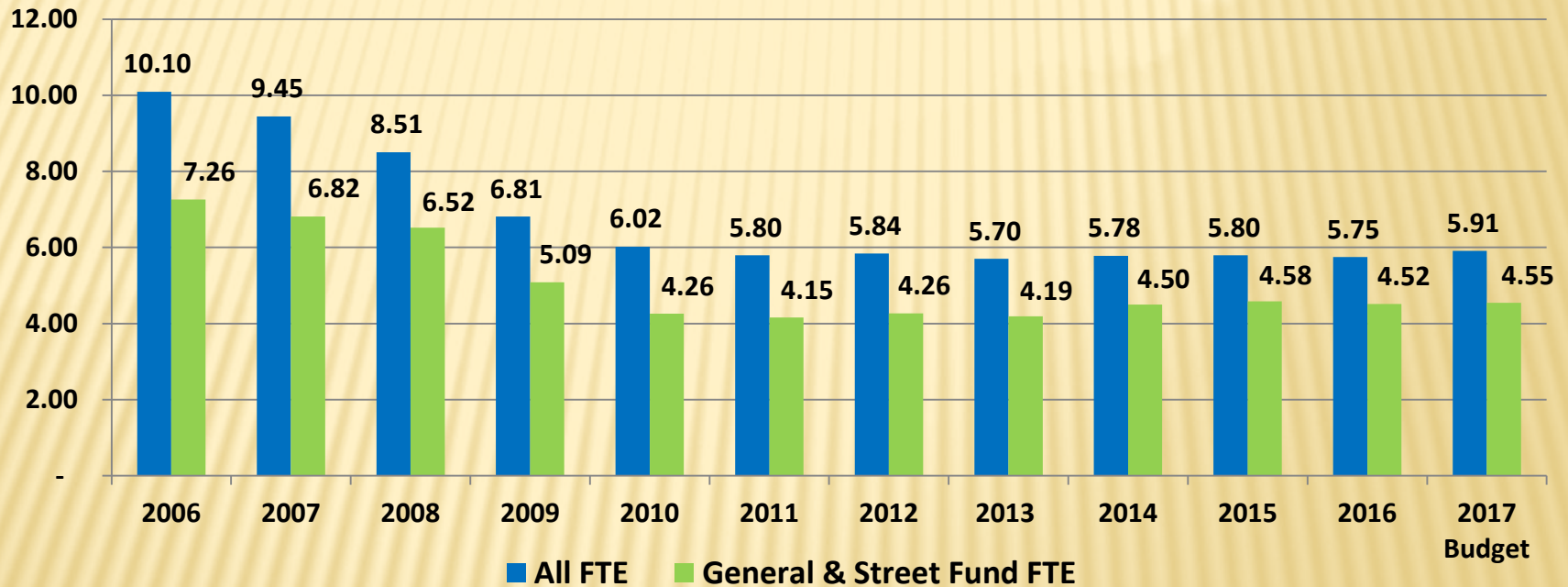
Total Full Time Equivalent Employees: 2006-2017 Budget



2017 BUDGET

FTE Comparison

Total Employees per 1,000 Population: 2006-2017 Budget



2017 BUDGET

FTE Comparison

City	Population	Full-Time Employees	Part-Time Employees	Total Employees	# Employees Per Capita
Ocean Shores	5,955	75	6	81	74
Chehalis	7,460	97	3	100	75
Clarkston	7,260	49	30	79	92
Sequim	7,075	72	0	72	98
Steilacoom	6,170	34	18	52	119
Selah	7,530	56	1	57	132
Prosser	5,940	42	3	45	132
Union Gap	6,200	42	3	45	138
Quincy	7,345	50	2	52	141
Ridgefield (2017)	6,870	43	1	44	158
Airway Heights	8,425	46	7	53	159
Milton	7,695	47	1	48	160
Fircrest	6,625	32	7	39	170
Woodland	5,925	31	3	34	174
Othello	7,875	42	3	45	175
Pacific	6,890	34	5	39	177
Duvall	7,425	39	3	42	177
North Bend	6,570	34	3	37	178
Ridgefield	6,870	37	1	38	181
Yelm	8,480	45	1	46	184
Orting	7,535	33	3	36	209
Stanwood	6,635	25	4	29	229
Normandy Park	6,540	19	7	26	252

2017 BUDGET

Next Steps

- ✘ Second Reading and Public Hearing for 2017 Budget – December 1, 2016
- ✘ Adoption of Budget December 1, 2016
- ✘ Publish Budget on City Website
- ✘ Transmit Budget to MRSC, Association of Washington Cities and State Auditor's Office

THANK YOU

× Questions

November 3, 2016

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: November 17, 2016

ITEM: PUBLIC HEARING/BUSINESS

AGENDA ITEM TITLE: Public Hearing and Motion to Approve Proposed CDBG Projects

GOVERNING LEGISLATION:

Federal CDGB regulations

PREVIOUS COUNCIL ACTION TAKEN:

None

SUMMARY/BACKGROUND:

Each year, Clark County receives approximately one million dollars in Community Development Block Grant (CDBG) funds from the Department of Housing and Urban Development (HUD), with the objective of improving communities. The funds are then distributed to municipalities, organizations and groups through a competitive grant application process. Each October, the Clark County CDBG Program requests proposals from applicants in order to award the next year's CDBG funds. Proposals received are evaluated in several categories including infrastructure (roads, sewer, water, parks acquisition) and social services to determine which projects will receive the funding. Infrastructure projects must be completed in census data defined low/moderate income areas, or localized low/moderate income areas as demonstrated with an income survey. Final CDBG applications are due by December 1, 2016.

To be able to apply for CDBG funds the program requires that public meeting be held to inform residents about program objectives, eligible activities, and to solicit public comment on local needs. This public hearing and motion will satisfy the requirement for a meeting and public input.

For the 2017 program Staff is recommending that the city apply for funds to improve South 8th Avenue with sidewalk on the east side of the street, rain gardens to replace the existing open ditches, and roadway improvements including curb and asphalt. This project will increase safety for pedestrians, including children that walk to school from this neighborhood, improve drainage, and will beautify the street and increase property values.

BUDGET/FINANCIAL IMPACTS:

The total project cost for the South 8th Avenue Improvements project is estimated at \$285,000. A minimum 10-percent match is required for this grant. Staff proposes a

Approved to be placed on City Council Agenda:

request of \$250,000 from the CDBG grant program with the resulting \$35,000 match using funds for downtown sidewalk infill and street improvements that are included in the draft 2017 budget. The CDBG program generally awards grants in spring of each year, however, the funds are not available until late summer.

RECOMMENDED ACTION OR MOTION:

Hold a public hearing for feedback on potential CDBG projects and approve a motion authorizing City staff to submit an application for Community Development Block Grant funding supporting the South 8th Avenue Improvements Project. A suggested motion would be:

“I move to authorize the City Manager to submit an application on behalf of the City of Ridgefield requesting Community Development Block Grant funding supporting the South 8th Avenue Improvements Project.”

STAFF CONTACT:

Bryan Kast, Public Works Director

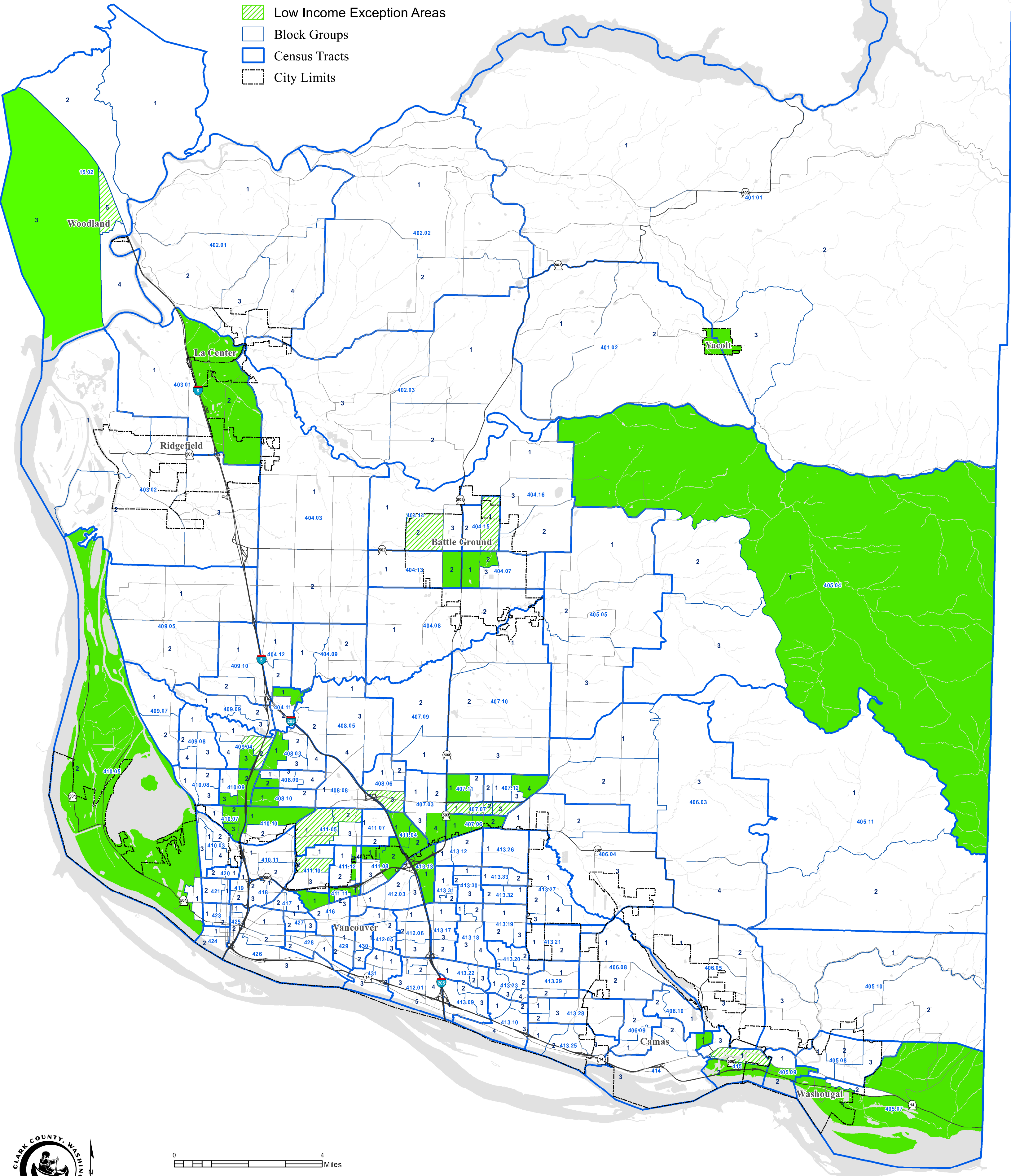
ATTACHMENTS:

