RIDGEFIELD CITY COUNCIL
MEETING AGENDA

Thursday, November 5, 2020
Teleconference
N/A, Ridgefield, WA 98642

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

1. Roll Call
2. Late changes to the agenda

II. PROCLAMATION

1. Make a Difference Month

III. CONSENT AGENDA

1. Approval of Claims And/Or Payroll
2. Approval of Minutes from the October 22, 2020 Meeting

IV. PRESENTATION

1. Washington State Legislative Update - Mike Burgess, MJB Consulting, Inc
2. Lifesaving Award - John Brooks, Police Chief

V. PUBLIC HEARING/BUSINESS

1. Public Hearing on 2021 Property Tax Levy and Revenues - Kirk Johnson, Finance Director

VI. BUSINESS

1. First Reading of Ordinance No. 1329 – 2021 Property Tax Levy - Kirk Johnson, Finance Director
2. First Reading of Ordinance No. 1330 - 2021 Storm Water Utility Rate Code Amendment - Kirk Johnson, Finance Director
3. Second Reading of Ordinance No. 1328 – 2020 Budget Amendment 2 - Kirk Johnson, Finance Director
4. Resolution No. 587 – Approval of Ridgefield Residential Utility Assistance Program - Kirk Johnson, Finance Director
5. Motion - Approval of the Crossing Phase 2 Final Plat - Claire Lust, Community Development Director
6. Motion - Approval of Amendment to Continuing Operations Plan - Steve Stuart, City Manager

VII. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

1. Council
2. Mayor

3. City Manager

VIII. 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 05, 2020

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 05, 2020 - Claims Report (PDF)

City of Ridgefield

Claims Payment Report

For Approval on: November 5, 2020

Sum of Amount Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total
ADAM CAROLUS	2494	2494-20201105	Public Safety	Defensive Tactics Training - PD	840.00
ADAM CAROLUS Total					840.00
AIRGAS USA LLC	17	9106258645	Genl Govt/Facilities	Oxygen & Actylene Cyl Lease Rental	16.01
			Public Works	Oxygen & Actylene Cyl Lease Rental	214.03
AIRGAS USA LLC Total					230.04
AMANDA GERBER	3528	3528-20201105	Genl Govt/Facilities	BF 2020 Music Performace	300.00
AMANDA GERBER Total					300.00
AMAZON BUSINESS	3485	1G6G-YT39-Q3KJ	Genl Govt/Facilities	PWSTW Social Distancing Breakroom Fridge	157.17
		1Y91-QVLT-GQ9L	Genl Govt/Facilities	Halloween Event Supplies	214.84
		1X3L-XHJF-4TCJ	Public Safety	PD Office Supplies	56.68
		1V6F-YDH7-F9P4	Genl Govt/Facilities	Air Purifier Filters	923.34
		1QN6-FWY9-Y7VF	Genl Govt/Facilities	Boot Dryers - Kelly/Josh/Tad/Spencer	27.10
			Public Works	Boot Dryers - Kelly/Josh/Tad/Spencer	189.66
		1G6G-YR39-J19P	Genl Govt/Facilities	1SAT Supplies	28.61
		1DN6-Y6C6-44RT	Genl Govt/Facilities	Labels - City Hall	73.36
		1LP3-FTJR-NM9N	Genl Govt/Facilities	Storage Unit Lights	37.89
		1XK4-GT4Y-V6VR	Genl Govt/Facilities	Air Purifier - CH	665.58
		1YFX-V1WG-6619	Human Resources	Wellness Snacks	79.98
		1G6G-YR39-7VQG	Public Works	Vehicle Maint - Storm	83.68
		1QNN-D4VG-GXRH	Administration	Computer Mouse	10.83
AMAZON BUSINESS Total					2,548.72
ARAMARK UNIFORM SERVICES	32	864695609	Genl Govt/Facilities	PW Uniforms	1.06
				PW Floor Mats	1.93
			Public Works	PW Uniforms	25.29
				PW Floor Mats	25.80
		864686229	Genl Govt/Facilities	PW Uniforms	1.06
				PW Floor Mats	1.93
			Public Works	PW Uniforms	25.29
				PW Floor Mats	25.80
ARAMARK UNIFORM SERVICES Total					108.16
Beattie Sherry	UB*00088	(blank)	Genl Govt/Facilities	Refund Check 005037-001 519 N Allen Creek Dr	1,236.46
Beattie Sherry Total					1,236.46
BLUEFIN PAYMENT SYSTEMS	2827	2827-20201105A	Public Works	Customer Web Payments - Sept 2020	4,366.21

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BLUEFIN PAYMENT SYSTEMS	2827	2827-20201105B	Public Works	Customer Web Payments - Sept 2020	21.90
BLUEFIN PAYMENT SYSTEMS Total					**4,388.11**
CHMELIK SITKIN & DAVIS	3294	100879	Genl Govt/Facilities	Park Laundry Eval Remidiation - Sept 2020	186.00
CHMELIK SITKIN & DAVIS Total					**186.00**
CLARK COUNTY	102	CI019918	Judicial	Pretrial Supervisions - Sept 2020	193.60
CLARK COUNTY Total					**193.60**
CLARK COUNTY TREASURERS OFFICE	554	SIF202009	Genl Govt/Facilities	School Impact Fees	660,042.50
CLARK COUNTY TREASURERS OFFICE Total					**660,042.50**
CLEAN WORLD MAINTENANCE INC	3105	45488	Genl Govt/Facilities	Janitorial Services - PW	84.04
				Janitorial Services - COVID	572.34
				Janitorial Services - City Hall	341.42
			Public Safety	Janitorial Services - PD	230.94
			Public Works	Janitorial Services - PW	181.67
CLEAN WORLD MAINTENANCE INC Total					**1,410.41**
COLUMBIAN PUBLISHING	116	24778	Community Development	PLZ-20-66-67 Hillhurst PUD Admin Adj	91.80
		24526	Genl Govt/Facilities	Ord 1323/1324/1325/1321/1322	45.00
			Public Works	Ord 1323/1324/1325/1321/1322	144.00
			Community Development	Ord 1323/1324/1325/1321/1322	64.80
COLUMBIAN PUBLISHING Total					**345.60**
COMCAST	2271	2271-202011-510	Genl Govt/Facilities	Oct 2020 - RACC Communications	72.15
			Public Works	Oct 2020 - RACC Communications	62.12
			Community Development	Oct 2020 - RACC Communications	260.63
		2271-202010-109	Genl Govt/Facilities	PW Shop Communications	28.59
			Public Works	PW Shop Communications	382.20
		2271-202010-116	Public Safety	PD Communications	349.26
COMCAST Total					**1,154.95**
COMCAST BUSINESS	1666	109905664	Genl Govt/Facilities	Internet Services - 230 Pioneer St.	379.39
COMCAST BUSINESS Total					**379.39**
COMDATA NETWORK INC.	1101	20338320	Genl Govt/Facilities	PW/CDD Fuel - XN173 - 10/1/2020-10/15/2020	99.71
			Public Works	PW/CDD Fuel - XN173 - 10/1/2020-10/15/2020	1,332.84
			Community Development	PW/CDD Fuel - XN173 - 10/1/2020-10/15/2020	126.54
		20338319	Public Safety	PD Fuel - XN795 - 10/1/2020-10/15/2020	625.39
COMDATA NETWORK INC. Total					**2,184.48**
DEPARTMENT OF LICENSING - CPL	154	RG0000483-2020	Genl Govt/Facilities	CPL Fees - Fleager	18.00
		RG0000490-2020	Genl Govt/Facilities	CPL Fees - Jones	18.00
		RG0000484-2020	Genl Govt/Facilities	CPL Fees - Potter	18.00

City of Ridgefield

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DEPARTMENT OF LICENSING - CPL	**154**	RG0000493-2020	**Genl Govt/Facilities**	CPL Fees - Bowen	18.00
		RG0000477-2020	**Genl Govt/Facilities**	CPL Fees - Oehring	18.00
		RG0000481-2020	**Genl Govt/Facilities**	CPL Fees - Hellervik	18.00
		RG0000494-2020	**Genl Govt/Facilities**	CPL Fees - Roper	18.00
		RG0000495-2020	**Genl Govt/Facilities**	CPL Fees - Coleman	18.00
		RG0000492-2020	**Genl Govt/Facilities**	CPL Fees - Bowen	18.00
		RG0000485-2020	**Genl Govt/Facilities**	CPL Fees -	18.00
		RG0000479-2020	**Genl Govt/Facilities**	CPL Fees - Harvey	18.00
		RG0000496-2020	**Genl Govt/Facilities**	CPL Fees - Ullom	18.00
		RG0000489-2020	**Genl Govt/Facilities**	CPL Fees - Swenson	18.00
		RG0000488-2020	**Genl Govt/Facilities**	CPL Fees - Duenas	18.00
		RG0000482-2020	**Genl Govt/Facilities**	CPL Fees - Yohe	18.00
		RG0000491-2020	**Genl Govt/Facilities**	CPL Fees - McDonnell	18.00
		RG0000480-2020	**Genl Govt/Facilities**	CPL Fees - McIrvin	18.00
		RG0000487-2020	**Genl Govt/Facilities**	CPL Fees - McDonnell	18.00
		RG0000486-2020	**Genl Govt/Facilities**	CPL Fees - Swenson	18.00
		RG0000478-2020	**Genl Govt/Facilities**	CPL Fees - Creagan	18.00
DEPARTMENT OF LICENSING - CPL Total					**360.00**
DICK'S TIRE FACTORY	**158**	D73929	**Public Safety**	PD Vehicle Maint	43.25
		D73756	**Public Safety**	PD Vehicle Maint	52.52
		D72926	**Public Safety**	PD Vehicle Maint	43.25
		D73984	**Public Safety**	PD Vehicle Maint	119.24
		D73714	**Public Safety**	PD Vehicle Maint	47.53
DICK'S TIRE FACTORY Total					**305.79**
DKS ASSOCIATES	**1565**	75242	**Community Development**	On Call Review Services - Sept 2020	1,552.50
DKS ASSOCIATES Total					**1,552.50**
DUDE SOLUTIONS INC.	**3044**	INV-77656	**Public Works**	Asset Essentials Enterprise - 10/1/20 - 12/31/20	422.48
			Information Technology	Asset Essentials Enterprise - 10/1/20 - 12/31/20	422.48
DUDE SOLUTIONS INC. Total					**844.96**
ELMERS FLAG AND BANNER	**170**	15319	**Public Works**	RORC US/WA State Flages	287.21
ELMERS FLAG AND BANNER Total					**287.21**
FERGUSON ENTERPRISES INC # 8423	**181**	928520	**Genl Govt/Facilities**	Water Meter/Tools	(767.05)
			Public Works	Water Meter/Tools	9,898.55
FERGUSON ENTERPRISES INC # 8423 Total					**9,131.50**
FRED CRIPPEN	**191**	0191-20201105	**Genl Govt/Facilities**	Fuel Reimb - Crippen	15.01
			Public Safety	Fuel Reimb - Crippen	15.00

City of Ridgefield

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FRED CRIPPEN Total					**30.01**
GISI MARKETING GROUP	**2811**	154890	**Genl Govt/Facilities**	Winter Events Mailer	1,031.38
GISI MARKETING GROUP Total					**1,031.38**
GRAY AND OSBORNE INC	**207**	20285.00-2	**Community Development**	Taverner Ridge Phase 5	69.92
		20249.00-7	**Public Works**	Junction Booster Pump Station VFD - Construction	3,324.39
		20294.00-1	**Community Development**	NE 23rd Place PUD - Final Plat	388.65
		20295.00-1	**Community Development**	Kemper Loop Final Plat	261.16
		20280.00-2	**Community Development**	The Crossing Phase 2	394.81
GRAY AND OSBORNE INC Total					**4,438.93**
H.D. FOWLER COMPANY	**2036**	I5613176	**Public Works**	Water Meters	1,587.50
H.D. FOWLER COMPANY Total					**1,587.50**
HONEY BUCKETS	**223**	551775452	**Genl Govt/Facilities**	Handwashing Station	345.00
		551769175	**Public Works**	Davis Park Port-a-Potty	328.00
HONEY BUCKETS Total					**673.00**
J.L. STOREDAHL AND SONS	**558**	312838	**Genl Govt/Facilities**	PW Shop Stockpile	13.61
			Public Works	PW Shop Stockpile	181.97
J.L. STOREDAHL AND SONS Total					**195.58**
L.N. CURTIS AND SONS	**3075**	INV431751	**Public Safety**	PD Uniforms - Siem	105.15
L.N. CURTIS AND SONS Total					**105.15**
LESERINE MURITOK	**3482**	12	**Judicial**	Interpretation Services	130.90
LESERINE MURITOK Total					**130.90**
MARTA L. OCHOA-RUTHERFORD	**3396**	46	**Judicial**	Interpreting Services	130.00
MARTA L. OCHOA-RUTHERFORD Total					**130.00**
MOTION & FLOW CONTROL PRODUCTS INC	**2723**	7733622	**Public Works**	Supplies for Chlorine System	200.39
MOTION & FLOW CONTROL PRODUCTS INC Total					**200.39**
MUNICIPAL CODE CORP.	**1185**	349951	**Genl Govt/Facilities**	Codification	3,330.40
MUNICIPAL CODE CORP. Total					**3,330.40**
MUNICIPAL EMERGENCY SERVICES INC	**2235**	IN1495449	**Public Safety**	PD Uniforms	1,293.20
MUNICIPAL EMERGENCY SERVICES INC Total					**1,293.20**
NAPA AUTO PARTS	**498**	210214	**Genl Govt/Facilities**	Vehicle Maint - Brunson/Strickler/Crippen	0.44
			Public Works	Vehicle Maint - Brunson/Strickler/Crippen	66.18
		210494	**Genl Govt/Facilities**	Vehicle Maint - Arends/Shop Stock	14.16
			Public Works	Vehicle Maint - Arends/Shop Stock	84.36
		207936	**Public Works**	Storm Vehicle Maint/Supplies	90.63
		210516	**Public Works**	Storm Vehicle Maintenance	24.31
NAPA AUTO PARTS Total					**280.08**

City of Ridgefield

Claims Payment Report

For Approval on: November 5, 2020

NEW DAY MAINTENANCE LLC	2557	1013202	Public Works	Tree Trimming Downtown	650.40
NEW DAY MAINTENANCE LLC Total					**650.40**
PACIFIC OFFICE AUTOMATION	1564	69903989	Genl Govt/Facilities	PW Shop Printer	5.72
				RACC Copier Lease	19.97
				City Hall Copier Lease	575.35
			Public Works	PW Shop Printer	76.49
				RACC Copier Lease	267.71
			Community Development	RACC Copier Lease	287.68
PACIFIC OFFICE AUTOMATION Total					**1,232.92**
PBS ENGINEERING AND ENVIRONMENTAL	342	0071069.002-3	Public Works	S 45th/Royle Rd Improvements	2,270.00
		0071403.000-5	Public Works	I-5 S Connection Proj	13,315.75
		0071532.000-6	Public Works	Hillhurst Rd Overlay Design	7,158.75
PBS ENGINEERING AND ENVIRONMENTAL Total					**22,744.50**
PFVT MOTORS LLC	3492	LGD00384	Public Safety	2020 Ford Police Interceptor	39,327.00
PFVT MOTORS LLC Total					**39,327.00**
PORTLAND ENGINEERING INC	2082	9848	Public Works	Professional Fees - S 56th VFD Project	73.17
PORTLAND ENGINEERING INC Total					**73.17**
PURCHASE POWER	356	36640505	Genl Govt/Facilities	Postage	500.00
PURCHASE POWER Total					**500.00**
RIDGEFIELD HARDWARE	376	0376-20201105	Genl Govt/Facilities	Oper Supplies - Sept 2020	72.35
			Public Safety	Oper Supplies - Sept 2020	16.57
			Public Works	Oper Supplies - Sept 2020	805.84
			Community Development	Oper Supplies - Sept 2020	7.80
RIDGEFIELD HARDWARE Total					**902.56**
RIDGEFIELD LANDSCAPE PRODUCTS	3021	3021-20201105	Public Works	Debris Dump	392.41
RIDGEFIELD LANDSCAPE PRODUCTS Total					**392.41**
SHERRI FAHEY	2784	2784-20201105	Genl Govt/Facilities	1SAT Vendor Refund - Sherri Fahey	200.00
SHERRI FAHEY Total					**200.00**
STATE OF WA DEPARTMENT OF REVENUE	1244	17832	Genl Govt/Facilities	2020 Unclaimed Property	140.39
STATE OF WA DEPARTMENT OF REVENUE Total					**140.39**
STATE OF WASHINGTON DEPARTMENT OF REVENUE	156	0-016-576-903	Genl Govt/Facilities	September 2020 B&O and Excise Tax	2,655.89
			Public Works	September 2020 B&O and Excise Tax	29,358.58
		0-016-632-759	Genl Govt/Facilities	3rd Quarter 2020 Leasehold Tax	4,622.40
STATE OF WASHINGTON DEPARTMENT OF REVENUE Total					**36,636.87**
THE MASTERS TOUCH LLC	1786	71757	Public Works	Delinquent Utility Stms - Oct 2020	378.03
		P71977	Public Works	Delinquent Utility Statements - October 2020	159.00

City of Ridgefield

Claims Payment Report

For Approval on: November 5, 2020

THE MASTERS TOUCH LLC	**1786**	71977	**Public Works**	Delinquent Utility Statments - October 2020	333.95
		P71757	**Public Works**	Delinquent Utility Stmts Postage - Oct 2020	282.96
THE MASTERS TOUCH LLC Total					**1,153.94**
TIREHUB LLC	**3067**	16430150	**Public Safety**	PD Tires	1,433.38
TIREHUB LLC Total					**1,433.38**
TRAFFIC SAFETY SUPPLY	**432**	INV031543	**Genl Govt/Facilities**	Street Signs	(125.06)
			Public Works	Street Signs	1,613.81
TRAFFIC SAFETY SUPPLY Total					**1,488.75**
USA BLUEBOOK	**444**	364474	**Public Works**	Storm Vehicle Maintenance	375.03
		386983	**Public Works**	Storm Uniforms	260.59
		390063	**Public Works**	Water Oper Supplies	595.13
		373085	**Public Works**	Stormwater/Rain Gear	253.68
USA BLUEBOOK Total					**1,484.43**
WA STATE TREASURER'S OFFICE	**642**	0642-3RDQ2020	**Genl Govt/Facilities**	3rd Quarter 2020 Building Code Fees	3,426.50
WA STATE TREASURER'S OFFICE Total					**3,426.50**
WALLIS ENGINEERING	**464**	15412	**Public Works**	Downtown Stormwater Enhancement	24,718.46
		15413	**Public Works**	Downtown Stormwater Enhancement	534.02
WALLIS ENGINEERING Total					**25,252.48**
WELLWORKS FOR YOU	**3414**	11433	**Human Resources**	Wellness Program - Oct 2020	356.00
WELLWORKS FOR YOU Total					**356.00**
Grand Total					**838,852.60**

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE: November 05, 2020

ITEM:

AGENDA ITEM TITLE: Approval of Minutes from the October 22, 2020 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: 10-22-2020 (PDF)

CITY OF RIDGEFIELD, WASHINGTON
City Council MEETING MINUTES
October 22, 2020

Regular Meeting - 6:30 PM

GENERAL SESSION CALL TO ORDER - 6:30 PM

ROLL CALL

Attendee Name	Title	Status	Arrived
Ron Onslow	Councilor	Present	
Lee Wells	Councilor	Absent	
Don Stose	Mayor	Present	
Sandra Day	Councilor	Present	
Jen Lindsay	Councilor	Present	
Rob Aichele	Councilor	Present	
Dana Ziemer	Councilor	Absent	

MOTION: Council Member Onslow moved to excuse Council Member Wells and Council Member Ziemer from the meeting.
SECOND: Council Member Day.
Motion Passed.

LATE CHANGES TO THE AGENDA

PROCLAMATION

Disability Employment Awareness Month

National American Indian Heritage Month

CONSENT AGENDA - MOTION TO APPROVE AS PRESENTED.

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

1. Approval of Claims And/Or Payroll

2. Approval of Minutes from the October 8, 2020 Meting

BUSINESS

1. First Reading of Ordinance No. 1328 – 2020 Budget Amendment 2 - Kirk Johnson, Finance Director

The adjustments to the 2020 budget would be $2,732,750 in additional revenue, $547,630 in new grant funding, for a total increase of $3,280,380, $730,230 in new one-time expense, and $72,000 in fund transfers. No ongoing expense is requested.

First reading conducted.

2. **Resolution No. 586 – Approval of Ridgefield Small Business Stabilization Grant Program Ph 2 - Kirk Johnson, Finance Director**

   The purpose of this temporary emergency program is to assist small, locally owned Ridgefield-based for-profit businesses to survive the COVID-19 crisis, to minimize disruptions to workers and maintain availability of local goods and services in Ridgefield. The Ridgefield City Council has committed a portion of CARES Act funding to the COVID-19 Ridgefield Small Business Stabilization Grant Fund, an emergency fund that provides small working capital grants to qualifying small businesses to mitigate the direct impacts of business interruption due to operations limits during the initial phases of the COVID-19 response. In addition to the small business stabilization grant program the City is continuing to offer the "Shop Local and Save" utility rebate program for additional local business assistance.

   MOTION: MOVED TO ADOPT RESOLUTION NO. 586 AS PRESENTED.

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

3. **Motion - Approval of Art Installation in Arts Quarter**

   Ridgefield Main Street submitted an application to install a series of arches in the alley between 3rd Avenue and Main, in the Arts Quarter. The application requirements for the art installation have been met and the art pieces (arches) are eligible for installation according to RMC. The Ridgefield Art Association has reviewed the design, and recommends installation. According to RMC 18.235.025, City Council must provide approval prior to installation. At its meeting on September 24, 2020, Council denied approval of the art design as presented, provided input on modifications that should be made and requested that a modified design be presented for approval. Council approval of the art installation would be conditioned on obtaining required City permits and approvals and a written agreement between the city and Ridgefield Main Street outlining the terms of installation and maintenance.

   City Council conducted discussion on the new proposed design.

   MOTION: MOVED TO APPROVE THE INSTALLATION OF THE PUBLIC ART WITH PROPOSED AMENDMENT AND DIRECT THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE RIDGEFIELD MAIN STREET.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Sandra Day, Councilor
SECONDER:	Jen Lindsay, Councilor
AYES:	Onslow, Stose, Day, Lindsay, Aichele
ABSENT:	Wells, Ziemer

COUNCIL/PRESIDING OFFICER/STAFF REPORTS

Council

Council Member Day - explored the Port/Marina area.
Council Member Aichele - Delivered business stabilization grant checks, budget advisory meeting, worked on dragon boats.
Council Member Lindsay - Attended budget advisory meeting, CREDC board of directors meeting.
Council Member Onslow - Attended C-TRAN meeting, delivered business stabilization grant checks, City Manager briefing.

Mayor

Attended virtual YMCA project meeting, and meeting with new Outreach Director for Senator Cantwell office.

City Manager

Public Works Director Bryan Kast - Pioneer widening update provided.
Community Development Director Claire Lust - Community Development report provided.
Deputy City Manager - Make a Difference month update.
Police Chief John Brooks - Pink Patch sale update, traffic enforcement emphasis.

ADJOURN - 7:21 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 05, 2020

ITEM:

AGENDA ITEM TITLE: Washington State Legislative Update

Washington State Legislative Update

STAFF CONTACT: Julie Ferriss, City Clerk

ATTACHMENTS: Ridgefield 2021 Agenda Draft (PDF)

City of Ridgefield 2021 State Legislative Agenda

Introduction – The City of Ridgefield is one of the State's fastest growing Cities, values greatly our partnership with the State of Washington, and appreciates the important role local Legislators play in fostering and enhancing that relationship. Looking ahead to the next two years, our City will continue to be challenged in meeting increasing demands for municipal services and equally challenged in meeting our needs in terms of infrastructure. Our state legislative agenda is oriented towards asking our local legislators to help us meet these challenges.

