**RIDGEFIELD CITY COUNCIL**
**MEETING AGENDA**

**Thursday, July 23, 2020**
**Teleconference**
**N/A, Ridgefield, WA 98604**

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

1. **Roll Call**
2. **Late changes to the agenda**

II. **PRESENTATION**

1. **First Half 2020 Financial Report - Kirk Johnson, Finance Director**

III. **CONSENT AGENDA**

1. **Approval of Claims And/Or Payroll**
2. **Approval of Minutes from the July 9, 2020 Meeting**

IV. **BUSINESS**

1. **Motion - Approval of Amendment to Building and Construction Order - Steve Stuart, City Manager**
2. **Resolution No. 581 – Approval of Amendment to Financial Policy #07: Budget - Kirk Johnson, Finance Director**

V. **COUNCIL/PRESIDING OFFICER/STAFF REPORTS**

1. **Council**
2. **Mayor**

   **Appointment of two Council Members to serve on the 2021 Budget Advisory Committee**

   **Appointment of a citizen to serve on the 2021 Budget Advisory Committee**
3. **City Manager**

VI. **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:** July 23, 2020

**ITEM:** PRESENTATION

**AGENDA ITEM TITLE:** First Half 2020 Financial Report

---

**GOVERNING LEGISLATION:**

City of Ridgefield Financial Policy #07: Budget

**PREVIOUS COUNCIL ACTION TAKEN:**

Reviewed quarterly financial reports

**SUMMARY/BACKGROUND:**

1st half 2020 financial report – budget to actual

**BUDGET/FINANCIAL IMPACTS:**

None

**RECOMMENDED ACTION OR MOTION:**

No action requested

**STAFF CONTACT:** Kirk Johnson, Finance Director

**ATTACHMENTS:** 1st Half 2020 Budget Report (PDF)

# 1st Half 2020 Budget Report

# 2020 Reserves Per Policy

| | O&M | Revenue Stab. | Debt Service | Separation | Capital | Capital Repair & Replace | 2020 Reserves | 2019 Reserves | % Change |
|---|---|---|---|---|---|---|---|---|---|
| General Fund | 903,249 | 631,746 | 20,224 | 144,925 | 630,896 | - | 2,331,040 | 2,014,914 | 15.69% |
| Building & Permitting | 268,420 | 251,284 | - | 18,863 | - | - | 538,567 | 574,578 | -6.27% |
| Water Fund | 367,083 | - | - | 41,530 | 170,682 | 293,431 | 872,726 | 688,217 | 26.81% |
| Storm Fund | 134,241 | - | - | 5,732 | 143,451 | 107,190 | 390,614 | 275,728 | 41.67% |
| Total | 1,672,993 | 883,030 | 20,224 | 211,050 | 945,029 | 400,621 | 4,132,947 | 3,553,437 | 16.31% |

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

| | Historical | Target | Total | Balance | Variance | % Target |
|---|---|---|---|---|---|---|
| Water Fund | 20,802,944 | 2% | 416,059 | 293,431 | (122,628) | 71% |
| Storm Fund | 15,241,553 | 2% | 304,831 | 107,190 | (197,641) | 35% |

# 1st Half 2020 General Fund Revenue

| Revenue | 2Q 2020 YTD Actual | 2020 Budget | 2Q % of Budget | 2Q 2019 YTD Actual | 2Q 2020 v 2Q 2019 |
|---|---|---|---|---|---|
| Property Taxes | $ 772,482 | $ 1,460,000 | 52.9% | $ 693,161 | 11.4% |
| Retail Sales Taxes | 842,253 | 2,351,025 | 35.8% | 1,031,441 | -18.3% |
| Utility and Other Taxes | 470,957 | 1,177,046 | 40.0% | 416,331 | 13.1% |
| Licenses and Permits | 785,003 | 941,398 | 83.4% | 561,990 | 39.7% |
| Planning and Development | 658,098 | 803,136 | 81.9% | 458,881 | 43.4% |
| Fines Forfeits and Restitution | 19,388 | 59,900 | 32.4% | 33,648 | -42.4% |
| Charges for Goods and Services | 5,901 | 5,200 | 113.5% | 2,533 | 133.0% |
| Interfund Charges for Goods and Service | 239,433 | 495,427 | 48.3% | 268,865 | -10.9% |
| Intergovernmental/Grants/Other | 312,371 | 336,791 | 92.7% | 113,473 | 175.3% |
| Total General Fund Revenue | $ 4,105,886 | $ 7,629,923 | 53.8% | $ 3,580,323 | 14.7% |

# 1st Half 2020
# General Fund Expense

| Expense | 2Q 2020 YTD Actual | 2020 Budget | 2Q % of Budget | 2Q 2019 YTD Actual | 2Q 2020 v 2Q 2019 |
|---|---|---|---|---|---|
| Department | | | | | |
| City Council | $ 34,409 | $ 96,482 | 35.7% | $ 45,425 | -24.3% |
| Judicial | 66,905 | 187,000 | 35.8% | 44,841 | 49.2% |
| Executive | 116,460 | 277,777 | 41.9% | 133,479 | -12.8% |
| Finance | 305,980 | 617,522 | 49.5% | 219,502 | 39.4% |
| Legal | 10,100 | 45,000 | 22.4% | 9,900 | 2.0% |
| Human Resources | 92,043 | 232,429 | 39.6% | 94,251 | -2.3% |
| Administration | 194,310 | 444,179 | 43.7% | 167,756 | 15.8% |
| General Government/Facilities | 557,258 | 914,113 | 61.0% | 508,825 | 9.5% |
| Information Tech | 111,141 | 178,909 | 62.1% | 47,076 | 136.1% |
| Public Safety | 908,704 | 1,900,143 | 47.8% | 780,787 | 16.4% |
| Cemetery | 25,426 | 33,485 | 75.9% | 16,734 | 51.9% |
| Community Development | 765,423 | 2,118,599 | 36.1% | 746,574 | 2.5% |
| Parks | 225,480 | 595,394 | 37.9% | 203,656 | 10.7% |
| Transfer to Equip Replace Fund | 51,312 | 101,312 | 50.6% | - | 0.0% |
| Transfers - To Street Fund | 245,127 | 340,850 | 71.9% | 263,765 | -7.1% |
| Transfers To Capital - Streets | 22,116 | 325,000 | 6.8% | 44,188 | 0.0% |
| Transfers To Capital - Parks | - | - | 0.0% | - | 0.0% |
| Total General Fund Expense | $ 3,732,194 | $ 8,408,194 | 44.4% | $ 3,326,759 | 12.2% |
| Total Net Revenue (Loss) | $ 373,692 | $ (778,271) | -48.0% | $ 253,564 | 47.4% |

Attachment: 1st Half 2020 Budget Report (First Half 2020 Financial Report)

# 1st Half 2020
# General Fund - Fund Balance

| Fund Balance | 2Q 2020 YTD Actual | 2020 Budget | 2Q 2019 YTD Actual | 2Q 2020 v 2Q 2019 |
|---|---|---|---|---|
| Beginning Balance | $ 4,826,242 | $ 4,826,242 | $ 3,163,140 | 52.6% |
| Net Increase (Decrease) | 373,692 | (778,271) | 253,564 | 47.4% |
| Ending Balance | 5,199,934 | 4,047,971 | 3,416,704 | 52.2% |
| Less: Reserved Amounts * | 2,869,607 | 2,869,607 | 2,869,607 | 0.0% |
| Net Ending and Available Balance | $ 2,330,327 | $ 1,178,364 | $ 547,097 | 325.9% |
| * Includes Street Fund Reserves | | | | |

# 1st Half 2020 Street Fund

| Revenue | 2Q 2020 YTD Actual | 2020 Budget | 2Q % of Budget | 2Q 2019 YTD Actual | 2Q 2020 v 2Q 2019 |
|---|---|---|---|---|---|
| Tax/Franchise Fees | $ 32,667 | $ 85,634 | 38.1% | $ 30,311 | 7.8% |
| Vehicle Motor Fuel Tax | 55,520 | 151,116 | 36.7% | 57,054 | -2.7% |
| Permits | 12,717 | 20,000 | 63.6% | 10,472 | 21.4% |
| Transfer In - General Fund | 245,127 | 340,850 | 71.9% | 263,765 | -7.1% |
| Other Revenue | 2 | 1,025 | 0.2% | 1,307 | -99.8% |
| Total Street Fund Revenue | $ 346,033 | $ 598,625 | 57.8% | $ 362,909 | -4.7% |
| **Expense** | **2Q 2020 YTD Actual** | **2020 Budget** | **2Q % of Budget** | **2Q 2019 YTD Actual** | **2Q 2020 v 2Q 2019** |
| Street Fund | $ 275,091 | $ 648,387 | 42.4% | $ 267,405 | 2.9% |
| Total Street Fund Expense | $ 275,091 | $ 648,387 | 42.4% | $ 267,405 | 2.9% |
| Total Net Revenue (Loss) | $ 70,942 | $ (49,762) | -142.6% | $ 95,504 | -25.7% |
| **Fund Balance** | **2Q 2020 YTD Actual** | **2020 Budget** | | **2Q 2019 YTD Actual** | **2Q 2020 v 2Q 2019** |
| Beginning Balance | $ 2,586 | $ 2,586 | | $ 5,450 | -52.6% |
| Net Increase (Decrease) | 70,942 | (49,762) | | 95,504 | -25.7% |
| Ending Balance | 73,528 | (47,176) | | 100,954 | -27.2% |
| Less: Reserved Amounts * | - | - | | - | |
| Net Ending and Available Balance | $ 73,528 | $ (47,176) | | $ 100,954 | -27.2% |

*Reserves Maintained in General Fund

# 1st Half 2020
# Special Revenue & Debt Service Funds

| Drug Fund | 2Q 2020 YTD Actual | 2020 Budget | 2Q % of Budget | 2Q 2019 YTD Actual | 2Q 2020 v 2Q 2019 |
|---|---|---|---|---|---|
| Revenue | $ 289 | $ 1,100 | 26.3% | $ 642 | -55.0% |
| Expense | - | - | | - | |
| Total Net Revenue (Loss) | $ 289 | $ 1,100 | 26.3% | $ 642 | -55.0% |
| **Fund Balance** | **2Q 2020 YTD Actual** | **2020 Budget** | | **2Q 2019 YTD Actual** | **2Q 2020 v 2Q 2019** |
| Beginning Balance | $ 4,786 | $ 4,786 | | $ 9,213 | -48.1% |
| Net Increase (Decrease) | 289 | 1,100 | | 642 | -55.0% |
| Ending Fund Balance | $ 5,075 | $ 5,886 | | $ 9,855 | -48.5% |

| Transportation Benefit District | 2Q 2020 YTD Actual | 2020 Budget | 2Q % of Budget | 2Q 2019 YTD Actual | 2Q 2020 v 2Q 2019 |
|---|---|---|---|---|---|
| Revenue | $ 47,308 | $ 143,500 | 33.0% | $ 455 | 100.0% |
| Expense | - | - | 0.0% | - | |
| Total Net Revenue (Loss) | $ 47,308 | $ 143,500 | | $ 455 | |
| **Fund Balance** | **2Q 2020 YTD Actual** | **2020 Budget** | | **2Q 2019 YTD Actual** | **2Q 2020 v 2Q 2019** |
| Beginning Balance | $ 45,977 | $ 45,977 | | $ - | |
| Net Increase (Decrease) | 47,308 | 143,500 | | 455 | |
| Ending Fund Balance | 93,285 | $ 189,477 | | $ 455 | |

| Debt Service Fund | 2Q 2020 YTD Actual | 2020 Budget | 2Q % of Budget | 2Q 2019 YTD Actual | 2Q 2020 v 2Q 2019 |
|---|---|---|---|---|---|
| Revenue | $ 364,936 | $ 4,665,313 | 7.8% | $ 316,861 | 15.2% |
| Expense | 352,686 | 4,665,313 | 7.6% | 316,861 | 11.3% |
| Total Net Revenue (Loss) | $ 12,250 | $ - | | $ - | |
| **Fund Balance** | **2Q 2020 YTD Actual** | **2020 Budget** | | **2Q 2019 YTD Actual** | **2Q 2020 v 2Q 2019** |
| Beginning Balance | $ - | $ - | | $ - | |
| Net Increase (Decrease) | 12,250 | - | | - | |
| Ending Fund Balance | 12,250 | $ - | | $ - | |