Low and Moderate Income Block Groups
Clark County CDBG Program 2015 HUD (PDF)

Clark County CDBG Program 2015 HUD Low and Moderate Income Block Groups

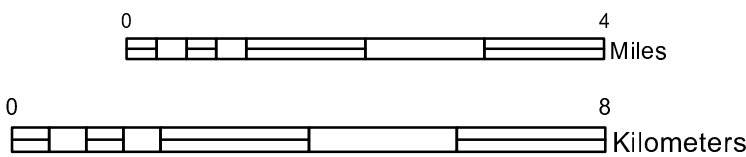
LEGEND

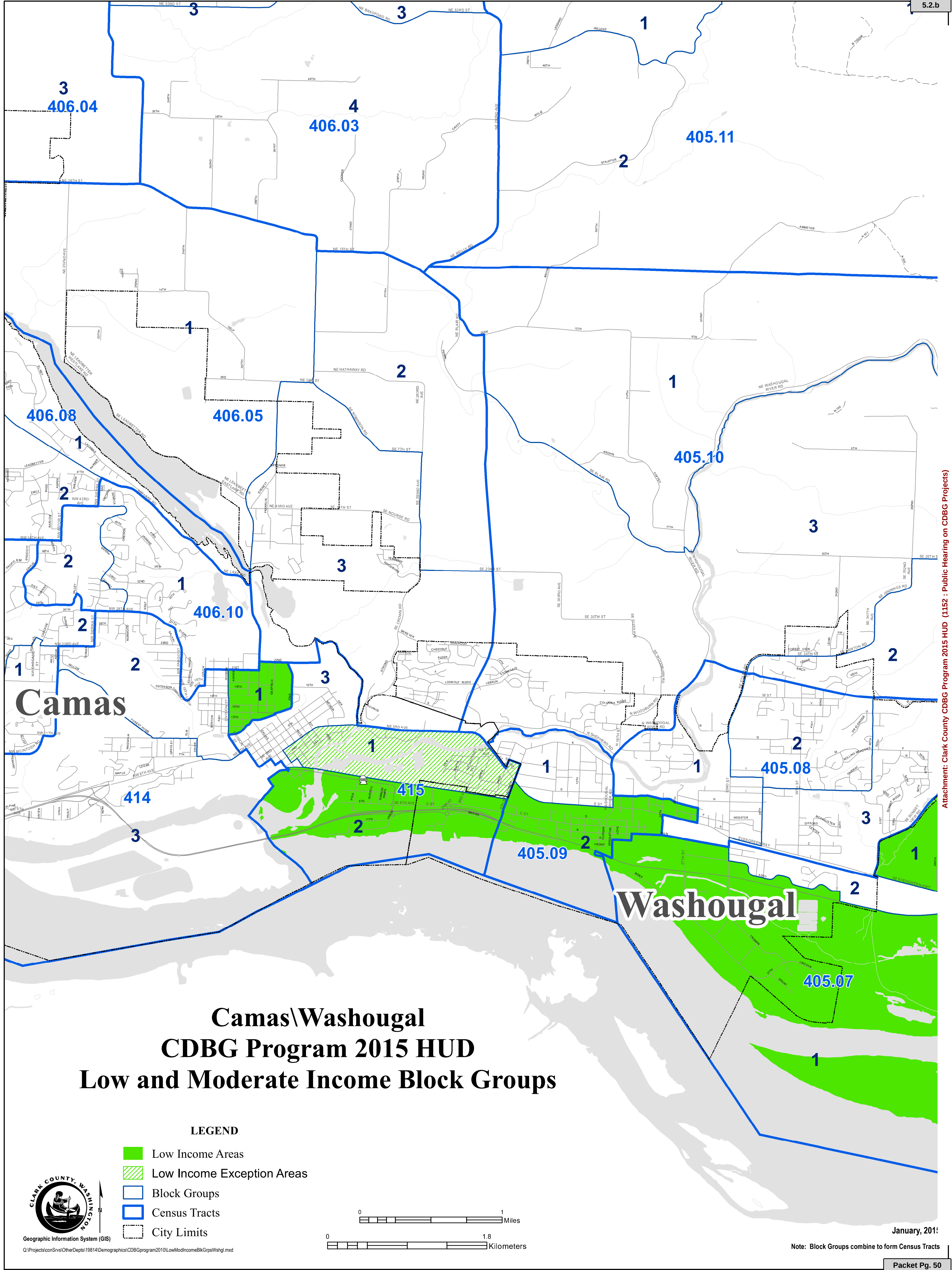
- Low Income Areas
- Low Income Exception Areas
- Block Groups
- Census Tracts
- City Limits



Geographic Information System (GIS)

Q:\Projects\con\Srvs\Other\Depts\19814\Demographics\CDBGprogram2010\LowModIncomeBlkGrpsCounty.mxd





CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: November 17, 2016

ITEM: BUSINESS

AGENDA ITEM TITLE: 2017 Budget

GOVERNING LEGISLATION:

Revised Code of Washington Chapter 35A.33

PREVIOUS COUNCIL ACTION TAKEN:

The City Council conducted a public hearing on the proposed 2017 revenue sources at the November 3, 2016 council meeting.

SUMMARY/BACKGROUND:

The 2017 budget represents the proposed fiscal plans for the City of Ridgefield for calendar year 2017. It took the collaborative efforts of the Budget Advisory Committee, City Council, senior management, staff, and citizen input to develop and create the budget. Meetings were held throughout the budget development process to discuss the budget in more detail and to ensure understanding. These meetings included three Budget Advisory Committee meetings, which were held on August 18, September 15, and October 25. The City also conducted three City Council work sessions, which were held on August 25, October 13, and October 27. Input and feedback gained throughout this process was reviewed and incorporated into the budget as appropriate. Copies of the budget have been made available to the Budget Advisory Committee, City Council, senior management and staff for review as updates were made throughout the process. An initial draft of the budget was made available to the public at City Hall and on the City's website October 31, 2016.

BUDGET/FINANCIAL IMPACTS:

The 2017 budget proposes an operating budget of \$9,229,030, capital budget of \$6,958,500, special revenue budget of \$3,974,213, and a debt service budget of \$20,225, for a total budget of \$20,181,967. The net impact on overall fund balance is a decrease of \$1,300,775.

Transfers between funds included in the budget total \$4,993,296, with \$792,904 associated with the operating funds, transfers to the equipment replacement fund in the amount of \$114,667, transfers for debt service in the amount of \$20,225, and \$4,065,500 for capital projects.

Intergovernmental transfers total \$732,298 to include operating costs for the sewer treatment plant. The City has transferred ownership of the plant but continues to manage operations through contractual agreement.

Approved to be placed on City Council Agenda:

Kirk Johnson Completed 11/10/2016 11:15 AM

Approved for Council. Includes estimated LED street light replacement project.

Steve Stuart Completed 11/10/2016 11:18 AM

City Council Completed 11/17/2016 6:30 PM

Total revenues and the use of fund balance and/or designated reserves are projected to sufficiently support the proposed budget.

The 2017 proposed budget includes funding for four new full-time equivalent positions. The new positions are for a Utility Clerk, Associate Planner, Development Inspector/Code Enforcement Officer, and a Building Inspector. The total FTE count for the City of Ridgefield with these additions is 43.5, which includes 43 full-time positions and 1 part-time position.

RECOMMENDED ACTION OR MOTION:

Conduct first public hearing and reading of Ordinance No. 1224 pertaining to the 2017 Budget. No formal action is requested at this time.

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS: 2017 Budget Summary Exhibit A(PDF)
2017 Operating Fund Budget Summary Exhibit B(PDF)
2017 Special Revenue Fund Budget Summary Exhibit C (PDF)
2017 Capital - ERF Budget Summary Exhibit D (PDF)
2017 Debt Service Budget Summary Exhibit E (PDF)
2017 FTE Report Exhibit F (PDF)

ORDINANCE NO. 1224**2017 BUDGET****AN ORDINANCE ADOPTING THE 2017 BUDGET
FOR THE CITY OF RIDGEFIELD, WASHINGTON AND
PROVIDING FOR THE EFFECTIVE DATE THEREOF**

WHEREAS, the tax estimates and budget for the City of Ridgefield for the 2017 fiscal year have been prepared and filed as provided by the laws of the State of Washington; and

WHEREAS, the budget was printed for distribution and notice was published setting the time and place for hearings on the budget; and

WHEREAS, the 2017 proposed budget was submitted to the City Council and City Clerk on October 31, 2016 and budget workshop sessions were held on August 25, 2016, October 13, 2016, and October 27, 2016; and

WHEREAS, public hearings on the 2017 annual budget were held on November 17, 2016 and December 1, 2016

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 adopt the 2017 budget of anticipated revenues and expenditures.