Ridgefield Requests

Ridgefield Overpass Pedestrian Safety Screens – The City is requesting $250,000 to finalize installation of professionally-designed pedestrian safety screens at the I-5 and Pioneer Street/railroad overpasses. The important safety project also includes community-oriented public art pieces integrated into the pedestrian screens, drawing travelers to Ridgefield's Destination Downtown while celebrating Ridgefield's unique character and renowned national wildlife refuge. The City has committed local funds to the project and has been awarded grants including $20,000 for design from WSDOT and $50,000 from the Cowlitz Tribe's Arts and Education Fund.

***South Ridgefield I-5 access* –** The City is grateful to have received planning money for this project during the 2019 Legislative Session. The next step will be designing the connection from I-5 to Hillhurst Road with western ramp access, so that it is a shovel-ready project which might attract Federal stimulus dollars. The estimated design and pre-construction cost is $5 million, we will work towards its inclusion in the states next transportation revenue package.

Ridgefield YMCA - In 2016, the City of Ridgefield and YMCA jointly funded a needs analysis and market study for a YMCA facility in Ridgefield. The study clearly identified a viable, necessary community asset which would meet membership targets and program enrollment goals from day 1. The city has identified two parcels of land that it will provide at no cost for the development. The City has also secured a partnership with both the YMCA and a private developer who will finance and build the facility. This project will increase recreational opportunities, including a pool, for our growing city. Ridgefield is seeking $250,000 in state support for the infrastructure improvements necessary to serve this project.

Clark College Ridgefield campus – The City supports the $50 million Capital Budget request of Clark College to fund the construction costs associated with the Ridgefield campus, Clark College at Boschma Farms. The project is now in the top 5 on the priority list submitted by the State Board of Community and Technical Colleges, which we fully support for legislative funding.

General Legislative Requests

Clark County Transportation Alliance 2021 Policy Statement – The City supports the 2021 Policy Statement of the Clark County Transportation Alliance. The City has been a member of this alliance since its inception 15 years ago and joins with other local private and public sector interests in calling for legislative attention to regional transportation needs. These include addressing the I-5/Vancouver Corridor including Columbia River bridge replacement; pursuing funding opportunities for critical regional projects; support for public transit; investing in Ports and freight; enhancing state-local infrastructure and economic development partnerships. Also included in the policy statement this year is the project funding for the Ridgefield South I-5 Access.

Growth Management Act – The City is actively participating in the Washington Growth Policy Framework Project, funded by the State Legislature as a follow-up on the Roadmap to Washington's Future. The City will be monitoring this ongoing initiative and others to identify opportunities to make positive enhancements to GMA.

Fiscal Sustainability and Flexibility – Ridgefield, like Washington's 280 other cities, has been on the receiving end of a decade-long pattern of cost shifts, shared revenue reductions and fund "sweeps" that have significantly reduced city revenues. The imposition of unfunded and underfunded mandates along with increased costs due to state mandates has further exacerbated this problem. The recession is over and State tax revenues are growing. We call on our local legislators to oppose all cuts in state shared revenues, cost shifts, fund sweeps and imposition of unfunded and underfunded mandates, to support legislation to enhance local fiscal control and authority and reduce state-imposed mandates.

Association of Washington Cities Priorities – The City supports the 2021 AWC Legislative Priorities.

Washington Main Street Programs Priorities – The City supports the 2021 Washington Main Street Programs Legislative Priorities.

Local Control and Unfunded Mandates – The City would oppose any efforts to preempt local control and the imposition of any new unfunded or underfunded mandates.

For more information contact:

City Manager Steve Stuart, 360-887-3557 or steve.stuart@ci.ridgefield.wa.us

Mike Burgess 360-223-3020, mikejburg@comcast.net

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE: November 05, 2020

ITEM: PUBLIC HEARING/BUSINESS

AGENDA ITEM TITLE: Public Hearing on 2021 Property Tax Levy and Revenues

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GOVERNING LEGISLATION:
RCW 84.55.120 Public Hearing – Taxing District's Revenue Sources – Adoption of Tax Increase by Ordinance or Resolution; RCW 35A.33 Budgets in Code Cities

PREVIOUS COUNCIL ACTION TAKEN:
Council conducts a public hearing annually to review proposed revenue sources as part of the budget adoption process.

SUMMARY/BACKGROUND:
The 2021 revenue budget totals $29,043,553, including $7,095,245 associated with internal transfers from existing funds, $1,060,280 in grant funds, $406,000 from a bond issuance and $166,000 in final draws for a Public Works Trust Fund loan. In comparison the 2020 amended revenue budget was $33,498,847, with $4,471,055 associated with internal transfers from existing funds. The overall net decrease in the proposed revenue budget when compared to the 2020 amended budget is approximately $4.45 million, an 13.3% decrease. Following are the key reasons for this difference:

Revenue Source	Budget Difference Between 2020 and 2021 Revenues	Reason
General Fund		
Total General Fund Revenue	($93,315	Decrease 1% from the 2020 amended budget
Property Tax	205,000	1% levy increase ($14,418) and $242.6 million in new construction. Overall increase 14%
Retail Sales Tax	50,110	Increase of 2%. Minimal change from 2020 amended budget
Utility Taxes	181,844	Increase of 15% due to additional development
Licenses and Permits	(476,878)	Decrease of 26.7% due to reduced SFR permits

Planning and Development	(146,126)	Decrease of 12% due to reduced SFR permits
Fines & Forfeits	9,800	Increase of 16%. Fees associated with public safety
Charges for Goods & Services	85,701	Increase of 17% due to increased indirect cost allocation to utility funds
Intergovernmental/ Grants	(268,646)	Decrease 44% due to reduced grant funding
Miscellaneous Revenue	201,650	Increase 77% due to sale of property and lease revenue
Revenue Source	Budget Difference Between 2020 and 2021 Revenues	Reason
Street Fund		
Total Street Fund Revenue	$91,939	Increase 13.6% over 2020 amended budget
Utility Tax	9,857	Increase 11.5% due to additional SFR development
Intergovernmental	69,494	Increase 46% due to increase in per capita allocations as a result of growth
General Fund Transfers / Other Revenue	59,588	Increase 7% due to additional General Fund subsidies
Utility Funds		
Water Operating	105,244	Increase 4% due to new residential and commercial development
Stormwater rate revenue	185,645	Increase 24% due to new residential and commercial development and 3% rate increase
Capital Project Revenue Funds (REET, Impact Fees, Water SDC)		
Real Estate Excise Tax	55,834	Increase 4% due to forecast in homes sold
Park Impact Fees	(213,466)	Decrease 13% due to estimated 300 residential permits and PIF credit usage
Traffic Impact Fees	1,129,496	Increase 79% due to estimate in residential permits less credits and commercial projects

Water SDC	(348,759)	Decrease 16% due to estimate in residential and commercial permits
Other Revenue Sources		
PWTF Loan	166,000	Low cost loan to complete design and engineering of storm projects downtown
LTGO Bond	406,000	Final issuance of LTGO Bonds for tenant improvements at PW Ops Center
Grants	1,060,280	Current grant awards. Waiting on notification for several other grants

BUDGET/FINANCIAL IMPACTS:
Please refer to the attached reports

RECOMMENDED ACTION OR MOTION:
Staff recommends Council Conduct the public hearing on 2021 revenue sources and conduct first readings of Ordinance No. 1329, and 1330.

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:
2021 Revenue Budget Summary (PDF)
2021 Revenue Comparison by Fund (PDF)
2021 Revenue Hearing (PDF)

2021 Revenue Budget

		2020 Amended Budget	2021 Proposed Budget	Percentage Change
Operating Funds				
001	General Fund	$ 9,740,553	$ 9,647,238	-0.96%
101	Street Fund	675,625	767,564	13.61%
406	Water Operating	2,349,549	2,454,793	4.48%
408	Stormwater Operating	765,275	950,920	24.26%
	Total Operating Funds	***13,531,002***	***13,820,515***	**2.14%**
Capital Service Funds				
105	Real Estate Excise Tax	1,464,166	1,520,000	3.81%
114	Park Impact Fee	1,626,916	1,413,450	-13.12%
115	Traffic Impact Fee	1,429,616	2,559,112	79.01%
416	Water Utility SDC	2,207,134	1,858,375	-15.80%
	Total Capital Service Funds	***6,727,832***	***7,350,937***	**9.26%**
Special Revenue Funds				
111	Drug Fund	1,100	1,010	-8.18%
140	Affordable Housing	-	23,035	100.00%
150	Transportation Benefit District	143,500	153,435	6.92%
	Total Special Revenue Funds	***144,600***	***177,480***	22.74%
Debt Service				
200	Debt Service	4,665,313	1,433,629	-69.27%
	Total Debt Service	***4,665,313***	***1,433,629***	**-69.27%**
Capital Projects & ERF				
300	General Capital Projects	6,439,337	4,517,000	-29.85%
410	Water Utility Capital Projects	1,441,500	1,099,000	-23.76%
412	Storm Water Utility Capital Projects	359,000	426,000	18.66%
501	Equipment Replacement (ERF)	190,263	218,992	15.10%
	Total Capital Projects & ERF	***8,430,100***	***6,260,992***	**-25.73%**
	Total Revenue All Sources	***$ 33,498,847***	***$ 29,043,553***	**-13.30%**

2021 Budget

2020-2021 Revenue Budget Comparison

Description	2020 Amended Budget	2021 Proposed Budget	Percentage Change
001 General Fund			
Revenue			
Property Tax	1,460,000	1,665,000	14.04%
Retail Sales & Other Tax	2,656,025	2,765,025	4.10%
Utility Taxes	1,172,046	1,353,890	15.52%
License & Permits	1,831,398	1,359,860	-25.75%
Planning & Development	1,192,136	1,046,010	-12.26%
Fines & Forfeits	59,900	69,700	16.36%
Charge for Goods & Services	500,627	586,328	17.12%
Intergovernmental/Grant	607,271	338,625	-44.24%
Other Revenue/Donations	261,150	462,800	77.22%
Transfers In	-	-	0.00%
General Fund Revenue	***9,740,553***	***9,647,238***	***-0.96%***
101 Street Fund			
Revenue			
Utility Tax/Franchise Fee	85,634	95,491	11.51%
Permits	20,000	20,000	0.00%
Grants	17,000	-	-100.00%
Intergovernmental	151,116	220,610	45.99%
Other Revenue	1,025	1,025	0.00%
Transfers In	400,850	430,438	7.38%
Street Fund Revenue	***675,625***	***767,564***	***13.61%***
406 Water Utility Fund			
Revenue			
Charges for Goods and Services	2,118,404	2,248,635	6.15%
Grants	22,000	-	-100.00%
Other Revenue	10,605	10,000	-5.70%
Transfers In	198,540	196,158	-1.20%
Water Utility Fund Revenue	***2,349,549***	***2,454,793***	***4.48%***

2021 Budget

2020-2021 Revenue Budget Comparison

Description	2020 Amended Budget	2021 Proposed Budget	Percentage Change
408 Stormwater Utility Fund			
Revenue			
Charges for Goods and Services	749,000	947,920	26.56%
Grants	16,000	-	-100.00%
Other Revenue	275	3,000	990.91%
Stormwater Utility Fund Revenue	***765,275***	***950,920***	***24.26%***
105 Real Estate Excise Tax (REET) Fund			
Revenue			
Real Estate Excise Taxes	1,449,166	1,500,000	3.51%
Other Revenue	15,000	20,000	33.33%
REET Fund Revenue	***1,464,166***	***1,520,000***	***3.81%***
114 Park Impact Fee (PIF) Fund			
Revenue			
Planning & Development	1,626,891	1,413,200	-13.13%
Other Revenue	25	250	900.00%
PIF Fund Revenue	***1,626,916***	***1,413,450***	***-13.12%***
115 Traffic Impact Fee (TIF) Fund			
Revenue			
Planning & Development	1,429,591	2,557,612	78.91%
Other Revenue	25	1,500	5900.00%
TIF Fund Revenue	***1,429,616***	***2,559,112***	***79.01%***
416 Water System Development Charge (WSDC) Fund			
Revenue			
Contributed Capital	2,138,221	1,818,375	-14.96%
Other Revenue	68,913	40,000	-41.96%
WSDC Revenue	***2,207,134***	***1,858,375***	***-15.80%***
111 Drug Fund			
Revenue			
Fines and Forfeits	1,000	1,000	0.00%
Other Revenue	100	10	-90.00%
Drug Fund Revenue	***1,100***	***1,010***	***-8.18%***

Attachment: 2021 Revenue Comparison by Fund (Public Hearing on 2021 Property Tax Levy and Revenues)

2021 Budget

2020-2021 Revenue Budget Comparison

Description	2020 Amended Budget	2021 Proposed Budget	Percentage Change
140 Affordable Housing			
Revenue			
Retail Sales Tax	-	23,000	100.00%
Other Revenue	-	35	100.00%
Affordable Housing Fund Revenue	***-***	***23,035***	***100.00%***
150 Transportation Benefit District (TBD)			
Revenue			
Vehicle Licensing Fees	143,450	153,410	6.94%
Other Revenue	50	25	-50.00%
TBD Fund Revenue	***143,500***	***153,435***	***6.92%***
200 Debt Service			
Revenue			
Transfers In	807,650	1,433,629	77.51%
Other Revenue	-	-	0.00%
Other Financing Sources	3,857,663	-	-100.00%
Debt Service Revenue	***4,665,313***	***1,433,629***	***-69.27%***
300 General Capital Project Fund			
Revenue			
Grants	1,160,000	1,235,000	6.47%
Other Revenue	-	-	0.00%
Transfers In	937,000	2,876,000	206.94%
Other Financing Sources	4,342,337	406,000	-90.65%
General Capital Fund Revenue	***6,439,337***	***4,517,000***	***-29.85%***
410 Utility Capital Projects Fund			
Revenue			
Other Revenue	-	-	0.00%
Transfers In	1,441,500	1,099,000	-23.76%
Other Financing Sources	-	-	0.00%
Water Utility Capital Project Revenue	***1,441,500***	***1,099,000***	***-23.76%***

2021 Budget

2020-2021 Revenue Budget Comparison

Description	2020 Amended Budget	2021 Proposed Budget	Percentage Change
412 Storm Water Utility Capital Projects Fund			
Revenue			
Other Revenue	-	-	0.00%
Transfers In	-	260,000	100.00%
Grants	-	-	0.00%
Other Financing Sources	359,000	166,000	-46.24%
Storm Water Utility Cap Project Revenue	***359,000***	***426,000***	***18.66%***

Description	2020 Amended Budget	2021 Proposed Budget	Percentage Change
501 Equipment Replacement Fund (ERF)			
Revenue			
Other Revenue	175	100	-42.86%
Transfers In	190,088	218,892	15.15%
ERF Revenue	***190,263***	***218,992***	***15.10%***

Attachment: 2021 Revenue Comparison by Fund (Public Hearing on 2021 Property Tax Levy and Revenues)

2021 Proposed Budget Revenue Forecast

November 5, 2020

2021 Proposed Budget
Agenda

2021 Revenue Projections

- Operating Funds
- Capital Service Funds
- Special Revenue Funds
- Capital Project Funds
- Grant Funding

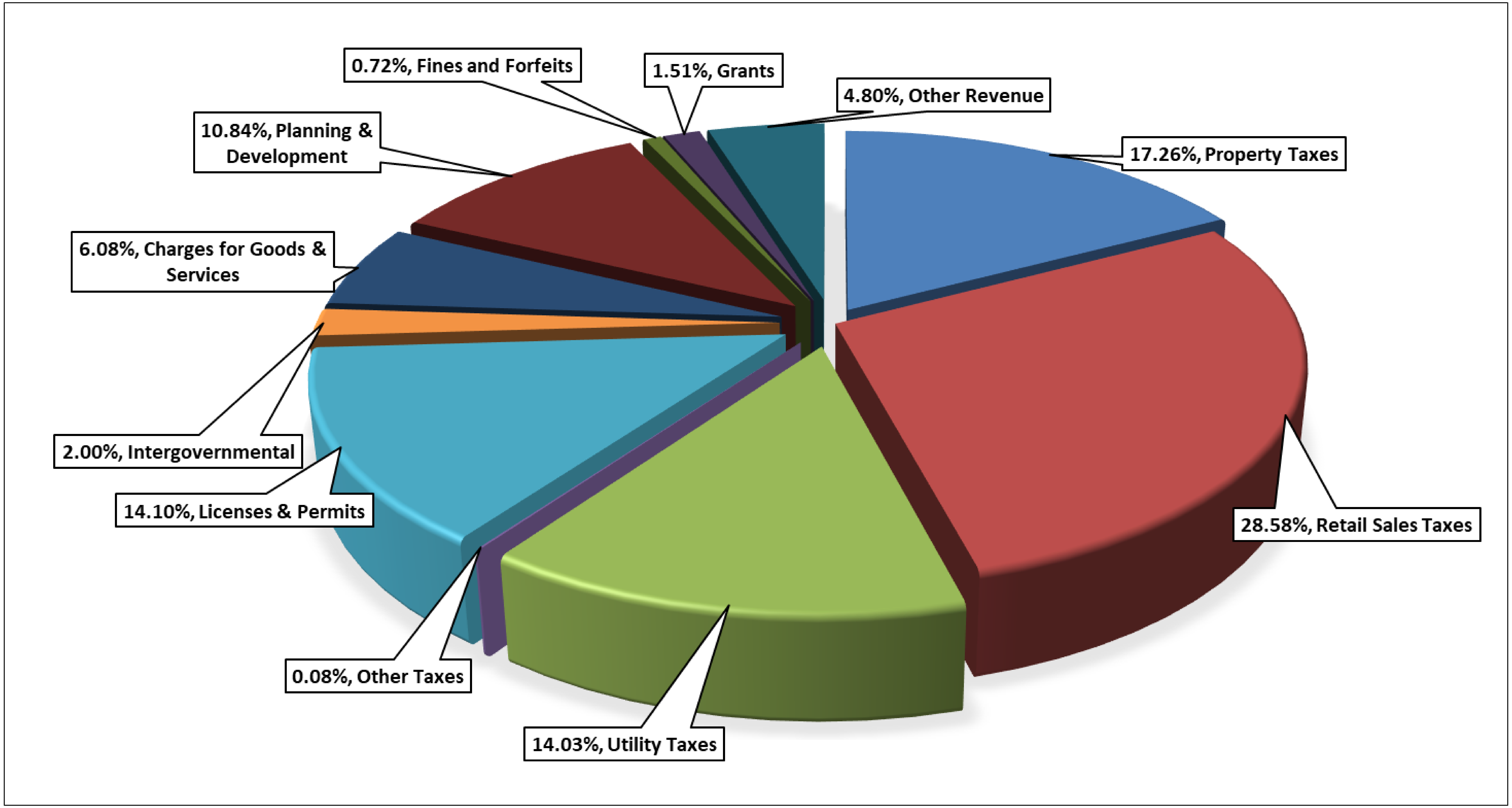
2021 Proposed Revenue Budget Summary

		2020 Amended Budget	2021 Proposed Budget	Percentage Change
Operating Funds				
001	General Fund	$ 9,740,553	$ 9,647,238	-0.96%
101	Street Fund	675,625	767,564	13.61%
406	Water Operating	2,349,549	2,454,793	4.48%
408	Stormwater Operating	765,275	950,920	24.26%
	Total Operating Funds	***13,531,002***	***13,820,515***	**2.14%**
Capital Service Funds				
105	Real Estate Excise Tax	1,464,166	1,520,000	3.81%
114	Park Impact Fee	1,626,916	1,413,450	-13.12%
115	Traffic Impact Fee	1,429,616	2,559,112	79.01%
416	Water Utility SDC	2,207,134	1,858,375	-15.80%
	Total Capital Service Funds	***6,727,832***	***7,350,937***	**9.26%**
Special Revenue Funds				
111	Drug Fund	1,100	1,010	-8.18%
140	Affordable Housing	-	23,035	100.00%
150	Transportation Benefit District	143,500	153,435	6.92%
	Total Special Revenue Funds	***144,600***	***177,480***	22.74%
Debt Service				
200	Debt Service	4,665,313	1,433,629	-69.27%
	Total Debt Service	***4,665,313***	***1,433,629***	**-69.27%**
Capital Projects & ERF				
300	General Capital Projects	6,439,337	4,517,000	-29.85%
410	Water Utility Capital Projects	1,441,500	1,099,000	-23.76%
412	Storm Water Utility Capital Projects	359,000	426,000	18.66%
501	Equipment Replacement (ERF)	190,263	218,992	15.10%
	Total Capital Projects & ERF	***8,430,100***	***6,260,992***	**-25.73%**
	Total Revenue All Sources	***$ 33,498,847***	***$ 29,043,553***	**-13.30%**

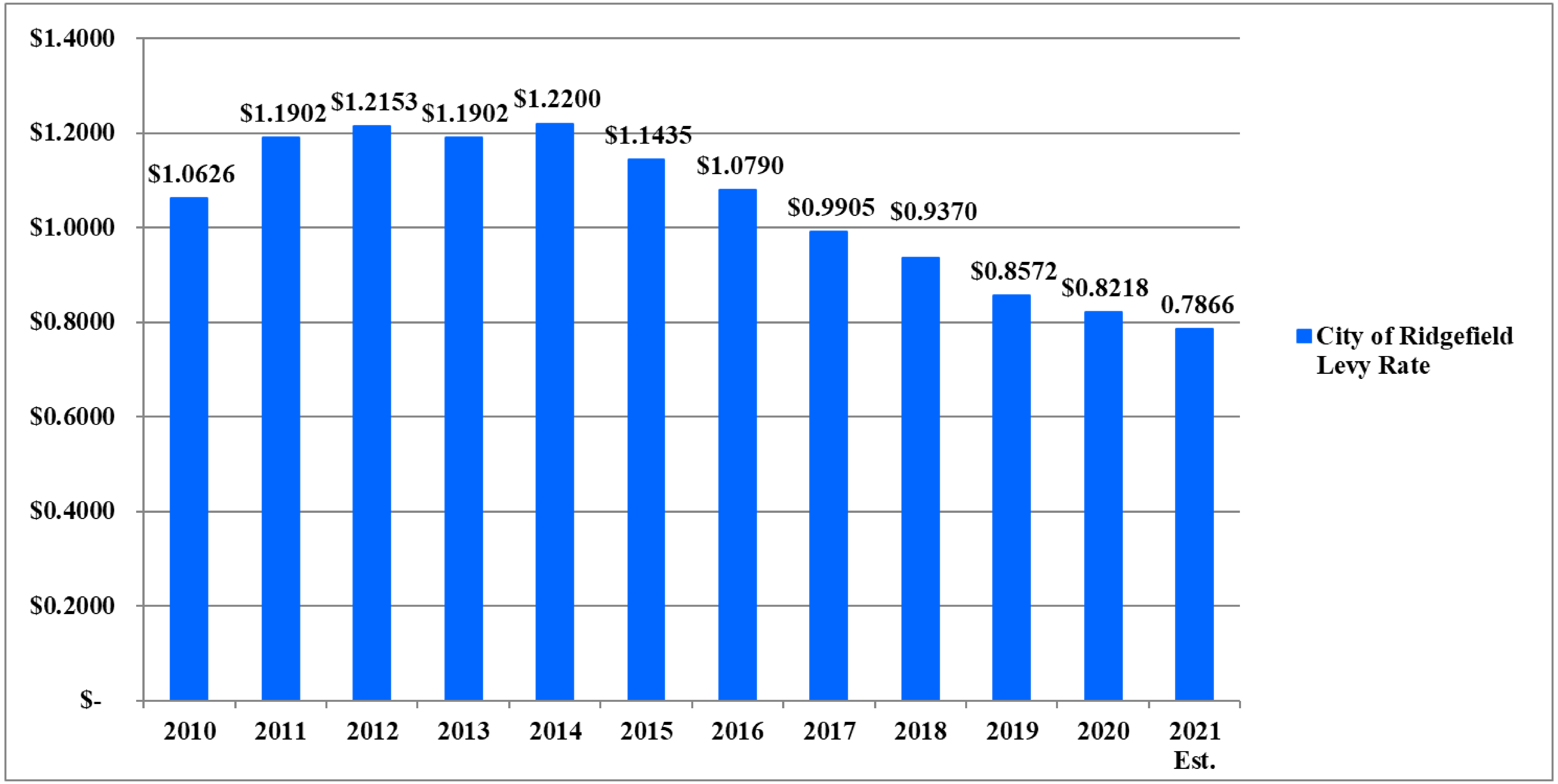
2021 Revenue Forecast
General Fund

Description	2020 Amended Budget	2021 Proposed Budget	Percentage Change
001 General Fund			
Revenue			
Property Tax	1,460,000	1,665,000	14.04%
Retail Sales & Other Tax	2,656,025	2,765,025	4.10%
Utility Taxes	1,172,046	1,353,890	15.52%
License & Permits	1,831,398	1,359,860	-25.75%
Planning & Development	1,192,136	1,046,010	-12.26%
Fines & Forfeits	59,900	69,700	16.36%
Charge for Goods & Services	500,627	586,328	17.12%
Intergovernmental/Grant	607,271	338,625	-44.24%
Other Revenue/Donations	261,150	462,800	77.22%
Transfers In	-	-	0.00%
General Fund Revenue	**9,740,553**	**9,647,238**	**-0.96%**