# 1st Half 2020
# REET and Impact Fee Funds

| Real Estate Excise Tax (REET) | 2Q 2020 YTD Actual | 2020 Budget | 2Q % of Budget | 2Q 2019 YTD Actual | 2Q 2020 v 2Q 2019 |
|---|---|---|---|---|---|
| Revenue | $ 582,372 | $ 1,164,166 | 50.0% | $ 686,495 | -15.2% |
| Expense | 293,713 | 822,925 | 35.7% | 953,637 | -69.2% |
| Total Net Revenue (Loss) | $ 288,659 | $ 341,241 | 84.6% | $ (267,142) | -208.1% |

| Fund Balance | 2Q 2020 YTD Actual | 2020 Budget | 2Q 2019 YTD Actual | 2Q 2020 v 2Q 2019 |
|---|---|---|---|---|
| Beginning Balance | $ 1,159,388 | $ 1,159,388 | $ 1,194,540 | -2.9% |
| Net Increase (Decrease) | 288,659 | 341,241 | (267,142) | -208.1% |
| Ending Fund Balance | 1,448,047 | 1,500,629 | 927,398 | 56.1% |
| Debt Service Reserve | 1,061,425 | 1,061,425 | 787,425 | 100.0% |
| Ending Available Fund Balance | $ 386,622 | $ 439,204 | $ 139,973 | 176.2% |

| Park Impact Fee (PIF) | 2Q 2020 YTD Actual | 2020 Budget | 2Q % of Budget | 2Q 2019 YTD Actual | 2Q 2020 v 2Q 2019 |
|---|---|---|---|---|---|
| Revenue | $ 659,255 | $ 1,226,916 | 53.7% | $ 492,387 | 33.9% |
| Expense | 233,996 | 444,500 | 52.6% | 443,000 | -47.2% |
| Total Net Revenue (Loss) | $ 425,259 | $ 782,416 | 54.4% | $ 49,387 | 761.1% |

| Fund Balance | 2Q 2020 YTD Actual | 2020 Budget | 2Q 2019 YTD Actual | 2Q 2020 v 2Q 2019 |
|---|---|---|---|---|
| Beginning Balance | $ 331,524 | $ 331,524 | $ - | 100.0% |
| Net Increase (Decrease) | 425,259 | 782,416 | 49,387 | 761.1% |
| Ending Fund Balance | $ 756,783 | $ 1,113,940 | $ 49,387 | 1432.4% |

| Traffic Impact Fee (TIF) | 2Q 2020 YTD Actual | 2020 Budget | 2Q % of Budget | 2Q 2019 YTD Actual | 2Q 2020 v 2Q 2019 |
|---|---|---|---|---|---|
| Revenue | $ 447,946 | $ 1,929,616 | 23.2% | $ 557,026 | -19.6% |
| Expense | - | 100,000 | | 7,500 | -100.0% |
| Total Net Revenue (Loss) | $ 447,946 | $ 1,829,616 | 24.5% | $ 549,526 | -18.5% |

| Fund Balance | 2Q 2020 YTD Actual | 2020 Budget | 2Q 2019 YTD Actual | 2Q 2020 v 2Q 2019 |
|---|---|---|---|---|
| Beginning Balance | $ 1,411,944 | $ 1,411,944 | $ - | 100.0% |
| Net Increase (Decrease) | 447,946 | 1,829,616 | 549,526 | -18.5% |
| Ending Fund Balance | $ 1,859,890 | $ 3,241,560 | $ 549,526 | 238.5% |

# 1st Half 2020
# General Capital & Equipment Replacement Funds

| General Capital Projects | 2Q 2020 YTD Actual | 2020 Budget | 2Q % of Budget | 2Q 2019 YTD Actual | 2Q 2020 v 2Q 2019 |
|---|---|---|---|---|---|
| Revenue | $ 4,097,947 | $ 6,407,337 | 64.0% | $ 1,430,455 | 186.5% |
| Expense | 4,136,507 | 6,026,250 | 68.6% | 1,499,681 | 175.8% |
| Total Net Revenue (Loss) | $ (38,560) | $ 381,087 | -10.1% | $ (69,226) | -44.3% |
| **Fund Balance** | **2Q 2020 YTD Actual** | **2020 Budget** | | **2Q 2019 YTD Actual** | **2Q 2020 v 2Q 2019** |
| Beginning Balance | $ 275,579 | $ 275,579 | | $ 21,525 | 1380.3% |
| Net Increase (Decrease) | (38,560) | 381,087 | | (69,226) | -44.3% |
| Ending Fund Balance | $ 237,019 | $ 656,666 | | $ (47,701) | -396.9% |

| Equipment Replacement (ERF) | 2Q 2020 YTD Actual | 2020 Budget | 2Q % of Budget | 2Q 2019 YTD Actual | 2Q 2020 v 2Q 2019 |
|---|---|---|---|---|---|
| Revenue | $ 140,117 | $ 190,263 | 73.6% | $ 9,345 | 100.0% |
| Expense | 62,366 | 365,300 | 17.1% | - | |
| Total Net Revenue (Loss) | $ 77,751 | $ (175,037) | -44.4% | $ 9,345 | 100.0% |
| **Fund Balance** | **2Q 2020 YTD Actual** | **2020 Budget** | | **2Q 2019 YTD Actual** | **2Q 2020 v 2Q 2019** |
| Beginning Balance | $ 250,495 | $ 250,495 | | $ 180,246 | 39.0% |
| Net Increase (Decrease) | 77,751 | (175,037) | | 9,345 | |
| Ending Fund Balance | $ 328,246 | $ 75,458 | | $ 189,591 | 73.1% |

# 1st Half 2020
# Water and Storm Water Operating Funds

| Water Utility O&M | 2Q 2020 YTD Actual | 2020 Budget | 2Q % of Budget | 2Q 2019 YTD Actual | 2Q 2020 v 2Q 2019 |
|---|---|---|---|---|---|
| Revenue | $ 860,611 | $ 2,212,799 | 38.9% | $ 833,038 | 3.3% |
| Expense | 819,945 | 2,016,434 | 40.7% | 876,018 | -6.4% |
| Total Net Revenue (Loss) | $ 40,666 | $ 196,365 | 20.7% | $ (42,980) | -194.6% |

| Fund Balance | 2Q 2020 YTD Actual | 2020 Budget | 2Q 2019 YTD Actual | 2Q 2020 v 2Q 2019 |
|---|---|---|---|---|
| Beginning Balance | $ 1,547,132 | $ 1,547,132 | $ 1,113,549 | 38.9% |
| Net Increase (Decrease) | 40,666 | 196,365 | (42,980) | -194.6% |
| Ending Balance | 1,587,798 | 1,743,497 | 1,070,569 | 48.3% |
| Less: Reserved Amounts | 863,885 | 863,885 | 688,217 | 25.5% |
| Net Ending and Available Fund Balance | $ 723,913 | $ 879,612 | $ 382,352 | 89.3% |

| Stormwater Utility O&M | 2Q 2020 YTD Actual | 2020 Budget | 2Q % of Budget | 2Q 2019 YTD Actual | 2Q 2020 v 2Q 2019 |
|---|---|---|---|---|---|
| Revenue | $ 407,886 | $ 749,275 | 54.4% | $ 320,556 | 27.2% |
| Expense | 303,429 | 632,986 | 47.9% | 296,235 | 2.4% |
| Total Net Revenue (Loss) | $ 104,457 | $ 116,289 | 89.8% | $ 24,321 | 329.5% |

| Fund Balance | 2Q 2020 YTD Actual | 2020 Budget | 2Q 2019 YTD Actual | 2Q 2020 v 2Q 2019 |
|---|---|---|---|---|
| Beginning Balance | $ 297,614 | $ 297,614 | $ 247,302 | 20.3% |
| Net Increase (Decrease) | 104,457 | 116,289 | 24,321 | 329.5% |
| Ending Balance | 402,071 | 413,903 | 271,623 | 48.0% |
| Less: Reserved Amounts | 370,057 | 370,057 | 275,728 | 34.2% |
| Net Ending and Available Fund Balance | $ 32,014 | $ 43,846 | $ (4,105) | -879.9% |

Attachment: 1st Half 2020 Budget Report (First Half 2020 Financial Report)

# 1st Half 2020
# Water SDC and Utility Capital Fund

| Water SDC | 2Q 2020 YTD Actual | 2020 Budget | 2Q % of Budget | 2Q 2019 YTD Actual | 2Q 2020 v 2Q 2019 |
|---|---|---|---|---|---|
| Revenue | $ 1,175,492 | $ 1,407,134 | 83.5% | $ 693,668 | 69.5% |
| Expense | 207,311 | 1,600,113 | 13.0% | 79,786 | 159.8% |
| Total Net Revenue (Loss) | $ 968,181 | $ (192,979) | | $ 613,882 | 57.7% |
| **Fund Balance** | **2Q 2020 YTD Actual** | **2020 Budget** | | **2Q 2019 YTD Actual** | **2Q 2020 v 2Q 2019** |
| Beginning Balance | $ 7,196,708 | $ 7,196,708 | | $ 6,351,935 | 13.3% |
| Net Increase (Decrease) | 968,181 | (192,979) | | 613,882 | 57.7% |
| Net Ending and Available Fund Balance | $ 8,164,889 | $ 7,003,729 | | $ 6,965,817 | 17.2% |

| Water Utility Capital Projects | 2Q 2020 YTD Actual | 2020 Budget | 2Q % of Budget | 2Q 2019 YTD Actual | 2Q 2020 v 2Q 2019 |
|---|---|---|---|---|---|
| Revenue | $ 193,890 | $ 1,441,500 | 13.5% | $ 272,722 | -28.9% |
| Expense | 193,887 | 1,441,500 | 13.5% | 272,721 | -28.9% |
| Total Net Revenue (Loss) | $ 3 | $ - | | $ 1 | -100.0% |
| **Fund Balance** | **2Q 2020 YTD Actual** | **2020 Budget** | | **2Q 2019 YTD Actual** | **2Q 2020 v 2Q 2019** |
| Beginning Balance | $ 16,532 | $ 16,532 | | $ 16,528 | 0.0% |
| Net Increase (Decrease) | 3 | - | | 1 | -100.0% |
| Net Ending and Available Fund Balance | $ 16,535 | $ 16,532 | | $ 16,529 | 0.0% |

| Storm Utility Capital Projects | 2Q 2020 YTD Actual | 2020 Budget | 2Q % of Budget | 2Q 2019 YTD Actual | 2Q 2020 v 2Q 2019 |
|---|---|---|---|---|---|
| Revenue | $ - | $ 359,000 | 0.0% | $ - | 0.0% |
| Expense | 3,363 | 359,000 | 0.9% | - | 0.0% |
| Total Net Revenue (Loss) | $ (3,363) | $ - | | $ - | 0.0% |
| **Fund Balance** | **2Q 2020 YTD Actual** | **2020 Budget** | | **2Q 2019 YTD Actual** | **2Q 2020 v 2Q 2019** |
| Beginning Balance | $ - | $ - | | $ - | 0.0% |
| Net Increase (Decrease) | (3,363) | - | | - | 0.0% |
| Net Ending and Available Fund Balance | $ (3,363) | $ - | | $ - | 0.0% |

# 1st Half 2020
# City Investments

- Total investment portfolio $10,463,834
  - Municipal bonds $1,601,990
  - US Agency bonds $251,635
  - Clark County investment pool $6,993,086
  - Washington State local government investment pool $1,617,123
- Current yield on investment 2.71%
- Weighted average maturity 66.95 months
- Clark County Investment Pool
  - 2% over policy maximum (liquid funds, highest current return. Weighted average maturity 6.95 months over policy. Will change next month with maturity of $820,000 municipal bond.


