RIDGEFIELD CITY COUNCIL
MEETING AGENDA

Thursday, November 7, 2019
RACC - Columbia Assembly Room
510 Pioneer Street, Ridgefield, WA 98642

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

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

II. PROCLAMATION - EPILEPSY AWARENESS MONTH

III. PUBLIC COMMENT

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

IV. CONSENT AGENDA

1. **Approval of Claims And/Or Payroll**
2. **Approval of Minutes from October 24, 2019 Meeting**

V. BUSINESS

1. **Second Reading of Ordinance No. 1297 –2020 Property Tax Levy - Kirk Johnson, Finance Director**
2. **Second Reading of Ordinance No. 1300 –2019 Budget Amendment - Kirk Johnson, Finance Director**
3. **First Reading of Ordinance No. 1298 - 2020 Water Utility Rate Code Amendment - Kirk Johnson, Finance Director**
4. **First Reading of Ordinance No. 1299 - 2020 Storm Water Utility Rate Code Amendment - Kirk Johnson, Finance Director**
5. **Motion - Approval of Code Enforcement Officer Designation - Louisa Garbo, Community Development Director**

VI. PUBLIC HEARING/BUSINESS

1. **Public Hearing and First Reading of Ordinance No. 1302 – 2020 Proposed Budget - Kirk Johnson, Finance Director**

VII. PUBLIC COMMENT

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

VIII. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

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

IX. ADJOURN

City Council Agenda Packet is available at the following link:
http://ridgefieldwa.iqm2.com/Citizens/

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE: November 07, 2019

ITEM: CONSENT AGENDA

AGENDA ITEM TITLE: Approval of Claims And/Or Payroll

GOVERNING LEGISLATION:

Revised Code of Washington Title 35A

PREVIOUS COUNCIL ACTION TAKEN:

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

BACKGROUND:

Vendor claims

BUDGET/FINANCIAL IMPACTS:

See vendor detail attached

RECOMMENDED ACTION OR MOTION:

Staff recommends Council approve the claims and/or payroll by making the following motion:

"I move to approve the consent agenda as presented"

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS: November 07 2019 - CLAIMS REPORT (PDF)

City of Ridgefield

Claims Payment Report

For Approval on: November 07, 2019

Sum of Amount Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total
Amber Leslie	UB*00268	(blank)	Genl Govt/Facilities	Refund Check 009824-000 349 N Green Gable Lp	128.74
Amber Leslie Total					**128.74**
AMERICAN PAYROLL ASSOCIATION	1026	10/15/19-167075	Administration	American Payroll Association Dues - Blehm	25.40
			Human Resources	American Payroll Association Dues - Blehm	228.60
AMERICAN PAYROLL ASSOCIATION Total					**254.00**
ARAMARK UNIFORM SERVICES	32	864203804	Genl Govt/Facilities	City Hall Floor Mats	7.09
				CDD/PW/FIN Floor Mats	0.61
			Public Safety	PD Floor Mats	4.47
			Public Works	CDD/PW/FIN Floor Mats	3.30
			Community Development	CDD/PW/FIN Floor Mats	3.92
		864194020	Genl Govt/Facilities	PW Floor Mats	1.56
				PW Uniforms	1.23
			Public Works	PW Floor Mats	24.02
				PW Uniforms	29.50
		864203803	Genl Govt/Facilities	PW Floor Mats	1.69
				PW Uniforms	1.14
			Public Works	PW Floor Mats	26.05
				PW Uniforms	27.43
		864194021	Genl Govt/Facilities	City Hall Floor Mats	7.09
				CDD/PW/FIN Floor Mats	0.61
			Public Safety	PD Floor Mats	4.47
			Public Works	CDD/PW/FIN Floor Mats	3.30
			Community Development	CDD/PW/FIN Floor Mats	3.92
ARAMARK UNIFORM SERVICES Total					**151.40**
B AND L PAPER COMPANY	2165	29574	Genl Govt/Facilities	PW Shop Paper Supp.	29.11
			Public Works	PW Shop Paper Supp.	448.93
B AND L PAPER COMPANY Total					**478.04**
Benita Traficante	UB*00266	(blank)	Genl Govt/Facilities	Refund Check 008591-000 3201 S 2nd Way	51.44
Benita Traficante Total					**51.44**
BUD CLARY CHEVROLET	654	0654-20191107	Genl Govt/Facilities	2019 Chevy Silverado - Kauffman	1,811.09
			Public Works	2019 Chevy Silverado - Kauffman	32,599.68
			Community Development	2019 Chevy Silverado - Kauffman	1,811.09
BUD CLARY CHEVROLET Total					**36,221.86**
CHMELIK SITKIN & DAVIS	3294	95412	Genl Govt/Facilities	Park Laundry Eval Remidiation - Sept 2019	2,007.50
CHMELIK SITKIN & DAVIS Total					**2,007.50**
CITY OF BATTLE GROUND	92	INV00222	Judicial	Public Defender/Video Arraingments Sept 2019	1,215.00
		INV00211	Judicial	Court Costs - Sept. 2019	9,434.00
CITY OF BATTLE GROUND Total					**10,649.00**
CLARK COUNTY	102	CI007252	Judicial	Pre-Trial Supervision - Sept. 2019	336.96
		CI007183	Public Works	Upper Daybreak EF-20	826.38

Attachment: November 07 2019 - CLAIMS REPORT (Approval of Claims And/Or Payroll)

City of Ridgefield

Claims Payment Report

For Approval on: November 07, 2019

CLARK COUNTY	**102**	CI007196	**Public Safety**	3rd Qtr. 2019 MDC's/Net Motion Support	5,356.24
				2nd Qtr. 2019 MDC's/Net Motion Support	5,356.24
CLARK COUNTY Total					**11,875.82**
CLARK PUBLIC UTILITIES	**110**	20191107-7206-578-2	**Genl Govt/Facilities**	230 Pioneer Ave	157.09
		20191107-7206-645-9	**Public Works**	N Abrams Park/E Division	183.21
		20191107-7206-694-7	**Public Works**	255 S 56th Pl - Electricity	1,282.85
		20191107-7206-605-3	**Public Works**	N 1st Cir & N 65th Ave - Park & Ride	78.41
		20191107-7206-644-2	**Public Works**	City Park/Water Well	2,294.51
		20191107-7206-552-7	**Public Works**	214 S Riverview Dr	77.59
		20191107-7206-643-4	**Public Works**	400 N Abrams Park Rd	1,384.50
		20191107-7206-555-0	**Public Works**	109 W Division St - Electricity	166.89
		20191107-7206-580-8	**Public Works**	301 N 3rd Ave	45.90
			Community Development	301 N 3rd Ave	45.90
		20191107-7206-648-3	**Public Works**	Municipal Lighting Lease	7,556.04
		20191107-7206-456-1	**Public Safety**	116 N Main Avenue	203.53
CLARK PUBLIC UTILITIES Total					**13,476.42**
CLEAN WORLD MAINTENANCE INC	**3105**	44211	**Genl Govt/Facilities**	City Hall Janitorial Services - Oct. 2019	340.92
				PW Janitorial Service - Oct. 2019	15.00
			Public Safety	PD Janitorial Services - Oct. 2019	230.40
			Public Works	PW Janitorial Service - Oct. 2019	231.22
CLEAN WORLD MAINTENANCE INC Total					**817.54**
COLUMBIAN PUBLISHING	**116**	16229	**Genl Govt/Facilities**	City Council Meeting Advertising	25.20
		16429	**Genl Govt/Facilities**	Budget Hearing/Keller Seton PDR	27.00
			Community Development	Budget Hearing/Keller Seton PDR	108.00
		16331	**Genl Govt/Facilities**	Ordinance 1296 Advertisement	66.60
COLUMBIAN PUBLISHING Total					**226.80**
COMCAST	**2271**	2271-201911-510	**Genl Govt/Facilities**	RACC Communications	73.06
			Public Works	RACC Communications	62.91
			Community Development	RACC Communications	263.93
		2271-201911-109	**Genl Govt/Facilities**	PW Shop Communications	23.89
			Public Works	PW Shop Communications	368.43
		2271-201911-230	**Genl Govt/Facilities**	Internet Services - City Hall	302.91
COMCAST Total					**1,095.13**
CUSTOM PRODUCT PROS	**3296**	1140	**Genl Govt/Facilities**	Welcome Bags	1,762.27
				Welcome Bags - Added Tax	(11.35)
CUSTOM PRODUCT PROS Total					**1,750.92**
DAVID L WATSON	**3416**	3416-201910	**Genl Govt/Facilities**	WC 2019 - Musical Services	1,450.00
DAVID L WATSON Total					**1,450.00**
DAY WIRELESS SYSTEMS INC	**140**	499501	**Public Safety**	SMD Calibration - PD	97.56
DAY WIRELESS SYSTEMS INC Total					**97.56**
DEPARTMENT OF LICENSING - CPL	**154**	RG0000381-2019	**Genl Govt/Facilities**	CPL Fees - Wheeler	18.00
		RG0000380-2019	**Genl Govt/Facilities**	CPL Fees - Palasek	18.00
		RG0000382-2019	**Genl Govt/Facilities**	CPL Fees - Trevino	18.00

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DEPARTMENT OF LICENSING - CPL	154	RG0000342-2019	Genl Govt/Facilities	CPL Fees - Madlambayan	18.00
		RG0000383-2019	Genl Govt/Facilities	CPL Fees - Guard	18.00
DEPARTMENT OF LICENSING - CPL Total					90.00
DICK'S TIRE FACTORY	158	D42617	Genl Govt/Facilities	PW Vehicle Maint.	3.96
			Public Works	PW Vehicle Maint.	61.08
		D42288	Genl Govt/Facilities	Chevy 3500 Flat Repair	1.22
			Public Works	Chevy 3500 Flat Repair	18.78
		D42392	Public Safety	PD Vehic. Maint.	41.21
DICK'S TIRE FACTORY Total					126.25
Emerick Construction	UB*00269	(blank)	Genl Govt/Facilities	Refund Check 011526-001 Hydrant Meter N 3rd and Simon	279.74
Emerick Construction Total					279.74
FCS GROUP	958	3070-21910084	Community Development	Building Fee Review	3,492.50
FCS GROUP Total					3,492.50
FRED CRIPPEN	191	0191-20191107	Public Works	Mileage Reimb. - Water Main Training	59.74
FRED CRIPPEN Total					59.74
GRAY AND OSBORNE INC	207	19273.00-2	Public Works	Junction VFD Upgrade Project	3,197.56
		19234.00-9	Public Works	Water System Plan Update	2,289.85
		18274.00-16	Public Works	Abrams Park Well 11 Prelim. Design & Well Drilling	13,804.99
		18229.00-15	Public Works	Cemetery Booster Pump Station & Water Main	672.20
		19290.00-1	Community Development	Royal Terrace 2 Final Plat	492.68
		19293.00-1	Community Development	Grove Phase 1 Final Plat	614.24
		19275.00-3	Community Development	Ridgefield Crossing Final Plat	128.00
GRAY AND OSBORNE INC Total					21,199.52
HAMER ELECTRIC INC	213	42622	Public Works	Water Electrical Services	244.98
HAMER ELECTRIC INC Total					244.98
HARPER HOUF PETERSON RIGHELLIS INC.	1678	46576	Public Works	Heron Dr. Treatment Pond	496.38
HARPER HOUF PETERSON RIGHELLIS INC. Total					496.38
HOME DEPOT CREDIT CARD SERVICES	1805	1613176	Genl Govt/Facilities	Shop Supp./Fireplace Supp.	0.66
			Public Works	Shop Supp./Fireplace Supp.	45.87
		9036112	Public Works	Abrams Park Fireplace Supp.	287.19
		3601079	Public Works	Abram Park Fireplace Supp.	107.12
		121481	Public Works	Parks Oper. Supp.	61.77
		7121767	Public Works	Abrams Park Fireplace Supp.	224.32
		5092494	Public Works	Abram Park Reno. Supp.	49.11
		2523355	Public Works	Overlook Park Camera	30.64
HOME DEPOT CREDIT CARD SERVICES Total					806.68
HONEY BUCKETS	223	551276396	Public Works	Davis Park Port-a-Potty	298.00
HONEY BUCKETS Total					298.00
J2 BLUE PRINT SUPPLY	243	AR75767	Genl Govt/Facilities	1Sat - Roaring 20's Sign	113.83
J2 BLUE PRINT SUPPLY Total					113.83
Jeff Stewart	UB*00267	(blank)	Genl Govt/Facilities	Refund Check 010485-000 155 N 44th Pl	23.89
Jeff Stewart Total					23.89
Jessie Krause	UB*00265	(blank)	Genl Govt/Facilities	Refund Check 010341-000 4003 N 1st Way	39.66

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Jessie Krause Total					**39.66**
JOHN BROOKS	**2793**	2793-20191108	**Public Safety**	Airfare Reimb. - IACP Conf. - Brooks	328.60
JOHN BROOKS Total					**328.60**
KENYON DISEND PLLC	**1746**	189313	**Community Development**	Prof. Attorney Services - Comp Plan Appeal	422.00
		189312	**Community Development**	Prof. Attorney Services - Annexation Appeal	56.00
KENYON DISEND PLLC Total					**478.00**
KILLA BITES INC.	**3090**	1899	**Genl Govt/Facilities**	Safety Committe Lunch	43.08
			Public Works	Safety Committe Lunch	58.55
			Administration	Safety Committe Lunch	34.55
			Human Resources	Safety Committe Lunch	26.42
KILLA BITES INC. Total					**162.60**
KIRK JOHNSON	**1716**	1716-20191107	**Genl Govt/Facilities**	Mileage Reimb. - Johnson	3.20
			Public Works	Mileage Reimb. - Johnson	60.80
			Finance	Mileage Reimb. - Johnson	200.45
KIRK JOHNSON Total					**264.45**
L.N. CURTIS AND SONS	**3075**	INV323785	**Public Safety**	PD Uniforms - Doriot	32.68
		INV311985	**Public Safety**	PD Uniforms - Santos	130.08
		CM17971	**Public Safety**	PD Uniform Return - Santos	(156.10)
L.N. CURTIS AND SONS Total					**6.66**
Lennar NW Inc	**UB*00270**	(blank)	**Genl Govt/Facilities**	Refund Check 009776-171 3604 S Willow Dr	0.10
Lennar NW Inc Total					**0.10**
MARTA L. OCHOA-RUTHERFORD	**3396**	259	**Judicial**	Interpreting Services	130.00
		257	**Judicial**	Interpreting Services	130.00
MARTA L. OCHOA-RUTHERFORD Total					**260.00**
MERCHANT TRANSACT	**2901**	28518150	**Public Works**	ACH Processing Fees	1.03
MERCHANT TRANSACT Total					**1.03**
MJB CONSULTING INC	**3117**	1867	**Genl Govt/Facilities**	State Lobbyist	2,500.00
MJB CONSULTING INC Total					**2,500.00**
MORTON'S STOVES POOLS AND SPAS	**3393**	156905-1	**Public Works**	Abrams Park Fireplace Supp.	1,954.43
MORTON'S STOVES POOLS AND SPAS Total					**1,954.43**
MUNICIPAL EMERGENCY SERVICES INC	**2235**	IN1388182	**Public Safety**	Custom ID Panels - PD	65.04
MUNICIPAL EMERGENCY SERVICES INC Total					**65.04**
MUTUAL MATERIALS	**2750**	2123713	**Public Works**	Abrams Park Fireplace Supp.	1,399.79
MUTUAL MATERIALS Total					**1,399.79**
NAPA AUTO PARTS	**498**	147805	**Genl Govt/Facilities**	Chevy 3500 Maint./Repair	76.15
			Public Works	Chevy 3500 Maint./Repair	1,174.20
		147762	**Genl Govt/Facilities**	Shop Supp./Vehicle Maint.-Strickler	3.50
			Public Works	Shop Supp./Vehicle Maint.-Strickler	187.17
		148007	**Public Works**	Vehicle Maint. - Srickler	518.34
		146925	**Public Works**	S 56th Emergency Generator Maint/Repair	42.03
		146665	**Public Works**	Parks Repair	4.53
NAPA AUTO PARTS Total					**2,005.92**
NEW DAY MAINTENANCE LLC	**2557**	2557-20191107	**Public Works**	Removal of Large Cottonwood Causing Concerns With Storm System -	2,168.00

Attachment: November 07 2019 - CLAIMS REPORT (Approval of Claims And/Or Payroll)