2021 Revenue Forecast
General Fund Revenue Sources

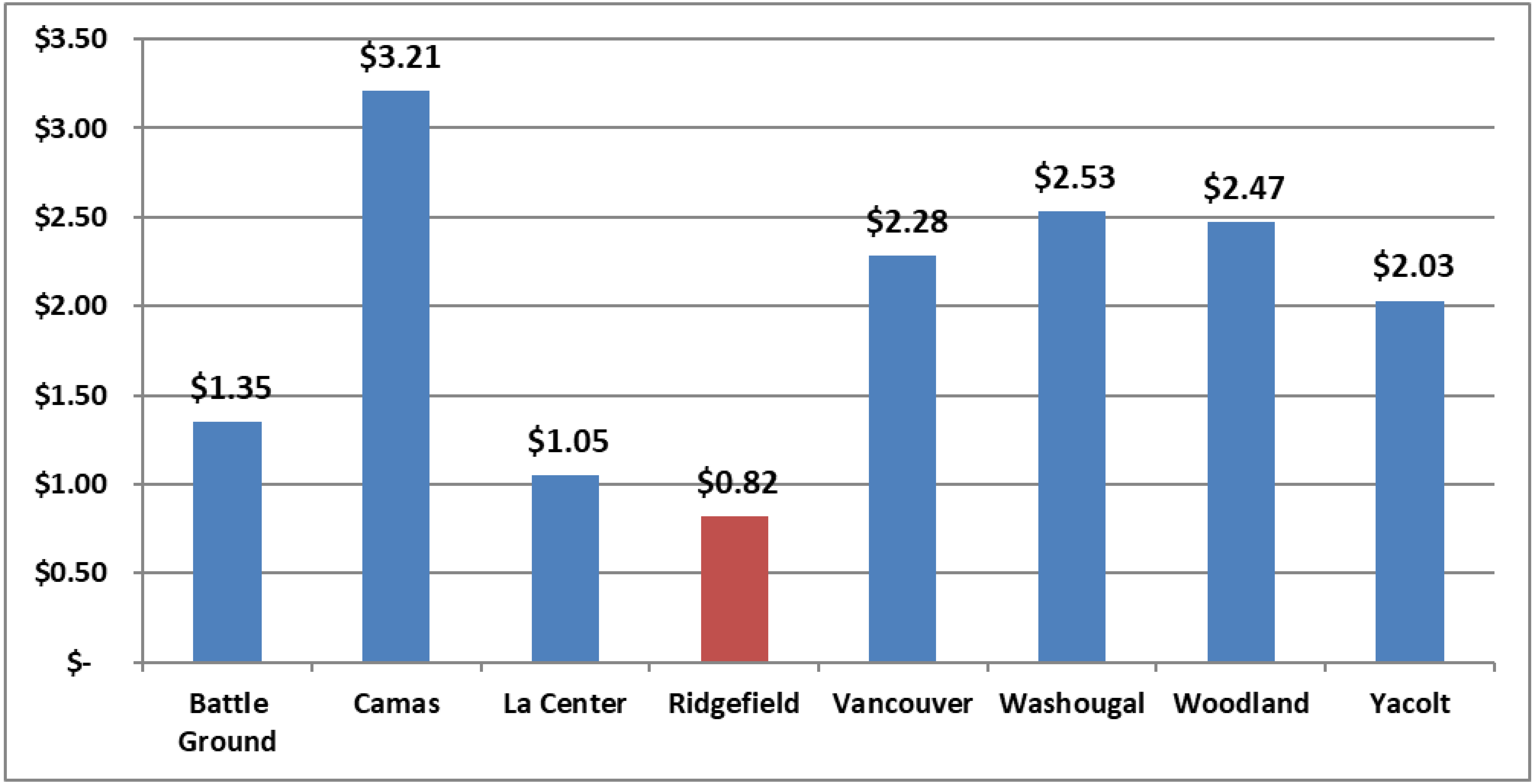


2021 Revenue Forecast
Property Tax Levy

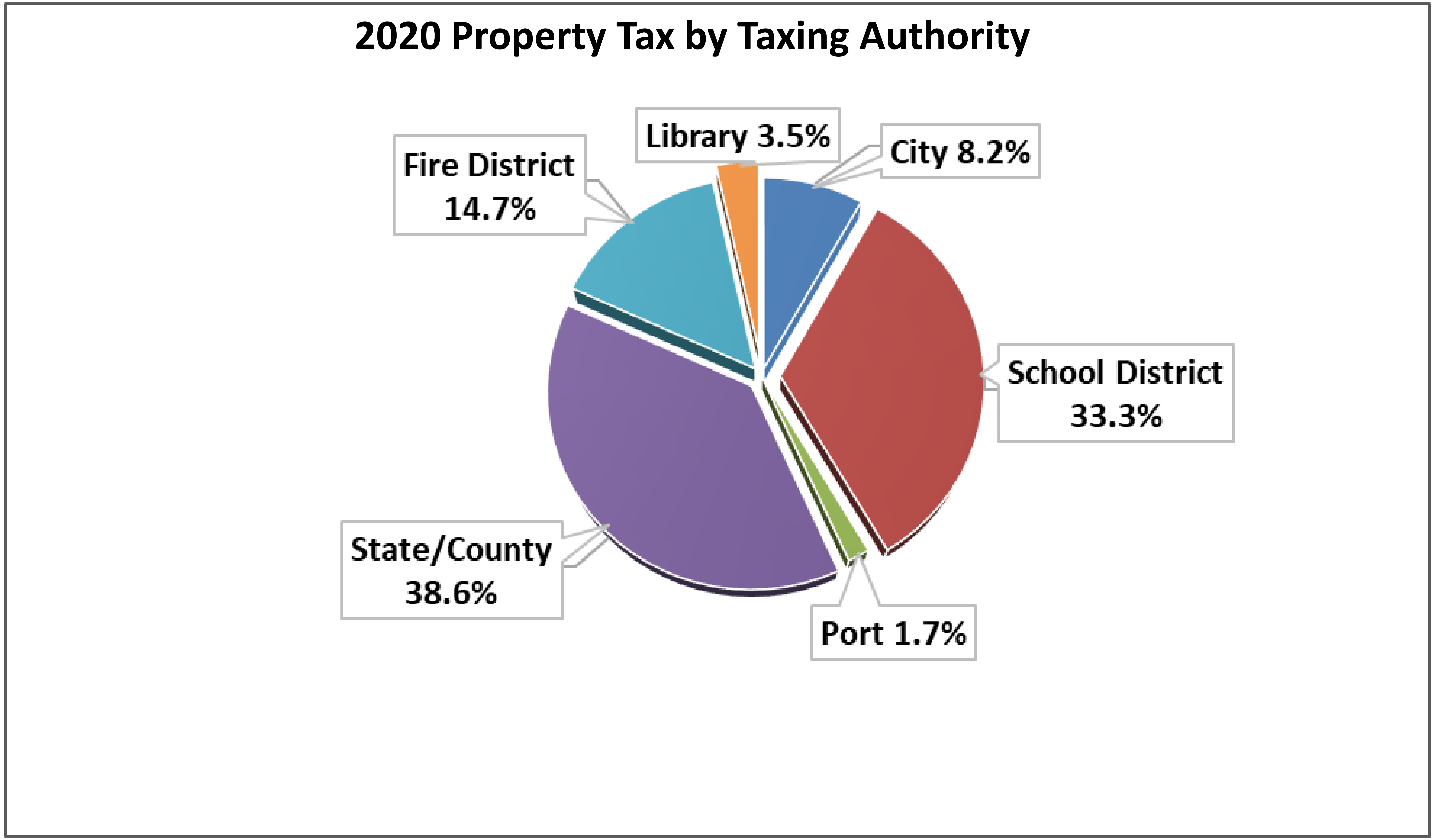


1% statutory increase in levy amount is $14,418, New construction is $242.6 million or $199,362 increase in levy amount.

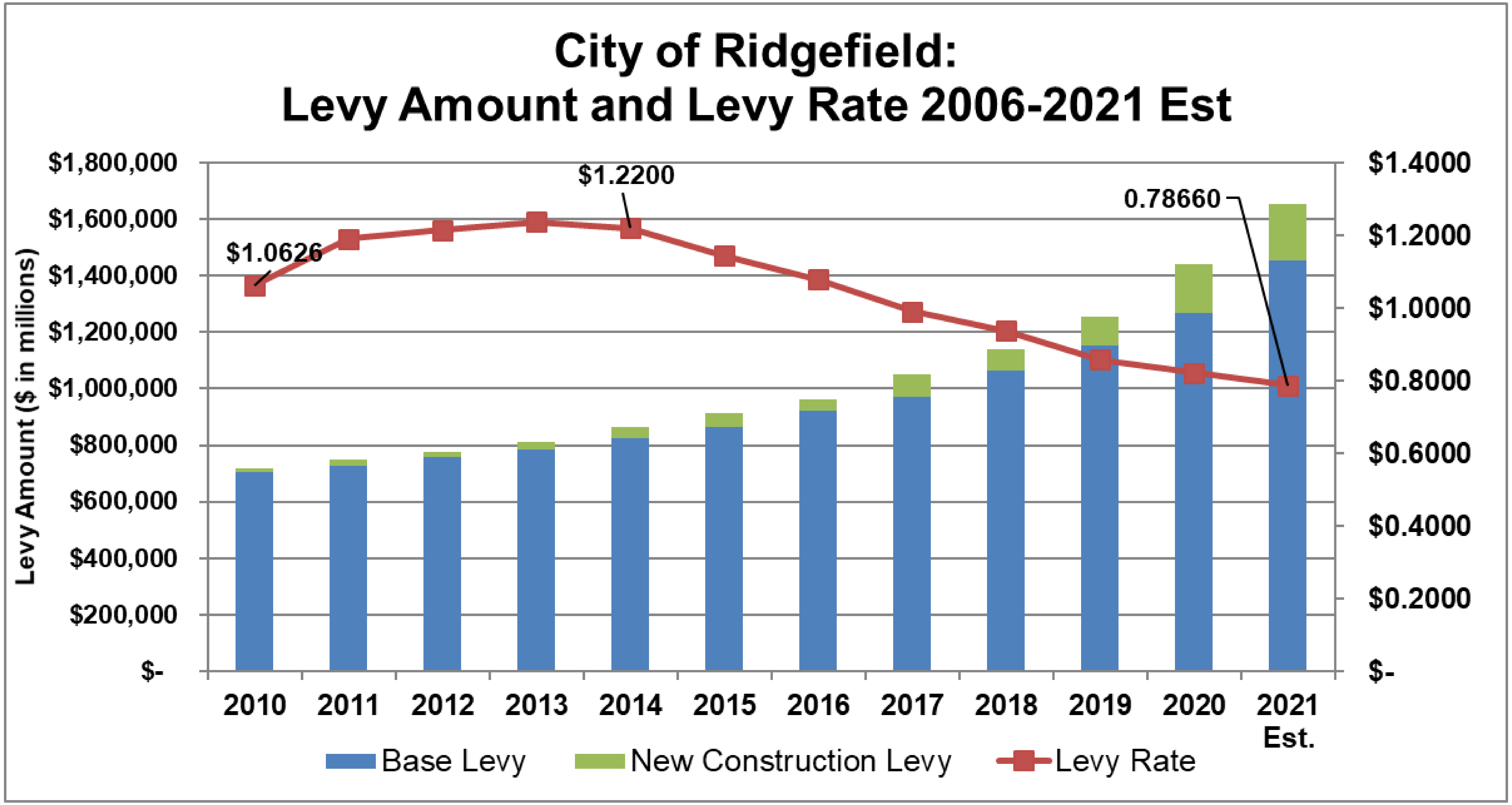
2020 Property Tax Levy Comparisons by Entity



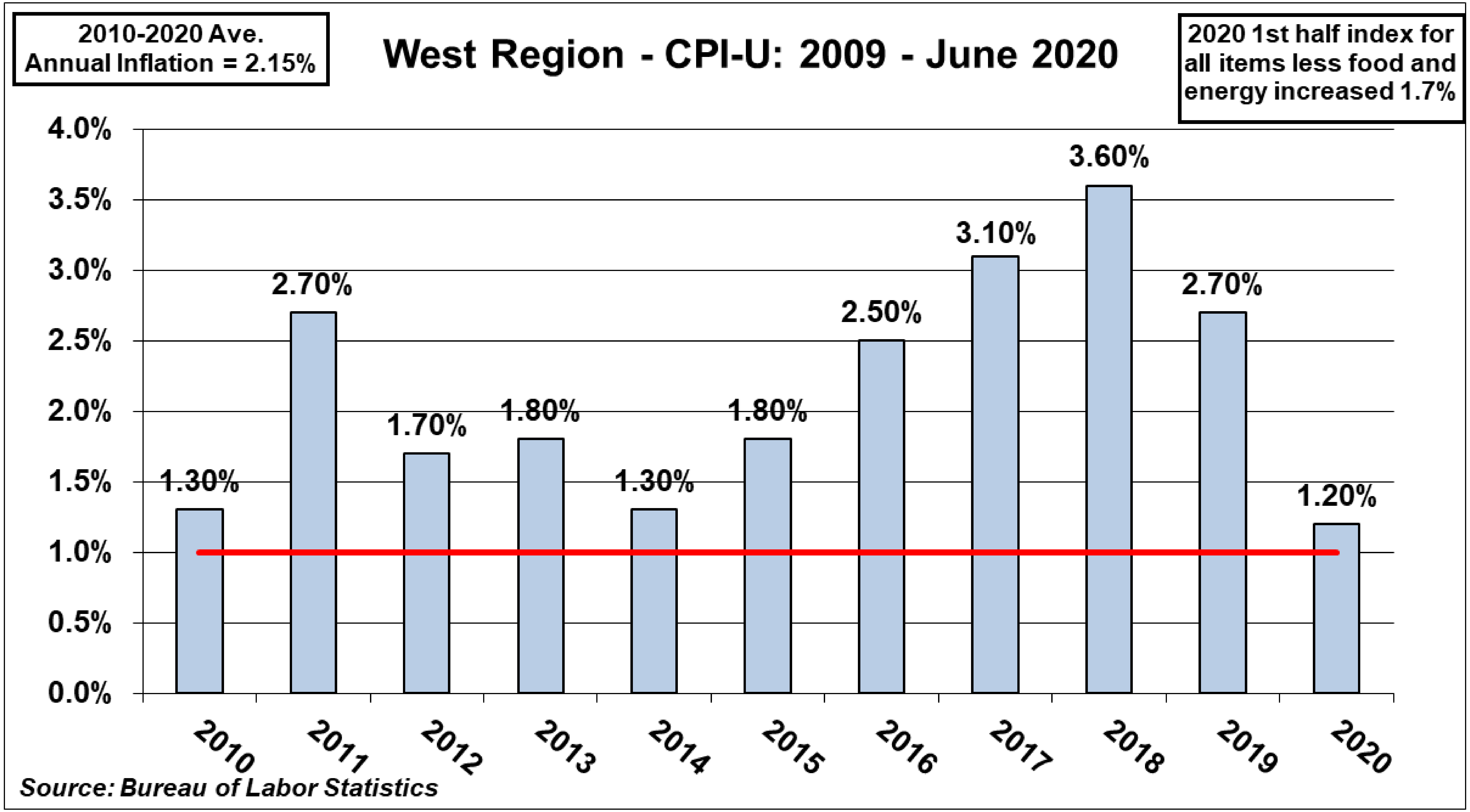
2020 Property Tax Levy Comparisons



2020 Property Tax Assessed Values



2020 Property Tax Levy Comparison to Inflation



2021 Revenue Forecast
Street Fund

Description	2020 Amended Budget	2021 Proposed Budget	Percentage Change
101 Street Fund			
Revenue			
Utility Tax/Franchise Fee	85,634	95,491	11.51%
Permits	20,000	20,000	0.00%
Grants	17,000	-	-100.00%
Intergovernmental	151,116	220,610	45.99%
Other Revenue	1,025	1,025	0.00%
Transfers In	400,850	430,438	7.38%
Street Fund Revenue	***675,625***	***767,564***	***13.61%***

2021 Revenue Forecast
Water Utility and Storm Water Utility Funds

Description	2020 Amended Budget	2021 Proposed Budget	Percentage Change
406 Water Utility Fund			
Revenue			
Charges for Goods and Services	2,118,404	2,248,635	6.15%
Grants	22,000	-	-100.00%
Other Revenue	10,605	10,000	-5.70%
Transfers In	198,540	196,158	-1.20%
Water Utility Fund Revenue	***2,349,549***	***2,454,793***	***4.48%***

408 Stormwater Utility Fund			
Revenue			
Charges for Goods and Services	749,000	947,920	26.56%
Grants	16,000	-	-100.00%
Other Revenue	275	3,000	990.91%
Stormwater Utility Fund Revenue	***765,275***	***950,920***	***24.26%***

2021 Revenue Forecast
REET and Park Impact Fee

Description	2020 Amended Budget	2021 Proposed Budget	Percentage Change
105 Real Estate Excise Tax (REET) Fund			
Revenue			
Real Estate Excise Taxes	1,449,166	1,500,000	3.51%
Other Revenue	15,000	20,000	33.33%
REET Fund Revenue	***1,464,166***	***1,520,000***	***3.81%***

114 Park Impact Fee (PIF) Fund			
Revenue			
Planning & Development	1,626,891	1,413,200	-13.13%
Other Revenue	25	250	900.00%
PIF Fund Revenue	***1,626,916***	***1,413,450***	***-13.12%***

2021 Revenue Forecast
Traffic Impact Fee & Water SDC

Description	2020 Amended Budget	2021 Proposed Budget	Percentage Change
115 Traffic Impact Fee (TIF) Fund			
Revenue			
Planning & Development	1,429,591	2,557,612	78.91%
Other Revenue	25	1,500	5900.00%
TIF Fund Revenue	***1,429,616***	***2,559,112***	***79.01%***
416 Water System Development Charge (WSDC) Fund			
Revenue			
Contributed Capital	2,138,221	1,818,375	-14.96%
Other Revenue	68,913	40,000	-41.96%
WSDC Revenue	***2,207,134***	***1,858,375***	***-15.80%***

2021 Revenue Forecast
Special Revenue Funds

Description	2020 Amended Budget	2021 Proposed Budget	Percentage Change
111 Drug Fund			
Revenue			
Fines and Forfeits	1,000	1,000	0.00%
Other Revenue	100	10	-90.00%
Drug Fund Revenue	***1,100***	***1,010***	***-8.18%***
140 Affordable Housing			
Revenue			
Retail Sales Tax	-	23,000	100.00%
Other Revenue	-	35	100.00%
Affordable Housing Fund Revenue	***-***	***23,035***	***100.00%***

Attachment: 2021 Revenue Hearing (Public Hearing on 2021 Property Tax Levy and Revenues)

2021 Revenue Forecast
Special Revenue & Debt Service Funds

Description	2020 Amended Budget	2021 Proposed Budget	Percentage Change
150 Transportation Benefit District (TBD)			
Revenue			
Vehicle Licensing Fees	143,450	153,410	6.94%
Other Revenue	50	25	-50.00%
TBD Fund Revenue	***143,500***	***153,435***	***6.92%***

Description	2020 Amended Budget	2021 Proposed Budget	Percentage Change
200 Debt Service			
Revenue			
Transfers In	807,650	1,433,629	77.51%
Other Revenue	-	-	0.00%
Other Financing Sources	3,857,663	-	-100.00%
Debt Service Revenue	***4,665,313***	***1,433,629***	***-69.27%***

2021 Revenue Forecast
General Capital and ERF Funds

Description	2020 Amended Budget	2021 Proposed Budget	Percentage Change
300 General Capital Project Fund			
Revenue			
Grants	1,160,000	1,235,000	6.47%
Other Revenue	-	-	0.00%
Transfers In	937,000	2,876,000	206.94%
Other Financing Sources	4,342,337	406,000	-90.65%
General Capital Fund Revenue	***6,439,337***	***4,517,000***	***-29.85%***

501 Equipment Replacement Fund (ERF)			
Revenue			
Other Revenue	175	100	-42.86%
Transfers In	190,088	218,892	15.15%
ERF Revenue	***190,263***	***218,992***	***15.10%***

2021 Revenue Forecast
Water Utility and Storm Water Utility Capital Fund

Description	2020 Amended Budget	2021 Proposed Budget	Percentage Change
410 Utility Capital Projects Fund			
Revenue			
Other Revenue	-	-	0.00%
Transfers In	1,441,500	1,099,000	-23.76%
Other Financing Sources	-	-	0.00%
Water Utility Capital Project Revenue	***1,441,500***	***1,099,000***	***-23.76%***

412 Storm Water Utility Capital Projects Fund			
Revenue			
Other Revenue	-	-	0.00%
Transfers In	-	260,000	100.00%
Grants	-	-	0.00%
Other Financing Sources	359,000	166,000	-46.24%
Storm Water Utility Cap Project Revenue	***359,000***	***426,000***	***18.66%***

Attachment: 2021 Revenue Hearing (Public Hearing on 2021 Property Tax Levy and Revenues)

2021 Revenue Forecast
Grant Funding

Grant Funding	2020 Year-End	2021 Estimated	2022 Awarded
Public Safety	$ 83,661.00	$ 130,280.00	$ -
CARES Act	$ 400,275.00	$ -	$ -
HR/Admin/Finance/Exec	$ 49,389.00	$ -	$ -
Community Development	$ 38,500.00	$ 28,355.00	$ -
Roads/ Multi Modal	$ 550,000.00	$ 1,135,000.00	$ 5,800,000.00
Trails/Parks Cemetery	$ 28,997.00	$ 100,000.00	$ -
	$ 1,150,822.00	**$ 1,393,635.00**	**$ 5,800,000.00**

2021 Proposed Budget
Next Steps

- November
  - "2021 Proposed Budget" released to the public 11/2
  - Review 2021 property tax levy 11/5 and 11/19 6:30 PM
  - Review 2021 utility rates 11/5 and 11/19 6:30 PM
  - Conduct public hearing on "2021 Proposed Budget" 11/19 6:30 PM
  - Adopt 2021 operating and capital budget 12/3 6:30 PM
- December
  - Conduct public hearing on "2021 Proposed Budget" 12/3 6:30 PM
  - Adopt "2021 Proposed Budget" 12/3 6:30 PM
  - Transmit 2021 budget to MRSC and State Auditor


THANK YOU

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE: November 05, 2020

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, 2021 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 2021 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 2020 levy amount was $1,441,716. The statutory 1% increase would raise the property tax levy $14,418. 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 $242.6 million to the City's assessed values, adding approximately $199,362 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 2020 tax roll for state assessed utilities was $17.8 million.

To date the estimated 2021 taxable assessed values for Ridgefield is $2,107,413,232. The Assessor must certify the assessed values by November 14, 2020. The City must hold a revenue hearing and certify a property tax levy to the County by November 30, 2020. The City's current forecast for the 2021 property tax levy is $1,665,000, an increase of $205,000 from the 2020 budget. The estimate is for the City of Ridgefield levy amount to be 78.7 cents per $1,000 assessed value a decrease of 3.7 cents from the 2020 levy amount.

The 2021 General Fund operating expense budget has increased 11% over the 2020 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.

The three options available for property tax are:

1. Adopt a 1% increase estimated to be $14,418.

2. Bank the 1% increase and have available for use at a later date.
3. Do not adopt a 1% increase or bank the capacity for the 1% increase.

BUDGET/FINANCIAL IMPACTS:
The 2021 property tax receipts will increase $205,000 when compared with the 2020 budget. The total property tax levy is estimated to be $1,665,000.

