RIDGEFIELD CITY COUNCIL
MEETING AGENDA

Thursday, August 22, 2019
RACC - Columbia Assembly Room
510 Pioneer Street, Ridgefield, WA 98642

I. STUDY SESSION - 5:30 P.M.

1. **2020 Baseline Budget Presentation - Kirk Johnson, Finance Director**

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

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

III. INTRODUCTION AND OATH OF OFFICE FOR OFFICER SANTOS - JOHN BROOKS, POLICE CHIEF

IV. PUBLIC COMMENT

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

V. CONSENT AGENDA

1. **Approval of Claims And/Or Payroll**
2. **Approval of Minutes from the August 8, 2019 Meeting**

VI. PRESENTATION

1. **Second Quarter 2019 Financial Report - Kirk Johnson, Finance Director**

VII. PUBLIC HEARING

1. **Public Hearing - Hearing on Previous Action Taken Regarding Emergency Moratorium (Gasoline Stations in CNB Zone) - Steve Stuart, City Manager**

VIII. PUBLIC COMMENT

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

IX. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

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

X. ADJOURN

mggg

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

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE: August 22, 2019

ITEM: STUDY SESSION - 5:30 P.M.

AGENDA ITEM TITLE: 2020 Baseline Budget Presentation

GOVERNING LEGISLATION:

RCW 35A.33; Budgets in Code Cities, City of Ridgefield Financial Policy #07: Budget

PREVIOUS COUNCIL ACTION TAKEN:

Council adopts an annual budget. The 2019 annual budget was adopted December 6, 2018

SUMMARY/BACKGROUND:

Introduction to the baseline operating budget and budget assumptions

BUDGET/FINANCIAL IMPACTS:

N/A – Presentation, discussion and Council direction

RECOMMENDED ACTION OR MOTION:

No action requested at this time

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS: 8.22.2019 Baseline Operating Budget (PDF)

2020 Baseline Operating Budget

August 22, 2019

Agenda
2020 Baseline Operating Budget

- Budget Calendar
- Key Assumptions
- Baseline Operating Budget
- Available Fund Balance
- Revenue Projection – Special Revenue and Capital Project Funds
- Next Steps

2020 Budget Calendar

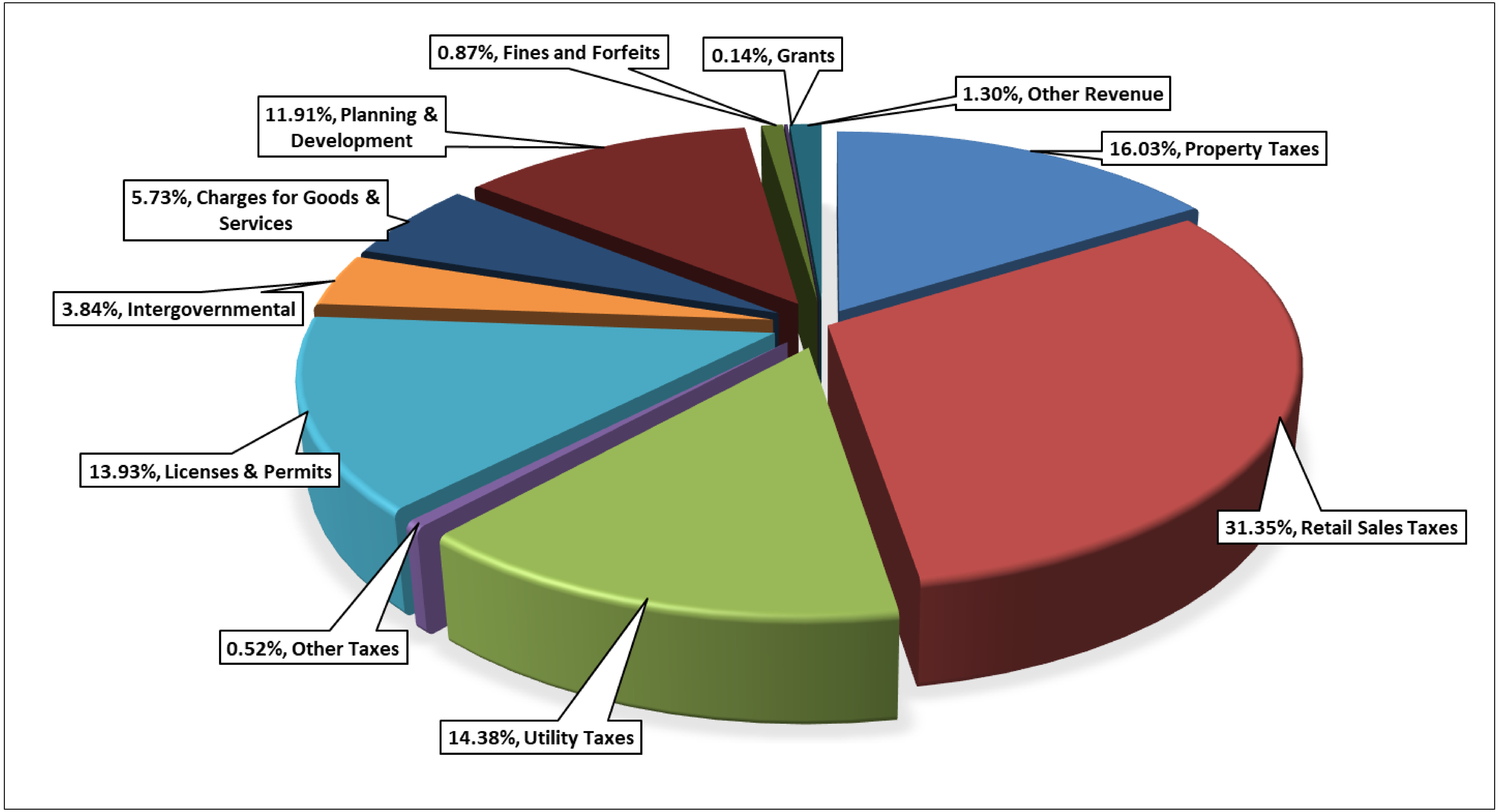
Week of	May	June	July					Aug				Sept					Oct				Nov				Dec				
			1	8	15	22	29	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	2	9	16	23	30
City Council Goals/Retreat																													
Review Financial Sustainability Model (6 Year)																													
Management Initiatives/Goals Retreat																													
Review Budget and Financial Policies																													
Review Economic Conditions						25th																							
Determine Baseline Assumptions																													
Develop Proposed Budget																													
Levels of Service																													
Baseline/Beginning Budget																													
New Programs or Initiatives																													
Update Indirect Cost Plan																													
Update Equipment Replacement Fund																													
Preliminary Budget																													
Operating																													
Capital																													
Update Financial Forecast																			24th										
Adopt Final Budget																													
Conduct Hearing on Revenue Sources																			24th										
Draft Final Budget																													
Adopt Property Tax Levy																			24th		7th								
Update Utility Rates																			24th		7th								
Final Budget and Conduct Hearings																					7th		21st						
Executive Management Meetings (10 am)						24th			13th				10th					15th											
Budget Advisory Committee Meetings (10 am)									15th				12th					17th											
City Council Work Sessions						25th				22nd					26th				24th										

July 25 council presentation - Economic update and introduction to budget process and calendar
August 22 work session - Present baseline budget
September 26 work session - Present FTE initiatives, special revenue, capital and operating initiatives budget
October 24 work session - Update economic forecast and present preliminary budget

Key Assumptions
2020 Baseline Budget

A baseline budget consists of the current years operating budget adjusted for inflation, contractual commitments, cost of living adjustments and population projections. The baseline assumes the City will maintain levels of service consistent with current operations.

Key Assumptions General and Street Fund Revenue Structure 2020 Estimate

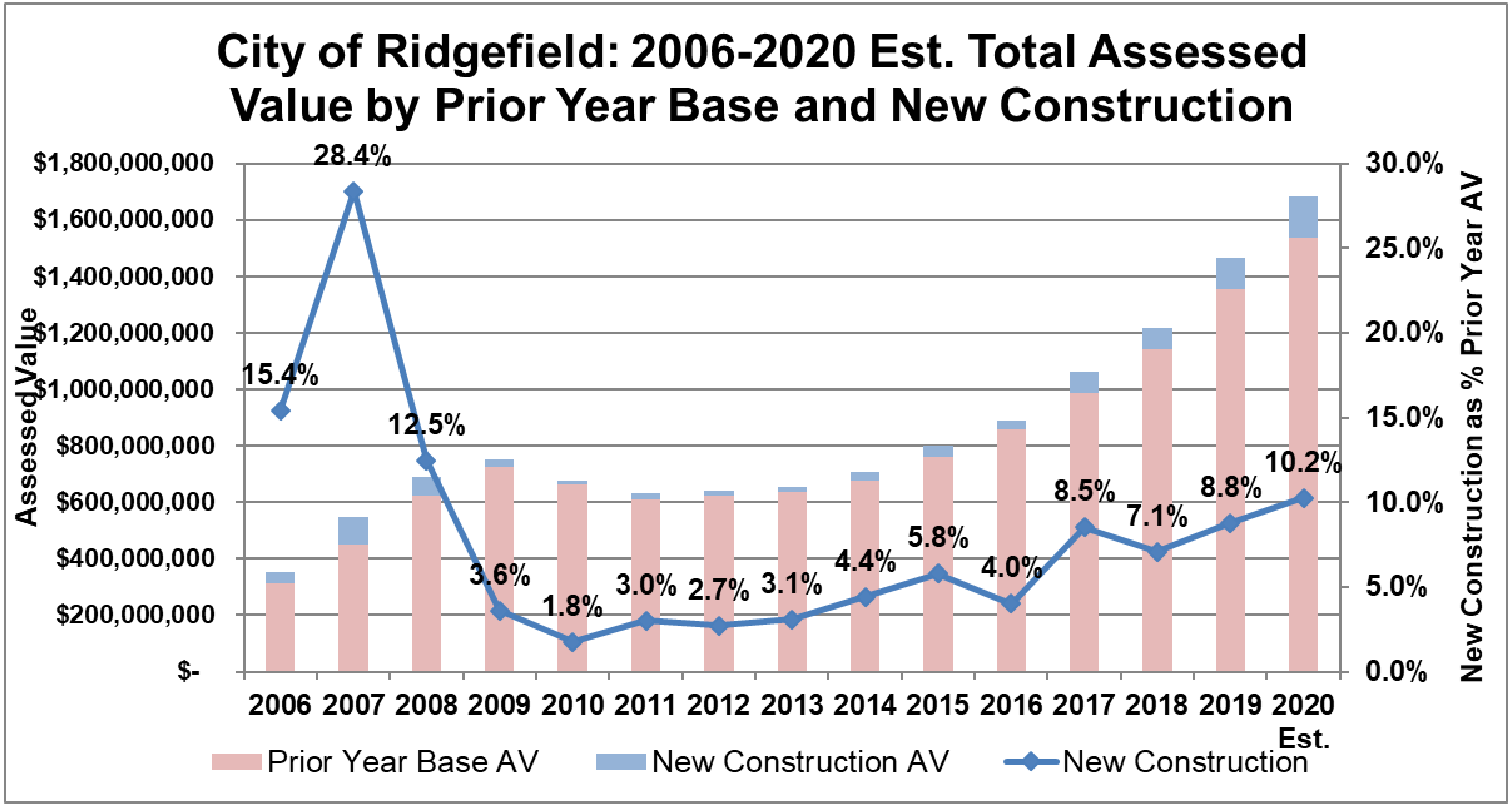


Source: City of Ridgefield Finance Department

Key Assumptions
Property Tax Levy

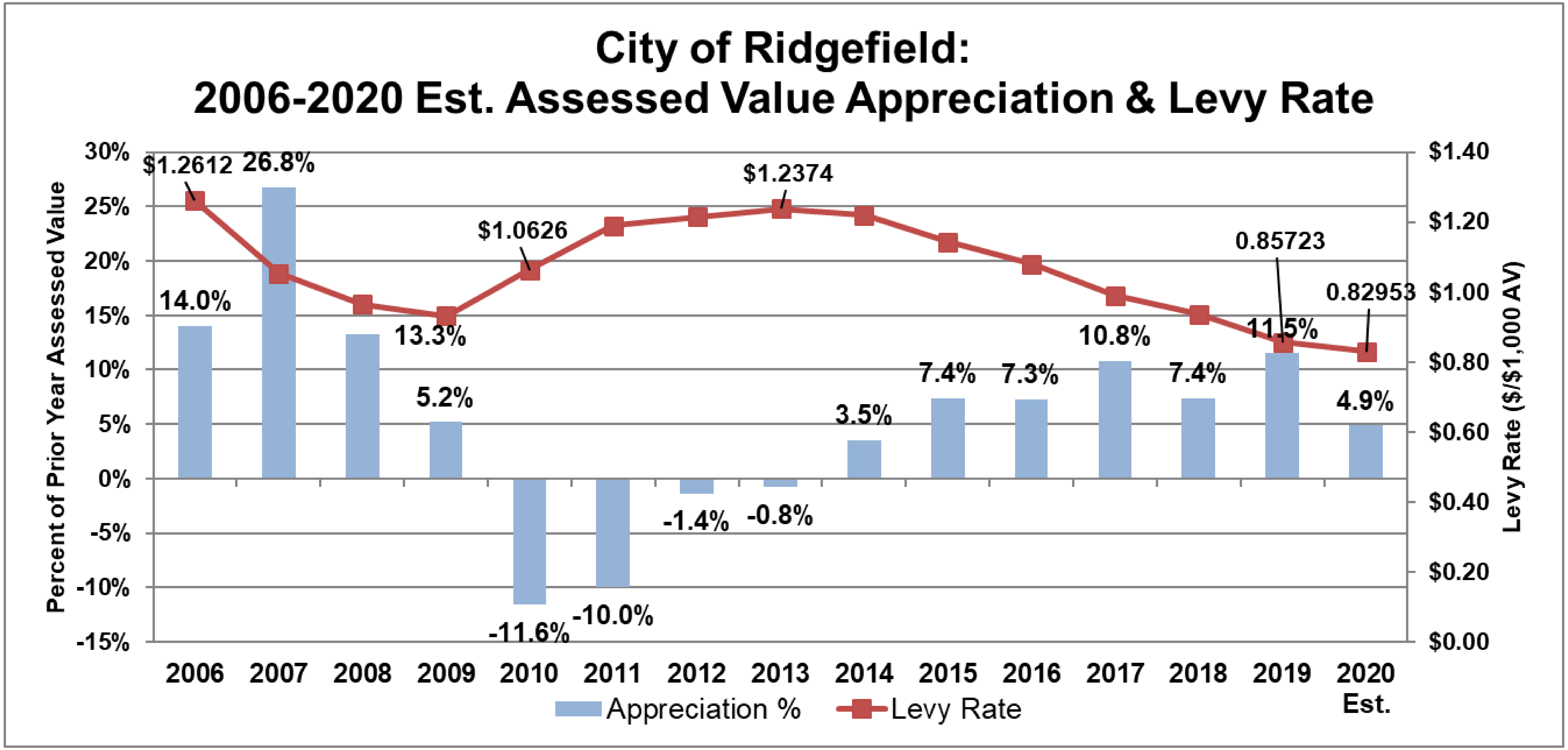
- 1% statutory increase - $12,545
- New construction property tax increase of $128,584
  - $150 million in new construction
- Total property tax revenue $1,400,000