City of Ridgefield

Claims Payment Report

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NEW DAY MAINTENANCE LLC	2557	2557-20191107	Public Works	Removal of Dying Black Walnut - Removal of Dying Douglas Fir Bel	5,284.50
NEW DAY MAINTENANCE LLC Total					7,452.50
NORTHSTAR CHEMICAL INC.	1019	155304	Public Works	Sodium Hypochlorite	950.23
NORTHSTAR CHEMICAL INC. Total					950.23
ODYSSEY CONTRACTING LLC	3408	66A	Public Works	Heron Dr. Storm Pond - Less 5% retainage	100,672.69
ODYSSEY CONTRACTING LLC Total					100,672.69
OFFICE OF MINORITY/WOMEN	322	30313469	Genl Govt/Facilities	Political Subdivision Fee - 07/2019-06/2021	150.00
OFFICE OF MINORITY/WOMEN Total					150.00
OTAK INC.	1787	101900169	Public Works	Refuge Park Improvements	7,663.01
OTAK INC. Total					7,663.01
PACIFIC OFFICE AUTOMATION	1564	65454978	Genl Govt/Facilities	RACC Copier Lease	16.56
				PW Printer	4.72
				City Hall Copier Lease	542.79
			Public Works	RACC Copier Lease	254.84
				PW Printer	72.83
			Community Development	RACC Copier Lease	271.39
PACIFIC OFFICE AUTOMATION Total					1,163.13
PACIFIC PERKS COFFEE LLC	3057	8388	Human Resources	All Hands Meeting - Coffee	410.80
PACIFIC PERKS COFFEE LLC Total					410.80
PATRICK HILDRETH BRAND AND DESIGN	2372	1313-2	Genl Govt/Facilities	Prof Design and Web Maint	1,475.00
PATRICK HILDRETH BRAND AND DESIGN Total					1,475.00
Paul Peck	UB*00056	(blank)	Genl Govt/Facilities	Refund Check for UB Account 005146-000	33.00
Paul Peck Total					33.00
PLATT ELECTRIC SUPPLY	766	Y191701	Genl Govt/Facilities	PW Oper. Supp.	13.09
			Public Works	PW Oper. Supp.	201.83
PLATT ELECTRIC SUPPLY Total					214.92
PORTLAND ENGINEERING INC	2082	9038	Public Works	Prof. Engineering Services - 56th & Cemetery	292.68
PORTLAND ENGINEERING INC Total					292.68
PUBLIC SAFETY TESTING	354	PSTI19-0189	Public Safety	Background Check & Investigation Report	535.00
		2019-0694	Public Safety	PD Recruitment Testing	125.00
PUBLIC SAFETY TESTING Total					660.00
RIDGEFIELD LANDSCAPE PRODUCTS	3021	2754	Public Works	Tree Removal	34.98
		2744	Public Works	Streets Oper. Supp.	173.74
		2780	Public Works	Community Garden Supp.	78.24
		2770	Public Works	Community Garden Oper. Supp.	173.84
		2726	Public Works	Streets Oper. Supp.	87.02
		2775	Public Works	Parks Oper. Supp	165.47
		2742	Public Works	Storm Supp. - Gee Creek	164.76
		2760	Public Works	Streets Oper. Supp.	69.47
		2763	Public Works	Streets Oper. Supp.	156.39
		2735	Public Works	Storm/Streets Oper. Supp.	295.05
		2776	Public Works	Parks Oper. Supp.	65.24
		2777	Public Works	Community Garden Oper. Supp.	311.02

Attachment: November 07 2019 - CLAIMS REPORT (Approval of Claims And/Or Payroll)

City of Ridgefield

Claims Payment Report

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RIDGEFIELD LANDSCAPE PRODUCTS	3021	2719	Public Works	Abrams Park Reno. Supp.	334.24
RIDGEFIELD LANDSCAPE PRODUCTS Total					**2,109.46**
RIDGEFIELD SCHOOL DISTRICT	378	1001900014	Genl Govt/Facilities	RACC Oper. Exp. - Sept. 2019	306.22
			Public Works	RACC Oper. Exp. - Sept. 2019	263.65
			Community Development	RACC Oper. Exp. - Sept. 2019	1,106.25
RIDGEFIELD SCHOOL DISTRICT Total					**1,676.12**
RONALD ONSLOW	930	0930-20191107	Council	Mileage Reimb. - Onslow	153.70
RONALD ONSLOW Total					**153.70**
SAFEFIRE LLC	3415	RPD-2019-10-001	Public Safety	Range Rental - Training	284.55
SAFEFIRE LLC Total					**284.55**
SANDRA HOOTS	2163	2163-201911	Public Safety	Mileage Reimb. - WAPRO Conf.	185.60
SANDRA HOOTS Total					**185.60**
Sharon Bisila	UB*00264	(blank)	Genl Govt/Facilities	Refund Check 005538-000 921 Highland St.	181.93
Sharon Bisila Total					**181.93**
SKAMANIA COUNTY SHERIFF'S OFFICE	1554	1554-20191107	Public Safety	Jail Beds - Sept. 2019	120.00
SKAMANIA COUNTY SHERIFF'S OFFICE Total					**120.00**
STATE OF WA DEPARTMENT OF REVENUE	1244	10901	Genl Govt/Facilities	2019 Unclaimed Property	2.27
STATE OF WA DEPARTMENT OF REVENUE Total					**2.27**
THE MASTERS TOUCH LLC	1786	66262	Public Works	Delinquent Utility Stmts. - Oct. 2019	307.90
		P66116	Public Works	Postage - Delinquent Utility Stmts. - Oct 2019	226.19
		P66262	Public Works	Delinquent Utility Stmt. Postage - Oct 2019	137.00
		O190593	Public Works	Envelop Storage - Jan.-Sept. 2019	338.21
		66116	Public Works	Delinquent Utility Stmts. - Oct. 2019	362.93
THE MASTERS TOUCH LLC Total					**1,372.23**
THE PARR COMPANY	964	26475443	Public Works	Abrams Park Fireplace	363.87
		26475941	Public Works	Streets/Parks Oper. Supp.	242.17
		26476168	Community Development	Public Notice Sign	37.94
		26477121	Public Works	Water Oper. Supp.	18.20
		26472589	Public Works	Street Signs - Concrete	22.73
THE PARR COMPANY Total					**684.91**
THE PIN CENTER	2748	1019052	Genl Govt/Facilities	Logo Lanyards	734.00
THE PIN CENTER Total					**734.00**
USA BLUEBOOK	444	328298	Public Works	Storm/Water Oper. Supp.	167.20
USA BLUEBOOK Total					**167.20**
WA STATE DEPARTMENT OF TRANSPORTATION	688	RE44JD14560L017	Public Works	Vactor Work - Sept. 2019	1,543.52
WA STATE DEPARTMENT OF TRANSPORTATION Total					**1,543.52**
WA STATE TREASURER'S OFFICE	642	3RDQ2019	Genl Govt/Facilities	WA Drug Seizure/Forfeiture	3.70
WA STATE TREASURER'S OFFICE Total					**3.70**
WELLWORKS FOR YOU	3414	7648	Human Resources	Wellness Program - Oct. 2019	356.00
WELLWORKS FOR YOU Total					**356.00**
Grand Total					**248,143.11**

Attachment: November 07 2019 - CLAIMS REPORT (Approval of Claims And/Or Payroll)

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE: November 07, 2019

ITEM:

AGENDA ITEM TITLE: Approval of Minutes from October 24, 2019 Meeting

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AGENDA ITEM TITLE:

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

GOVERNING LEGISLATION:

Not applicable

PREVIOUS COUNCIL ACTION TAKEN:

Not applicable

SUMMARY/BACKGROUND:

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

BUDGET/FINANCIAL IMPACTS:

Not applicable

RECOMMENDED ACTION OR MOTION:

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

1. **"I move to approve the consent agenda"**

STAFF CONTACT: Julie Ferriss, City Clerk

ATTACHMENTS: 10-24-2019 (PDF)

CITY OF RIDGEFIELD, WASHINGTON
City Council MEETING MINUTES
October 24, 2019

Regular Meeting - 6:30 PM

STUDY SESSION - 6:00 P.M.

C-TRAN Bus Unveiling - Shawn M. Donaghy, CEO

GENERAL SESSION CALL TO ORDER - 6:30 PM

FLAG SALUTE

ROLL CALL

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

MOTION: Council Member Onslow moved to excuse Council Member Taylor from the meeting.
SECOND: Council Member Lindsay.
Vote - Yes: Council Member Wertz, Day, Onslow, Wells, Lindsay and Mayor Stose.
Vote - No: None

LATE CHANGES TO THE AGENDA

PROCLAMATION - DISABILITY EMPLOYMENT AWARENESS MONTH

PUBLIC COMMENT

Cowlitz Tribe presented Police Department with a $20,000 donation as appreciation of great working partnership.

Kathy Winters - Resident
Ridgefield Library update

Bill Bauman - Resident
Green Bag project update

Public Works Director Bryan Kast introduced new employee Grant Williams.

CONSENT AGENDA - MOTION TO APPROVE AS PRESENTED

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Ron Onslow, Councilor
SECONDER:	Sandra Day, Councilor
AYES:	Onslow, Wells, Stose, Wertz, Day, Lindsay
ABSENT:	Taylor

1. **Approval of Claims And/Or Payroll**
2. **Approval of Minutes from the October 10, 2019 Meeting**

PRESENTATION

Ridgefield Raptors, Tony Bonacci

PUBLIC HEARING

1. **Public Hearing on 2020 Property Tax Levy and Revenues** - 7:00 PM

The total 2020 revenue budget totals $22,051,604, including $3,805,435 associated with internal transfers from existing funds. In comparison the 2019 amended revenue budget was $25,033,585, with $6,639,094 associated with internal transfers from existing funds. The overall net decrease in the proposed revenue budget when compared to the 2019 budget is approximately $2.98 million, an 11.9% decrease from the 2019 year-end amended revenue budget.

Mayor Opened Public Hearing: 7:20PM

No testimony received.

Mayor Closed Public Hearing: 7:20PM

BUSINESS

1. **Ordinance No. 1297 – First Reading of 2020 Property Tax Levy - Kirk Johnson, Finance Director**

First reading of the Ordinance conducted.

2. **Ordinance No. 1300 – First Reading of 2019 Budget Amendment - Kirk Johnson, Finance Director**

The budget amendment totals $1,451,420 in total appropriations, including a net amount of $545,200 in capital project fund and operating fund transfers. No ongoing costs are included in the appropriation requests.

First reading of the Ordinance conducted.

3. **Ordinance No. 1301 – First Reading of Repeal Ordinance No. 1295 that Established the Moratorium on Gasoline Service Station in the CNB Zone - Louisa Garbo, Community Development Director**

On July 11, 2017, in response to concerns regarding a proposed gasoline service station facility to be established on a property zoned Commercial Neighborhood Business (CNB), City Council adopted Ordinance No. 1295 to establish a moratorium on all gasoline service station facilities in a Commercial Neighborhood Business zone. The moratorium will allow time for staff to evaluate the appropriateness of a gasoline service station facility in a CNB zone. The intent of a CNB zone is to provide opportunities for low-intensity uses to be located near residential neighborhood. Upon research on other jurisdictions and evaluation of the potential impact of a gasoline service station facility, staff proposed to eliminate such use as part of the 2019 development code update. City Council has subsequently adopted Ordinance 1296 to permanently remove such use from the CNB zone. Staff is now, therefore, recommending City Council to repeal the ordinance that established the moratorium on gasoline service station in the CNB zone.

MOTION: MOVED TO WAIVE SECOND READING AND ADOPT ORDINANCE NO. 1301 AS PRESENTED.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Darren Wertz, Councilor
SECONDER:	Jen Lindsay, Councilor
AYES:	Onslow, Wells, Stose, Wertz, Day, Lindsay
ABSENT:	Taylor

4. Motion - Approval of the Proposed CDBG Project

For the 2020 program Staff is recommending that the City apply for funds to improve North 8th Avenue and Simons Street with stormwater and roadway improvements. The project will design and construct improvements to a two block area of downtown Ridgefield. Stormwater improvements will address ponding and flooding issues caused by roadway runoff flowing onto private residential lots. An existing 4-inch water line will be upgraded to current standards, and one and a half blocks of sidewalk, with associated ADA curb ramps, will be constructed to connect to the existing sidewalk network. This project will increase safety for pedestrians, including children that walk to school from this neighborhood, eliminate drainage issues, and will beautify the street and increase property values.

City Council conducted discussion.

MOTION: MOVED TO AUTHORIZE THE CITY MANAGER TO SUBMIT AN APPLICATION ON BEHALF OF THE CITY OF RIDGEFIELD REQUESTING COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING FOR THE NORTH 8TH AND SIMONS IMPROVEMENT PROJECT.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Jen Lindsay, Councilor
SECONDER:	Ron Onslow, Councilor
AYES:	Onslow, Wells, Stose, Wertz, Day, Lindsay
ABSENT:	Taylor

PUBLIC COMMENT - 7:52 PM

COUNCIL/PRESIDING OFFICER/STAFF REPORTS

Council

Council Member Onslow - Attended EMS north County meeting, league of women voter candidate's forum.
Council Member Wells - Attended ribbon cutting for Kiddie Academy, CREDC Fall luncheon.
Council Member Wertz - Attended Main Street meeting, league of women voter candidate's forum, CREDC Fall luncheon.
Council Member Lindsay - Attended Budget advisory committee meeting, Main Street meeting.
Council Member Day - Attended Halloween Hall event.

Mayor

City Manager

City Manager Steve Stuart - ICMA conference update provided.
Finance Director Kirk Johnson - Investment portfolio report provided.
Community Development Director Louisa Garbo - Provided an update on the Code Enforcement position.

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

ADJOURN - 8:15 PM

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Julie Ferriss, City Clerk

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Don Stose, Mayor

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE: November 07, 2019

ITEM: BUSINESS

AGENDA ITEM TITLE: An Ordinance of the City of Ridgefield 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, 2020 by Increasing Property Tax Revenue from the Previous Year

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 2020 budget includes a statutory maximum 1% increase in the current property tax levy exclusive of additional revenue resulting from new construction, improvements to property, any increase in the value of state assessed property, and annexations that have occurred, and including any refunds made.

The 2019 levy amount was $1,254,512. The statutory 1% increase would raise the property tax levy $12,545. In addition to the 1% increase, the Clark County Assessor's office has preliminary estimates showing the City assessed value for new construction will add approximately $201 million to the City's assessed values, adding approximately $172,617 in property tax revenue. The Department of Revenue is still in the process of valuing state assessed utilities. These numbers should be available shortly. The value for the 2019 tax roll for state assessed utilities was $13.9 million.

To date the estimated 2020 taxable assessed values for Ridgefield is $1,750,936,158. The Assessor must certify the assessed values by November 14, 2019. The City must hold a revenue hearing and certify a property tax levy to the County by November 30, 2019. The City's current forecast for the 2020 property tax levy is $1,460,000, an increase of $200,000 from the 2019 budget. The estimate is for the City of Ridgefield levy amount to be 82.4 cents per $1,000 assessed value a decrease of 3.3 cents from the 2019 levy amount.

The 2020 General Fund operating expense budget has increased 4% over the 2019 operating expense budget to account for contractual and inflationary increases. Adoption of the 1% property tax levy increase does not match current inflation, but the increase is needed to maintain a balanced budget.

BUDGET/FINANCIAL IMPACTS:
The 2020 property tax receipts will increase $200,000 when compared with the 2019

budget. The total property tax levy is estimated to be $1,460,000.

RECOMMENDED ACTION OR MOTION:
Staff recommends Council adopt Ordinance No. 1297 by making the following motion:

"I move to adopt Ordinance No. 1297, as presented."

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

ORDINANCE NO. 1297

AN ORDINANCE OF THE CITY OF RIDGEFIELD 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, 2020 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 2020 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 2019 was $1,254,512 and the increase in the regular property tax levy amount for 2020 is $12,545 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, and annexations that have occurred, and including any 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.

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 2020 tax year in the amount of the maximum 1% allowed by law from the previous year, estimated to be $12,545. This increase is exclusive of additional revenue resulting from new construction, improvements to property, any increase in the value of state assessed property and annexations that have occurred.

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 7TH DAY OF NOVEMBER, 2019 IN AN OPEN PUBLIC MEETING.

City of Ridgefield:

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Don Stose
Mayor

ATTEST:

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Julie Ferriss
City Clerk

APPROVED AS TO FORM:

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Janean Parker, City Attorney

First reading:	October 24, 2019
Second reading:	November 7, 2019
Publication date:	November 13, 2019
Effective date:	November 18, 2019

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE:	November 07, 2019
ITEM:	BUSINESS
AGENDA ITEM TITLE:	An Ordinance of the City of Ridgefield, Washington Amending Ordinance No. 1280 and Ordinance No. 1289 Pertaining to the 2019 Budget

GOVERNING LEGISLATION:
Revised Code of Washington Chapter 35A.33, City of Ridgefield Financial Policy #07: Budget

PREVIOUS COUNCIL ACTION TAKEN:
Council adopted Ordinance No. 1280 pertaining to the 2019 Budget on December 6, 2018.
Council adopted Ordinance No. 1289 amending the 2019 Budget on April 11, 2019.

SUMMARY/BACKGROUND:
The budget amendment totals $1,451,420 in total appropriations, including a net amount of $545,200 in capital project fund and operating fund transfers. No ongoing costs are included in the appropriation requests.