Section 2: 2017 Budget Adoption. The annual budget for the City of Ridgefield, Washington for the year ending December 31, 2017 is hereby adopted in the amounts and for the purposes shown in Exhibits "A-F", attached hereto and incorporated herein by reference. The budget for each Department and Fund in Exhibit "A-F" is hereby adopted at the fund level and set as the appropriation limit for expenditures for the fiscal year 2017. The attached Exhibit "A" summarizes the totals of estimated revenue and expenditure appropriations for each separate fund and the aggregate total for all funds combined.

Section 3: The Finance Director is directed to transmit a copy of the budget hereby adopted to the State Auditor's Office, Division of Municipal Research, and to the Association of Washington Cities.

Section 4: Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances is not affected.

Section 5. 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 6. 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 7: Effective date. This ordinance shall take effect and be in full force five (5) days after the publication of the attached summary and Exhibit A, which is hereby approved.

Passed by the City Council of the City of Ridgefield, Washington this 1st day of December, 2016.

By: _____
Ron Onslow, Mayor

Attest:

Julie Basarab
City Clerk

Approved as to Form:

Janean Parker, City Attorney

First Reading:	November 17, 2016
Second Reading/Passed:	December 1, 2016
Date of Publication:	December 7, 2016
Effective Date:	December 12, 2016



2017 Budget

		<i>Beginning Fund Balance</i>	<i>2017 Budgeted Revenue</i>	<i>2017 Budgeted Expense</i>	<i>Ending Fund Balance</i>
Operating Funds					
001	General Fund	\$ 2,738,636	\$ 5,609,493	\$ 5,849,815	\$ 2,498,314
101	Street Fund	94,617	593,498	641,532	46,583
406	Water Operating	1,204,579	1,633,660	1,504,439	1,333,800
407	Sewer Operating	171,894	732,348	732,298	171,944
408	Stormwater Operating	356,575	483,946	500,946	339,575
Total Operating		4,566,301	9,052,945	9,229,030	4,390,217
Special Revenue Funds					
105	Real Estate Excise Tax	3,176,061	773,539	2,075,000	1,874,600
111	Drug Fund	12,555	1,086	8,900	4,741
114	Park Impact Fee	2,034,577	754,084	995,500	1,793,161
115	Traffic Impact Fee	824,797	273,099	500,000	597,896
416	Water Utility SDC	4,818,372	1,074,197	394,813	5,497,756
Total Special Revenue		10,866,362	2,876,005	3,974,213	9,768,154
Debt Service Fund					
200	Debt Service	-	20,225	20,225	-
Total Debt Service		-	20,225	20,225	-
Capital Project/Equipment Replacement Funds					
300	General Capital Projects	83,979	6,436,925	6,436,900	84,004
410	Utility Capital Projects	25,800	380,025	380,000	25,825
501	Equipment Replacement (ERF)	195,815	115,067	141,600	169,282
Total Capital/ERF		305,594	6,932,017	6,958,500	279,111
Total Budget		\$ 15,738,257	\$ 18,881,191	\$ 20,181,967	\$ 14,437,482

Attachment: 2017 Budget Summary Exhibit A (1148 : First Reading of Ordinance No. 1224 2017 Budget)



2017 Budget

Operating Funds Summary Report by Fund

Description	2014 Actual	2015 Actual	2016 Final Budget	2016 Est. Year End	2017 Baseline	2017 Additions	2017 Final Budget
001 General Fund							
Revenue							
Property Tax	855,256	931,292	965,000	982,000	1,060,000	-	1,060,000
Retail Sales & Other Tax	1,151,866	1,138,504	1,162,295	1,393,840	1,553,575	-	1,553,575
Utility Taxes	714,782	738,759	916,618	924,627	1,017,411	-	1,017,411
License & Permits	350,864	566,594	739,050	1,006,550	654,283	-	654,283
Planning & Development	310,673	498,655	563,410	701,948	532,473	-	532,473
Fines & Forfeits	86,102	76,077	92,248	73,071	78,417	-	78,417
Charge for Goods & Svc	354,945	360,957	418,815	420,327	434,676	-	434,676
Intergovernmental/Grant	337,225	388,706	189,229	205,850	176,757	-	176,757
Other Rev/Donations	59,310	86,158	114,111	137,772	101,900	-	101,900
Total Revenue	4,221,023	4,785,702	5,160,776	5,845,985	5,609,493	-	5,609,493
Expense							
City Council	47,339	52,575	60,940	66,135	80,660	-	80,660
Judicial	121,433	116,151	124,500	116,201	130,000	-	130,000
Executive	226,988	179,499	193,429	194,922	220,391	-	220,391
Legal	52,275	62,129	60,000	34,667	45,000	-	45,000
Finance	291,905	311,700	314,724	308,148	351,631	3,615	355,245
Human Resources	147,210	172,569	201,635	200,790	174,218	400	174,618
Administration	274,182	313,041	325,090	325,877	307,972	-	307,972
Gen Govt/Facilities	449,627	526,600	674,921	650,982	632,061	32,608	664,669
Information Tech	107,839	115,942	219,054	231,423	182,365	4,974	187,339
Public Safety	1,159,728	1,237,531	1,453,845	1,440,472	1,525,217	11,000	1,536,217
Civil Service	48	794	1,300	90	1,000	-	1,000
Cemetery	63,571	34,010	29,990	22,507	29,570	-	29,570
Transfers	378,174	326,000	612,300	475,628	314,600	161,500	476,100
Community Development	624,280	1,031,026	928,155	935,988	760,850	503,659	1,264,509
Parks	319,540	353,263	404,574	385,791	376,525	-	376,525
Total Expense	4,264,139	4,832,830	5,604,457	5,389,620	5,132,059	717,756	5,849,815
Net Total	(43,116)	(47,128)	(443,681)	456,364	477,434	(717,756)	(240,322)
Fund Balance							
Beginning Fund Balance	2,372,511	2,329,395	2,282,272	2,282,272	2,738,636	3,216,070	2,738,636
Ending Fund Balance	2,329,395	2,282,272	1,838,591	2,738,636	3,216,070	2,498,314	2,498,315
Req Gen Fund Reserve Bal	1,358,881	1,533,259	1,444,213	1,444,213	1,429,097	1,429,097	1,429,097
Req Building Reserve Bal	-	214,104	214,104	214,104	311,653	311,653	311,653
Restricted for Building	-	277,454	515,928	944,595	1,110,762	402,319	682,103
Fund Balance Available	970,514	257,455	(335,654)	135,724	364,558	355,245	75,462

Attachment: 2017 Operating Fund Budget Summary Exhibit B (1148 : First Reading of Ordinance No. 1224 2017 Budget)



2017 Budget

Operating Funds Summary Report by Fund

Description	2014 Actual	2015 Actual	2016 Final Budget	2016 Est. Year End	2017 Baseline	2017 Additions	2017 Final Budget
101 Street Fund							
Revenue							
Utility Tax/Franchise Fee	40,213	43,058	57,049	60,867	64,063	-	64,063
Permits	7,477	4,777	7,500	15,064	9,106	-	9,106
Grants	-	-	3,500	3,500	-	-	-
Intergovernmental	124,152	129,095	138,048	144,704	156,705	-	156,705
Other Revenue	5,464	13,017	300	5,946	2,525	-	2,525
Transfers In	283,560	326,000	462,300	346,725	314,600	46,500	361,100
Total Revenue	460,866	515,947	668,697	576,806	546,998	46,500	593,498
Expense							
Streets	452,433	510,409	665,249	498,593	595,057	46,474	641,532
Total Expense	452,433	510,409	665,249	498,593	595,057	46,474	641,532
Net Total	8,433	5,538	3,448	78,213	(48,059)	26	(48,033)
Fund Balance							
Beg Fund Balance	2,433	10,866	16,404	16,404	94,617	46,558	94,617
Ending Fund Balance	10,866	16,404	19,852	94,617	46,558	46,583	46,583
Reserves Maintain in GF	-	-	-	-	-	-	-
Fund Balance Available	10,866	16,404	19,852	94,617	46,558	46,583	46,583

Description	2014 Actual	2015 Actual	2016 Final Budget	2016 Est. Year End	2017 Baseline	2017 Additions	2017 Final Budget
406 Water Utility Fund							
Revenue							
Charge for Goods & Svc	1,060,132	1,292,763	1,455,437	1,411,287	1,623,081	-	1,623,081
Other Revenue	14,613	9,275	9,000	8,276	10,579	-	10,579
Transfers In	9,756	86,750	323,775	323,775	-	-	-
Total Revenue	1,084,501	1,388,788	1,788,212	1,743,338	1,633,660	-	1,633,660
Expense							
Water Utility	1,255,812	1,314,627	1,780,264	1,709,637	1,309,714	194,724	1,504,439
Total Expense	1,255,812	1,314,627	1,780,264	1,709,637	1,309,714	194,724	1,504,439
Net Total	(171,311)	74,161	7,948	33,700	323,946	(194,724)	129,221
Fund Balance							
Beginning Fund Balance	1,238,771	1,053,526	1,170,879	1,170,879	1,204,579	1,528,525	1,204,579
Ending Fund Balance	1,053,526	1,170,879	1,178,827	1,204,579	1,528,525	1,333,801	1,333,800
Required Reserves	432,168	453,177	485,130	485,130	576,634	651,475	651,475
Fund Balance Available	621,358	717,702	693,697	719,449	951,891	682,326	682,325