Key Assumptions
Property Tax New Construction



Source: Clark County Assessors Office

Key Assumptions
Assessed Value Appreciation and Levy Rate

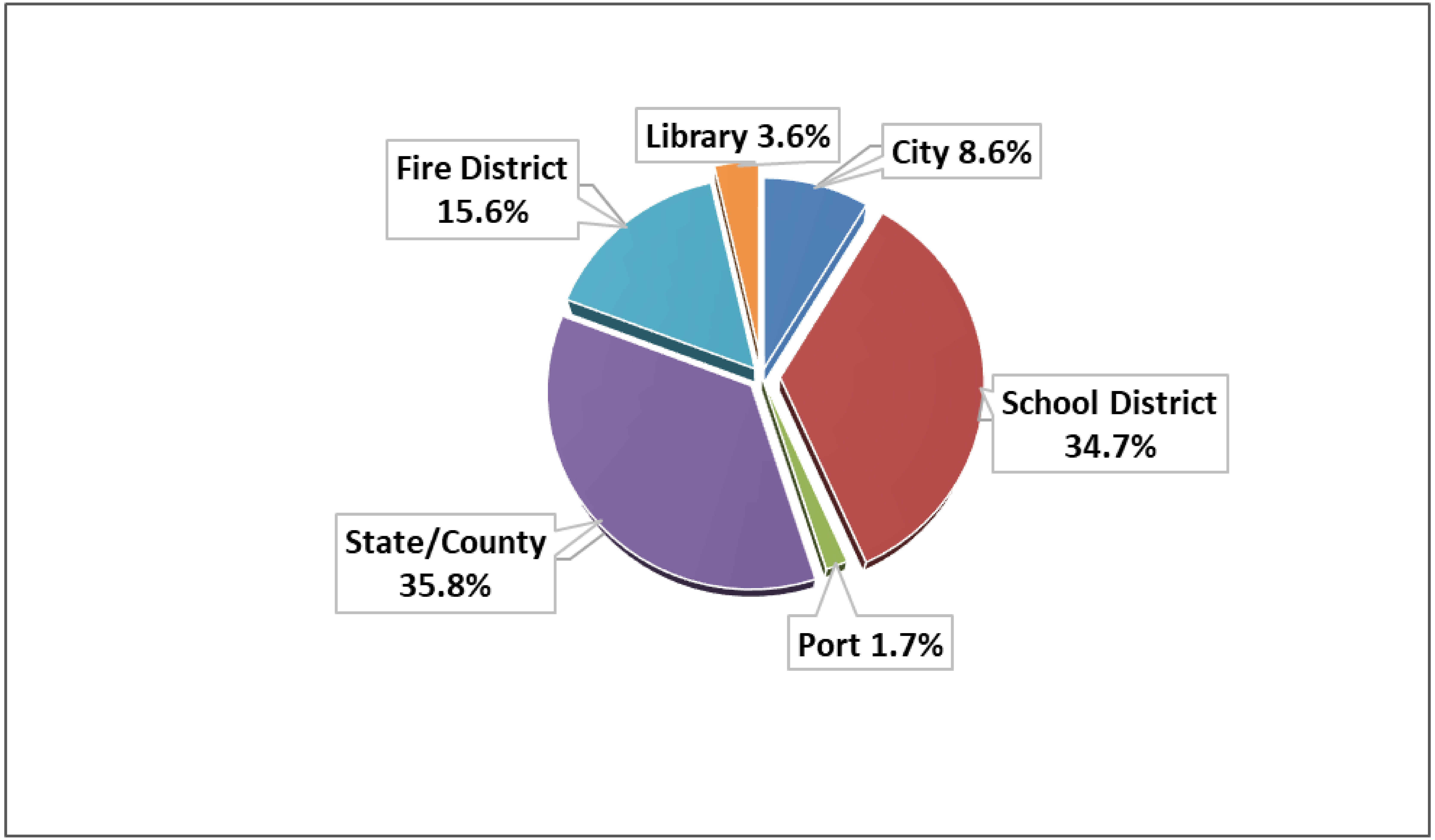


Source: Clark County Assessors Office

Key Assumptions
2019 City Property Tax Levy Rate as a Percentage of Total

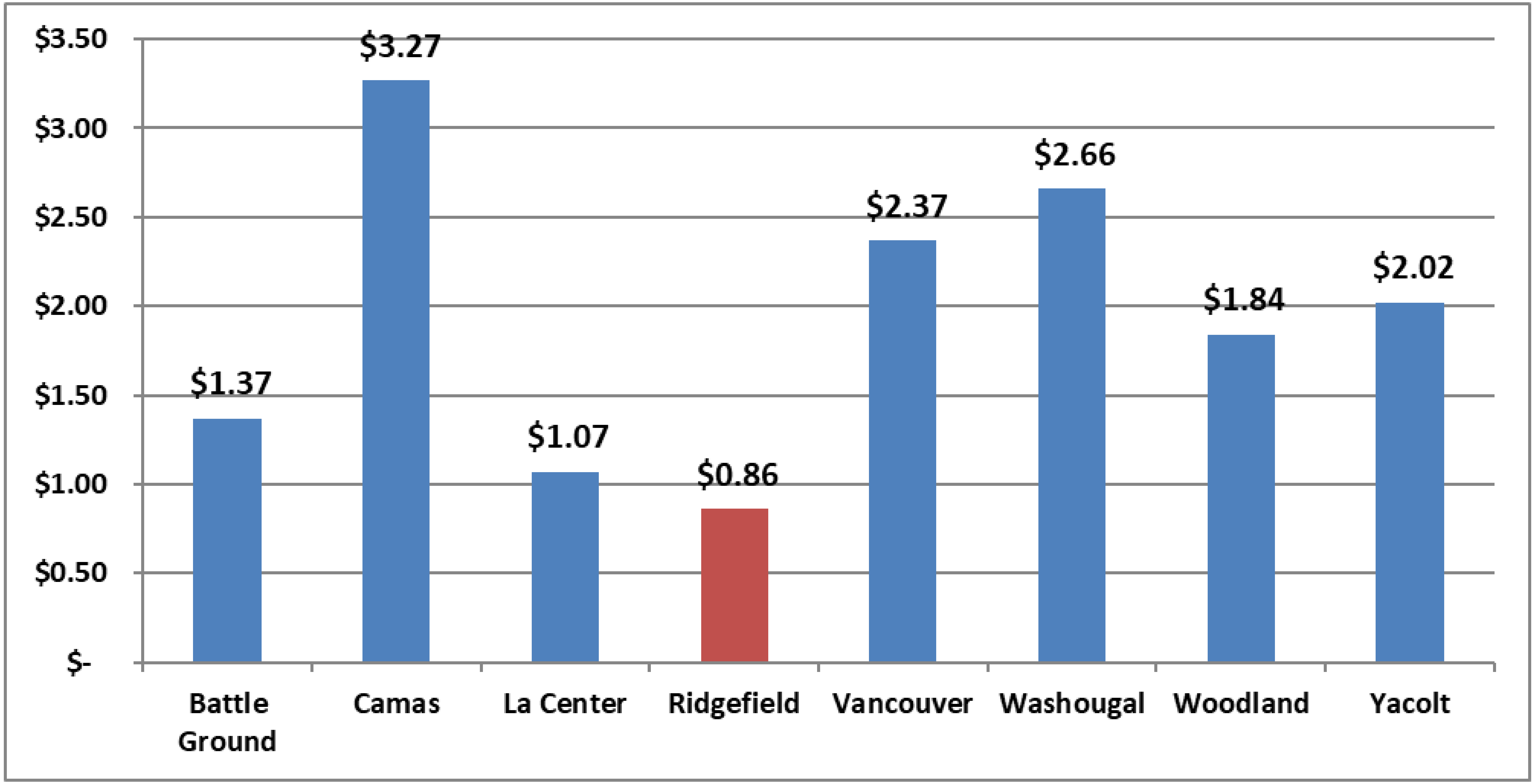
Total Property Tax Levy

• City	$0.86
• School District	$3.45
• Port of Ridgefield	$0.17
• State/County	$3.56
• Fire District	$1.55
• Library	$0.36
• Total Levy	$9.95



Source: Clark County Assessors Office

Key Assumptions
2019 Property Tax Levy Rate County Comparison

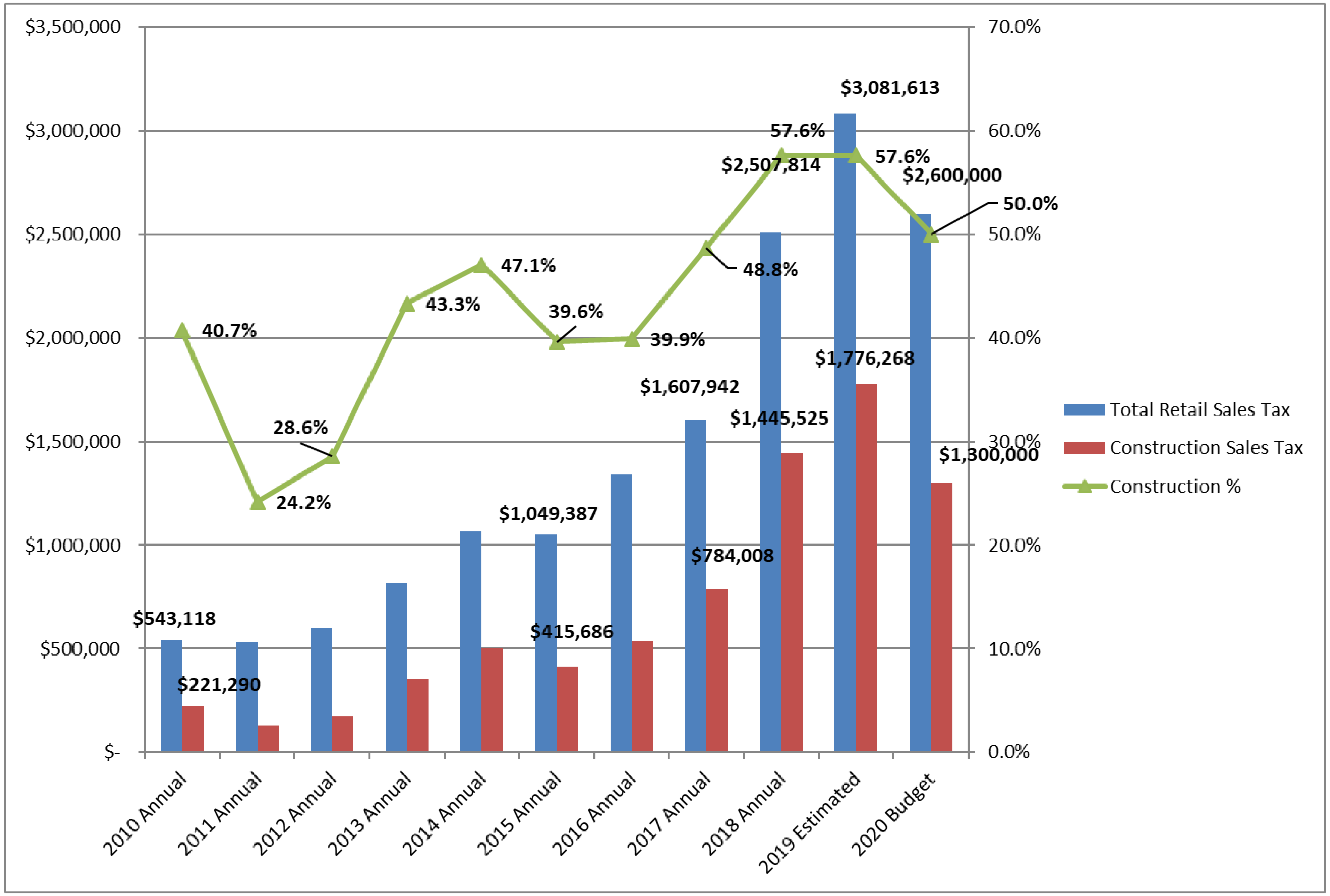


Source: Clark County Assessors Office

Key Assumptions
Retail Sales and Use Tax

- Estimate a 28% increase in overall retail sales tax compared to 2019 adopted budget
- Total construction related sales tax $1,300,000 increase 11% over 2019 adopted budget, 37% decrease over 2019 year-end estimate
- Total retail/other trades sales tax $1,300,000 increase 52% over 2019 adopted budget, flat over 2019 year-end estimate
- Construction related sales tax 50% overall.
- Total retail sales tax forecast $2,600,000

Key Assumptions
Retail Sales and Use Tax Trends

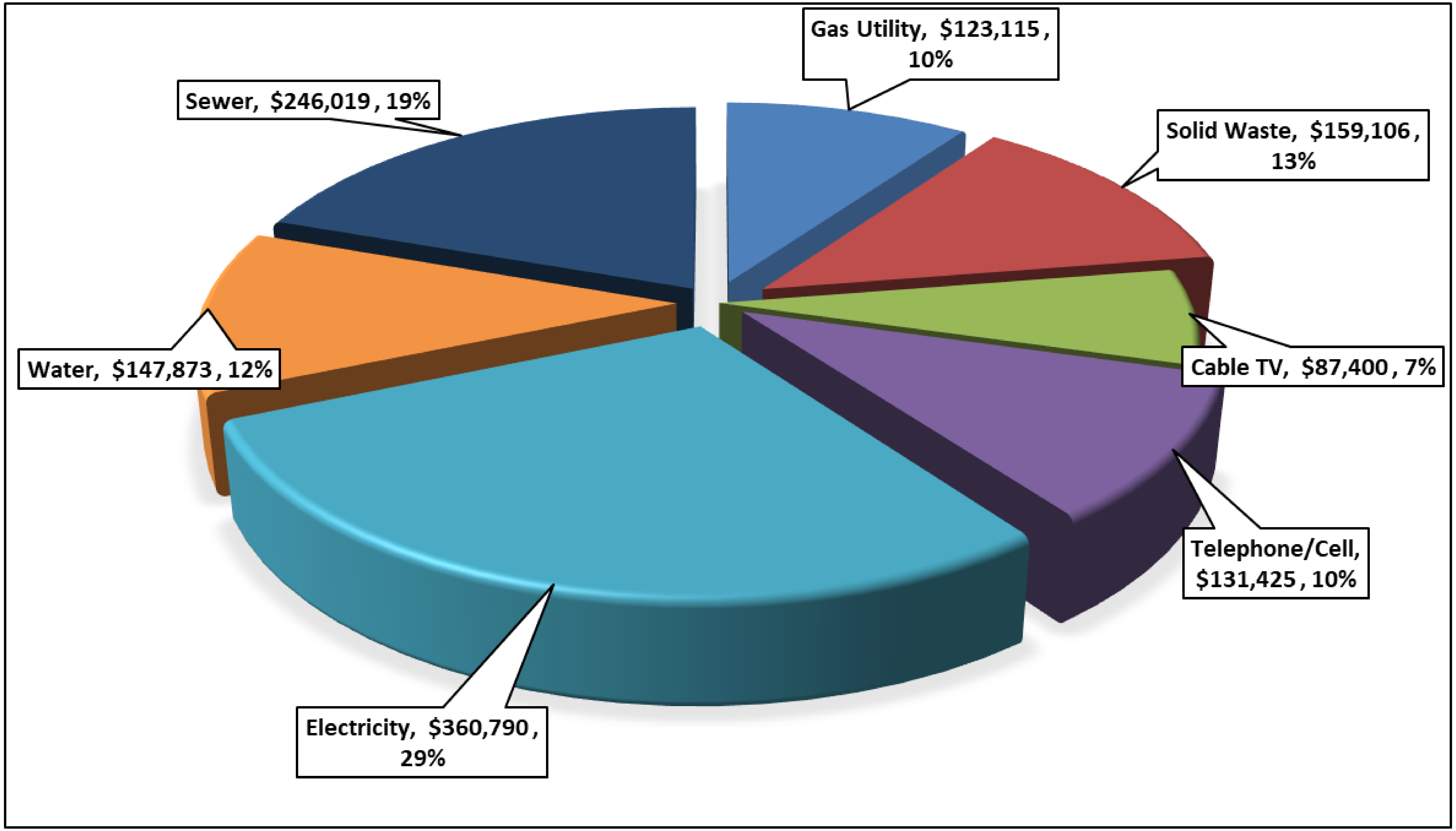


Source: City of Ridgefield Finance Department

Key Assumptions
Utility Tax

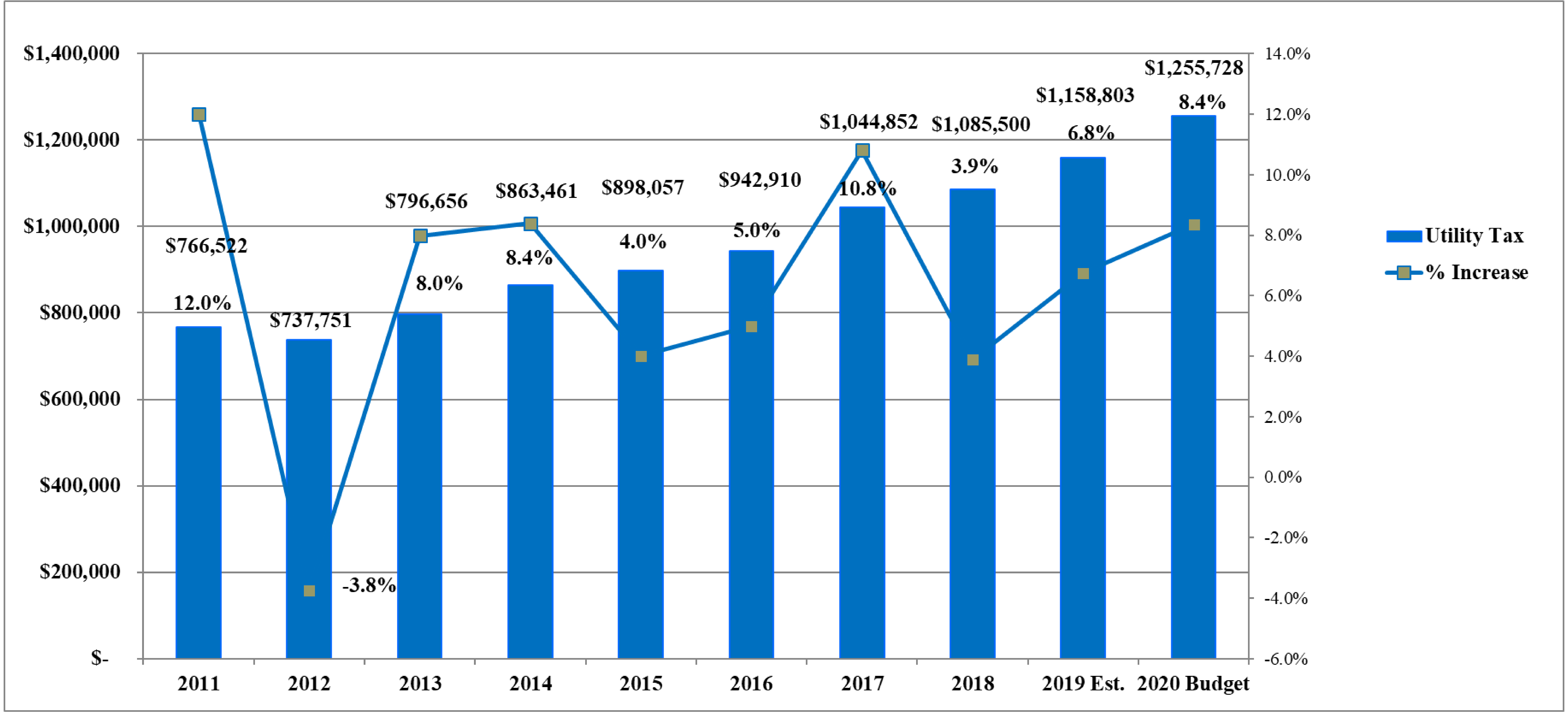
- 3 year trend
- Rate increases
  - Water – 3% increase per rate model
  - Storm Water – not subject to utility tax
  - Sewer – No increase
  - Solid Waste – 1% increase
  - Telephone, electricity, cable TV, natural gas – no anticipated rate increases
- Total utility tax revenue $1,255,728- increase 7.1% over 2019 adopted budget

Key Assumptions
Utility Tax Revenue Structure



Source: City of Ridgefield Finance Department

Key Assumptions
Utility Tax Trends



Source: City of Ridgefield Finance Department

Key Assumptions
City Utility Rates

- 2020 Utility rate increases per rate model
  - Water $1.70 per bi-monthly billing @ 1,000 cf average. Revenue increase of $53,837
  - Stormwater $0.55 per bi-monthly billing. Revenue increase of $21,156
- 2020 Utility rate increases option
  - Water $0.74 per bi-monthly billing @ 1,000 cf average. Revenue increase of $26,919
  - Stormwater $1.00 per bi-monthly billing. Revenue increase of $38,787

Key Assumptions
Sewer Utility Rates

- Sewer utility rate trend
  - Sewer rate for 2020 - No increase for monthly sewer service