The amendment also includes recognition of a net revenue increase of $303,059. The following revenue items show increases/decreases in the request:

- $1 million increase in retail sales & use tax revenue
- $245,000 increase in permit related revenue
- $50,000 increase in investment interest in the General Fund
- $30,000 increase in community event fees and cash donations
- $118,874 additional grant funding
- $200,000 increase in REET revenue
- $318,570 increase in PIF revenue
- $2 million decrease in TIF revenue
- $143,790 in additional developer share for road projects
- $40,000 increase in investment interest in Water SDC
- $140,000 increase in Water SDC revenue
- $16,825 in surplus sales - ERF

Operating fund transfers include a $434,181 reallocation from water operating to water SDC funding. The fund transfers of $545,200 support the following projects; RORC, Royle Road Design, Hillhurst Frontage, S. 8th Ave Improvements, Heron Drive Storm Pond, Refuge Park Storm Project and refunds to REET and TIF. The refunds were for additional developer share received for Hillhurst which was originally paid from REET and additional grant funding from TIB for 35th & Pioneer Roundabout originally paid from TIF.

The total new appropriations are $1,075,170 including the refunds.

- General Fund appropriations are $189,470
- Building and permit fee related appropriations are $207,000
- Capital related projects are $376,250
- Water operating appropriations are $103,500
- Stormwater operating appropriations are $20,000
- Refunds to REET and TIF $168,950
- ERF appropriations $10,000

The overall fund balance impact will be a reduction of $603,161. General Fund will see an increase in fund balance of $880,530. Permit/building fees will see an increase of $54,800 from the increased revenue. TIF and Water SDC Funds will show a reduction in estimated year-end fund balance of $1,896,500 and $289,901 respectively.

Refer to the attached exhibit "A" for Ordinance No. 1300 for a list of project requests and the following table for detailed fund balance impact.

Fund Balance Impact

		Total Expense	Increased Revenue	Interfund Transfer In	Fund Impact
001	General Fund	199,470	1,080,000	-	880,530
001-58	Building Fees	207,000	261,800	-	54,800
101	Street Fund	-	-	-	-
105	REET Fund	121,330	200,000	56,250	134,920
114	PIF Fund	200,000	318,570	-	118,570
115	TIF Fund	9,200	(2,000,000)	112,700	(1,896,500)
150	TBD	-	-	-	-
300	General Capital	454,480	245,864	285,530	76,914
406	Water Fund	103,500	-	434,181	330,681
408	Storm Fund	20,000	-	-	(20,000)
410	Water Utility Capital	35,720	-	35,720	-
412	Storm Utility Capital	55,000	-	55,000	-
416	Water SDC	35,720	180,000	(434,181)	(289,901)
501	ERF	10,000	16,825	-	6,825
	Total	1,451,420	303,059	545,200	(603,161)

BUDGET/FINANCIAL IMPACTS:
Please refer to the included table and to Exhibit "A" attached to Ordinance No. 1300

RECOMMENDED ACTION OR MOTION:
Staff recommends Council adopt Ordinance No. 1300 by making the following motion:

> **"I move to adopt Ordinance No. 1300, as presented."**

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS: 2019 Budget Amendment Ordinance No. 1300 Exhibit A (PDF)

ORDINANCE NO. 1300

AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON AMENDING ORDINANCE NO. 1280 AND ORDINANCE NO. 1289 PERTAINING TO THE 2019 BUDGET

WHEREAS, the Ridgefield City Council at its regular meeting on December 6, 2018 adopted Ordinance No. 1280 which adopted the City of Ridgefield 2019 budget; and

WHEREAS, the Ridgefield City Council at its regular meeting on April 11, 2019 adopted Ordinance No. 1289 which amended the City of Ridgefield 2019 budget; and

WHEREAS, the City of Ridgefield deems it necessary to appropriate additional expenditures in 2019 in the funds that are identified in the attached Exhibit "A" of the 2019 budget amendment; and

WHEREAS, these expenditures were not anticipated at the time of the adoption of the 2019 budget.

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

<u>Section 1.</u> Public Interest. The Ridgefield City Council finds it to be in the public interest to amend the 2019 budget to account for revenues and expenditures that were not anticipated at the time of adoption.

<u>Section 2.</u> Budget Amendment Adopted. Ordinance No. 1280, and the budget of the City of Ridgefield for fiscal year 2019 shall be amended to include the additional receipt and/or reduction of funds and the additional and/or reduction of expenditures addressing the funds shown in the attached Exhibit "A".

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

<u>Section 4.</u> 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.

<u>Section 5.</u> 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.

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

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON ON THE 7th DAY OF NOVEMBER, 2019.

____
Don Stose,
Mayor

ATTEST:

____
Julie Ferriss,
City Clerk

APPROVED AS TO FORM:

____
Janean Parker,
City Attorney

First Reading:	October 24, 2019
Second Reading	November 7, 2019
Date of Publication:	November 13, 2019
Effective Date:	November 18, 2019

Exhibit "A"

2019 Budget Amendment #2

Ordinance # 1300

Item No.	Requesting Department	Fund	Project	Funding Source	Total 2019 Appropr.	Total Ongoing Annual Cost	Reapprop.	New Approp. Request	Revenue increase	Operating Fund, Special Revenue Fund Transfer	Loan/Grant	Fund Balance Impact	Description
					Expense				Funding Source				
1	Finance	General Fund	Recognize Addtl Retail Sales Tax	Retail Sales Tax	-	-	-	-	1,000,000	-	-	1,000,000	Recognize additional retail sales tax.
2	Finance	CDD	Recognize Addtl Building Permit Revenue	Residential Building Permits	-	-	-	-	40,000	-	-	40,000	Recognize additional forecast for building permit revenue.
3	Finance	CDD	Recognize Addtl Engineering Review Revenue	Engineering Review Permits	-	-	-	-	55,000	-	-	55,000	Recognize additional forecast for engineering review permit revenue.
4	Finance	CDD	Recognize Addtl Plan Check Revenue	Plan Check Permits	-	-	-	-	150,000	-	-	150,000	Recognize additional forecast for plan check revenue.
5	CDD	General Fund	Shoreline Master Plan Grant	Grant	-	-	-	-	-	-	16,800	16,800	Recognize receipt of grant funding to complete shoreline master plan update.
6	Finance	General Fund	Recognize Addtl Investment Interest	Investments	-	-	-	-	50,000	-	-	50,000	Recognize additional investment interest forecast for 2019.
7	Finance	General Fund	Recognize Addtl Community Event Fees	Event Fees	-	-	-	-	10,000	-	-	10,000	Recognize additional fees from 2019 community events.
8	Finance	General Fund	Recognize Addtl Community Event Donations	Event Donations	-	-	-	-	20,000	-	-	20,000	Recognize additional donations for 2019 community events.
9	Finance	REET	Recognize Addtl Real Estate Excise Tax	Real Estate Excise Taxes	-	-	-	-	200,000	-	-	200,000	Recognize additional forecast for real estate excise taxes.
10	Finance	PIF	Recognize Addtl Park Impact Fees	Park Impact Fees	-	-	-	-	318,570	-	-	318,570	Recognize additional forecast for park impact fees.

Attachment: 2019 Budget Amendment Ordinance No. 1300 Exhibit A (Second Reading of 2020 Budget

2019 Budget Amendment #2

Ordinance # 1300

Item No.	Requesting Department	Fund	Project	Funding Source	Total 2019 Appropr.	Total Ongoing Annual Cost	Reapprop.	New Approp. Request	Revenue increase	Operating Fund, Special Revenue Fund Transfer	Loan/Grant	Fund Balance Impact	Description
					Expense				Funding Source				
11	Finance	TIF	Recognize Reduction in Traffic Impact Fees	Traffic Impact Fees	-	-	-	-	(2,000,000)	-	-	(2,000,000)	Recognize forecast reduction for commercial traffic impact fees. Reduction is due to issuance of credits on projects completed by developer in lieu of paying fees.
12	Finance	General Capital	Recognize Addtl Developer Share Revenues	Developer Share	-	-	-	-	143,790	-	-	143,790	Recognize receipt of developer share pro rated amounts for street projects impacted by new development. Add additional $81,000 for Royle Road.
13	Finance	General Capital	Recognize Addtl Grant Funding	Grant	-	-	-	-	-	-	102,074	102,074	Recognize additional grant funds received from Transportation Improvement Board for 35th & Pioneer Roundabout project.
14	Finance	WSDC	Recognize Addtl Investment Interest	Investments	-	-	-	-	40,000	-	-	40,000	Recognize additional investment interest forecast for 2019.
15	Finance	WSDC	Recognize Addtl WSDC Fees	Water System Development Charges	-	-	-	-	140,000	-	-	140,000	Recognize additional forecast for water system development charges.
16	Finance	ERF	Recognize Gain On Sale of Asset	Surplus Sale	-	-	-	-	9,325	-	-	9,325	Recognize sale of surplus assets.
17	Finance	General Fund	Recognize Gain On Sale of Asset	Surplus Sale	-	-	-	-	7,500	-	-	7,500	Recognize sale of surplus assets.
18	Public Works	ERF - Parks	Purchase Stand on Mower	ERF	10,000	-	-	10,000	-	-	-	(10,000)	Purchase new stand on mower for trails, ROW and parks maintenance. Purchase with funding from surplus sales.
19	Admin	General Fund	Community Events	General Fund	40,000	-	-	40,000	-	-	-	(40,000)	Additional funding request for 2019 community events. Expense offset by additional $30,000 in fees and donations. Total budget $100,000.
21	Executive	General Fund	Park Laundry Professional Services	General Fund	15,000	-	-	15,000	-	-	-	(15,000)	Additional professional service funding to research purchase and remediation in partnership with Department of Ecology. Total budget $60,000. Received grant funding for $30,000.

Attachment: 2019 Budget Amendment Ordinance No. 1300 Exhibit A (Second Reading of 2020 Budget

2019 Budget Amendment #2

Ordinance # 1300

Item No.	Requesting Department	Fund	Project	Funding Source	Total 2019 Appropr.	Total Ongoing Annual Cost	Reapprop.	New Approp. Request	Revenue increase	Operating Fund, Special Revenue Fund Transfer	Loan/Grant	Fund Balance Impact	Description
					Expense				Funding Source				
22	Executive	General Fund	ICMA Video Production	General Fund	18,970	-	-	18,970	-	-	-	(18,970)	Funding for a video to showcase City of Ridgefield at International City Manager Association Conference.
23	Executive	General Fund	Economic Development (CREDC)	General Fund	7,500	-	-	7,500	-	-	-	(7,500)	Funding for Ridgefield share of buildable lands projects conducted by CREDC.
24	Finance	General Fund	Computer Software Annual Expense	General Fund	60,000	-	-	60,000	-	-	-	(60,000)	Additional funding for software renewals for annual subscription and maintenance.
25	Admin	General Fund	LaserFiche Professional Service	General Fund	10,000	-	-	10,000	-	-	-	(10,000)	Funding for professional service expense for consultant to increase efficiencies and workflows in document management system.
26	CDD	General Fund	Carty Road Subarea Plan	General Fund	38,000	-	-	38,000	-	-	-	(38,000)	Funding for consultant work on Carty Road subarea plan. Total budget $75,000. $38k for 2019 and $37k for 2020.
27	CDD	General Fund	Planning Consultant	Permit Fees	20,000	-	-	20,000	-	-	-	(20,000)	Additional funding for planning consultant assistance for large complex commercial projects.
28	CDD	General Fund	Master Fee Schedule Review (Land Use, Building & Engineering)	Permit Fees	50,000	-	-	50,000	-	-	-	(50,000)	Review all permit related fees for appropriate charges. Verify 100% cost recovery in eligible expenses. Present to Council late 2019.
29	CDD	General Fund	Professional Services	Permit Fees	50,000	-	-	50,000	-	-	-	(50,000)	Additional funding for professional services in community development related to commercial and residential permits.
30	CDD	General Fund	Engineering Development	Permit Fees	30,000	-	-	30,000	-	-	-	(30,000)	Additional funding for engineering development consultant expense related to commercial and residential permits.
31	CDD	General Fund	Staffing Study	Permit Fees	25,000	-	-	25,000	-	-	-	(25,000)	Funding for staffing study for building department to determine appropriate levels and needs for commercial and residential development.

2019 Budget Amendment #2

Ordinance # 1300

Item No.	Requesting Department	Fund	Project	Funding Source	Total 2019 Appropr.	Total Ongoing Annual Cost	Reapprop.	New Approp. Request	Revenue increase	Operating Fund, Special Revenue Fund Transfer	Loan/Grant	Fund Balance Impact	Description
					Expense				Funding Source				
32	Executive	General Fund	Port Engine	Permit Fees	32,000	-	-	32,000	-	-	-	(32,000)	Expense for phase two completion of Port Engine development software and annual maintenance.
33	Public Works	General Capital	RORC	PIF	200,000	-	-	200,000	-	200,000	-	(200,000)	Final expense to complete construction of RORC. Includes late billing from RSD for $123k and miscellaneous capital additions.
34	Public Works	General Capital	45th & Royle	TIF	3,300	-	-	3,300	-	3,300	-	(3,300)	Final invoices for professional engineering related to Royle Road improvements.
35	Public Works	General Capital	Hillhurst Frontage	TIF	5,900	-	-	5,900	-	5,900	-	(5,900)	Final invoice for completion of Hillhurst Road frontage improvement project from contractor.
36	Public Works	General Capital	S 8th Ave Improvements	General Fund	10,000	-	-	10,000	-	10,000	-	(10,000)	Final invoice for S 8th Ave improvement project. Added additional paving for section of road not originally planned.
37	Finance	General Capital	Refund Grant Funds to TIF	General Capital	112,700	-	-	112,700	-	(112,700)	-	(112,700)	Refund to TIF for portion of 35th & Pioneer roundabout project. Received additional funding from TIB for project.
38	Finance	General Capital	Refund Grant Funds to TIF	TIF	-	-	-	-	-	112,700	-	112,700	Refund to TIF for portion of 35th & Pioneer roundabout project. Received additional funding from TIB for project.
39	Finance	General Capital	Refund Developer Share to REET	Developer Share	56,250	-	-	56,250	-	(56,250)	-	(56,250)	Received additional developer share for Hillhurst frontage and signal project. Refund REET portion of funding.
40	Finance	General Capital	Refund Developer Share to REET	REET	-	-	-	-	-	56,250	-	56,250	Received additional developer share for Hillhurst frontage and signal project. Refund REET portion of funding.
41	Public Works	Water Ops	Water System Plan Update	Water Fund	58,500	-	-	58,500	-	-	-	(58,500)	Funding for completion of updated water system plan.

2019 Budget Amendment #2

Ordinance # 1300

Item No.	Requesting Department	Fund	Project	Funding Source	Total 2019 Appropr.	Total Ongoing Annual Cost	Reapprop.	New Approp. Request	Revenue increase	Operating Fund, Special Revenue Fund Transfer	Loan/Grant	Fund Balance Impact	Description
					Expense				Funding Source				
42	Public Works	Water Ops	Operational Supplies	Water Fund	15,000	-	-	15,000	-	-	-	(15,000)	Additional funding for operational supplies for maintenance of the water system. Includes additional supplies for S 56th reservoir and well.
43	Public Works	Water Ops	Chemicals	Water Fund	5,000	-	-	5,000	-	-	-	(5,000)	Additional funding for chemicals for maintenance of the water system. Related to S 56th reservoir and well.
44	Public Works	Water Ops	Maintenance	Water Fund	10,000	-	-	10,000	-	-	-	(10,000)	Additional funding for unexpected maintenance requirements with water system. Related to S 56th reservoir and well.
45	Public Works	Water Ops	Vehicle Maintenance	Water Fund	15,000	-	-	15,000	-	-	-	(15,000)	Additional vehicle and equipment maintenance required in 2019.
46	Finance	Water Utility Capital	Transfer to Utility Capital	Water Fund	-	-	-	-	-	(434,181)	-	-	Reallocate funding source from operations to water system development charges. Projects create capacity and additional fire flow and qualify for SDC funding.
47	Finance	Water Utility Capital	Transfer to Utility Capital	Water System Development Charges	-	-	-	-	-	434,181	-	-	Reallocate funding source from operations to water system development charges. Projects create capacity and additional fire flow and qualify for SDC funding.
48	Public Works	Storm Ops	Vehicle Maintenance	Storm Ops	6,000	-	-	6,000	-	-	-	(6,000)	Additional vehicle and equipment maintenance required in 2019.
49	Public Works	Storm Ops	Maintenance	Storm Ops	9,000	-	-	9,000	-	-	-	(9,000)	Additional funding for maintenance requirements for storm system.
50	Public Works	Storm Ops	Maintenance from Other Gov	Storm Ops	5,000	-	-	5,000	-	-	-	(5,000)	Additional funding for maintenance requirements for storm system. Covers additional expense for using WSDOT services.
51	Public Works	Storm Capital	Heron Dr Storm Pond / Refuge Park Storm Project	REET	55,000	-	-	55,000	-	55,000	-	(55,000)	Additional project cost due to change orders on both projects.