2017 Budget

Operating Funds Summary Report by Fund

Description	2014 Actual	2015 Actual	2016 Final Budget	2016 Est. Year End	2017 Baseline	2017 Additions	2017 Final Budget
407 Sewer Utility Fund							
Revenue							
Charge for Goods & Svc	544,724	868,735	683,221	630,221	650,798	81,500	732,298
Other Revenue	410,032	153,133	1,201,275	1,200,823	50	-	50
Total Revenue	954,756	1,021,868	1,884,496	1,831,044	650,848	81,500	732,348
Expense							
Sewer Collection & Debt Svc	382,077	154,476	1,200,775	1,200,775	-	-	-
Sewer Treatment Utility	1,359,927	1,228,501	683,671	598,441	650,798	81,500	732,298
Total Expense	1,742,004	1,382,977	1,884,446	1,799,216	650,798	81,500	732,298
Net Total	(787,248)	(361,109)	50	31,828	50	-	50
Fund Balance							
Beginning Fund Balance	1,431,834	501,175	140,066	140,066	171,894	171,944	171,894
Ending Fund Balance	501,175	140,066	140,116	171,894	171,944	171,944	171,944
Required Reserves	156,000	156,000	156,000	156,000	170,000	170,000	170,000
Fund Balance Available	345,175	(15,934)	(15,884)	15,894	1,944	1,944	1,944

Description	2014 Actual	2015 Actual	2016 Final Budget	2016 Est. Year End	2017 Baseline	2017 Additions	2017 Final Budget
408 Stormwater Utility Fund							
Revenue							
Charge for Goods & Svc	337,107	375,878	401,910	424,361	481,292	-	481,292
Other Revenue	3,115	2,842	2,500	1,604	2,654	-	2,654
Total Revenue	340,222	378,720	404,410	425,965	483,946	-	483,946
Expense							
Stormwater Utility	239,073	345,262	624,456	570,227	425,263	75,684	500,946
Total Expense	239,073	345,262	624,456	570,227	425,263	75,684	500,946
Net Total	101,149	33,458	(220,046)	(144,263)	58,683	(75,684)	(17,000)
Fund Balance							
Beginning Fund Balance	368,203	472,055	500,838	500,838	356,575	415,258	356,575
Ending Fund Balance	472,055	500,838	280,792	356,575	415,258	339,574	339,575
Required Reserves	96,619	120,761	149,726	149,726	169,645	193,459	193,459
Fund Balance Available	375,436	380,077	131,066	206,849	245,613	146,115	146,116



2017 Budget

Special Revenue Funds Summary Report by Fund

Description	2014 Actual	2015 Actual	2016 Final Budget	2016 Est. Year End	2017 Baseline	2017 Changes	2017 Final Budget
105 Real Estate Excise Tax (REET) Fund							
Revenue							
Real Estate Excise Taxes	479,461	636,898	480,000	836,217	750,000	-	750,000
Other Revenue	46,668	45,602	20,000	19,392	23,539	-	23,539
Total Revenue	526,129	682,500	500,000	855,609	773,539	-	773,539
Expense							
Utility	-	74,730	339,000	339,000	-	-	-
General	-	-	-	-	-	275,000	275,000
Streets	50,713	38,230	68,200	68,200	-	-	-
Parks	5,299	68,590	2,245,000	495,000	-	1,800,000	1,800,000
Total Expense	56,012	181,550	2,652,200	902,200	-	2,075,000	2,075,000
Net Total	470,117	500,950	(2,152,200)	(46,591)	773,539	(2,075,000)	(1,301,461)
Fund Balance							
Beg Fund Balance	2,251,585	2,721,702	3,222,652	3,222,652	3,176,061	3,949,600	3,176,061
Ending Fund Balance	2,721,702	3,222,652	1,070,452	3,176,061	3,949,600	1,874,600	1,874,600
Fund Balance Available	2,721,702	3,222,652	1,070,452	3,176,061	3,949,600	1,874,600	1,874,600

Description	2014 Actual	2015 Actual	2016 Final Budget	2016 Est. Year End	2017 Baseline	2017 Changes	2017 Final Budget
111 Drug Fund							
Revenue							
Fines and Forfeits	1,030	1,027	1,000	977	1,011	-	1,011
Other Revenue	2,268	4,545	150	20	75	-	75
Total Revenue	3,298	5,572	1,150	996	1,086	-	1,086
Expense							
Small Tools & Equipment	-	2,030	3,500	3,500	-	8,900	8,900
Intergovernmental	-	450	-	-	-	-	-
Total Expense	-	2,480	3,500	3,500	-	8,900	8,900
Net Total	3,298	3,092	(2,350)	(2,504)	1,086	(8,900)	(7,814)
Fund Balance							
Beginning Fund Balance	8,669	11,967	15,059	15,059	12,555	13,641	12,555
Ending Fund Balance	11,967	15,059	12,709	12,555	13,641	4,741	4,741
Fund Balance Available	11,967	15,059	12,709	12,555	13,641	4,741	4,741



2017 Budget

Special Revenue Funds Summary Report by Fund

Description	2014 Actual	2015 Actual	2016 Final Budget	2016 Est. Year End	2017 Baseline	2017 Changes	2017 Final Budget
114 Park Impact Fee (PIF) Fund							
Revenue							
Planning & Development	343,202	475,759	718,095	882,391	742,868	-	742,868
Grants	-	-	225,300	225,300	-	-	-
Other Revenue	12,141	763,810	8,500	7,745	11,217	-	11,217
Total Revenue	355,343	1,239,569	951,895	1,115,436	754,084	-	754,084
Expense							
Park Impact Fee	9,306	620,778	1,364,000	1,122,171	-	995,500	995,500
Total Expense	9,306	620,778	1,364,000	1,122,171	-	995,500	995,500
Net Total	346,037	618,791	(412,105)	(6,735)	754,084	(995,500)	(241,416)
Fund Balance							
Beg Fund Balance	1,076,484	1,422,521	2,041,312	2,041,312	2,034,577	2,788,661	2,034,577
Ending Fund Balance	1,422,521	2,041,312	1,629,207	2,034,577	2,788,661	1,793,161	1,793,161
Fund Balance Available	1,422,521	2,041,312	1,629,207	2,034,577	2,788,661	1,793,161	1,793,161

Description	2014 Actual	2015 Actual	2016 Final Budget	2016 Est. Year End	2017 Baseline	2017 Changes	2017 Final Budget
115 Traffic Impact Fee (TIF) Fund							
Revenue							
Planning & Development	81,187	94,308	232,404	388,068	263,559	-	263,559
Other Revenue	9,700	9,956	6,500	7,173	9,540	-	9,540
Total Revenue	90,887	104,264	238,904	395,241	273,099	-	273,099
Expense							
Transp Impact Fee	-	44,755	402,000	402,000	-	500,000	500,000
Total Expense	-	44,755	402,000	402,000	-	500,000	500,000
Net Total	90,887	59,509	(163,096)	(6,760)	273,099	(500,000)	(226,901)
Fund Balance							
Beginning Fund Balance	681,160	772,047	831,556	831,556	824,797	1,097,896	824,797
Ending Fund Balance	772,047	831,556	668,460	824,797	1,097,896	597,896	597,896
Fund Balance Available	772,047	831,556	668,460	824,797	1,097,896	597,896	597,896



2017 Budget

Special Revenue Funds Summary Report by Fund

Description	2014 Actual	2015 Actual	2016 Final Budget	2016 Est. Year End	2017 Baseline	2017 Changes	2017 Final Budget
416 Water Utility SDC Fund							
Revenue							
Contributed Capital	586,575	693,290	1,046,750	1,453,513	1,046,750	-	1,046,750
Other Revenue	23,481	21,385	16,000	24,348	27,447	-	27,447
Total Revenue	610,056	714,675	1,062,750	1,477,861	1,074,197	-	1,074,197
Expense							
Intergovernmental	8,799	10,399	10,000	23,372	14,813	-	14,813
Capital Outlay	-	9,217	-	-	-	-	-
Transfers Out	263,710	133,150	771,275	391,275	-	380,000	380,000
Total Expense	272,509	152,766	781,275	414,647	14,813	380,000	394,813
Net Total	337,547	561,909	281,475	1,063,215	1,059,385	(380,000)	679,385
Fund Balance							
Beg Fund Balance	2,855,701	3,193,248	3,755,157	3,755,157	4,818,372	5,877,756	4,818,372
Ending Fund Balance	3,193,248	3,755,157	4,036,632	4,818,372	5,877,756	5,497,756	5,497,756
Fund Balance Available	3,193,248	3,755,157	4,036,632	4,818,372	5,877,756	5,497,756	5,497,756



2017 Budget

Capital Project/Equipment Replacement Funds Summary Report by Fund

Description	2014 Actual	2015 Actual	2016 Final Budget	2016 Est. Year End	2017 Baseline	2017 Additions	2017 Final Budget
300 General Capital Project Fund							
Revenue							
Grants	1,333,085	173,424	2,669,300	324,600	-	2,751,400	2,751,400
Other Revenue	525	17	50	15	25	-	25
Transfers In	159,932	772,353	4,267,500	2,316,071	-	3,685,500	3,685,500
Total Revenue	1,493,542	945,794	6,936,850	2,640,686	25	6,436,900	6,436,925
Expense							
Facilities	-	-	-	-	-	275,000	275,000
Streets	1,235,229	83,039	3,281,800	937,125	-	3,366,400	3,366,400
Parks	68,257	707,867	3,739,375	1,722,158	-	2,795,500	2,795,500
Total Expense	1,303,486	790,906	7,021,175	2,659,283	-	6,436,900	6,436,900
Net Total	190,056	154,888	(84,325)	(18,597)	25	-	25
Fund Balance							
Beginning Fund Balance	(281,173)	(52,312)	102,576	102,576	83,979	84,004	83,979
Ending Fund Balance	(52,312)	102,576	18,251	83,979	84,004	84,004	84,004
Fund Balance Available	(52,312)	102,576	18,251	83,979	84,004	84,004	84,004