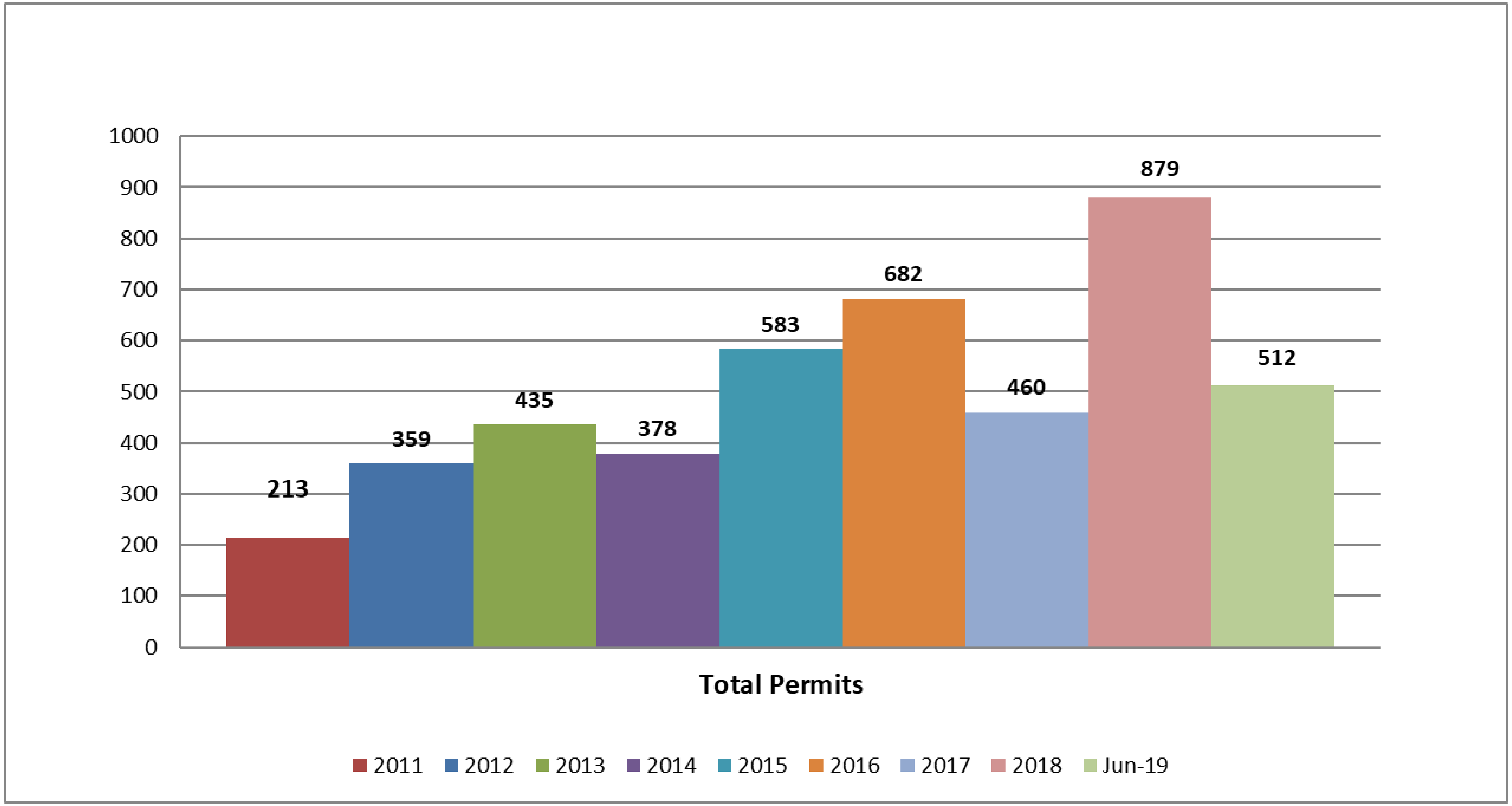
MONTHLY SEWER SERVICE	2014	2015	2016	2017	2018	2019	2020
Base Rate (Central Service Area)	$ 36.00	$ 37.00	$ 38.00	$ 38.00	$ 38.00	$ 39.00	$ 40.00
System Integration Charge	19.00	18.80	18.50	17.70	17.00	16.60	15.60
Total Sewer Service Charge	55.00	55.80	56.50	55.70	55.00	55.60	55.60
City Operating Fee (10%)	5.50	5.58	5.65	5.57	5.50	5.56	5.56
TOTAL BILL PER ERU/MONTH	**$ 60.50**	**$ 61.38**	**$ 62.15**	**$ 61.27**	**$ 60.50**	**$ 61.16**	**$ 61.16**
SYSTEM DEVELOPMENT CHARGES							
SDC per ERU	**$7,550.00**	**$7,550.00**	**$7,550.00**	**$7,550.00**	**$7,550.00**	**$7,950.00**	**$8,350.00**

Source: Clark Regional Wastewater District

Key Assumptions
Permits and Development Fees

- 2020 Commercial and residential building expected to continue at current pace.
- Population projection of 7% annual increase and inventory of buildable lots to estimate new single family residential permits.
- Estimate 275 permits - $1,200,655
- Commercial estimate - $711,658
- Total license, permit and development activity - $2,210,214

Key Assumptions
Permits and Development Trends

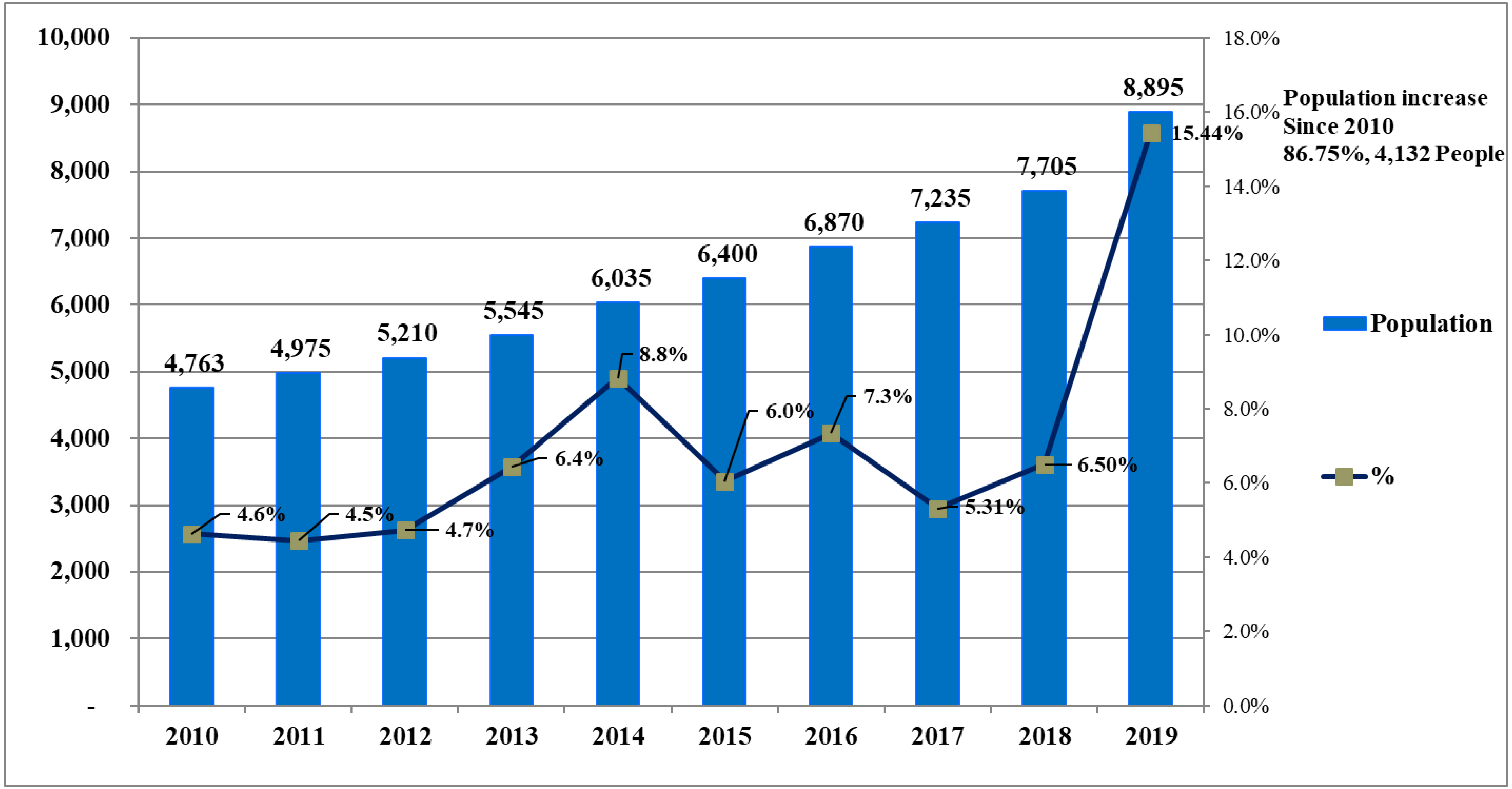


Source: City of Ridgefield Community Development Department

Key Assumptions
State Shared Revenue

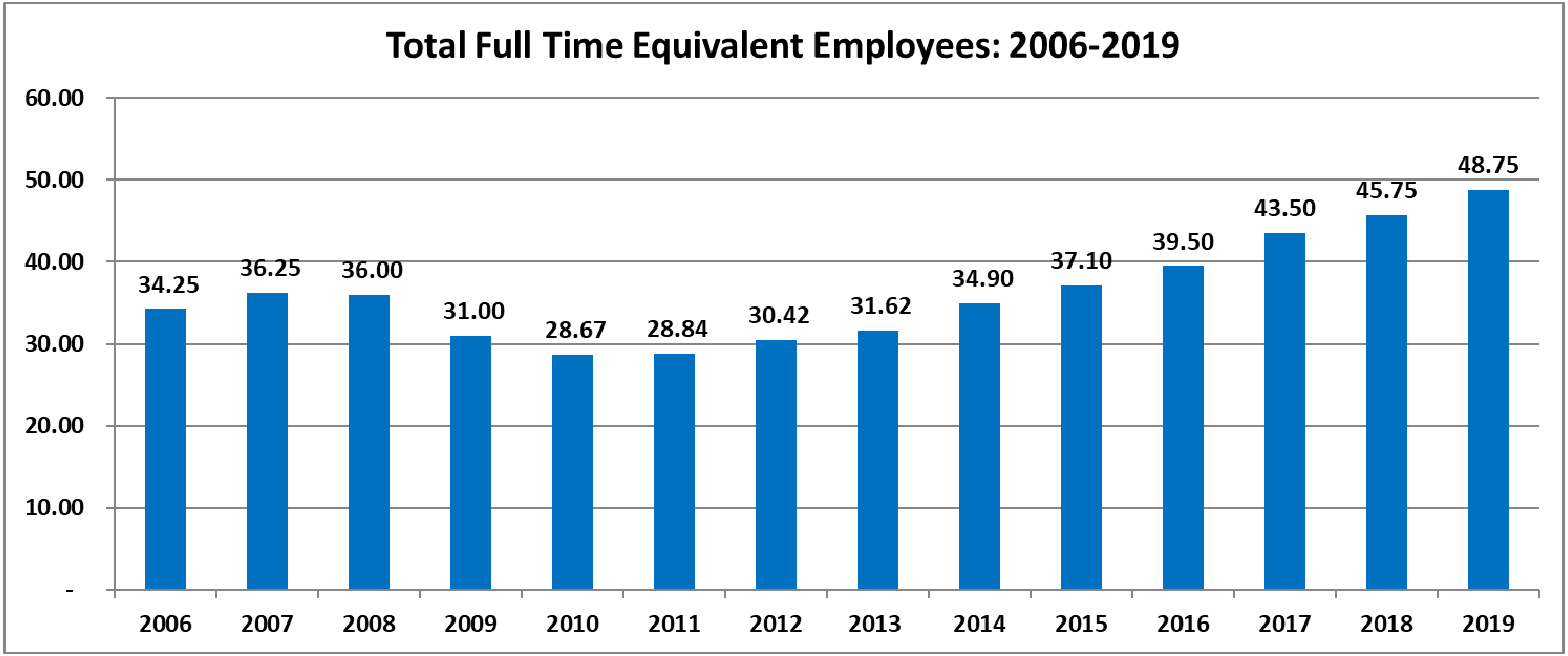
- Office of Financial Management population estimate as of April 1, 2019 – 8,895 an increase of 15.4%
- State shared revenue based on per capita
- State shared revenue $335,607 - 4% of revenue in the General and Street Fund
- April 1, 2020 population estimate 9,518

Key Assumptions
Population Growth Trends



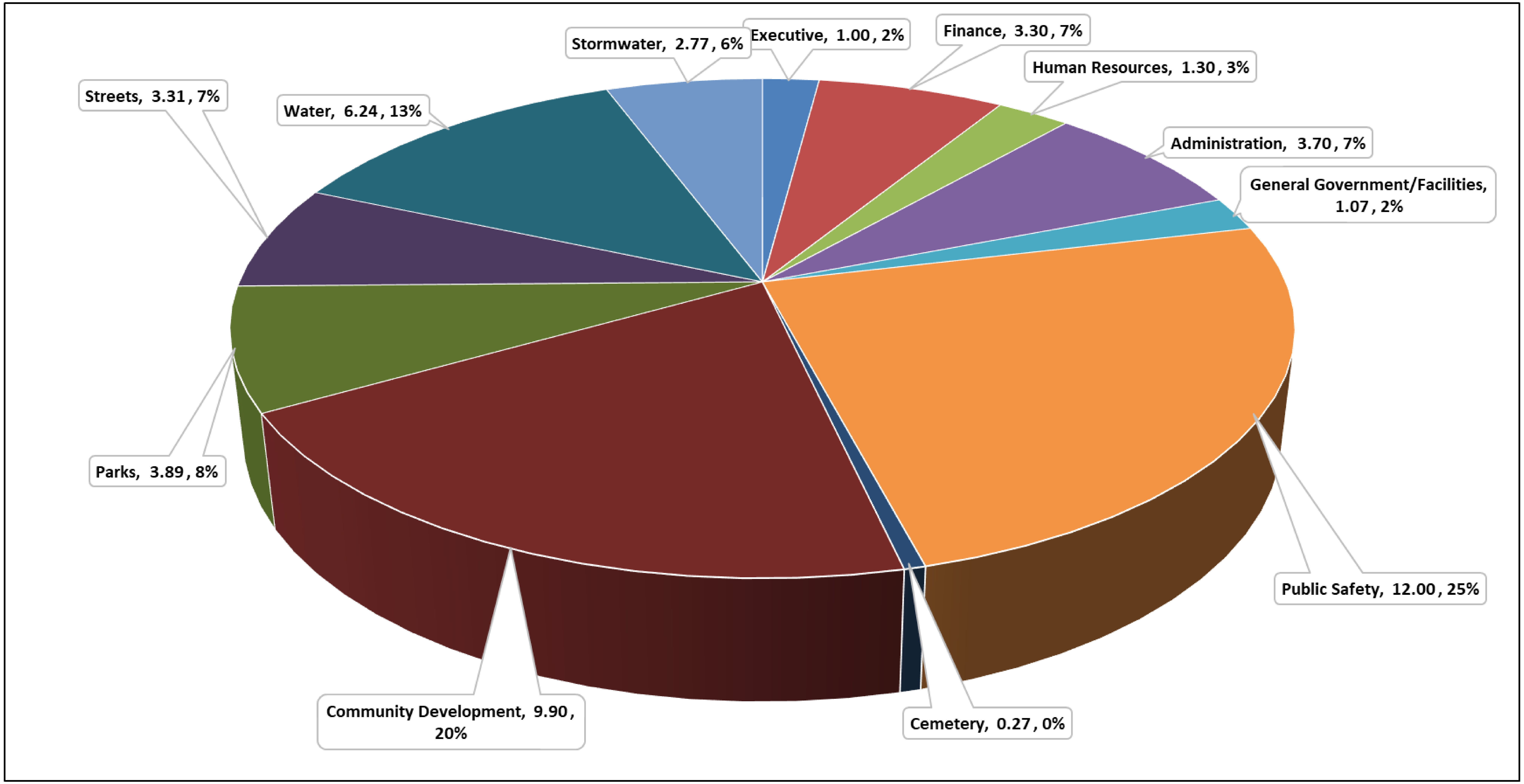
Source: Office of Financial Management

Key Assumptions
Staffing Levels: Citywide Trend



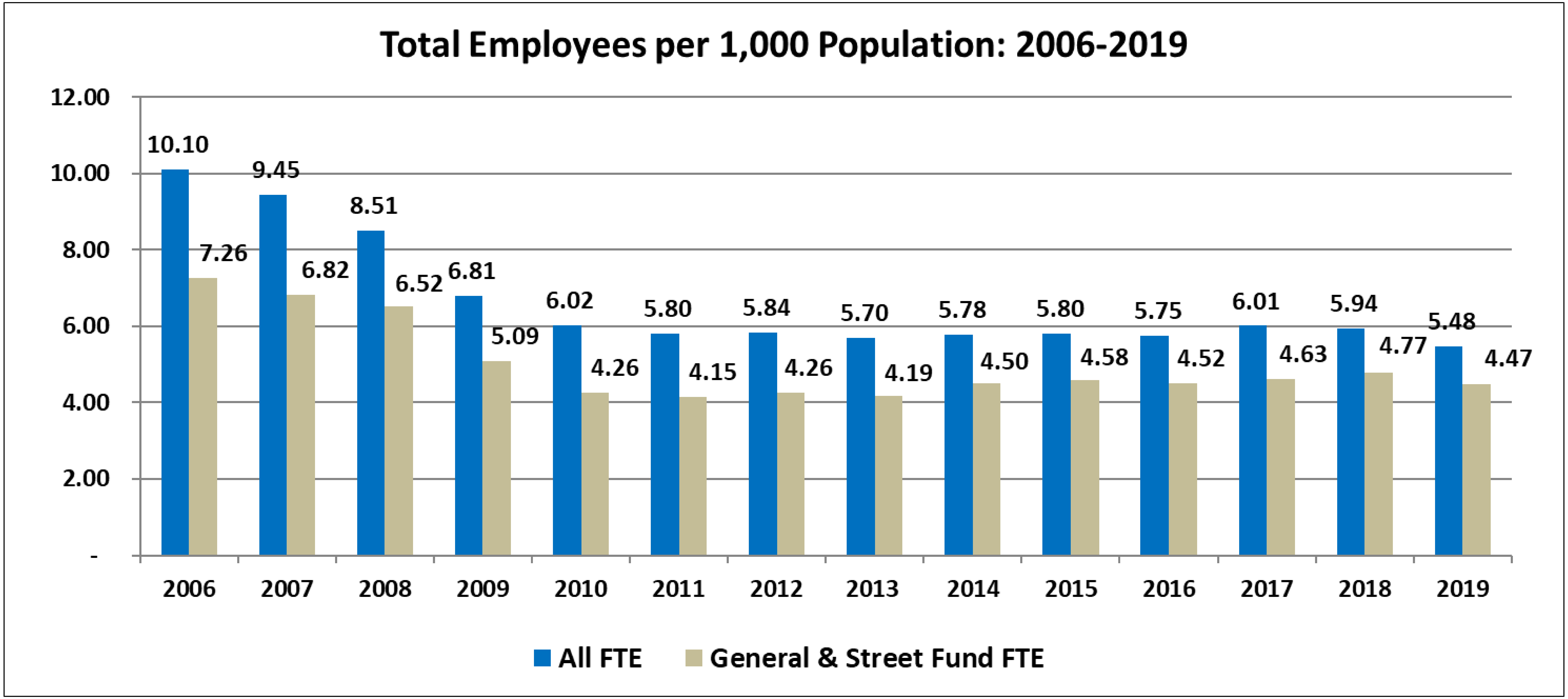
Source: City of Ridgefield Finance Department

Key Assumptions
Staffing Levels: 2020 FTE Allocation



Source: City of Ridgefield Finance Department

Key Assumptions
Staffing Levels: Per 1,000 Population



Source: City of Ridgefield Finance Department

Key Assumptions
Staffing Levels: Comparison to Other Cities

City	Population	Full-Time	Part-Time	Total	# of Employees per capita
Battleground	20,890	83	0	83	252
Washougal	16,020	74	0	74	216
Milton	7,900	40	1	41	193
Duvall	7,655	41	1	42	182
Vancouver	183,500	1052	30	1082	170
Woodland	6,205	35	2	37	168
Yelm	9,030	54	1	55	164
Ridgefield	7,705	45	3	48	161
LaCenter	3,320	23	1	24	138
Selah	7,820	59	1	60	130
Camas	23,770	195	10	205	116
City of Ridgefield Trend					
2020	8,895	45	3	48	185
2019	7,705	45	3	48	161
2018	7,235	43	0	43	168
2017	6,870	37	1	38	181
2016	6,400	35	2	37	173