RECOMMENDED ACTION OR MOTION:
Staff recommends Council conduct the first reading of Ordinance 1329.

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

ORDINANCE NO. 1329

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, 2021 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 2021 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 2020 was $1,441,716 and the increase in the regular property tax levy amount for 202 is $14,417 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 2021 tax year in the amount of the maximum 1% allowed by law from the previous year, estimated to be $14,417. 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 19th DAY OF NOVEMBER, 2020 IN AN OPEN PUBLIC MEETING.

City of Ridgefield:

____
Don Stose
Mayor

ATTEST:

____
Julie Ferriss
City Clerk

APPROVED AS TO FORM:

____
Janean Parker, City Attorney

First reading:	November 5, 2020
Second reading:	November 19, 2020
Publication date:	November 25, 2020
Effective date:	November 30, 2020

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE: November 05, 2020

ITEM: BUSINESS

AGENDA ITEM TITLE: An Ordinance of the City of Ridgefield, Washington Amending Ridgefield Municipal Code Chapter 13.75 and Ordinance Number 1299 Increasing the Bi-Monthly Stormwater Rate

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. 1299 by the City Council on November 7, 2019, to update the bi-monthly rate to $19.05 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. 1330 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 and capital repair and replacement 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 $0.60 per bi-monthly billing or 3% to meet the upcoming obligations.

The 2021 expense operating budget is expected to increase 78.1% over the 2020 amended budget. The main reason for the increase is several projects for capital repair and replacement and the addition of a new full-time employee. The City plans on rehabilitating 5 bio-swales and 1 storm pond in 2021. Each of these projects will reduce ongoing maintenance required for these storm assets. 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 3% with expected growth will allow the city to complete additional capital repair and replacement projects. Council has approved the use of capital reserves from the Storm fund to complete these capital repair and replacement projects in 2021.

Revenue is expected to increase 24.3% due to growth in accounts and the recommended rate increase. Per the rate model the estimate is that 6% of rate revenues would be set aside for capital projects in 2021. The percentage of rate revenue targeted for capital averages an increase of 3-5% per year over the following 7 years covered by the model.

Ordinance No. 1330 proposes a 3% rate increase or $0.60 per bi-monthly billing, per Equivalent Dwelling Unit (EDU). The 2021 rate would be increased to $19.65 per EDU.

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

Bi-Monthly Rate	Base Revenue	Increased Revenue	Total Revenue	Increase from 2019
$19.65	915,456	27,464	942,920	3%

RECOMMENDED ACTION OR MOTION:
Staff recommends conducting the first reading of Ordinance No. 1330.

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS: 13.75.060___Stormwater_service_charge_rates. Exhibit A (DOC)

ORDINANCE NO. 1330

AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON AMENDING RIDGEFIELD MUNICIPAL CODE CHAPTER 13.75 AND ORDINANCE NUMBER 1299 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 $19.65 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. 1299 (2019), 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 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, 2021.

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON ON THE 19TH DAY OF NOVEMBER, 2020.

By: ________________________
Don Stose,
Mayor

ATTEST:

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Julie Ferriss
City Clerk

APPROVED AS TO FORM:

____
Janean Parker, City Attorney

First Reading:	November 5, 2020
Second Reading:	November 19, 2020
Date of Publication:	November 25, 2020
Effective Date:	January 1, 2021

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 nineteen dollars and sixty-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; Ord. No. 1299, § 2(Exh. A), 11-21-2019)

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE:	November 05, 2020
ITEM:	BUSINESS
AGENDA ITEM TITLE:	An Ordinance of the City of Ridgefield, Washington Amending Ordinance No. 1302 and 1316 Pertaining to the 2020 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. 1302 pertaining to the 2020 Budget on November 21, 2019. Council adopted Ordinance No. 1316 amending the 2020 Budget on May 14, 2020. Council conducted the first reading of Ordinance No. 1328 on October 22, 2020.

SUMMARY/BACKGROUND:
City Council proactively addressed the ongoing pandemic with a reduction in expense and a reduced revenue projection in May 2020. As the state reopened to business and specifically construction, the City of Ridgefield saw significant development in single family residential housing. More recently the City has seen commercial development resume. As a result of these activities, revenues related to development have increased. Staff are bringing forward a budget amendment that addresses the increase in revenue, additional grant receipts and corresponding expense and some safety expenditures not included in the current 2020 budget.

The City is forecasting the following revenue increases related to the development; sales and use tax $300,000 (initial estimates were that the City would see a 25% decrease, current estimates have reduced that to a 15% reduction), $1,275,000 in additional development revenue (SFR permits and plan check fees), and $1,000,000 in additional REET, Impact Fees and water SDC revenue. Staff are also requesting the additional expense and revenue associated with installation of water meters for new development. The expense is $89,100 and the revenue $114,750.

Additional revenue increases in the General Fund total $43,000 for event donations, business licenses and miscellaneous revenues. The City is also recognizing $547,630 in additional grant funding and $519,130 in 2020 expense related to the grants, highlighted by the receipt of CARES Act funding to address Covid-19 related expenses.

Additional expenditures include $60,000 in safety initiatives in the Street Fund. Funding for these expenditures are from a General Fund transfer and resulting reallocation of existing General Fund expense. This ends up as a net $0 change due to the reduction in previously approved General Fund expense. Staff also are adding $50,000 for additional water source purchase from Clark Public Utilities. The City has three capital projects that had required change orders; RORC fencing $25,000, S 3rd Ave Improvements $15,000 and Refuge Park Improvements

$12,000. This will allow all three projects to be completed in 2020. The final two amendment items are to complete design in 2020 for the Gee Creek Trail North project of $40,000 and begin design and permitting work on the S. Pioneer extension project. The City will be receiving a $100,000 grant to complete construction of Gee Creek Trail North in 2021. S Pioneer extension has a tight timeline to qualify for the federal grant of $5.8 million for construction. Starting design and permitting in 2020 allows the City to meet that deadline.

Overall adjustments to the 2020 budget would be $2,732,750 in additional revenue, $547,630 in new grant funding, for a total increase of $3,280,380, $850,230 in new one-time expense, and $192,000 in fund transfers. No ongoing expense is requested.

The final fund balance impact over all funds is a positive $2,430,150.

There are three changes from the first reading:

1. Increase RORC fencing change order from $20,000 to $25,000.
2. Increase Gee Creek Trail contract amendment from $25,000 to $40,000.
3. Add S. Pioneer extension project design/permitting at $100,000.

Refer to the attached exhibit “A” for Ordinance No. 1328 for a list of project requests and the following table for detailed fund balance impact.

Fund Balance Impact

			Total Expense	Ongoing Expense	One-Time Expense	Change In Revenue	Interfund Transfer In	Fund Impact
001	General Fund		481,130	-	481,130	852,630		371,500
001-58	Building Fees		-	-	-	1,275,000		1,275,000
101	Street Fund		60,000		60,000	-	60,000	-
105	REET Fund		15,000	-	-	300,000	-	285,000
114	PIF Fund		77,000	-	-	400,000	-	323,000
115	TIF Fund		100,000	-	-	(500,000)	-	(600,000)
300	General Capital		132,000	-	132,000	-	132,000	-
406	Water Fund		161,100	-	161,100	136,750	-	(24,350)
408	Storm Fund		16,000	-	16,000	16,000	-	-
416	Water SDC		-	-	-	800,000	-	800,000
		Total	1,042,230	-	850,230	3,280,380	192,000	2,430,150

BUDGET/FINANCIAL IMPACTS:
Please refer to the included table and to Exhibit “A” attached to Ordinance No. 1328

RECOMMENDED ACTION OR MOTION:
Staff recommends Council adopt Ordinance No. 1328 by making the following motion:

“I move to adopt Ordinance No. 1328, as presented.”

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS: 2020 Budget Amendment 2 (PDF)
2020 Budget Amendment 2 - Exhibit A (PDF)

ORDINANCE NO. 1328

AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON AMENDING ORDINANCE NO. 1302 AND 1316 PERTAINING TO THE 2020 BUDGET

WHEREAS, the Ridgefield City Council at its regular meeting on November 21, 2019 adopted Ordinance No. 1302 which adopted the City of Ridgefield 2020 budget; and

WHEREAS, the Ridgefield City Council at its regular meeting on May 14, 2020 adopted Ordinance No. 1316 which amended the City of Ridgefield 2020 budget; and

WHEREAS, the City of Ridgefield deems it necessary to adjust its forecast for revenue and appropriate additional expenditures in 2020 in the funds that are identified in the attached Exhibit "A" of the 2020 budget amendment; and

WHEREAS, these expenditures were not anticipated at the time of the adoption of the 2020 budget.

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

Section 1. Public Interest. The Ridgefield City Council finds it to be in the public interest to amend the 2020 budget to account for revenues and expenditures that were not anticipated at the time of adoption.

Section 2. Budget Amendment Adopted. Ordinance No. 1302, and the budget of the City of Ridgefield for fiscal year 2020 shall be amended to include the additional receipt and/or reduction of funds and the additional and/or reduction of expenditures addressing the funds shown in the attached Exhibit "A".

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

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

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

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

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON ON THE 5th DAY OF NOVEMBER, 2020.

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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 22, 2020
Second Reading	November 5, 2020
Date of Publication:	November 11, 2020
Effective Date:	November 16, 2020

2020 Budget Amendment – Ordinance No. 1328
First Reading October 22, 2020

2020 Budget Amendment – Ordinance No. 1328
2020 Development Revenue and Expense

Project	Funding Source	Expense	Revenue	Description
Retail Sales and Use Tax Revenue	Sales Tax	$0	$300,000	Increase in year-end forecast retail sales & use tax.
SFR Building Permits	Development	0	875,000	Increase in SFR permit revenue due to increase in permit activity. 480 issued permits through September.
Plan Check Fees	Development	0	400,000	Increase in plan check fees related to SFR permits and commercial permit review.
Real Estate Excise Tax	Excise Tax	0	300,000	Increase in home sales due to development activity.
Park Impact Fees	Development	0	400,000	Increase in park impact fee receipts due to SFR permit activity.

2020 Budget Amendment – Ordinance No. 1328
2020 Development Revenue and Expense

Project	Funding Source	Expense	Revenue	Description
Traffic Impact Fees	Development	$0	($500,000)	Reduction in traffic impact fees due to reduced commercial activity.
Water System Development Charges	Development	0	800,000	Increase in water system development charge receipts due to SFR permit activity.
Water Meters	Development	89,100	114,750	Increase in water meter installs related to development activity. Approximately 200 meters.
Water	Water Rates	50,000	0	Increase in water purchases from CPU.
	Total	$139,100	$2,689,750	

2020 Budget Amendment – Ordinance No. 1328
2020 Miscellaneous Revenue

Project	Funding Source	Expense	Revenue	Description
Donations	Community Event – Donations	$0	$11,000	Donation receipts for 2020 virtual events.
Business License Fees	License Fees	0	15,000	Increase in business license receipts mainly from businesses located outside Ridgefield but conducting business in Ridgefield.
Miscellaneous Revenue	Miscellaneous	0	17,000	Increase in revenue from refunds or miscellaneous sources. Main refund from Workers Comp retro program.
	Total	$0	$43,000	

2020 Budget Amendment – Ordinance No. 1328
2020 Grant Revenues and Expenses

Project	Funding Source	Expense	Revenue	Description
Coronavirus Relief Fund	CARES Act	$400,275	$400,275	CARES Act funding to cover small business grant program, Shop Local, quarantined staff, PPP, and supplies.
Patrol Car – Cowlitz Tribe	Cowlitz Tribe Grant	70,000	70,000	Receipt of grant to purchase and outfit patrol car up to $70,000.
Public Safety Overtime	WSCJ Training Commission	8,855	8,855	Grant to reimburse increased overtime due to sending officer to academy.
Shoreline Master Plan Grant Funding	Department of Ecology Grant	0	3,500	Grant funding to reimburse city expense for update to Shoreline Master Plan.
WFOA Intern Grant	WFOA	0	5,000	Grant to reimburse personnel expense for hosting a 2020 finance intern.
Wellness Grant	IPMA-HR, NASTF, SLGE, Wells Fargo	5,000	25,000	Grant funding receipt for wellness activity. Expense $5,000 in 2020 and $20,000 in 2021.
Affordable Housing Code Updates	Wa State Dept of Commerce	35,000	35,000	Grant funding to complete code updates for affordable housing. $35k in 2020, $15k in 21.
	Total	$519,130	$547,630	

2020 Budget Amendment – Ordinance No. 1316
2020 Proposed Expense

Project	Funding Source	Expense	Revenue	Description
Traffic Calming	General Fund Transfer	$20,000	$0	Purchase additional solar powered speed signs.
Solar Powered Cross Walks	General Fund Transfer	20,000	0	Complete purchase for solar powered crossing signals at Pioneer Street and Royle Road roundabout.
Wayfinding Signs	General Fund Transfer	20,000	0	Install wayfinding signs from I-5 junction to downtown core.
Reallocate General Fund Expense	General Fund Transfer	60,000	0	Reduce General Fund transfers to capital to reallocate funding for previous street initiatives.
RORC Fencing	Park Impact Fees	25,000	0	Change order for additional fencing expense for field 1 at RORC.
S 3rd Ave Construction	Real Estate Excise Tax	15,000	0	Increased cost due to federal requirement for archeological review.

2020 Budget Amendment – Ordinance No. 1316
2020 Amendment 1 Below the Line Requests

Project	Funding Source	Expense	Revenue	Description
Gee Creek Trail North	Park Impact Fees	$40,000	0	Design expense for grant match on Gee Creek Trail North. Construction in 2021.
Refuge Park Improvements	Park Impact Fees	12,000	0	Change order due to conflict with natural gas pipeline.
S. Pioneer Street Extension Design/Permitting	Traffic Impact Fees	100,000		
	Total	$192,000	$0	
	Total Budget Amendment	$850,230	$3,280,380	
	Revenue Increase		$2,732,750	
	Grant Funding		$547,630	

2020 Budget Amendment – Ordinance No. 1328
Fund Balance Impact

Fund	Total Expense and Transfers Out	Revenue	Interfund Transfer In	Fund Impact
General Fund	$481,130	$852,630	$0	$371,500
Building Fees	0	1,275,000	0	1,275,000
Street Fund	60,000	0	60,000	0
REET Fund	15,000	300,000	0	285,000
PIF Fund	77,000	400,000	0	323,000
TIF Fund	100,000	(500,000)	0	(600,000)
General Capital	132,000	0	132,000	0
Water Fund	161,100	136,750	0	(24,350)
Storm Fund	16,000	16,000	0	0
Water SDC	0	800,000	0	800,000
Total	$1042,230	$3,280,380	$192,000	$2,430,150


THANK YOU

Exhibit "A"

2020 Budget Amendment #2

Ordinance # 1328

Item No.	Requesting Department	Fund	Project	Funding Source	Total 2020 Appropr.	Total Ongoing Annual Expense	Reapprop.	New Approp. Request	Revenue increase/ Decrease	Operating Fund, Special Revenue Fund Transfer	Loan/Grant	Fund Balance Impact	Description
					Expense				Funding Source				
1	Finance	General Fund	Retail Sales & Use Tax	Sales Tax	-	-	-	-	300,000	-	-	300,000	Increase in sales tax revenue due to development and economic recovery.
2	Finance	Community Development	SFR Building Permits	Building Permits	-	-	-	-	875,000	-	-	875,000	Recognize additional permitting fees due to continued development.
3	Finance	Community Development	Plan Check Fees	Building Permits	-	-	-	-	400,000	-	-	400,000	Recognize additional plan check fees related to continued development.
4	Finance	Real Estate Excise Tax	Excise Tax	REET	-	-	-	-	300,000	-	-	300,000	Increase in real estate excise tax due to development and more home sales.
5	Finance	Park Impact Fees	Impact Fees	PIF	-	-	-	-	400,000	-	-	400,000	Increase in park impact fees due to development and increase in SFR permits.
6	Finance	Traffic Impact Fees	Impact Fees	TIF	-	-	-	-	(500,000)	-	-	(500,000)	Decrease in impact fees due to additional projects issuing credits and use of those credits for commercial and SFR projects.
7	Finance	Water System Development Charges	System Development Charges	WSDC	-	-	-	-	800,000	-	-	800,000	Increase in water system development charges due to development and increase in SFR permits.
9	Finance	General Fund	Community Events	Donations	-	-	-	-	11,000	-	-	11,000	Recognize donations received for virtual community events.
10	Finance	General Fund	Business Licenses	License Fees	-	-	-	-	15,000	-	-	15,000	Recognize increase in business license revenue.

Attachment: 2020 Budget Amendment 2 - Exhibit A (Second Reading of 2020 Budget Amendment 2)

2020 Budget Amendment #2

Ordinance # 1328

						Expense				Funding Source			
Item No.	Requesting Department	Fund	Project	Funding Source	Total 2020 Appropr.	Total Ongoing Annual Expense	Reapprop.	New Approp. Request	Revenue increase/ Decrease	Operating Fund, Special Revenue Fund Transfer	Loan/Grant	Fund Balance Impact	Description
11	Finance	General Fund	Miscellaneous Revenue	Miscellaneous	-	-	-	-	17,000	-	-	17,000	Recognize revenue from workers comp retro program and other miscellaneous sources.
12	Finance	Public Safety	Public Safety Patrol Vehicle	Grant	70,000	-	-	70,000	-	-	70,000	-	Recognize the grant proceeds from the Cowlitz Tribe to purchase and outfit a new patrol vehicle.
13	Finance	General Fund	Public Safety Overtime	Grant	8,855	-	-	8,855	-	-	8,855	-	Recognize grant funding to cover additional overtime related to officers attending academy.
14	Finance	General Fund, Water Fund, Storm Fund	CARES Act Grant Funding	Grant	-	-	-	-	-	-	400,275	400,275	Recognize grant funding for CARES Act to cover additional expense related to COVID-19.
15	Finance	General Fund, Water Fund, Storm Fund	Personnel Expense	Grant	170,000	-	-	170,000	-	-	-	(170,000)	Additional Covid-19 related personnel expense due to quarantined staff members to address public health recommendations.
16	Finance	General Fund	Supplies - COVID Related	Grant	80,275	-	-	80,275	-	-	-	(80,275)	Additional appropriation related to Covid-19 supplies and services.
17	Finance	General Fund	Small Business Grant Program	Grant	75,000	-	-	75,000	-	-	-	(75,000)	Implement small business grant program funded through CARES Act.
18	Finance	General Fund	Shop Local and Save	Grant	75,000	-	-	75,000	-	-	-	(75,000)	Implement multiple rounds of shop local rebate program for local business assistance.
19	Finance	General Fund	Shoreline Master Plan Grant Funding	Grant	-	-	-	-	-	-	3,500	3,500	Recognize grant funding related to long range planning for shoreline master plan update.
20	Finance	General Fund	WFOA Intern Grant	Grant	-	-	-	-	-	-	5,000	5,000	Recognize grant to fund Finance Department intern program.

2020 Budget Amendment #2

Ordinance # 1328

Item No.	Requesting Department	Fund	Project	Funding Source	Expense: Total 2020 Appropr.	Expense: Total Ongoing Annual Expense	Funding Source: Reapprop.	Funding Source: New Approp. Request	Funding Source: Revenue increase/ Decrease	Funding Source: Operating Fund, Special Revenue Fund Transfer	Funding Source: Loan/Grant	Fund Balance Impact	Description
21	CDD	General Fund	Affordable Housing Code Updates	Grant	35,000	-	-	35,000	-	-	35,000	-	Updates to affordable housing code. Grant funded. $15k budgeted for 2021 to complete update.
22	Admin/HR	General Fund	Wellness	Grant	5,000	-	-	5,000	-	-	25,000	20,000	Received wellness grant for new program. Estimate is $5k expense in 2020 and $20k in 2021.
23	Public Works	Street Fund	Traffic Calming	General Fund Transfer	20,000	-	-	20,000	-	20,000	-	(20,000)	Reimplement traffic calming project to purchase solar speed limit signs for safety project.
24	Public Works	Street Fund	Wayfinding Signs	General Fund Transfer	20,000	-	-	20,000	-	20,000	-	(20,000)	Purchase wayfinding signs to direct traffic from I-5 to downtown to assist local business.
25	Public Works	Street Fund	Solar Powered Cross Walks	General Fund Transfer	20,000	-	-	20,000	-	20,000	-	(20,000)	Purchase solar powered cross walk signs for roundabout at Royle Rd and Pioneer St for safety. Increase from original budget of $36,600.
26	Finance	General Fund	Transfer to Street Fund - Capital	General Fund	(60,000)	-	-	(60,000)	-	(60,000)	-	60,000	Reallocate funding from existing budget to transfer for street fund projects. No new funding requested.
27	Finance	Water Fund	Service/Meter Fees	Building Permits	89,100	-	-	89,100	114,750	-	-	25,650	Recognize additional expense and revenue for 270 additional water meter purchase and install for new building permits.
28	Public Works	Water Fund	Water Utility	Water Rates	50,000	-	-	50,000	-	-	-	(50,000)	Increase in water expense due to purchases from CPU from intertie during high usage times.
29	Public Works	General Capital	RORC Fencing	PIF	25,000	-	-	25,000	-	25,000	-	(25,000)	Change order for additional fencing and wind screen for RORC. Increases total budget to $75,000.

2020 Budget Amendment #2

Ordinance # 1328

					Expense				Funding Source				
Item No.	Requesting Department	Fund	Project	Funding Source	Total 2020 Appropr.	Total Ongoing Annual Expense	Reapprop.	New Approp. Request	Revenue increase/ Decrease	Operating Fund, Special Revenue Fund Transfer	Loan/Grant	Fund Balance Impact	Description
30	Public Works	General Capital	S 3rd Ave Construction	REET	15,000	-	-	15,000	-	15,000		(15,000)	Additional budget request for archeological review for S 3rd Ave Improvements.
31	Public Works	General Capital	Gee Creek Trail North	PIF	40,000	-	-	40,000	-	40,000		(40,000)	Match amount for trail improvements design. Construction covered by $100k grant.
32	Public Works	General Capital	Refuge Park Improvements	PIF	12,000	-	-	12,000	-	12,000	-	(12,000)	Change order for Refuge Park due to conflict with gas lines.
33	Public Works	General Capital	S Pioneer Extension Design/Permitting	TIF	100,000	-	-	100,000	-	100,000	-	(100,000)	Begin design and permitting in 2020 for S Pioneer extension project to meet federal deadlines for grant.
				Total Budget Amendment	**850,230**	**-**	**-**	**850,230**	**2,732,750**	**192,000**	**547,630**	**2,430,150**	

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE: November 05, 2020

ITEM: BUSINESS

AGENDA ITEM TITLE: A Resolution of the City of Ridgefield, Washington Establishing a Temporary Emergency Residential Utility Relief Program in Response to the Coronavirus (Covid-19) Pandemic

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GOVERNING LEGISLATION:
Coronavirus Aid, Relief, and Economic Security Act (Cares Act), Section 601(a) of the Social Security Act as amended by section 5001 of the Coronavirus, Relief, and Economic Security Act; 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; City of Ridgefield CRF Eligibility Policy and Procedures

PREVIOUS COUNCIL ACTION TAKEN:
Council adopted Resolution No. 574 declaring a public health emergency on March 26, 2020; Council adopted Resolution No 575 the City of Ridgefield's Continuing Operations Plan on March 26, 2020; Council adopted Resolution No. 577 implementing the Shop Local and Save assistance program on May 14, 2020; Review CRF Eligibility Policy and Procedures on August 13, 2020; Council approved a Business Support Grant Program on September 24, 2020.

SUMMARY/BACKGROUND:
I. Purpose
The purpose of this temporary emergency program is to assist residential customers with a utility relief program for those negatively impacted by the Public Health crisis (Covid-19 pandemic). For residential customers who have suffered a job loss, significant loss in income due to the Covid-19 pandemic, or who would otherwise qualify under the City's low income citizen water rate credit program the City intends to use CARES Act funding to reduce and/or eliminate past due bills up to $500.00 per account. Residents who qualify for this program will not need to pay the amount received back to the City. Relief is granted for City of Ridgefield water and stormwater utility accounts only.

II. Funding
The City Council has allocated CARES Act funding for a utility relief program for City of Ridgefield water and stormwater utility accounts. The utility relief will be granted for the balance due or up to $500.00 whichever is less to qualifying residential accounts. Relief will be provided on a first come first served basis for applications received up to November 15, 2020. The program may be terminated on November 15, 2020, or such date as allocated funding has been used, whichever is earlier. Program may be extended in the event additional funding is allocated or the CARES Act funding deadlines are extended.

III. Utility Relief Criteria

1. Active residential City of Ridgefield utility account; and
2. Account must be at least 30 days past due; and
3. Complete utility relief application; and
4. Acceptable identification matching the name on the utility account; and
5. Applicant must provide
   - Recent income verification demonstrating reduced income matching the parameters of the City's low-income citizen water rate credit (200% of federal poverty guidelines); or
   - Receipt of unemployment benefits.

IV. Application process and award process

1. Applicants must complete and submit a utility relief application to the City's Finance Department by the deadline of November 15, 2020 and provide proof that all utility relief criteria are met. Only one application per residential account.
2. Applications will be reviewed on a first-come, first-eligible served basis. All required supporting documentation **MUST** be submitted with completed application in order to be considered for assistance.
3. Applicants will be notified of their application's approval or rejection, by City staff. Amount of relief awarded will be based on the current past due balance up to a maximum relief amount of $500.00.

V. Administration and internal control measures

The City will receive completed applications electronically at utilities@ci.ridgefield.wa.us, by mail to City of Ridgefield, PO Box 608, Ridgefield, WA 98642, or via drop box at City Hall, 230 Pioneer Street, Ridgefield, WA 98642 and will time and date stamp application upon receipt. The City will review each application for completeness and for eligibility. The City will document each review and notify the applicant of their eligibility or ineligibility. Upon notification of an eligible application the City will process a payment from the CARES Act funding source for the amount of the relief granted.

All promotional materials must contain the following: "This program was supported by a grant awarded by the US Department of Treasury. Points of view in this document are those of the City and do not necessarily represent the official position or policies of the US Department of the Treasury. Grant funds are administered by the Local Government Coronavirus Relief Fund through the Washington State Department of Commerce."

BUDGET/FINANCIAL IMPACTS:

Impact include the receipt of grant funding from the Coronavirus Relief Fund through the US Treasury Department and Department of Commerce. Estimated utility assistance is between $10,000 and $20,000.

RECOMMENDED ACTION OR MOTION:

Staff recommends that Council adopt resolution No. 587 as presented by making the following motion:

“I move to adopt Resolution No. 587 as presented.”

STAFF CONTACT:	Kirk Johnson, Finance Director
ATTACHMENTS:	Ridgefield Utility Assistance Program (PDF) Utility Assistance Application (PDF)

Resolution No.587

A RESOLUTION OF THE CITY OF RIDGEFIELD, WASHINGTON ESTABLISHING A TEMPORARY EMERGENCY RESIDENTIAL UTILITY RELIEF PROGRAM IN RESPONSE TO THE CORONAVIRUS (COVID-19) PANDEMIC

WHEREAS, on January 31, 2020, the United States Department of Public Health and Human Services Secretary Alex Azar declared a public emergency for the novel coronavirus (COVID-19) beginning on January 27, 2020; and

WHEREAS, on February 29, 2020, Governor Jay Inslee signed a Proclamation declaring a State of Emergency exists in all counties in the State of Washington due to the number of confirmed cases of COVID-19 in the state; and

WHEREAS, on March 26, 2020, the City of Ridgefield passed Resolution No. 594 finding that an emergency exists that requires immediate measures to protect the public health and safety of Ridgefield residents; and

WHEREAS, the Center for Disease Control and Prevention, as well as Washington's Governor Inslee and the Clark County Department of Health have issued various orders and recommendations to limit activities, close businesses, limit gatherings of people, and promote social distancing to mitigate the spread of Covid-19; and

WHEREAS, the Governor has encouraged all public utilities in Washington state to expand bill assistance programs for customers who are economically impacted by the COVID-19 Pandemic; and

WHEREAS, the City operates a fee-based water and stormwater utilities; and

WHEREAS, City issued utility bills combined with the public health emergency caused by the COVID-19 pandemic is having an inherently disproportionate impact on low-wage workers and individuals on fixed incomes whom may struggle to pay bills on time during this crisis; and

WHEREAS, decreased economic activity, layoffs, and substantially reduced work hours has led to widespread economic hardship resulting in lost income and wages and an inability to pay basic expenses including utilities; and

WHEREAS, the Ridgefield City Council recognizes that one of its essential functions is to secure the health and welfare of Ridgefield's citizens;

NOW THEREFORE, be it resolved by the City Council of the City of Ridgefield, Washington, as follows:

Section 1. Public Interest. The City Council finds that it is in the public interest for the City of Ridgefield to use a portion of the CARES Act funding provided to the City to adopt a residential utility relief program to help Ridgefield citizens struggling to pay their utility bills during the Covid-19 Pandemic.

Section 2. Recitals. Each and every of the recitals contained in the "whereas" clauses of the preamble to this resolution are hereby adopted as findings of fact and incorporated herein fully by this reference.

Section 3. Establish and Ratify Emergency Residential Utility Relief Program. The City Council directs that up to $20,000 dollars ($20,000) of the CARES Act funds received by the City be used for a COVID-19 temporary Emergency Residential Utility Relief Program, consistent with the program criteria set forth in Exhibit A. The City Council hereby ratifies and confirms the actions of the City Manager's in the emergency implementation of the Program and hereby authorizes the City Manager to administer the Program in accordance with the requirements of the CARES Act and the Washington Department of Commerce and to adopt such administrative regulations as necessary to administer the Program.

Section 4. Effective Date**.** This Resolution shall become effective upon adoption and shall continue until further action of the City Council.

ADOPTED AT A REGULAR SESSION OF THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS 5th DAY OF NOVEMBER, 2020.

CITY OF RIDGEFIELD

____

Don Stose

Mayor

Attest:

____

Julie Ferriss

City Clerk

Ridgefield Residential Utility Relief Program

I. Purpose

The purpose of this temporary emergency program is to assist residential customers with a utility relief program for those negatively impacted by the Public Health crisis (Covid-19 pandemic). For residential customers who have suffered a job loss, significant loss in income due to the Covid-19 pandemic, or who would otherwise qualify under the City's low income citizen water rate credit program the City intends to use CARES Act funding to reduce and/or eliminate past due bills up to $500.00 per account. Residents who qualify for this program will not need to pay the amount received back to the City. Relief is granted for City of Ridgefield water and stormwater utility accounts only.

II. Funding

The City Council has allocated CARES Act funding for a utility relief program for City of Ridgefield water and stormwater utility accounts. The utility relief will be granted for the balance due or up to $500.00 whichever is less to qualifying residential accounts. Relief will be provided on a first come first served basis for applications received up to November 15, 2020. The program may be terminated on November 15, 2020, or such date as allocated funding has been used, whichever is earlier. Program may be extended in the event additional funding is allocated or the CARES Act funding deadlines are extended.

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1. Active residential City of Ridgefield utility account; and
2. Account must be at least 30 days past due; and
3. Complete utility relief application; and
4. Acceptable identification matching the name on the utility account; and
5. Applicant must provide
    - Recent income verification demonstrating reduced income matching the parameters of the City's low-income citizen water rate credit (200% of federal poverty guidelines); or
    - Receipt of unemployment benefits.

IV. Application process and award process

1. Applicants must complete and submit a utility relief application to the City's Finance Department by the deadline of November 15, 2020 and provide proof that all utility relief criteria are met. Only one application per residential account.
2. Applications will be reviewed on a first-come, first-eligible served basis. All required supporting documentation **MUST** be submitted with completed application in order to be considered for assistance.
3. Applicants will be notified of their application's approval or rejection, by City staff. Amount of relief awarded will be based on the current past due balance up to a maximum relief amount of $500.00.

V. Administration and internal control measures

The City will receive completed applications electronically at utilities@ci.ridgefield.wa.us, by mail to City of Ridgefield, PO Box 608, Ridgefield, WA 98642, or via drop box at City Hall, 230 Pioneer Street, Ridgefield, WA 98642 and will time and date stamp application upon receipt. The City will review each application for completeness and for eligibility. The City will document each review and notify the applicant of their eligibility or ineligibility. Upon notification of an eligible application the City will process a payment from the CARES Act funding source for the amount of the relief granted.

All promotional materials must contain the following: "This program was supported by a grant awarded by the US Department of Treasury. Points of view in this document are those of the City and do not necessarily represent the official position or policies of the US Department of the Treasury. Grant funds are administered by the Local Government Coronavirus Relief Fund through the Washington State Department of Commerce."

Ridgefield Residential Utility Account Assistance Application

Please provide the following information:

Account Name:	Utility Account Number:
Service Address:	Mailing Address (If Different):
Telephone No.:	Email Address:
Comments:	
Are you employed? _______Yes ______No	
How many household members live at this address?	
Are you currently 30 or more days past due on your Ridgefield utility account? _______Yes ______No	
What is the current balance on your City of Ridgefield utility account? $___________ Maximum assistance up to $500 or balance owing, whichever is less.	
Has your household income been reduced due to the Covid-19 pandemic? _______Yes ______No	
Attach most recent paystub for all household income or unemployment statement for income verification.	
Certification: I swear under the penalty of perjury of the laws of the State of Washington, that I understand the questions on this application and that all statements on this application are true. Any false, statement, including omission, of information on this form is subject to a gross misdemeanor. Signature: ____ Date: ___________________________	
Internal Use Only: Received: (date and time) ___________________________________ By: _______________________________________ Reviewed By: _________________________________ Eligible_______; Amount of Assistance ______________ Ineligible______; Reason ___________________________ Disbursement Date: ___________	
Please provide most recent paystub for all household income or unemployment statement for income verification. Applicant must provide acceptable identification to verify account ownership. Acceptable identification may include matching names on income verification to account owner. For questions or assistance please contact customer service at (360) 887-3557 or by email at utilities@ci.ridgefield.wa.us.	

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE: November 05, 2020

ITEM:

AGENDA ITEM TITLE: Motion - Approval of the Crossing Phase 2 Final Plat

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GOVERNING LEGISLATION:

RCW 36.70.A and RCW 58.17

PREVIOUS COUNCIL ACTION TAKEN:

None.

SUMMARY/BACKGROUND:

The Ridgefield Hearing Examiner approved the Ridgefield Crossing mixed use master plan and preliminary subdivision plat on July 27, 2018, as PLZ-17-0129. Ridgefield Crossing includes three residential phases with a total of 133 single-family attached lots. The subject final plat, The Crossing Phase 2, was formerly known as Ridgefield Crossing Phase B.

The applicant proposes to subdivide the 6.84-acre site with Assessor's #986052945 into 52 single-family attached (townhouse) residential lots. The lots range from 1,681 square feet (Lots 2, 5, 6, 9) to 3,184 square feet (Lot 8), consistent with the lot sizes approved through the Ridgefield Crossing mixed use master plan and preliminary subdivision plat. The average lot size is 2,148 square feet.

S 69th Place is a public street that provides direct access to each of the lots for S 5th Street and future S Union Ridge Parkway, which is also a public street dedicated to the City with this plat.

The Crossing Phase 2 also contains two parking areas with fourteen total spaces to be owned and maintained by the HOA. Tract C is a storm facility to be owned and maintained by the HOA, with an easement for access and inspection granted to the City.

Tracts G, H, J, and I are open space areas to be owned and maintained by the HOA. Tract I contains a pedestrian trail to be owned and maintained by the HOA. After starting at S Union Ridge Parkway and traveling through Tract I, the pedestrian trail accesses Tract C via a public easement between Lots 7 and 8, to be maintained by the HOA. The trails continues north through Tracts C and J, reconnecting with the public sidewalk on S 69th Place near its intersection with S Union Ridge Parkway. Pedestrians can follow the sidewalk north to connect with the trail in The Crossing Phase 1.

BUDGET/FINANCIAL IMPACTS:

Additional property tax revenue from 52 new single-family homes.

RECOMMENDED ACTION OR MOTION:

"I move to approve the final plat as presented."

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:
PLZ-20-0054 The Crossing Phase 2 Final Plat_Staff Report_11052020 (PDF)
20-230-FINAL-PLAT-SHEET 1 (PDF)
20-230-FINAL-PLAT-SHEET 2 (PDF)
20-230-FINAL-PLAT-SHEET 3 (PDF)
The Crossing Phase 2 open space and trails (PDF)

COMMUNITY DEVELOPMENT DEPARTMENT
230 Pioneer Street | PO Box 608 | Ridgefield, WA 98642
(360) 887-3557 | Fax: (360) 887-0861 | www.ci.ridgefield.wa.us

The Crossing Phase 2 Final Plat

Staff Report

File No. PLZ-20-0054
November 5, 2020

I. Basic Facts

Application date: On August 12, 2020, the City received an application for final plat approval for The Crossing Phase 2 (52 single-family attached residential lots).

Applicant/ Property Owner: Kess Romano, Cedars Construction LLC. 4610 NE 77th Ave Ste #102 / Vancouver, WA 98662. Contact: 360.952.3811. kess@romanofinancial.com

Applicant's Representative: Jaima Johnson, Deana Haake, Krista Harrington, Fidelity National Title. 655 W Columbia Way Ste #200 / Vancouver, WA 98660. Contact: 360.600.2651, builderdev@fnf.com

Property Information: No address. RIDGEFIELD CROSSING MX PH1 PTN TRACT B & C 312061, Assessor's #986055023 & 986052945, 6.88 acres.

Zoning: Commercial Regional Business (CRB), Ridgefield Mixed Use Overlay (RMUO)

Comprehensive Plan: General Commercial (GC),

Compliance: The proposed plat complies with the applicable provisions in the Ridgefield Municipal Code Title 18 and the Ridgefield Urban Area Comprehensive Plan.

Council date: November 5, 2020

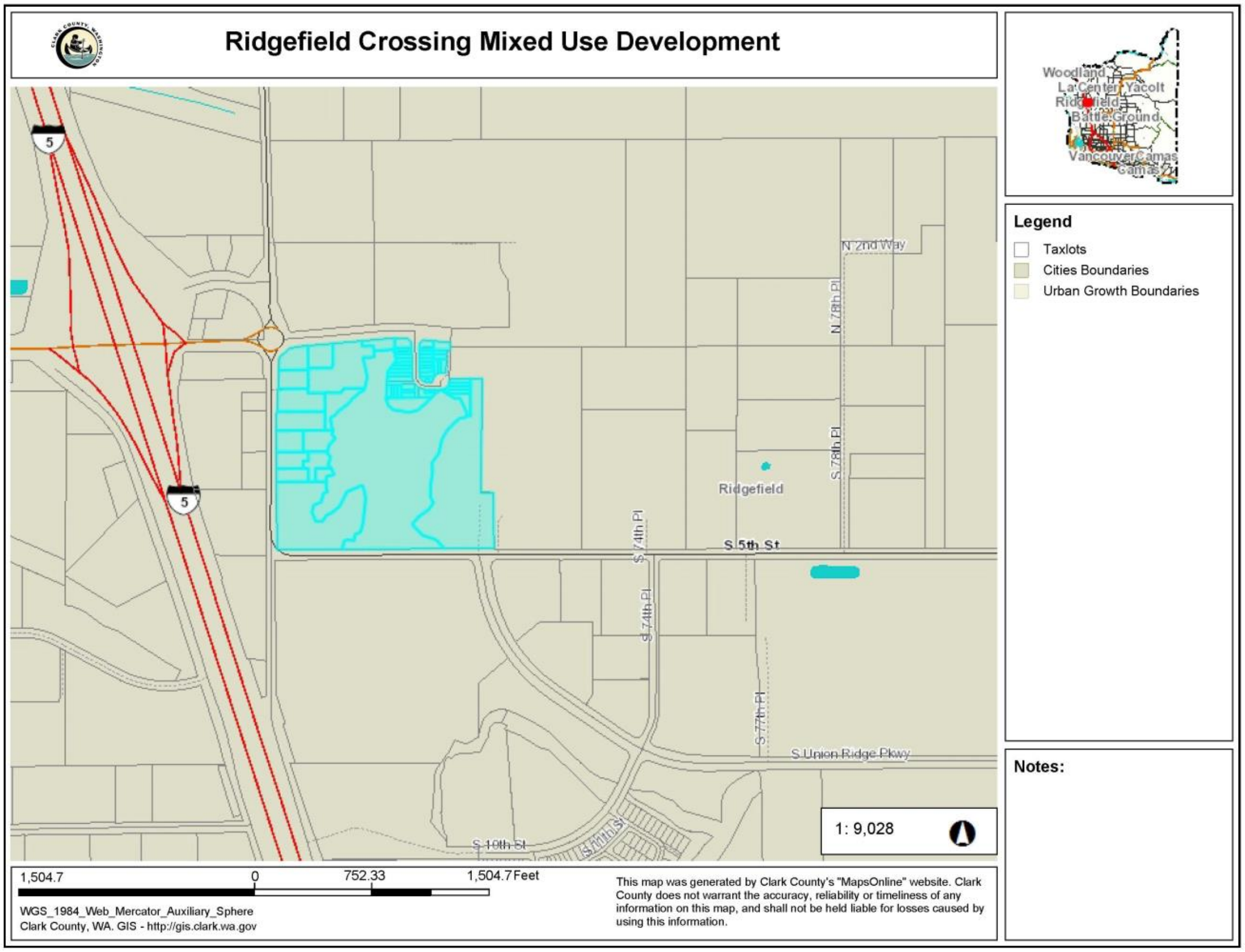
II. Documents Received

A. Master land use application
B. Final plat checklist
C. Final plat sheets
D. Guarantee
E. Lot calculations
F. Legal description
G. Narrative
H. CC&Rs and HOA bylaws
I. HOA certification
J. Survey review memos and redlines
K. Revised materials as required by staff

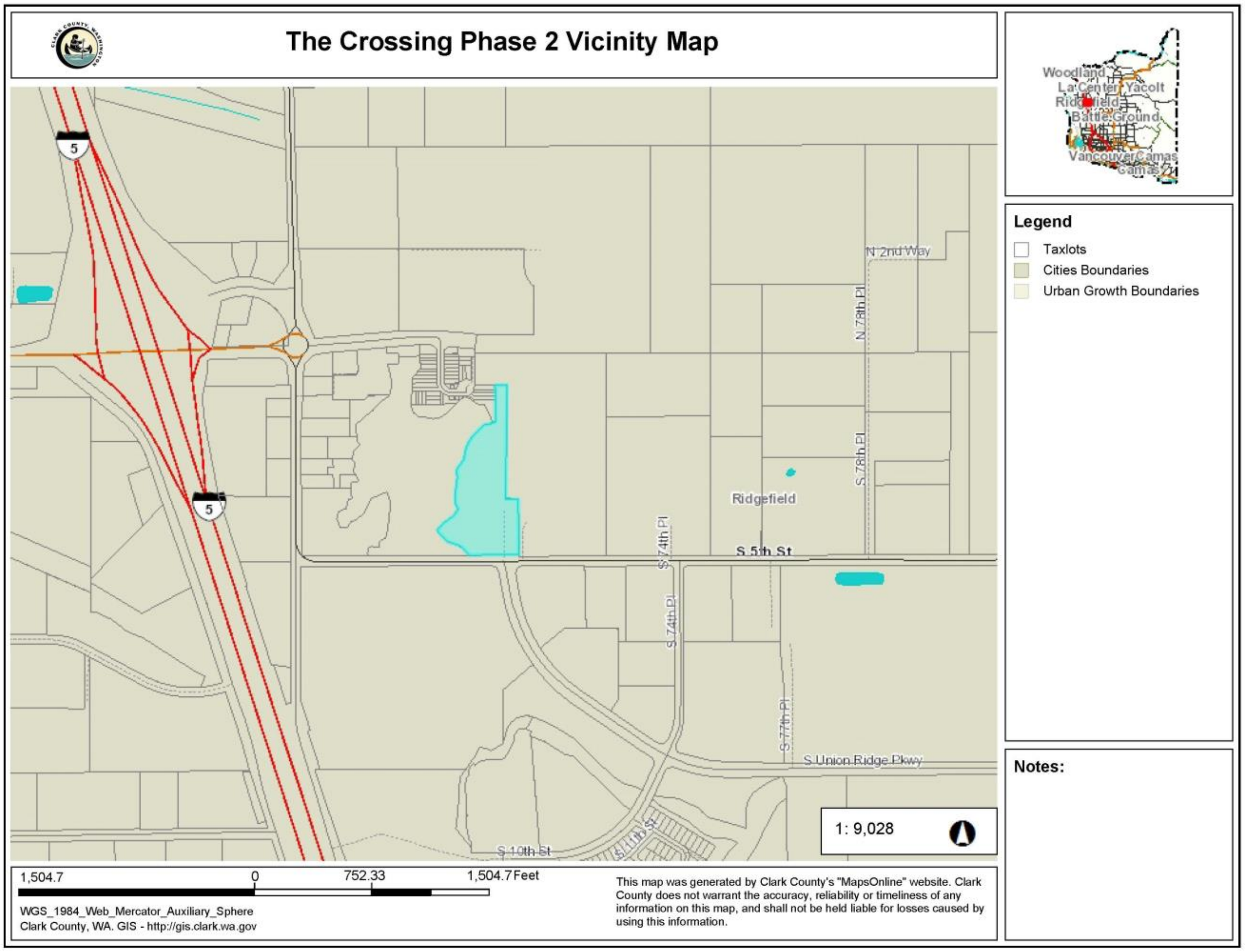
III. Background and Proposal

The Ridgefield Hearing Examiner approved the Ridgefield Crossing mixed use master plan and preliminary subdivision plat on July 27, 2018, as PLZ-17-0129. Ridgefield Crossing includes three residential phases with a total of 133 single-family attached lots. The subject final plat, The Crossing Phase 2, was formerly known as Ridgefield Crossing Phase B.

Ridgefield Crossing Location



The Crossing Phase 2 Location



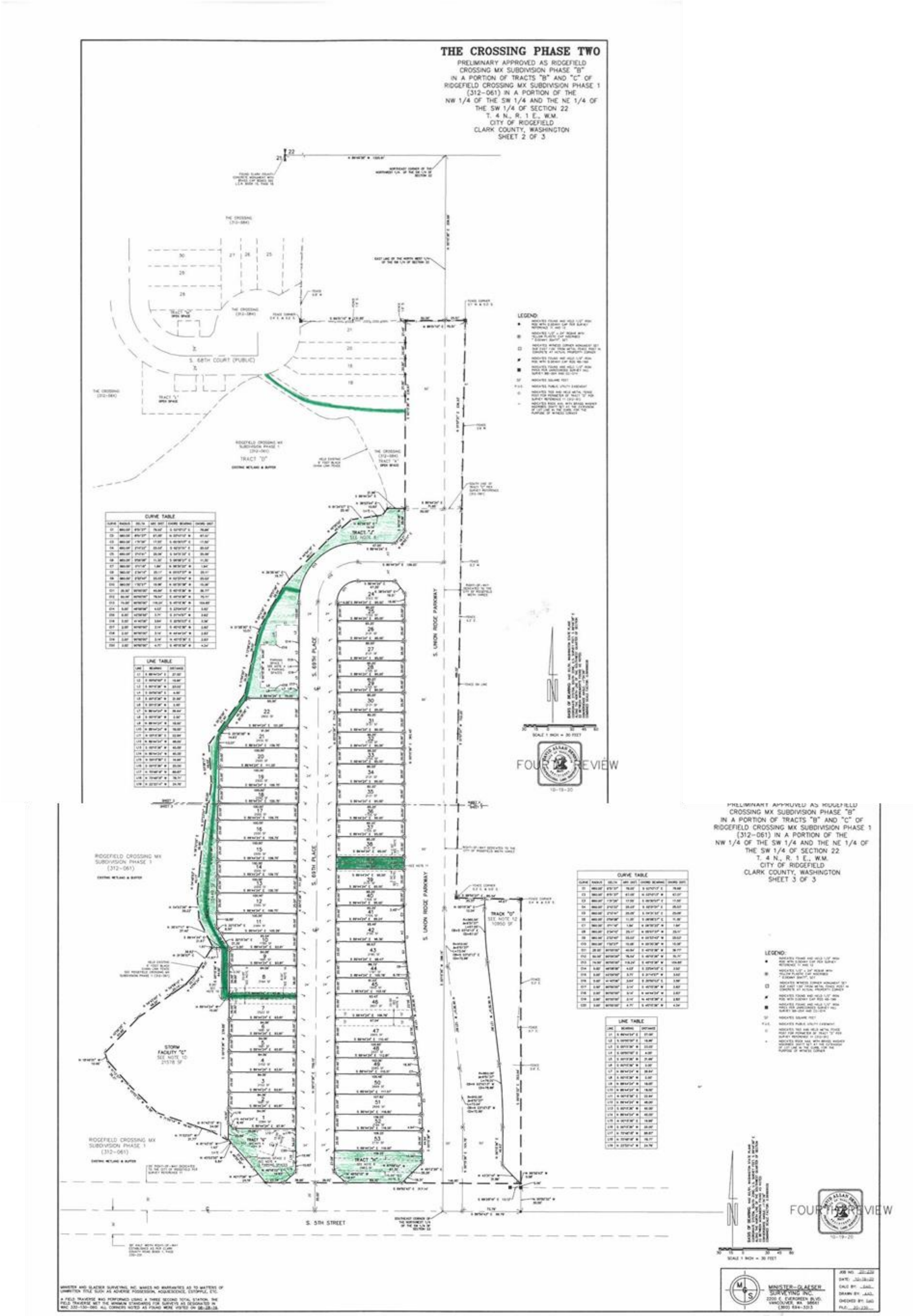
The applicant proposes to subdivide the 6.84-acre site with Assessor's #986052945 into 52 single-family attached (townhouse) residential lots. The lots range from 1,681 square feet (Lots 2, 5, 6, 9) to 3,184 square feet (Lot 8), consistent with the lot sizes approved through the Ridgefield Crossing mixed use master plan and preliminary subdivision plat. The average lot size is 2,148 square feet.

S 69th Place is a public street that provides direct access to each of the lots for S 5th Street and future S Union Ridge Parkway, which is also a public street dedicated to the City with this plat.

The Crossing Phase 2 also contains two parking areas with fourteen total spaces to be owned and maintained by the HOA. Tract C is a storm facility to be owned and maintained by the HOA, with an easement for access and inspection granted to the City.

Tracts G, H, J, and I are open space areas to be owned and maintained by the HOA. Tract I contains a pedestrian trail to be owned and maintained by the HOA. After starting at S Union Ridge Parkway and traveling through Tract I, the pedestrian trail accesses Tract C via a public easement between Lots 7 and 8, to be maintained by the HOA. The trails continues north through Tracts C and J, reconnecting with the public sidewalk on S 69th Place near its intersection with S Union Ridge Parkway. Pedestrians can follow the sidewalk north to connect with the trail in The Crossing Phase 1.

The Crossing Phase 2 Layout, Open Space, and Trails (full plan set included as attachment)



The purpose of this review is to consider whether the applicant has met the conditions of approval from the preliminary plat approval, the Development Agreement, the Ridgefield Development Code, the Ridgefield Urban Area Comprehensive Plan, and the City Engineering Standards for Public Works. Staff evaluated the final plat materials provided and offer the following combined comments.

IV. Survey Review

Gray & Osborne, Inc. confirmed that the applicant has addressed all survey comments.

V. Engineering Review

All private improvements are complete. A bond for 120% of the cost of all incomplete public improvements is required. The applicant submitted a cost estimate for remaining public improvements totaling $381,786.48. The City Engineer issued a performance bond letter on October 19, 2020 identifying a bond amount of $458,143.78. As a **condition of approval**, the applicant shall submit the required $458,143.78 bond to the city prior to obtaining city signatures on the final plat mylar.

Staff finds that the applicant has addressed all other applicable conditions of approval from the preliminary plat and all other engineering comments.

VI. Land Use Review

Land use condition of approval A.20 from the Ridgefield Crossing final order, PLZ-17-0129, requires submittal of CC&Rs prior to final plat approval. The applicant submitted draft CC&Rs for review by the City Attorney on September 17, 2020, and the City Attorney approved the CC&Rs on October 16, 2020.

Note 1 on the final plat identifies S 68th Avenue and Union Ridge Parkway as public streets. As a **condition of approval**, the applicant shall revise Note 1 to read S 69th Place and S Union Ridge Parkway prior to obtaining city signatures on final plat mylar.

Note 3 on the final plat identifies the final plat number as PLZ-19-0115. As a **condition of approval**, the applicant shall revise Note 3 to read PLZ-20-0054 prior to obtaining city signatures on the final plat mylar.

Only attached townhouse products were permitted in Ridgefield Crossing under PLZ-17-0129. As a **condition of approval**, the applicant shall add a note to the plat reading, "All residential lots shall be developed with single-family attached (townhouse) products connected in groups of two to four units" prior to obtaining city signatures on the final plat mylar.

Staff finds that the applicant has addressed all other applicable conditions of approval from the preliminary plat and all other land use comments.

VII. Recommendation

Staff recommends City Council **APPROVE** The Crossing Phase 2 Final Plat subject to the following **conditions of approval**:

1. Prior to obtaining city signatures on the final plat mylars, the applicant shall submit the required $458,143.78 performance bond to the City.

2. Prior to obtaining city signatures on the final plat mylars, the applicant shall revise Note 1 to read S 69th Place and S Union Ridge Parkway.

3. Prior to obtaining city signatures on the final plat mylar, the applicant shall revise Note 3 to read PLZ-20-0054.

4. Prior to obtaining city signatures on the final plat mylar, the applicant shall add a note to the plat reading, "All residential lots shall be developed with single-family attached (townhouse) products connected in groups of two to four units".

5. The applicant shall submit mylars for signature containing the signature and seal of the surveyor of record (Certification of Subdivision Platting, see RDC 18.620.120.L) and the signatures of all parties having an ownership interest in the land for purposes of dedication (Dedication of Subdivision, see RDC 18.620.120.M).

6. The applicant shall record the final plat with the Clark County Auditor's Office within thirty (30) calendar days of City signatures on the face of the Mylar.

7. The applicant shall submit three (3) full-sized copies and one (1) 11-inch by 17-inch copy of the recorded plat and all associated written documents within thirty (30) calendar days of City signatures on the face of the Mylar.

8. Prior to obtaining building permits, the applicant shall install correct street signs based on the street and addressing information included at the end of this report.

Reviewed by:

Anne McNamara, Associate Planner. Anne.mcnamara@ci.ridgefield.wa.us, 360.857.5047

Brenda Howell, City Engineer. Brenda.howell@ci.ridgefield.wa.us, 360.857.5022

Signed:

Claire Lust

Claire Lust, Community Development Director

October 29, 2020

The Crossing Phase 2 Addressing

Address numbers ascend from north to south and west to east. Address notices will be sent to service providers following final plat approval. Correct street signs must be installed prior to obtaining building permits. Please ensure that street signs are ordered based on the following:

Lot #	Address
S 69th Place	
West (odd) side of street	
Tract J	225
22	241
21	249
20	257
19	301
18	307
17	313
16	319
15	325
14	331
13	337
12	343
11	349
10	355
9	361
8	367
7	405
6	411
5	417
4	423
3	429
2	435
1	441
Tract G	447
Storm C	453
East (odd) side of street	
24	202
25	208
26	214
27	220
28	226

29	232
30	238
31	244
32	250
33	256
34	262
35	304
36	310
37	316
38	322
Tract I	328
39	334
40	340
41	346
42	352
43	358
44	364
45	400
46	406
47	412
48	418
49	424
50	430
51	436
52	442
53	448
Tract H	454

THE CROSSING PHASE TWO

PRELIMINARY APPROVED AS RIDGEFIELD CROSSING MX SUBDIVISION PHASE "B"
IN A PORTION OF TRACTS "B" AND "C" OF RIDGEFIELD CROSSING MX SUBDIVISION PHASE 1 (312-061) IN A PORTION OF THE NW 1/4 OF THE SW 1/4 AND THE NE 1/4 OF THE SW 1/4 OF SECTION 22
T. 4 N., R. 1 E., W.M.
CITY OF RIDGEFIELD
CLARK COUNTY, WASHINGTON
SHEET 1 OF 3

PERIMETER DESCRIPTION:

A TRACT OF LAND IN A PORTION OF TRACTS "B" AND "C" OF "RIDGEFIELD CROSSING MX SUBDIVISION PHASE 1" ACCORDING TO THE PLAT THEREOF RECORDED IN BOOK 312 OF PLATS AT PAGE 061 RECORDS OF CLARK COUNTY, WASHINGTON IN A PORTION OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER AND THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 22, TOWNSHIP 4 NORTH, RANGE 1 EAST, WILLAMETTE MERIDIAN, CLARK COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF THE NORTHWEST QUARTER OF SAID SOUTHWEST QUARTER OF SAID SECTION 22;

THENCE SOUTH 89°50'43" EAST, ALONG THE NORTH LINE OF SAID SOUTHWEST QUARTER 96.79 FEET TO THE SOUTHEAST CORNER OF SAID "RIDGEFIELD CROSSING MX SUBDIVISION PHASE 1" PLAT;

THENCE NORTH 00°00'32" WEST, ALONG THE WEST LINE OF SAID "RIDGEFIELD CROSSING MX SUBDIVISION PHASE 1" PLAT, 35.00 FEET TO THE SOUTHEAST CORNER OF TRACT 'B' THEREOF SAID POINT BEING THE TRUE POINT OF BEGINNING;

THENCE NORTH 89°50'43" WEST, ALONG THE NORTHERLY RIGHT-OF-WAY LINE OF S. 5TH STREET FOR A DISTANCE OF 317.14 FEET TO THE SOUTHWEST CORNER OF SAID TRACT "B";

THENCE ALONG THE WEST LINE OF SAID TRACT "B" THE COURSES AND DISTANCES:

THENCE NORTH 40°17'08" WEST, FOR A DISTANCE OF 24.16 FEET;

THENCE NORTH 40°55'26" WEST, FOR A DISTANCE OF 37.92 FEET;

THENCE NORTH 45°03'55" WEST, FOR A DISTANCE OF 6.84 FEET;

THENCE NORTH 61°43'15" WEST, FOR A DISTANCE OF 25.49 FEET;

THENCE NORTH 71°23'07" WEST, FOR A DISTANCE OF 21.77 FEET;

THENCE NORTH 71°02'14" WEST, FOR A DISTANCE OF 49.40 FEET;

THENCE NORTH 45°02'33" WEST, FOR A DISTANCE OF 49.56 FEET;

THENCE NORTH 41°12'37" WEST, FOR A DISTANCE OF 39.21 FEET;

THENCE NORTH 18°49'01" WEST, FOR A DISTANCE OF 10.06 FEET;

THENCE NORTH 42°56'25" EAST, FOR A DISTANCE OF 60.99 FEET;

THENCE NORTH 54°43'00" EAST, FOR A DISTANCE OF 49.20 FEET;

THENCE NORTH 54°58'15" EAST, FOR A DISTANCE OF 20.14 FEET;

THENCE NORTH 43°50'34" EAST, FOR A DISTANCE OF 20.17 FEET;

THENCE NORTH 31°36'57" EAST, FOR A DISTANCE OF 39.62 FEET;

THENCE NORTH 26°47'11" WEST, FOR A DISTANCE OF 37.40 FEET;

THENCE NORTH 04°23'29" WEST, FOR A DISTANCE OF 29.22 FEET;

THENCE NORTH 04°48'53" EAST, FOR A DISTANCE OF 40.17 FEET;

THENCE NORTH 06°32'05" EAST, FOR A DISTANCE OF 39.85 FEET;

THENCE NORTH 07°23'01" EAST, FOR A DISTANCE OF 60.05 FEET;

THENCE NORTH 03°36'17" WEST, FOR A DISTANCE OF 49.03 FEET;

THENCE NORTH 35°36'08" EAST, FOR A DISTANCE OF 77.49 FEET;

THENCE NORTH 11°59'55" EAST, FOR A DISTANCE OF 39.29 FEET;

THENCE NORTH 12°26'47" EAST, FOR A DISTANCE OF 39.05 FEET;

THENCE NORTH 21°28'30" EAST, FOR A DISTANCE OF 10.01 FEET;

THENCE NORTH 29°14'26" EAST, FOR A DISTANCE OF 28.06 FEET;

THENCE NORTH 30°57'08" EAST, FOR A DISTANCE OF 29.04 FEET;

THENCE NORTH 39°36'46" EAST, FOR A DISTANCE OF 19.71 FEET;

THENCE NORTH 44°54'18" EAST, FOR A DISTANCE OF 60.11 FEET;

THENCE NORTH 49°26'02" EAST, FOR A DISTANCE OF 40.04 FEET;

THENCE NORTH 81°24'07" EAST, FOR A DISTANCE OF 25.45 FEET;

THENCE NORTH 82°29'32" EAST, FOR A DISTANCE OF 14.14 FEET;

THENCE NORTH 38°23'54" EAST, FOR A DISTANCE OF 10.65 FEET TO THE NORTHWEST CORNER THEREOF;

THENCE SOUTH 89°44'24" EAST, ALONG THE NORTHLINE OF SAID TRACT"B" FOR A DISTANCE OF 21.96 FEET TO THE SOUTHEAST CORNER OF TRACT"K" OF THE "THE CROSSING" ACCORDING TO THE PLAT THEREOF RECORDED IN BOOK 312 OF PLATS AT PAGE 084 RECORDS OF CLARK COUNTY, WASHINGTON;

THENCE NORTH 00°15'36" EAST, ALONG THE EAST LINE OF SAID TRACT "K" AND THE EXTENSION THEREOF FOR A DISTANCE OF 235.67 FEET TO THE NORTHEAST CORNER OF LOT 21 OF SAID PLAT BEING ON THE NORTH LINE OF TRACT "C" OF RIDGEFIELD CROSSING MX SUBDIVISION PHASE 1" PLAT;

THENCE NORTH 89°51'10" EAST, ALONG THE NORTH LINE OF SAID TRACT "C" FOR A DISTANCE OF 75.51 FEET TO THE NORTHEAST CORNER THEREOF;

THENCE SOUTH 01°07'21" WEST, ALONG THE EAST LINE OF TRACT "C" AND TRACT "B" FOR A DISTANCE OF 722.25 FEET TO AN ANGLE POINT IN SAID TRACT "B";

THENCE SOUTH 88°55'37" EAST, ALONG THE EAST LINE OF SAID TRACT " B" FOR A DISTANCE OF 80.34 FEET TO AN ANGLE POINT THEREIN;

THENCE SOUTH 00°00'32" EAST, ALONG THE EAST LINE OF SAID TRACT "B" FOR A DISTANCE OF 353.64 FEET TO THE TRUE POINT OF BEGINNING.

CONTAINING 6.84 ACRES MORE OR LESS.

TOGETHER WITH AND SUBJECT TO EASEMENTS, RESERVATIONS, COVENANTS AND RESTRICTIONS APPARENT OR OF RECORD.

UTILITY AND SIDEWALK EASEMENT:

AN EASEMENT IS HEREBY RESERVED UNDER AND UPON ALL TRACTS AND THE EXTERIOR SIX (6) FEET ON ALL BOUNDARY LINES OF THE LOTS ADJACENT TO PUBLIC AND PRIVATE ROADS AND TRACTS FOR THE INSTALLATION, CONSTRUCTION, RENEWING, OPERATING AND MAINTAINING ELECTRIC, TELEPHONE, TV, CABLE, WATER AND SANITARY SEWER SERVICES. ALL LOTS CONTAINING PADMOUNT TRANSFORMERS ARE SUBJECT TO MINIMUM CLEARANCES AS DEFINED BY CLARK PUBLIC UTILITIES CONSTRUCTION STANDARDS. ALSO, A SIDEWALK EASEMENT, AS NECESSARY TO COMPLY WITH ADA SLOPE REQUIREMENTS, SHALL RESERVED UPON THE EXTERIOR SIX (6) FEET ALONG THE FRONT BOUNDARY LINES OF ALL LOTS AND TRACTS ADJACENT TO PUBLIC STREETS.

MINISTER AND GLAESER SURVEYING, INC. MAKES NO WARRANTIES AS TO MATTERS OF UNWRITTEN TITLE SUCH AS ADVERSE POSSESSION, ACQUIESCENCE, ESTOPPLE, ETC.

A FIELD TRAVERSE WAS PERFORMED USING A THREE SECOND TOTAL STATION. THE FIELD TRAVERSE MET THE MINIMUM STANDARDS FOR SURVEYS AS DESIGNATED IN WAC 332-130-090. ALL CORNERS NOTED AS FOUND WERE VISITED ON 08-28-19.

NOTES:

1) THE FOLLOWING PUBLIC ROADS ARE DEDICATED TO THE CITY OF RIDGEFIELD WITH THIS PLAT S. 68TH AVENUE AND UNION RIDGE PARKWAY.

2) IMPACT FEES AND SYSTEM DEVELOPMENT CHARGES SHALL BE ASSESSED BASED ON FEE SCHEDULES IN EFFECT AT THE TIME OF BUILDING PERMIT ISSUANCE.

3) CITY OF RIDGEFIELD FINAL PLAT NUMBER "PLZ-19-0115"

4) PARKING SPACES 1 AND 2 ARE TO BE OWNED AND MAINTAINED BY THE HOMEOWNER ASSOCIATION FOR THE CROSSING OWNERS ASSOCIATION" (HOA). PARKING SPACE 1 CONTAINS 9 PARKING SPACES. AND PARKING SPACE 2 CONTAINS 5 PARKING SPACES.

5) ANY MODIFICATION TO PROPERTY LINE SETBACKS MAY BE PROCESSED THROUGH AN ADMINISTRATIVE ADJUSTMENT OR A VARIANCE AS REFERENCED IN THE CITY OF RIDGEFIELD DEVELOPMENT CODE AS AN ALTERNATIVE TO A RE-PLAT PROCESS.

6) TRACTS "G", "H" AND "J" ARE OPEN SPACE AREAS TO BE OWNED AND MAINTAINED BY THE THE HOMEOWNERS ASSOCIATION FOR THE CROSSING OWNERS ASSOCIATION (HOA).

7) PURSUANT TO RCW 27.53.060 IT IS UNLAWFUL TO REMOVE OR ALTER ANY ARCHAEOLOGICAL RESOURCE OR SITE WITHOUT HAVING OBTAINED A WRITTEN PERMIT FROM THE WASHINGTON STATE OFFICE OF ARCHAEOLOGY AND HISTORIC PRESERVATION; UPON ANY DISCOVERY OF POTENTIAL OR KNOWN ARCHAEOLOGICAL RESOURCES AT THE SUBJECT SITE PRIOR TO OR DURING ON-SITE CONSTRUCTION, THE DEVELOPER, CONTRACTOR, AND/OR ANY OTHER PARTIES INVOLVED IN THE CONSTRUCTION SHALL IMMEDIATELY CEASE ALL ON-SITE CONSTRUCTION, SHALL ACT TO PROTECT THE POTENTIAL OR KNOW HISTORICAL AND CULTURAL RESOURCES AREA FROM OUTSIDE INTRUSION AND SHALL NOTIFY, WITHIN A MAXIMUM PERIOD OF TWENTY-FOUR DAYS FROM THE TIME OF DISCOVERY, THE CITY OF RIDGEFIELD COMMUNITY DEVELOPMENT.

8) 15' PRIVATE STORM EASEMENT WITH INSPECTION EASEMENT GRANTED TO THE CITY OF RIDGEFIELD WITH THIS PLAT.

9) 20' PRIVATE STORM EASEMENT WITH INSPECTION EASEMENT GRANTED TO THE CITY OF RIDGEFIELD WITH THIS PLAT.

10) STORM FACILITY "C" IS TO BE OWNED AND MAINTAINED BY THE HOMEOWNERS ASSOCIATION FOR THE CROSSING OWNERS ASSOCIATION (HOA).

11) TRACT "I" IS OPEN SPACE AREA WITH A PEDESTRIAN TRAIL TO BE OWNED AND MAINTAINED BY THE HOMEOWNERS ASSOCIATION FOR THE CROSSING OWNERS ASSOCIATION (HOA). TOTAL AREA OF TRACT "I" IS 1279 SQUARE FEET.

12) TRACK "O" IS TO BE RETAINED BY DEVELOPERS FOR FUTURE DEVELOPMENT.

13) ARCHITECTURAL DESIGN APPROVAL FROM THE CITY OF RIDGEFIELD IS REQUIRED FOR ALL SINGLE-FAMILY HOMES. IT IS THE RESPONSIBILITY OF THE DEVELOPER/BUILDER TO OBTAIN DESIGN APPROVAL FOR EACH HOME, INCLUDING MODEL HOMES, PRIOR TO THE SALE OR ADVERTISEMENT FOR SALE OF THE HOME.

14) ALL BUILDING OR STRUCTURES REQUIRING A BUILDING PERMIT SHALL INDICATE COMPLIANCE WITH THE FOLLOWING LOT DIMENSIONAL STANDARDS OF 18.235.060 F.

18.235.060F DIMENSIONAL STANDARDS	
	RESIDENTIAL USES
MAX. HEIGHT	3 STORIES UP TO 45 FEET OR 4 STORIES IF FIRST FLOOR IS USED FOR PARKING WITH NO RESIDENTIAL UNITS
MINIMUM FRONT AND STREET SIDE YARD SETBACK	10 FEET
MAXIMUM STREET SIDE YARD SETBACK	20 FEET
MAXIMUM FRONT YARD SETBACK	25 FEET
MINIMUM SIDE YARD SETBACK	5 FEET, OR 0 FEET FOR ATTACHED SINGLE FAMILY RESIDENTIAL USE
MIN. REAR SETBACK	5 FEET
MINIMUM . RESIDENTIAL GARAGE SETBACK FOR GARAGE ORIENTED TOWARDS THE FRONT OR STREET SIDE PROPERTY LINE, AS MEASURED FROM THE PROPERTY LINE.	18 FEET
MINIMUM RESIDENTIAL GARAGE SETBACK FOR GARAGES ORIENTED TOWARDS A REAR ALLEY.	0 FEET
MAX. BUILDING COVERAGE	65%
MAX. IMPERVIOUS SURFACE COVERAGE	75%

15) IN ADDITION TO THE OFF STREET PARKING SPACES PROVIDED IN PARKING SPACES 1 AND 2 (SEE PLAT NOTE 4), TWO OFF-STREET PARKING SPACES ARE REQUIRED FOR EACH INTERIOR UNIT, AND FOUR OFF STREET PARKING SPACES ARE REQUIRED FOR EACH END UNIT.

16) 8' PUBLIC TRAIL EASEMENT TO BE MADE AVAILABLE FOR PUBLIC USE AND TO BE MAINTAINED BY THE HOMEOWNERS ASSOCIATION FOR THE CROSSING OWNERS ASSOCIATION (HOA).

17) 2.50' PEDESTRIAN TRAIL EASEMENT GRANTED TO THE CITY OF RIDGEFIELD WITH THIS PLAT.

DEDICATION:

KNOW ALL MEN BY THESE PRESENTS THAT WE THE UNDERSIGNED OWNERS OF THE TRACT OF LAND ABOVE DESCRIBED HAVE CAUSED THE SAME TO BE PLATTED ACCORDING TO THE PLAT HERETO ANNEXED, SAME TO BE KNOWN AS "THE CROSSING PHASE TWO", AND HEREBY DEDICATE THE STREETS AND EASEMENTS AS SHOWN THEREON TO THE PUBLIC USE FOREVER, AND DO HEREBY WAIVE ALL CLAIMS FOR DAMAGES AGAINST ANY GOVERNMENTAL AUTHORITY WHICH MAY BE OCCASIONED TO THE ADJACENT LAND BY THE ESTABLISHED CONSTRUCTION, DRAINAGE AND MAINTENANCE OF SAID STREETS AND EASEMENTS.

OWNER: ______________________

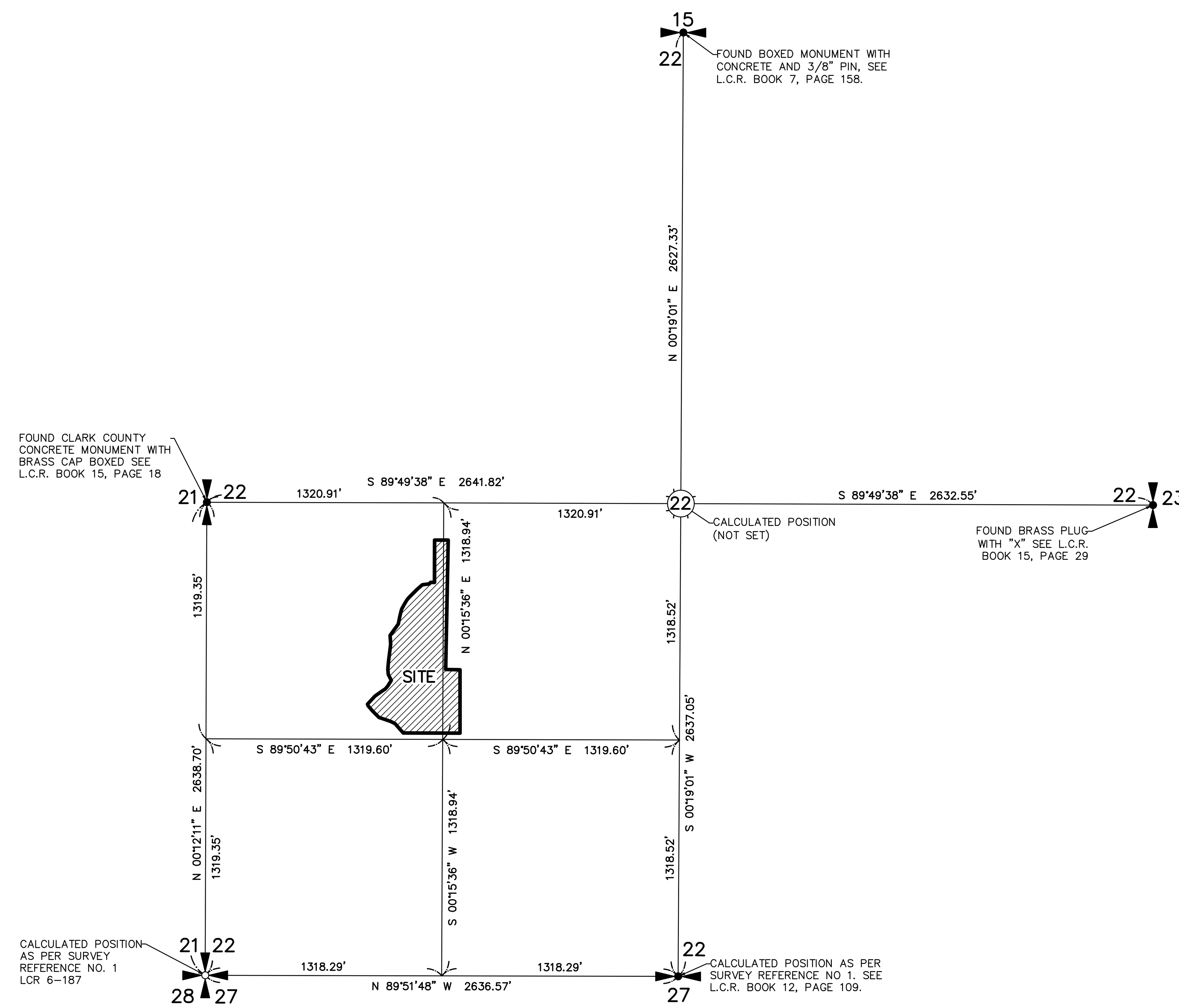
SIGNED ______________________ DATE ________

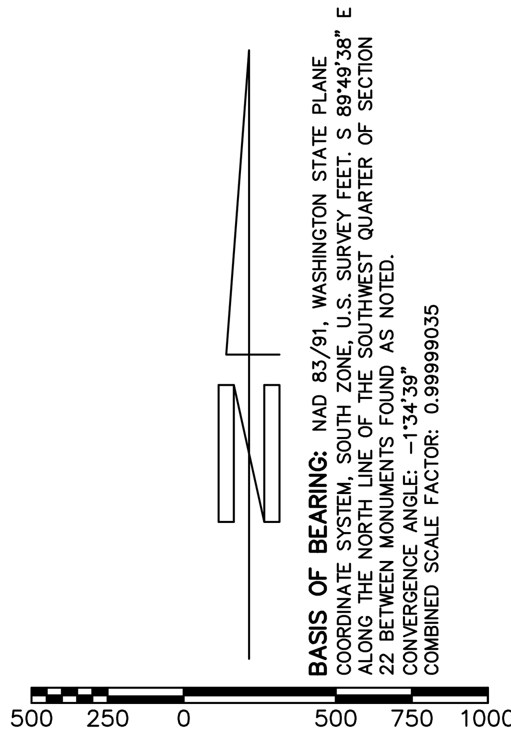
SURVEY REFERENCES:

1) D.DENNY SURVEY BOOK 48 PAGE 199
2) MINISTER SURVEY BOOK 40 PAGE 177
3) RENTON SURVEY BOOK 63 PAGE 008
4) D.DENNY SURVEY BOOK 50 PAGE 191
5) RENTON SURVEY BOOK 60 PAGE 98
6) UNION RIDGE PHASE 2 BOOK 311 PAGE 467
7) MINISTER SURVEY BOOK 40 PAGE 100
8) BETHJE SURVEY BOOK 51 PAGE 14
9) HILL UNRECORDED SURVEY BOOK "BB" PAGE 54
10) HILL UNRECORDED SURVEY BOOK "CC" PAGE 74
11) RIDGEFIELD CROSSING MX SUBDIVISION PHASE 1 BOOK 312 PAGE 061
12) THE CROSSING BOOK 312 PAGE 84

DEED REFERENCE:

GRANTOR: CLARK COMMUNITY COLLEGE
GRANTEE: RC THREE, LLC
AFN: 5622925 BLA
DATED: 7-02-2019





LEGEND:

INDICATES MONUMENT FOUND AS NOTED

( ) INDICATES RECORD DATA

ACKNOWLEDGMENT:

STATE OF ______________.
COUNTY OF ______________.

I CERTIFY THAT I KNOW OR HAVE SATISFACTORY EVIDENCE THAT DAVID ALLAN DENNY IS THE PERSON WHO APPEARED BEFORE ME, AND SAID PERSON ACKNOWLEDGED THAT (HE/SHE) SIGNED THIS INSTRUMENT AND ACKNOWLEDGED IT TO BE (HIS/HER) FREE AND VOLUNTARY ACT FOR THE USES AND PURPOSES MENTIONED IN THE INSTRUMENT.

WITNESS MY HAND AND SEAL HERETO AFFIXED ON THIS ____ DAY OF ____________ 20___.

SIGNED ______________________.
NOTARY PUBLIC IN AND FOR THE STATE OF ______________,
RESIDING IN ______________________.
MY COMMISSION EXPIRES ______________________.
PRINT NOTARY NAME ______________________.

ACKNOWLEDGMENT:

STATE OF ______________.
COUNTY OF ______________.

I CERTIFY THAT I KNOW OR HAVE SATISFACTORY EVIDENCE THAT ______________ IS THE PERSON WHO APPEARED BEFORE ME, AND SAID PERSON ACKNOWLEDGED THAT (HE/SHE) SIGNED THIS INSTRUMENT AND ACKNOWLEDGED IT TO BE (HIS/HER) FREE AND VOLUNTARY ACT FOR THE USES AND PURPOSES MENTIONED IN THE INSTRUMENT.

WITNESS MY HAND AND SEAL HERETO AFFIXED ON THIS ____ DAY OF ____________ 20___.

SIGNED ______________________.
NOTARY PUBLIC IN AND FOR THE STATE OF ______________,
RESIDING IN ______________________.
MY COMMISSION EXPIRES ______________________.
PRINT NOTARY NAME ______________________.

DAVID ALLAN DENNY
STATE OF WASHINGTON
35477
REGISTERED PROFESSIONAL LAND SURVEYOR
10-19-20

FOURTH REVIEW

CITY PUBLIC WORKS DIRECTOR

CITY PUBLIC WORKS DIRECTOR ______________ DATE ______

CITY COMMUNITY DEVELOPMENT DIRECTOR

CITY COMMUNITY DEVELOPMENT DIRECTOR ______________ DATE ______

CITY ENGINEER:

CITY OF RIDGEFIELD ENGINEER ______________ DATE ______

CITY MAYOR:

APPROVED AND ACCEPTED BY THE CITY COUNCIL OF RIDGEFIELD, COUNTY OF CLARK STATE OF WASHINGTON, THIS _____ DAY OF __________ 20___.

MAYOR, CITY OF RIDGEFIELD ______________

ATTESTED BY: ______________
CITY CLERK

ASSESSOR:

THIS PLAT MEETS THE REQUIREMENTS OF RCW 58.17.170, LAWS OF WASHINGTON, 1981, TO BE KNOWN AS THE CROSSING PHASE TWO

COUNTY ASSESSOR ______________ DATE ______

AUDITOR'S CERTIFICATE:

FILED FOR RECORD THIS ________ DAY OF ______________________, 20___, IN BOOK _________ OF PLATS, AT PAGE _________.

CLARK COUNTY AUDITOR ______________

AUDITOR'S FILE NUMBER ______________

SURVEYOR'S CERTIFICATE:

I, DAVID A. DENNY, A PROFESSIONAL SURVEYOR, DO HEREBY CERTIFY THAT THIS PLAT OF "THE CROSSING PHASE TWO " CORRECTLY REPRESENTS A SURVEY AND SUBDIVISION OF SECTION 22, TOWNSHIP 4 NORTH, RANGE 1 EAST, WILLAMETTE MERIDIAN, MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE SURVEY RECORDING ACT, AND THE WASHINGTON UNIFORM COMMON INTEREST OWNERSHIP ACT; THAT THE DISTANCES, COURSES, AND ANGLES ARE SHOWN HEREON CORRECTLY AND THAT MONUMENTS AND LOT CORNERS HAVE BEEN SET ON THE GROUND AS SHOWN ON THE PLAT.

DAVID ALLEN DENNY, PROFESSIONAL LAND SURVEYOR, PLS NO. 35477 ______________ DATE ______

DECLARANT DECLARATION:

THE UNDERSIGNED OWNER OR OWNERS OF THE INTEREST IN THE REAL ESTATE DESCRIBED HEREIN HEREBY DECLARE THIS MAP AND DEDICATE THE SAME FOR A COMMON INTEREST COMMUNITY NAMED "THE CROSSING OWNERS ASSOCIATION, A HOMEOWNERS ASSOCIATION, AS THAT TERM IS DEFINED IN THE WASHINGTON UNIFORM COMMON INTEREST OWNERSHIP ACT, SOLELY TO MEET THE REQUIREMENTS OF THE WASHINGTON UNIFORM COMMON INTEREST OWNERSHIP ACT AND NOT FOR ANY PUBLIC PURPOSE. THIS MAP AND ANY PORTION THEREOF IS RESTRICTED BY LAW AND THE DECLARATION FOR THE CROSSING PHASE TWO, RECORDED UNDER CLARK COUNTY RECORDING NO. __________ __________.

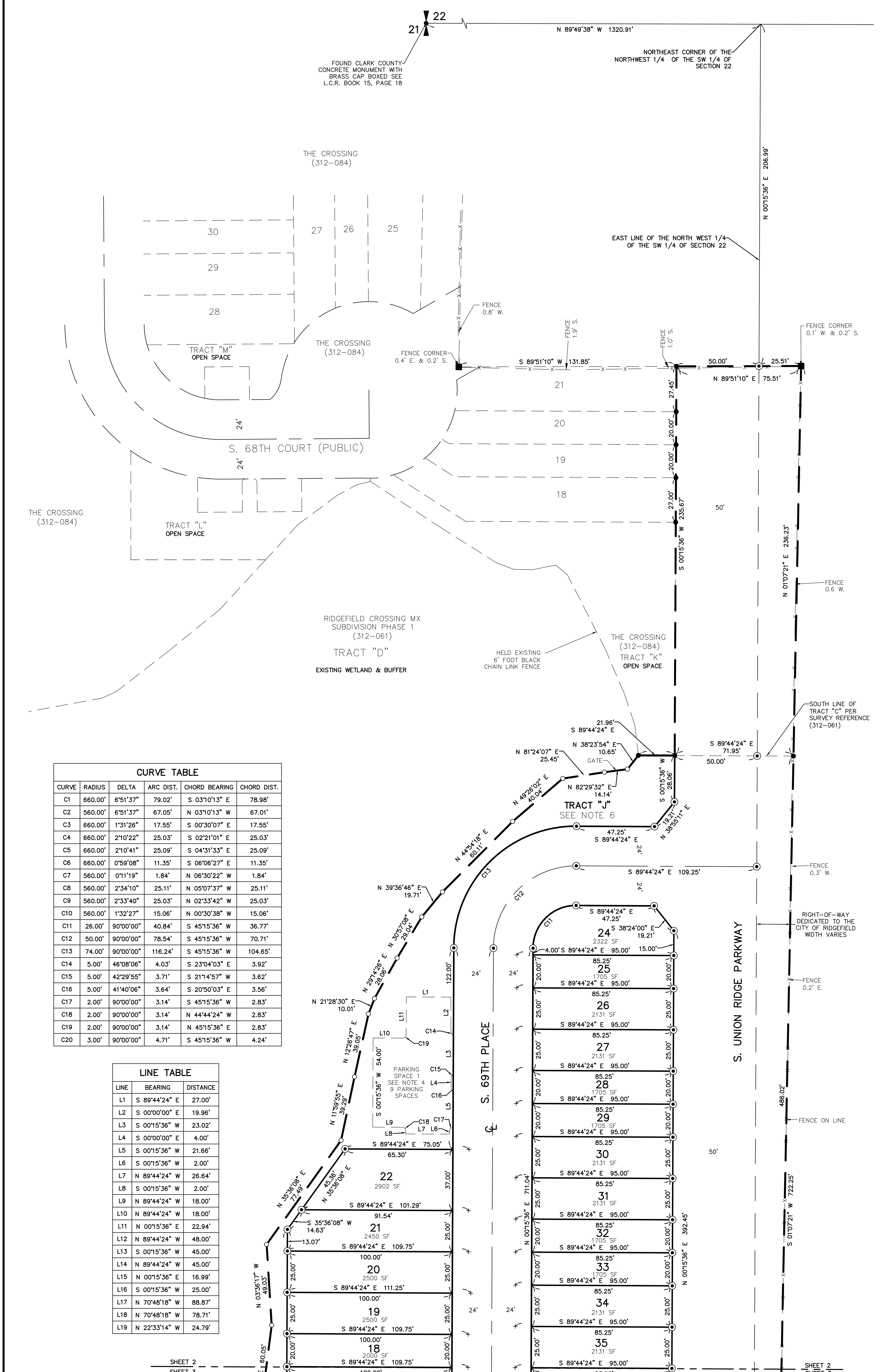
BY: ________ PRINTED ________ SIGNED ________ TITLE ________ DATE ________

MINISTER-GLAESER SURVEYING INC.
2200 E. EVERGREEN BLVD.
VANCOUVER, WA 98661
(360) 694-3313

JOB NO. 20-230
DATE: 10-19-20
CALC BY: DAD
DRAWN BY: AAD
CHECKED BY: DAD
FILE: 20-230

THE CROSSING PHASE TWO

PRELIMINARY APPROVED AS RIDGEFIELD CROSSING MX SUBDIVISION PHASE "B"
IN A PORTION OF TRACTS "B" AND "C" OF RIDGEFIELD CROSSING MX SUBDIVISION PHASE 1 (312-061) IN A PORTION OF THE NW 1/4 OF THE SW 1/4 AND THE NE 1/4 OF THE SW 1/4 OF SECTION 22
T. 4 N., R. 1 E., W.M.
CITY OF RIDGEFIELD
CLARK COUNTY, WASHINGTON
SHEET 2 OF 3



LEGEND:

- INDICATES FOUND AND HELD 1/2" IRON ROD WITH D.DENNY CAP PER SURVEY REFERENCE 11 AND 12
- INDICATES 1/2" x 24" REBAR WITH YELLOW PLASTIC CAP INSCRIBED " D.DENNY 35477", SET
- INDICATES WITNESS CORNER MONUMENT SET DUE EAST 1.00' FROM METAL FENCE POST IN CONCRETE AT ACTUAL PROPERTY CORNER
- INDICATES FOUND AND HELD 1/2" IRON ROD WITH D.DENNY CAP ROS 48-199
- INDICATES FOUND AND HELD 1/2" IRON PIPES PER UNRECORDED SURVEY HILL SURVEY BB-054 AND CC-074
- SF INDICATES SQUARE FEET
- P.U.E. INDICATES PUBLIC UTILITY EASEMENT
- INDICATES TIED AND HELD METAL FENCE POST FOR PERIMETER OF TRACT "D" PER SURVEY REFERENCE 11 (312-61)
- INDICATES ROCK NAIL WITH BRASS WASHER INSCRIBED 35477 SET AT THE EXTENSION OF LOT LINE IN THE CURB, FOR THE PURPOSE OF WITNESS CORNER

BASIS OF BEARING: NAD 83/91, WASHINGTON STATE PLANE COORDINATE SYSTEM, SOUTH ZONE, U.S. SURVEY FEET, S 89°49'38" E ALONG THE NORTH LINE OF THE SOUTHWEST QUARTER OF SECTION 22 BETWEEN MONUMENTS FOUND AS NOTED.
CONVERGENCE ANGLE: -1°34'39"
COMBINED SCALE FACTOR: 0.99999035

SCALE 1 INCH = 30 FEET

CURVE TABLE

CURVE	RADIUS	DELTA	ARC DIST.	CHORD BEARING	CHORD DIST.
C1	660.00'	6°51'37"	79.02'	S 03°10'13" E	78.98'
C2	560.00'	6°51'37"	67.05'	N 03°10'13" W	67.01'
C3	660.00'	1°31'26"	17.55'	S 00°30'07" E	17.55'
C4	660.00'	2°10'22"	25.03'	S 02°21'01" E	25.03'
C5	660.00'	2°10'41"	25.09'	S 04°31'33" E	25.09'
C6	660.00'	0°59'08"	11.35'	S 06°06'27" E	11.35'
C7	560.00'	0°11'19"	1.84'	N 06°30'22" W	1.84'
C8	560.00'	2°34'10"	25.11'	N 05°07'37" W	25.11'
C9	560.00'	2°33'40"	25.03'	N 02°33'42" W	25.03'
C10	560.00'	1°32'27"	15.06'	N 00°30'38" W	15.06'
C11	26.00'	90°00'00"	40.84'	S 45°15'36" W	36.77'
C12	50.00'	90°00'00"	78.54'	S 45°15'36" W	70.71'
C13	74.00'	90°00'00"	116.24'	S 45°15'36" W	104.65'
C14	5.00'	46°08'06"	4.03'	S 23°04'03" E	3.92'
C15	5.00'	42°29'55"	3.71'	S 21°14'57" W	3.62'
C16	5.00'	41°40'06"	3.64'	S 20°50'03" E	3.56'
C17	2.00'	90°00'00"	3.14'	S 45°15'36" W	2.83'
C18	2.00'	90°00'00"	3.14'	N 44°44'24" W	2.83'
C19	2.00'	90°00'00"	3.14'	N 45°15'36" E	2.83'
C20	3.00'	90°00'00"	4.71'	S 45°15'36" W	4.24'

LINE TABLE

LINE	BEARING	DISTANCE
L1	S 89°44'24" E	27.00'
L2	S 00°00'00" E	19.96'
L3	S 00°15'36" W	23.02'
L4	S 00°00'00" E	4.00'
L5	S 00°15'36" W	21.66'
L6	S 00°15'36" W	2.00'
L7	N 89°44'24" W	26.64'
L8	S 00°15'36" W	2.00'
L9	N 89°44'24" W	18.00'
L10	N 89°44'24" W	18.00'
L11	N 00°15'36" E	22.94'
L12	N 89°44'24" W	48.00'
L13	S 00°15'36" W	45.00'
L14	N 89°44'24" W	45.00'
L15	N 00°15'36" E	16.99'
L16	S 00°15'36" W	25.00'
L17	N 70°48'18" W	88.87'
L18	N 70°48'18" W	78.71'
L19	N 22°33'14" W	24.79'

FOR REVIEW
DAVID ALLAN DENNY STATE OF WASHINGTON 35477 REGISTERED PROFESSIONAL LAND SURVEYOR
10-19-20

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A FIELD TRAVERSE WAS PERFORMED USING A THREE SECOND TOTAL STATION. THE FIELD TRAVERSE MET THE MINIMUM STANDARDS FOR SURVEYS AS DESIGNATED IN WAC 332-130-090. ALL CORNERS NOTED AS FOUND WERE VISITED ON 08-28-19.

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THE CROSSING PHASE TWO

PRELIMINARY APPROVED AS RIDGEFIELD CROSSING MX SUBDIVISION PHASE "B"
IN A PORTION OF TRACTS "B" AND "C" OF RIDGEFIELD CROSSING MX SUBDIVISION PHASE 1 (312–061) IN A PORTION OF THE NW 1/4 OF THE SW 1/4 AND THE NE 1/4 OF THE SW 1/4 OF SECTION 22
T. 4 N., R. 1 E., W.M.
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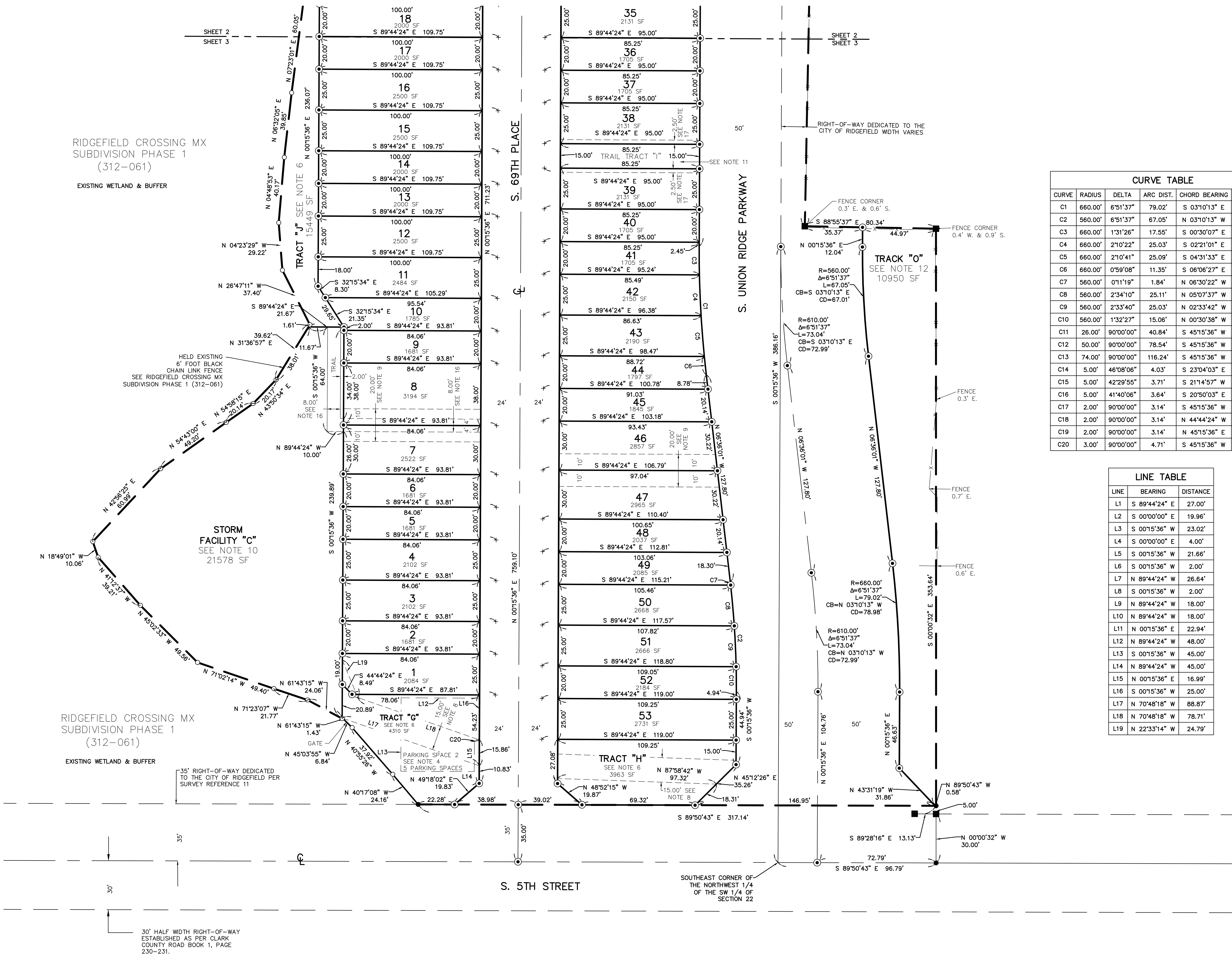