Attachment: 2019 Budget Amendment Ordinance No. 1300 Exhibit A (Second Reading of 2020 Budget

2019 Budget Amendment #2

Ordinance # 1300

Item No.	Requesting Department	Fund	Project	Funding Source	Total 2019 Appropr.	Total Ongoing Annual Cost	Reapprop.	New Approp. Request	Revenue increase	Operating Fund, Special Revenue Fund Transfer	Loan/Grant	Fund Balance Impact	Description
					Expense				*Funding Source*				
52	Public Works	General Capital	S 3rd Ave Improvement Design	REET, WSDC	102,050	-	-	102,050	-	102,050	-	(102,050)	Design for S 3rd Ave Improvement project. Construction in 2020 through CDBG grant. Design is portion of City match. 65% REET, 35% WSDC.
				Total Budget Amendment	**1,075,170**	**-**	**-**	**1,075,170**	**184,185**	**376,250**	**118,874**	**(603,161)**	

Fund Balance Impact

		Total Expense	Increased Revenue	Interfund Transfer In	Fund Impact
001	General Fund	199,470	1,080,000	-	880,530
001-58	Building Fees	207,000	261,800	-	54,800
101	Street Fund	-	-	-	-
105	REET Fund	121,330	200,000	56,250	134,920
114	PIF Fund	200,000	318,570	-	118,570
115	TIF Fund	9,200	(2,000,000)	112,700	(1,896,500)
150	TBD	-	-	-	-
300	General Capital	454,480	245,864	285,530	76,914
406	Water Fund	103,500	-	434,181	330,681
408	Storm Fund	20,000	-	-	(20,000)
410	Water Utility Capital	35,720	-	35,720	-
412	Storm Utility Capital	55,000	-	55,000	-
416	Water SDC	35,720	180,000	(434,181)	(289,901)
501	ERF	10,000	16,825	-	6,825
	Total	1,451,420	303,059	545,200	(603,161)

168950

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE:	November 07, 2019
ITEM:	BUSINESS
AGENDA ITEM TITLE:	An Ordinance of the City of Ridgefield, Washington Amending Ridgefield Municipal Code Chapter 13.35 and Ordinance Number 1278 Adjusting the Bi-Monthly Water Rates

GOVERNING LEGISLATION:
RCW 35.92; Ridgefield Municipal Code Chapter 13.35

PREVIOUS COUNCIL ACTION TAKEN:
Council has adopted ordinances over the years setting bi-monthly water rates that support operating and capital revenues to preserve the public health, safety and proper maintenance of the water system. The most recent action associated with bi-monthly water rates was adopted by Council through Ordinance No. 1278 on November 15, 2018.

SUMMARY/BACKGROUND:
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 Water Utility. Factors included assumptions for inflationary cost escalators, labor agreements, capital facility plans and growth assumptions. City staff use the model created during the rate analysis and update annually to determine proper rates to maintain the water system.

As a result of the update to the rate model, it was determined that rates for 2020 should increase at a rate of 3%, to account for the minimum increase for inflation. However, the city has seen higher than expected growth from 2018 to 2019. As a result of the growth, staff have calculated the rate increase can be bought down to 1.5% due to the increase in accounts and usage. The city has been able to buy down the rate increase in previous years as well, 2016 and 2017 to 0% and 2018 to 1.5% due to the high growth rate for new accounts and usage.

For a household using an average of 1,600 cf of water the rate increase would be approximately $1.02 per bi-monthly billing cycle including utility tax. Due to the recommended rate increase and projected usage in 2020, rate revenue is expected to increase 7.23% over the 2019 amended budget. Expenses for the water utility fund are expected to increase 3% in 2020 over the 2019 amended budget. The expenses include 5% of rate revenues being set aside into a reserve fund for repair and replacement of existing water system infrastructure. The 2020 proposed budget currently shows a small surplus that will be used in future years for additional repair & replacement projects.

Per the rate model, future increases are recommended at an inflationary factor of 3%, for the remaining 7 years. Staff will continue to update the model with available data and to make recommendations during the budget process each year.

The Budget Advisory Committee is recommending we implement the 1.5% increase in the rate as a result of the growth. This increase is lower than the West Region Average Consumer Price Index for Urban Consumers (CPI-U) for the twelve months July 1, 2018 through June 30, 2019. The CPI-U was 2.7% for this time period. A 1.5% increase, together with the projected account growth due to new development, is proposed to maintain a financially healthy utility and complete needed capital maintenance projects.

The following table represents the rate structure for a two-month period for residential and commercial customers with a 1.5% increase:

Residential Customer – Two Month Rates With 1.5% Increase:

Two-Month Base Rate	CF of Water	Volume Rate per CF
$43.93	Up to 1,000	$0.0060
	>= 1,001 - 2,000	$0.0233
	>= 2,001 - 4,000	$0.0258
	Over 4,000	$0.0293

Commercial Customer – Two- Month Rates With 1.5% Increase:

Meter Type or Size	Two-Month Base Rate	Volume Charge	
		Volume Used (cf)	$ / cf
1 inch and under	$43.93	No Minimum	$0.0297
1.5 inch	$87.85		
2 inch	$140.57		
3 inch	$263.55		
4 inch	$439.28		
6 inch	$878.53		
8 inch	$1,405.66		
10 inch	$5,051.60		
12 inch	$9,444.29		

Following is the conservation incentive rate. These customers consume less than 1,000 cf of water in a two-month period and use a 1 inch or less meter size. This rate code was added in 2012 and these customers are charged $0.0497 per cf of water consumed. This rate code has no base charge.

Conservation Customer – Two- Month Rate With 1.5% Increase:

Meter Type or Size	Volume Charge	
	Volume Used (cf)	$ / cf
1 inch and under	No Minimum	$0.0497

BUDGET/FINANCIAL IMPACTS:
Based on the number of current service connections, expected growth and the recommended rate increase, the Water Utility Fund is expected to generate rate related revenues in 2020 of approximately $2 million and total revenue of $2.2 million, while incurring operating, debt service and capital maintenance expenses of $2 million. The City will transfer an estimated $89,000 into the capital repair and replacement reserve based on estimated rate revenues received in 2019.

Refer to the following table for impacts:

Base Revenue from rates	**Increased Revenue from rates**	**Total Revenue from rates**	**Non-Rate Revenues**	**Transfer-In for Debt Service**	**Total Revenue**
$1,794,574	$26,919	$1,821,493	$192,766	$198,540	$2,212,799

RECOMMENDED ACTION OR MOTION:
Staff recommends Council conduct the first reading of Ordinance No. 1298.

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:
Chapter_13.35___WATER_RATES - Redlined (DOC)
Chapter_13.35___WATER_RATES - Clean Copy (DOC)

ORDINANCE NO. 1298

AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON AMENDING RIDGEFIELD MUNICIPAL CODE CHAPTER 13.35 AND ORDINANCE NUMBER 1278 ADJUSTING THE BI-MONTHLY WATER RATES

WHEREAS, Ridgefield Municipal Code Chapter 13.35 provides for bi-monthly water rates which have been adjusted periodically; and,

WHEREAS, the City Council of the City of Ridgefield deems it is in the best interest of the City that water rates increase to offset current inflation rates, which equates to a one and one-half percent (1.5%) increase for the basic bi-monthly charge, and that all other rates should increase in their pro rata share; and,

WHEREAS, the City completed a study of the water system rates and structure; and,

WHEREAS, the City deemed it appropriate to incorporate the promotion of water conservation and good business practices into the water rate charge structure; and,

WHEREAS, this ordinance is necessary to incorporate the increase in the rate and the new rate structure; and,

WHEREAS, this ordinance is needed for the immediate preservation of public health and safety, support of city government and to properly maintain the water system;

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

Section 1. Public Interest. The Ridgefield City Council finds it is in the public interest to amend Ordinance No. 1278 (2018), Ordinance No. 1248 (2017), Ordinance No. 1169 (2014), Ordinance No. 1139 (2013), Ordinance No. 1118 (2012), Ordinance No. 1095 (2011), Ordinance No. 1086 (2011), Ordinance No. 1042 (2009), Ordinance No. 1023 (2008), Ordinance No. 935 (2006), Ordinance No. 897 (2005), Ordinance No. 853 (2004), Ordinance No. 808 (2002), Ordinance No. 775 (2001), Ordinance No. 751 (1999), Ordinance No. 730 (1998), Ordinance No. 682 (1995), Ordinance No. 642 (1994), Ordinance No. 634 (1994), Ordinance No. 610 (1993), Ordinance No. 521 (1988), and Chapter 13.35 (Water Rates) of the Ridgefield Municipal Code.

Section 2. Amendment to Chapter 13.35 (Water Rates). Ridgefield Municipal Code Chapter 13.35 is hereby amended per the attached exhibit "A".

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, 2020. Passed by the City Council of the City of Ridgefield, Washington this 7th day of November, 2019.

By: ______________________________
Don Stose,
Mayor

ATTEST:

____
Julie Ferriss,
City Clerk

APPROVED AS TO FORM:

____
Janean Parker,
City Attorney

First Reading:	October 24, 2019
Second Reading:	November 7, 2019
Date of Publication:	November 13, 2019
Effective Date:	January 1, 2020

Exhibit "A"

Chapter 13.35 - WATER RATES

Chapter 13.35 - WATER RATES

13.35.010 - Water rates for metered customers.

A. Residential customers within the city limits shall be charged a base rate and a volumetric charge for water used in a two-month billing cycle as follows:

Meter Type or Size	Two-Month Base Rate	Volume Charge	
		Volume Used (cf)	$/cf
Residential	$~~43.28~~43.93	0—1,000	$~~0.0059~~ 0.0060
		1,001—2,000	$~~0.0230~~ 0.0233
		2,001—4,000	$~~0.0254~~ 0.0258
		Over 4,000	$~~0.0289~~ 0.0293

B. Commercial, industrial, government, mixed use customers, and irrigation meters shall be charged a base rate and a volumetric charge for water used in a two-month billing cycle as follows:

Meter Type or Size	Two-Month Base Rate	Volume Charge	
		Volume Used (cf)	$/cf
1 inch and under	$~~43.28~~43.93	No Minimum	$~~0.0293~~ 0.0297
1.5 inch	$~~86.55~~ 87.85		
2 inch	$~~138.49~~ 140.57		
3 inch	$~~259.66~~ 263.55		
4 inch	$~~432.79~~ 439.28		

6 inch	$~~865.55~~ 878.53		
8 inch	$~~1,384.89~~1,405.66		
10 inch	$~~4,976.95~~ 5,051.60		
12 inch	$~~9,304.72~~ 9,444.29		

C. Industrial customers using more than two hundred thousand cf per two-month billing cycle may request consideration by the city for a special contract under RMC 13.20.060. The rate shall be calculated on a case by case basis to be based on the actual cost of service. Negotiated rates, if approved, shall be approved via agreement between the industrial customer and the city.

(Ord. No. 1148, §§ 1—3, 1-23-2014; Ord. No. 1169, § 2(Exh. 1), 11-20-2014; Ord. No. 1248, § 2(Exh. A), 11-16-2017; Ord. No. 1278, § 2(Exh. A), 11-15-2018)

13.35.020 - Optional water rates for residential customers.

A. The following monthly volumetric water charges shall be applicable to a two-month billing cycle for water customers that request the optional conservation rate.

Meter Type or Size	Volume Charge	
	Volume Used (cf)	$/cf
1 inch and under	No Minimum	$~~0.0490~~ 0.0497

B. Customers under the optional water rate will not be charged a base rate.

C. Customers must notify the utility clerk between December 1 and December 31 should they wish to exercise the ability to change between standard water rates for metered customers as provided for in RMC 13.35.010 and optional water rates for residential customers as provided for in RMC 13.35.020 for the following year.

(Ord. No. 1148, §§ 1—3, 1-23-2014; Ord. No. 1169, § 2(Exh. 1), 11-20-2014; Ord. No. 1248, § 2(Exh. A), 11-16-2017; Ord. No. 1278, § 2(Exh. A), 11-15-2018)

13.35.030 - Water rates for customers beyond corporate limits.

All consumers of water service, for services provided beyond the corporate limits, shall pay the two-month billing cycle rate for their classification plus a surcharge of fifty percent inclusive of base rate and volume charge.

(Ord. No. 1148, §§ 1—3, 1-23-2014; Ord. No. 1169, § 2(Exh. 1), 11-20-2014)

13.35.040 - Multiple residential users on a single meter.

A. Multiple dwelling units, including accessory dwelling units on a single water meter shall be charged the standard residential water rate for each dwelling unit plus the volume charge as outlined in RMC 13.35.010. The allowable volume used in each tier for multiple residential users on a single meter shall be those tiers shown in RMC 13.35.010 multiplied by the number of units.

B. For billing purposes multiple users on a single meter must be handled through one account only.

(Ord. No. 1148, §§ 1—3, 1-23-2014; Ord. No. 1169, § 2(Exh. 1), 11-20-2014)

13.35.050 - Low income citizen water rate credit.

A. A credit of twenty-five percent of water charges shall be applied to those customers who are approved as low income customers as defined in this title. To be approved as a low income customer, the customer must meet the following requirements:

   1. Have a household adjusted gross income of less than two hundred percent of the federal poverty guidelines.

   2. If a customer was approved as a low income senior citizen by the city prior to January 31, 2014, the customer shall continue to be eligible for the credit for so long as the household adjusted gross income continues to meet the requirements of RCW 84.36.381(5).

B. Any person desiring to be approved as a low income customer shall submit an application on a form approved by the city and present the following documentation to staff:

   1. A valid driver's license or other documentation verifying residence.

   2. The applicant's most recently filed federal income tax form if taxes forms are filed or a letter of non-filing from the Internal Revenue Service.

   3. The applicant's current social security statement or an alternate retirement income statement, if applicable.

C. The city shall approve all customers who meet these criteria as low income customers. The city's approval shall be effective for one year from the date of approval. Any customer desiring to continue status as a low income customer must reapply. Failure to reapply will cause the status to lapse.

D. The credit shall only be allowed from and after the date that the customer is approved for this credit. The city shall not be liable for the failure of any qualified person to make application for this credit and there shall be no entitlement to such credit in the absence of an application therefore.

(Ord. No. 1148, §§ 1—3, 1-23-2014; Ord. No. 1169, § 2(Exh. 1), 11-20-2014)

Exhibit “A”

Chapter 13.35 - WATER RATES

Chapter 13.35 - WATER RATES

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Residential	$43.93	0—1,000	$0.0060
		1,001—2,000	$0.0233
		2,001—4,000	$0.0258
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B. Commercial, industrial, government, mixed use customers, and irrigation meters shall be charged a base rate and a volumetric charge for water used in a two-month billing cycle as follows:

Meter Type or Size	Two-Month Base Rate	Volume Charge	
		Volume Used (cf)	$/cf
1 inch and under	$43.93	No Minimum	$0.0297
1.5 inch	$87.85		
2 inch	$140.57		
3 inch	$263.55		
4 inch	$439.28		

6 inch	$878.53		
8 inch	$1,405.66		
10 inch	$5,051.60		
12 inch	$9,444.29		

C. Industrial customers using more than two hundred thousand cf per two-month billing cycle may request consideration by the city for a special contract under RMC 13.20.060. The rate shall be calculated on a case by case basis to be based on the actual cost of service. Negotiated rates, if approved, shall be approved via agreement between the industrial customer and the city.

(Ord. No. 1148, §§ 1—3, 1-23-2014; Ord. No. 1169, § 2(Exh. 1), 11-20-2014; Ord. No. 1248, § 2(Exh. A), 11-16-2017; Ord. No. 1278, § 2(Exh. A), 11-15-2018)

13.35.020 - Optional water rates for residential customers.

A. The following monthly volumetric water charges shall be applicable to a two-month billing cycle for water customers that request the optional conservation rate.

Meter Type or Size	Volume Charge	
	Volume Used (cf)	$/cf
1 inch and under	No Minimum	$0.0497

B. Customers under the optional water rate will not be charged a base rate.

C. Customers must notify the utility clerk between December 1 and December 31 should they wish to exercise the ability to change between standard water rates for metered customers as provided for in RMC 13.35.010 and optional water rates for residential customers as provided for in RMC 13.35.020 for the following year.

(Ord. No. 1148, §§ 1—3, 1-23-2014; Ord. No. 1169, § 2(Exh. 1), 11-20-2014; Ord. No. 1248, § 2(Exh. A), 11-16-2017; Ord. No. 1278, § 2(Exh. A), 11-15-2018)

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All consumers of water service, for services provided beyond the corporate limits, shall pay the two-month billing cycle rate for their classification plus a surcharge of fifty percent inclusive of base rate and volume charge.

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A. Multiple dwelling units, including accessory dwelling units on a single water meter shall be charged the standard residential water rate for each dwelling unit plus the volume charge as outlined in RMC 13.35.010. The allowable volume used in each tier for multiple residential users on a single meter shall be those tiers shown in RMC 13.35.010 multiplied by the number of units.

B. For billing purposes multiple users on a single meter must be handled through one account only.

(Ord. No. 1148, §§ 1—3, 1-23-2014; Ord. No. 1169, § 2(Exh. 1), 11-20-2014)

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A. A credit of twenty-five percent of water charges shall be applied to those customers who are approved as low income customers as defined in this title. To be approved as a low income customer, the customer must meet the following requirements:

 1. Have a household adjusted gross income of less than two hundred percent of the federal poverty guidelines.

 2. If a customer was approved as a low income senior citizen by the city prior to January 31, 2014, the customer shall continue to be eligible for the credit for so long as the household adjusted gross income continues to meet the requirements of RCW 84.36.381(5).