Source: AWC

Attachment: 8.22.2019 Baseline Operating Budget (2020 Baseline Budget Presentation)

Key Assumptions
Wages and Benefits

- Wage adjustments per policy or labor agreement
- Health care increases – 10%
- City pension contribution
  - PERS – 12.86%
  - LEOFF – 5.33%
- Estimates for anticipated retirements included
- Staffing related expenditures estimated per employee

Key Assumptions
Non-Personnel

- Three year trend performed for baseline expenditures
- Inflation (West Region CPI-U 2.7%)
- Baseline includes contractual commitments
- Street fund transfer for operating expense $300,000
- Pavement preservation program transfer of $175,000
- ERF contributions per model
- 2020 capital contributions TBD
- 2019 capital project carry forward TBD

Key Changes 2020 Proposed Budget Compared to 2019 Adopted Budget

General Fund Revenue

- Total revenue increase 14% over 2019 adopted budget. 4.44% decrease over 2019 year end estimate
- Property tax revenue increase 11% (10% of increase is new construction)
    - $150 million in new construction
- Retail sales tax increase 28% compared to 2019 adopted budget
    - 16% decrease from 2019 year-end estimate
- Utility tax increase 6.6%
- Building permit revenue increase 14%
- Planning and Development revenue increase 22%
- Indirect allocations decrease 8%

Key Changes 2020 Proposed Budget Compared to 2019 Adopted Budget

General Fund Expense

- Baseline operating expense increase 13.9%
- Personnel expense increase 6.05%
- Street operations transfer decrease 10%
- Estimated lease costs (capital and operating) for RACC in General Fund is $150,170
- Estimated lease costs Public Safety $112,000 April – December 2020

Available

- Gen Gov ongoing $338,299
- Gen Gov one-time $1,382,351
- CDD ongoing $116,819
- CDD one-time $486,665

Key Changes 2020 Proposed Budget Compared to 2019 Adopted Budget

Street Fund Revenue

- Total revenue increase 0.3%
- Utility tax increase 14.6%
- Permits increase 28.6% ($4,491)
- Fuel/Multimodal tax increase 11.9%
- General Fund transfer decrease 10%

Street Fund Expense

- Baseline operating expense increase (excludes capital and one-time) 0.12%
- Personnel expense increase 12.5%

Key Changes 2020 Proposed Budget Compared to 2019 Adopted Budget

Water Fund Revenue

- Total revenue increase 8.5%
- User fee revenue increase 8.8%

Water Fund Expense

- Baseline operating expense increase (excludes capital and one-time) 4%
- Personnel expense increase 7.35%
- Indirect allocation decrease 9%

Available

- Ongoing $291,130
- One-Time $713,322

Key Changes 2020 Proposed Budget Compared to 2019 Adopted Budget

Storm Water Fund Revenue

- Total revenue increase 9.3%
- User fee revenue increase 9.6%

Storm Water Fund Expense

- Baseline expense decrease (excludes capital and one-time) -4.4%
- Personnel expense decrease 1.85%
- Indirect allocation decrease 15%

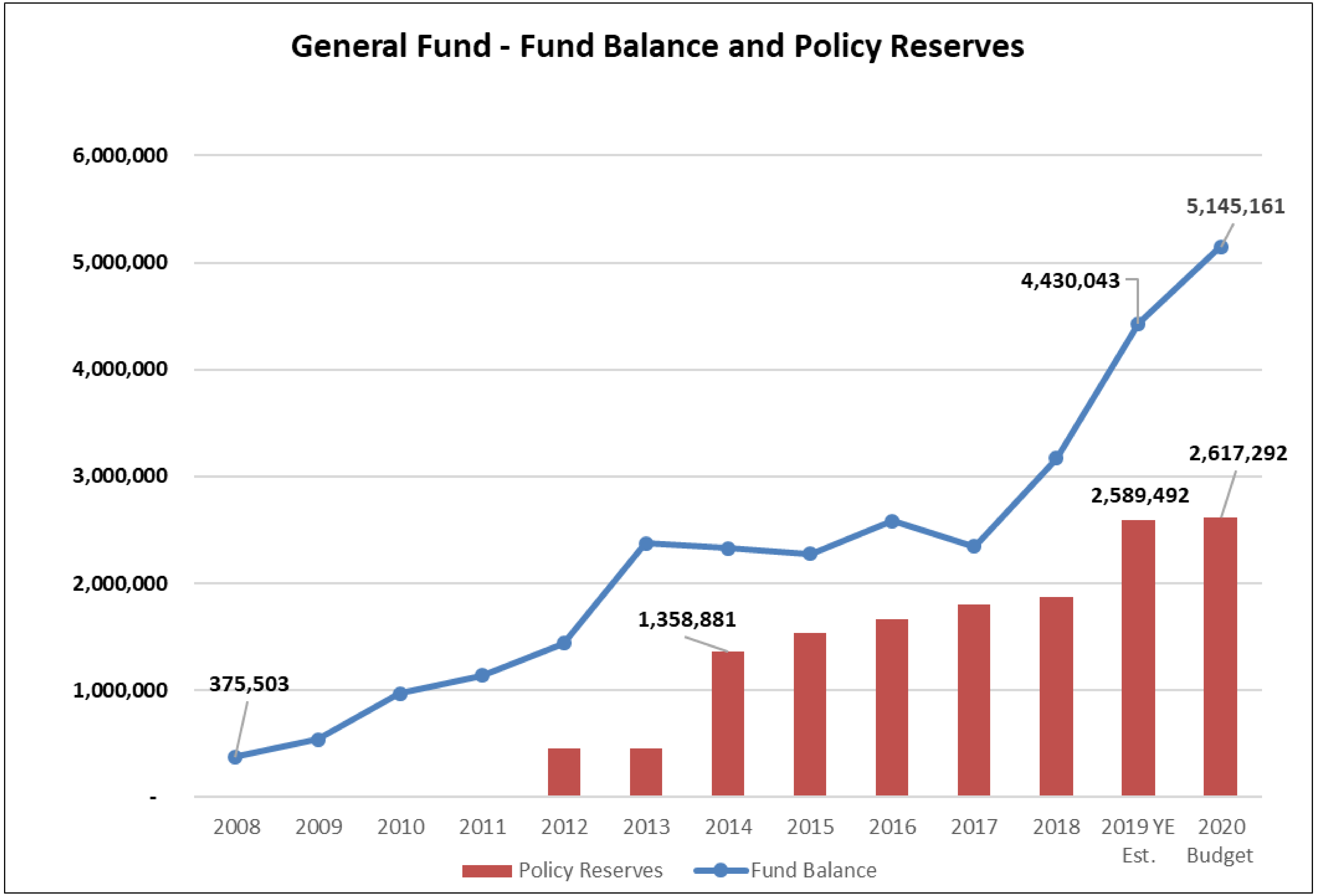
Available

- Ongoing or One-time $18,687

2020 Baseline Budget
2020 Estimated Policy Reserve Balances

	O&M	Revenue Stab.	Debt Service	Separation	Capital	Capital Repair & Replace	2020 Est. Reserves	2019 Reserves	% Change
General Fund	836,776	513,387	20,224	200,000	589,536	-	2,159,923	2,014,914	7.20%
Building & Permitting	269,235	188,134	-	-	-	-	457,369	574,578	-20.40%
Water Fund	383,086	-	-	-	154,947	298,993	837,026	688,217	21.62%
Storm Fund	147,494	-	-	-	123,863	107,433	378,790	275,728	37.38%
Total	1,636,591	701,521	20,224	200,000	868,346	406,426	3,833,108	3,553,437	7.87%

2020 Baseline Budget
Fund Balance and Policy Reserve Balances



2020 Baseline Budget
General Fund Revenues

Description	2017 Actual	2018 Actual	2019 Final Budget	2019 Est. Year End	2020 Baseline	2020 Additions	2020 Final Budget
001 General Fund							
Revenue							
Property Tax	1,056,195	1,149,449	1,260,000	1,260,000	1,400,000	-	1,400,000
Retail Sales & Other Tax	1,721,834	2,635,867	2,149,550	3,213,209	2,742,025	-	2,742,025
Utility Taxes	986,860	1,015,750	1,097,097	1,079,764	1,169,556	-	1,169,556
License & Permits	688,425	1,175,971	1,050,010	1,132,215	1,198,298	-	1,198,298
Planning & Development	616,645	1,089,769	849,393	1,040,479	1,039,736	-	1,039,736
Fines & Forfeits	70,716	76,029	72,675	81,612	75,900	-	75,900
Charge for Goods & Srvc	442,493	595,719	542,680	558,632	500,627	-	500,627
Intergovernmental/Grant	183,670	176,782	347,566	308,273	186,741	-	186,741
Other Rev/Donations	94,921	98,492	80,900	142,788	112,650	-	112,650
Transfers In	1,555	8,798	-	-	-	-	-
Total Revenue	***5,863,314***	***8,022,626***	***7,449,871***	***8,816,971***	***8,425,533***	***-***	***8,425,533***

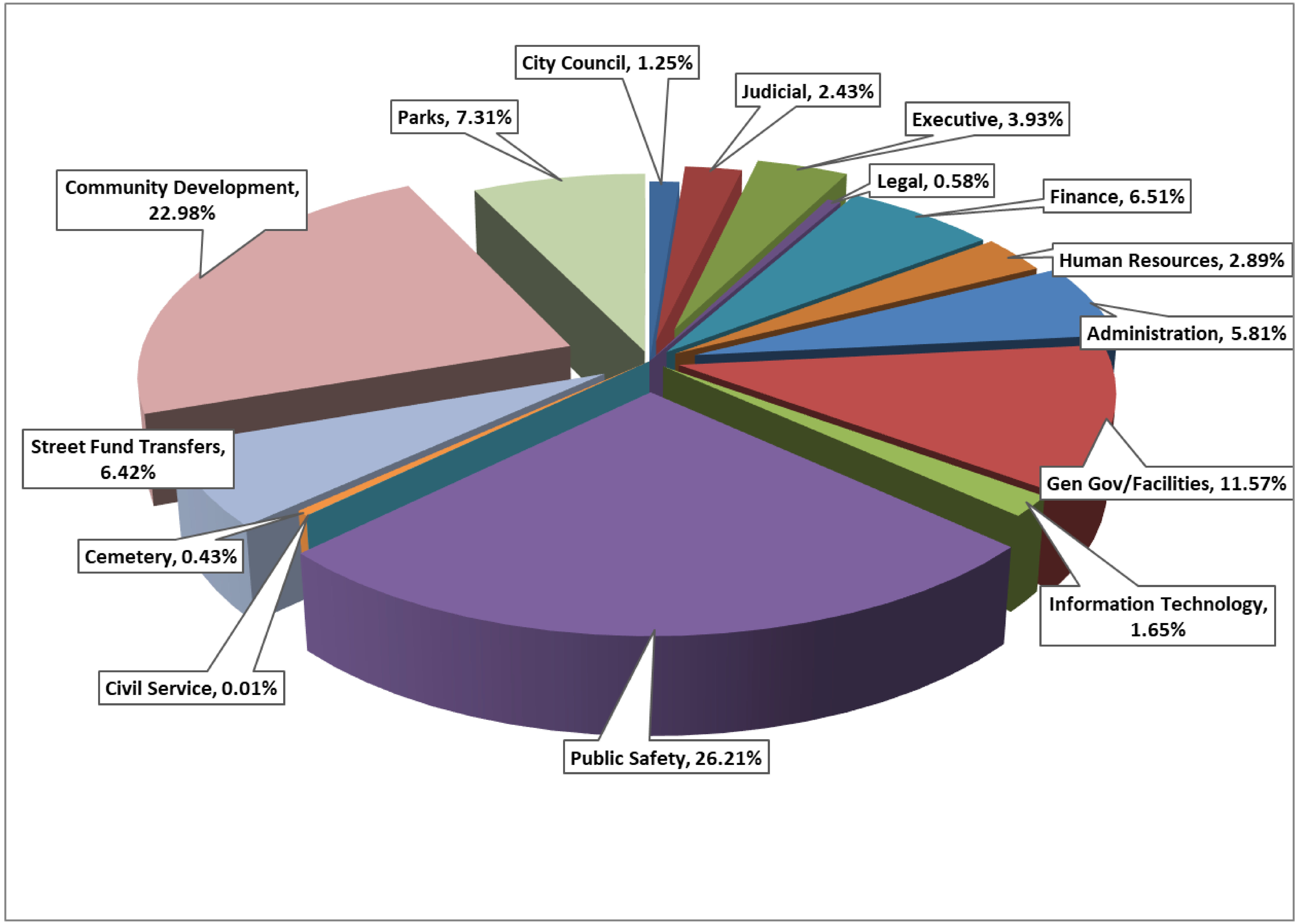
Attachment: 8.22.2019 Baseline Operating Budget (2020 Baseline Budget Presentation)

2020 Baseline Budget
General Fund Expenditures by Department

Description	2017 Actual	2018 Actual	2019 Final Budget	2019 Est. Year End	2020 Baseline	2020 Additions	2020 Final Budget
001 General Fund							
Expense							
City Council	81,627	80,622	88,748	88,153	96,482	-	96,482
Judicial	127,677	124,879	136,896	127,561	187,000	-	187,000
Executive	229,388	254,507	274,370	271,565	303,027	-	303,027
Legal	22,209	29,970	40,000	21,340	45,000	-	45,000
Finance	358,239	427,613	456,934	456,460	501,997	-	501,997
Human Resources	207,550	189,151	199,959	203,310	223,179	-	223,179
Administration	301,040	321,448	414,682	382,433	448,079	-	448,079
Gen Govt/Facilities	692,970	2,111,216	1,000,126	1,007,307	891,767	-	891,767
Information Tech	169,009	135,059	118,169	127,743	127,509	-	127,509
Public Safety	1,535,926	1,726,967	1,883,125	1,735,632	2,020,764	-	2,020,764
Civil Service	-	70	1,000	80	1,000	-	1,000
Cemetery	13,474	18,950	32,110	34,922	33,427	-	33,427
Transfers	476,100	341,124	667,170	667,170	495,000	-	495,000
Community Development	1,523,305	2,329,319	1,749,216	1,783,271	1,772,192	-	1,772,192
Parks	362,702	429,570	678,538	647,925	563,992	-	563,992
Total Expense	***6,101,216***	***8,520,465***	***7,741,043***	***7,554,873***	***7,710,415***	***-***	***7,710,415***
Net Total	***(237,902)***	***(497,839)***	***(291,172)***	***1,262,098***	***715,118***	***-***	***715,118***

Attachment: 8.22.2019 Baseline Operating Budget (2020 Baseline Budget Presentation)