CURVE TABLE					
CURVE	RADIUS	DELTA	ARC DIST.	CHORD BEARING	CHORD DIST.
C1	660.00'	6°51'37"	79.02'	S 03°10'13" E	78.98'
C2	560.00'	6°51'37"	67.05'	N 03°10'13" W	67.01'
C3	660.00'	1°31'26"	17.55'	S 00°30'07" E	17.55'
C4	660.00'	2°10'22"	25.03'	S 02°21'01" E	25.03'
C5	660.00'	2°10'41"	25.09'	S 04°31'33" E	25.09'
C6	660.00'	0°59'08"	11.35'	S 06°06'27" E	11.35'
C7	560.00'	0°11'19"	1.84'	N 06°30'22" W	1.84'
C8	560.00'	2°34'10"	25.11'	N 05°07'37" W	25.11'
C9	560.00'	2°33'40"	25.03'	N 02°33'42" W	25.03'
C10	560.00'	1°32'27"	15.06'	N 00°30'38" W	15.06'
C11	26.00'	90°00'00"	40.84'	S 45°15'36" W	36.77'
C12	50.00'	90°00'00"	78.54'	S 45°15'36" W	70.71'
C13	74.00'	90°00'00"	116.24'	S 45°15'36" W	104.65'
C14	5.00'	46°08'06"	4.03'	S 23°04'03" E	3.92'
C15	5.00'	42°29'55"	3.71'	S 21°14'57" W	3.62'
C16	5.00'	41°40'06"	3.64'	S 20°50'03" E	3.56'
C17	2.00'	90°00'00"	3.14'	S 45°15'36" W	2.83'
C18	2.00'	90°00'00"	3.14'	N 44°44'24" W	2.83'
C19	2.00'	90°00'00"	3.14'	N 45°15'36" E	2.83'
C20	3.00'	90°00'00"	4.71'	S 45°15'36" W	4.24'

LINE TABLE		
LINE	BEARING	DISTANCE
L1	S 89°44'24" E	27.00'
L2	S 00°00'00" E	19.96'
L3	S 00°15'36" W	23.02'
L4	S 00°00'00" E	4.00'
L5	S 00°15'36" W	21.66'
L6	S 00°15'36" W	2.00'
L7	N 89°44'24" W	26.64'
L8	S 00°15'36" W	2.00'
L9	N 89°44'24" W	18.00'
L10	N 89°44'24" W	18.00'
L11	N 00°15'36" E	22.94'
L12	N 89°44'24" W	48.00'
L13	S 00°15'36" W	45.00'
L14	N 89°44'24" W	45.00'
L15	N 00°15'36" E	16.99'
L16	S 00°15'36" W	25.00'
L17	N 70°48'18" W	88.87'
L18	N 70°48'18" W	78.71'
L19	N 22°33'14" W	24.79'

LEGEND:

- ● INDICATES FOUND AND HELD 1/2" IRON ROD WITH D.DENNY CAP PER SURVEY REFERENCE 11 AND 12
- ◉ INDICATES 1/2" x 24" REBAR WITH YELLOW PLASTIC CAP INSCRIBED " D.DENNY 35477", SET
- INDICATES WITNESS CORNER MONUMENT SET DUE EAST 1.00' FROM METAL FENCE POST IN CONCRETE AT ACTUAL PROPERTY CORNER
- INDICATES FOUND AND HELD 1/2" IRON ROD WITH D.DENNY CAP ROS 48–199
- ■ INDICATES FOUND AND HELD 1/2" IRON PIPES PER UNRECORDED SURVEY HILL SURVEY BB–054 AND CC–074
- SF INDICATES SQUARE FEET
- P.U.E. INDICATES PUBLIC UTILITY EASEMENT
- ○ INDICATES TIED AND HELD METAL FENCE POST FOR PERIMETER OF TRACT "D" PER SURVEY REFERENCE 11 (312–61)
- + INDICATES ROCK NAIL WITH BRASS WASHER INSCRIBED 35477 SET AT THE EXTENSION OF LOT LINE IN THE CURB, FOR THE PURPOSE OF WITNESS CORNER

BASIS OF BEARING: NAD 83/91, WASHINGTON STATE PLANE COORDINATE SYSTEM, SOUTH ZONE, U.S. SURVEY FEET. S 89°49'38" E ALONG THE NORTH LINE OF THE SOUTHWEST QUARTER OF SECTION 22 BETWEEN MONUMENTS FOUND AS NOTED.
CONVERGENCE ANGLE: −1°34'39"
COMBINED SCALE FACTOR: 0.99999035

30 15 0 30 45 60
SCALE 1 INCH = 30 FEET

FOUR HOUR REVIEW

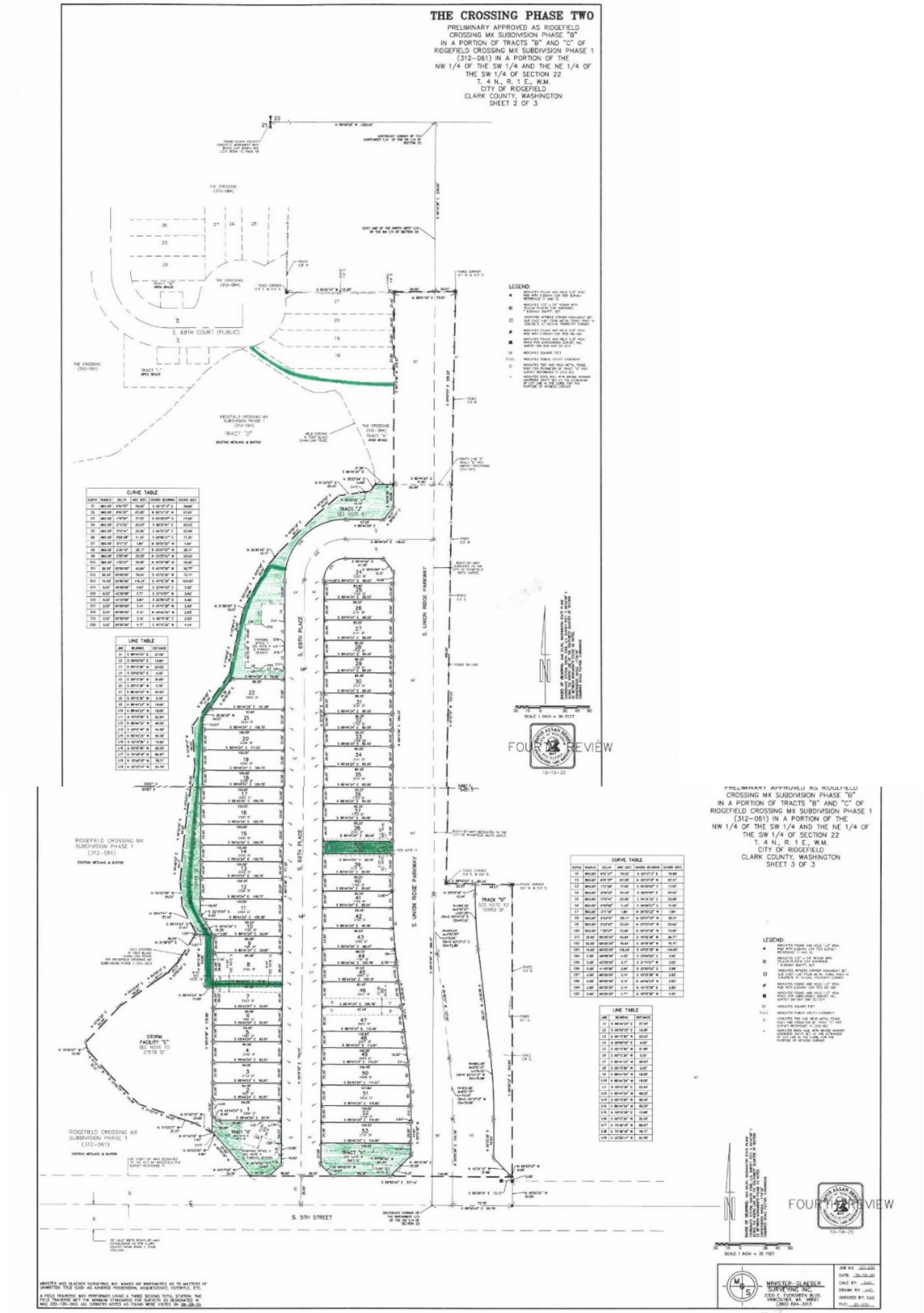
DAVID ALLAN DENNY
STATE OF WASHINGTON
35477
REGISTERED
PROFESSIONAL LAND SURVEYOR
10–19–20

MINISTER AND GLAESER SURVEYING, INC. MAKES NO WARRANTIES AS TO MATTERS OF UNWRITTEN TITLE SUCH AS ADVERSE POSSESSION, ACQUIESCENCE, ESTOPPLE, ETC.

A FIELD TRAVERSE WAS PERFORMED USING A THREE SECOND TOTAL STATION. THE FIELD TRAVERSE MET THE MINIMUM STANDARDS FOR SURVEYS AS DESIGNATED IN WAC 332–130–090. ALL CORNERS NOTED AS FOUND WERE VISITED ON 08–28–19.

MINISTER–GLAESER SURVEYING INC.
2200 E. EVERGREEN BLVD.
VANCOUVER, WA 98661
(360) 694–3313

JOB NO. 20–230
DATE: 10–19–20
CALC BY: DAD
DRAWN BY: AAD
CHECKED BY: DAD
FILE: 20–230



Attachment: The Crossing Phase 2 open space and trails (The Crossing Phase 2 Final

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE: November 05, 2020

ITEM:

AGENDA ITEM TITLE: Motion - Approval of Amendment to Continuing Operations Plan

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GOVERNING LEGISLATION: Chapter 38.52 RCW and RMC Section 2.44.070

PREVIOUS COUNCIL ACTION TAKEN: March 26, 2020: Ratification of Declaration of Civil Public Health Emergency and Planned Response/Continuing Operations (COOP) Plan; April 23, May 28 and June 11, 2020: Amendments to the COOP Plan for compliance with state and federal regulations related to COVID-19.

SUMMARY/BACKGROUND: Effective Monday, November 2nd, the City Manager amended the COVID-19 Emergency Order to open sports fields for organized team practices subject to the regulations specified in the Washington State Phase 2 Sporting Activities Guidelines. Therefore, Ridgefield Outdoor Recreation Complex and all other fields in Ridgefield will be available for organized sports practices as outlined in the State's guidance.

The Center for Disease Control and Clark County Public Health modified the recommendations for quarantine and/or isolation due to COVID-19. The City will implement these recommendations for City employees.

BUDGET/FINANCIAL IMPACTS: None.

RECOMMENDED ACTION OR MOTION:

Staff recommends that City Council approve the amendments to the COOP Plan. A recommended motion is:

"I move to approve the amendment to the Continuing Operations Plan as presented."

STAFF CONTACT: Julie Ferriss, City Clerk

ATTACHMENTS: Ridgefield COOP Plan.November 5 (PDF)

City of Ridgefield
Planned Response for COVID-19
Continued Operations Plan

Effective Dates: ***March 18, until the threat of COVID-19 to public health and safety has abated, as determined through continued local, regional, statewide, and national evaluation. This Plan will be evaluated on a regular basis for any changes that may be necessary as the situation evolves.***

The new coronavirus, COVID-19, is not a flu but a pneumonia-like infection. The Centers for Disease Control (CDC) believes at this time that symptoms may appear in as few as two days or as long as 14 days after exposure. The good news is that, except in rare situations, an employee diagnosed with the virus will have no significant long-term health care problems.

PLAN OBJECTIVES.
City's Primary Goal: Protect Employees and Residents

- Reduce the spread of disease among staff and residents.
- Protect people at higher risk for complications.
- Maintain essential operations.
- Minimize impact on residents, customers and businesses.
- Be proactive, rather than reactive, by taking measures now to minimize risk.
- Provide information to and communication with employees and residents regarding City operations and other updates.

This plan will supersede all other City policies. This plan is subject to change as needed.

KEY BUSINESS FUNCTIONS
Essential employees are defined as those who will be required to work so that essential government services can still be provided. The Table attached as Exhibit A identifies the location where employees are working based on job duties or membership in an at-risk population, not hours worked. All employees are subject to be called back to work, depending on the need and circumstances.

To assure that employees are able to continue to perform key business functions, whether in the workplace or at a remote location, and that hours of worked are tracked, the City will:

- Obtain and Inventory equipment that remote workers will be utilizing.
- Codes will be established for payroll purposes to track reduced hours and leave due to COVID-19.

IMPACT ON CITY FACILITIES AND OPERATIONS
City facilities and operations are modified as follows to assure safety of employees and residents, and continuation of City services:

City Parks, Facilities and Meetings

City facilities and meetings will be impacted as follows:

- City Facilities are closed to the public except by appointment. Phones are monitored during normal business hours. On-line services are available 24 hours.
- Play structures, parks, and public restrooms are open effective with Phase 2 of the Washington Safe Start Plan.
- ~~Sports fields are open for recreational play only, with five (5) or fewer people. Sports team practices are not permitted.~~ The Ridgefield Outdoor Recreation Complex and all other fields will be available for **recreational play and** organized sports practices as outlined in the State's guidance regarding sporting **activities.**
- Non-Essential public meetings are suspended. City Council and other meetings that are essential are conducted as virtual meetings.
- Park rentals are suspended.

Employee Education and Support

The following actions will be taken to assure that employees receive the necessary support to enable them to perform their job and to prevent the transmission of the coronavirus:

- Employees are educated on the signs, symptoms and risk factors associated with COVID-19; how to prevent the spread of the coronavirus at work; how to effectively wash hands with soap and water for at least 20 seconds; the importance of covering coughs and sneezes and not coughing the face with unwashed hands; procedures for a potential exposure in the workplace and workplace rights and discrimination.
- Communication channels are actively maintained for employees to provide support, updated information about COVID-19, to enable employees to stay connected and have information necessary to perform their job.
- Administrative, Human Resources and other support services are maintained as necessary to implement this Planned Response and otherwise provide assistance for all City employees.

Resident Support and Communication

- Communication channels are actively maintained for community/residents, the building and construction industry, businesses closed or restricted due to a statewide emergency proclamation, and HOA's.
- Signage notifying residents and visitors about closures and disease control requirements are posted in public places including parks.

IMPACT ON CITY SERVICES

Specific Department functions are modified as follows:

Police Department.

Following services will be suspended:

- Civilian Ride-Alongs;
- ~~Concealed weapons permits;~~
- ~~Application/Issuance of dog licenses;~~
- Fingerprinting;
- Prescription medication drop-off;

- Public tours of facility and vehicles; and
- RPD sponsored community outreach events and gatherings.

Weapons transfers will be conducted on-line via email to Sandra Hoots at Sandra.Hoots@ci.ridgefield.wa.us

Public Works.
All Public Works operations staff (Facilities, Utilities, Stormwater) will be placed on an alternate work schedule to minimize transmission of the coronavirus.

- Engineering staff will be available during normal business hours by email or phone; and will be available to meet in-person by appointment only;
- Inspection staff will continue rounds while limiting physical contact. Inspections by appointment only;
- Utilities staff will continue to operate the City's water system and perform maintenance and locates;
- Meter installs, mid-cycle meter reads and final meter inspections will be by appointment only, on Wednesdays;
- Facilities staff will respond to safety issues on roads and in parks,
- Park and ROW mowing and maintenance will continue;
- Stormwater staff will continue to maintain and inspect facilities, and check facilities before/during heavy rains; and
- Shut off related to backflow testing will be suspended.

Finance.

- Finance staff will remain available during normal business hours by email or phone;
- Utility payments will not be accepted in person. Payments may be made by phone, on-line, by mail or drop box;
- Late fees for water payments will be suspended, and shut-off for non-payment of water bills will be suspended;
- Start/Stop/Move utility services will be available on-line;
- Non-essential procurement services suspended; and
- Accounts payable will operate as usual.

Community Development.
The Community Development Department will accept and process building, land use and engineering permits and perform building inspections consistent with building and construction proclamations issued by Governor Inslee.

Staff is available by phone and email during normal business hours. Scheduling appointments to submit, drop off, and pick up materials is at staff members' discretion.

Code enforcement is restricted to cases where no physical interaction is required.

Miscellaneous Services
The following City services will be suspended:

- Cemetery Services: plots will be sold when possible without contact, burial services are modified consistent with state requirements.

- Issuance of Peddler's License
- Notary services.
- Response to public records will be electronic only.
- New job recruitments which require multiple in-person interview processes, including Building Official and Planner, are suspended.

PREVENTING WORKPLACE EXPOSURE
The following actions will be taken in an attempt to prevent workplace exposure:

Notification of Illness. Any employee who experiences symptoms of any illness will remain home from work, or leave work immediately if symptoms develop at work. Employees will notify a department manager or human resources if the employee or a member of their household test positive for COVID-19 or experience systems consistent with COVID-19.

Physical (social) Distancing and other Prevention.
- Wear facial coverings as required by a statewide proclamation.
- Complete health screenings prior to each workday or shift.
- Hold virtual meetings if possible. Minimize in-person meetings and assure physical distancing requirements can be met;
- Adhere to physical distancing policies through the use of email, phones and teleconferencing/webinars, when possible, rather than face-to-face contact; and avoid handshakes.
- Effectively handle materials and customers, they could be contaminated; and
- Wash hands often and practice other sanitary means to prevent spread of germs.

Police Department: Public Safety employees should immediately consider showering and changing clothing at the end of each shift (before going home) to minimize risk of exposure to family members;

Work-related Travel and Training. Employees may attend in-person training if social distancing and other disease control measures are required. Travel for essential training may be approved by the City Manager.

Telework: Eligible employees are encouraged to work remotely when possible, provided it does not interfere with continuing essential city services. Eligible employees are those whose job duties can be completely or substantially performed from home, as determined by their manager. Eligible employees may also be required to work remotely to minimize contact and/or allow social distancing among employees in City facilities.

At Risk Employees: Individuals deemed by the CDC as being at higher risk of suffering severe illness or death from COVID-19. Based on current CDC guidance, this definition includes:
1. Individuals aged 65 years and older;
2. Individuals who live in a nursing home or long-term care facility;
3. Individuals of any age with an underlying medical condition, including:
    - Chronic lung disease; Moderate to severe asthma; Serious heart condition; Diabetes; Severe obesity (Body Mass Index ≥ 40); Chronic kidney disease undergoing dialysis; Liver disease;
    - Any condition that compromises an individual's immune system, including: Cancer treatment; Smoking; Bone marrow transplantation; Organ transplantation; Immune deficiencies; HIV or AIDS;

Prolonged use of corticosteroids (often seen in individuals with autoimmune diseases); Any other immune-weakening condition.

Employees who are in one of these populations will not be required to report to work, and will be provided with work to perform at home, if possible.

RESPONDING TO A WORKPLACE EXPOSURE

If an employee is diagnosed/confirmed positive with the virus or reports symptoms of the virus, the following actions will be taken:

- Employees who are experiencing symptoms will be encouraged to obtain a test for COVID-19.
- ~~Employees who test positive for COVID-19 will be placed on paid leave for three weeks or until a medical professional authorizes return to work.~~
- ~~Employees who have been in close contact to someone who has tested positive for COVID-19 and is in mandatory quarantine, will be on paid leave for two weeks.~~
- ~~Employees who have symptoms consistent with COVID-19 or who test negative will be placed on paid leave until 72 hours after their symptoms have resolved without the use of fever reducing medications.~~
- Employees who test positive for COVID, have been in close contact with someone who tested positive or who have symptoms consistent with COVID will be placed on paid leave and asked to isolate for the period of time recommended by Clark County Public Health. Employees who are not ill will be asked to work at home if possible.
- Employees who believe the exposure was work related will be encouraged to submit an application for workers compensation benefits.

The workplace will be shut down and disinfected before allowing other employees to return.

WORKPLACE LEAVE POLICIES

Employees who are unable to work due to the COVID-19 pandemic as listed below will be placed on paid leave and will be paid at their regular hourly rate without having to use accrued leave hours. This leave policy will supersede any current City Employment Policies that address leave from work:

- Employees who are placed on leave due to an exposure as described in the "responding to workplace exposure" section of this Plan.
- Employees who are not working because they are in one of the at risk categories as described in this plan or are caring for someone in their household who is one of the categories.
- Employees who need to care for children who are without adequate care due to a school shutdown or are unable to find childcare services due to the pandemic.
- Employees who are not able to work because of the City's operational changes.

Personal Travel. If an employee chooses travel for personal reasons to a high-risk country and is quarantined upon return to the US, the City will not pay the employee during this timeframe. The employee would have the ability to utilize any applicable earned leave (sick, vacation, etc.) while quarantined. The City reserves the right to place the employee in voluntary quarantine under these conditions.

INFECTION CONTROL MEASURES

The City will take the following infection control measures:

- Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your workplace and in high visibility locations;
- Provide soap, water, and hand sanitizer in multiple locations and routinely refill;
- Provide facial coverings for all employees;
- Conduct health screenings for all employees prior to each workday or shift;
- Require employees to clean hands often by washing for at least 20 seconds using soap and water, or using hand sanitizer if soap and water is not available;
- Supply tissues and no-touch waste bins;
- Ask employees to stay home when sick; and
- Require that employees routinely clean commonly touched surfaces and sanitize all areas of their workspace daily.

ENCOURAGE PHYSICAL DISTANCING

Physical distancing is an intervention to increase the distance between people and reduce the spread of disease. To encourage physical distancing, the following measures are put in place:

- Implement policies and procedures for employees to work remotely, if possible;
- Permit flexible work hours, if possible;
- Provide the technology and infrastructure needed to support multiple employees working from home;
- Place appropriate signage at all entrances and an information monitor at the designated entrance for customers, visitors, etc.;
- Place a locked drop-box at the designated entrance to the building, where documents and payments can be submitted safely, without the need to interact directly with staff;
- Provide email and telephone number on signage for assistance to customers utilizing the drop box; and
- Establish employee business travel and training restrictions to minimize risk.

SEPARATE SICK EMPLOYEES

- Employees who report to work having a fever or flu-like symptoms upon arrival, or who become sick during the workday, should be separated from others and immediately sent home; and
- Ensure that all managers and supervisors are aware of City policies and the expectation that sick employees stay home.

ANTICIPATE ABSENTEEISM

The City will anticipate absenteeism due to COVID-19 and will:

- Prepare for employee absences resulting from personal illness, caring for ill family members, and dismissal of early childhood programs and K-12 schools;

- Be ready to adapt business practices to maintain critical operations; and
- Prepare to temporarily suspend non-essential operations, if necessary.

COMMUNICATION PROTOCOL

The City recognizes that communication is critical during this pandemic and for employees who are working remotely. Therefore, the City will:

- Keep all employees informed about City operations, wellness activities, safety and COVID-19 updates through postings, email, City Intranet and the Employee Hotline when necessary;
- Provide positive, factual information which will help calm and encourage staff;
- Establish clear lines of communication between within and between departments to ensure critical services can be provided; and
- Provide timely and factual press releases as needed to keep community informed.

PROCESS FOR ACTIVATING THE CITY'S PLAN WHEN THERE IS A REPORT OF COVID IN THE WORKPLACE

- Employees must immediately notify, by phone or email only, their manager or Human Resources if they have experienced an exposure or received a presumed or confirmed diagnosis of coronavirus.
- Employees who have been medically diagnosed with the virus or who were quarantined will submit a physician's release to return to work, if possible.
- The City will work with local health officials as needed or required for contact notification.

MODIFICATIONS TO THIS PLAN

The City will comply with the restrictions of all state and federal emergency proclamations and declarations related to COVID-19. In the event a proclamation or declaration modifies this Planned Response, the remainder of this Planned Response will remain in full force and effect.