B. Any person desiring to be approved as a low income customer shall submit an application on a form approved by the city and present the following documentation to staff:

 1. A valid driver's license or other documentation verifying residence.

 2. The applicant's most recently filed federal income tax form if taxes forms are filed or a letter of non-filing from the Internal Revenue Service.

 3. The applicant's current social security statement or an alternate retirement income statement, if applicable.

C. The city shall approve all customers who meet these criteria as low income customers. The city's approval shall be effective for one year from the date of approval. Any customer desiring to continue status as a low income customer must reapply. Failure to reapply will cause the status to lapse.

D. The credit shall only be allowed from and after the date that the customer is approved for this credit. The city shall not be liable for the failure of any qualified person to make application for this credit and there shall be no entitlement to such credit in the absence of an application therefore.

(Ord. No. 1148, §§ 1—3, 1-23-2014; Ord. No. 1169, § 2(Exh. 1), 11-20-2014)

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE: November 07, 2019

ITEM: BUSINESS

AGENDA ITEM TITLE: An Ordinance of the City of Ridgefield, Washington Amending Ridgefield Municipal Code Chapter 13.75 and Ordinance Number 1279 Increasing the Bi-Monthly Stormwater Rate

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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 set the bi-monthly rate, with the most recent adoption Ordinance No. 1279 by the City Council on November 15, 2018, to update the bi-monthly rate to $18.05 per equivalent dwelling unit.

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 providing good stewardship of the environment, while correspondingly reducing the financial burden on the City's General Fund. Ordinance No. 1299 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 reviewed in 2017 and completed in 2018 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. The City completed an update of the Stormwater Capital Facility Plan in 2018 and incorporated the capital projects into the rate model.

Staff update the rate model created during the rate analysis each year during the budget cycle to incorporate actual data and revise assumptions as needed. As a result, of estimated expenses the rate model calls for a 3% increase to revenues to support estimated operating expenditures. Staff revised the rate model to add in additional capital projects required to meet upcoming permit requirements. To fund these projects staff are in the process of identifying grant opportunities and/or low-cost loans to help fund the projects. In addition to these funding sources staff are recommending the storm water rate be increased $1.00 per bi-monthly billing or 5.5% to meet the upcoming obligations.

The 2020 expense operating budget is expected to decrease 5% over the 2019 budget. The main reason for the decrease is a lower allocation for indirect cost (support services). Revenue is expected to increase 11.9% due to growth in accounts and the recommended rate increase. The

City has completed multiple storm water projects over the past 3 years using most of the available reserve balances outside of policy reserves. Increasing the rate 5.5% with expected growth will allow the city to slowly build additional fund balance or complete additional capital projects. Per the rate model the estimate is that 6% of rate revenues would be set aside for capital projects in 2019. The percentage of rate revenue targeted for capital averages an increase of 3-5% per year over the following 8 years covered by the model.

Ordinance No. 1299 proposes a 5.5% rate increase or $1.00 per bi-monthly billing, per Equivalent Dwelling Unit (EDU).

BUDGET/FINANCIAL IMPACTS:
Refer to the following table for impacts:

Bi-Monthly Rate	Base Revenue	Increased Revenue	Total Revenue	Increase from 2019
$19.05	705,213	38,787	744,000	5.5%

RECOMMENDED ACTION OR MOTION:
Staff recommends conducting the first reading of Ordinance No. 1299.

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS: 13.75.060___Stormwater_service_charge_rates - Redlined (DOC)

ORDINANCE NO. 1299

AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON AMENDING RIDGEFIELD MUNICIPAL CODE CHAPTER 13.75 AND ORDINANCE NUMBER 1279 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 to $19.05 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. 1279 (2018), Ordinance No. 1249 (2017), Ordinance No. 1223 (2016), 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, 2020.

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON ON THE 7TH DAY OF NOVEMBER, 2019.

By: ______________________

Don Stose,
Mayor

ATTEST:

____

Julie Ferriss
City Clerk

APPROVED AS TO FORM:

____

Janean Parker, City Attorney

First Reading:	October 24, 2019
Second Reading:	November 7, 2019
Date of Publication:	November 13, 2019
Effective Date:	January 1, 2020

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 ~~eighteen~~ Nineteen dollars and five 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; Ord. No. 1223, § 2(Exh. A), 11-17-2016; Ord. No. 1249, § 2(Exh. A), 11-16-2017; Ord. No. 1279, § 2(Exh. A), 11-15-2018)

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE: November 07, 2019

ITEM:

AGENDA ITEM TITLE: Motion - Approval of Code Enforcement Officer Designation

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GOVERNING LEGISLATION:

Chapter 18.395 (Code Enforcement Procedures) of Ridgefield Municipal Code

PREVIOUS COUNCIL ACTION TAKEN:

Various appointments.

SUMMARY/BACKGROUND:

RMC 18.395 provides specific guidance and procedures for code enforcement actions in the city. It is the policy of the City of Ridgefield to thoroughly and consistently enforce the rules and regulations of the municipal code, with primary emphasis on protection of the general health, safety and welfare. In addition, it is the policy of the city to strive for and achieve the highest level of voluntary compliance in all code enforcement actions with minimal use of punitive authority.

RMC 18.395.030 provides that "There shall be designated by the city council a 'code enforcement officer.' The code enforcement officer shall determine if a violation of the development code has occurred."

The code enforcement officer performs a variety of responsible and complex duties to assist the Community Development Department functions and programs including monitoring and enforcing City ordinances, codes, and regulations related to land use, building, housing, health and safety, and other matters of public concern. The City selected Ahmad Alqatanani for this position.

BUDGET/FINANCIAL IMPACTS:

Salary and benefits budgeted for this position.

RECOMMENDED ACTION OR MOTION:

Approve a motion designating Ahmad Alqatanani as the code enforcement officer for the City of Ridgefield. A recommended motion is:

"I move to designate Ahmad Alqatanani as the code enforcement officer for the City of Ridgefield as presented."

STAFF CONTACT: Louisa Garbo, Community Development Director

ATTACHMENTS:

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE: November 07, 2019

ITEM: PUBLIC HEARING/BUSINESS

AGENDA ITEM TITLE: Public Hearing and First Reading of Ordinance No. 1302 - 2020 Proposed Budget

---

GOVERNING LEGISLATION:
Revised Code of Washington Chapter 35A.33

PREVIOUS COUNCIL ACTION TAKEN:
The City Council conducted a public hearing on the proposed 2020 revenue sources at the October 24, 2019 council meeting. Council has held 3 work sessions on the 2020 proposed budget.

SUMMARY/BACKGROUND:
The 2020 budget represents the proposed fiscal plans for the City of Ridgefield for calendar year 2020. 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 15th, September 12th, and October 17th. The City also conducted three City Council work sessions, which were held on July 25th, August 22rd, and September 26th. 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. A proposed draft of the budget was made available to the public at City Hall and on the City's website October 31, 2019.

BUDGET/FINANCIAL IMPACTS:
The 2020 budget proposes total revenues of $22.4 million and $18.8 million in expense. The 2020 budget proposes an operating budget of $12,374,126, capital budget of $3,221,300, special revenue budget of $0, capital service budget of $2,413,038 and a debt service budget of $807,650 (General Government), for a total budget of $18,816,114. The net impact on overall fund balance is an increase of $3,628,989.

Transfers between funds included in the budget total $4,158,505, with $846,927 associated with the operating funds, transfers to the equipment replacement fund in the amount of $343,388, transfers for debt service in the amount of $1,006,190 ($807,650 General Govt. and $198540 for Water Utility), and $1,962,000 for capital projects.

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

The 2020 proposed budget includes funding for four new full-time equivalent positions. The new positions are for an associate planner, building inspector/code enforcement officer, police clerk, and a procurement specialist. The total FTE count for the City of Ridgefield with these additions is 52.75, which includes 51 full-time positions and 3 part-time positions.

RECOMMENDED ACTION OR MOTION:
Conduct the first public hearing and reading of Ordinance No. 1302 pertaining to the 2020 Proposed Budget. No formal action is requested at this time.

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:
2020 Proposed Budget - Public Hearing 11.7.19 (PDF)
Exhibit A - 2020 Proposed Budget Summary (PDF)
Exhibit B - 2020 Operating Funds Summary (PDF)
Exhibit C - 2020 Special Revenue and Debt Service Summary (PDF)
Exhibit D - 2020 Capital Service Fund Summary (PDF)
Exhibit E - 2020 Capital Project and ERF Summary (PDF)
Exhibit F - 2020 FTE Budget (PDF)

ORDINANCE NO. 1302

PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 1302 - 2020 PROPOSED BUDGET

WHEREAS, the tax estimates and budget for the City of Ridgefield for the 2020 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 2020 proposed budget was submitted to the City Council and City Clerk on October 31, 2019 and budget workshop sessions were held on July 25, 2019, August 22, 2019, and September 26, 2019; and

WHEREAS, public hearings on the 2020 annual budget were held on October 24, 2019, November 7, 2019 and November 21, 2019.

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 2020 budget of anticipated revenues and expenditures.

Section 2: 2020 Budget Adoption. The annual budget for the City of Ridgefield, Washington for the year ending December 31, 2020 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 Exhibits "A-F" is hereby adopted at the fund level and set as the appropriation limit for expenditures for the fiscal year 2020. 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 Exhibits “A-F”, which is hereby approved.

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS 21ST DAY OF NOVEMBER, 2019.

By: ________________________________
Don Stose, Mayor

Attest:

____
Julie Ferriss
City Clerk

Approved as to Form:

____
Janean Parker, City Attorney

First Reading:	November 7, 2019
Second Reading/Passed:	November 21, 2019
Date of Publication:	November 27, 2019
Effective Date:	December 2, 2019

2020 Proposed Budget

November 7, 2019

2020 Proposed Budget Agenda

- 2020 Budget Summary
  - Operating Funds
  - Capital Service Funds
  - Capital Project/ERF Funds
  - Special Revenue Funds
  - Debt Service Funds
- 2020 FTE Report

2020 Proposed Budget Agenda

- 2020 Budget Summary
  - Total revenue $22,445,103
  - Total expense $18,816,114
  - Operating budget $12,374,126
    - 51% Personnel expense
    - 35.9% Operations and maintenance
    - 13.1% Capital outlay and transfers

2020 Proposed Budget

		Beginning Fund Balance	2020 Budgeted Revenue	2020 Budgeted Expense	Ending Fund Balance	Change In Fund Balance
Operating Funds						
001	General Fund	$ 4,481,715	$ 8,898,023	$ 9,045,784	$ 4,333,954	$ (147,761)
101	Street Fund	31,040	659,275	659,037	31,278	$ 238
406	Water Operating	1,414,167	2,212,799	2,023,776	1,603,190	$ 189,023
408	Stormwater Operating	252,389	749,275	645,528	356,136	$ 103,747
	Total Operating Funds	*6,179,311*	*12,519,371*	*12,374,126*	*6,324,557*	*$ 145,246*
Capital Service Funds						
105	Real Estate Excise Tax	1,080,228	1,164,166	822,925	1,421,469	341,241
114	Park Impact Fee	114,957	1,226,916	50,000	1,291,873	1,176,916
115	Traffic Impact Fee	1,667,209	1,929,616	-	3,596,825	1,929,616
416	Water Utility SDC	6,902,887	1,388,221	1,540,113	6,750,995	(151,892)
	Total Capital Service Funds	*9,765,281*	*5,708,919*	*2,413,038*	*13,061,161*	*3,295,880*
Special Revenue Funds						
111	Drug Fund	7,929	1,100	-	9,029	1,100
150	Transportation Benefit District	24,662	143,500	-	168,162	143,500
	Total Special Revenue Funds	*32,591*	*144,600*	*-*	*177,191*	*144,600*
Debt Service Fund						
200	Debt Service	-	807,650	807,650	-	-
	Total Debt Service Fund	*-*	*807,650*	*807,650*	*-*	*-*
Capital Project/Equipment Replacement Construction Funds						
300	General Capital Projects	310,706	1,240,500	1,240,500	310,706	-
410	Water Utility Capital Projects	16,531	1,321,500	1,321,500	16,531	-
412	Storm Utility Capital Projects	-	359,000	359,000	-	-
501	Equipment Replacement (ERF)	239,283	343,563	300,300	282,546	43,263
	Total Capital/ERF	*566,520*	*3,264,563*	*3,221,300*	*609,783*	*43,263*
	Total Budget	*$ 16,543,703*	*$ 22,445,103*	*$ 18,816,114*	*$ 20,172,693*	*$ 3,628,989*

Attachment: 2020 Proposed Budget - Public Hearing 11.7.19 (Public Hearing and First Reading of Ordinance No. 1302 - 2020 Proposed Budget)

2020 Proposed Budget
Operating Funds Revenue Budget Comparison

		2019 Amended Budget	2020 Proposed Budget	Percentage Change
Operating Funds				
001	General Fund	$ 8,791,672	$ 8,898,023	1.21%
101	Street Fund	604,485	659,275	9.06%
406	Water Operating	2,063,521	2,212,799	7.23%
408	Stormwater Operating	669,470	749,275	11.92%
	Total Operating Funds	***12,129,148***	***12,519,371***	**3.22%**

2020 Proposed Budget
Operating Funds Expense Budget Comparison

		2019 Amended Budget	2020 Proposed Budget	Percentage Change
Operating Funds				
001	General Fund	$ 8,147,513	$ 9,045,784	11.03%
101	Street Fund	604,481	659,037	9.03%
406	Water Operating	1,970,131	2,023,776	2.72%
408	Stormwater Operating	682,072	645,528	-5.36%
	Total Operating Funds	***11,404,197***	***12,374,126***	**8.51%**

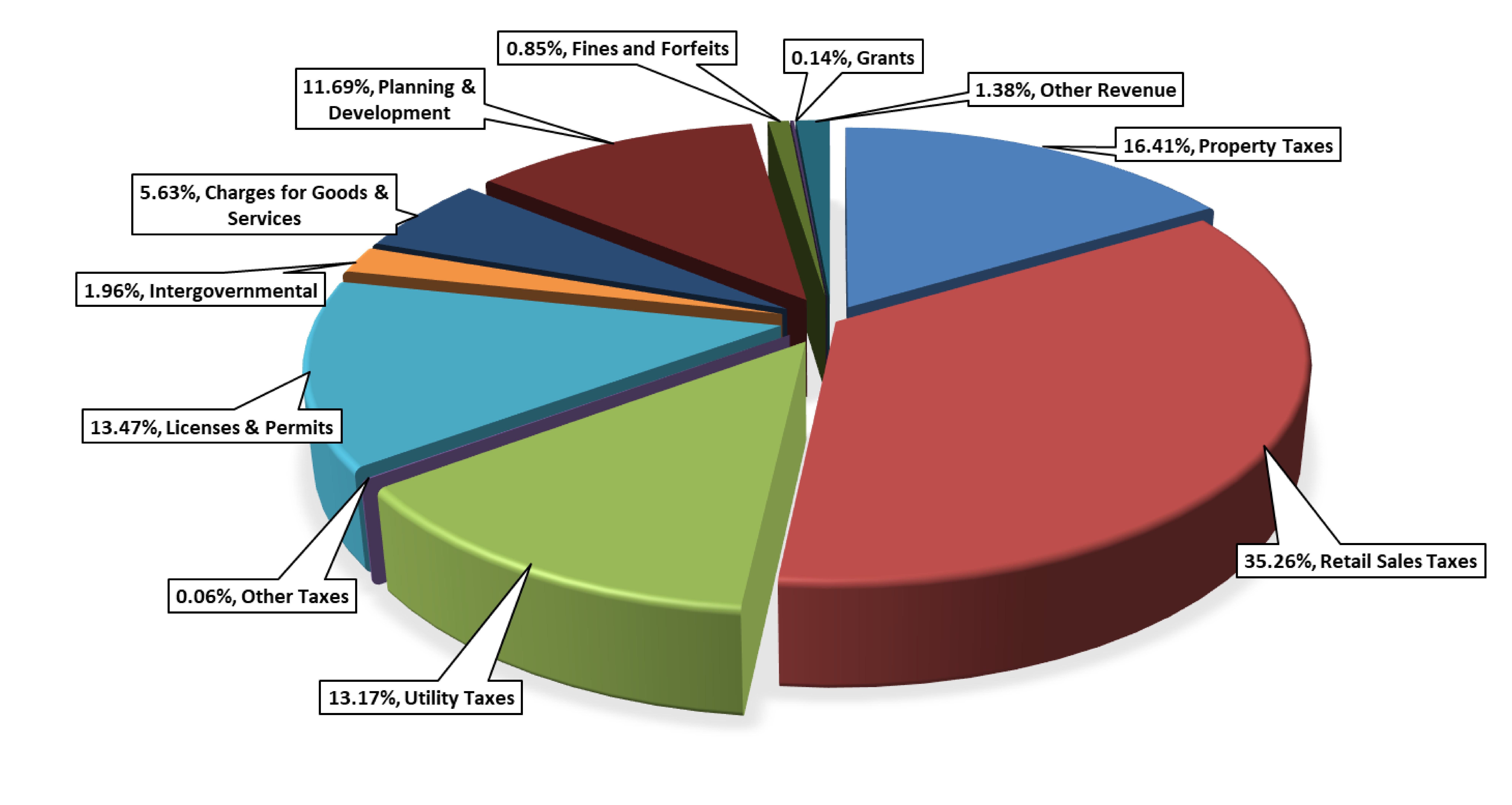
2020 Proposed Budget
Operating Funds – Fund Balance Impact