2020 Baseline Budget
General Fund Expenditures by Department

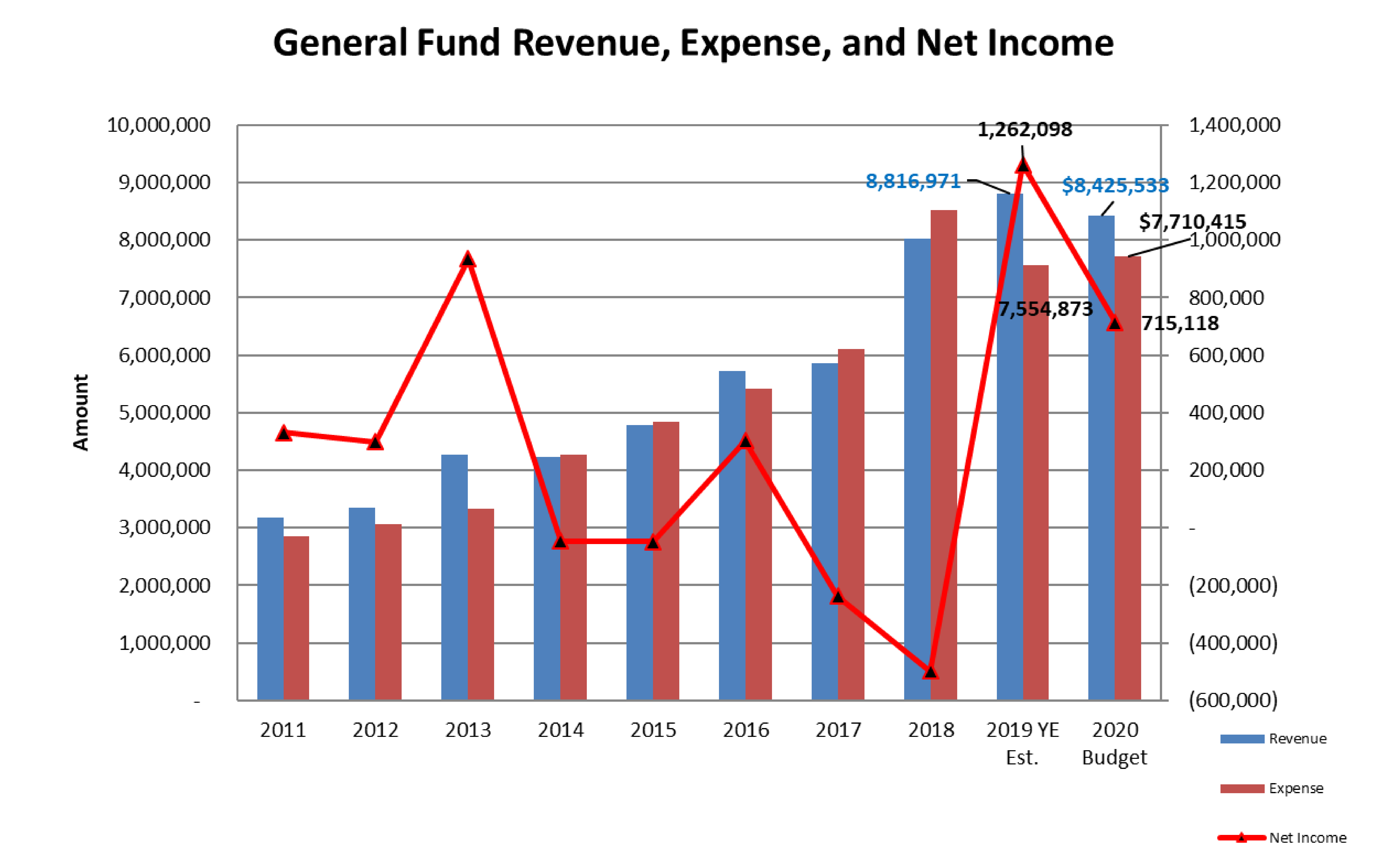


Source: City of Ridgefield Finance Department

2020 Baseline Budget
General Fund: Available Fund Balance

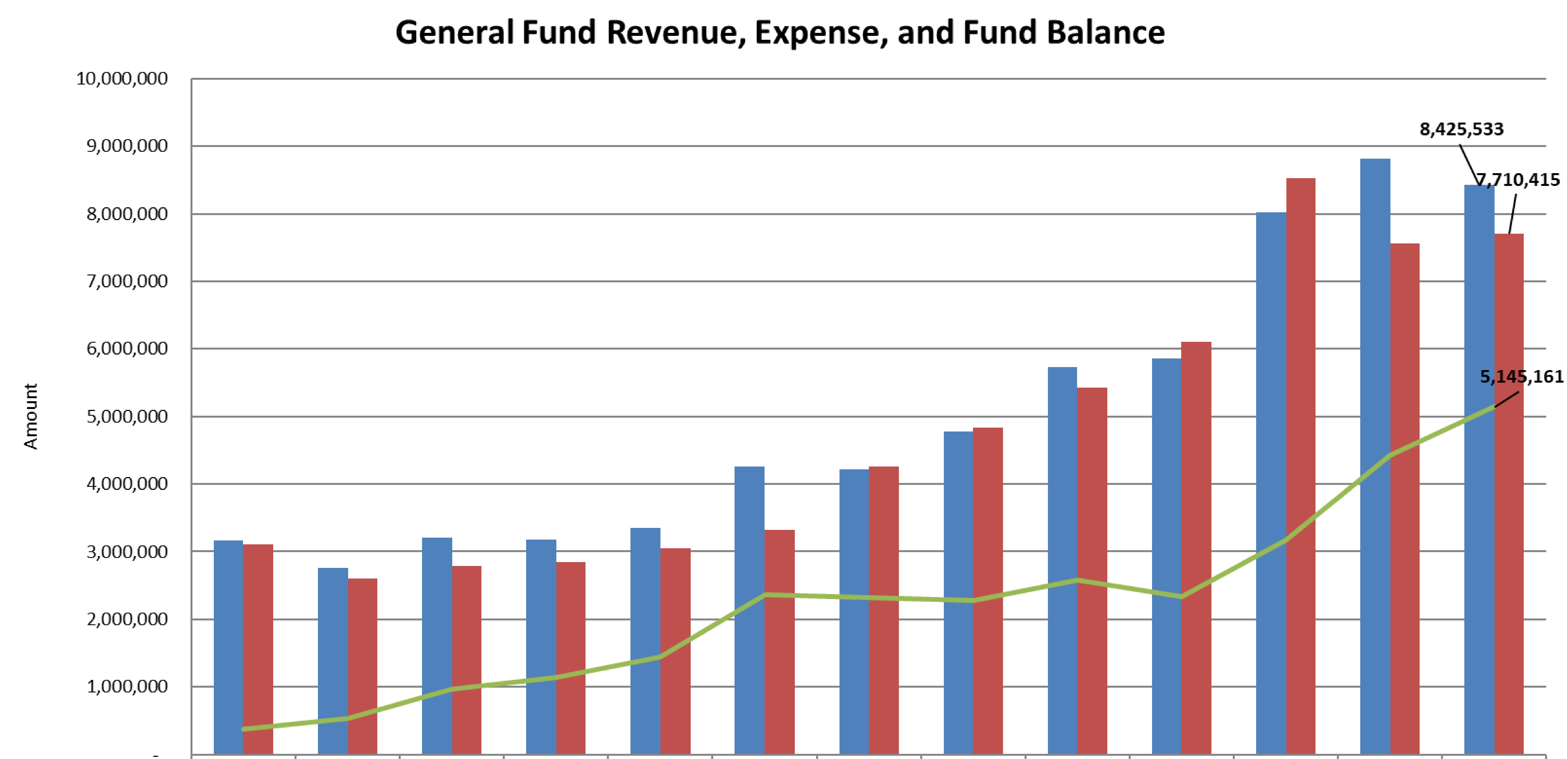
Description	2017 Actual	2018 Actual	2019 Final Budget	2019 Est. Year End	2020 Baseline	2020 Additions	2020 Final Budget
001 General Fund							
Fund Balance							
Beginning Fund Balance	2,580,774	2,342,872	3,167,945	3,167,945	4,430,043	5,145,161	4,430,043
Ending Fund Balance	2,342,872	3,167,945	2,876,773	4,430,043	5,145,161	5,145,161	5,145,161
GF Policy Reserve Balance	1,416,348	1,480,890	1,814,914	2,014,914	2,159,923	2,159,923	2,159,923
Building Policy Reserve Bal	381,317	394,376	574,578	574,578	457,369	457,369	457,369
Restricted for Building	824,063	546,444	176,621	176,621	203,735	203,735	203,735
Fund Balance Available	(278,856)	746,235	310,660	1,663,930	2,324,134	2,324,134	2,324,134

2020 Baseline Budget
General Fund Net Revenue



Source: City of Ridgefield Finance Department

2020 Baseline Budget
General Fund Revenue, Expense and Fund Balance



	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 YE Est.	2020 Budget
Revenue	3,166,896	2,764,477	3,213,243	3,174,712	3,356,410	4,259,631	4,221,024	4,785,702	5,725,175	5,863,314	8,022,626	8,816,971	8,425,533
Expense	3,102,987	2,597,269	2,785,960	2,843,627	3,057,208	3,325,119	4,266,575	4,834,727	5,422,336	6,101,216	8,520,465	7,554,873	7,710,415
Fund Balance	375,503	542,711	969,995	1,138,797	1,437,999	2,372,511	2,326,960	2,277,935	2,580,774	2,342,872	3,167,945	4,430,043	5,145,161

Source: City of Ridgefield Finance Department

2020 Baseline Budget
Street and Utility Fund Revenues and Expenditures

Description	2017 Actual	2018 Actual	2019 Final Budget	2019 Est. Year End	2020 Baseline	2020 Additions	2020 Final Budget
101 Street Fund							
Total Revenue	*558,982*	*496,656*	*604,485*	*612,789*	*606,313*	*-*	*606,313*
Total Expense	*605,282*	*530,946*	*604,481*	*599,254*	*605,203*	*-*	*605,203*
Net Total	*(46,300)*	*(34,290)*	*4*	*13,535*	*1,110*	*-*	*1,110*
Ending Fund Balance	39,740	5,450	5,454	18,985	20,095	20,095	20,095
406 Water Utility Fund							
Total Revenue	*1,741,280*	*1,924,435*	*2,063,521*	*2,183,700*	*2,239,718*	*-*	*2,239,718*
Total Expense	*1,743,813*	*2,251,295*	*2,300,812*	*1,836,666*	*1,948,588*	*-*	*1,948,588*
Net Total	*(2,533)*	*(326,860)*	*(237,291)*	*347,034*	*291,130*	*-*	*291,130*
Ending Fund Balance	1,390,422	1,113,549	876,258	1,460,584	1,751,714	1,751,714	1,751,714
408 Stormwater Utility Fund							
Total Revenue	*499,705*	*562,097*	*669,470*	*682,884*	*731,644*	*-*	*731,644*
Total Expense	*556,352*	*766,306*	*662,072*	*665,339*	*632,799*	*-*	*632,799*
Net Total	*(56,647)*	*(204,209)*	*7,398*	*17,545*	*98,845*	*-*	*98,845*
Ending Fund Balance	430,064	247,302	254,700	264,847	363,692	363,692	363,692

2020 Baseline Budget
Special Revenue & Debt Service Fund Revenues and Expenditures

Description	2017 Actual	2018 Actual	2019 Final Budget	2019 Est. Year End	2020 Baseline	2020 Additions	2020 Final Budget
111 Drug Fund							
Revenue							
Fines and Forfeits	921	4,007	1,000	933	1,000	-	1,000
Other Revenue	49	119	75	198	100	-	100
Total Revenue	***970***	***4,126***	***1,075***	***1,131***	***1,100***	***-***	***1,100***
Expense							
Small Tools & Equipment	4,017	8,900	8,791	8,791	-	-	-
Intergovernmental	-	28	-	-	-	-	-
Total Expense	***4,017***	***8,928***	***8,791***	***8,791***	***-***	***-***	***-***
Net Total	***(3,047)***	***(4,802)***	***(7,716)***	***(7,660)***	***1,100***	***-***	***1,100***
Fund Balance							
Beginning Fund Balance	15,059	12,012	9,213	9,213	1,553	2,653	1,553
Ending Fund Balance	12,012	7,210	1,497	1,553	2,653	2,653	2,653
Fund Balance Available	12,012	7,210	1,497	1,553	2,653	2,653	2,653

150 Transportation Benefit District							
Revenue							
Vehicle Licensing Fees	-	-	67,000	67,000	143,450	-	143,450
Other Revenue	-	-	-	-	50	-	50
Total Revenue	***-***	***-***	***67,000***	***67,000***	***143,500***	***-***	***143,500***
Expense							
Transfers-Out	-	-	30,000	30,000	-	-	-
Total Expense	***-***	***-***	***30,000***	***30,000***	***-***	***-***	***-***
Net Total	***-***	***-***	***37,000***	***37,000***	***143,500***	***-***	***143,500***
Fund Balance							
Beg Fund Balance	-	-	-	-	37,000	180,500	37,000
Ending Fund Balance	-	-	37,000	37,000	180,500	180,500	180,500
Fund Balance Available	-	-	37,000	37,000	180,500	180,500	180,500

200 Debt Service Fund							
Revenue							
Transfers-In	-	20,224	808,499	808,499	807,650	-	807,650
Other Revenue	-	1,897	-	-	-	-	-
Other Financing Sources	-	9,991,682	-	-	-	-	-
Total Revenue	***-***	***10,013,803***	***808,499***	***808,499***	***807,650***	***-***	***807,650***
Expense							
Debt Service	-	205,438	808,499	808,499	807,650	-	807,650
Transfers-Out	-	8,141,709	-	-	-	-	-
Total Expense	***-***	***8,347,147***	***808,499***	***808,499***	***807,650***	***-***	***807,650***
Net Total	***-***	***1,666,656***	***-***	***-***	***-***	***-***	***-***
Fund Balance							
Beg Fund Balance	-	80,653	-	-	-	-	-
Ending Fund Balance	-	1,747,309	-	-	-	-	-
Fund Balance Available	-	1,747,309	-	-	-	-	-

2020 Baseline Budget
Capital Project Fund Revenues Forecast

Description	2017 Actual	2018 Actual	2019 Final Budget	2019 Est. Year End	2020 Baseline	2020 Additions	2020 Final Budget
105 Real Estate Excise Tax (REET) Fund							
Total Revenue	***922,179***	***1,982,999***	***1,246,840***	***1,374,233***	***1,164,166***	***-***	***1,164,166***
114 Park Impact Fee (PIF) Fund							
Total Revenue	***2,045,303***	***943,627***	***876,318***	***1,082,199***	***1,226,916***	***-***	***1,226,916***
115 Traffic Impact Fee (TIF) Fund							
Total Revenue	***279,766***	***622,182***	***3,610,800***	***1,195,762***	***1,929,616***	***-***	***1,929,616***
416 Water Utility SDC Fund							
Total Revenue	***919,390***	***2,051,626***	***1,325,086***	***1,491,857***	***1,388,221***	***-***	***1,388,221***

2020 Baseline Budget
Capital Project Fund: 2020 Fund Balance

Fund	Beginning	Ending
105 Real Estate Excise Tax	928,498	1,305,239
114 Park Impact Fee (PIF)	289,199	1,516,116
115 Transportation Impact	1,138,762	3,068,378
416 Water System	6,875,821	7,945,428

2020 Baseline Budget Next Steps

- September
  - Budget Advisory Committee Meeting 9/12 10 AM
  - Updated revenue forecast
  - Review 2020 initiatives and capital project requests
  - Present proposed budget with initiatives
  - Council work session 9/26 5:00 PM
- October
  - Budget Advisory Committee Meeting 10/17 10 AM
  - Final revenue forecast
  - Preliminary budget and budget message
  - Council work session 10/24 5:30 PM if needed
  - Public hearings on 2020 revenue sources 6:30 PM
  - Present 2020 utility rates

2020 Baseline Budget
Next Steps

- November
  - Draft of proposed budget available to public
  - Conduct first public hearing on budget 11/7 6:30 PM
  - Conduct final public hearing on budget 11/21 6:30 PM
  - Adopt 2020 operating and capital budget 11/21 6:30 PM
- December
  - Transmit 2020 budget to MRSC and State Auditor


THANK YOU

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE: August 22, 2019

ITEM: CONSENT AGENDA

AGENDA ITEM TITLE: Approval of Claims And/Or Payroll

GOVERNING LEGISLATION:

Revised Code of Washington Title 35A

PREVIOUS COUNCIL ACTION TAKEN:

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

BACKGROUND:

Vendor claims

BUDGET/FINANCIAL IMPACTS:

See vendor detail attached

RECOMMENDED ACTION OR MOTION:

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

"I move to approve the consent agenda as presented"

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS: August 22 2019 Claims Report (PDF)

City of Ridgefield

Claims Payment Report

For Approval on: August 22, 2019

Sum of Amount Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total
ACCELA INC.	2779	198021926	Public Works	Customer Web Payments	232.39
		INV-ACC47819	Public Works	ACH Web Payments	1,205.00
		INV-ACC47626	Public Works	ACH Web Payments	1,295.38
ACCELA INC. Total					2,732.77
ANDREA LEWIS	3374	3374-20190822	Genl Govt/Facilities	Abrams Park Refundable Deposit	100.00
ANDREA LEWIS Total					100.00
ARAMARK UNIFORM SERVICES	32	864085288	Genl Govt/Facilities	City Hall Floor Mats	7.09
				CDD/PW/FIN Floor Mats	0.61
			Public Safety	PD Floor Mats	4.47
			Public Works	CDD/PW/FIN Floor Mats	3.30
			Community Development	CDD/PW/FIN Floor Mats	3.92
		864085287	Genl Govt/Facilities	PW Floor Mats	1.56
				PW Uniforms	1.24
			Public Works	PW Floor Mats	24.02
				PW Uniforms	29.79
		864095279	Genl Govt/Facilities	City Hall Floor Mats	7.09
				CDD/PW/FIN Floor Mats	0.61
			Public Safety	PD Floor Mats	4.47
			Public Works	CDD/PW/FIN Floor Mats	3.30
			Community Development	CDD/PW/FIN Floor Mats	3.92
		864095278	Genl Govt/Facilities	PW Floor Mats	3.43
			Public Works	PW Floor Mats	52.88
ARAMARK UNIFORM SERVICES Total					151.70
ARCHAEOLOGICAL SERVICES LLC	3276	19800	Genl Govt/Facilities	SECTION 106 CULTURAL RESOURCE SURVEY OF PIONEER VILLAGE	2,104.29
		19800B	Genl Govt/Facilities	SECTION 106 CULTURAL RESOURCE SURVEY OF PIONEER VILLAGE	18.51
ARCHAEOLOGICAL SERVICES LLC Total					2,122.80
ATLAS PLUMBING CONTRACTORS	2857	2857-20190822	Genl Govt/Facilities	Abrams Park Refundable Deposit	100.00
ATLAS PLUMBING CONTRACTORS Total					100.00
B AND L PAPER COMPANY	2165	29021	Public Safety	PD Paper Products	39.84
B AND L PAPER COMPANY Total					39.84
CADMAN MATERIALS INC.	3094	5618929	Public Works	Parks Operational Supplies	163.32
CADMAN MATERIALS INC. Total					163.32
CATHY DORIOT	79	0079-20190822	Genl Govt/Facilities	NNO - Emp Reimb Food and Supplies	1,418.77
		0079-201908	Genl Govt/Facilities	NNO - Emp Reimb Vegan Hotdogs	17.97
		0079-20190802	Public Safety	MEALS PER DIEM - WEST POINT LEADERSHIP - DORIOT	638.00
CATHY DORIOT Total					2,074.74
CFM STRATEGIC COMMUNICATIONS INC.	2551	25143	Genl Govt/Facilities	July 2019 Lobbyist	5,200.00
CFM STRATEGIC COMMUNICATIONS INC. Total					5,200.00
CLARK COUNTY	102	CI004998	Judicial	June 2019 Pre-Trial Supervision and Interviews	254.88
CLARK COUNTY Total					254.88
CLARK COUNTY TREASURERS OFFICE	554	SIF201907	Genl Govt/Facilities	School Impact Fees	330,344.73

City of Ridgefield

Claims Payment Report

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CLARK COUNTY TREASURERS OFFICE Total					**330,344.73**
CLARK PUBLIC UTILITIES	**110**	20190822-7123-806-7	**Public Works**	Pioneer St. & Gee Creek Loop - Electricity	27.23
		20190822-7122-942-1	**Public Works**	3701 N 3rd Cir - Electricity	26.97
		7126-408-9-20190822	**Public Works**	2300 N 3rd Way Bellwood Trail Lights	34.47
		20190822-7207-402-4	**Public Works**	1504 NW Intertie 3 - Water	1,925.37
		20190822-7448-974-1	**Public Works**	N 35th and Pioneer St.	26.43
				N 35th Ave and Pioneer St	26.43
		20190822-7453-365-4	**Public Works**	535 N Abrams Park Rd.	39.93
		20190822-7122-944-7	**Public Works**	512 N Allen Dr - Electricity	26.83
		20190822-7207-401-6	**Public Works**	800 NE 264 St Intertie 1 - Water	615.24
		20190822-7124-838-9	**Public Works**	Overlook Park - Electricity	59.15
		20190822-7207-403-2	**Public Works**	911 N 65th Ave Intertie 2 - Water	250.91
CLARK PUBLIC UTILITIES Total					**3,058.96**
CLARK REGIONAL WASTEWATER DISTRICT	**741**	032695-000-20190822	**Public Works**	109 W Division WWTP - Sewer	227.51
		032712-000-20190822	**Public Safety**	116 N Main Ave PD - Sewer	47.09
		032664-000-20190822	**Public Works**	301 N 3rd Ave CDD - Sewer	25.08
			Community Development	301 N 3rd Ave CDD - Sewer	25.07
		032752-000-20190822	**Genl Govt/Facilities**	230 Pioneer St City Hall - Sewer	103.97
		035480-000-20190822	**Public Works**	255 S 56th Pl Well & Reservoir - Sewer	40.03
		032894-000-20190822	**Public Works**	Abrams Park Kitchen - Sewer	145.56
		032895-000-20190822	**Public Works**	Abrams Park Restrooms - Sewer	74.01
		032899-000-20190822	**Public Works**	Abrams Park Former Mgr House - Sewer	43.43
CLARK REGIONAL WASTEWATER DISTRICT Total					**731.75**
COLUMBIA RESOURCE COMPANY	**114**	24953	**Public Works**	Waste Disposal	102.66
COLUMBIA RESOURCE COMPANY Total					**102.66**
COLUMBIAN PUBLISHING	**116**	14326	**Community Development**	Pub Hearing Notice-Gas Service Station Moritorium	77.40
COLUMBIAN PUBLISHING Total					**77.40**
COMCAST	**2271**	2271-20190822	**Genl Govt/Facilities**	Internet Services - City Hall August 2019	18.45
			Public Works	Internet Services - City Hall August 2019	284.42
		2271-201908-116	**Public Safety**	PD Communications	350.67
COMCAST Total					**653.54**
COMDATA NETWORK INC.	**1101**	20316750	**Genl Govt/Facilities**	Fuel PW - XN173	148.17
			Public Works	Fuel PW - XN173	2,284.78
			Community Development	Fuel CDD - XN173	425.50
		20316758	**Public Safety**	PD Fuel - XN795 07/16/2019-07/31/2019	979.80
COMDATA NETWORK INC. Total					**3,838.25**
CURTIS BLUE LINE	**3075**	INV304325	**Public Safety**	Uniform - Santos	31.91
		INV306498	**Public Safety**	Santos Uniform	269.92
		INV304904	**Public Safety**	Uniforms - Santos	72.41
CURTIS BLUE LINE Total					**374.24**
D & D NURSERY INC	**3370**	5556	**Public Works**	Park Supplies	647.88
D & D NURSERY INC Total					**647.88**
DANE SANTOS	**3375**	3375-20190822	**Genl Govt/Facilities**	Employee Uniform Reimb - Santos	(17.69)
			Public Safety	Employee Uniform Reimb - Santos	228.29