THANK YOU

# CITY OF RIDGEFIELD
# REQUEST FOR COUNCIL ACTION

**MEETING DATE:** July 23, 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:** July 23, 2020 - Claims Report (PDF)

# City of Ridgefield

*Claims Payment Report*

*For Approval on: July 23, 2020*

| Sum of Amount Vendor Name | Vendor Number | Invoice Number | Resp. Department | Description | Total |
|---|---|---|---|---|---|
| AMAZON BUSINESS | 3485 | 1WDP-HCLN-T3YH | Genl Govt/Facilities | Community Engagement Event Supplies | 91.02 |
| | | 1YRP-4639-FWV1 | Genl Govt/Facilities | Community Engagement Event Supplies | 91.02 |
| | | 1YRP-4639-3NYM | Genl Govt/Facilities | UV Cleaner | 145.52 |
| | | 1LMK-RYJL-6N6P | Genl Govt/Facilities | Office Supplies - CH | 84.32 |
| **AMAZON BUSINESS Total** | | | | | **411.88** |
| ARAMARK UNIFORM SERVICES | 32 | 864544363 | Genl Govt/Facilities | CH/PW/CDD/PD Floor Mats | 7.36 |
| | | | Public Safety | CH/PW/CDD/PD Floor Mats | 4.47 |
| | | | Public Works | CH/PW/CDD/PD Floor Mats | 3.60 |
| | | | Community Development | CH/PW/CDD/PD Floor Mats | 3.96 |
| | | 864555009 | Genl Govt/Facilities | PW Uniforms/Floor Mats | 2.88 |
| | | | Public Works | PW Uniforms/Floor Mats | 48.75 |
| | | 864544368 | Genl Govt/Facilities | PW Uniforms | 1.14 |
| | | | | PW Floor Mats | 1.93 |
| | | | Public Works | PW Uniforms | 27.44 |
| | | | | PW Floor Mats | 25.80 |
| **ARAMARK UNIFORM SERVICES Total** | | | | | **127.33** |
| BLUEFIN PAYMENT SYSTEMS | 2827 | 2827-20200723 | Public Works | Customer Web Payments - June 2020 | 355.98 |
| **BLUEFIN PAYMENT SYSTEMS Total** | | | | | **355.98** |
| BRITTANI FREIMUTH | 3418 | 3418-20200723 | Genl Govt/Facilities | Supplies Reimb - Freimuth | 8.44 |
| | | | Public Works | Supplies Reimb - Freimuth | 112.88 |
| **BRITTANI FREIMUTH Total** | | | | | **121.32** |
| BSK ASSOCIATES | 2119 | VD01965 | Public Works | Coliform Testing | 450.00 |
| **BSK ASSOCIATES Total** | | | | | **450.00** |
| CBD NW FARMS | 3490 | 501832445 | Genl Govt/Facilities | Business License Refund - CBD NW Farms | 50.00 |
| **CBD NW FARMS Total** | | | | | **50.00** |
| CFM STRATEGIC COMMUNICATIONS INC. | 2551 | 25581 | Genl Govt/Facilities | Lobbyist - June 2020 | 5,200.00 |
| **CFM STRATEGIC COMMUNICATIONS INC. Total** | | | | | **5,200.00** |
| CITY OF RIDGEFIELD-W/S | 96 | 005815-000-20200723 | Genl Govt/Facilities | 109 W Division WWTP - CRWWD Portion - Water | 123.83 |
| | | | | 109 W Division WWTP - CRWWD Portion - Storm | 400.05 |
| | | | Public Works | 109 W Division WWTP - Storm | 400.05 |
| | | | | 109 W Division WWTP - Water | 123.82 |
| | | 006419-000-20200723 | Public Works | 301 N 3rd Ave CDD - Water | 24.91 |
| | | | | 301 N 3rd Ave CDD - Storm | 19.05 |
| | | | Community Development | 301 N 3rd Ave CDD - Water | 24.91 |
| | | | | 301 N 3rd Ave CDD - Storm | 19.05 |
| | | 006405-000-20200723 | Public Works | 119 N 3rd Ave Community Park - Water | 109.35 |
| | | | | 119 N 3rd Ave Community Park - Storm | 38.10 |
| | | 005488-000-20200723 | Public Works | Cemetery Water Spigots - Water | 47.48 |
| | | 005436-005-20200723 | Public Works | 1-5/SR501 NE Interchange Irrigation | 94.98 |
| | | 010821-000-20200723 | Public Works | Water Tower (Cemetery) | 57.15 |
| | | 009457-000-20200723 | Public Works | Columbia Hills Irrigation Tract D Cispus Way | 168.69 |

Attachment: July 23, 2020 - Claims Report (Approval of Claims And/Or Payroll)

# City of Ridgefield

***Claims Payment Report***

***For Approval on: July 23, 2020***

| | | | | | |
|---|---|---|---|---|---|
| **CITY OF RIDGEFIELD-W/S** | **96** | 005811-000-20200723 | **Public Works** | Abrams Park Kitchen - Storm | 400.05 |
| | | | | Abrams Park Kitchen & Irrigation - Water | 66.24 |
| | | 006404-000-20200723 | **Genl Govt/Facilities** | 230 Pioneer Street City Hall - Water | 70.03 |
| | | | | 230 Pioneer Street City Hall - Storm | 133.35 |
| | | 006398-000-20200723 | **Public Safety** | 116 N Main Ave PD - Water | 56.65 |
| | | | | 116 N Main Ave PD - Storm | 76.20 |
| | | 009427-000-20200723 | **Public Works** | Columbia Hills Irrigation Tract B Wind River | 111.50 |
| | | 005436-001-20200723 | **Public Works** | 1-5/SR501 NE Interchange Irrigation | 94.88 |
| | | 007097-000-20200723 | **Public Works** | 2311 N 5th Way Crows Nest Park - Water | 85.51 |
| | | | | 2311 N 5th Way Crows Nest Park - Storm | 38.10 |
| | | 009787-003-20200723 | **Public Works** | Green Gables Tract-D Irrigation MET | 167.05 |
| | | 009787-000-20200723 | **Public Works** | Green Gables Tract-Q Irrigation M | 59.57 |
| | | 009272-000-20200723 | **Public Works** | 1308 N Heron Dr Hayden Park - Water | 93.60 |
| | | | | 1308 N Heron Dr Hayden Park - Storm | 19.05 |
| | | 010889-000-20200723 | **Public Works** | Junction Well & Reservoir - Storm | 133.35 |
| | | 005032-000-20200723 | **Genl Govt/Facilities** | 111 S Main - Water | 180.21 |
| | | | | 111 S Main - Storm | 57.15 |
| | | 010935-000-20200723 | **Public Works** | Cedar Creek Irrigation Tract B | 176.32 |
| | | 012825-000-20200723 | **Public Works** | IRR West End S Sevier Rd | 393.07 |
| | | 009787-005-20200723 | **Public Works** | Park & Ride Lot - Storm | 209.55 |
| | | 009787-004-20200723 | **Public Works** | Green Gables Tract-C Irrigation M | 112.98 |
| | | 005806-000-20200723 | **Public Works** | Abrams Soccer Field | 416.73 |
| | | 005807-000-20200723 | **Public Works** | Abrams Park Restrooms - Water | 107.87 |
| | | | | Abrams Park Restrooms - Storm | 19.05 |
| | | 007183-000-20200723 | **Public Works** | 618 Lark Dr Lark Park - Water | 99.86 |
| | | | | 618 Lark Dr Lark Park - Storm | 19.05 |
| | | 005436-010-20200723 | **Public Works** | 5054 Pioneer Street | 19.05 |
| | | 008428-000-20200723 | **Public Works** | Cedar Ridge Park - Water | 124.38 |
| | | | | Cedar Ridge Park - Storm | 19.05 |
| | | 009787-002-20200723 | **Public Works** | Green Gables Tract-D Irrigation M | 203.59 |
| | | 005207-000-20200723 | **Public Works** | Blue Heron Community Garden - Water | 65.24 |
| | | 005810-000-20200723 | **Public Works** | Abrams Park Standpipe - Water | 53.67 |
| | | 005812-001-20200723 | **Public Works** | Abrams Park Chloine Injector - Storm | 19.05 |
| | | 005436-009-20200723 | **Public Works** | 6007 N Ridgefield Woods Dr. - Irrigation | 89.24 |
| | | 009787-006-20200723 | **Public Works** | Roundabout 45th & 3rd | 65.92 |
| | | 006420-000-20200723 | **Public Works** | 315 N 3rd Avenue Davis Park - Water | 269.28 |
| **CITY OF RIDGEFIELD-W/S Total** | | | | | **5,976.86** |
| **CLARK COUNTY** | **102** | CI016492 | **Judicial** | Pre Trial Supervisions - May 2020 | 40.00 |
| | | CI016642 | **Judicial** | 2nd Qtr 2020 - Limited Jurisdiction Svcs | 100.00 |
| | | CI016612 | **Public Safety** | 3rd Qtr 2020 - Emergency Mngmt Fees | 2,468.25 |
| | | CI014697 | **Public Works** | 01.2020 - Street Striping | 15.27 |
| | | CI014736 | **Public Works** | Traffic Signal Labor | 107.02 |
| | | CI016619 | **Judicial** | Probable Cause Hearing | 235.99 |
| | | CI016644 | **Public Safety** | 3rd Qtr 2020 Dispatching/Radio Operations | 13,786.50 |