		Beginning Fund Balance	*2020 Budgeted Revenue*	*2020 Budgeted Expense*	*Ending Fund Balance*	*Change In Fund Balance*
Operating Funds						
001	**General Fund**	**$ 4,481,715**	**$ 8,898,023**	**$ 9,045,784**	**$ 4,333,954**	**$ (147,761)**
101	**Street Fund**	**31,040**	**659,275**	**659,037**	**31,278**	**$ 238**
406	**Water Operating**	**1,414,167**	**2,212,799**	**2,023,776**	**1,603,190**	**$ 189,023**
408	**Stormwater Operating**	**252,389**	**749,275**	**645,528**	**356,136**	**$ 103,747**
	Total Operating Funds	***6,179,311***	***12,519,371***	***12,374,126***	***6,324,557***	***$ 145,246***

2020 Proposed Budget
2019-2020 General Fund Revenue Budget Comparison

Description	2019 Amended Budget	2020 Proposed Budget	Percentage Change
001 General Fund			
Revenue			
Property Tax	1,260,000	1,460,000	15.87%
Retail Sales & Other Tax	3,149,550	3,142,025	-0.24%
Utility Taxes	1,097,098	1,172,046	6.83%
License & Permits	1,090,010	1,198,298	9.93%
Planning & Development	1,054,393	1,039,736	-1.39%
Fines & Forfeits	72,675	75,900	4.44%
Charge for Goods & Services	542,680	500,627	-7.75%
Intergovernmental/Grant	364,366	186,741	-48.75%
Other Revenue/Donations	160,900	122,650	-23.77%
Transfers In	-	-	0.00%
General Fund Revenue	***8,791,672***	***8,898,023***	***1.21%***

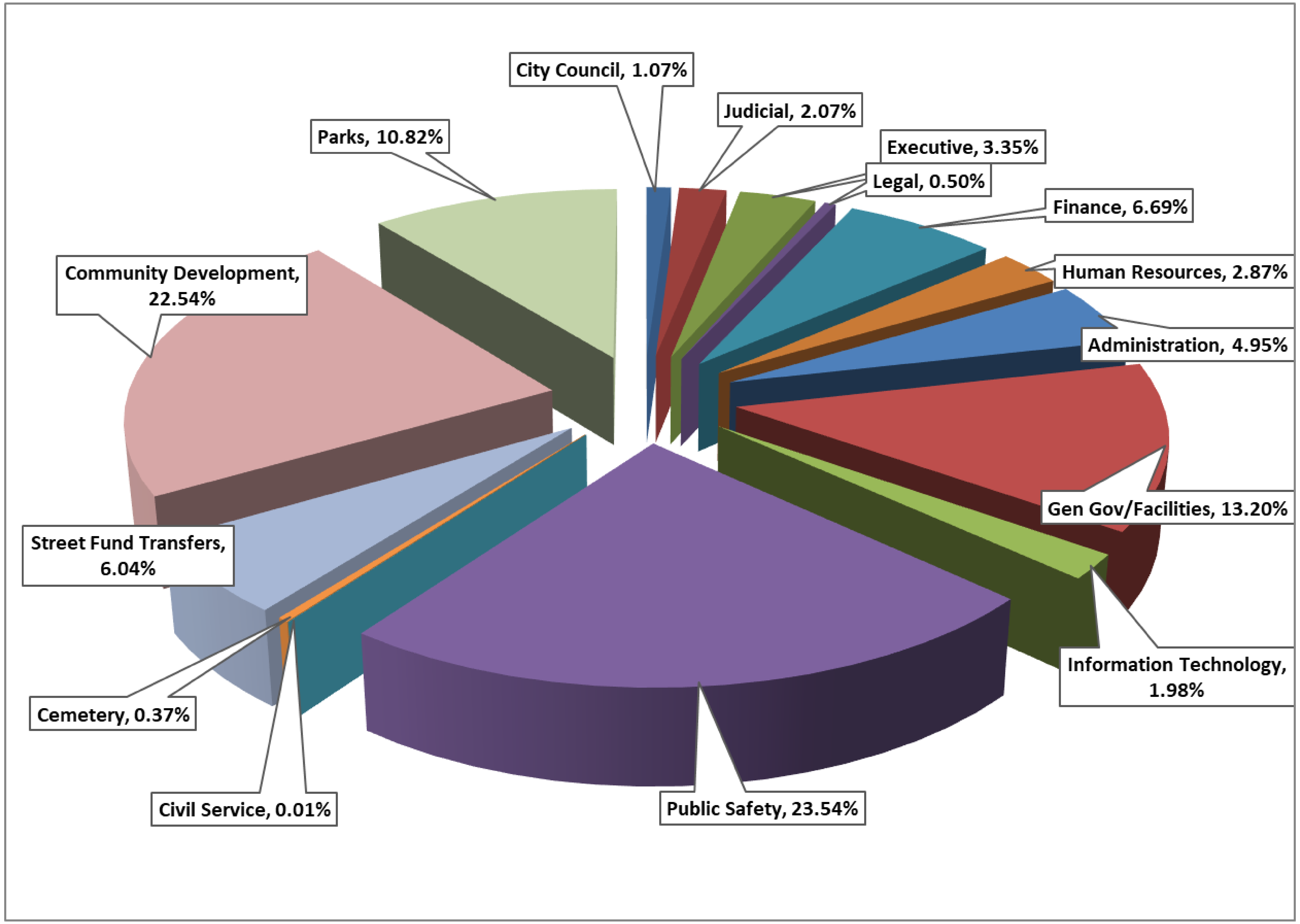
2020 Proposed Budget
General Fund Revenue Budget



2020 Proposed Budget
2019-2020 General Fund Expense Budget Comparison

Description	2019 Amended Budget	2020 Proposed Budget	Percentage Change
001 General Fund			
Expense			
City Council	88,748	96,482	8.72%
Judicial	136,896	187,000	36.60%
Executive	274,370	303,027	10.44%
Legal	40,000	45,000	12.50%
Finance	456,935	605,022	32.41%
Human Resources	207,958	260,029	25.04%
Administration	406,682	448,079	10.18%
Gen Govt/Facilities	1,081,596	1,194,175	10.41%
Information Tech	188,169	178,909	-4.92%
Public Safety	1,883,125	2,129,243	13.07%
Civil Service	1,000	1,000	0.00%
Cemetery	38,110	33,485	-12.14%
Transfers	677,170	546,500	-19.30%
Community Development	1,994,216	2,038,799	2.24%
Parks	672,538	979,034	45.57%
General Fund Expense	**8,147,513**	**9,045,784**	**11.03%**

2020 Proposed Budget
General Fund Expense Budget



2020 Proposed Budget

2019-2020 Capital Service Fund Revenue Budget Comparison

		2019 Amended Budget	2020 Proposed Budget	Percentage Change
Capital Service Funds				
105	Real Estate Excise Tax	1,503,090	1,164,166	-22.55%
114	Park Impact Fee	1,194,888	1,226,916	2.68%
115	Traffic Impact Fee	1,712,874	1,929,616	12.65%
416	Water Utility SDC	1,505,086	1,388,221	-7.76%
	Total Capital Service Funds	***5,915,938***	***5,708,919***	**-3.50%**

2020 Proposed Budget

2019-2020 Capital Service Fund Expense Budget Comparison

		2019 Amended Budget	2020 Proposed Budget	Percentage Change
Capital Service Funds				
105	Real Estate Excise Tax	1,706,605	822,925	-51.78%
114	Park Impact Fee	1,119,000	50,000	-95.53%
115	Traffic Impact Fee	66,700	-	-100.00%
416	Water Utility SDC	2,789,284	1,540,113	-44.78%
	Total Capital Service Funds	***5,681,589***	***2,413,038***	**-57.53%**

2020 Proposed Budget

2020 Capital Service Funds – Fund Balance Impact

		Beginning Fund Balance	*2020 Budgeted Revenue*	*2020 Budgeted Expense*	*Ending Fund Balance*	*Change In Fund Balance*
Capital Service Funds						
105	Real Estate Excise Tax	1,080,228	1,164,166	822,925	1,421,469	341,241
114	Park Impact Fee	114,957	1,226,916	50,000	1,291,873	1,176,916
115	Traffic Impact Fee	1,667,209	1,929,616	-	3,596,825	1,929,616
416	Water Utility SDC	6,902,887	1,388,221	1,540,113	6,750,995	(151,892)
	Total Capital Service Funds	*9,765,281*	*5,708,919*	*2,413,038*	*13,061,161*	*3,295,880*

2020 Proposed Budget

2019-2020 Capital Project and ERF Fund Revenue Budget Comparison

		2019 Amended Budget	2020 Proposed Budget	Percentage Change
Capital Projects & ERF				
300	General Capital Projects	3,112,424	1,240,500	-60.14%
410	Water Utility Capital Projects	2,568,901	1,321,500	-48.56%
412	Storm Water Utility Capital Projects	345,000	359,000	4.06%
501	Equipment Replacement (ERF)	152,600	343,563	125.14%
	Total Capital Projects & ERF	***6,178,925***	***3,264,563***	**-47.17%**

2020 Proposed Budget

2019-2020 Capital Project and ERF Fund Expense Budget Comparison

		2019 Amended Budget	*2020 Proposed Budget*	*Percentage Change*
Capital Projects & ERF				
300	General Capital Projects	2,975,354	1,240,500	-58.31%
410	Water Utility Capital Projects	2,568,901	1,321,500	-48.56%
412	Storm Water Utility Capital Projects	345,000	359,000	4.06%
501	Equipment Replacement (ERF)	88,800	300,300	238.18%
	Total Capital Projects & ERF	***5,978,055***	***3,221,300***	**-46.11%**

2020 Proposed Budget

2020 Capital Project and ERF Fund – Fund Balance Impact

		Beginning Fund Balance	2020 Budgeted Revenue	2020 Budgeted Expense	Ending Fund Balance	Change In Fund Balance
Capital Project/Equipment Replacement Construction Funds						
300	General Capital Projects	310,706	1,240,500	1,240,500	310,706	-
410	Water Utility Capital Projects	16,531	1,321,500	1,321,500	16,531	-
412	Storm Utility Capital Projects	-	359,000	359,000	-	-
501	Equipment Replacement (ERF)	239,283	343,563	300,300	282,546	43,263
	Total Capital/ERF	*566,520*	*3,264,563*	*3,221,300*	*609,783*	*43,263*

2020 Proposed Budget

2019-2020 Special Revenue and Debt Service Fund Revenue Budget Comparison

		2019 Amended Budget	2020 Proposed Budget	Percentage Change
Special Revenue Funds				
111	Drug Fund	1,075	1,100	2.33%
150	Transportation Benefit District	67,000	143,500	114.18%
	Total Special Revenue Funds	***68,075***	***144,600***	112.41%
Debt Service				
200	Debt Service	808,499	807,650	-0.11%
	Total Debt Service	***808,499***	***807,650***	**-0.11%**

2020 Proposed Budget

2019-2020 Special Revenue and Debt Service Fund Expense Budget Comparison

		2019 Amended Budget	2020 Proposed Budget	Percentage Change
Special Revenue Funds				
111	Drug Fund	8,791	-	-100.00%
150	Transportation Benefit District	30,000	-	-100.00%
	Special Revenue Funds	***38,791***	**-**	-100.00%
Debt Service				
200	Debt Service	808,499	807,650	-0.11%
	Total Debt Service	***808,499***	***807,650***	**-0.11%**

2020 Proposed Budget

2019-2020 Special Revenue and Debt Service Fund – Fund Balance Impact

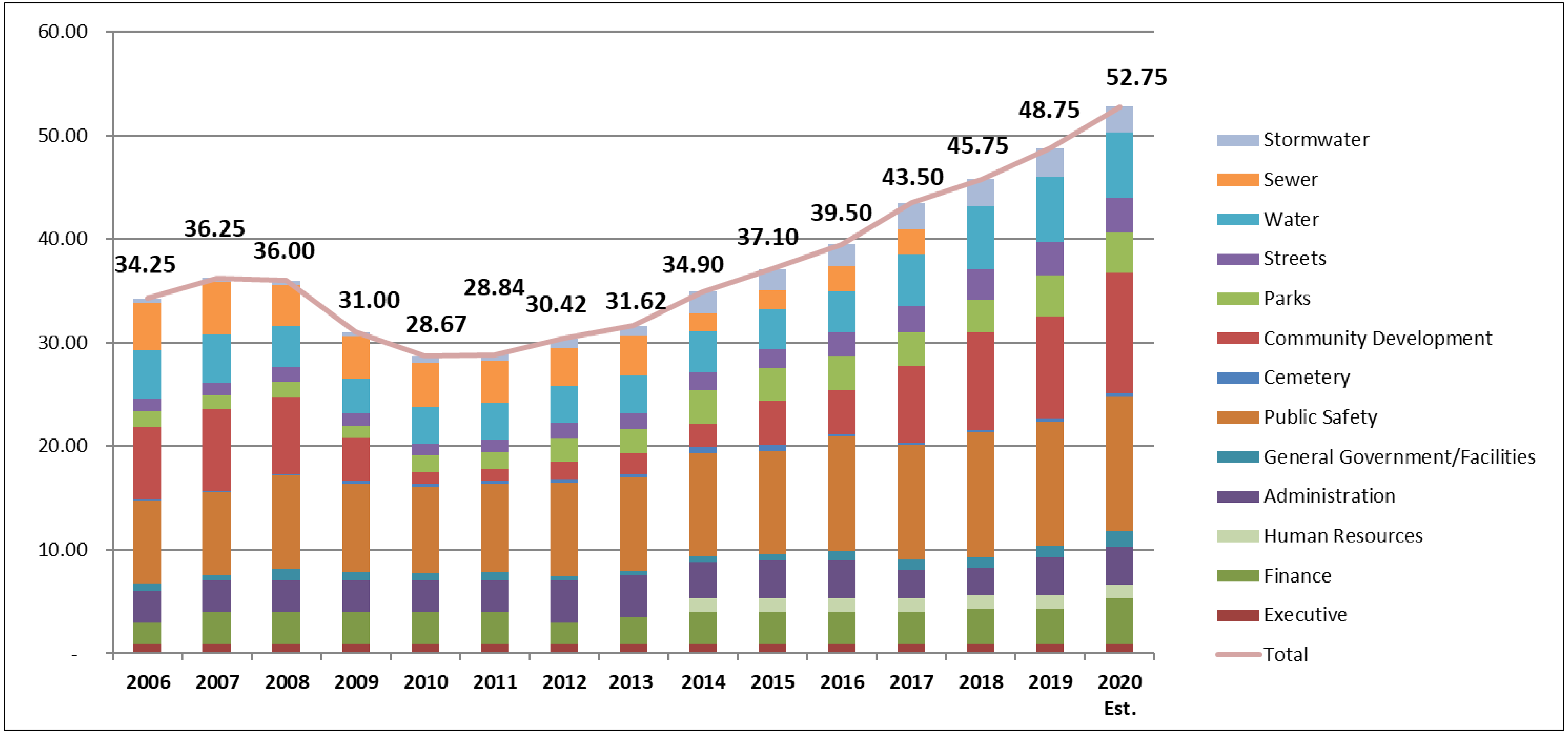
		Beginning Fund Balance	2020 Budgeted Revenue	2020 Budgeted Expense	Ending Fund Balance	Change In Fund Balance
Special Revenue Funds						
111	Drug Fund	7,929	1,100	-	9,029	1,100
150	Transportation Benefit District	24,662	143,500	-	168,162	143,500
	Total Special Revenue Funds	*32,591*	*144,600*	-	*177,191*	*144,600*
Debt Service Fund						
200	Debt Service	-	807,650	807,650	-	-
	Total Debt Service Fund	-	*807,650*	*807,650*	-	-