City of Ridgefield

Claims Payment Report

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DANE SANTOS Total					**210.60**
DEPARTMENT OF LICENSING	**154**	0154-20190822	**Genl Govt/Facilities**	Driving Record Requests - CDD/PD/PW	12.67
			Public Safety	Driving Record Requests - CDD/PD/PW	143.00
			Public Works	Driving Record Requests - CDD/PD/PW	195.33
			Community Development	Driving Record Requests - CDD/PD/PW	91.00
		RG0000360-2019	**Genl Govt/Facilities**	CPL Fees - More	18.00
		181645-2019	**Administration**	Notary Renewal - Kipp	30.00
		RG0000362-2019	**Genl Govt/Facilities**	CPL Fees - Segal	18.00
		RG0000358-2019	**Genl Govt/Facilities**	CPL Fees - Nawn	18.00
		RG0000361-2019	**Genl Govt/Facilities**	CPL Fees - Nawn III	18.00
DEPARTMENT OF LICENSING Total					**544.00**
DESSIE L BRICE	**3371**	1	**Genl Govt/Facilities**	TP - Workout Class	65.00
DESSIE L BRICE Total					**65.00**
DICK'S TIRE FACTORY	**158**	D33621	**Genl Govt/Facilities**	Flat Repair	1.75
			Public Works	Flat Repair	15.75
		D35038	**Public Safety**	PD Vehicle Maint	58.71
DICK'S TIRE FACTORY Total					**76.21**
DOL	**154**	RG0000345-2019	**Genl Govt/Facilities**	CPL Renewal - Priest	18.00
		RG0000349-2019	**Genl Govt/Facilities**	CPL Renewal - Goodfellow	18.00
		RG0000350-2019	**Genl Govt/Facilities**	CPL Renewal - Riverman	18.00
		RG0000351-2019	**Genl Govt/Facilities**	CPL Renewal - Costner	18.00
		RG0000352-2019	**Genl Govt/Facilities**	CPL Renewal - Erickson	18.00
DOL Total					**90.00**
E2 LAND USE PLANNING SERVICES LLC	**485**	0485-201907	**Community Development**	July 2019 Planning Consulting Services	7,999.82
E2 LAND USE PLANNING SERVICES LLC Total					**7,999.82**
ECOLOGICAL LAND SERVICES	**3130**	2032622	**Community Development**	Wetland Mitigation Consulting - Pioneer Frontage	149.75
		2032581	**Community Development**	Wetland Mitigation Consulting - Pioneer Village	504.25
ECOLOGICAL LAND SERVICES Total					**654.00**
ELCOR INC	**2081**	MSP-11767	**Public Safety**	Information Technology Services July 2019	1,534.51
			Public Works	Information Technology Services July 2019	1,316.60
			Community Development	Information Technology Services July 2019	1,364.02
			Information Technology	Information Technology Services July 2019	2,945.90
		11809	**Public Safety**	DNS Renewal	16.71
			Public Works	DNS Renewal	14.35
			Community Development	DNS Renewal	14.85
			Information Technology	DNS Renewal	32.07
ELCOR INC Total					**7,239.01**
EWING VANCOUVER	**2374**	8009423	**Public Works**	Parks Supplies	242.58
		8009422	**Public Works**	Parks Supplies	97.36
EWING VANCOUVER Total					**339.94**
GALLS LLC	**3088**	13237402	**Genl Govt/Facilities**	PD Uniforms	(7.99)
			Public Safety	PD Uniforms	103.16
GALLS LLC Total					**95.17**
GROVER ELECTRIC AND PLUMBING	**210**	HA95727	**Public Works**	Water Operational Supplies and Small Tools/Equip	202.68

City of Ridgefield

Claims Payment Report
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GROVER ELECTRIC AND PLUMBING Total						**202.68**
GW SAFETY SIGNAL LLC	**3376**		1987	**Public Safety**	Safety Flares	66.67
GW SAFETY SIGNAL LLC Total						**66.67**
H AND H RECYCLERS	**212**	0066283-IN		**Public Works**	Parks Bark Dust	143.09
H AND H RECYCLERS Total						**143.09**
H.D. FOWLER COMPANY	**2036**	I5231012		**Public Works**	Water Operational Supplies	152.59
		I5228471		**Public Works**	Water Operational Supplies	103.28
		I5227085		**Public Works**	Water Operational Supplies	81.38
		I5227083		**Public Works**	Water Meters	1,564.47
H.D. FOWLER COMPANY Total						**1,901.72**
HARRY'S LAWN AND POWER EQUIPMENT	**214**		165469	**Public Works**	Weedeater Maint.	11.89
			165470	**Public Works**	Street Sweeper Operational Supplies	107.37
HARRY'S LAWN AND POWER EQUIPMENT Total						**119.26**
INSTANT IMPRINTS CASCADE PARK	**2371**		49870	**Genl Govt/Facilities**	PW Uniforms	13.00
					Event T-Shirts	77.92
				Public Works	PW Uniforms	142.84
				Human Resources	Employee Relations T-Shirts	882.86
INSTANT IMPRINTS CASCADE PARK Total						**1,116.62**
INTERMEDIA.NET INC	**2187**		1908142667	**Information Technology**	Voice Service Charges July 2019	86.40
INTERMEDIA.NET INC Total						**86.40**
INTERNATIONAL GRAPHICS & NAMEPLATE INC.	**2859**		193353	**Public Works**	RORC Banner	609.10
INTERNATIONAL GRAPHICS & NAMEPLATE INC. Total						**609.10**
INTERSTATE SPECIAL EVENTS	**2706**	144931-1		**Genl Govt/Facilities**	1st Sat Event	736.95
INTERSTATE SPECIAL EVENTS Total						**736.95**
J.L. STOREDAHL AND SONS	**558**		277546	**Genl Govt/Facilities**	PW Shop Rock	11.89
				Public Works	PW Shop Rock	183.42
J.L. STOREDAHL AND SONS Total						**195.31**
J2 BLUE PRINT SUPPLY	**243**	AR71202		**Genl Govt/Facilities**	Event Signs	330.63
J2 BLUE PRINT SUPPLY Total						**330.63**
JANEAN Z PARKER	**2199**		51	**Public Works**	Legal Services - July 2019	700.00
				Community Development	Legal Services - July 2019	1,350.00
				Legal	Legal Services - July 2019	2,250.00
JANEAN Z PARKER Total						**4,300.00**
JASON FERRISS	**1663**	1663-20190822		**Public Safety**	Meals Per Diem - J. Ferriss Seattle Training	186.00
JASON FERRISS Total						**186.00**
JASON HATTRICK	**3377**		1	**Public Safety**	Kindness 911 Annual Fee	2,500.00
JASON HATTRICK Total						**2,500.00**
JESSICA KIPP	**2099**	2099-20190822		**Genl Govt/Facilities**	Event Supplies and Mileage Reimb. - Kipp	49.46
				Human Resources	Event Supplies and Mileage Reimb. - Kipp	10.84
JESSICA KIPP Total						**60.30**
JOE TURNER P.C.	**1437**		911	**Community Development**	Hearings Examiner July 2019	2,668.62
JOE TURNER P.C. Total						**2,668.62**
KEITH'S SPORTING GOODS INC.	**3049**	072519RPD		**Genl Govt/Facilities**	Glock 17 and Streamlight	(108.44)
				Public Safety	Glock 17 and Streamlight	1,399.44

City of Ridgefield

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KEITH'S SPORTING GOODS INC. Total					**1,291.00**
KELLY AMIDEI	**3373**	3373-20190822	**Genl Govt/Facilities**	Abrams Park Refundable Deposit	100.00
KELLY AMIDEI Total					**100.00**
KENYON DISEND PLLC	**1746**	189061	**Community Development**	Professional Attorney Services - Comp Plan Appeal	2,247.00
		189059	**Legal**	Professional Attorney Services - Police Station	2,219.00
		189060	**Community Development**	Professional Attorney Services - Annexation Appeal	322.00
KENYON DISEND PLLC Total					**4,788.00**
LANGUAGE LINE SERVICES INC.	**3122**	4617392	**Judicial**	Interpretation Services	4.14
LANGUAGE LINE SERVICES INC. Total					**4.14**
LARCH CORRECTIONS CENTER	**2088**	LCC1907.770	**Public Works**	Work crews - July 2019	889.67
LARCH CORRECTIONS CENTER Total					**889.67**
MARIUS L MALATTIA	**1817**	128	**Community Development**	Design Reviews - July 2019	1,787.50
MARIUS L MALATTIA Total					**1,787.50**
MINERT AND ASSOCIATES INC.	**981**	295063	**Public Works**	DOT Screening	79.00
MINERT AND ASSOCIATES INC. Total					**79.00**
MR. SPRINKLER INC.	**1097**	15645	**Public Works**	Streets Backflow Test	45.00
MR. SPRINKLER INC. Total					**45.00**
NAPA AUTO PARTS	**498**	134902	**Public Works**	Storm Trailer Maint.	51.17
NAPA AUTO PARTS Total					**51.17**
NORTHWEST NATURAL GAS	**315**	1000591-6-20190822	**Public Safety**	Police Department - Natural Gas	18.39
		8578-7-20190822	**Public Works**	PW Shop - Natural Gas	22.68
		8817-9-20190822	**Genl Govt/Facilities**	City Hall - Natural Gas	15.49
NORTHWEST NATURAL GAS Total					**56.56**
NORTHWEST STAFFING	**522**	4103699	**Community Development**	Temp Services - Riccardo	969.54
NORTHWEST STAFFING Total					**969.54**
NW OCCUPATIONAL MEDICAL CENTER	**794**	45165	**Public Works**	DOT Exam - Crippen/Crockford	150.00
NW OCCUPATIONAL MEDICAL CENTER Total					**150.00**
ONE CALL CONCEPTS	**326**	9079098	**Public Works**	July 2019 Excavation Notifications/Modem Ticket De	244.20
ONE CALL CONCEPTS Total					**244.20**
ON-HOLD CONCEPTS INC	**2217**	488528	**Information Technology**	On-Hold Music Service	24.95
ON-HOLD CONCEPTS INC Total					**24.95**
OUTBOUND REALTY MARKETING & ANALYTIC SOLUT	**3319**	1006	**Genl Govt/Facilities**	PortEngine Software	22,308.98
OUTBOUND REALTY MARKETING & ANALYTIC SOLUTIONS INC Total					**22,308.98**
PATRICK HILDRETH BRAND AND DESIGN	**2372**	1429	**Genl Govt/Facilities**	Professional Design and Web Maintenance	300.00
PATRICK HILDRETH BRAND AND DESIGN Total					**300.00**
PETERSON CAT	**1767**	PC130301266	**Genl Govt/Facilities**	Backhoe Parts	2.99
			Public Works	Backhoe Parts	46.08
PETERSON CAT Total					**49.07**
PIONEER PEST MANAGEMENT	**2040**	319070	**Genl Govt/Facilities**	City Hall Pest Management	129.00
PIONEER PEST MANAGEMENT Total					**129.00**
POWER DMS INC.	**2473**	29366	**Public Safety**	PD Records Management	388.40
POWER DMS INC. Total					**388.40**
RICOH USA INC.	**1662**	102433503	**Public Safety**	PD Copier Lease	197.08
RICOH USA INC. Total					**197.08**

City of Ridgefield

Claims Payment Report

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RIDGEFIELD HARDWARE	376	0376-201907	Genl Govt/Facilities	Ridgefield Hardware Operational Supplies	54.14
			Public Safety	Ridgefield Hardware Operational Supplies	24.37
			Public Works	Ridgefield Hardware Operational Supplies	867.50
			Community Development	Ridgefield Hardware Operational Supplies	3.83
RIDGEFIELD HARDWARE Total					949.84
RIDGEFIELD LANDSCAPE PRODUCTS	3021	3021-20190822	Public Works	Street/Parks/Storm Debris Dump and bark dust	1,710.28
RIDGEFIELD LANDSCAPE PRODUCTS Total					1,710.28
RIDGEFIELD SCHOOL DISTRICT	378	0378-20190822	Genl Govt/Facilities	Refund Business License	50.00
RIDGEFIELD SCHOOL DISTRICT Total					50.00
RMT EQUIPMENT	1835	P08009	Public Works	Storm Equipment Maintenance	326.51
RMT EQUIPMENT Total					326.51
SANDRA HOOTS	2163	2163-201908	Public Safety	Employee Mileage Reim. - Hoots	24.49
		2163-20190822	Public Safety	Employee Mileage Reimb. - Hoots	45.70
SANDRA HOOTS Total					70.19
SEATTLE SEWING SOLUTIONS INC	2893	201907SU298	Public Safety	PD Uniforms - Marvitz	592.41
		201907SU319	Public Safety	PD Uniforms - King	592.41
SEATTLE SEWING SOLUTIONS INC Total					1,184.82
SHRED-IT US JV LLC	2274	8127825371	Genl Govt/Facilities	Secure Shredding - CDD/PW	2.03
			Public Works	Secure Shredding - CDD/PW	31.25
			Community Development	Secure Shredding - CDD/PW	33.28
		8127825372	Genl Govt/Facilities	City Hall - Secure Shredding	131.40
		8127825373	Public Safety	Secure Shredding - PD	33.28
SHRED-IT US JV LLC Total					231.24
SITEONE LANDSCAPE SUPPLY LLC	2951	93596486-001	Public Works	Parks Operational Supplies	165.80
SITEONE LANDSCAPE SUPPLY LLC Total					165.80
SMARSH	2550	INV00531253	Information Technology	Social Media/Email Archiving Annual Proration	70.00
SMARSH Total					70.00
SPIRITUAL BROTHERS	3356	1	Genl Govt/Facilities	MTC - 2019 - MUSIC	1,000.00
SPIRITUAL BROTHERS Total					1,000.00
STAPLES CONTRACT & COMMERCIAL INC	2884	8055196734	Genl Govt/Facilities	Gen/CDD/PD Office Supplies	169.04
			Public Safety	Gen/CDD/PD Office Supplies	101.99
			Community Development	Gen/CDD/PD Office Supplies	298.81
STAPLES CONTRACT & COMMERCIAL INC Total					569.84
STATE OF WASHINGTON DEPARTMENT OF REVENUE	156	0-009-740-987	Genl Govt/Facilities	July 2019 Excise and B&O Tax	2,751.11
			Public Works	July 2019 Excise and B&O Tax	17,026.94
STATE OF WASHINGTON DEPARTMENT OF REVENUE Total					19,778.05
STEVE STUART	2075	2075-20190813	Executive	MEALS PER DIEM - WA CITIES MGMT ASSOC CONG - STUART	110.00
STEVE STUART Total					110.00
THE PARR COMPANY	964	26465308	Genl Govt/Facilities	Shop Supplies	5.68
			Public Works	Shop Supplies	87.54
		26464245	Public Works	Water Supplies	11.02
		26464308	Public Works	Street Signs	60.65
THE PARR COMPANY Total					164.89
THE PRINT SHOP	1580	63666	Genl Govt/Facilities	AP Envelopes	132.64

City of Ridgefield

Claims Payment Report

For Approval on: August 22, 2019

THE PRINT SHOP Total					**132.64**
TINA CONDON	**3372**	214	**Human Resources**	Employee Picnic Catering	1,140.00
TINA CONDON Total					**1,140.00**
TOKAY SOFTWARE	**1167**	5988	**Public Works**	Backflow Prevention Management Software	430.00
TOKAY SOFTWARE Total					**430.00**
TRACY BLEHM	**809**	0809-20190822	**Genl Govt/Facilities**	Mileage Reim. - Blehm	58.83
			Community Development	Mileage Reim. - Blehm	43.74
TRACY BLEHM Total					**102.57**
TRUEPOINT SOLUTIONS	**3064**	19-569	**Public Works**	Stormwater Professional Services - June/July 2019	1,575.00
TRUEPOINT SOLUTIONS Total					**1,575.00**
UNIT PROCESS COMPANY	**1819**	220/55014337	**Public Works**	Water Operational Supplies	146.34
UNIT PROCESS COMPANY Total					**146.34**
US BANK	**2237**	2237-20190822	**Finance**	Custody Charges July 2019	22.00
US BANK Total					**22.00**
VANCOUVER AUTO GROUP	**451**	400791	**Public Safety**	PD Vehicle Maint.	77.42
VANCOUVER AUTO GROUP Total					**77.42**
VERIZON WIRELESS	**452**	9835021310	**Genl Govt/Facilities**	PW Director iPad	4.73
				PW Cell Phones & 2 iPads	73.23
				Julie iPad	31.44
			Public Safety	PD Chief iPad	31.45
				PD Cell Phones	1,058.42
			Public Works	PW Director iPad	20.38
				PW Cell Phones & 2 iPads	1,129.30
			Community Development	PW Director iPad	6.29
				CDD Cell Phones	651.79
				CDD Director iPad	31.46
			Council	Council iPads	280.07
			Finance	Finance Director iPad	31.46
			Administration	Deputy City Manager iPad	31.46
			Executive	City Manager iPad	31.46
		9835021311	**Public Works**	Street Communications	100.04
VERIZON WIRELESS Total					**3,512.98**
WASHINGTON STATE PATROL	**463**	I20000577	**Genl Govt/Facilities**	CPL Background Checks	127.00
WASHINGTON STATE PATROL Total					**127.00**
WEBSEDGE LIMITED	**3369**	20203156	**Genl Govt/Facilities**	105th ICMA Annual Conference Video	17,500.00
WEBSEDGE LIMITED Total					**17,500.00**
WELLS FARGO	**1681**	201907-2960	**Genl Govt/Facilities**	Johnson Costco.com City Hall Coffee	74.94
				Johnson Costco.com PW Shop Paper	2.38
				Johnson WA DOL Registration for new PW truck-Eli	9.52
				Johnson Costco.com RACC Paper	21.44
				Johnson Costco.com RACC Coffee/Oven	22.31
				Johnson Costco.com PW Shop Coffee	2.44
				Johnson Costco.com City Hall Paper	156.05
			Public Safety	Johnson Costco.com PD Paper	117.04

Attachment: August 22 2019 Claims Report (Approval of Claims And/Or Payroll)