# City of Ridgefield

*Claims Payment Report*

*For Approval on: July 23, 2020*

| | | | | | |
|---|---|---|---|---|---|
| **CLARK COUNTY Total** | | | | | **16,753.03** |
| **CLARK COUNTY FIRE DISTRICT #5** | **104** | 10386 | **Genl Govt/Facilities** | Safety Consotium - 3rd Qtr 2020 | 74.39 |
| | | | **Public Works** | Safety Consotium - 3rd Qtr 2020 | 994.36 |
| **CLARK COUNTY FIRE DISTRICT #5 Total** | | | | | **1,068.75** |
| **CLARK COUNTY TREASURERS OFFICE** | **554** | SIF202006 | **Genl Govt/Facilities** | School Impact Fees | 584,477.50 |
| **CLARK COUNTY TREASURERS OFFICE Total** | | | | | **584,477.50** |
| **CLARK PUBLIC UTILITIES** | **110** | 7516-979-7-20200723 | **Public Works** | (blank) | 85.60 |
| | | 7207-401-6-20200723 | **Public Works** | 800 NE 264 St Intertie 1 - Water | 611.09 |
| | | 7124-838-9-20200723 | **Public Works** | Overlook Park - Electricity | 57.11 |
| | | 7516-978-9-20200723 | **Public Works** | SR/Pioneer ST & S 65 AVE | 49.51 |
| | | 7207-403-2-20200723 | **Public Works** | 911 N 65th Ave Intertie 2 - Water | 132.71 |
| | | 7453-365-4-20200723 | **Public Works** | 535 N Abrams Park Rd. | 46.61 |
| | | 7123-806-7-20200723 | **Public Works** | Pioneer St. & Gee Creek Loop - Electricity | 27.23 |
| | | 7122-944-7-20200723 | **Public Works** | 512 N Allen Dr - Electricity | 26.83 |
| | | 7207-402-4-20200723 | **Public Works** | 1504 NW Intertie 3 - Water | 1,170.75 |
| | | 7448-974-1-20200723 | **Public Works** | N 35th Ave and Pioneer St | 50.66 |
| | | 7503-626-9-20200723 | **Public Works** | 337 S Royal Rd. | 109.67 |
| | | 7126-408-9-20200723 | **Public Works** | 2300 N 3rd Way Bellwood Trail Lights | 33.85 |
| | | 7122-942-1-20200723 | **Public Works** | 3701 N 3rd Cir - Electricity | 26.98 |
| **CLARK PUBLIC UTILITIES Total** | | | | | **2,428.60** |
| **CLARK REGIONAL WASTEWATER DISTRICT** | **741** | 032695-000-20200723 | **Genl Govt/Facilities** | 109 W Division WWTP - CRWWD Portion - Sewer | 92.05 |
| | | | **Public Works** | 109 W Division WWTP - Sewer | 92.05 |
| | | 032664-000-20200723 | **Public Works** | 301 N 3rd Ave CDD - Sewer | 25.08 |
| | | | **Community Development** | 301 N 3rd Ave CDD - Sewer | 25.07 |
| | | 032899-000-20200723 | **Public Works** | Abrams Park Former Mgr House - Sewer | 42.81 |
| | | 032894-000-20200723 | **Public Works** | Abrams Park Kitchen - Sewer | 40.98 |
| | | 035480-000-20200723 | **Public Works** | 255 S 56th Pl Well & Reservoir - Sewer | 39.75 |
| | | 032712-000-20200723 | **Public Safety** | 116 N Main Ave PD - Sewer | 46.49 |
| | | 032895-000-20200723 | **Public Works** | Abrams Park Restrooms - Sewer | 91.12 |
| | | 032752-000-20200723 | **Genl Govt/Facilities** | 230 Pioneer St City Hall - Sewer | 81.95 |
| **CLARK REGIONAL WASTEWATER DISTRICT Total** | | | | | **577.35** |
| **COLUMBIA FORD** | **504** | 3-L1643 J275 | **Community Development** | 2020 Ford Escape - CDD | 26,566.67 |
| **COLUMBIA FORD Total** | | | | | **26,566.67** |
| **COLUMBIAN PUBLISHING** | **116** | 0116-20200723 | **Genl Govt/Facilities** | Subscription Renewal - 6 Mo - City Hall | 309.00 |
| | | 22186 | **Community Development** | PLZ-120-0030 Wisdom Ridge | 109.80 |
| **COLUMBIAN PUBLISHING Total** | | | | | **418.80** |
| **COMCAST** | **2271** | 2271-202007-109 | **Genl Govt/Facilities** | PW Shop Communications | 28.59 |
| | | | **Public Works** | PW Shop Communications | 382.22 |
| | | 2271-202007-230 | **Genl Govt/Facilities** | Internet Services - CH | 603.31 |
| | | 2271-202007-116 | **Public Safety** | PD Communications | 349.20 |
| **COMCAST Total** | | | | | **1,363.32** |
| **COMCAST BUSINESS** | **1666** | 102917337 | **Genl Govt/Facilities** | Internet Services - 230 Pioneer | 370.85 |
| **COMCAST BUSINESS Total** | | | | | **370.85** |
| **COMDATA NETWORK INC.** | **1101** | 20335734 | **Genl Govt/Facilities** | PW/CDD Fuel - XN173 - 06/16/2020-06/30/2020 | 110.81 |

**Attachment: July 23, 2020 - Claims Report (Approval of Claims And/Or Payroll)**

# City of Ridgefield

*Claims Payment Report*

*For Approval on: July 23, 2020*

| | | | | | |
|---|---|---|---|---|---|
| **COMDATA NETWORK INC.** | **1101** | 20335734 | **Public Works** | PW/CDD Fuel - XN173 - 06/16/2020-06/30/2020 | 1,538.66 |
| | | | **Community Development** | PW/CDD Fuel - XN173 - 06/16/2020-06/30/2020 | 229.67 |
| | | 20335724 | **Public Safety** | Fuel PD - XN795 - 06/16/2020-06/30/2020 | 488.86 |
| **COMDATA NETWORK INC. Total** | | | | | **2,368.00** |
| **CORRECT EQUIPMENT INC.** | **2891** | 41474 | **Public Works** | Sewer Pump Repair - Abrams Caretaker House | 2,435.05 |
| | | 41869 | **Public Works** | Sewer Pump Repair - Abrams Caretaker House | 855.52 |
| **CORRECT EQUIPMENT INC. Total** | | | | | **3,290.57** |
| **DAVID MICHAEL ADAUTO** | **3491** | 501820635 | **Genl Govt/Facilities** | Business License Refund - David Michael Adauto | 50.00 |
| **DAVID MICHAEL ADAUTO Total** | | | | | **50.00** |
| **DAVID SIEM** | **3488** | 3488-20200723D | **Public Safety** | Mileage Reimb - Siem | 164.45 |
| | | 3488-20200723C | **Public Safety** | Mileage Reimb - Siem | 164.45 |
| | | 3488-20200723A | **Public Safety** | Mileage Reimb - Siem | 321.54 |
| | | 3488-20200723B | **Public Safety** | Mileage Reimb - Siem | 164.45 |
| **DAVID SIEM Total** | | | | | **814.89** |
| **DESIGNS OF ALL KINDS INC.** | **3350** | 20197 | **Genl Govt/Facilities** | 100 in 100 Event Tshirts | 3,228.37 |
| **DESIGNS OF ALL KINDS INC. Total** | | | | | **3,228.37** |
| **DICK'S TIRE FACTORY** | **158** | D63690 | **Public Safety** | Vehicle Maint - PD | 79.02 |
| | | D64667 | **Public Works** | Equipment Maint - Parks Trailer | 30.30 |
| | | D83656 | **Public Safety** | Vehicle Maint - PD | 76.85 |
| | | D64241 | **Public Safety** | Vehicle Maint - PD | 43.25 |
| **DICK'S TIRE FACTORY Total** | | | | | **229.42** |
| **DUDE SOLUTIONS INC.** | **3044** | INV-73547 | **Community Development** | SmartGov Connector BlueBeam | 1,077.00 |
| | | INV-73548 | **Community Development** | SmartGov Sub and Portal | 12,303.64 |
| **DUDE SOLUTIONS INC. Total** | | | | | **13,380.64** |
| **E2 LAND USE PLANNING SERVICES LLC** | **485** | 0485-20200723 | **Community Development** | Planning Consulting Services - June 2020 | 5,775.00 |
| **E2 LAND USE PLANNING SERVICES LLC Total** | | | | | **5,775.00** |
| **ELCOR INC** | **2081** | MSP-12666 | **Public Safety** | IT Services - June 2020 | 2,425.85 |
| | | | **Public Works** | IT Services - June 2020 | 2,027.13 |
| | | | **Community Development** | IT Services - June 2020 | 2,156.31 |
| | | | **Information Technology** | IT Services - June 2020 | 4,711.36 |
| | | 12697 | **Information Technology** | Laptop Replacement - Knottnerus | 1,714.19 |
| **ELCOR INC Total** | | | | | **13,034.84** |
| **ENVIRONMENTAL SCIENCE ASSOCIATES** | **2398** | 156005 | **Public Works** | EF20 Mitigation Slide Channel Monitoring | 326.25 |
| **ENVIRONMENTAL SCIENCE ASSOCIATES Total** | | | | | **326.25** |
| **GSI WATER SOLUTIONS INC.** | **2971** | 0727.001-22 | **Public Works** | Ridgefield Groundwater Supply Eval | 2,035.50 |
| **GSI WATER SOLUTIONS INC. Total** | | | | | **2,035.50** |
| **HARRY'S LAWN AND POWER EQUIPMENT** | **214** | 185318 | **Public Works** | Parks Supplies | 78.00 |
| **HARRY'S LAWN AND POWER EQUIPMENT Total** | | | | | **78.00** |
| **INTERMEDIA.NET INC** | **2187** | 2007129322 | **Information Technology** | Voice Service Charges - June 2020 | 84.60 |
| **INTERMEDIA.NET INC Total** | | | | | **84.60** |
| **JANEAN Z PARKER** | **2199** | 85 | **Community Development** | Legal Services - June 2020 | 200.00 |
| | | | **Legal** | Legal Services - June 2020 | 2,700.00 |
| **JANEAN Z PARKER Total** | | | | | **2,900.00** |
| **JULIA DENTON** | **3489** | 3489-20200723 | **Genl Govt/Facilities** | Supplies Reimb - Denton | 18.42 |

# City of Ridgefield

*Claims Payment Report*

*For Approval on: July 23, 2020*

| | | | | | |
|---|---|---|---|---|---|
| **JULIA DENTON Total** | | | | | **18.42** |
| **KENYON DISEND PLLC** | **1746** | 190144 | **Legal** | Professional Attorney Services - Police Station | 1,450.46 |
| **KENYON DISEND PLLC Total** | | | | | **1,450.46** |
| **LANGUAGE LINE SERVICES INC.** | **3122** | 4848538 | **Judicial** | Interpretation Services | 8.76 |
| **LANGUAGE LINE SERVICES INC. Total** | | | | | **8.76** |
| **LINKO TECHNOLOGY INC.** | **3337** | 7288 | **Genl Govt/Facilities** | Web Tests - June 2020 | (19.15) |
| | | | **Public Works** | Web Tests - June 2020 | 247.15 |
| **LINKO TECHNOLOGY INC. Total** | | | | | **228.00** |
| **MARIUS L MALATTIA** | **1817** | 138 | **Community Development** | Design Reviews - June 2020 | 2,112.50 |
| **MARIUS L MALATTIA Total** | | | | | **2,112.50** |
| **MINISTER-GLAESER SURVEYING INC.** | **1044** | 67476 | **Public Works** | PW Ops Center Survey | 850.00 |
| **MINISTER-GLAESER SURVEYING INC. Total** | | | | | **850.00** |
| **NAPA AUTO PARTS** | **498** | 186374 | **Public Works** | Vehicle Maint - Streets | 4.79 |
| | | 190484 | **Genl Govt/Facilities** | Vehicle Maint - 2020 Ranger | 1.68 |
| | | | **Public Works** | Vehicle Maint - 2020 Ranger | 6.74 |
| | | | **Community Development** | Vehicle Maint - 2020 Ranger | 25.27 |
| **NAPA AUTO PARTS Total** | | | | | **38.48** |
| **NORTHWEST NATURAL GAS** | **315** | 8578-7-20200723 | **Public Works** | PW Shop - Natural Gas | 31.63 |
| | | 1000591-6-20200723 | **Public Safety** | Police Department - Natural Gas | 24.24 |
| | | 8817-9-20200723 | **Genl Govt/Facilities** | City Hall - Natural Gas | 47.09 |
| **NORTHWEST NATURAL GAS Total** | | | | | **102.96** |
| **ONE CALL CONCEPTS** | **326** | 69093 | **Public Works** | Excavation Notif/Modem Ticket Delivery - June 2020 | 275.88 |
| **ONE CALL CONCEPTS Total** | | | | | **275.88** |
| **ON-HOLD CONCEPTS INC** | **2217** | 514251 | **Information Technology** | On Hold Music Service | 24.95 |
| **ON-HOLD CONCEPTS INC Total** | | | | | **24.95** |
| **OTAK INC.** | **1787** | 72000035 | **Public Works** | Refuge Park Survey | 3,903.00 |
| **OTAK INC. Total** | | | | | **3,903.00** |
| **PACIFIC POWER GROUP** | **819** | 487548-00 | **Public Works** | Abrams Park Generator Repair | 723.90 |
| **PACIFIC POWER GROUP Total** | | | | | **723.90** |
| **PARKROSE HARDWARE** | **3104** | X53049/S | **Public Works** | Equip Maintenance - Parks & Parks tools | 60.35 |
| **PARKROSE HARDWARE Total** | | | | | **60.35** |
| **PATRICK HILDRETH BRAND AND DESIGN** | **2372** | 1720 | **Genl Govt/Facilities** | Professional Design & Web Maintenance | 300.00 |
| **PATRICK HILDRETH BRAND AND DESIGN Total** | | | | | **300.00** |
| **PBS ENGINEERING AND ENVIRONMENTAL** | **342** | 0024112.000-1 | **Public Works** | PW Ops Center Environmental Site Assessment | 3,900.00 |
| **PBS ENGINEERING AND ENVIRONMENTAL Total** | | | | | **3,900.00** |
| **PORTLAND ENGINEERING INC** | **2082** | 9659 | **Public Works** | Prof Fees - Telemetry Maintenance | 1,243.89 |
| **PORTLAND ENGINEERING INC Total** | | | | | **1,243.89** |
| **RICOH USA INC.** | **1662** | 103851398 | **Public Safety** | PD Copier Lease | 189.92 |
| **RICOH USA INC. Total** | | | | | **189.92** |
| **RIDGEFIELD SCHOOL DISTRICT** | **378** | 1001900079 | **Genl Govt/Facilities** | RACC Operating Expense - Janitorial | 221.30 |
| | | | | RACC Operating Expense - Garbage | 18.62 |
| | | | | RACC Operating Expense - Electricity | 234.56 |
| | | | | RACC Operating Expense - Water | 72.67 |
| | | | | RACC Operating Expense - Wastewater | 8.14 |

# City of Ridgefield

*Claims Payment Report*

*For Approval on: July 23, 2020*

| | | | | | |
|---|---|---|---|---|---|
| **RIDGEFIELD SCHOOL DISTRICT** | **378** | 1001900079 | **Public Works** | RACC Operating Expense - Janitorial | 190.53 |
| | | | | RACC Operating Expense - Garbage | 16.02 |
| | | | | RACC Operating Expense - Electricity | 201.95 |
| | | | | RACC Operating Expense - Water | 62.56 |
| | | | | RACC Operating Expense - Wastewater | 7.01 |
| | | | **Community Development** | RACC Operating Expense - Janitorial | 799.42 |
| | | | | RACC Operating Expense - Garbage | 67.26 |
| | | | | RACC Operating Expense - Electricity | 847.34 |
| | | | | RACC Operating Expense - Water | 262.51 |
| | | | | RACC Operating Expense - Wastewater | 29.39 |
| **RIDGEFIELD SCHOOL DISTRICT Total** | | | | | **3,039.28** |
| **SANDY'S SIGN AND DESIGN** | **556** | 231-20 | **Public Works** | Streets/Park Signs | 273.90 |
| **SANDY'S SIGN AND DESIGN Total** | | | | | **273.90** |
| **SHRED-IT US JV LLC** | **2274** | 8180010175 | **Genl Govt/Facilities** | Secure Shredding - RACC | 1.16 |
| | | | **Public Works** | Secure Shredding - RACC | 15.48 |
| | | | **Community Development** | Secure Shredding - RACC | 16.64 |
| | | 8180010174 | **Genl Govt/Facilities** | Secure Shredding - City Hall | 40.95 |
| **SHRED-IT US JV LLC Total** | | | | | **74.23** |
| **SITEONE LANDSCAPE SUPPLY LLC** | **2951** | 101303932-001 | **Public Works** | Parks Operational Supp | 100.14 |
| **SITEONE LANDSCAPE SUPPLY LLC Total** | | | | | **100.14** |
| **STAPLES CONTRACT & COMMERCIAL INC** | **2884** | 8058852811 | **Genl Govt/Facilities** | Staples - June 2020 | 769.90 |
| | | | **Public Works** | Staples - June 2020 | 25.44 |
| | | | **Community Development** | Staples - June 2020 | 545.33 |
| | | | **Finance** | Staples - June 2020 | 45.06 |
| | | | **Executive** | Staples - June 2020 | 14.55 |
| **STAPLES CONTRACT & COMMERCIAL INC Total** | | | | | **1,400.28** |
| **STATE OF WASHINGTON DEPARTMENT OF REVENUE** | **156** | 0-015-255-908 | **Genl Govt/Facilities** | June 2020 B&O and Excise Tax | 1,883.06 |
| | | | **Public Works** | June 2020 B&O and Excise Tax | 5,928.44 |
| **STATE OF WASHINGTON DEPARTMENT OF REVENUE Total** | | | | | **7,811.50** |
| **SUNBELT RENTALS** | **414** | 103099052-0001 | **Genl Govt/Facilities** | 4th of July Reader Board | 774.42 |
| **SUNBELT RENTALS Total** | | | | | **774.42** |
| **THE GUNTER GROUP LLC** | **3493** | 3368 | **Community Development** | SmartGov Consulting Project | 5,505.00 |
| **THE GUNTER GROUP LLC Total** | | | | | **5,505.00** |
| **THE MASTERS TOUCH LLC** | **1786** | 70349 | **Public Works** | Utility Statements - June 2020 | 918.53 |
| | | P70349 | **Public Works** | Utility Statements Postage - June 2020 | 1,159.65 |
| **THE MASTERS TOUCH LLC Total** | | | | | **2,078.18** |
| **THE PARR COMPANY** | **964** | 26512327 | **Genl Govt/Facilities** | PW Shop Tools | 1.40 |
| | | | **Public Works** | PW Shop Tools | 18.74 |
| | | 26511042 | **Community Development** | CDD Supplies | 12.13 |
| | | 26512929 | **Public Works** | Parks Supplies | 10.77 |
| **THE PARR COMPANY Total** | | | | | **43.04** |
| **TIREHUB LLC** | **3067** | 14573264 | **Public Safety** | PD Tires | 159.26 |
| **TIREHUB LLC Total** | | | | | **159.26** |
| **TRUEPOINT SOLUTIONS** | **3064** | 20-512 | **Public Works** | Stormwater Prof Services - May/June 2020 | 525.00 |

# City of Ridgefield

*Claims Payment Report*
*For Approval on: July 23, 2020*

| | | | | | |
|---|---|---|---|---|---|
| **TRUEPOINT SOLUTIONS Total** | | | | | **525.00** |
| **VERIZON WIRELESS** | **452** | 9857600960 | **Genl Govt/Facilities** | Verizon Wireless - June 2020 | 50.07 |
| | | | **Public Safety** | Verizon Wireless - June 2020 | 613.13 |
| | | | **Public Works** | Verizon Wireless - June 2020 | 669.28 |
| | | | | Verizon Wireless - Phone Cases - Don/Ryan | 209.79 |
| | | | | Verizon Wireless - Phones - Don/Ryan | 108.38 |
| | | | **Community Development** | Verizon Wireless - June 2020 | 283.42 |
| | | 9857600958 | **Genl Govt/Facilities** | Verizon Wireless - July 2020 | 298.96 |
| | | | **Public Safety** | Verizon Wireless - July 2020 | 529.93 |
| | | | **Public Works** | Verizon Wireless - July 2020 | 317.46 |
| | | | **Community Development** | Verizon Wireless - July 2020 | 76.72 |
| | | | **Finance** | Verizon Wireless - July 2020 | 34.87 |
| | | | **Executive** | Verizon Wireless - July 2020 | 294.02 |
| | | | **Administration** | Verizon Wireless - July 2020 | 34.87 |
| | | | **Council** | Verizon Wireless - July 2020 | 34.87 |
| | | 9857600959 | **Public Works** | Hillhurst Ped Crossing - June 2020 | 109.80 |
| **VERIZON WIRELESS Total** | | | | | **3,665.57** |
| **WA STATE TREASURER'S OFFICE** | **642** | 0642-20200723 | **Genl Govt/Facilities** | 2nd Qtr 2020 Building Code Fees | 1,526.50 |
| **WA STATE TREASURER'S OFFICE Total** | | | | | **1,526.50** |
| **WALLIS ENGINEERING** | **464** | 15225 | **Public Works** | S 3rd Ave Improvements | 1,367.00 |
| | | 15228 | **Public Works** | Downtowns Stormwater Enhancement | 1,959.82 |
| | | 5227 | **Public Works** | Downtowns Stormwater Enhancement | 16,266.40 |
| **WALLIS ENGINEERING Total** | | | | | **19,593.22** |
| **WELLS FARGO** | **1681** | 202006-6962 | **Genl Govt/Facilities** | Denton Lasko Printing Engineering Spec Books | 11.76 |
| | | | | Denton In Power Plastics Corp. Plastic Shields - Sales Tax | (4.11) |
| | | | | Denton Lasko Printing Engineering Spec Books - Sales Tax | (13.01) |
| | | | | Denton In Power Plastics Corp. Plastic shields - RACC/City Hall | 682.45 |
| | | | | Denton Amzn Mktp Us Ms4kz0t40 COVID Face Masks | 208.82 |
| | | | | Denton In Power Plastics Corp. Plastic Shields - Apply Sales Ta | 53.07 |
| | | | **Public Works** | Denton Lasko Printing Engineering Spec Books | 55.44 |
| | | | **Community Development** | Denton Lasko Printing Engineering Spec Books | 100.81 |
| | | 202006-7036 | **Genl Govt/Facilities** | Stuart Office Depot #2309 USB to HDMI Adapter for Council Meetin | 65.03 |
| | | | **Executive** | Stuart Vzwrlss Ivr Vw Payoff damaged phone - Not an eligible cit | 145.40 |
| | | | | Stuart Vinnies Pizza Inc Meeting w/City Councilors re: upcoming | 70.54 |
| | | | | Stuart Margarita Factory Hd Meeting w/commercial developer re: R | 40.86 |
| | | | | Stuart El Rancho Viejo Meeting w/City Councilors re: upcoming is | 105.15 |
| | | | | Stuart Three Sixty Burgers An Meeting re: COVID-19 response | 23.43 |
| | | | | Stuart La Cosina Real Meeting w/City Councilors re: upcoming iss | 57.36 |
| | | 202006-5494 | **Genl Govt/Facilities** | Kipp Apple City Hall | 10.83 |
| | | | **Human Resources** | Kipp Apple Royal Restroom F2T Cancellation | (500.00) |
| | | | | Kipp Amazon Events | 162.59 |
| | | | | Kipp Rosaurs Wellness | 65.32 |
| | | | | Kipp Amazon Wellness | 134.98 |
| | | | | Kipp Apple Events | 14.08 |

# City of Ridgefield
*Claims Payment Report*
*For Approval on: July 23, 2020*

| | | | | | |
|---|---|---|---|---|---|
| **WELLS FARGO** | **1681** | 202006-6970 | **Genl Govt/Facilities** | Johnson Wa Dol Lic & Reg 51307 Title - 2020 Ford Ranger | 14.75 |
| | | | | Johnson Wa Dol Lic & Reg 51307 Title 2020 Chev Silverado - Spenc | 5.90 |
| | | | **Public Works** | Johnson Wa Dol Lic & Reg 51307 Title 2020 Chev Silverado - Spenc | 53.10 |
| | | | | Johnson Ridgefield Pack And Ship Ship bond documents - PW Op Cen | 26.67 |
| | | | **Community Development** | Johnson Wa Dol Lic & Reg 51307 Title - 2020 Ford Ranger | 44.25 |
| | | | **Finance** | Johnson Paypal Government 2019 CAFR award submission fee | 460.00 |
| | | 202006-4015 | **Genl Govt/Facilities** | Arends Premier Rubber Street Sweeper FIll Hose | (7.20) |
| | | | **Public Works** | Arends Premier Rubber Street Sweeper FIll Hose | 92.92 |
| | | | | Arends Amazon Street Sweeper Wash Down Nozzle | 81.53 |
| | | 202006-7051 | **Genl Govt/Facilities** | Blehm Amzn Mktp Us Ms46k33n0 COVID Disinfecting Wipes | 68.88 |
| | | | **Council** | Blehm Alaska Air 0272160560205 Ticket change fee - WA DC trip 2 | 57.20 |
| | | | | Blehm Alaska Air 0272160556224 Ticket change fee - WA DC trip 2 | 57.20 |
| | | 202006-8989 | **Genl Govt/Facilities** | Brooks Glock Store Magazine Holder | (3.36) |
| | | | **Public Safety** | Brooks Glock Store Magazine Holder | 43.31 |
| | | 202006-6996 | **Genl Govt/Facilities** | Demoss Customink Llc COVID Emp Logo Masks | 671.00 |
| | | | | Demoss Customink Llc COVID. Emp Logo Masks | 624.32 |
| | | | | Demoss Sticker Mule COVID. Phase 3 recreation sign stickers | 58.54 |
| | | | **Information Technology** | Demoss Txtsignal.Com Comm tool. Text messages - employees/subscr | 39.00 |
| | | | **Human Resources** | Demoss Costco Whse #0772 Wellness Snacks | 105.70 |
| | | | | Demoss Customink Llc Ridgefield Resilient t shirts for employees | 462.82 |
| | | 202006-6921 | **Genl Govt/Facilities** | Doriot Costco Whse #0772 COVID disinfecting supplies | 24.91 |
| | | | **Public Safety** | Doriot Costco Whse #0772 Kitchen supplies | 26.43 |
| | | 202006-8764 | **Information Technology** | Knottnerus Eclincher Community Engagement | 49.00 |
| | | | | Knottnerus Amazon Website | 0.39 |
| | | | | Knottnerus Zoom Virtual Meeting Platform | 16.24 |
| | | | | Knottnerus Adobe Community Engagement | 57.44 |
| | | | **Human Resources** | Knottnerus NPELRA Professional Membership | 99.00 |
| | | 202006-5961 | **Public Safety** | Doriot USPS Mailed found key to owner (envelope/postage) | 5.59 |
| | | | | Doriot Amazon PD Kitchen Trash Bags | 34.68 |
| | | | | Doriot Office Depot Office Supplies boxes for health survey | 46.68 |
| | | 202006-6947 | **Genl Govt/Facilities** | Kipp Etsy.Com - Fizzypopdesign 1sat scavenger hunt - Pay WA Sale | 1.63 |
| | | | | Kipp Amzn Mktp Us Mj2346fe1 1sat - Movies in the Park | 33.57 |
| | | | | Kipp Etsy.Com - Fizzypopdesign 1sat scavenger hunt - Sales Tax | (0.13) |
| | | | | Kipp Amazon.Com Ms7e02750 Amzn 1sat event | 6.18 |
| | | | **Human Resources** | Kipp Amzn Mktp Us Mj2346fe1 Wellness Snacks | 194.56 |
| | | 202006-1889 | **Information Technology** | Stuart Adobe Monthly Dues | 16.25 |
| | | | **Executive** | Stuart Chevron Lost Receipt - Unauthorized - Invoiced | 17.51 |
| | | | | Stuart Kalama Harbor Pub Meeting re: RORC Lease Agreements | 68.92 |
| | | | | Stuart La Cosina Real Meeting w/Councilors re: upcoming issues | 11.90 |
| | | | | Stuart Rose & Thorn Meeting w/developer re: Ridgefield Projects | 40.39 |
| | | | **Council** | Stuart La Cosina Real Meeting w/Councilors re: upcoming issues | 42.87 |
| | | 202006-7069 | **Genl Govt/Facilities** | Ferriss Amzn Mktp Us My5g16vl2 sanitizing wet wipes | 496.48 |
| | | 202006-5756 | **Community Development** | Rubio Romero J2 Efax Services CDD Fax Line | 16.95 |
| | | 202006-3080 | **Public Works** | Thamert Staples Direct Printer/Scanner/Copier | 324.99 |

# City of Ridgefield

***Claims Payment Report***

***For Approval on: July 23, 2020***

| | | | | | |
|---|---|---|---|---|---|
| **WELLS FARGO** | **1681** | 202006-3072 | **Community Development** | Lust WABO Building code book supplements | 98.57 |
| | | 202006-9760 | **Public Safety** | Hoots Adobe Subscription Fee | 16.25 |
| **WELLS FARGO Total** | | | | | **6,194.58** |
| **WOODLAND TRUE VALUE HARDWARE** | **1507** | A226617 | **Public Works** | Well 11 Supplies | 72.10 |
| | | A225810 | **Public Works** | Well 11 Supplies | 39.31 |
| **WOODLAND TRUE VALUE HARDWARE Total** | | | | | **111.41** |
| **WSP USA INC.** | **3338** | 969634 | **Community Development** | Carty Rd Subarea Plan | 2,805.00 |
| **WSP USA INC. Total** | | | | | **2,805.00** |
| **Grand Total** | | | | | **765,426.30** |

# CITY OF RIDGEFIELD
# REQUEST FOR COUNCIL ACTION

**MEETING DATE:** July 23, 2020

**ITEM:**

**AGENDA ITEM TITLE:** Approval of Minutes from the July 9, 2020 Meeting

---

## AGENDA ITEM TITLE:

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

## GOVERNING LEGISLATION:

Not applicable

## PREVIOUS COUNCIL ACTION TAKEN:

Not applicable

## SUMMARY/BACKGROUND:

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

## BUDGET/FINANCIAL IMPACTS:

Not applicable

## RECOMMENDED ACTION OR MOTION:

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

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

**STAFF CONTACT:** Julie Ferriss, City Clerk

**ATTACHMENTS:** 07-09-2020 (PDF)

**CITY OF RIDGEFIELD, WASHINGTON**
**City Council MEETING MINUTES**
**July 9, 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 | Present | |
| Don Stose | Mayor | Present | |
| Sandra Day | Councilor | Present | |
| Jen Lindsay | Councilor | Present | |
| Rob Aichele | Councilor | Present | |
| Dana Ziemer | Councilor | Present | |

## LATE CHANGES TO THE AGENDA

## CONSENT AGENDA - MOTION TO APPROVE AS PRESENTED.

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

**1. Approval of Claims And/Or Payroll**

**2. Approval of Minutes from the June 25, 2020 Meeting**

## BUSINESS

**1. Second Reading of Ordinance No. 1319 – Adoption of a Credit Against State Sales and Use Tax for Affordable Housing in the City of Ridgefield - Kirk Johnson, Finance Director**

During the 2019 regular legislative session, the Washington State Legislature approved, and the Governor signed, Substitute House Bill 1406 (Chapter 338, Laws of 2019) ("SHB 1406") creating a sales and use tax, revenue-sharing program for local investments in affordable housing. SHB 1406 authorizes the governing body of a city or county to impose a local sales and use tax for the acquisition, construction or rehabilitation of affordable housing or facilities providing supportive housing, and for the operations and maintenance costs of affordable or supportive housing, and for cities of 100,000 or less for providing rental assistance to tenants. The sales and use tax must be used to assist persons whose income is at or below 60 percent of the City median income. The sales and use tax provided to the City under SHB 1406 will be credited against the state share of sales taxes collected within the City and, therefore, will not result in higher sales and use taxes within the City and will represent an additional source of funding to address housing needs in the City. To adopt the use of this funding source, the City Council must pass a Resolution of intent by January 27, 2020 (Adopted Resolution No. 567 on December 19, 2019) and within twelve months of the effective date of SHB 1406, or July 27, 2020, must adopt legislation to authorize the maximum capacity of the tax. If the City does not adopt an Ordinance imposing the sales and use tax credit against state sales tax, the option will not be available for consideration in the future.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1319 AS PRESENTED.

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

2. **Second Reading of Ordinance No. 1320 – Approval of Parks Capital Facilities Plan - Bryan Kast, Public Works Director**

In 2019, the City began a process to update the 2014 Parks & Recreation Comprehensive Plan to meet the Recreation and Conservation Office (RCO) grant program requirements and to develop an updated Capital Facilities Plan based on current system needs. Conservation Technix, who completed the 2014 plan update, was selected for the 2020 update as well. The Park comprehensive plan was adopted by the council earlier this year, and the associated Capital Facilities Plan is now ready for adoption via ordinance. Key changes to the 2020 Parks Capital Facilities Plan include removal of projects that have been completed and the addition of key projects including the Smythe Road Trail, a new Skate Park, Acquisition of 3 new neighborhood parks, development of 2 neighborhood parks, acquisition and development of a new community park on the east side of the City, and development of Horns Corner and Refuge Park. The Capital Facilities Plan calculates the recommended PIF rate in two ways, a standards based approach that uses the service standards adopted by the Park Comprehensive plan, projected population growth and estimated unit costs for park facilities, and an improvement based approach that uses the estimated costs for the projects in the Capital Facilities Plan, less the costs of non-growth related repairs or renovations to existing parks. The Standards Based approach gives a PIF rate of $3,491 per residential unit, and the improvement based approach gives a PIF rate of $3,336 per residential unit. The current PIF rate is established at $3,271.71.

City Council discussion.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1320 WITH STANDARD BASED APPROACH AS PRESENTED.

| | |
|---|---|
| **RESULT:** | **ADOPTED [6 TO 1]** |
| **MOVER:** | Ron Onslow, Councilor |
| **SECONDER:** | Jen Lindsay, Councilor |
| **AYES:** | Onslow, Stose, Day, Lindsay, Aichele, Ziemer |
| **NAYS:** | Wells |

## COUNCIL/PRESIDING OFFICER/STAFF REPORTS

### Council

Council Member Day - Big Paddle planning event update.
Council Member Onslow - Attended virtual AWC Board of Directors meeting, RTC meeting.

Council Member Ziemer - Helped at the Boosters Fireworks stand.
Council Member Wells - Glad to see that the community supported fireworks stand in town.
Council Member Lindsay - Attended virtual AWC Legislative Priorities committee meeting.
Council Member Aichele - Finished up the wetlands project by the school and did a walk through with the Watershed Alliance.

**Mayor**

YMCA project update provided.

**City Manager**

City Manager Steve Stuart - 4th of July virtual event, COVID-19 update, LULAC public heath racism update.

**ADJOURN** - 7:08 PM

____________________________________ ____________________________________

Julie Ferriss, City Clerk | Don Stose, Mayor

# CITY OF RIDGEFIELD
# REQUEST FOR COUNCIL ACTION

**MEETING DATE:** July 23, 2020

**ITEM:**

**AGENDA ITEM TITLE:** Motion - Approval of Amendment to Building and Construction Order

---

Amendment to Building and Construction Order

**STAFF CONTACT:** Claire Lust, Community Development Director

**ATTACHMENTS:**

# CITY OF RIDGEFIELD
# REQUEST FOR COUNCIL ACTION

**MEETING DATE:** July 23, 2020

**ITEM:** BUSINESS

**AGENDA ITEM TITLE:** Amendment to Financial Policy #07: Budget

---

**GOVERNING LEGISLATION:**
RCW 35A.33 – Budgets in Code Cities; City of Ridgefield Financial Policy #01: Financial Management; City of Ridgefield Financial Policy #07: Budget

**PREVIOUS COUNCIL ACTION TAKEN:**
Council originally adopted Budget Policies and Procedures by Resolution No. 319 on June 8, 2006. Council subsequently amended the Policies and Procedures on August 27, 2015 by Resolution No. 492 and amended the policy again on July 26, 2018 by resolution No. 542.

**SUMMARY/BACKGROUND:**
Per the City's formal budget policy both financial and budget policies are reviewed each year during the budget process. Staff reviewed the budget policy to ensure best practice and industry standards are up to date. The following changes are recommended:

Changes are recommended in the revenue and expense guidelines sections of the budget policy. The changes address budget requirements for fiduciary activities and Governmental Accounting Standards Board (GASB) accounting entries that do not affect cash. Currently the city would be required to budget for these types of entries.

The changes would eliminate the need to budget for fiduciary activities such as school impact fees. The city collects school impact fees and then remits them to the Ridgefield School District. The City was required to implement GASB 84 – Fiduciary Activities in 2019. As a result, the city would need to recognize both revenue and expense for the collection and remittance of the school impact fees and budget for those items. The result in 2019 was that the city appeared to be over budget by the entries required to recognize these transactions. By updating the policy and eliminating the need to budget for these items the city will not have to reflect these amounts in their budget to actual comparisons.

The city also implemented GASB 87 – Leases in 2019. This accounting standard requires the city to recognize the full expense for a long-term lease in the year the lease was implemented. The city also needs to recognize an "other revenue source" for the long-term use of the facility or equipment. As a result, this can also affect the budget to actual comparisons as the transactions are strictly for accounting purposes and do not reflect cash being received or sent from the city.

The city also historically has not budgeted for depreciation of capital assets. The practice was referenced into the budget policy.

The final change to the policy reflects a change to the name of the 6-year financial sustainability forecast for both revenue and expense.

Please refer to the attached exhibits for a redlined version of the changes and a clean copy of the Budget Policy.

**BUDGET/FINANCIAL IMPACTS:**
No financial impacts are anticipated

**RECOMMENDED ACTION OR MOTION:**
Staff recommends that Council adopt Resolution No. 581 as presented by making the following motion:

**"I move to adopt Resolution No. 581 as presented."**

**STAFF CONTACT:** Kirk Johnson, Finance Director

**ATTACHMENTS:**
Policy #07 Budget Policies 2020 - Redlined (PDF)
Policy #07 Budget Policies 2020 - Clean Copy (PDF)

# Resolution No.581

## AMENDMENT TO FINANCIAL POLICY #07: BUDGET

WHEREAS, the City of Ridgefield established budget policies and procedures by the adoption of Resolution No. 319 on June 8, 2006; and

WHEREAS, the City of Ridgefield amended the budget policies and procedures by the adoption of Resolution No. 492 on August 27, 2015; and

WHEREAS, the City of Ridgefield further amended the budget policies and procedures by the adoption of Resolution No. 542 on July 26, 2018; and

WHEREAS, the City deems it necessary to update these budget policies and procedures by amending the policy to provide a more detailed document addressing budgetary implications of fiduciary and non-cash accounting standard entries; and

WHEREAS, these policies provide guidelines for the preparation and management of the budget process that can have significant fiscal impact on the City; and

WHEREAS, these policies are designed to promote sound financial management, minimize financial risk, and maintain appropriate financial capacity to meet current and future financial needs.

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

Section 1. The City Council of the City of Ridgefield approves the updated version of the budget policies, a copy of which is attached and referenced as exhibit A.

Section 2. The City Manager, Finance Director and Deputy City Manager are hereby authorized to implement such policies as necessary to carry out the directions of this Resolution.

Section 3. Effective date of this Resolution shall be in full force and effect on the date adopted by the City Council.

**ADOPTED AT A REGULAR SESSION BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON ON THE 23RD DAY OF JULY, 2020.**

CITY OF RIDGEFIELD

_______________________________________

Don Stose, Mayor

ATTEST:

___________________________________________

Julie Ferriss, City Clerk

# Financial Policy #07: Budget

Effective Date: ~~July 26~~August 13, ~~2018~~2020; Resolution No. ~~542~~XXX
Replaces and Cancels: Budget Policies ~~August 27~~July 26, ~~2015~~2018
References: RCW 35A.33; Financial Policy #01: Financial Management Policies

## PURPOSE

To establish the framework for overall fiscal planning and management. The budget policies set forth guidelines for both current and long-range planning activities. The policies are reviewed annually for adherence and relevance, and provide standards against which current budgetary performance can be measured and proposals for future programs evaluated.

## BACKGROUND

Chapter 35A.33 of the Revised Code of Washington (RCW) mandates the city's budget process. The annual budget begins January 1 and lapses December 31 of each fiscal year. The budget, as adopted annually by the City Council, constitutes the legal authority for expenditures. The City's budget is adopted at the fund level and expenditures may not legally exceed appropriations at that level of detail.

Budgeted amounts are authorized to be transferred by the City Manager or designee between departments within any fund and among object classes within departments. However, any revisions that alter the total expenditures of a fund or that affect the number of authorized full-time equivalent positions, labor agreements, or contracts for employment must be approved by the City Council.

Once adopted, the budget becomes the formal expression of the City's objectives and priorities for the forthcoming year and how the resources will be used to meet those objectives.

## OBJECTIVES

1. To establish general guidelines for the budget process.
2. To establish revenue guidelines for the budget process.
3. To establish expenditure guidelines for the budget process.
4. Define the overall process for establishing a budget.
5. Define the role of the budget advisory committee.

## GENERAL GUIDELINES

The City of Ridgefield's accounting and budgeting systems are organized and operated on a fund level basis. A fund is a self-balancing set of accounts, segregated for specific purposes in accordance with laws and regulations or special restrictions and limitations. Each fund is balanced, meaning total revenues equal total expenditures. The budgeted funds are grouped into five categories: General, Special Revenue, Debt Service, Capital Projects and Enterprise.

The budget is proposed by the City Manager and adopted by the City Council with legal budgetary control at the fund level. Expenditures may not exceed appropriations. Unexpended appropriations lapse at the end of the budget year.

Any budget adjustments between funds shall be approved by the City Council. Budget adjustments between departments that do not alter the total appropriations at the fund level shall be approved by the City Manager or designee. Budget adjustments within a department that do not alter the total appropriations at the department level may be approved by the City Manager or Finance Director.

# Financial Policy #07: Budget

Effective Date: ~~July 26~~August 13, ~~2018~~2020; Resolution No. ~~542~~XXX
Replaces and Cancels: Budget Policies ~~August 27~~July 26, ~~2015~~2018
References: RCW 35A.33; Financial Policy #01: Financial Management Policies

The City will strive to ensure that City service priorities keep pace with the needs of the community by incorporating a service level needs review as part of the budget process.

The City budget will support City Council goals and priorities and the needs of the community.

Department Directors have primary responsibility for formulating budget proposals in line with City Council, Management Team, and City Manager direction and priorities. Department Directors are responsible for implementation and management of the adopted department budgets under their control.

The Finance Department is responsible for preparation and administration of the City's budget. This includes maintaining up to date information on revenues and expenditures, organizing data in an understandable fashion, and creating and providing tools for budget development.

The Finance Department will prepare a 6-~~-~~year financial sustainability revenue and expense forecast, for ongoing operations and maintenance at current service levels. The 6-~~-~~year forecast will assist City Council in laying the strategic foundation for the new budget year.

The Finance Department assists City Management in identifying budget problems, formulating solutions and alternatives, and implementing any necessary corrective actions as directed by City Council.

Revenues and expenditures shall be coded to the appropriate fund, department, and Budgeting, Accounting and Reporting System (BARS) account code as prescribed by the Washington State Auditor's Office, and not to accounts where an excess of funds may exist.

The City will routinely evaluate its service delivery system to maximize efficiency and effectiveness.

**REVENUE GUIDELINES:**

Revenue forecasts will be updated and prepared on an annual basis. Forecasts shall be conservatively estimated and subject to revision.

The City utilizes a historic trend analysis to establish baseline estimates of major revenues including incorporating proposed rate increases where applicable.

Utility rates and fees will be reviewed annually and updated and changed as deemed appropriate by City Council. Fees shall be established to recover all appropriate costs for providing the service.

Rate studies for revenues that support Enterprise Funds shall be conducted at least every five years to update assumptions and ensure that revenues are sufficient to recover operating costs, provide for capital improvements that maintain existing levels of service and provide for anticipated growth.

One-time revenues will be used only for one-time expenditures.

Fiduciary activities such as the receipt and remittance of school impact fees will not be included in the City's annual budget. Governmental Accounting Standards Board (GASB) accounting entries to satisfy accounting standards that do not affect cash entries will not be included in the

# Financial Policy #07: Budget

Effective Date: ~~July 26~~August 13, ~~2018~~2020; Resolution No. ~~542~~XXX
Replaces and Cancels: Budget Policies ~~August 27~~July 26, ~~2015~~2018
References: RCW 35A.33; Financial Policy #01: Financial Management Policies

City's annual budget. Examples include the recognition of lease activities over the full term of the lease.

**EXPENDITURE GUIDELINES:**
The Finance Department will provide to each Department Director a baseline budget, reflective of the current level of service adjusted for inflation, as calculated using the West Region consumer price index for all urban consumers (CPI-U), and exclusive of any one-time only expenditures.

Salaries and benefits will be updated by the Finance Department and included in the baseline budget. The updated amounts will be based upon collectively bargained labor contracts and input from the City Manager and Budget Advisory Committee.

Changes to the baseline budget must be requested and clearly identified, by program, as an Additional Funds Request. Additional Funds Requests will be evaluated by the City Manager and, if approved, incorporated into the City Manager's proposed budget presented to the Budget Advisory Committee and the City Council.

Priorities in evaluating Additional Funds Requests will be given to those proposals that:

1. Are, and will continue to be, self-funding from external sources or are funded through realignment of the existing department budget;
2. Directly serve to satisfy one or more Council goals;
3. Will reduce existing costs of staffing, maintenance, and operation through efficiencies or cost avoidance; and
4. Are necessary to maintain the City's existing investment in facilities and capital structures.

The authorized Full Time Equivalents (FTE) for staffing needs will be established by City Council.

City Council approval is required for all capital purchases.

The City will allocate indirect and administrative costs to funds and departments based on a financial model prepared by the Finance Department. The financial model will use actual data from the most recent fiscal year-end, for the following budget cycle (i.e. 2019~~7~~ actuals for ~~2019~~ 2021 budget), to determine the benefit received by each fund or department. The indirect cost allocation will be incorporated into the City Manager's proposed budget.

Capital improvement projects will be prioritized and funded based upon the approved Capital Facilities Plan and available funding. Additionally, the Capital Projects funds will be budgeted to account for the construction of capital projects and/or the purchase of capital assets.

Grant funded projects will be funded and prioritized based upon the grant award and contract.

# Financial Policy #07: Budget

Effective Date: ~~July 26~~August 13, ~~2018~~2020; Resolution No. ~~542~~XXX
Replaces and Cancels: Budget Policies ~~August 27~~July 26, ~~2015~~2018
References: RCW 35A.33; Financial Policy #01: Financial Management Policies

The City develops a budget for the Debt Service fund to account for the payment of principal and interest.

Fiduciary activities such as the receipt and remittance of school impact fees will not be included in the City's annual budget. Governmental Accounting Standards Board (GASB) accounting entries to satisfy accounting standards that do not affect cash entries will not be included in the City's annual budget. Examples include the recognition of lease activities over the full term of the lease.

Depreciation on capital assets will not be included as a budgeted expense in the annual budget.

**OVERALL PROCESS:**
The budget will be conducted in accordance to the procedures and timelines established in RCW 35A.33 pertaining to budgets in code cities and will follow the general process listed below.