Description	2014 Actual	2015 Actual	2016 Final Budget	2016 Est. Year End	2017 Baseline	2017 Additions	2017 Final Budget
410 Utility Capital Project Fund							
Revenue							
Other Revenue	22	3	50	2	25	-	25
Transfers In	253,955	319,783	928,973	548,973	-	380,000	380,000
Other Financing Sources	-	-	2,142,000	2,737,596	-	-	-
Total Revenue	253,977	319,786	3,071,023	3,286,571	25	380,000	380,025
Expense							
Water Capital	253,955	819,455	2,591,157	2,211,156	-	380,000	380,000
Stormwater Capital	-	74,730	479,816	479,816	-	-	-
Total Expense	253,955	894,185	3,070,973	2,690,972	-	380,000	380,000
Net Total	22	(574,399)	50	595,599	25	-	25
Fund Balance							
Beginning Fund Balance	4,578	4,600	(569,799)	(569,799)	25,800	25,825	25,800
Ending Fund Balance	4,600	(569,799)	(569,749)	25,800	25,825	25,825	25,825
Fund Balance Available	4,600	(569,799)	(569,749)	25,800	25,825	25,825	25,825



2017 Budget

Capital Project/Equipment Replacement Funds Summary Report by Fund

Description	2014 Actual	2015 Actual	2016 Final Budget	2016 Est. Year End	2017 Baseline	2017 Additions	2017 Final Budget
501 Equipment Replacement Fund							
Revenue							
Other Revenue	578	8,641	400	40	400	-	400
Transfers In	117,320	153,801	195,359	195,359	114,667	-	114,667
Total Revenue	117,898	162,442	195,759	195,399	115,067	-	115,067
Expense							
General Government	4,398	2,167	6,240	6,240	-	-	-
Public Safety	114,948	9,468	87,000	87,000	-	-	-
Water	19	15,108	-	-	-	61,000	61,000
Cemetery	1,465	3	-	-	-	-	-
Stormwater	35,570	10,794	-	-	-	24,400	24,400
Streets	82,835	2,179	8,320	8,320	-	24,400	24,400
Community	-	-	-	-	-	-	-
Parks	23,577	84,113	21,840	21,840	-	31,800	31,800
Total Expense	262,812	123,832	123,400	123,400	-	141,600	141,600
Net Total	(144,914)	38,610	72,359	71,999	115,067	(141,600)	(26,533)
Fund Balance							
Beginning Fund Balance	257,866	85,206	123,816	123,816	195,815	310,882	195,815
Ending Fund Balance	85,206	123,816	196,175	195,815	310,882	169,282	169,282
Fund Balance Available	85,206	123,816	196,175	195,815	310,882	169,282	169,282



2017 Budget

Debt Service Fund Summary Report by Fund

Description	2014 Actual	2015 Actual	2016 Final Budget	2016 Est. Year End	2017 Baseline	2017 Changes	2017 Final Budget
200 Debt Service Fund							
Revenue							
Transfers-In	-	-	-	-	20,225	-	20,225
Total Revenue	-	-	-	-	20,225	-	20,225
Expense							
Debt Service	-	-	-	-	20,225	-	20,225
Total Expense	-	-	-	-	20,225	-	20,225
Net Total	-	-	-	-	-	-	-
Fund Balance							
Beg Fund Balance	-	-	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-	-	-
Fund Balance Available	-	-	-	-	-	-	-



2017 Budget

Personnel Schedule (Full-Time Equivalents)

<i>Job Title</i>	<i>FTE Allocation</i>	
Executive		
City Manager		1.00
Total Executive		1.00
Finance		
Finance Director		1.00
Accountant II		1.00
Accounting Clerk		1.00
Utility Clerk		0.05
Total Finance		3.05
Human Resources		
Deputy City Manager		0.40
HR/Admin Assistant		0.90
Total Human Resources		1.30
Administration		
Deputy City Manager		0.60
City Clerk		1.00
HR/Admin Assistant		0.10
Community Relations Specialist		1.00
Total Administration		2.70
General Government/Facilities		
Public Works Supervisor, Facilities		0.15
PW Administrative Assistant		0.08
Utility Maintenance Worker		0.02
Public Works Supervisor, Utilities		0.05
Utility Maintenance Worker		0.02
Utility Maintenance Worker		0.02
Engineer		0.05
Facility Maintenance Worker		0.06
Utility Maintenance Worker		0.02
Public Works Director		0.10
Facility Maintenance Worker		0.10
Utility Maintenance Worker		0.02
Facility Maintenance Worker		0.10
Mechanic/Maintence Worker		0.05
Facility Maintenance Worker		0.05
Facility Maintenance Worker		0.05
Development Inspector/Code Enforcement		0.10
Total General Government/Facilities		1.04



2017 Budget

Personnel Schedule (Full-Time Equivalents)

Job Title	FTE Allocation	
Public Safety		
Chief of Police		1.00
Police Lieutenant		1.00
Police Sergeant		1.00
Police Sergeant		1.00
Police Officer		1.00
Police Officer		1.00
Police Officer		1.00
Police Officer		1.00
Police Officer		1.00
Police Officer		1.00
Police Clerk		1.00
Total Public Safety		11.00
Cemetery		
PW Administrative Assistant		0.02
Public Works Supervisor, Facilities		0.05
Facility Maintenance Worker		0.04
Facility Maintenance Worker		0.05
Facility Maintenance Worker		0.04
Facility Maintenance Worker		0.02
Total Cemetery		0.22
Community Development		
PW Administrative Assistant		0.15
Engineer		0.25
Public Works Director		0.15
Building Inspector		1.00
Community Development Director		1.00
Building Official		1.00
Permit Tech		1.00
Development Inspector/Code Enforcement		0.90
Associate Planner		1.00
Building Inspector		1.00
Total Community Development		7.45



2017 Budget

Personnel Schedule (Full-Time Equivalents)

Job Title	FTE Allocation	
Parks		
Public Works Supervisor, Facilities		0.30
Park Caretaker		0.50
PW Administrative Assistant		0.10
Engineer		0.10
Facility Maintenance Worker		0.43
Public Works Director		0.20
Facility Maintenance Worker		0.20
Facility Maintenance Worker		0.38
Mechanic/Maintence Worker		0.30
Facility Maintenance Worker		0.15
Facility Maintenance Worker		0.60
Total Parks		3.26
Streets		
Public Works Supervisor, Facilities		0.25
PW Administrative Assistant		0.10
Engineer		0.25
Facility Maintenance Worker		0.33
Public Works Director		0.15
Facility Maintenance Worker		0.25
Facility Maintenance Worker		0.33
Mechanic/Maintenance Worker		0.35
Facility Maintenance Worker		0.20
Facility Maintenance Worker		0.25
Total Streets		2.46
Water Utility		
PW Administrative Assistant		0.45
Utility Maintenance Worker		0.93
Public Works Supervisor, Utilities		0.65
Utility Maintenance Worker		0.49
Utility Maintenance Worker		0.68
Engineer		0.10
Utility Maintenance Worker		0.08
Public Works Director		0.10
Utility Maintenance Worker		0.83
Mechanic/Maintenance Worker		0.05
Utility Clerk		0.70
Total Water Utility		5.06



2017 Budget

Personnel Schedule (Full-Time Equivalents)

Job Title	FTE Allocation	
Sewer Treatment		
Utility Maintenance Worker		0.05
Public Works Supervisor, Utilities		0.30
Utility Maintenance Worker		0.49
Utility Maintenance Worker		0.30
Engineer		0.05
Utility Maintenance Worker		0.90
Public Works Director		0.15
Utility Maintenance Worker		0.15
Total Sewer Treatment		2.39
Stormwater Utility		
Public Works Supervisor, Facilities		0.25
PW Administrative Assistant		0.10
Engineer		0.20
Facility Maintenance Worker		0.14
Public Works Director		0.15
Facility Maintenance Worker		0.40
Facility Maintenance Worker		0.15
Mechanic/Maintenance Worker		0.25
Facility Maintenance Worker		0.60
Facility Maintenance Worker		0.08
Utility Clerk		0.25
Total Stormwater Utility		2.57
Total Full Time Equivalents		43.50
Full-Time Staff		
Full-Time employees		43.00
Part-Time Staff		
Park Caretaker		0.50

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: November 17, 2016

ITEM: BUSINESS

AGENDA ITEM TITLE: 2017 Property Tax Levy

GOVERNING LEGISLATION: RCW 84.55.120, and RCW 84.52.020

PREVIOUS COUNCIL ACTION TAKEN: Council adopts a property tax levy annually.

SUMMARY/BACKGROUND: The 2017 budget includes a statutory maximum 1% increase in the current property tax levy exclusive of additional revenue resulting from new construction, improvements to property, annexations, and any increase in the value of state assessed property.

The 2016 levy amount was \$960,587.47. The statutory 1% increase would raise the property tax levy \$9,605.87. In addition to the 1% increase, the County Assessor's office has determined that the taxable assessed value for new construction will add \$75,688,703 to the total taxable assessed values for the City of Ridgefield. The Department of Revenue is still in the process of valuing state assessed utilities. These numbers should be available shortly. The state assessed utility value for the 2016 tax roll was \$10,372,344.

To date the estimated 2016/2017 taxable assessed values for Ridgefield is \$1,062,729,055. The Assessor must certify the assessed values by November 14, 2016. The City must hold a revenue hearing and certify a property tax levy to the County by November 30, 2016. The City's current forecast for the 2017 property tax levy is \$1,060,000, an increase of \$95,000 from the 2016 budget. The estimate is for the City of Ridgefield levy amount to be 99.4 cents per \$1,000 assessed value a decrease of 8.5 cents from 2016.

The 2017 General Fund expense budget has increased 4.38% over the 2016 final expense budget to account for contractual, inflationary, and new initiative increases. The Portland area CPI-U inflationary factor for July 2015 – June 2016 is 1.7% overall. The inflation less food and energy is 3.2% over the same time period. Adoption of the 1% property tax levy increase does not match current inflation, but is needed to maintain a balanced budget and continue to offer the core services at the same level of service.

BUDGET/FINANCIAL IMPACTS: The 2017 property tax receipts will increase \$95,000 when compared with the 2016 budget. The total property tax levy is estimated to be \$1,060,000.

Approved to be placed on City Council Agenda:

Kirk Johnson	Completed	11/07/2016 11:44 AM
Approved for Council		
Steve Stuart	Completed	11/07/2016 11:51 AM
City Council	Completed	11/17/2016 6:30 PM

RECOMMENDED ACTION OR MOTION:

Staff recommends Council adopt Ordinance No. 1222 by making the following motion:

“I move to adopt Ordinance No. 1222, as presented.”

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

ORDINANCE NO. 1222

2017 PROPERTY TAX LEVY

AN ORDINANCE ESTABLISHING THE ESTIMATED AD VALOREM TAXES NECESSARY TO FINANCE THE ANTICIPATED REQUIREMENTS OF THE CITY OF RIDGEFIELD, WASHINGTON FOR THE FISCAL YEAR ENDING DECEMBER 31, 2017 BY INCREASING PROPERTY TAX REVENUE FROM THE PREVIOUS YEAR

WHEREAS, public hearings have been held by the Ridgefield City Council to review and discuss the estimated revenue needed for calendar year 2017 as required by statute; and

WHEREAS, the Revised Code of Washington 84.55.120 as amended by Referendum 47 requires an Ordinance or Resolution be approved by the City Council if the anticipated property tax levy will increase by any amount; and,

WHEREAS, the amount levied for fiscal year 2016 was \$960,587 and the increase in the regular property tax levy amount for 2016 is \$9,606 which is a percentage increase of 1% from the previous year; and,

WHEREAS, this increase is exclusive of additional revenue resulting from new construction, improvements to property, any increase in the value of state assessed property, annexations that have occurred and refunds made.

WHEREAS, a certified budget request or estimate is filed with the County Legislative Authority, separate from this ordinance. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The form for this purpose is titled "Levy Certification" and is available through the Assessor's Office. Certification is made in a manner prescribed by the County Legislative Authority.

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 increase the property tax levy by the maximum allowed by the Revised Code of Washington.

Section 2. Fixing Ad Valorem Taxes. That an increase in the regular property tax levy is authorized for the levy to be collected for the 2017 tax year in the amount of the maximum 1% allowed by law from the previous year, estimated to be \$9,606. This increase is exclusive of additional revenue resulting from new construction, improvements to property, and any increase in the value of state assessed property.

Section 3. Transmittal to County. A certified copy of this ordinance shall be transmitted to Clark County in accordance with law.

Section 4. Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances is not affected.

Section 5. 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 6. 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 7: Effective date. This ordinance shall take effect and be in full force five (5) days after the publication in which is hereby approved.

Passed by the City Council of the City of Ridgefield, Washington this 17th day of November, 2016 in an open public meeting.

City of Ridgefield:

Ron Onslow
Mayor

ATTEST:

Julie Basarab
City Clerk

APPROVED AS TO FORM:

Janean Parker, City Attorney

First reading:	November 3, 2016
Second reading:	November 17, 2016
Publication date:	November 23, 2016
Effective date:	November 28, 2016

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: November 17, 2016

ITEM: BUSINESS

AGENDA ITEM TITLE: 2017 Storm Water Utility Rate Code Amendment

GOVERNING LEGISLATION: RCW 35.67.020 and RCW 35.92.020 and Ridgefield Municipal Code Chapter 13.75.

PREVIOUS COUNCIL ACTION TAKEN: Ordinance No. 883, forming a Storm Water Utility, was adopted by City Council at the August 25, 2005 regular council meeting and Ordinance No. 884 was adopted by City Council establishing the initial rate structure of the utility. Multiple Ordinances have been adopted to update the bi-monthly rate with the most recent adoption Ordinance No. 1196 by the City Council on November 19, 2015 to update the bi-monthly rate to \$15.00 per equivalent dwelling unit. Council had the first reading of Ordinance No. 1223 on November 3, 2016.

SUMMARY/BACKGROUND: The public storm water collection and treatment systems located within the City of Ridgefield must be maintained and repaired by the City Public Works Department. The Storm Water Utility was created in 2005 with the plan that the fees charged would be used to perform the required long-term management, maintenance and repair to the storm water systems and correspondingly reduce the financial burden on the City's General Government Fund. Ordinance No. 1223 provides an amendment in the rate structure and a step toward generating the necessary revenue to assist in funding the Storm Water Utility.

City staff contracted with FCS group, one of the most preeminent consultants in our region, to conduct a rate analysis as required by the City's Budget Policy. The rate analysis was conducted in 2016 and looked at expenses and revenues for the next 10 years for the Storm Water Utility. Factors included assumptions for inflationary cost escalators, labor agreements, capital facility plans and growth assumptions. As a result of the rate study it was determined that rates for 2017 should increase \$1.46 per bi-monthly billing cycle per equivalent dwelling unit. Per the rate model future increases beginning in 2018 will be reduced to \$0.91 per bi-monthly billing and then follow an inflationary factor for the remaining 8 years. Due to the recommended increase and increased residential development, Storm Water Fund revenue is expected to increase 19.75% in 2017 over the 2016 revenue budget, while ongoing expense is expected to increase 29.96% in 2017 over 2016.

Ordinance No. 1223 proposes a \$1.46 per bi-monthly billing, per Equivalent Dwelling Unit (EDU), increase in the rate. This equates to a total of \$8.23 per month or \$16.46 bi-monthly per EDU.

Approved to be placed on City Council Agenda:

Kirk Johnson	Completed	11/07/2016 9:13 AM
Approved for Council		
Steve Stuart	Completed	11/07/2016 9:41 AM
City Council	Completed	11/17/2016 6:30 PM

BUDGET/FINANCIAL IMPACTS: Under the proposed rate structure, the Storm Water Utility Fund would generate annual service charge revenue of \$483,946. The 2017 expense budget is expected to be \$500,946 including \$75,683 in new initiatives. The 2017 ongoing expense for the Storm Water Utility Fund is \$447,189. The additional revenue earned by this increase is estimated to be \$41,800.

RECOMMENDED ACTION OR MOTION:

Staff recommends Council adopt Ordinance No. 1223 by making the following motion:

“I move to adopt Ordinance No. 1223, as presented.”

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS: Exhibit A Ordinance No 1223 Storm Water Rate Increase 2017 (PDF)

ORDINANCE NO. 1223

2017 STORM WATER UTILITY RATE CODE AMENDMENT

AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON AMENDING RIDGEFIELD MUNICIPAL CODE CHAPTER 13.75 AND ORDINANCE NUMBER 1196 INCREASING THE BI-MONTHLY STORMWATER RATE

WHEREAS, the City of Ridgefield, Washington (the "City"), created a Stormwater Utility to implement and administer its Stormwater Management Program; and,

WHEREAS, the City is authorized pursuant to the general police powers, RCW 35.67.020 and RCW 35.92.020, to fix, alter, regulate and control the rates and charges for use of said Utility and the Stormwater Management Program of the City; and,

WHEREAS, the Ridgefield City Council finds that it is now necessary to amend the rates and charges by increasing the rate one dollar and forty-six cents per bi-monthly billing period per equivalent dwelling unit to cover the cost and expense of operating said Utility; and,

WHEREAS, the Ridgefield City Council finds that all developed real property within the boundaries of the Utility benefits from the Stormwater Utility of the City and should participate financially in the payment of all expenses for maintenance, operation and improvement of said storm drainage system and for administration of the Utility;

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 is in the public interest to amend Ordinance No. 1196 (2015) Ordinance No. 1170 (2014), Ordinance No. 1140 (2013), Ordinance No. 1120 (2012), Ordinance No. 1088 (2011), Ordinance No. 1063 (2010), Ordinance No. 1044 (2009), Ordinance No. 1025 (2008), Ordinance No. 969 (2007), Ordinance No. 937 (2006), Ordinance No. 884 (2005) and Chapter 13.75 (Stormwater Utility) to the Ridgefield Municipal Code.

Section 2. Amendment to Chapter 13.75 (Stormwater Utility). Chapter 13.75 is hereby amended per the attached exhibit.

Section 3. Severability. If any section, sentence, clause or phrase of this ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

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 on January 1, 2017.

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON ON THE 17TH DAY OF NOVEMBER, 2016.

By: _____
Ron Onslow, Mayor

ATTEST:

Julie Basarab
City Clerk

APPROVED AS TO FORM:

Janean Parker, City Attorney

First Reading:	November 3, 2016
Second Reading:	November 17, 2016
Date of Publication:	November 23, 2016
Effective Date:	January 1, 2017

Exhibit "A"**Chapter 13.75****STORMWATER UTILITY****13.75.060 - Stormwater service charge rates.**

- A. In accordance with the rate structure set forth in RMC [13.75.050](#), there is hereby levied upon all developed real property within the stormwater service area the following stormwater service charges which shall be collected from the property owners of such properties: For all developed real property within the stormwater service area, unless exempt as set forth above, the stormwater service charge shall be **sixteen dollars and forty-six cents** per two months per EDU multiplied by the number of EDUs determined by the utility to be contained in such parcel.
- B. All property subject to charges of the stormwater management program shall be billed based on the property characteristics existing one month prior to billing.
- C. All stormwater service charges and all other stormwater fees or charges hereafter established by the city shall be deemed to be levied upon real property.

(Ord. No. 1148, §§ 1—3, 1-23-2014; Ord. No. 1170, § 2(Exh. A), 11-20-2014; Ord. No. 1196, § 2(Exh. A), 11-19-2015)

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: November 17, 2016

ITEM: BUSINESS

AGENDA ITEM TITLE: Declaring Certain Property as Surplus and Authorizing Its Disposition

GOVERNING LEGISLATION: RCW 39.33 – Intergovernmental Disposition of Property

PREVIOUS COUNCIL ACTION TAKEN: Council has previously adopted resolutions providing for the surplus of certain property and executing its sale or disposal.

SUMMARY/BACKGROUND: The City acquires vehicles, equipment and property as needed for staff to perform their work responsibilities. As the vehicle, equipment or property is used throughout its life to conduct City business, it ages, and eventually becomes obsolete and/or in disrepair.

The City is requesting to declare certain property surplus and dispose of it in an orderly fashion that best meets the needs of the City.

A public hearing is not required due to this property not having a value that exceeds \$50,000.

The City budgeted the replacement of the manual lift F550 (bucket truck) in the 2016 budget. The City has purchased a replacement truck using funds allocated through the equipment replacement fund. The City has received a request from another entity to purchase the replaced vehicle.

The City would like to dispose of the Blazer Industries work trailer currently located at the public works shop. The trailer is in disrepair and it is in the best interest of the City to salvage the trailer and move it off the grounds it is currently located at.

BUDGET/FINANCIAL IMPACTS: Sale price for the replaced bucket truck is \$500 and the funds

Approved to be placed on City Council Agenda:

Kirk Johnson Completed 11/09/2016 5:36 PM

Approved with resolution number added to document

Steve Stuart Completed 11/10/2016 10:55 AM

City Council Completed 11/17/2016 6:30 PM

will be returned to the ERF fund. Public Works does not have a number currently for the salvage and hauling costs for the removal of the trailer.

RECOMMENDED ACTION OR MOTION: Staff recommends that Council adopt Resolution No. XXX as presented by making the following motion:

“I move to adopt Resolution No. 517 as presented”

STAFF CONTACT: Kirk Johnson, Finance Director
Surplus Items Exhibit A (DOCX)

ATTACHMENTS:

Resolution No.517

DECLARING CERTAIN PROPERTY AS SURPLUS AND AUTHORIZING ITS DISPOSITION

A RESOLUTION OF THE CITY OF RIDGEFIELD, WASHINGTON DECLARING CERTAIN PROPERTY AS SURPLUS AND AUTHORIZING ITS SALE

WHEREAS, the City of Ridgefield has acquired certain personal property and equipment and

WHEREAS, the property and equipment cannot be reassigned within the City and the surplus of this property and equipment will meet the needs of the City of Ridgefield,

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON DOES HEREBY RESOLVE AS FOLLOWS:

1. Based upon the findings and recommendations of the City, the attached Exhibit A represents the list of property requesting to be declared surplus and no longer meets the needs of the City, and further, these items cannot be reassigned as an asset to other departments of the City.

2. This property is deemed to no longer create a benefit for the residents of the City of Ridgefield.

3. The Council authorizes the City Manager to sell, auction or scrap the items identified on the attached list for the best available price; or to properly dispose of the property to the best benefit of the City of Ridgefield.

ADOPTED AT A REGULAR SESSION OF THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS 17th DAY OF NOVEMBER, 2016.

City of Ridgefield

Ron Onslow, Mayor

Attest:

Julie Basarab,
City Clerk

Exhibit "A"

Department	Description	License#/Serial #	Estimated Value
Public Works	Blazer Industries Office Trailer	014042-MK955887	Scrap
Public Works	Chevrolet R30 Bucket Truck	02436D	\$500

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: November 17, 2016

ITEM: BUSINESS

AGENDA ITEM TITLE: Motion - Approval of Bella Noche Final Plat

GOVERNING LEGISLATION:

RCW 58.17 (Plats -- Subdivisions – Dedications); RDC 18.600 (Subdivisions-General), RDC 18.620 (Procedures for Subdivision), RDC 18.630 (Design Requirements), and RDC 18.640 (Improvement Requirements)

PREVIOUS COUNCIL ACTION TAKEN: None.

SUMMARY/BACKGROUND:

The Hearings examiner granted conditional approval to the preliminary plat for the Bella Noche subdivision through issuance of a Final Order in February of 2016. The overall site is approximately 6.91 acres and has preliminary plat approval for 34 single family units.

Planning and engineering staff have reviewed the final plat application and have determined that the final plat complies with the 2016 Final Order, the approved engineering plans and other applicable standards and regulations. There are several outstanding issues that must be met by the applicant as part of the final plat approval process prior to City signatures on the face of the final plat. The issues are noted on the attached Final Plat memo, and include minor items such as changing the sanitary sewer provider name from City of Ridgefield to Clark Regional Wastewater District. As such, staff is recommending a conditional approval of final plat.

BUDGET/FINANCIAL IMPACTS:

Approval of this final plat will create 34 legal single family lots of record that will provide new property tax revenue to the City. Approval of this plat will dedicate new streets, and water facilities. The dedication of this public infrastructure will require the City to conduct operations and maintenance activities on these facilities. The costs of operations and maintenance will be partially off-set by the new property tax revenue.

Approved to be placed on City Council Agenda:

RECOMMENDED ACTION OR MOTION:

"I move to approve of the final plat for the Bella Noche subdivision is subject to the conditions provided for in the November 8, 2016 Memorandum from the Community Development Director."

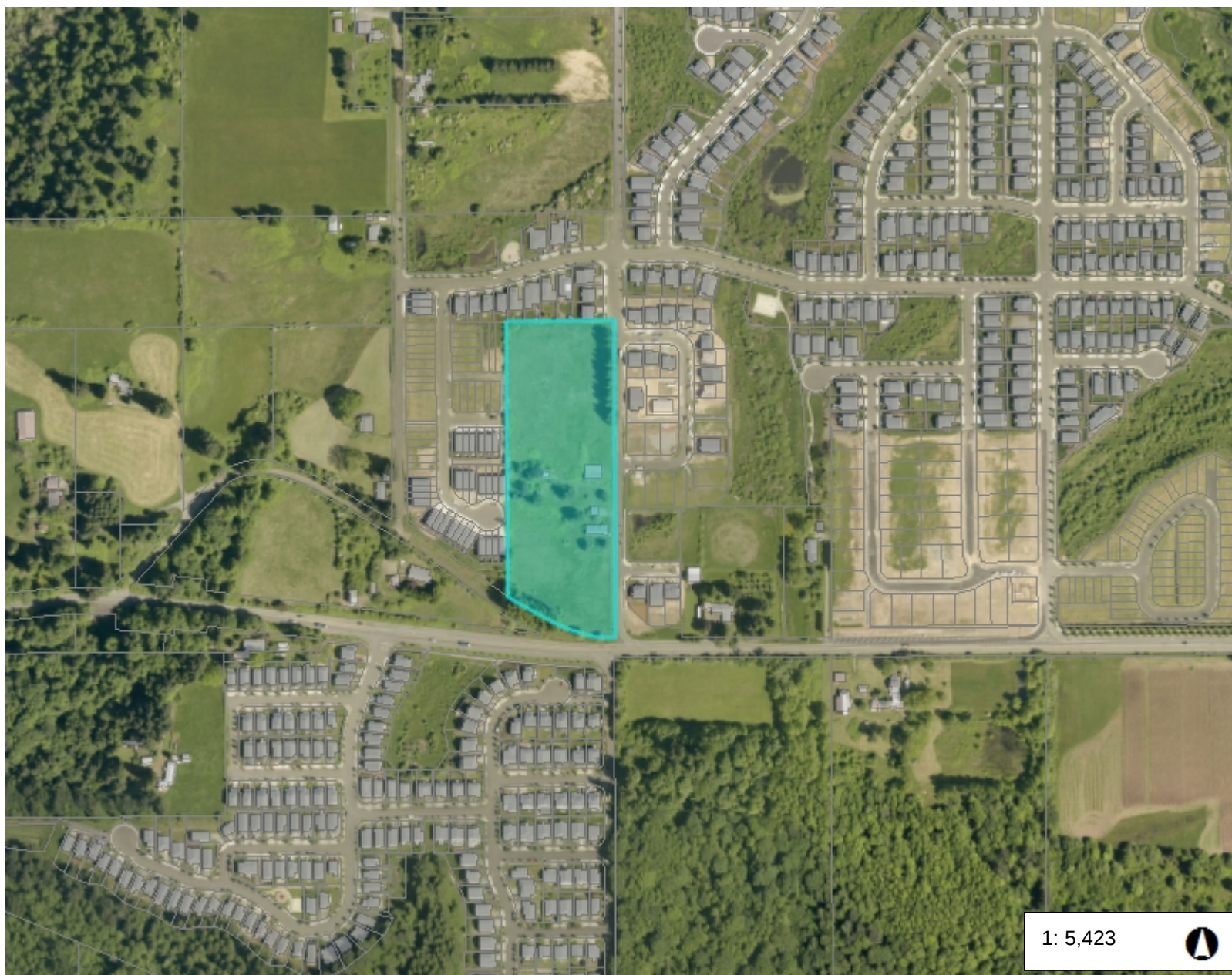
STAFF CONTACT: Jeff Niten, Community Development Director

ATTACHMENTS: Bella_Noche_Final_Plat staff memo 161108 (002)
Bella Noche_photo (PDF)
BELLA PLAT SHEET 2 (PDF)



Bella Noche

6.5.b



Legend

- Building Footprints
- Taxlots
- ImageBestRes
 - Red: Band_1
 - Green: Band_2
 - Blue: Band_3
- Cities Boundaries
- Urban Growth Boundaries

1: 5,423



903.8 0 451.89 903.8 Feet

WGS_1984_Web_Mercator_Auxiliary_Sphere
Clark County, WA. GIS - <http://gis.clark.wa.gov>

This map was generated by Clark County's "MapsOnline" website. Clark County does not warrant the accuracy, reliability or timeliness of any information on this map, and shall not be held liable for losses caused by using this information.

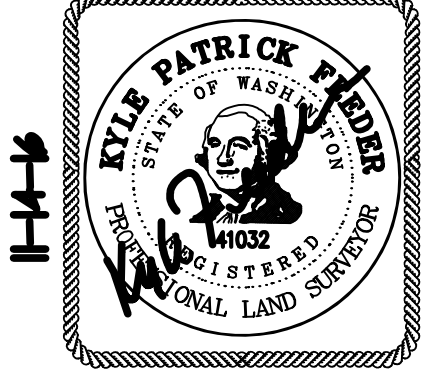
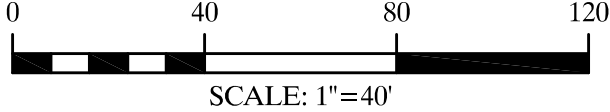
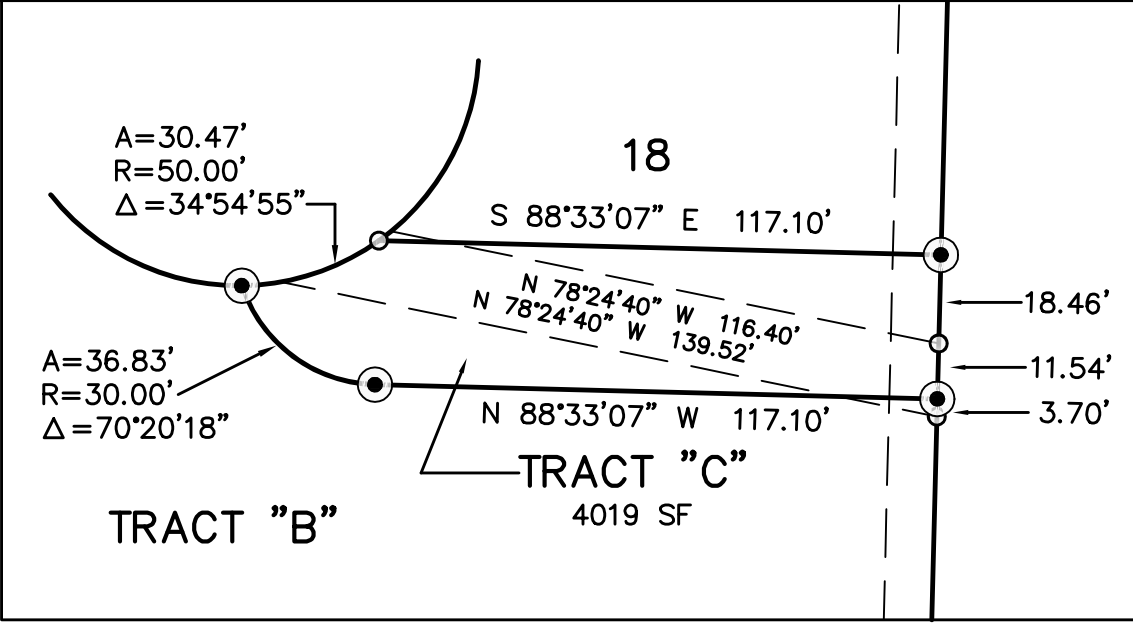
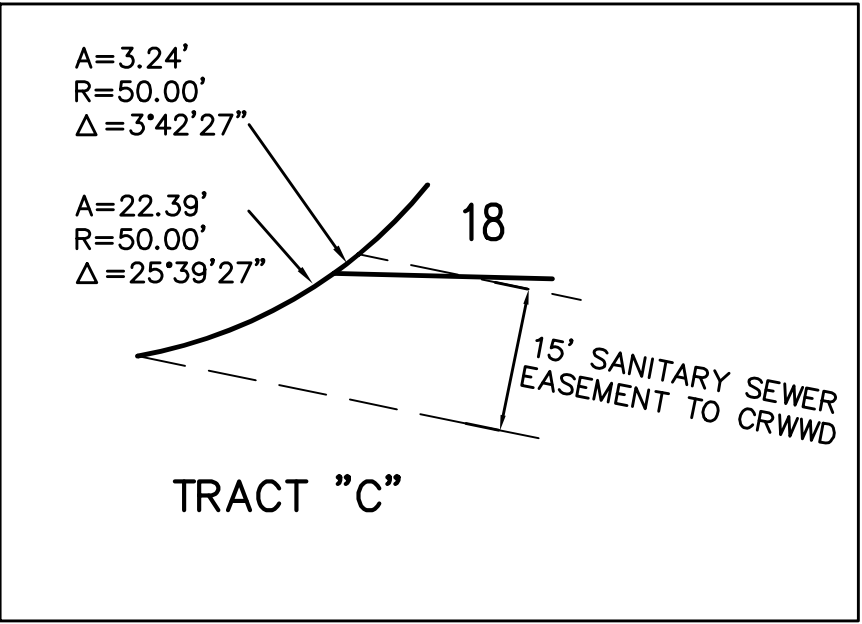
Notes:

Attachment: Bella Noche_photo (1154 : Bella Noche Final Plan)

PREPARED BY:
KPF SURVEYING, INC.
1514 N.E. 267TH AVE.
CAMAS, WA. 98607
(360) 834-0174

BELLA NOCHE PUD
SUBDIVISION

IN A PORTION OF
THE SE 1/4 OF THE NW 1/4
SECTION 20, T. 4 N., R. 1 E., W.M.,
CITY OF RIDGEFIELD
CLARK COUNTY, WASHINGTON



- LEGEND**
- INDICATES FOUND 1/2" IRON ROD WITH YELLOW PLASTIC CAP STAMPED "RENTON 37535", PER SURVEY REFERENCE NO. 1 AND 2 UNLESS NOTED OTHERWISE
 - INDICATES FOUND 5/8" IRON ROD WITH ORANGE PLASTIC CAP STAMPED "AKS ENGR. 44352", PER SURVEY REFERENCE NO. 3
 - INDICATES 1/2" x 24" IRON ROD WITH (FEEDER 41023) CAP SET NOVEMBER 2016.
 - INDICATES CALCULATED POSITION
 - INDICATES ROCK NAIL WITH BRASS WASHER INSCRIBED "FEEDER 41032" SET AT THE EXTENSION OF ALL LOT LINES IN THE CURB FOR THE PURPOSE OF LINE NOT DISTANCE.
 - INDICATES DECOMMISSIONED WELL
 - INDICATES DECOMMISSIONED SEPTIC
 - INDICATES AUDITOR'S FILE NUMBER
 - INDICATES LAND CORNER RECORD
 - INDICATES RIGHT-OF-WAY
 - INDICATES CENTERLINE
 - INDICATES SUBJECT PROPERTY
 - INDICATES LOT LINE
 - INDICATES EASEMENT

CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
C1	62.30'	94.00'	37°58'31"	N 72°13'12" E	61.17'
C2	20.06'	94.00'	12°13'33"	N 47°07'06" E	20.02'
C3	35.78'	94.00'	21°48'22"	N 30°06'02" E	35.56'
C4	29.12'	94.00'	17°44'55"	N 10°19'20" E	29.00'
C5	18.80'	12.00'	89°45'34"	S 46°19'40" W	16.93'
C6	18.90'	12.00'	90°14'26"	N 43°40'20" W	17.01'
C7	42.83'	50.00'	49°04'34"	N 32°51'15" E	41.53'
C8	40.75'	50.00'	46°41'27"	N 15°01'45" W	39.63'
C9	76.18'	50.00'	87°17'47"	N 82°01'23" W	69.02'
C10	44.28'	50.00'	50°44'19"	N 28°57'35" E	42.85'
C11	42.25'	50.00'	48°24'48"	N 20°36'59" W	41.00'
C12	38.07'	46.00'	47°25'01"	S 67°29'57" W	36.99'
C13	23.62'	15.00'	90°14'21"	S 43°40'22" E	21.26'
C14	80.47'	70.00'	65°51'51"	S 58°16'32" W	76.11'
C15	3.44'	50.00'	3°56'14"	N 46°47'30" W	3.44'

DATE: 11-14-16
SCALE: 1"=400'
JOB NO.: 16-031
CALC BY: KPF
DRAWN BY: GLF
CHECKED BY: KPF
SHEET 1 OF 2

KPF
SURVEYING, INC.
1514 N.E. 267TH AVE. CAMAS, WA 98607
360-834-0174 FAX: 360-838-0155