City of Ridgefield

Claims Payment Report

For Approval on: August 22, 2019

WELLS FARGO	**1681**	201907-2960	**Public Works**	Johnson Costco.com PW Shop Paper	36.63
				Johnson WA DOL Registration for new PW truck-Eli	53.98
				Johnson Costco.com RACC Paper	115.10
				Johnson Costco.com RACC Coffee/Oven	119.79
				Johnson Costco.com PW Shop Coffee	37.55
			Community Development	Johnson J2Efax CDD Faxline	16.95
				Johnson Costco.com RACC Paper	136.55
				Johnson Costco.com RACC Coffee/Oven	142.14
				Johnson Indeed Advertising for Permit Tech	300.33
			Human Resources	Johnson Indeed Advertising for Engineering Tech	201.03
				Johnson Costco.com Wellness	237.84
				Johnson Indeed Advertising for positions on Indeed	13.40
			Finance	Johnson Teriyaki Thai New Utility Clerk Lunch-Sarah-Julieta-Kirk	41.70
		201907-4015	**Genl Govt/Facilities**	Arends Carl B Clean car washes Tads 2015 chevy Truck	12.00
			Public Works	Arends Carl B Clean car washes Tads 2015 chevy Truck	68.00
		201907-8453	**Genl Govt/Facilities**	Kast Light Truck Parts Door for CDD Inspector truck	(10.50)
				Kast American Public Works Confrence registration	64.50
			Public Works	Kast American Public Works Confrence registration	419.25
				Kast Clark County Parking Parking for RTAC Meeting	2.50
			Community Development	Kast Light Truck Parts Door for CDD Inspector truck	135.50
				Kast American Public Works Confrence registration	161.25
		201907-1117	**Genl Govt/Facilities**	Blehm Finance Charge-Purchases Refund Finance Charge-Purchases R	(1.00)
				Blehm True ID.com ID Cards-Use/Sales Tax	(5.62)
				Blehm Amazon F2T-Farm to Table	15.96
				Blehm Fred Meyer Engineering Tech Interviews-Breakfast	0.84
				Blehm Item Transfer-Acct Balance Transfer Reported to Wells Farg	(31.44)
			Public Safety	Blehm Hampton Inns Hotel-Cathy Doriot training	817.30
			Public Works	Engineering Tech Interviews - Lunch	42.66
				Blehm True ID.com ID Card-Ryan	6.05
				Blehm Fred Meyer Engineering Tech Interviews-Breakfast	8.37
			Community Development	Engineering Tech Interviews - Lunch	42.66
				Blehm True ID.com ID Cards-CDD	48.34
				Blehm Fred Meyer Engineering Tech Interviews-Breakfast	7.54
			Human Resources	Blehm Udemy Online Courses Training-Megan DeMoss	48.96
				Blehm Ridgefield Floral Balloons Employee appreciation	32.52
			Administration	Blehm True ID.com ID Cards-Jessica/Lee/Megan	18.14
		201907-1133	**Genl Govt/Facilities**	Brunson Carl B Clean Wash truck	3.50
				Brunson Amazon Hand soap for lunchroom	10.63
			Public Works	Brunson Carl B Clean Wash truck	66.50
				Brunson Paramount Supply Bulkhead fitting-S.56th Cl2 storage tan	623.62
				Brunson Amazon Hand soap for lunchroom	163.97
		201907-5494	**Genl Govt/Facilities**	1SAT-Kipp Amazon First Sat Supplies	103.27
				Kipp Ridgefield Pioneer 4th of July	3.98
				F2T-Kipp Amazon Farm to Table Supplies	126.81

City of Ridgefield

Claims Payment Report

For Approval on: August 22, 2019

WELLS FARGO	**1681**	201907-5494	**Genl Govt/Facilities**	Kipp Snap Geofilters 4th of July	55.38
				1SAT-Kipp Costco First Sat Supplies	140.01
				1SAT-Kipp Party City First Sat Supplies	81.47
				TP-Kipp Ridgefield Pioneer Tuesday in the Park	9.95
				TP-Kipp Smartfood Service Movie in the Park	110.02
				TP-Kipp Amazon Movie in the Park	78.52
				F2T Kipp Walmart.com-Farm to Table Supplies	162.58
				Kipp Walmart TP-Movie in the Park	81.27
				1SAT-Kipp Smartfood Service First Sat Supplies	136.00
				Kipp iTunes Pandora/CH supplies	14.08
				F2T-Kipp Etsy Farm to Table Supplies	35.78
				1SAT-Kipp Target First Sat Supplies	40.09
				F2T-Kipp Homegoods Farm to Table Supplies	38.96
				F2T-Kipp Decor Steals Farm to Table Supplies	30.34
			Public Works	Kipp Snap Geofilters RORC/Marketing	129.76
			Human Resources	Kipp Costco Wellness	491.38
				Kipp Amazon Employee relations	69.46
				Kipp Ridgefield Floral Employee relations-Balloons	22.76
		201907-1889	**Genl Govt/Facilities**	Stuart Hearthfire Grill Unauthorized Purchase	16.50
				Stuart Chevron Unauthorized Purchase	101.96
				Stuart Exxon Mobile No Receipt Found-Employee paying by check	21.28
				Stuart Fred Meyers No Receipt Found-Employee paying by check	5.00
				Stuart Fred Meyer Fuel Unauthorized Purchase	8.30
			Executive	Stuart Adobe Acropro Monthly Subscription	16.25
				Stuart Billygans Roadhouse Mtg re:SR-501 widening project	17.94
				Stuart Hearthfire Grill WA Legislative Comm Hrg penelist re:Grow	37.31
				Stuart The Sportsmans Mtg w/City Councilors re:upcoming City iss	77.39
				Stuart Sixth Avenue Bistro Mtg w/new business owner re:timing/pe	27.49
				Stuart The Sportsmans Mtg w/CRWWD re:sewer project updates	10.28
				Stuart Dragonfly Cafe Correctional Facility Advisory Committee M	5.92
				Stuart Country Cafe Mtg w/City Councilors re:upcoming City issue	86.20
				Stuart The Sportsmans Ridgefield Main Street Mtg for CM and 2 Ci	36.36
				Stuart Clark County Parking Correctional Facility Advisory Commi	2.50
		201907-8764	**Genl Govt/Facilities**	F2T-Knottnerus Amazon Farm-to-Table	97.49
				Knottnerus Amazon Prime Annual Membership	129.00
			Information Technology	Knottnerus Amazon Web Services Website	0.39
			Human Resources	Knottnerus Linkdin Job Announcement-Engineer Tech	115.00
				Knottnerus Indeed Job Announcements	500.59
			Administration	Knottnerus Adober Products Changed Adobe Products-resulted in re	(9.39)
				Knottnerus Adobe Creative Cloud Social Media/Website-Visuals	57.44
				Knottnerus Adobe Products Social Media-Marketing	21.66
				Knottnerus Eclincher Social Media-Marketing	49.00
				Knottnerus Txt Signal Text Marketing	39.00
		201907-4056	**Genl Govt/Facilities**	Ferriss Best Western Liberty Inn Brenda Howell Conference	13.78

City of Ridgefield

Claims Payment Report

For Approval on: August 22, 2019

WELLS FARGO	**1681**	201907-4056	**Genl Govt/Facilities**	Ferriss Buildasign.com EVENTS-sandwich board frame	145.37
			Public Works	Ferriss Best Western Liberty Inn Brenda Howell Conference	137.84
			Community Development	Ferriss Best Western Liberty Inn Brenda Howell Conference	124.06
			Human Resources	Ferriss Paypal AWC AWC-5-pack job posting	200.00
		201907-7296	**Public Safety**	Rhine Chevron Fuel for GATOR Vehicle	13.03
				Rhine Ridgefield Pioneer 4-bags of ICE for 4th of July drinks-vo	7.96
		201907-8989	**Public Safety**	Brooks Office Depot Thumb Drive	5.41
				Brooks Columbia Sportswear Uniform Boots	45.99
				Brooks The Columbian Newspaper-Elec Version	9.99
		201907-9760	**Genl Govt/Facilities**	Hoots Smart Food Service NNO-National Night Out	284.59
			Public Safety	Hoots Jegs Auto Parts vehicle parts	71.53
				Hoots Amazon tourniquets and door hook for PD	37.59
				Hoots TLO Transunion back ground checks	54.20
		201907-3663	**Community Development**	Garbo Amazon Step Garbage Can for Kitchen	140.89
WELLS FARGO Total					**9,356.07**
WILCO FARM STORE	**655**	705248/6	**Public Works**	Cemetery Operational Supplies - Return	(48.77)
		705252/6	**Public Works**	Flail Mower Maint.	32.54
		705198/6	**Public Works**	Cemetery Operational Supplies	91.02
WILCO FARM STORE Total					**74.79**
WILCOX AND FLEGEL	**1469**	0409200-IN	**Genl Govt/Facilities**	PW Diesel Fuel	66.09
			Public Works	PW Diesel Fuel	989.73
WILCOX AND FLEGEL Total					**1,055.82**
WOODLAND SAW AND CYCLE INC.	**2223**	2223-20190822	**Public Works**	Water Supplies	49.59
WOODLAND SAW AND CYCLE INC. Total					**49.59**
WOODLAND TRUE VALUE HARDWARE	**1507**	B213528	**Public Works**	Water Operational Supplies	141.33
		A211417	**Public Works**	Water Operational Supplies	38.75
		A212039	**Public Works**	Water Operational Supplies	12.61
		A212037	**Public Works**	Water Operational Supplies	37.78
WOODLAND TRUE VALUE HARDWARE Total					**230.47**
Grand Total					**481,073.97**

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE: August 22, 2019

ITEM: CONSENT AGENDA

AGENDA ITEM TITLE: Approval of Minutes from the August 8, 2019 Meeting

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AGENDA ITEM TITLE:

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

GOVERNING LEGISLATION:

Not applicable

PREVIOUS COUNCIL ACTION TAKEN:

Not applicable

SUMMARY/BACKGROUND:

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

BUDGET/FINANCIAL IMPACTS:

Not applicable

RECOMMENDED ACTION OR MOTION:

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

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

STAFF CONTACT: Julie Ferriss, City Clerk

ATTACHMENTS: 08-08-2019 (PDF)

CITY OF RIDGEFIELD, WASHINGTON
City Council MEETING MINUTES
August 8, 2019

Regular Meeting - 6:30 PM

STUDY SESSION - 5:30 P.M.

1. Washington State Legislative Update

GENERAL SESSION CALL TO ORDER - 6:30 PM

FLAG SALUTE

ROLL CALL

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

LATE CHANGES TO THE AGENDA

PUBLIC COMMENT

Ken Koch - Resident
Concerns regarding sewer bill costs
Traffic concerns - road improvement need to happen prior to development

Rod Langer - Resident
Trail needed that connects from Pioneer Canyon development to Heron Ridge development
Dangerous for kids that walk on Pioneer Street through the S curves, high traffic area

CONSENT AGENDA - MOTION TO APPROVE AS PRESENTED.

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

1. Approval of Claims And/Or Payroll

2. Approval of Minutes from the July 25, 2019 Meeting

BUSINESS

1. **Motion - Approval of Greely Farms Phase 1 Final Plat**

The Ridgefield Hearing Examiner approved the preliminary plat for Ridgefield East/Greely Acres Phase 1 Planned Unit Development via final order on March 20, 2018, as PLZ-17-0049. The project is also subject the Rohrer-Walker-Schuster Development Agreement (June 30, 2008), as amended on January 20, 2017. The project name is now Greely Farms Phase 1. The project proposes to subdivide an approximately 19-acre portion of Assessor's #214499066 into 96 detached single-family residential lots. The lots range from 4,284 square feet (Lot 20) to 10,345 square feet (Lot 85), consistent with the lot size approved for the preliminary PUD. The average lot size is 5,356 square feet. Tract A is a 92,645-square foot open space tract. Phase 1 includes multiple public streets providing internal circulation and connections to existing public streets and future project phases.

MOTION: MOVED TO APPROVE FINAL PLAT AS PRESENTED.

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

2. **Motion - Approval of Kennedy Water Rights Purchase**

The City of Ridgefield's 2013 Water System Plan Update identifies a need to obtain additional water rights. In January 2018, the City was approached by Tom Pors representing the Kennedy Family with the possibility of purchasing 80-120 acre-feet of water rights formerly used by the Arwana Farms Dairy at the Southern end of the City. The City hired GSI Water Solutions to assist with evaluating the dairy's water rights and negotiate a purchase agreement. After evaluation of the dairy's water use and water rights, In May of 2018, presented an offer to the Kennedys for purchase of all valid water rights at a rate of $1,250 per acre foot, with an up-front payment of $100,000 for 80 acre-feet, and the remainder due on transfer and closing of the sale. On April 2nd of this year the City, GSI and Tom Pors met with the Department of Ecology (DOE) for a water right transfer pre-application meeting. At this meeting DOE indicated that 78.26 acre-feet of water rights were tentatively confirmed to be valid, and there was a potential to demonstrate that additional valid rights are available. As it is in the Kennedy's interest to maximize the amount of valid water rights to sell, Tom Pors and Kennedy Water Holdings will be producing a technical and legal report on the additional water rights for review by DOE. Because the tentatively confirmed rights were less than the originally negotiated 80-acre feet the Kennedys and City agreed to revise the initial down-payment to $97,000. This amount will be paid to the Kennedys upon Council's approval of this purchase and sale agreement.

City Council discussion.

MOTION: MOVED TO APPROVE THE CITY'S PURCHASE OF WATER RIGHTS FROM KENNEDY WATER HOLDINGS LLC AND AUTHORIZE THE CITY MANAGER TO TAKE ALL STEPS NECESSARY AND INCIDENTAL TO CLOSE THE SALE.

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

3. **Motion - Approval of Donation from Ridgefield Main Street (Bike Racks)**

RCW 35.21.100 states that the City has the authority to accept donations so long as the City carries out the terms of the donations within powers granted by law. If no terms or conditions are attached to the donation, the City may expend or use it for any municipal purpose. Under RMC 3.80.010 the City Council granted the authority to the City Manager to accept monetary donations up to $100, or property valued up to $100. Donations of money or property valued at greater than $100.00 may be accepted via an affirmative vote by the City Council. Pursuant to the City's Streetscape Donation Policy, Ridgefield Main Street ("RMS") contacted the Public Works Director, Bryan Kast, seeking to make a donation of two bike racks valued at approximately $1,200 each. As required by the Donation Policy, the bike racks were reviewed for suitability and location.

City Council conducted discussion on location of bike rack placements.

MOTION: MOVED TO ACCEPT THE DONATION AS PRESENTED.

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

PUBLIC COMMENT

Rob Aichele - Resident
Consider new community garden at the new park that will be located next to the apartments on Pioneer Street

COUNCIL/PRESIDING OFFICER/STAFF REPORTS

Council

Council member Onslow - Attended employee picnic, National Night Out and Lions Club Booth at the Fair.
Council member Taylor - Attended National Night Out.
Council member Wells - Attended employee picnic, National Night out.
Council member Wertz - Attended National Night Out, City Manager briefing, employee picnic, Planning Commission meeting.
Council member Lindsay - Attended First Saturday events, National Night Out.
Council member Day - Attended National Night Out, dragon boat races event, tour Clark County parks board, AWC legislative priorities call.

Mayor

Appointment to Clark County Arts Commission

Appointment of Vickey Schull.

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

City Manager

City Manager Steve Stuart - Thanked City Council for attending employee picnic, National Night Out, Raptors season update - last weekend for the games, movie in the park, farm to table.

Community Development Director Louisa Garbo - Community Development report update, code amendment open house.

Public Works Director Bryan Kast - Engineering tech employee starting September 4th, Public Works trust fund application update.

ADJOURN - 7:15 PM

____
Julie Ferriss, City Clerk

____
Don Stose, Mayor

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE: August 22, 2019

ITEM: PRESENTATION

AGENDA ITEM TITLE: Second Quarter 2019 Financial Report

GOVERNING LEGISLATION:

City of Ridgefield Financial Policy #07: Budget

PREVIOUS COUNCIL ACTION TAKEN:

Reviewed quarterly financial reports

SUMMARY/BACKGROUND:

2nd quarter 2019 financial report – budget to actual

BUDGET/FINANCIAL IMPACTS:

None

RECOMMENDED ACTION OR MOTION:

No action requested

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS: 2 Qrtr 2019 Budget Report (PDF)

2nd Quarter 2019 Budget Report

2019 Reserves Per Policy

	O&M	Revenue Stab.	Debt Service	Separation	Capital	Capital Repair & Replace	2019 Reserves	2018 Reserves	% Change
General Fund	680,023	542,302	20,224	-	572,365	-	1,814,914	1,480,890	22.56%
Building & Permitting	349,153	225,425	-	-	-	-	574,578	394,376	45.69%
Water Fund	334,517	-	-	-	147,128	206,572	688,217	531,686	29.44%
Storm Fund	90,358	-	-	-	111,722	73,648	275,728	207,729	32.73%
Total	1,454,051	767,727	20,224	-	831,215	280,220	3,353,437	2,614,681	28.25%

Capital Repair and Replacement Minimum Target (2% of Historical Cost)

	Historical	Target	Total	Balance	Variance	% Target
Water Fund	18,575,191	2%	371,504	206,572	(164,932)	56%
Storm Fund	11,903,449	2%	238,069	73,648	(164,421)	31%

Attachment: 2 Qrtr 2019 Budget Report (Second Quarter 2019 Financial Report)

2nd Quarter 2019
General Fund Revenue

Revenue	2Q 2019 YTD Actual	2019 Budget	2Q % of Budget	2Q 2018 YTD Actual	2Q 2019 v 2Q 2018
Property Taxes	$ 693,161	$1,260,000	55.0%	$ 616,113	12.5%
Retail Sales Taxes	1,031,441	2,143,500	48.1%	713,170	44.6%
Utility and Other Taxes	416,331	1,103,148	37.7%	390,102	6.7%
Licenses and Permits	561,990	1,050,010	53.5%	423,163	32.8%
Planning and Development	458,881	860,393	53.3%	533,774	-14.0%
Fines Forfeits and Restitution	33,648	72,675	46.3%	29,545	13.9%
Charges for Goods and Services	2,533	4,950	51.2%	10,042	-74.8%
Interfund Charges for Goods and Service	268,865	537,730	50.0%	334,407	-19.6%
Intergovernmental/Grants/Other	113,473	417,466	27.2%	84,910	33.6%
Total General Fund Revenue	$ 3,580,323	$7,449,872	48.1%	$ 3,135,226	14.2%

2nd Quarter 2019
General Fund Expense

Expense	2Q 2019 YTD Actual	2019 Budget	2Q % of Budget	2Q 2018 YTD Actual	2Q 2019 v 2Q 2018
Department					
City Council	$ 45,425	$ 88,748	51.2%	$ 41,148	10.4%
Judicial	44,841	136,896	32.8%	40,437	10.9%
Executive	133,479	274,370	48.6%	104,425	27.8%
Finance	219,502	456,935	48.0%	214,398	2.4%
Legal	9,900	40,000	24.8%	7,440	33.1%
Human Resources	94,251	199,958	47.1%	81,271	16.0%
Administration	167,756	414,682	40.5%	146,545	14.5%
General Government/Facilities	508,825	947,075	53.7%	401,220	26.8%
Information Tech	47,076	118,169	39.8%	55,914	-15.8%
Public Safety	780,787	1,884,125	41.4%	776,731	0.5%
Cemetery	16,734	32,110	52.1%	5,329	214.0%
Community Development	746,574	1,749,216	42.7%	742,432	0.6%
Parks	203,656	640,538	31.8%	190,016	7.2%
Transfer to Equip Replace Fund	-	53,051	0.0%	24,780	0.0%
Transfers Out - To Street Fund	263,765	333,170	79.2%	183,196	44.0%
Transfers To Capital - Streets	44,188	334,000	13.2%	58,033	0.0%
Transfers To Capital - Parks	-	38,000	0.0%	11,935	0.0%
Total General Fund Expense	$ 3,326,759	$7,741,043	43.0%	$3,085,250	7.8%
Total Net Revenue (Loss)	$ 253,564	$ (291,171)	-87.1%	$ 49,976	407.4%