1. Prepare/update 6-~~-~~year financial sustainability revenue and expense forecast for ongoing operations and maintenance.
2. Establish Budget Advisory Committee. This committee will meet on an on-going basis and will provide input and guidance throughout the budget process.
3. Prepare budget calendar for review and notice.
4. Prepare and update the baseline budget. The baseline budget will include preliminary estimates for revenues and expenditures and will be organized by fund and department.
5. Provide appropriate copies of the baseline budget to department directors for review and input.
6. Meet with budget advisory committee to review baseline budget. Obtain input and recommendation for submission to City Council.
7. Conduct work session/meeting with City Council. The work session or meeting should include the Budget Advisory Committee, City Manager, Department Directors and other appropriate staff. The main purpose of the meeting is to provide a draft of the baseline budget, provide economic updates, and share information and make known any issues or concerns.
8. The Finance Department works with the City Manager and Department Directors and compiles the preliminary budget including the baseline budget and any additional funds requests for review by the Budget Advisory Committee.
9. The City Manager presents the draft Preliminary Budget to the Budget Advisory Committee and City Council for review. The draft Preliminary Budget is also made available to the public.
10. An ordinance is prepared to set the property tax levy. A public hearing is conducted on revenues and the property tax ordinance.

# Financial Policy #07: Budget

Effective Date: ~~July 26~~August 13, ~~2018~~2020; Resolution No. ~~542~~XXX
Replaces and Cancels: Budget Policies ~~August 27~~July 26, ~~2015~~2018
References: RCW 35A.33; Financial Policy #01: Financial Management Policies

11. The Final Budget is completed, and City Council holds a public hearing before considering it for adoption.
12. The Final Budget is adopted by Council and published accordingly.

**BUDGET ADVISORY COMMITTEE:**

The main role of the Budget Advisory Committee is to serve in an advisory capacity to assist in development of an annual budget that reflects the City's top priorities. The Budget Advisory Committee also provides open and transparent communication among the participants and the citizens of Ridgefield.

The Budget Advisory Committee is charged with giving feedback on budget requests and on the top priorities of the City. In addition to considering requests for funding new initiatives the Committee will advise the City Council on rate increases. The Committee is asked to provide feedback on maintaining a balance between keeping fees for services affordable and providing the resources needed to continue to maintain and improve the level of services for City programs and services.

The Budget Advisory Committee will consist of two City Council members, City Manager, Finance Director, Deputy City Manager, Public Works Director, Chief of Police, Community Development Director and one citizen at large appointed by Council.

# Financial Policy #07: Budget

Effective Date: August 13, 2020; Resolution No. XXX
Replaces and Cancels: Budget Policies July 26, 2018
References: RCW 35A.33; Financial Policy #01: Financial Management Policies

**PURPOSE**
To establish the framework for overall fiscal planning and management. The budget policies set forth guidelines for both current and long-range planning activities. The policies are reviewed annually for adherence and relevance, and provide standards against which current budgetary performance can be measured and proposals for future programs evaluated.

**BACKGROUND**
Chapter 35A.33 of the Revised Code of Washington (RCW) mandates the city's budget process. The annual budget begins January 1 and lapses December 31 of each fiscal year. The budget, as adopted annually by the City Council, constitutes the legal authority for expenditures. The City's budget is adopted at the fund level and expenditures may not legally exceed appropriations at that level of detail.

Budgeted amounts are authorized to be transferred by the City Manager or designee between departments within any fund and among object classes within departments. However, any revisions that alter the total expenditures of a fund or that affect the number of authorized full-time equivalent positions, labor agreements, or contracts for employment must be approved by the City Council.

Once adopted, the budget becomes the formal expression of the City's objectives and priorities for the forthcoming year and how the resources will be used to meet those objectives.

**OBJECTIVES**
1. To establish general guidelines for the budget process.
2. To establish revenue guidelines for the budget process.
3. To establish expenditure guidelines for the budget process.
4. Define the overall process for establishing a budget.
5. Define the role of the budget advisory committee.

**GENERAL GUIDELINES**
The City of Ridgefield's accounting and budgeting systems are organized and operated on a fund level basis. A fund is a self-balancing set of accounts, segregated for specific purposes in accordance with laws and regulations or special restrictions and limitations. Each fund is balanced, meaning total revenues equal total expenditures. The budgeted funds are grouped into five categories: General, Special Revenue, Debt Service, Capital Projects and Enterprise.

The budget is proposed by the City Manager and adopted by the City Council with legal budgetary control at the fund level. Expenditures may not exceed appropriations. Unexpended appropriations lapse at the end of the budget year.

Any budget adjustments between funds shall be approved by the City Council. Budget adjustments between departments that do not alter the total appropriations at the fund level shall be approved by the City Manager or designee. Budget adjustments within a department that do not alter the total appropriations at the department level may be approved by the City Manager or Finance Director.

# Financial Policy #07: Budget

Effective Date: August 13, 2020; Resolution No. XXX
Replaces and Cancels: Budget Policies July 26, 2018
References: RCW 35A.33; Financial Policy #01: Financial Management Policies

The City will strive to ensure that City service priorities keep pace with the needs of the community by incorporating a service level needs review as part of the budget process.

The City budget will support City Council goals and priorities and the needs of the community.

Department Directors have primary responsibility for formulating budget proposals in line with City Council, Management Team, and City Manager direction and priorities. Department Directors are responsible for implementation and management of the adopted department budgets under their control.

The Finance Department is responsible for preparation and administration of the City's budget. This includes maintaining up to date information on revenues and expenditures, organizing data in an understandable fashion, and creating and providing tools for budget development.

The Finance Department will prepare a 6-year financial sustainability revenue and expense forecast, for ongoing operations and maintenance at current service levels. The 6-year forecast will assist City Council in laying the strategic foundation for the new budget year.

The Finance Department assists City Management in identifying budget problems, formulating solutions and alternatives, and implementing any necessary corrective actions as directed by City Council.

Revenues and expenditures shall be coded to the appropriate fund, department, and Budgeting, Accounting and Reporting System (BARS) account code as prescribed by the Washington State Auditor's Office, and not to accounts where an excess of funds may exist.

The City will routinely evaluate its service delivery system to maximize efficiency and effectiveness.

**REVENUE GUIDELINES:**
Revenue forecasts will be updated and prepared on an annual basis. Forecasts shall be conservatively estimated and subject to revision.

The City utilizes a historic trend analysis to establish baseline estimates of major revenues including incorporating proposed rate increases where applicable.

Utility rates and fees will be reviewed annually and updated and changed as deemed appropriate by City Council. Fees shall be established to recover all appropriate costs for providing the service.

Rate studies for revenues that support Enterprise Funds shall be conducted at least every five years to update assumptions and ensure that revenues are sufficient to recover operating costs, provide for capital improvements that maintain existing levels of service and provide for anticipated growth.

One-time revenues will be used only for one-time expenditures.

Fiduciary activities such as the receipt and remittance of school impact fees will not be included in the City's annual budget. Governmental Accounting Standards Board (GASB) accounting entries to satisfy accounting standards that do not affect cash entries will not be included in the

# Financial Policy #07: Budget



City's annual budget. Examples include the recognition of lease activities over the full term of the lease.

**EXPENDITURE GUIDELINES:**
The Finance Department will provide to each Department Director a baseline budget, reflective of the current level of service adjusted for inflation, as calculated using the West Region consumer price index for all urban consumers (CPI-U), and exclusive of any one-time only expenditures.

Salaries and benefits will be updated by the Finance Department and included in the baseline budget. The updated amounts will be based upon collectively bargained labor contracts and input from the City Manager and Budget Advisory Committee.

Changes to the baseline budget must be requested and clearly identified, by program, as an Additional Funds Request. Additional Funds Requests will be evaluated by the City Manager and, if approved, incorporated into the City Manager's proposed budget presented to the Budget Advisory Committee and the City Council.

Priorities in evaluating Additional Funds Requests will be given to those proposals that:

1. Are, and will continue to be, self-funding from external sources or are funded through realignment of the existing department budget;
2. Directly serve to satisfy one or more Council goals;
3. Will reduce existing costs of staffing, maintenance, and operation through efficiencies or cost avoidance; and
4. Are necessary to maintain the City's existing investment in facilities and capital structures.

The authorized Full Time Equivalents (FTE) for staffing needs will be established by City Council.

City Council approval is required for all capital purchases.

The City will allocate indirect and administrative costs to funds and departments based on a financial model prepared by the Finance Department. The financial model will use actual data from the most recent fiscal year-end, for the following budget cycle (i.e. 2019 actuals for 2021 budget), to determine the benefit received by each fund or department. The indirect cost allocation will be incorporated into the City Manager's proposed budget.

Capital improvement projects will be prioritized and funded based upon the approved Capital Facilities Plan and available funding. Additionally, the Capital Projects funds will be budgeted to account for the construction of capital projects and/or the purchase of capital assets.

Grant funded projects will be funded and prioritized based upon the grant award and contract.

The City develops a budget for the Debt Service fund to account for the payment of principal and interest.

Fiduciary activities such as the receipt and remittance of school impact fees will not be included in the City's annual budget. Governmental Accounting Standards Board (GASB) accounting entries to satisfy accounting standards that do not affect cash entries will not be included in the

# Financial Policy #07: Budget

Effective Date: August 13, 2020; Resolution No. XXX
Replaces and Cancels: Budget Policies July 26, 2018
References: RCW 35A.33; Financial Policy #01: Financial Management Policies

City's annual budget. Examples include the recognition of lease activities over the full term of the lease.

Depreciation on capital assets will not be included as a budgeted expense in the annual budget.

**OVERALL PROCESS:**
The budget will be conducted in accordance to the procedures and timelines established in RCW 35A.33 pertaining to budgets in code cities and will follow the general process listed below.

1. Prepare/update 6-year financial sustainability revenue and expense forecast for ongoing operations and maintenance.
2. Establish Budget Advisory Committee. This committee will meet on an on-going basis and will provide input and guidance throughout the budget process.
3. Prepare budget calendar for review and notice.
4. Prepare and update the baseline budget. The baseline budget will include preliminary estimates for revenues and expenditures and will be organized by fund and department.
5. Provide appropriate copies of the baseline budget to department directors for review and input.
6. Meet with budget advisory committee to review baseline budget. Obtain input and recommendation for submission to City Council.
7. Conduct work session/meeting with City Council. The work session or meeting should include the Budget Advisory Committee, City Manager, Department Directors and other appropriate staff. The main purpose of the meeting is to provide a draft of the baseline budget, provide economic updates, and share information and make known any issues or concerns.
8. The Finance Department works with the City Manager and Department Directors and compiles the preliminary budget including the baseline budget and any additional funds requests for review by the Budget Advisory Committee.
9. The City Manager presents the draft Preliminary Budget to the Budget Advisory Committee and City Council for review. The draft Preliminary Budget is also made available to the public.
10. An ordinance is prepared to set the property tax levy. A public hearing is conducted on revenues and the property tax ordinance.
11. The Final Budget is completed, and City Council holds a public hearing before considering it for adoption.
12. The Final Budget is adopted by Council and published accordingly.

**BUDGET ADVISORY COMMITTEE:**
The main role of the Budget Advisory Committee is to serve in an advisory capacity to assist in development of an annual budget that reflects the City's top priorities. The Budget Advisory

# Financial Policy #07: Budget

Effective Date: August 13, 2020; Resolution No. XXX
Replaces and Cancels: Budget Policies July 26, 2018
References: RCW 35A.33; Financial Policy #01: Financial Management Policies

Committee also provides open and transparent communication among the participants and the citizens of Ridgefield.

The Budget Advisory Committee is charged with giving feedback on budget requests and on the top priorities of the City. In addition to considering requests for funding new initiatives the Committee will advise the City Council on rate increases. The Committee is asked to provide feedback on maintaining a balance between keeping fees for services affordable and providing the resources needed to continue to maintain and improve the level of services for City programs and services.

The Budget Advisory Committee will consist of two City Council members, City Manager, Finance Director, Deputy City Manager, Public Works Director, Chief of Police, Community Development Director and one citizen at large appointed by Council.