2020 Proposed Budget
2019-2020 FTE Count Comparison

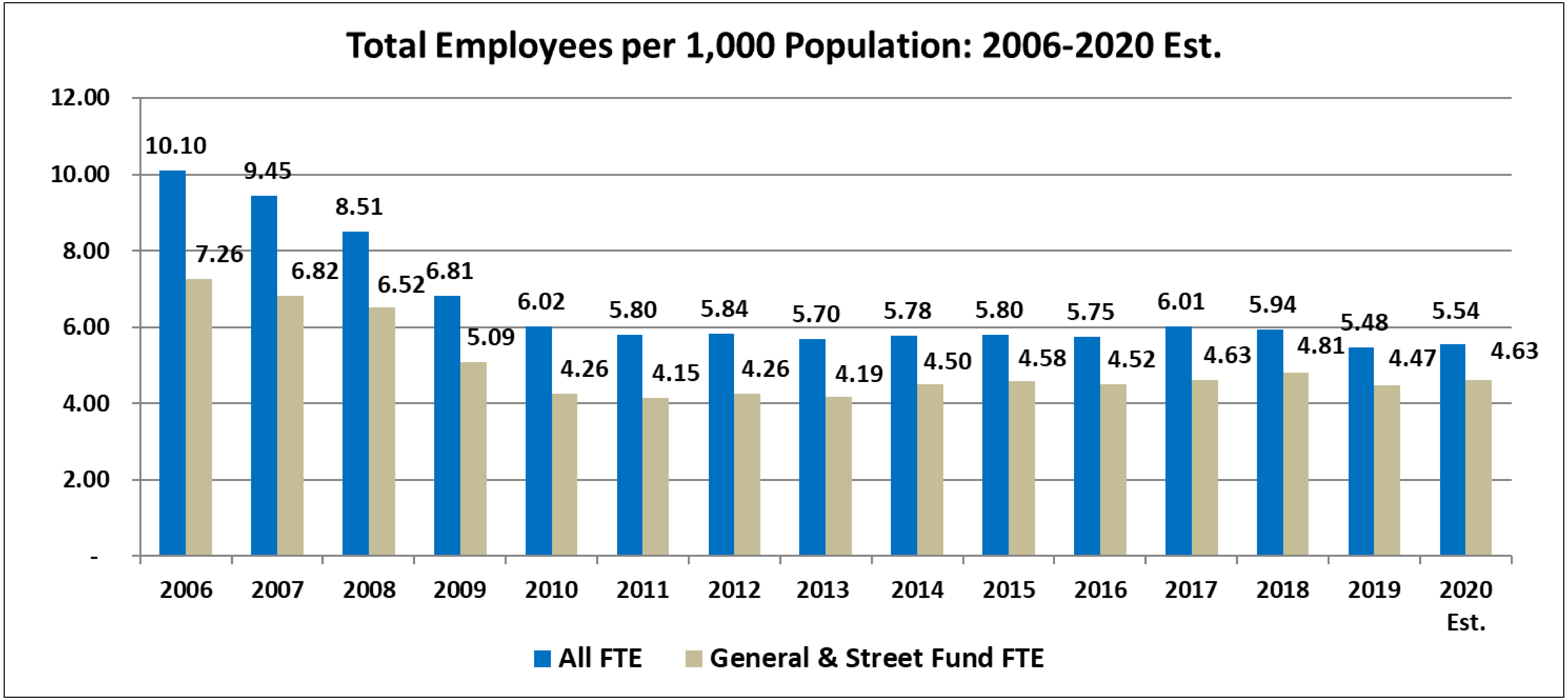
Personnel Schedule (Full-Time Equivalents)				
Job Title	2018 FTE Allocation	2019 FTE Allocation	2020 FTE Allocation	2020 FTE Percentage
Executive	1.00	1.00	1.00	1.90%
Total Finance	3.30	3.30	4.30	8.15%
Total Human Resources	1.30	1.30	1.30	2.46%
Total Administration	2.70	3.70	3.70	7.01%
Total General Government/Facilities	1.02	1.07	1.54	2.92%
Total Public Safety	12.00	12.00	13.00	24.64%
Total Cemetery	0.22	0.27	0.24	0.45%
Total Community Development	9.40	9.90	11.72	22.22%
Total Parks	3.19	3.89	3.80	7.20%
Total Streets	2.91	3.31	3.42	6.48%
Total Water Utility	6.14	6.24	6.22	11.79%
Total Stormwater Utility	2.57	2.77	2.51	4.76%
Total Full Time Equivalents	45.75	48.75	52.75	100.00%
Full-Time Staff				
Full-Time Employees	44.00	47.00	51.00	96.68%
Part-Time Staff				
Part-Time Employees	1.75	1.75	1.75	3.32%

2020 Proposed Budget

2020 FTE Count



2020 Proposed Budget
2020 FTE Count



2020 Proposed Budget
2020 FTE Count

City	Population	Full-Time	Part-Time	Total	Employees per capita
Battleground	20,890	83	0	83	252
Washougal	16,020	74	0	74	216
Milton	7,900	40	1	41	193
Duvall	7,655	41	1	42	182
Vancouver	183,500	1,052	30	1,082	170
Woodland	6,205	35	2	37	168
Yelm	9,030	54	1	55	164
Ridgefield	7,705	45	3	48	161
LaCenter	3,320	23	1	24	138
Selah	7,820	59	1	60	130
Camas	23,770	195	10	205	116
City of Ridgefield Trend					
2020 Proposed	8,895	51	3	54	165
2019	7,705	45	3	48	161
2018	7,235	43	0	43	168
2017	6,870	37	1	38	181
2016	6,400	35	2	37	173

2020 Proposed Budget
Next Steps

- November
  - Conduct public hearing on budget 11/21 6:30 PM
  - Propose 2020 utility rates 11/7 and 11/21
  - Adopt 2020 operating and capital budget
- December
- Transmit 2020 budget to MRSC and State Auditor


THANK YOU

Exhibit "A"

2020 Budget

		Beginning Fund Balance	2020 Budgeted Revenue	2020 Budgeted Expense	Ending Fund Balance	Change In Fund Balance
Operating Funds						
001	General Fund	$ 4,481,715	$ 8,898,023	$ 9,045,784	$ 4,333,954	$ (147,761)
101	Street Fund	31,040	659,275	659,037	31,278	$ 238
406	Water Operating	1,414,167	2,212,799	2,023,776	1,603,190	$ 189,023
408	Stormwater Operating	252,389	749,275	645,528	356,136	$ 103,747
	Total Operating Funds	*6,179,311*	*12,519,371*	*12,374,126*	*6,324,557*	*$ 145,246*
Capital Service Funds						
105	Real Estate Excise Tax	1,080,228	1,164,166	822,925	1,421,469	341,241
114	Park Impact Fee	114,957	1,226,916	50,000	1,291,873	1,176,916
115	Traffic Impact Fee	1,667,209	1,929,616	-	3,596,825	1,929,616
416	Water Utility SDC	6,902,887	1,388,221	1,540,113	6,750,995	(151,892)
	Total Capital Service Funds	*9,765,281*	*5,708,919*	*2,413,038*	*13,061,161*	*3,295,880*
Special Revenue Funds						
111	Drug Fund	7,929	1,100	-	9,029	1,100
150	Transportation Benefit District	24,662	143,500	-	168,162	143,500
	Total Special Revenue Funds	*32,591*	*144,600*	-	*177,191*	*144,600*
Debt Service Fund						
200	Debt Service	-	807,650	807,650	-	-
	Total Debt Service Fund	-	*807,650*	*807,650*	-	-
Capital Project/Equipment Replacement Construction Funds						
300	General Capital Projects	310,706	1,240,500	1,240,500	310,706	-
410	Water Utility Capital Projects	16,531	1,321,500	1,321,500	16,531	-
412	Storm Utility Capital Projects	-	359,000	359,000	-	-
501	Equipment Replacement (ERF)	239,283	343,563	300,300	282,546	43,263
	Total Capital/ERF	*566,520*	*3,264,563*	*3,221,300*	*609,783*	*43,263*
	Total Budget	*$ 16,543,703*	*$ 22,445,103*	*$ 18,816,114*	*$ 20,172,693*	*$ 3,628,989*

Attachment: Exhibit A - 2020 Proposed Budget Summary (Public Hearing and First Reading of Ordinance No. 1302 - 2020 Proposed Budget)

Exhibit "B"

2020 Budget

Operating Funds
Summary Report by Fund

Description	2017 Actual	2018 Actual	2019 Amended Budget	2019 Est. Year End	2020 Baseline	2020 Additions	2020 Budget
001 General Fund							
Revenue							
Property Tax	1,056,195	1,149,449	1,260,000	1,260,000	1,460,000	-	1,460,000
Retail Sales & Other Tax	1,721,834	2,635,867	3,149,550	3,176,106	3,142,025	-	3,142,025
Utility Taxes	986,860	1,015,750	1,097,098	1,080,689	1,172,046	-	1,172,046
License & Permits	688,425	1,175,971	1,090,010	1,177,058	1,198,298	-	1,198,298
Planning & Development	616,645	1,089,769	1,054,393	1,090,544	1,039,736	-	1,039,736
Fines & Forfeits	70,716	76,029	72,675	79,252	75,900	-	75,900
Charge for Goods & Srvc	442,493	595,719	542,680	558,471	500,627	-	500,627
Intergovernmental/Grant	183,670	176,782	364,366	325,360	186,741	-	186,741
Other Rev/Donations	94,921	98,492	160,900	162,019	122,650	-	122,650
Other Financing Sources	-	2,072,912	-	-	-	-	-
Transfers In	1,555	8,798	-	-	-	-	-
Total Revenue	***5,863,314***	***10,095,538***	***8,791,672***	***8,909,499***	***8,898,023***	-	***8,898,023***
Expense							
City Council	81,627	80,622	88,748	87,691	96,482	-	96,482
Judicial	127,677	124,879	136,896	131,355	187,000	-	187,000
Executive	229,388	254,507	274,370	271,614	303,027	-	303,027
Legal	22,209	29,970	40,000	25,035	45,000	-	45,000
Finance	358,239	427,613	456,935	451,187	502,997	102,025	605,022
Human Resources	207,550	189,151	207,958	204,251	232,729	27,300	260,029
Administration	301,040	321,448	406,682	390,960	448,079	-	448,079
Gen Govt/Facilities	692,970	2,861,216	1,081,596	1,036,791	897,961	296,214	1,194,175
Information Tech	169,009	135,059	188,169	177,321	143,259	35,650	178,909
Public Safety	1,535,926	1,726,967	1,883,125	1,769,892	2,018,318	110,925	2,129,243
Civil Service	-	70	1,000	80	1,000	-	1,000
Cemetery	13,474	18,950	38,110	35,681	33,485	-	33,485
Transfers	476,100	341,124	677,170	572,597	505,500	41,000	546,500
Community Development	1,523,305	2,329,319	1,994,216	1,838,113	1,774,863	263,936	2,038,799
Parks	362,702	429,570	672,538	603,161	594,034	385,000	979,034
Total Expense	***6,101,216***	***9,270,465***	***8,147,513***	***7,595,729***	***7,783,734***	***1,262,050***	***9,045,784***
Net Total	***(237,902)***	***825,073***	***644,159***	***1,313,770***	***1,114,289***	***(1,262,050)***	***(147,761)***
Fund Balance							
Beginning Fund Balance	2,580,774	2,342,872	3,167,945	3,167,945	4,481,715	5,596,004	4,481,715
Ending Fund Balance	2,342,872	3,167,945	3,812,104	4,481,715	5,596,004	4,333,954	4,333,954
GF Policy Reserve Balance	1,416,348	1,480,890	2,014,914	2,014,914	2,402,949	2,402,949	2,402,949
Building Policy Reserve Bal	381,317	394,376	574,578	574,578	467,814	467,814	467,814
Restricted for Building	824,063	546,444	165,059	165,059	340,899	340,899	340,899
Fund Balance Available	(278,856)	746,235	1,057,553	1,727,164	2,384,342	1,122,292	1,122,292

Exhibit "B"

2020 Budget

Operating Funds
Summary Report by Fund

Description	2017 Actual	2018 Actual	2019 Amended Budget	2019 Est. Year End	2020 Baseline	2020 Additions	2020 Budget
101 Street Fund							
Revenue							
Utility Tax/Franchise Fee	57,992	69,750	75,186	79,010	85,634	-	85,634
Permits	10,688	21,806	14,000	18,298	20,000	-	20,000
Grants	-	-	-	-	-	-	-
Intergovernmental	158,094	168,375	179,604	179,604	201,116	-	201,116
Other Revenue	1,108	322	2,525	1,316	1,025	-	1,025
Transfers In	331,100	236,403	333,170	333,170	310,500	41,000	351,500
Total Revenue	***558,982***	***496,656***	***604,485***	***611,398***	***618,275***	***41,000***	***659,275***
Expense							
Streets	605,282	530,946	604,481	585,808	618,037	41,000	659,037
Total Expense	***605,282***	***530,946***	***604,481***	***585,808***	***618,037***	***41,000***	***659,037***
Net Total	***(46,300)***	***(34,290)***	***4***	***25,590***	***238***	***-***	***238***
Fund Balance							
Beg Fund Balance	86,040	39,740	5,450	5,450	31,040	31,278	31,040
Ending Fund Balance	39,740	5,450	5,454	31,040	31,278	31,278	31,278
Reserves Maintain in GF	-	-	-	-	-	-	-
Fund Balance Available	39,740	5,450	5,454	31,040	31,278	31,278	31,278

Description	2017 Actual	2018 Actual	2019 Amended Budget	2019 Est. Year End	2020 Baseline	2020 Additions	2020 Budget
406 Water Utility Fund							
Revenue							
Charge for Goods & Srvc	1,516,228	1,712,142	1,853,317	1,965,622	2,003,654	-	2,003,654
Other Revenue	11,184	9,017	9,300	6,517	10,605	-	10,605
Transfers In	213,868	203,276	200,904	200,904	198,540	-	198,540
Total Revenue	***1,741,280***	***1,924,435***	***2,063,521***	***2,173,043***	***2,212,799***	***-***	***2,212,799***
Expense							
Water Utility	1,743,813	2,251,295	1,970,131	1,872,425	1,950,306	73,470	2,023,776
Total Expense	***1,743,813***	***2,251,295***	***1,970,131***	***1,872,425***	***1,950,306***	***73,470***	***2,023,776***
Net Total	***(2,533)***	***(326,860)***	***93,390***	***300,618***	***262,493***	***(73,470)***	***189,023***
Fund Balance							
Beginning Fund Balance	1,393,124	1,390,422	1,113,549	1,113,549	1,414,167	1,676,660	1,414,167
Ending Fund Balance	1,390,422	1,113,549	1,206,939	1,414,167	1,676,660	1,603,190	1,603,190
Policy Reserve Balance	424,545	461,777	609,752	609,752	737,847	737,847	737,847
Fund Balance Available	965,877	651,772	597,187	804,415	938,813	865,343	865,343

Exhibit "B"

2020 Budget

Operating Funds
Summary Report by Fund

Description	2017 Actual	2018 Actual	2019 Amended Budget	2019 Est. Year End	2020 Baseline	2020 Additions	2020 Budget
408 Stormwater Utility Fund							
Revenue							
Charge for Goods & Srvc	497,532	560,683	667,545	671,705	749,000	-	749,000
Other Revenue	2,173	1,414	1,925	637	275	-	275
Total Revenue	***499,705***	***562,097***	***669,470***	***672,342***	***749,275***	***-***	***749,275***
Expense							
Stormwater Utility	556,352	766,306	682,072	667,255	633,728	11,800	645,528
Total Expense	***556,352***	***766,306***	***682,072***	***667,255***	***633,728***	***11,800***	***645,528***
Net Total	***(56,647)***	***(204,209)***	***(12,602)***	***5,087***	***115,547***	***(11,800)***	***103,747***
Fund Balance							
Beginning Fund Balance	486,711	430,064	247,302	247,302	252,389	367,936	252,389
Ending Fund Balance	430,064	247,302	234,700	252,389	367,936	356,136	356,136
Policy Reserve Balance	137,958	183,098	247,928	247,928	337,194	337,194	337,194
Fund Balance Available	292,106	64,204	(13,228)	4,461	30,742	18,942	18,942

Exhibit "C"

2020 Budget

Special Revenue and Debt Service Fund
Summary Report by Fund

Description	2017 Actual	2018 Actual	2019 Amended Budget	2019 Est. Year End	2020 Baseline	2020 Additions	2020 Budget
111 Drug Fund							
Revenue							
Fines and Forfeits	921	4,007	1,000	946	1,000	-	1,000
Other Revenue	49	119	75	311	100	-	100
Total Revenue	***970***	***4,126***	***1,075***	***1,257***	***1,100***	-	***1,100***
Expense							
Small Tools & Equipment	4,017	8,900	8,791	2,541	-	-	-
Intergovernmental	-	28	-	-	-	-	-
Total Expense	***4,017***	***8,928***	***8,791***	***2,541***	-	-	-
Net Total	***(3,047)***	***(4,802)***	***(7,716)***	***(1,284)***	***1,100***	-	***1,100***
Fund Balance							
Beginning Fund Balance	15,059	12,012	9,213	9,213	7,929	9,029	7,929
Ending Fund Balance	12,012	7,210	1,497	7,929	9,029	9,029	9,029
Fund Balance Available	12,012	7,210	1,497	7,929	9,029	9,029	9,029

150 Transportation Benefit District							
Revenue							
Vehicle Licensing Fees	-	-	67,000	54,661	143,450	-	143,450
Other Revenue	-	-	-	1	50	-	50
Total Revenue	-	-	***67,000***	***54,662***	***143,500***	-	***143,500***
Expense							
Transfers-Out	-	-	30,000	30,000	-	-	-
Total Expense	-	-	***30,000***	***30,000***	-	-	-
Net Total	-	-	***37,000***	***24,662***	***143,500***	-	***143,500***
Fund Balance							
Beg Fund Balance	-	-	-	-	24,662	168,162	24,662
Ending Fund Balance	-	-	37,000	24,662	168,162	168,162	168,162
Fund Balance Available	-	-	37,000	24,662	168,162	168,162	168,162

200 Debt Service Fund							
Revenue							
Transfers-In	20,224	456,555	808,499	808,499	807,650	-	807,650
Other Revenue	1,897	1,384	-	-	-	-	-
Other Financing Sources	9,991,682	7,099,533	-	-	-	-	-
Total Revenue	***10,013,803***	***7,557,472***	***808,499***	***808,499***	***807,650***	-	***807,650***
Expense							
Debt Service	205,438	633,781	808,499	808,499	807,650	-	807,650
Transfers-Out	8,141,709	8,671,000	-	-	-	-	-
Total Expense	***8,347,147***	***9,304,781***	***808,499***	***808,499***	***807,650***	-	***807,650***
Net Total	***1,666,656***	***(1,747,309)***	-	-	-	-	-
Fund Balance							
Beg Fund Balance	80,653	1,747,309	-	-	-	-	-
Ending Fund Balance	1,747,309	-	-	-	-	-	-
Fund Balance Available	1,747,309	-	-	-	-	-	-

Exhibit "D"

2020 Budget

Capital Service Fund
Summary Report by Fund

Description	2017 Actual	2018 Actual	2019 Amended Budget	2019 Est. Year End	2020 Baseline	2020 Additions	2020 Budget
105 Real Estate Excise Tax (REET) Fund							
Revenue							
Real Estate Excise Taxes	899,391	1,019,320	1,436,840	1,459,667	1,149,166	-	1,149,166
Other Revenue	22,788	963,679	66,250	70,291	15,000	-	15,000
Total Revenue	***922,179***	***1,982,999***	***1,503,090***	***1,529,958***	***1,164,166***	***-***	***1,164,166***
Expense							
Utility	314,382	75,989	195,000	132,665	-	-	-
General	-	361,106	-	-	-	-	-
Streets	53,280	2,587	66,330	66,330	-	35,500	35,500
Parks	518,212	76,237	657,000	657,000	-	-	-
Debt Service (RORC)	-	-	788,275	788,275	787,425	-	787,425
Total Expense	***885,874***	***515,919***	***1,706,605***	***1,644,270***	***787,425***	***35,500***	***822,925***
Net Total	***36,305***	***1,467,080***	***(203,515)***	***(114,312)***	***376,741***	***(35,500)***	***341,241***
Fund Balance							
Beg Fund Balance	3,222,652	3,258,957	1,194,540	1,194,540	1,080,228	1,456,969	1,080,228
Ending Fund Balance	3,258,957	4,726,037	991,025	1,080,228	1,456,969	1,421,469	1,421,469
Debt Service Reserves	515,600	787,275	787,425	787,275	1,061,425	1,061,425	1,061,425
Fund Balance Available	3,258,957	4,210,437	203,600	292,953	395,544	360,044	360,044

Description	2017 Actual	2018 Actual	2019 Amended Budget	2019 Est. Year End	2020 Baseline	2020 Additions	2020 Budget
114 Park Impact Fee (PIF) Fund							
Revenue							
Planning & Development	464,366	927,194	1,194,638	1,194,638	1,226,891	-	1,226,891
Grants	211,435	-	-	-	-	-	-
Other Revenue	1,369,502	16,433	250	24	25	-	25
Total Revenue	***2,045,303***	***943,627***	***1,194,888***	***1,194,662***	***1,226,916***	***-***	***1,226,916***
Expense							
Park Impact Fee	1,047,886	526,756	1,119,000	1,079,705	-	50,000	50,000
Total Expense	***1,047,886***	***526,756***	***1,119,000***	***1,079,705***	***-***	***50,000***	***50,000***
Net Total	***997,417***	***416,871***	***75,888***	***114,957***	***1,226,916***	***(50,000)***	***1,176,916***
Fund Balance							
Beg Fund Balance	1,802,481	3,321,028	-	-	114,957	1,341,873	114,957
Ending Fund Balance	3,321,028	-	75,888	114,957	1,341,873	1,291,873	1,291,873
Fund Balance Available	3,321,028	-	75,888	114,957	1,341,873	1,291,873	1,291,873

Exhibit "D"

2020 Budget

Capital Service Fund
Summary Report by Fund

Description	2017 Actual	2018 Actual	2019 Amended Budget	2019 Est. Year End	2020 Baseline	2020 Additions	2020 Budget
115 Traffic Impact Fee (TIF) Fund							
Revenue							
Planning & Development	269,321	623,373	1,610,550	1,631,670	1,929,591	-	1,929,591
Other Revenue	10,445	(1,191)	102,324	102,153	25	-	25
Total Revenue	***279,766***	***622,182***	***1,712,874***	***1,733,823***	***1,929,616***	***-***	***1,929,616***
Expense							
Transp Impact Fee	445,224	1,439,255	66,700	66,614	-	-	-
Total Expense	***445,224***	***1,439,255***	***66,700***	***66,614***	***-***	***-***	***-***
Net Total	***(165,458)***	***(817,073)***	***1,646,174***	***1,667,209***	***1,929,616***	***-***	***1,929,616***
Fund Balance							
Beginning Fund Balance	982,531	817,073	-	-	1,667,209	3,596,825	1,667,209
Ending Fund Balance	817,073	-	1,646,174	1,667,209	3,596,825	3,596,825	3,596,825
Fund Balance Available	817,073	-	1,646,174	1,667,209	3,596,825	3,596,825	3,596,825

Description	2017 Actual	2018 Actual	2019 Amended Budget	2019 Est. Year End	2020 Baseline	2020 Additions	2020 Budget
416 Water Utility SDC Fund							
Revenue							
Contributed Capital	865,050	2,012,391	1,438,586	1,480,615	1,338,221	-	1,338,221
Other Revenue	54,340	39,235	66,500	68,308	50,000	-	50,000
Total Revenue	***919,390***	***2,051,626***	***1,505,086***	***1,548,923***	***1,388,221***	***-***	***1,388,221***
Expense							
Intergovernmental	12,976	30,248	19,479	21,583	20,073	-	20,073
Capital Outlay	-	-	-	-	-	-	-
Transfers Out	721,487	564,053	2,769,805	976,388	198,540	1,321,500	1,520,040
Total Expense	***734,463***	***594,301***	***2,789,284***	***997,971***	***218,613***	***1,321,500***	***1,540,113***
Net Total	***184,927***	***1,457,325***	***(1,284,198)***	***550,952***	***1,169,608***	***(1,321,500)***	***(151,892)***
Fund Balance							
Beg Fund Balance	4,709,683	4,894,610	6,351,935	6,351,935	6,902,887	8,072,495	6,902,887
Ending Fund Balance	4,894,610	6,351,935	5,067,737	6,902,887	8,072,495	6,750,995	6,750,995
Fund Balance Available	4,894,610	6,351,935	5,067,737	6,902,887	8,072,495	6,750,995	6,750,995

Exhibit "E"

2020 Budget

Capital Project/Equipment Replacement Funds
Summary Report by Fund

Description	2017 Actual	2018 Actual	2019 Amended Budget	2019 Est. Year End	2020 Baseline	2020 Additions	2020 Budget
300 General Capital Project Fund							
Revenue							
Grants	1,117,087	2,275,010	572,354	472,354	-	600,000	600,000
Other Revenue	162,310	485,509	219,040	219,041	-	-	-
Transfers In	8,382,704	18,730,578	2,321,030	2,114,230	195,000	445,500	640,500
Total Revenue	***9,662,101***	***21,491,097***	***3,112,424***	***2,805,625***	***195,000***	***1,045,500***	***1,240,500***
Expense							
Facilities	191,563	-	-	-	-	-	-
Cemetery	-	-	-	-	-	-	-
Streets	1,827,672	4,913,088	638,030	607,524	195,000	535,500	730,500
Parks	7,604,114	16,498,295	2,179,000	1,856,706	-	510,000	510,000
Transfers Out	-	-	158,324	158,324	-	-	-
Total Expense	***9,623,349***	***21,411,383***	***2,975,354***	***2,622,554***	***195,000***	***1,045,500***	***1,240,500***
Net Total	***38,752***	***79,714***	***137,070***	***183,071***	***-***	***-***	***-***
Fund Balance							
Beginning Fund Balance	9,169	47,921	127,635	127,635	310,706	310,706	310,706
Ending Fund Balance	47,921	127,635	264,705	310,706	310,706	310,706	310,706
Fund Balance Available	47,921	127,635	264,705	310,706	310,706	310,706	310,706

Description	2017 Actual	2018 Actual	2019 Amended Budget	2019 Est. Year End	2020 Baseline	2020 Additions	2020 Budget
410 Water Utility Capital Project Fund							
Revenue							
Other Revenue	5	4	-	3	-	-	-
Transfers In	507,619	625,343	2,568,901	775,484	-	1,321,500	1,321,500
Other Financing Sources	446,915	-	-	-	-	-	-
Total Revenue	***954,539***	***625,347***	***2,568,901***	***775,487***	***-***	***1,321,500***	***1,321,500***
Expense							
Water Capital	711,990	625,344	2,568,901	775,484	-	1,321,500	1,321,500
Total Expense	***711,990***	***625,344***	***2,568,901***	***775,484***	***-***	***1,321,500***	***1,321,500***
Net Total	***242,549***	***3***	***-***	***3***	***-***	***-***	***-***
Fund Balance							
Beginning Fund Balance	(226,024)	16,525	16,528	16,528	16,531	16,531	16,531
Ending Fund Balance	16,525	16,528	16,528	(155,783)	16,531	16,531	16,531
Fund Balance Available	16,525	16,528	16,528	(155,783)	16,531	16,531	16,531

Exhibit "E"

2020 Budget

Capital Project/Equipment Replacement Funds
Summary Report by Fund

Description	2017 Actual	2018 Actual	2019 Amended Budget	2019 Est. Year End	2020 Baseline	2020 Additions	2020 Budget
412 Storm Utility Capital Project Fund							
Revenue							
Other Revenue	-	-	-	-	-	-	-
Grants	-	-	150,000	150,000	-	-	-
Transfers In	89,682	240,440	195,000	132,665	-	-	-
Other Financing Sources	-	-	-	-	-	359,000	359,000
Total Revenue	***89,682***	***240,440***	***345,000***	***282,665***	***-***	***359,000***	***359,000***
Expense							
Storm Capital	89,682	240,440	345,000	282,665	-	359,000	359,000
Total Expense	***89,682***	***240,440***	***345,000***	***282,665***	***-***	***359,000***	***359,000***
Net Total	***-***	***-***	***-***	***-***	***-***	***-***	***-***
Fund Balance							
Beginning Fund Balance	-	-	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-	-	-
Fund Balance Available	-	-	-	-	-	-	-

Description	2017 Actual	2018 Actual	2019 Amended Budget	2019 Est. Year End	2020 Baseline	2020 Additions	2020 Budget
501 Equipment Replacement Fund							
Revenue							
Other Revenue	526	59	16,925	16,872	175	-	175
Transfers In	114,667	118,310	135,675	135,675	193,388	150,000	343,388
Total Revenue	***115,193***	***118,369***	***152,600***	***152,547***	***193,563***	***150,000***	***343,563***
Expense							
General Government	12,072	-	8,180	8,180	3,790	-	3,790
Public Safety	-	48,702	-	-	57,400	-	57,400
Water	60,358	-	3,640	3,640	61,500	-	61,500
Cemetery	-	166	3,940	3,940	1,895	-	1,895
Stormwater	24,143	37,018	9,100	9,100	61,500	-	61,500
Streets	24,144	11,976	30,300	30,300	77,039	-	77,039
Community	-	-	1,820	1,820	-	-	-
Parks	14,416	14,473	31,820	31,820	37,176	-	37,176
Total Expense	***135,133***	***112,335***	***88,800***	***88,800***	***300,300***	***-***	***300,300***
Net Total	***(19,940)***	***6,034***	***63,800***	***63,747***	***(106,737)***	***150,000***	***43,263***
Fund Balance							
Beginning Fund Balance	189,442	169,502	175,536	175,536	239,283	132,546	239,283
Ending Fund Balance	169,502	175,536	239,336	239,283	132,546	282,546	282,546
Fund Balance Available	169,501	175,534	239,336	239,283	132,546	282,546	282,546

Exhibit "F"

2020 Budget

2020 Personnel Schedule (Full-Time Equivalents)

Job Title		FTE Allocation
Executive		
City Manager		1.00
Total Executive		***1.00***
Finance		
Accounting Assistant/Office Clerk		0.625
Finance Director		1.00
Accounting Assistant/Office Clerk		0.63
Senior Accountant		1.00
Utility Clerk		0.05
Procurement		1.00
Total Finance		***4.30***
Human Resources		
HR Analyst		0.90
Deputy City Manager		0.40
Total Human Resources		***1.30***
Administration		
City Clerk		1.00
HR Analyst		0.10
Events Coordinator		1.00
Deputy City Manager		0.60
Marketing & Community Outreach		1.00
Total Administration		***3.70***
General Government/Facilities		
Public Works Supervisor, Facilities		0.25
Public Works Supervisor, Utilities		0.02
Engineer		0.07
Facility Maintenance Worker		0.10
Public Works Director		0.15
Facility Maintenance Worker		0.15
Facility Maintenance Worker		0.15
Facility Maintenance Worker		0.10
Facility Maintenance Worker		0.05
Mechanic/Maintence Worker		0.05
Development Inspector/Code Enforcement		0.05
Building Inspector/Code Enforcement		0.10
Associate Planner		0.30
Total General Government/Facilities		***1.54***

Attachment: Exhibit F - 2020 FTE Budget (Public Hearing and First Reading of Ordinance No. 1302 - 2020 Proposed Budget)

Exhibit "F"

2020 Budget

2020 Personnel Schedule (Full-Time Equivalents)

Job Title		FTE Allocation
Public Safety		
Police Sergeant		1.00
Chief of Police		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 Lieutenant		1.00
Police Clerk		1.00
Police Officer		1.00
Police Officer		1.00
Police Clerk		1.00
Total Public Safety		***13.00***
Cemetery		
Public Works Supervisor, Facilities		0.05
PW Administrative Assistant		0.02
Public Works Director		0.02
Facility Maintenance Worker		0.05
Facility Maintenance Worker		0.05
Facility Maintenance Worker		0.05
Total Cemetery		***0.24***
Community Development		
Permit Tech		1.00
Community Development Director		1.00
Engineer		0.60
Public Works Director		0.27
Associate Planner		1.00
Plans Examiner		1.00
Admin Assistant/Permit Tech		1.00
Building Inspector		1.00
Building Official		1.00
Development Inspector/Code Enforcement		0.75
Building Inspector		1.00
Engineering Tech		0.50
Building Inspector/Code Enforcement		0.90
Associate Planner		0.70
Total Community Development		***11.72***

Exhibit "F"

2020 Budget

2020 Personnel Schedule (Full-Time Equivalents)

Job Title		*FTE Allocation*
Parks		
Public Works Supervisor, Facilities		0.35
Park Caretaker		0.50
PW Administrative Assistant		0.10
Engineer		0.05
Facility Maintenance Worker		0.80
Public Works Director		0.10
Facility Maintenance Worker		0.30
Facility Maintenance Worker		0.20
Facility Maintenance Worker		0.45
Facility Maintenance Worker		0.45
Mechanic/Maintence Worker		0.35
Development Inspector/Code Enforcement		0.05
Engineering Tech		0.10
Total Parks		***3.80***
Streets		
Public Works Supervisor, Facilities		0.35
PW Administrative Assistant		0.02
Engineer		0.15
Facility Maintenance Worker		0.10
Public Works Director		0.15
Facility Maintenance Worker		0.50
Facility Maintenance Worker		0.60
Facility Maintenance Worker		0.40
Facility Maintenance Worker		0.50
Mechanic/Maintence Worker		0.50
Development Inspector/Code Enforcement		0.05
Engineering Tech		0.10
Total Streets		***3.42***

Exhibit "F"

2020 Budget

2020 Personnel Schedule (Full-Time Equivalents)

Job Title		*FTE Allocation*
Water Utility		
PW Administrative Assistant		0.81
Utility Maintenance Worker		1.00
Public Works Supervisor, Utilities		0.83
Utility Maintenance Worker		1.00
Utility Maintenance Worker		0.33
Engineer		0.05
Public Works Director		0.15
Utility Clerk		0.75
Utility Maintenance Worker		1.00
Facility Maintenance Worker		0.15
Development Inspector/Code Enforcement		0.05
Engineering Tech		0.10
Total Water Utility		***6.22***
Stormwater Utility		
PW Administrative Assistant		0.05
Public Works Supervisor, Utilities		0.15
Utility Maintenance Worker		0.67
Engineer		0.08
Public Works Director		0.16
Utility Clerk		0.20
Facility Maintenance Worker		0.85
Mechanic/Maintence Worker		0.10
Development Inspector/Code Enforcement		0.05
Engineering Tech		0.20
Total Stormwater Utility		***2.51***
Total Full Time Equivalents		***52.75***
Full-Time Staff		
Full-Time Employees		**51.00**
Part-Time Staff		
Part-Time Employees		**1.75**

Attachment: Exhibit F - 2020 FTE Budget (Public Hearing and First Reading of Ordinance No. 1302 - 2020 Proposed Budget)