2nd Quarter 2019
General Fund - Fund Balance

Fund Balance	2Q 2019 YTD Actual	2019 Budget	2Q 2018 YTD Actual	2Q 2019 v 2Q 2018
Beginning Balance	$ 3,163,140	$3,163,140	$ 2,342,372	35.0%
Net Increase (Decrease)	253,564	(291,171)	49,976	407.4%
Ending Balance	3,416,704	2,871,969	2,392,348	42.8%
Less: Reserved Amounts *	2,389,492	2,389,492	1,875,266	27.4%
Net Ending and Available Balance	$ 1,027,212	$ 482,477	$ 517,082	98.7%
* Includes Street Fund Reserves				

2nd Quarter 2019
Street Fund

Revenue	2Q 2019 YTD Actual	2019 Budget	2Q % of Budget	2Q 2018 YTD Actual	2Q 2019 v 2Q 2018
Tax/Franchise Fees	$ 30,311	$ 75,186	40.3%	$ 26,489	14.4%
Vehicle Motor Fuel Tax	57,054	179,604	31.8%	56,827	0.4%
Permits	10,472	14,000	74.8%	11,899	-12.0%
Transfer In - General Fund	263,765	333,170	79.2%	183,196	44.0%
Other Revenue	1,307	2,525	51.8%	255	412.5%
Total Street Fund Revenue	$ 362,909	$ 604,485	60.0%	$ 278,666	30.2%
Expense	**2Q 2019 YTD Actual**	**2019 Budget**	**2Q % of Budget**	**2Q 2018 YTD Actual**	**2Q 2019 v 2Q 2018**
Street Fund	$ 267,405	$ 604,481	44.2%	$ 204,273	30.9%
Total Street Fund Expense	$ 267,405	$ 604,481	44.2%	$ 204,273	30.9%
Total Net Revenue (Loss)	$ 95,504	$ 4	2387600.0%	$ 74,393	28.4%
Fund Balance	**2Q 2019 YTD Actual**	**2019 Budget**		**2Q 2018 YTD Actual**	**2Q 2019 v 2Q 2018**
Beginning Balance	$ 5,450	$ 5,450		$ 39,740	-86.3%
Net Increase (Decrease)	95,504	4		74,393	28.4%
Ending Balance	100,954	5,454		114,133	-11.5%
Less: Reserved Amounts *	-	-		-	
Net Ending and Available Balance	$ 100,954	$ 5,454		$ 114,133	-11.5%

*Reserves Maintained in General Fund

2nd Quarter 2019
Special Revenue & Debt Service Funds

Drug Fund	2Q 2019 YTD Actual	2019 Budget	2Q % of Budget	2Q 2018 YTD Actual	2Q 2019 v 2Q 2018
Revenue	$ 642	$ 1,075	59.7%	$ 803	-20.0%
Expense	-	8,791		-	
Total Net Revenue (Loss)	$ 642	$ (7,716)	-8.3%	$ 803	-20.0%

Fund Balance	2Q 2019 YTD Actual	2019 Budget	2Q 2018 YTD Actual	2Q 2019 v 2Q 2018
Beginning Balance	$ 9,213	$ 9,213	$ 7,210	27.8%
Net Increase (Decrease)	642	(7,716)	803	-20.0%
Ending Fund Balance	$ 9,855	$ 1,497	$ 8,013	23.0%

Transportation Benefit District	2Q 2019 YTD Actual	2019 Budget	2Q % of Budget	2Q 2018 YTD Actual	2Q 2019 v 2Q 2018
Revenue	$ 455	$ 67,000	0.7%	$ -	100.0%
Expense	-	30,000	0.0%	-	
Total Net Revenue (Loss)	$ 455	$ 37,000		$ -	

Fund Balance	2Q 2019 YTD Actual	2019 Budget	2Q 2018 YTD Actual	2Q 2019 v 2Q 2018
Beginning Balance	$ -	$ -	$ -	
Net Increase (Decrease)	455	37,000	-	
Ending Fund Balance	455	$ 37,000	$ -	

Debt Service Fund	2Q 2019 YTD Actual	2019 Budget	2Q % of Budget	2Q 2018 YTD Actual	2Q 2019 v 2Q 2018
Revenue	$ 316,861	$ 808,499	39.2%	$ 7,341,686	-95.7%
Expense	316,861	808,499	39.2%	4,284,343	-92.6%
Total Net Revenue (Loss)	$ -	$ -		$ 3,057,343	

Fund Balance	2Q 2019 YTD Actual	2019 Budget	2Q 2018 YTD Actual	2Q 2019 v 2Q 2018
Beginning Balance	$ -	$ -	$ 1,666,656	
Net Increase (Decrease)	-	-	3,057,343	
Ending Fund Balance	-	$ -	$ 4,723,999	

2nd Quarter 2019
REET and Impact Fee Funds

Real Estate Excise Tax (REET)	2Q 2019 YTD Actual	2019 Budget	2Q % of Budget	2Q 2018 YTD Actual	2Q 2019 v 2Q 2018
Revenue	$ 686,495	$ 1,246,840	55.1%	$ 529,569	29.6%
Expense	953,637	1,640,275	58.1%	307,133	210.5%
Total Net Revenue (Loss)	$ (267,142)	$ (393,435)	67.9%	$ 222,436	-220.1%
Fund Balance	**2Q 2019 YTD Actual**	**2019 Budget**		**2Q 2018 YTD Actual**	**2Q 2019 v 2Q 2018**
Beginning Balance	$ 1,194,540	$ 1,194,540		$ 4,726,037	-74.7%
Net Increase (Decrease)	(267,142)	(393,435)		222,436	-220.1%
Ending Fund Balance	927,398	801,105		4,948,473	-81.3%
Debt Service Reserve	787,425	787,425		788,275	100.0%
Ending Available Fund Balance	$ 139,973	$ 13,680		$ 4,160,198	-96.6%

Park Impact Fee (PIF)	2Q 2019 YTD Actual	2019 Budget	2Q % of Budget	2Q 2018 YTD Actual	2Q 2019 v 2Q 2018
Revenue	$ 492,387	$ 876,318	56.2%	$ 396,770	24.1%
Expense	443,000	919,000	48.2%	235,417	88.2%
Total Net Revenue (Loss)	$ 49,387	$ (42,682)	-115.7%	$ 161,353	-69.4%
Fund Balance	**2Q 2019 YTD Actual**	**2019 Budget**		**2Q 2018 YTD Actual**	**2Q 2019 v 2Q 2018**
Beginning Balance	$ -	$ -		$ 3,321,028	-100.0%
Net Increase (Decrease)	49,387	(42,682)		161,353	-69.4%
Ending Fund Balance	$ 49,387	$ (42,682)		$ 3,482,381	-98.6%

Traffic Impact Fee (TIF)	2Q 2019 YTD Actual	2019 Budget	2Q % of Budget	2Q 2018 YTD Actual	2Q 2019 v 2Q 2018
Revenue	$ 557,026	$ 3,610,800	15.4%	$ 258,163	115.8%
Expense	7,500	57,500		891,380	-99.2%
Total Net Revenue (Loss)	$ 549,526	$ 3,553,300	15.5%	$ (633,217)	-186.8%
Fund Balance	**2Q 2019 YTD Actual**	**2019 Budget**		**2Q 2018 YTD Actual**	**2Q 2019 v 2Q 2018**
Beginning Balance	$ -	$ -		$ 817,073	-100.0%
Net Increase (Decrease)	549,526	3,553,300		(633,217)	-186.8%
Ending Fund Balance	$ 549,526	$ 3,553,300		$ 183,856	198.9%

2nd Quarter 2019
General Capital & Equipment Replacement Funds

General Capital Projects	2Q 2019 YTD Actual	2019 Budget	2Q % of Budget	2Q 2018 YTD Actual	2Q 2019 v 2Q 2018
Revenue	$ 1,430,455	$ 2,662,030	53.7%	$ 6,674,677	-78.6%
Expense	1,499,681	2,531,500	59.2%	6,718,271	-77.7%
Total Net Revenue (Loss)	$ (69,226)	$ 130,530	-53.0%	$ (43,594)	58.8%

Fund Balance	2Q 2019 YTD Actual	2019 Budget	2Q 2018 YTD Actual	2Q 2019 v 2Q 2018
Beginning Balance	$ 21,525	$ 21,525	$ 47,921	144.9%
Net Increase (Decrease)	(69,226)	130,530	(43,594)	58.8%
Ending Fund Balance	$ (47,701)	$ 152,055	$ 4,327	-1002.4%

Equipment Replacement (ERF)	2Q 2019 YTD Actual	2019 Budget	2Q % of Budget	2Q 2018 YTD Actual	2Q 2019 v 2Q 2018
Revenue	$ 9,345	$ 135,775	6.9%	$ 59,155	100.0%
Expense	-	78,800	0.0%	-	
Total Net Revenue (Loss)	$ 9,345	$ 56,975	16.4%	$ 59,155	100.0%

Fund Balance	2Q 2019 YTD Actual	2019 Budget	2Q 2018 YTD Actual	2Q 2019 v 2Q 2018
Beginning Balance	$ 180,246	$ 180,246	$ 169,503	6.3%
Net Increase (Decrease)	9,345	56,975	59,155	
Ending Fund Balance	$ 189,591	$ 237,221	$ 228,658	-17.1%

2nd Quarter 2019
Water and Storm Water Operating Funds

Water Utility O&M	2Q 2019 YTD Actual	2019 Budget	2Q % of Budget	2Q 2018 YTD Actual	2Q 2019 v 2Q 2018
Revenue	$ 833,038	$ 2,063,521	40.4%	$ 693,896	20.1%
Expense	876,018	2,222,347	39.4%	725,402	20.8%
Total Net Revenue (Loss)	$ (42,980)	$ (158,826)	27.1%	$ (31,506)	36.4%

Fund Balance	2Q 2019 YTD Actual	2019 Budget	2Q 2018 YTD Actual	2Q 2019 v 2Q 2018
Beginning Balance	$ 1,113,549	$ 1,113,549	$ 1,280,445	-13.0%
Net Increase (Decrease)	(42,980)	(158,826)	(31,506)	36.4%
Ending Balance	1,070,569	954,723	1,248,939	-14.3%
Less: Reserved Amounts	688,217	688,217	531,686	29.4%
Net Ending and Available Fund Balance	$ 382,352	$ 266,506	$ 717,253	-46.7%

Stormwater Utility O&M	2Q 2019 YTD Actual	2019 Budget	2Q % of Budget	2Q 2018 YTD Actual	2Q 2019 v 2Q 2018
Revenue	$ 320,556	$ 669,470	47.9%	$ 273,869	17.0%
Expense	296,235	634,622	46.7%	184,654	60.4%
Total Net Revenue (Loss)	$ 24,321	$ 34,848	69.8%	$ 89,215	-72.7%

Fund Balance	2Q 2019 YTD Actual	2019 Budget	2Q 2018 YTD Actual	2Q 2019 v 2Q 2018
Beginning Balance	$ 247,302	$ 247,302	$ 407,330	-39.3%
Net Increase (Decrease)	24,321	34,848	89,215	-72.7%
Ending Balance	271,623	282,150	496,545	-45.3%
Less: Reserved Amounts	275,728	275,728	207,729	32.7%
Net Ending and Available Fund Balance	$ (4,105)	$ 6,422	$ 288,816	-101.4%

Attachment: 2 Qrtr 2019 Budget Report (Second Quarter 2019 Financial Report)

2nd Quarter 2019
Water SDC and Utility Capital Fund

Water SDC	2Q 2019 YTD Actual	2019 Budget	2Q % of Budget	2Q 2018 YTD Actual	2Q 2019 v 2Q 2018
Revenue	$ 693,668	$ 1,325,086	52.3%	$ 655,696	5.8%
Expense	79,786	2,319,383	3.4%	63,716	25.2%
Total Net Revenue (Loss)	$ 613,882	$ (994,297)		$ 591,980	3.7%

Fund Balance	2Q 2019 YTD Actual	2019 Budget	2Q 2018 YTD Actual	2Q 2019 v 2Q 2018
Beginning Balance	$ 6,351,935	$ 6,351,935	$ 4,894,610	29.8%
Net Increase (Decrease)	613,882	(994,297)	591,980	3.7%
Net Ending and Available Fund Balance	$ 6,965,817	$ 5,357,638	$ 5,486,590	27.0%

Water Utility Capital Projects	2Q 2019 YTD Actual	2019 Budget	2Q % of Budget	2Q 2018 YTD Actual	2Q 2019 v 2Q 2018
Revenue	$ 272,722	$ 2,533,181	10.8%	$ 167,303	63.0%
Expense	272,721	2,533,181	10.8%	167,303	63.0%
Total Net Revenue (Loss)	$ 1	$ -		$ -	-100.0%

Fund Balance	2Q 2019 YTD Actual	2019 Budget	2Q 2018 YTD Actual	2Q 2019 v 2Q 2018
Beginning Balance	$ 16,528	$ 16,528	$ 16,525	0.0%
Net Increase (Decrease)	1	-	-	-100.0%
Net Ending and Available Fund Balance	$ 16,529	$ 16,528	$ 16,525	0.0%

Storm Utility Capital Projects	2Q 2019 YTD Actual	2019 Budget	2Q % of Budget	2Q 2018 YTD Actual	2Q 2019 v 2Q 2018
Revenue	$ -	$ 345,000	0.0%	$ -	0.0%
Expense	-	345,000	0.0%	-	0.0%
Total Net Revenue (Loss)	$ -	$ -		$ -	0.0%

Fund Balance	2Q 2019 YTD Actual	2019 Budget	2Q 2018 YTD Actual	2Q 2019 v 2Q 2018
Beginning Balance	$ -	$ -	$ -	0.0%
Net Increase (Decrease)	-	-	-	0.0%
Net Ending and Available Fund Balance	$ -	$ -	$ -	0.0%

2nd Quarter 2019
City Investments

- Total investment portfolio $9,243,231
  - Municipal bonds $1,119,726
  - US Agency bonds $3,077,253
  - Clark County investment pool $3,952,779
  - Washington State local government investment pool $1,093,473
- Current yield on investment 1.99%
- Weighted average maturity 11.91 months
- All investments within policy limits


THANK YOU

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE:	August 22, 2019
ITEM:	PUBLIC HEARING/BUSINESS
AGENDA ITEM TITLE:	Public Hearing - Hearing on Previous Action Taken Regarding Emergency Moratorium (Gasoline Stations in CNB Zone)

GOVERNING LEGISLATION:

Revised Code of Washington ("RCW") 35A.63.220 - Moratorium and Interim Zoning Controls

RCW 36.70A.390 – Moratoria, Interim Zoning Controls

RCW 35A.13.190 – Ordinances – Styles – Requisites - Veto

PREVIOUS COUNCIL ACTION TAKEN: On July 11, 2019, the Ridgefield City Council considered and adopted an emergency moratorium on the filing, acceptance, processing, and/or approval of applications or permits for any new gasoline service station facilities within the Commercial Neighborhood Business zone. Pursuant to RCW 35A.63.220 and RCW 36.70A.390, a public hearing is required at Council's regularly scheduled meeting within 60 days of their adoption of Ordinance 1295, in order to take public testimony and to consider adopting further findings on the moratorium. The moratorium itself shall be in effect for a period of six (6) months from the date this Ordinance is adopted and will automatically expire at the conclusion of that six-month period unless the same is extended as provided in RCW 35A.63.220 and RCW 36.70A.390, or unless terminated sooner by City Council.

SUMMARY/BACKGROUND:

In April 2016, a Type II site plan application was submitted for Parcel # 216031000, generally known as "Hillhurst Commercial", and located at the southern corner of S Hillhurst Road and S Sevier Road. The site plan application and SEPA review were for construction of three commercial building shells on a 98,015 square foot lot: (A) 5,558 SF of retail/restaurant space; (B) 5,558 SF of retail/restaurant space; and (C) 7,7058 SF of retail space and second floor of office space. The project was to be constructed in phases: Phase I included Building B, all parking, stormwater facilities and landscaping; Phase II included Building A and associated pedestrian walkways; and Phase III included Building C and associated pedestrian walkways. Site plan was approved in September 2016, with chronology of events below:

Date	Case Activity

August 6, 2016	**Pre-application conference PLZ-15-0046**
April 7, 2016	**Applicant submitted application materials (Type II review)**
July 28, 2016	**Applicant submitted revised materials**
August 2, 2016	**City issued notice of Technically Complete**
July 5, 2016	**City published notice of SEPA determination and of land use application**
August 31, 2016	**SEPA comment period ended**
August 31, 2016	**Land use comment period ended**
September 2, 2016	**Preliminary decision issued**
September 8, 2016	**Decision signed by Community Development Director and issued**

In June 2019, City staff was contacted by a new applicant who was interested in seeking a post-decision review to reconfigure one of the buildings to accommodate a gas station. Staff explained that the proposed use is an allowed use within the zone but is a significant change which would require a new Pre-application conference. A Pre-application conference was scheduled for July 9th.

Upon notice of the Pre-application conference, City Council became aware that gasoline service station facilities are a Permitted use in the CNB zone and expressed concerns that a gas station in the Commercial Neighborhood Business ("CNB") zone might not be compatible with the vision and intent of the zone. The intent for the CNB zone is set forth in RMC 18.230.010 "to allow for low-intensity office, business, retail, and service uses located on or with convenient access to arterial streets and is intended to serve the needs of the surrounding neighborhood."

Time is needed to analyze the issues presented by gasoline service station facilities located in the CNB zone, such as the appropriateness of use for zoning and location, and/or design standards to ensure the health, safety and welfare of those living and working near the proposed use.

Currently no applications have been received for gasoline service station facilities to operate within the CNB zone within the Ridgefield city limits, though there has been one proposed for consideration as described above.

This moratorium was necessary to permit staff time to research, facilitate public outreach, and modify or establish regulations related to gasoline service station facilities in the CNB zone. Pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City Council may adopt a moratorium for a period of up to six (6) months without notice and public hearing provided that the City holds a public hearing within sixty (60) days after the adoption of this Ordinance

BUDGET/FINANCIAL IMPACTS: No Budgetary or Financial Impacts Are Anticipated

RECOMMENDED ACTION OR MOTION: No action requested – Action was already taken on July 11, 2019 adopting Ordinance No. 1295

STAFF CONTACT: Steve Stuart, City Manager

ATTACHMENTS: