RIDGEFIELD CITY COUNCIL
MEETING AGENDA

Thursday, July 14, 2022
RACC - Columbia Assembly Room
510 Pioneer Street, Ridgefield, WA 98642

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

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

II. 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.

III. CONSENT AGENDA

1. **Approval of Claims And/Or Payroll**
2. **Approval of Minutes from the June 23, 2022 Meeting**

IV. PRESENTATION

1. **Ridgefield School District - Proposition No. 9 - Steve Stuart, City Manager**
2. **Clark Cowlitz Fire Rescue - Proposition No. 3 - Steve Stuart, City Manager**

V. BUSINESS

1. **Second Reading of Ordinance No. 1367 - KDev LLC Petition to Annex - Claire Lust, Community Development Director**
2. **Resolution No. 613 – Approval of Amendment to Financial Policy #07: Budget - Kirk Johnson, Finance Director**
3. **Resolution No. 614 – Approval of Amendment to Financial Policy #01: Financial Management Policies - Kirk Johnson, Finance Director**
4. **Motion - Approval of Sanderling Park Phase 1 Final Plat - Claire Lust, Community Development Director**

VI. 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.

VII. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

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

Appointment of Salary Commission Member

Appointment of two Council Members to serve on the 2023 Budget Advisory Committee

3. **City Manager**

VIII. ADJOURN

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

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE: July 14, 2022

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

ACTION OR MOTION:

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 14, 2022 Claims Report (PDF)

City of Ridgefield

Claims Payment Report
For Approval on:
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Sum of Amount Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total
A Team Construction	UB*00768	(blank)	Genl Govt/Facilities	Refund Check 013771-000 Hydrant Meter 544 S Royle Rd	277.03
A Team Construction Total					**277.03**
ANNE MCNAMARA	3781	3781-20220714	Community Development	New Employee Lunch Reimb. - McNamara	32.41
ANNE MCNAMARA Total					**32.41**
AQUATIC INFORMATICS INC.	3337	100067	Genl Govt/Facilities	05.2022 Web Tests	(25.54)
			Public Works	05.2022 Web Tests	322.54
AQUATIC INFORMATICS INC. Total					**297.00**
ARAMARK UNIFORM SERVICES	32	5291028528	Genl Govt/Facilities	06.2022 PW Ops Floor Mats	1.24
			Public Works	06.2022 PW Ops Floor Mats	16.79
			Community Development	06.2022 PW Ops Floor Mats	2.61
		5291024022	Genl Govt/Facilities	06.2022 PW Ops Floor Mats	1.25
			Public Works	06.2022 PW Ops Floor Mats	16.78
			Community Development	06.2022 PW Ops Floor Mats	2.61
		5291032938	Genl Govt/Facilities	06.2022 Floor Mats and Uniforms - PW Shop	2.10
			Public Works	06.2022 Floor Mats and Uniforms - PW Shop	42.10
		5291028544	Genl Govt/Facilities	06.2022 Floor Mats and Uniforms - PW Shop	2.10
			Public Works	06.2022 Floor Mats and Uniforms - PW Shop	39.98
		5291032921	Genl Govt/Facilities	06.2022 Foor Mats - CH/RACC/PD	9.18
			Public Safety	06.2022 Foor Mats - CH/RACC/PD	4.47
			Community Development	06.2022 Foor Mats - CH/RACC/PD	5.78
		5291024058	Genl Govt/Facilities	06.2022 Floor Mats and Uniforms - PW Shop	2.10
			Public Works	06.2022 Floor Mats and Uniforms - PW Shop	39.98
		5291032911	Genl Govt/Facilities	06.2022 Floor Mats - PW Ops	1.24
			Public Works	06.2022 Floor Mats - PW Ops	16.79
			Community Development	06.2022 Floor Mats - PW Ops	2.61
		5291024033	Genl Govt/Facilities	06.2022 Floor Mats - CH/RACC/PD	9.18
			Public Safety	06.2022 Floor Mats - CH/RACC/PD	4.47
			Community Development	06.2022 Floor Mats - CH/RACC/PD	5.78
		5291028535	Genl Govt/Facilities	06.2022 Floor Mats - CH/RACC/PD	9.18
			Public Safety	06.2022 Floor Mats - CH/RACC/PD	4.47
			Community Development	06.2022 Floor Mats - CH/RACC/PD	5.78
ARAMARK UNIFORM SERVICES Total					**248.57**
BAMBOOHR LLC	3751	REQ-430084	Genl Govt/Facilities	HR Onboarding Software - 8.6% Use/Sales Tax	(638.07)
			Information Technology	HR Onboarding Software	8,057.50
BAMBOOHR LLC Total					**7,419.43**
BOB'S AUTOMOTIVE	57	23013	Community Development	CDD Vehicle Maint - 61298D Chapman	27.18
BOB'S AUTOMOTIVE Total					**27.18**
Botez Adi	UB*00774	(blank)	Genl Govt/Facilities	Refund Check 011497-000 979 N Gibert Ct	102.76
Botez Adi Total					**102.76**
BSK ASSOCIATES	2119	VF01826	Public Works	06.2022 Coliform Testing	687.50

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BSK ASSOCIATES Total					**687.50**
BUILDING INDUSTRY ASSOCIATION OF WASHINGTO	**3777**	6004	**Genl Govt/Facilities**	CESCL Webinar - Neblock	200.00
BUILDING INDUSTRY ASSOCIATION OF WASHINGTON Total					**200.00**
BURGESS & NIPLE INC.	**3512**	1033718	**Public Works**	Abrams Park Deck Evaluation	6,062.33
BURGESS & NIPLE INC. Total					**6,062.33**
CHRIS STORY	**3780**	3780-20220714	**Public Safety**	Uniform patches - Story	40.98
CHRIS STORY Total					**40.98**
CINTAS CORPORATION NO 2	**3497**	5113236730	**Genl Govt/Facilities**	First Aid Supplies - PW Ops	33.79
			Public Works	First Aid Supplies - PW Ops	455.72
			Community Development	First Aid Supplies - PW Ops	70.83
		5113236795	**Genl Govt/Facilities**	06.2022 First Aid Supplies - RACC	13.44
			Community Development	06.2022 First Aid Supplies - RACC	37.62
		5113236716	**Genl Govt/Facilities**	06.2022 First Aid - City Hall	28.75
		5113464217	**Public Safety**	06.2022 First Aid Supplies - PD	20.98
CINTAS CORPORATION NO 2 Total					**661.13**
CITIES DIGITAL INC.	**3382**	54840	**Information Technology**	DocuSign Business Pro Edition - Blehm and Burley	889.29
CITIES DIGITAL INC. Total					**889.29**
CITY OF RIDGEFIELD - EPAY PERMITS	**95**	PLZ-22-0093	**Public Works**	Overlook Park Splash Pad - Site Plan Review	150.00
CITY OF RIDGEFIELD - EPAY PERMITS Total					**150.00**
CLARK COUNTY	**102**	CI041203	**Public Safety**	Q3.2022 CRESA Operations	24,638.50
		CI041188	**Public Safety**	Q3.2022 CRESA Emergency Management Fees	3,063.40
		CI040482	**Judicial**	05.2022 Pretrial Investigations/Supervision	1,263.42
CLARK COUNTY Total					**28,965.32**
CLARK COUNTY TITLE	**1603**	CL23155/CM	**Public Works**	YMCA Property Purchase Earnest Money	37,000.00
CLARK COUNTY TITLE Total					**37,000.00**
CLATSKANIE RIFLE & PISTOL CLUB INC.	**3593**	3	**Public Safety**	Range Fees	20.00
CLATSKANIE RIFLE & PISTOL CLUB INC. Total					**20.00**
COLUMBIAN PUBLISHING	**116**	36682	**Community Development**	Public Hearing Notice - Carty Rd Subarea Plan	82.80
		36746	**Community Development**	Ordinance No. 1368 - Annexation	55.80
		36819	**Community Development**	2022 Ridgefield Development Code Update	75.60
COLUMBIAN PUBLISHING Total					**214.20**
COMCAST - EPAY	**2271**	2771-202206-487	**Genl Govt/Facilities**	PW Ops Communications	29.21
			Public Works	PW Ops Communications	288.20
			Community Development	PW Ops Communications	45.92
COMCAST - EPAY Total					**363.33**
CORE & MAIN LP	**2906**	Q980646	**Public Works**	Water Meter Supplies	277.71
CORE & MAIN LP Total					**277.71**
Coyle Dale G & Dale-Christine	**UB*00771**	(blank)	**Genl Govt/Facilities**	Refund Check 010091-000 3886 N 1st Way	10.77
Coyle Dale G & Dale-Christine Total					**10.77**
DAVID FLYNN	**UB*00563**	(blank)	**Genl Govt/Facilities**	Refund Check 013096-000 1820 S 51st Pl	85.71
DAVID FLYNN Total					**85.71**
DEERE & COMPANY	**3732**	117342875	**Public Works**	PW Facilities John Deere Gator 1M0825MBLNM051089	28,172.31
		117345139	**Public Works**	Parks John Deere Gator 1M0835MBTNM050186	24,399.98
DEERE & COMPANY Total					**52,572.29**

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Denton Cindy	**UB*00770**	(blank)	**Genl Govt/Facilities**	Refund Check 012455-000 4731 S 19th St	21.03
Denton Cindy Total					**21.03**
DEPARTMENT OF COMMERCE STATE OF WASHINGT	**2889**	PWTFNT-406310	**Public Works**	PWTF Loan - PR20-96103-012	18,820.31
DEPARTMENT OF COMMERCE STATE OF WASHINGTON Total					**18,820.31**
DEPARTMENT OF HEALTH	**148**	48722	**Public Works**	Drinking Water Sanitary Survey Inspection	510.00
DEPARTMENT OF HEALTH Total					**510.00**
DEPARTMENT OF LICENSING	**3387**	3387-20220714	**Community Development**	Notary License - Allison Sennett	30.00
DEPARTMENT OF LICENSING Total					**30.00**
DEPARTMENT OF LICENSING - EPAY	**154**	RG0000976-2022	**Genl Govt/Facilities**	CPL Fees - Jensen Lewis	18.00
		RG0000986-2022	**Genl Govt/Facilities**	CPL Fees - Manion	18.00
		RG0000989-2022	**Genl Govt/Facilities**	CPL Fees - Sorola	18.00
		RG0000980-2022	**Genl Govt/Facilities**	CPL Fees - Phillips	18.00
		RG0000979-2022	**Genl Govt/Facilities**	CPL Fees - Ivey	18.00
		RG0000990-2022	**Genl Govt/Facilities**	CPL Fees - Lipatan	18.00
		RG0000972-2022	**Genl Govt/Facilities**	CPL Fees - Bellport	18.00
		RG0000985-2022	**Genl Govt/Facilities**	CPL Fees - Kukahiko	18.00
		RG0000977-2022	**Genl Govt/Facilities**	CPL Fees - Cote	18.00
		RG0000974-2022	**Genl Govt/Facilities**	CPL Fees - Wah Lui	18.00
		RG0000978-2022	**Genl Govt/Facilities**	CPL Fees - Wells	18.00
		RG0000988-2022	**Genl Govt/Facilities**	CPL Fees - Kuzma	18.00
		RG0000987-2022	**Genl Govt/Facilities**	CPL Fees - Kolln	18.00
		RG0000982-2022	**Genl Govt/Facilities**	CPL Fees - Shullo	18.00
		RG0000973-2022	**Genl Govt/Facilities**	CPL Fees - Vasilas	18.00
		RG0000983-2022	**Genl Govt/Facilities**	CPL Fees - Peters	18.00
		RG0000984-2022	**Genl Govt/Facilities**	CPL Fees - Sorola	18.00
		RG0000971-2022	**Genl Govt/Facilities**	CPL Fees - Williamson	18.00
		RG0000981-2022	**Genl Govt/Facilities**	CPL Fees - Oneill	21.00
		RG0000970-2022	**Genl Govt/Facilities**	CPL Fees - Holzwarth	18.00
DEPARTMENT OF LICENSING - EPAY Total					**363.00**
DKS ASSOCIATES	**1565**	81710	**Community Development**	05.2022 On Call Review Services	767.50
DKS ASSOCIATES Total					**767.50**
DONALD R. ALLEN	**3782**	3782-20220714	**Genl Govt/Facilities**	PW Ops Fire System Repair	43.13
			Public Works	PW Ops Fire System Repair	581.71
			Community Development	PW Ops Fire System Repair	90.41
DONALD R. ALLEN Total					**715.25**
EFFICIENT COMMUNICATION SOLUTIONS	**2126**	28625	**Information Technology**	Phone Repair - Irwin	667.89
EFFICIENT COMMUNICATION SOLUTIONS Total					**667.89**
ELCOR INC	**2081**	14978	**Public Safety**	Computer Equipment and Hardware	3,989.69
			Public Works	Computer Equipment and Hardware	2,428.24
			Community Development	Computer Equipment and Hardware	2,341.88
			Information Technology	Computer Equipment and Hardware	4,109.24
		14992	**Public Safety**	Microsoft Annual Licenses	5,669.88
			Public Works	Microsoft Annual Licenses	4,799.19
			Community Development	Microsoft Annual Licenses	5,060.16

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ELCOR INC	**2081**	14992	**Information Technology**	Microsoft Annual Licenses	7,565.99
		MSP-14993	**Public Safety**	06.2022 IT Services	4,240.27
			Public Works	06.2022 IT Services	3,446.05
			Community Development	06.2022 IT Services	3,709.52
			Information Technology	06.2022 IT Services	7,695.87
ELCOR INC Total					**55,055.98**
EWING VANCOUVER	**2374**	17160585	**Public Works**	Streets Sprinkler Parts	(22.86)
		17137649	**Public Works**	Streets Sprinkler Parts	184.08
		17160634	**Public Works**	Streets Sprinkler Parts	30.25
EWING VANCOUVER Total					**191.47**
FERGUSON ENTERPRISES INC # 8423	**181**	1107912	**Public Works**	Water Meters	4,691.52
FERGUSON ENTERPRISES INC # 8423 Total					**4,691.52**
FIDELITY NATIONAL TITLE	**677**	0677-20220714	**Public Works**	Right of Way 7022 S. 5th Street	362,705.11
FIDELITY NATIONAL TITLE Total					**362,705.11**
H.D. FOWLER COMPANY	**2036**	I6131063	**Public Works**	Water Meters	91.06
H.D. FOWLER COMPANY Total					**91.06**
HARPER HOUF PETERSON RIGHELLIS INC.	**1678**	53799	**Public Works**	05.2022 Hillhurst Multi-Modal Trail	5,821.25
HARPER HOUF PETERSON RIGHELLIS INC. Total					**5,821.25**
Harvey Scott & Sherie	**UB*00764**	(blank)	**Genl Govt/Facilities**	Refund Check 010291-000 533 N Horns Corner Dr	85.49
Harvey Scott & Sherie Total					**85.49**
HENCO PLUMBING SERVICES LLC	**3771**	24042402	**Public Works**	PW Ops New Toilet Fixtures	3,564.59
			Community Development	PW Ops New Toilet Fixtures	515.75
HENCO PLUMBING SERVICES LLC Total					**4,080.34**
HONEY BUCKETS	**223**	552848788	**Genl Govt/Facilities**	PW Shop Port-a-Potty	11.41
			Public Works	PW Shop Port-a-Potty	153.59
		552859725	**Genl Govt/Facilities**	PW Ops Port-a-Potty	19.47
			Public Works	PW Ops Port-a-Potty	262.70
			Community Development	PW Ops Port-a-Potty	40.83
		552839831	**Public Works**	Davis Park Port-a-Potty	373.00
HONEY BUCKETS Total					**861.00**
INTERMEDIA.NET INC	**2187**	2206045121	**Information Technology**	05.2022 Voice Service Charges	85.11
INTERMEDIA.NET INC Total					**85.11**
J2 BLUE PRINT SUPPLY	**243**	AR122553	**Community Development**	06.2022 Plotter Contract	57.04
		AR122616	**Genl Govt/Facilities**	Events Banner	58.64
		AR122614	**Genl Govt/Facilities**	1SAT Banner - August 2022	288.34
		AR121908	**Genl Govt/Facilities**	100 Miles Sponsor Banners	110.77
J2 BLUE PRINT SUPPLY Total					**514.79**
JENNIFER LINDSAY	**3116**	3116-20220714	**Council**	Mayor's Dinner Reimb	79.45
JENNIFER LINDSAY Total					**79.45**
JESSICA KIPP	**2099**	100	**Genl Govt/Facilities**	Events & Wellness Support Services	1,725.00
			Human Resources	Events & Wellness Support Services	350.00
JESSICA KIPP Total					**2,075.00**
JOE TURNER P.C.	**1437**	1200	**Community Development**	06.2022 Hearings Examiner	2,570.00
JOE TURNER P.C. Total					**2,570.00**

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Johnston Robert & Katrina	**UB*00758**	(blank)	**Genl Govt/Facilities**	Refund Check 010056-000 301 N 40th Ave	31.04
Johnston Robert & Katrina Total					**31.04**
KARL JOHANSSON	**3569**	21001-14	**Public Works**	05.2022 YMCA Site Plan	1,510.26
KARL JOHANSSON Total					**1,510.26**
Kingston Homes LLC	**UB*00775**	(blank)	**Genl Govt/Facilities**	Refund Check 010504-135 4134 S Winery Cir	71.17
	UB*00767	(blank)	**Genl Govt/Facilities**	Refund Check 010504-120 4330 S 14th Way	68.50
	UB*00765	(blank)	**Genl Govt/Facilities**	Refund Check 010504-151 1318 S Trellis Ct	68.67
Kingston Homes LLC Total					**208.34**
Kollings Liz	**UB*00769**	(blank)	**Genl Govt/Facilities**	Refund Check 009564-000 2617 S 21st Ct	23.72
Kollings Liz Total					**23.72**
L.N. CURTIS AND SONS	**3075**	INV604994	**Public Safety**	PD Uniforms - Story	779.30
		CM32369	**Public Safety**	PD Uniforms Return	(146.61)
		CM32368	**Public Safety**	PD Uniforms Return - Keating	(146.61)
		INV607314	**Public Safety**	PD Uniforms - Story	76.01
		INV601039	**Public Safety**	Academy Uniform - Keating	160.19
L.N. CURTIS AND SONS Total					**722.28**
LEE KNOTTNERUS	**1765**	1765-20220714	**Public Works**	Reimb. for Post RFQ for Overpass Art - Knottnerus	475.00
LEE KNOTTNERUS Total					**475.00**
Loy Clark Construction	**UB*00773**	(blank)	**Genl Govt/Facilities**	Refund Check 010952-002 Hydrant Meter	307.61
Loy Clark Construction Total					**307.61**
MARIUS L MALATTIA	**1817**	162	**Community Development**	06.2022 Design Reviews	585.00
MARIUS L MALATTIA Total					**585.00**
MOTION & FLOW CONTROL PRODUCTS INC	**2723**	8373433	**Public Works**	Storm Operational Supplies	35.09
MOTION & FLOW CONTROL PRODUCTS INC Total					**35.09**
NORTHSTAR CHEMICAL INC.	**1019**	227374	**Public Works**	Water Chemical Supplies	1,132.70
		227375	**Public Works**	Water Chemical Supplies	1,132.70
NORTHSTAR CHEMICAL INC. Total					**2,265.40**
NORTHWEST STAFFING	**522**	4124800	**Public Works**	05.2022 Temp Services	1,970.15
			Community Development	05.2022 Temp Services	795.52
		4125148	**Community Development**	06.2022 Temp Services	671.22
NORTHWEST STAFFING Total					**3,436.89**
ONE CALL CONCEPTS	**326**	2069096	**Public Works**	06.2022 Excavation Notif/Model Ticket Delivery	178.20
ONE CALL CONCEPTS Total					**178.20**
ON-HOLD CONCEPTS INC	**2217**	576175	**Information Technology**	07.2022 On Hold Music Service	24.95
ON-HOLD CONCEPTS INC Total					**24.95**
OTAK INC.	**1787**	62200499	**Community Development**	05.2022 TO1 Project Management	1,245.00
OTAK INC. Total					**1,245.00**
PACIFIC OFFICE AUTOMATION - LEASE	**1564**	76689754	**Genl Govt/Facilities**	07.2022 PW Shop Printer	6.40
				07.2022 RACC Copier Lease	170.46
				07.2022 City Hall Copier Lease	647.66
			Public Works	07.2022 PW Shop Printer	86.13
				07.2022 RACC Copier Lease	477.20
		76694731	**Genl Govt/Facilities**	07.2022 PW Ops Copier Lease	25.92
			Public Works	07.2022 PW Ops Copier Lease	348.84

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PACIFIC OFFICE AUTOMATION - LEASE	**1564**	76694731	**Community Development**	07.2022 PW Ops Copier Lease	54.22
PACIFIC OFFICE AUTOMATION - LEASE Total					**1,816.83**
PARKER PACIFIC DEVELOPMENT LLC	**3765**	4094	**Public Works**	Emergency S 85th Manhole Repair	8,688.00
PARKER PACIFIC DEVELOPMENT LLC Total					**8,688.00**
PATRICIA THOMPSON	**2644**	2644-20220714B	**Genl Govt/Facilities**	City Council Float Supplies Reimb. - Thompson	42.98
		2644-20220714A	**Genl Govt/Facilities**	City Council Float & NNO Supplies Reimb. - Thompson	309.66
PATRICIA THOMPSON Total					**352.64**
PBS ENGINEERING AND ENVIRONMENTAL	**342**	0071069.007-3	**Public Works**	05.2022 Royle Rd - Hillhurst to 19th	7,220.00
		0071069.009-5	**Public Works**	05.2022 Royle Road Corridor Completion	82,550.50
		0071859.000-5	**Public Works**	06.2022 Horms Corner Park Master Plan	2,383.93
		0071742.000-4	**Public Works**	05.2022 Mayors Meadow to Reiman Road Design	40,222.56
		0071272.00-34	**Community Development**	05.2022 Development Plan Review - PW	9,368.27
		0071947.002-1	**Public Works**	Hillhurst Hawk - School Safe Routes Grant	5,339.00
		0071947.001-1	**Public Works**	05.2022 Mayors Meadow - Bicycle Pedestrian Grant	4,341.50
PBS ENGINEERING AND ENVIRONMENTAL Total					**151,425.76**
PETERSON CAT	**1767**	O4834301	**Genl Govt/Facilities**	Big Paddle Equipment Rental	684.87
PETERSON CAT Total					**684.87**
PITNEY BOWES - EPAY	**341**	3315734311	**Genl Govt/Facilities**	Q2.2022 Postage Machine Lease	506.91
PITNEY BOWES - EPAY Total					**506.91**
PORTLAND ENGINEERING INC	**2082**	11176	**Public Works**	06.2022 Q178V Ridgefield Cellular Telemetry	195.48
		11069	**Public Works**	04.2022 Z009 Professional Services	1,493.25
PORTLAND ENGINEERING INC Total					**1,688.73**
POWER RENTS LLC	**2798**	102099-2	**Genl Govt/Facilities**	PW Ops Fork Lift Rental	100.07
			Public Works	PW Ops Fork Lift Rental	1,349.91
			Community Development	PW Ops Fork Lift Rental	209.80
		99064A-2	**Genl Govt/Facilities**	PW Ops Fork Lift Rental	80.43
			Public Works	PW Ops Fork Lift Rental	1,084.93
			Community Development	PW Ops Fork Lift Rental	168.62
		102026-2	**Public Works**	Streets Equipment Rental	497.88
POWER RENTS LLC Total					**3,491.64**
PUBLIC SAFETY TESTING	**354**	PSTI22-198	**Public Safety**	PD Background Checks	2,281.00
PUBLIC SAFETY TESTING Total					**2,281.00**
PURCHASE POWER - EPAY	**356**	47949968	**Genl Govt/Facilities**	Postage	1,041.29
PURCHASE POWER - EPAY Total					**1,041.29**
RICK BUCKNER POLYGRAPH	**1092**	20220617	**Public Safety**	06.2022 Polygraph Services	300.00
RICK BUCKNER POLYGRAPH Total					**300.00**
RICOH USA INC.	**1662**	106247663	**Public Safety**	06.2022 PD Copier Lease	107.03
RICOH USA INC. Total					**107.03**
RIDGEFIELD CHAMBER OF COMMERCE	**3048**	451	**Genl Govt/Facilities**	BP2022 - Big Paddle Beverage Service	392.00
RIDGEFIELD CHAMBER OF COMMERCE Total					**392.00**
ROBERT AICHELE	**3449**	3449-20220714	**Council**	Parking and Mileage Reimb. - Aichele	99.87
ROBERT AICHELE Total					**99.87**
Rummer Brian & Alicia	**UB*00766**	(blank)	**Genl Govt/Facilities**	Refund Check 012690-000 2732 S Red Tail Loop	75.81
Rummer Brian & Alicia Total					**75.81**

City of Ridgefield

Claims Payment Report
For Approval on:
July 14, 2022

SIMPLIFILE - EPAY	**2962**	E6059447	**Public Works**	Wertz Trail Easement - Erecording	219.36
SIMPLIFILE - EPAY Total					**219.36**
SITEONE LANDSCAPE SUPPLY LLC	**2951**	121010005-001	**Public Works**	Storm Operational Supplies	242.28
		120799829-001	**Public Works**	Streets Sprinkler Parts	252.90
		120712211-001	**Public Works**	Streets Sprinkler Parts	106.22
SITEONE LANDSCAPE SUPPLY LLC Total					**601.40**
SOUND UNIFORM SOLUTIONS INC.	**3750**	202206SU065	**Public Safety**	PD Uniforms - Cuneta	528.88
		202205SU121	**Public Safety**	PD Uniforms Refund	(496.30)
		202205SU099	**Public Safety**	PD Uniforms - Morgan	24.44
SOUND UNIFORM SOLUTIONS INC. Total					**57.02**
SPRINGBROOK - GROUP EPAY	**3544**	220321926	**Public Works**	02.2022 Customer Web Payments	101.34
SPRINGBROOK - GROUP EPAY Total					**101.34**
SPRINGBROOK SOFTWARE LLC	**3444**	INV-009648	**Public Works**	05.2022 Customer Web Payments	1,058.04
SPRINGBROOK SOFTWARE LLC Total					**1,058.04**
STAPLES CONTRACT & COMMERCIAL INC	**2884**	8066732933	**Genl Govt/Facilities**	Office Supplies - RACC	12.00
			Community Development	Office Supplies - RACC	33.59
STAPLES CONTRACT & COMMERCIAL INC Total					**45.59**
SUPERIOR PRESS INC.	**1742**	4537214	**Finance**	Panini Check Scanner	904.71
SUPERIOR PRESS INC. Total					**904.71**
Sutton Ryan & Alix	**UB*00772**	(blank)	**Genl Govt/Facilities**	Refund Check 010600-000 4523 N 9th St	120.31
Sutton Ryan & Alix Total					**120.31**
THE PARR COMPANY	**964**	26615726	**Public Works**	Parks Operational Supplies	4.22
THE PARR COMPANY Total					**4.22**
THE PRINT SHOP	**1580**	73052	**Genl Govt/Facilities**	AP Checks	281.42
THE PRINT SHOP Total					**281.42**
TLC TOWING	**431**	146678	**Genl Govt/Facilities**	PW Dump Truck Tow	37.87
			Public Works	PW Dump Truck Tow	509.47
TLC TOWING Total					**547.34**
TOPCON SOLUTIONS STORE	**3421**	INV205760	**Community Development**	Bluebeam License - Whitener	649.51
TOPCON SOLUTIONS STORE Total					**649.51**
TRAFFIC SAFETY SUPPLY	**432**	INV049201	**Genl Govt/Facilities**	Streets Supplies - Road Closed Signs	(128.91)
			Public Works	Streets Supplies - Road Closed Signs	1,627.91
TRAFFIC SAFETY SUPPLY Total					**1,499.00**
USA BLUEBOOK	**444**	23994	**Public Works**	Confined Space Entry Equipment	445.92
		13669	**Genl Govt/Facilities**	PW Shop Supplies	1.99
			Public Works	PW Shop Supplies	26.79
		11974	**Public Works**	Water Chemicals	56.14
		997052	**Public Works**	Storm Operational Supplies - Diesel Spill	659.84
		22856	**Public Works**	Confined Space Entry Equipment	671.15
		10314	**Public Works**	Water Chemicals	478.56
		19464	**Public Works**	Muck Boots - Swarts	191.08
USA BLUEBOOK Total					**2,531.47**
VANCOUVER BOLT AND SUPPLY	**447**	VA-175595	**Public Works**	Storm Operational Supplies	161.83
VANCOUVER BOLT AND SUPPLY Total					**161.83**

City of Ridgefield

Claims Payment Report

For Approval on:

July 14, 2022

VANPORT MECHANICAL & FIRE SPRINKLERS INC.	**3761**	13271042222	**Public Works**	PW Ops Dry Valve Installation Replacement	521.28
		13284042722	**Public Works**	PW Ops Dry Valve Installation Replacement	3,258.00
VANPORT MECHANICAL & FIRE SPRINKLERS INC. Total					**3,779.28**
WA ASSOCIATION SHERIFFS AND POLICE CHIEFS	**459**	INV030615	**Public Safety**	WA Assoc of Sheriffs and Police Chiefs Conf. Reg.	350.00
WA ASSOCIATION SHERIFFS AND POLICE CHIEFS Total					**350.00**
WALTER E. NELSON COMPANY	**3553**	1712430	**Public Safety**	PD Paper Products	72.55
		1715076	**Public Works**	Parks Operational Supplies	813.84
		1712955	**Public Safety**	PD Hand Soap	69.75
		1715401	**Public Works**	Parks Operational Supplies	57.84
WALTER E. NELSON COMPANY Total					**1,013.98**
WAPITI NW LLC	**2545**	10361	**Genl Govt/Facilities**	Vehicle Maintenance - 66099D 2019 Chevrolet Silverado	35.28
			Public Works	Vehicle Maintenance - 66099D 2019 Chevrolet Silverado	199.92
		10304	**Genl Govt/Facilities**	Vehicle Maintenance - 48617D 2013 Ford-150	53.78
			Public Works	Vehicle Maintenance - 48617D 2013 Ford-150	1,021.75
WAPITI NW LLC Total					**1,310.73**
WELLWORKS FOR YOU	**3414**	19537	**Genl Govt/Facilities**	06.2022 Wellness Program	(67.34)
			Human Resources	06.2022 Wellness Program	850.34
WELLWORKS FOR YOU Total					**783.00**
WESTERN EQUIPMENT	**2363**	8069852-00	**Public Works**	Storm Equipment - HE482 Power Bucket	4,115.73
WESTERN EQUIPMENT Total					**4,115.73**
WESTERN UNITED CIVIL GROUP LLC	**3743**	1045	**Genl Govt/Facilities**	Abrams Park Bridge Replacement - 5% Retainage Withheld	(5,552.92)
			Public Works	Abrams Park Bridge Replacement - 5% Retainage Withheld	111,058.34
WESTERN UNITED CIVIL GROUP LLC Total					**105,505.42**
WILCO FARM STORE	**655**	722450-6	**Public Works**	Storm Operational Supplies	410.78
WILCO FARM STORE Total					**410.78**
WSP USA INC.	**3338**	1181304	**Community Development**	05.2022 PAC & Community Engagement Services	1,958.03
WSP USA INC. Total					**1,958.03**
Grand Total					**909,418.16**

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE: July 14, 2022

ITEM:

AGENDA ITEM TITLE: Approval of Minutes from the June 23, 2022 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

ACTION OR MOTION:

Approve the minutes by making the following motion:

1. **“I move to approve the consent agenda”**

STAFF CONTACT: Julie Ferriss, City Clerk

ATTACHMENTS: 06-23-2022 (PDF)

CITY OF RIDGEFIELD, WASHINGTON
City Council MEETING MINUTES
June 23, 2022

Regular Meeting - 6:30 PM

GENERAL SESSION CALL TO ORDER - 6:30 PM

FLAG SALUTE

ROLL CALL

Attendee Name	Title	Status	Arrived
Ron Onslow	Councilor	Present	
Lee Wells	Councilor	Present	
Jen Lindsay	Mayor	Present	
Rob Aichele	Councilor	Present	
Judy Chipman	Councilor	Present	
Rachel Coker	Councilor	Present	
Matt Cole	Councilor	Present	

LATE CHANGES TO THE AGENDA

INTRODUCTION AND OATH OF OFFICE FOR OFFICER STORY - CHIEF BROOKS

RECOGNITION OF ACHIEVEMENT FOR SERGEANT JASON FERRISS - CHIEF BROOKS

PUBLIC COMMENT

Comments received during public testimony can he heard on the City's website under <https://ridgefieldwa.us/government/city-council-meeting-audio-files/>

CONSENT AGENDA - MOTION TO APPROVE AS PRESENTED.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Ron Onslow, Councilor
SECONDER:	Matt Cole, Councilor
AYES:	Onslow, Wells, Lindsay, Aichele, Chipman, Coker, Cole

1. **Approval of Claims And/Or Payroll**
2. **Approval of Minutes from the June 9, 2022 Meeting**

PRESENTATION

1. **Consideration of Additions to 2022 Code Changes / Comprehensive Growth Management Plan Amendments to Include Potential Application of Ridgefield Mixed Use Overlay in the Pioneer/45Th Subarea**

City staff are currently preparing code updates and Comprehensive Plan Amendments for Council deliberation/action later in 2022. As part of this process, staff is reviewing the potential application of the Ridgefield Mixed Use Overlay (RMUO) in the Pioneer/45th Subarea Plan area in light of the development in this area since 2016. The Pioneer/45th Subarea Plan was adopted by the Council as part of the 2016 update to the Ridgefield Comprehensive Growth Management Plan.
There has been prior consideration for addition of the RMUO to portions of in the Subarea, specifically related to the Discovery Ridge commercial development on the southeast corner of the Pioneer and Royle (45th) intersection. While addition of the RMUO was contemplated in the Discovery Ridge master plan, it was not added. Subsequently, in 2021, Council considered a re-zone and comp plan amendment in the Subarea for Discovery Ridge Phase 4, from General Commercial / Commercial Community Business to Urban Medium / Residential Medium Density 16 (the applicant requested this option instead of applying the RMUO). The Planning Commission moved to recommend Council not approve the change based on the existing housing supply and the commercial/office designation in the subarea plan. While Council held a public hearing on the request the applicant withdrew the application prior to Council action.
Because Council has been extensively involved in the creation and implementation of the Subarea, staff are seeking general feedback and guidance from Council on whether or not to include options for adding or removing the RMUO anywhere in the Pioneer/45th Subarea prior to conducting necessary work to bring the agenda item to Council later this year.

City Council conducted discussion on materials presented during staff report.

BUSINESS

1. Motion - Approval of Emergency Proclamation to Repair Abrams Park Pedestrian Bridge

On May 18, 2022, a city employee noted significant deflection from vehicles crossing Abrams Park bridge. On May 19, 2022, a consultant was hired to do a bridge inspection. Based on their recommendations, the asphalt pavement was removed from the bridge deck, and temporary repairs were made to stabilize the bridge deck and allow one way traffic to and from the park. The City's municipal drinking water is drawn from six wells, five of which are located within Abrams Park. Chlorine, necessary to maintain safe drinking water, must be delivered to the well sites. Chlorine is delivered by tanker truck which cannot access the park with the limited access imposed by the temporary repair.

MOTION: MOVED TO APPROVE THE EMERGENCY DECLARATION TO REPAIR THE ABRAMS PARK BRIDGE AS PRESENTED.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Ron Onslow, Councilor
SECONDER:	Lee Wells, Councilor
AYES:	Onslow, Wells, Lindsay, Aichele, Chipman, Coker, Cole

PUBLIC HEARING/BUSINESS

1. Public Hearing and First Reading of Ordinance No. 1369 - Carty Road Subarea Plan - Claire Lust, Community Development Director

In 2022, staff was able to re-start the subarea planning process upon the easing of COVID restrictions. Staff presented recaps of the work already completed to Planning Commission and City Council, and re-engaged stakeholders for a third PAC meeting. The purpose of the third PAC meeting was to include any property owners who did not participate in 2020 but were interested in getting involved, and to review the 2020 plan to identify any components that needed to be updated after a two-year pause. In addressing process questions during the third PAC meeting, staff and the consultant reiterated that the subarea plan is high-level. It is a guiding document for future development if and when property owners in the area choose to annex into the city and then, at any point after annexation, decide to develop. The subarea plan protects property owners who do not want to see neighboring properties develop under the basic low density residential standards used elsewhere in the city. If the plan is adopted, staff will be required to write code standards for development in the subarea, in order to implement the vision, guiding principles, and recommended design guidelines in the plan. Development standards, including those for road and trail improvements, do not get applied unless a property develops. If a property owner does not petition for annexation, the subarea plan does not apply to their property. If a property owner petitions for annexation and is annexed, then the subarea plan will apply to their property and the RLD-4 zoning identified in the subarea plan will be placed on their property upon annexation. If the owner of an annexed property decides to develop or sell to a developer, then the Carty Road Subarea development standards, to be written and codified based on the vision, guiding principles, and recommended design guidelines in the subarea plan following adoption, will apply. Staff will review development applications with respect to the high-level subarea plan and the detailed Carty Road Subarea development standards. Planning Commission discussed the proposed subarea plan and testimony and asked staff clarifying questions. Much of their discussion was focused on trails, and whether the 2020 Preferred Concept Plan (conceptual trail network through the subarea following creeks and along Carty Road) or 2022 Preferred Concept Plan (conceptual trail network along Carty Road and local streets only) should be recommended to Council as part of the final plan. Based on city-wide goals for trail connectivity and the fact that conceptual trails would not be built until properties develop, Commissioner Amerman moved to recommend approval of the subarea plan using the 2020 Preferred Concept Plan. The motion was not seconded. Based on the PACs preference for trails along streets, Chair Flynn moved to recommend approval of the subarea plan using the 2022 Preferred Concept Plan. The motion passed 3-2.

City Council conducted discussion.

Mayor Lindsay Opened Public Hearing: 7:50PM

Comments received during public hearing can he heard on the City's website under
<https://ridgefieldwa.us/government/city-council-meeting-audio-files/>

Mayor Lindsay Closed Public Hearing: 8:01PM

First reading conducted.

PUBLIC COMMENT

COUNCIL/PRESIDING OFFICER/STAFF REPORTS

Council

Council Member Onslow - Attended AWC Conference.
Council Member Coker - Attended ribbon cutting ceremony for Main Street Studio.
Council Member Aichele - Attended Port of Ridgefield meeting.
Council Member Wells - Attended CRWWD meeting.
Council Member Chipman - Attended AWC Conference.
Council Member Cole - Attended AWC Conference.

Mayor

Attended Clark College discovery corridor tour.

Executive Session - City Manager Performance Evaluation Pursuant to RCW 42.30.110 (1)(G)

8:07PM: Mayor Lindsay announced that City Council will enter into Executive Session to discuss City Manager performance evaluation pursuant to RCW 42.30.110(1)(g), returning to regular session at 8:37PM and action is anticipated.

8:34PM: Deputy City Manager Lee Knottnerus announced that City Council will be returning to regular session at 8:47PM.

8:41PM: City Manager Steve Stuart announced that City Council will be returning to regular session at 8:55PM.

8:55PM: Mayor Lindsay reconvene the meeting.

Noted: Pursuant to his employment agreement, City Council established goals and specific criteria for Steve Stuart to complete during April 1, 2021 to April 14, 2022 evaluation period. At the time that the goals were established, City Council and Steve Stuart understood that he may receive a merit-based bonus up to a maximum of $12,500 if his performance exceeded the established goals.

MOTION: Council Member Chipman moved to increase City Manager's annual salary by 6% and a bonus of $12,500.
SECOND: Council Member Coker.
MOTION PASSED.

City Manager

ADJOURN - 8:57 PM

____
Julie Ferriss, City Clerk

____
Jennifer Lindsay, Mayor

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE: July 14, 2022

ITEM:

AGENDA ITEM TITLE: Ridgefield School District - Proposition No. 9

Ridgefield School District - Proposition No. 9

STAFF CONTACT: Steve Stuart, City Manager

ATTACHMENTS: rsd levy presentation city council 7.14.2022.pptx (Temp) (Converted) (PDF)

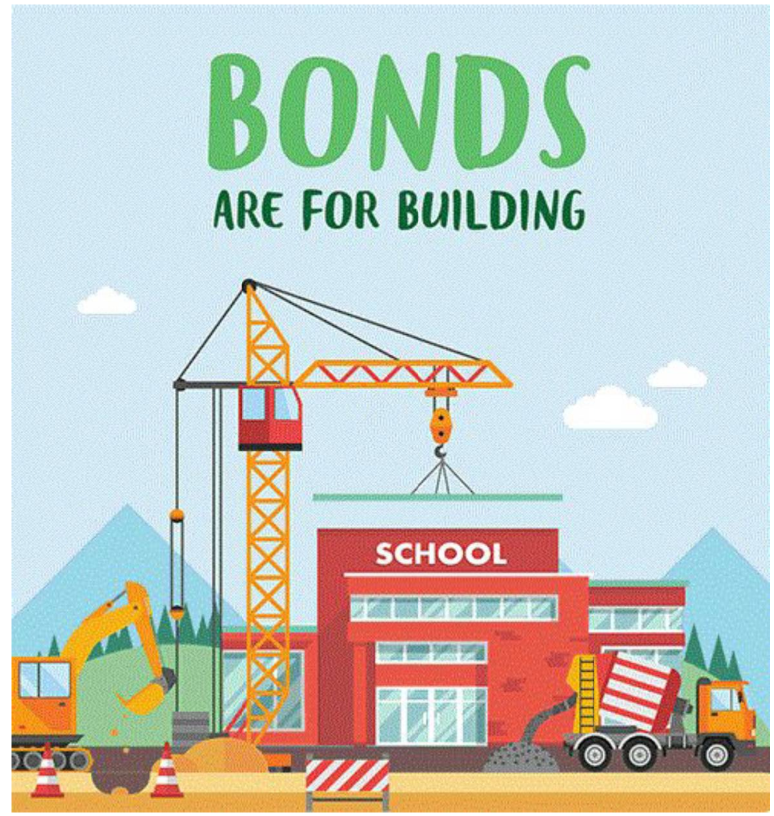
One Levy, *unlimited possibilities*

unlimited possibilities

RIDGEFIELD
SCHOOL DISTRICT

What’s the difference between a bond & a levy?

- **Bonds are for building and levies are for learning**. Bonds pay for construction of schools and facilities and capital improvements.
- Levies pay for costs associated with learning, such as teaching and services provided by specialists, coaches, health professionals and counselors, and learning materials such as curricula. Levies also help fund transportation, maintenance, extra-curricular activities, educational technology tools, communications, and safety and security services.
- Another difference is that while levies only require a “regular majority” of 50% plus one vote to pass, bonds require a supermajority of 60%.



About RSD's Replacement Educational Programs & Operations Levy

- Proposition 9 is **not** a new tax. It replaces the current levy that expires at the end of 2022. It will continue to provide funding for educational programs and student support services for three years; 2023, 2024, and 2025.
- Local levy funding makes up the difference between what it costs to offer comprehensive educational and student support programs and what the state education funding formula provides.
- The levy represents approximately **13%** of the District's operating budget.

About RSD's Replacement Educational Programs & Operations Levy

Collection Year	Levy Rate per $1000 AV*	Levy Amount**
2023	$1.50	$9,053,791
2024	$1.50	$10,411,860
2025	$1.50	$11,611,283

* The District is committed to maintaining a levy tax rate that does not exceed $1.50/$1000 AV. If, in any year, the full collection authorized by voters requires a rate above $1.50/$1000 AV, the District is committed to reducing the total collections to ensure a rate of $1.50/$1000 AV.

** The levy amount is what voters authorize the District to collect. However, the District will take action to reduce the levy property tax collections if the rate to collect the full authorized amount exceed $1.50/$1000 AV. In no case, can the District authorize collections to exceed the levy amount.

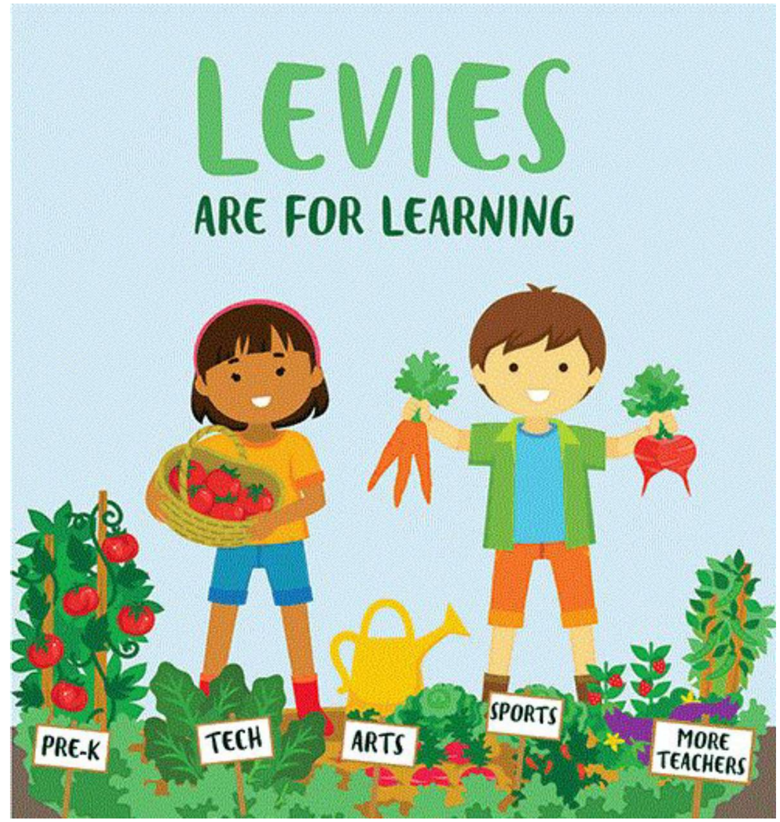
Why is local funding necessary?

- Nearly all of the 295 Washington school districts rely on levy money to provide important student programs and services.
- Local levies remain necessary to make up gaps in funding for essential services and community priorities, such as more special education, technology, athletics, extra-curricular programs, and social/emotional supports for students.
- While other districts rely on multiple levies to fund technology, transportation, capital projects and educational programs, Ridgefield funds all these elements from **one levy**.

What does RSD's levy pay for?

Our levy provides funding to help support educational and student support programs, including:

- Extracurricular activities, including athletics, performing arts, Cispus Outdoor School, and more
- Special education staff and services
- Additional school counseling and nursing services supports
- Additional teachers and staff
- Classroom technology, including hardware, software, service, and support
- Community education programs
- Family Resource Center
- Student transportation
- Facilities, maintenance, and operations



The Levy at Work – Activities

- Equestrian Team
  - 4 state qualifiers
- DECA
  - 5 State Participants
- Speech and Debate
  - Winners of the 2022 Ken Bisbee Award for
  - Small School Achievement
  - 8 State Participants
  - 1 State Finalist
  - 2 National Qualifiers
- Knowledge Bowl
  - WA State Champions
  - National Champions
- Thespian Troupe
  - State Qualifiers in numerous categories
- All Northwest Honor Choir
  - 4 participants

The Levy at Work – Fall Athletics

- Cross Country
  - Coach of the Year
  - All League 1st Team - 3 Athletes
  - All League 2nd Team - 2 Athletes
- Girls Soccer
  - District Champs
  - 4th Place in State
  - All League 1st Team - 3 Athletes
  - All League 2nd Team - 1 Athlete
  - All-Region - 2 Athletes
- Boys Tennis
  - WIAA State Finals: Mikey Nester and Ryan Gruber, WIAA 5th Place
  - Doubles Players of the Year
  - 1st Team Singles - 1 Athlete
  - All Region - 2 Athletes

The Levy at Work – Fall Athletics (cont.)

- Football
  - Undefeated League Champs, WIAA State Quarterfinal Appearance
  - Coach of the Year: Scott Rice
  - Offensive Player of the Year
  - 1st Team Offense - 4 Athletes
  - 1st Team Defense - 5 Athletes
  - 2nd Team Offense - 2 Athletes
  - 2nd Team Defense - 2 Athletes
  - All Region - 3 Athletes
- Volleyball
  - 2nd Place State Finish
  - All League 1st Team - 3 Athletes
  - All League 2nd Team - 2 Athletes
  - All-Region - 3 Athletes
  - All-State 1st Team - 3 Athletes

The Levy at Work – Winter Athletics

- Girls Basketball
  - All League 1st Team - 1 Athlete
  - All League 2nd Team - 1 Athlete
- Boys Basketball
  - Coach of the Year: Jason Buffum
  - All League 1st Team - 1 Athlete
  - All League 2nd Team - 1 Athlete
- Wrestling
  - State Appearance - 4 Athletes
  - 6th Place State Finisher
  - All League 1st Team - 3 Athletes
  - All League 2nd Team - 6 Athletes
- Bowling
  - State Appearance: 1 Athlete
  - 5th Place State Finisher
- Gymnastics
  - All Around, 1st Team Beam, 2nd Team Vault - 1 Athlete
  - All Region - 1 Athlete

The Levy at Work – Spring Athletics

- Baseball
  - All League 1st Team - 3 Athletes
  - All League 2nd Team - 2 Athletes
- Softball
  - Undefeated League Champs, State Appearance
  - Coach of the Year: Kelsey Anchors
  - All League MVP
  - All League 1st Team - 4 Athletes
  - All League 2nd Team - 2 Athletes
  - All Region - 2 Athletes
- Girls Tennis
  - All League 2nd Team - 1 Athlete
- Boys Soccer
  - All League 1st Team - 3 Athletes
  - All League 2nd Team - 1 Athlete
- Track and Field
  - All League 1st Team - 3 Athletes
  - All League 2nd Team - 7 Athletes
  - State Appearance - 2 Athletes
  - 4th Place State Finisher - 1 Athlete

Photo courtesy of The Columbian (Eric Trent)

What about developer impact fees?

Can the school district use the money it collects in impact fees from new homes to offset the levy?

No. Impact fees are restricted to the Capital Project Fund. This revenue may only be spent on capital projects that serve new growth.

Key election dates

- Election day is Tuesday, August 2nd
- Ballots will be mailed on or around July 15, 2022.
- Ballots must be returned to a ballot dropbox or postmarked by August 2, 2022.

Return your ballots here!

The RACC (510 Pioneer Street) has a ballot drop box


Questions?

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE: July 14, 2022

ITEM:

AGENDA ITEM TITLE: Clark Cowlitz Fire Rescue - Proposition No. 3

Clark Cowlitz Fire Rescue - Proposition No. 3

STAFF CONTACT: Steve Stuart, City Manager

ATTACHMENTS: CCFR Emergency Services Update July (PDF)

Clark-Cowlitz
FIRE RESCUE

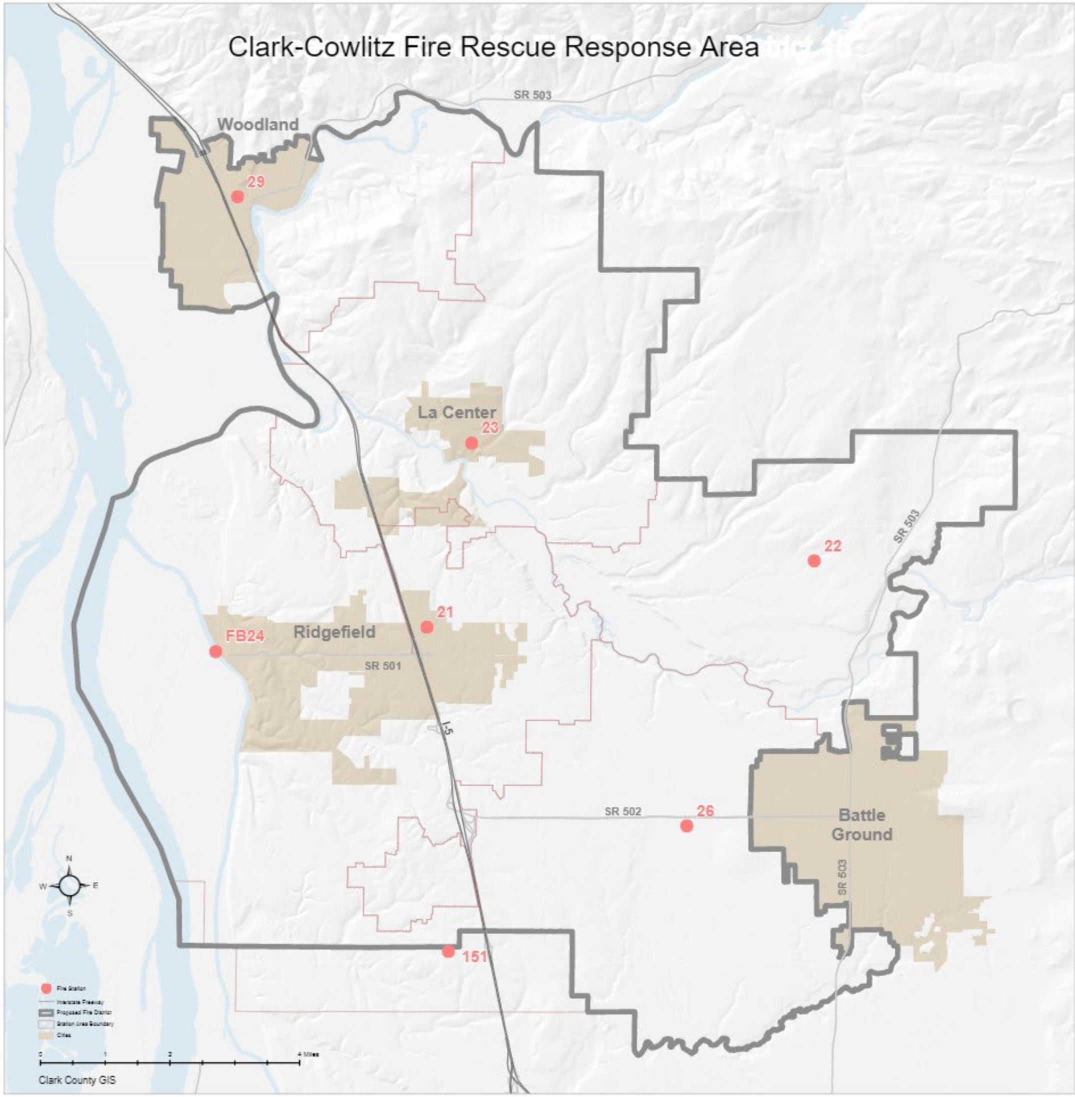
Emergency Services Update 2022

Thank You for the Opportunity to Serve

Combination department

Full-time and Volunteer Firefighters	Support Volunteers providing critical tasks	Reduces staffing costs

Responded to nearly 5,000 fire and emergency medical calls in 2021



Service Area

Serves over 45,000 residents

125 square miles of NW Clark County and SW Cowlitz County

Includes cities of La Center, Ridgefield, Woodland, and the Cowlitz Indian Reservation

14 miles of Interstate-5 and BNSF rail lines

43 miles of riverfront

- Columbia River
- Lake River
- North & East Forks of the Lewis River

What We Do

Fire suppression

Emergency medical service (EMS)

- Basic Life Support (BLS) with firefighter/emergency medical technicians (EMTs)
- Limited Advanced Life Support (ALS) with firefighter/paramedics

Technical rescue

Marine division

Hazardous materials response

Community Risk Reduction Programs

Accountable to Our Taxpayers

- Operate under a balanced budget
- History of passing independent financial and accountability audits
- Major strides toward financial stability
- All board meetings are open to the public

Challenges to Service

Number of Emergency Incidents on the Rise

- Up 17.6% over 2020

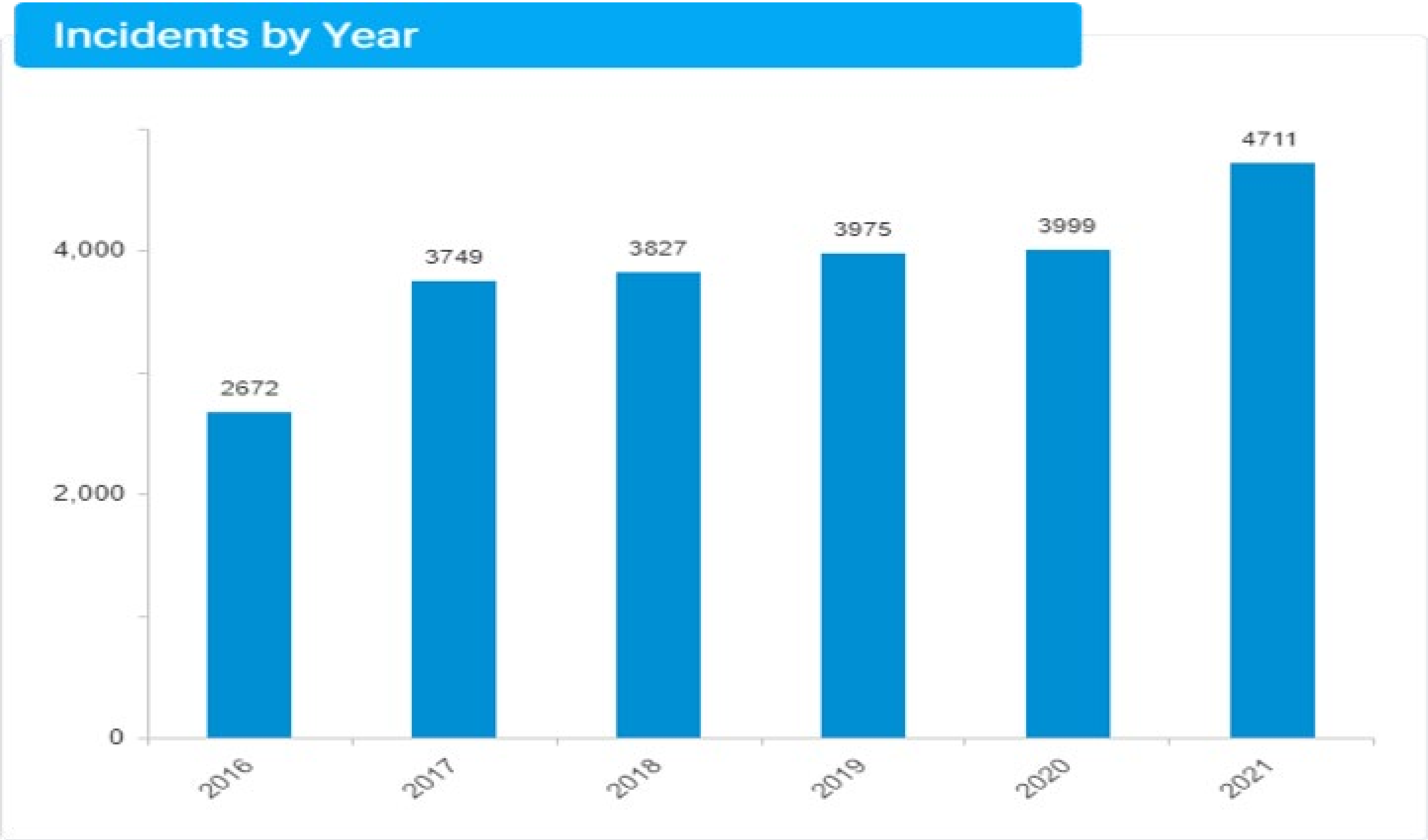
- Up 57% since 2016

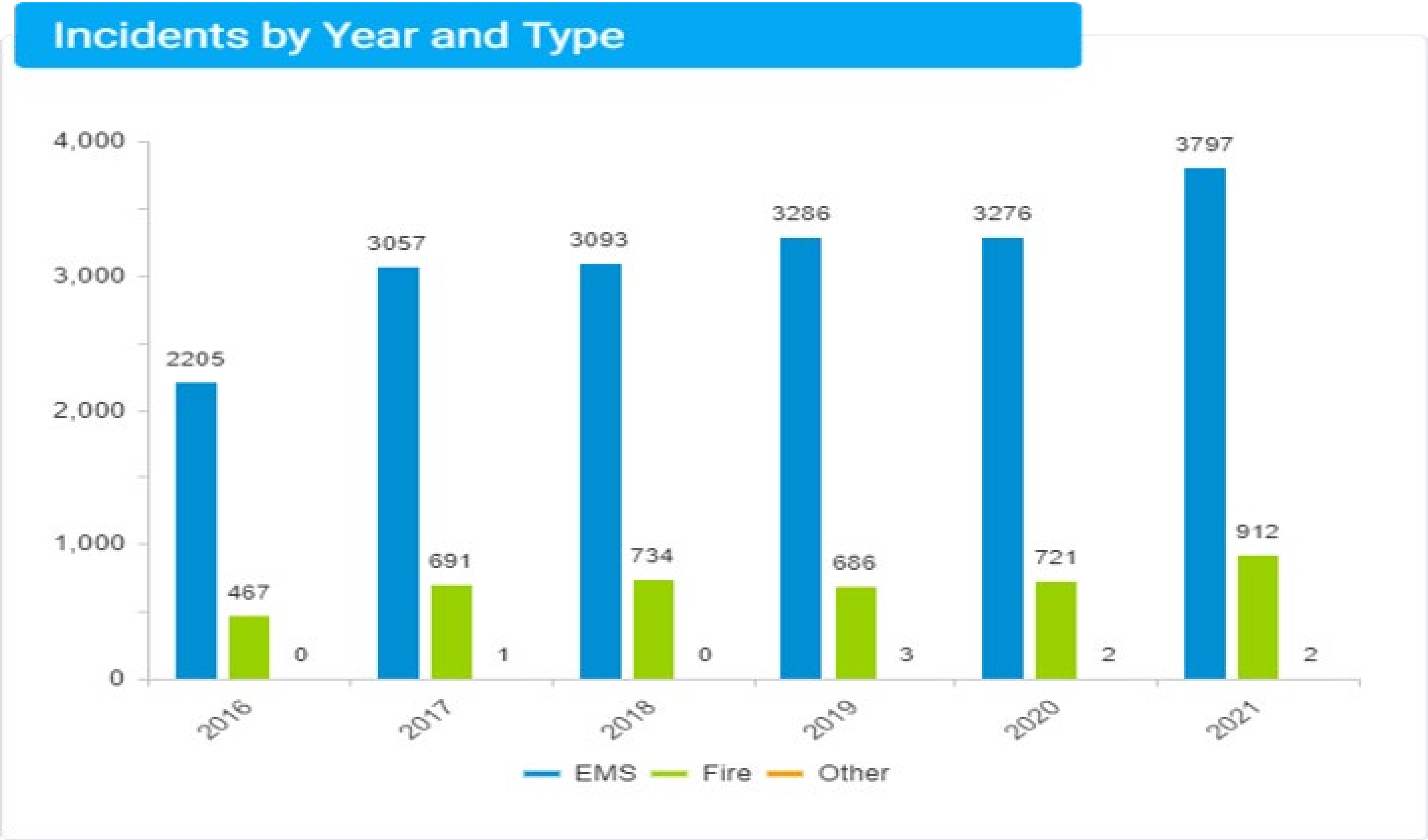
Number of High Priority emergency medical calls (Priority 1 and Priority 2) up 20% from 2020 to 2021

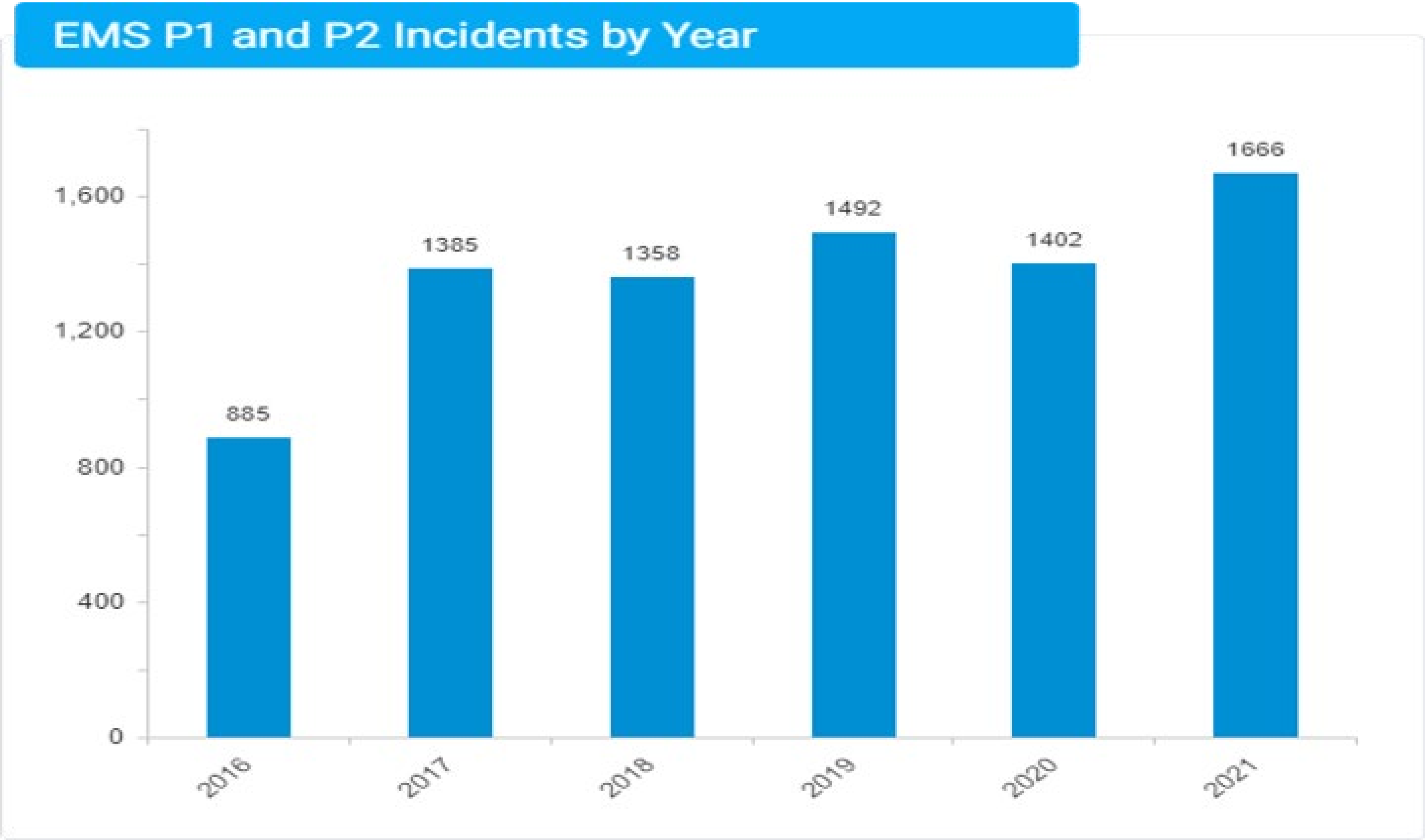
CCFR Response Times are Increasing

- Up 11% for first unit on scene from 2019-2021

- Up 10% at the 90th percentile of incidents


Incidents by Year
4,000
2,000
0
2672
3749
3827
3975
3999
4711
2016
2017
2018
2019
2020
2021


Incidents by Year and Type
4,000
3,000
2,000
1,000
0
2205
467
0
3057
691
1
3093
734
0
3286
686
3
3276
721
2
3797
912
2
2016
2017
2018
2019
2020
2021
EMS
Fire
Other


EMS P1 and P2 Incidents by Year
1,600
1,200
800
400
0
885
1385
1358
1492
1402
1666
2016
2017
2018
2019
2020
2021

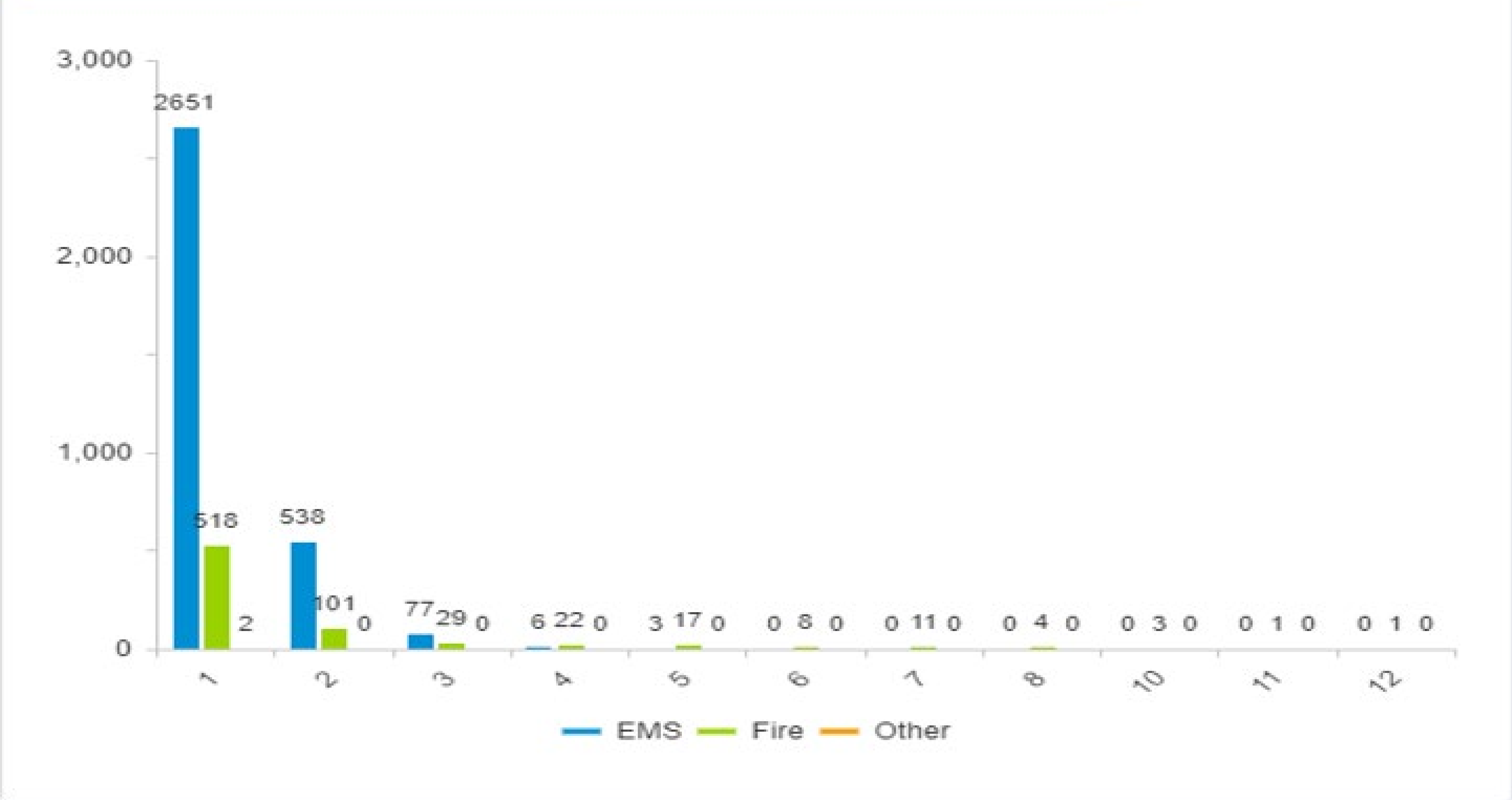
Challenges to Service

CCFR usual staffing of two personnel per emergency unit

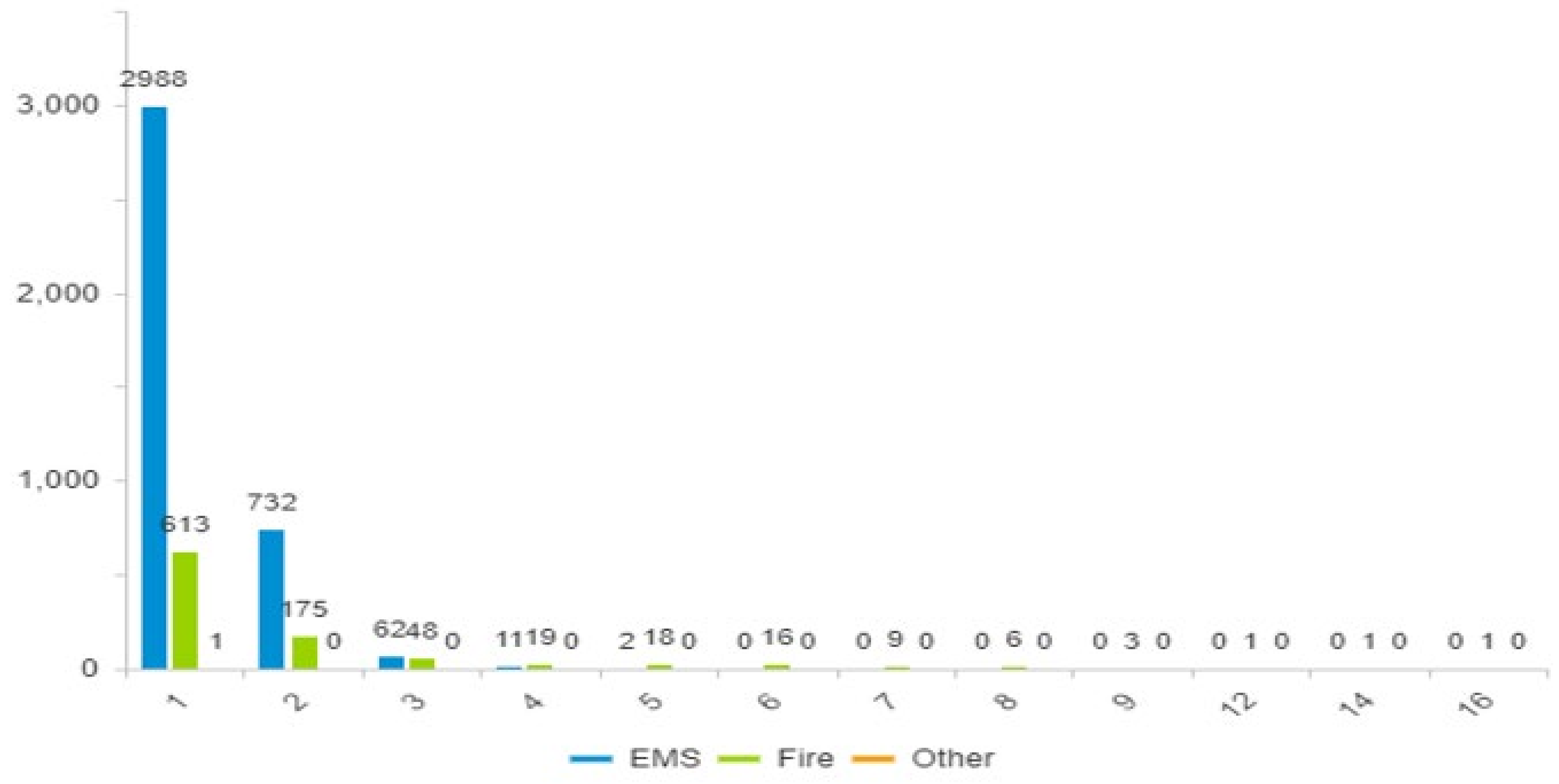
- Often must send two units to get enough personnel on scene to handle the incident
- With more units out of service, other units must travel farther to cover emergency incidents

CCFR units are staffed with a Paramedic just over 50% of the time

Incidents by Apparatus Count 2020



Incidents by Apparatus Count 2021



Challenges to Service

Private Ambulance provider allowed 20 minutes to respond

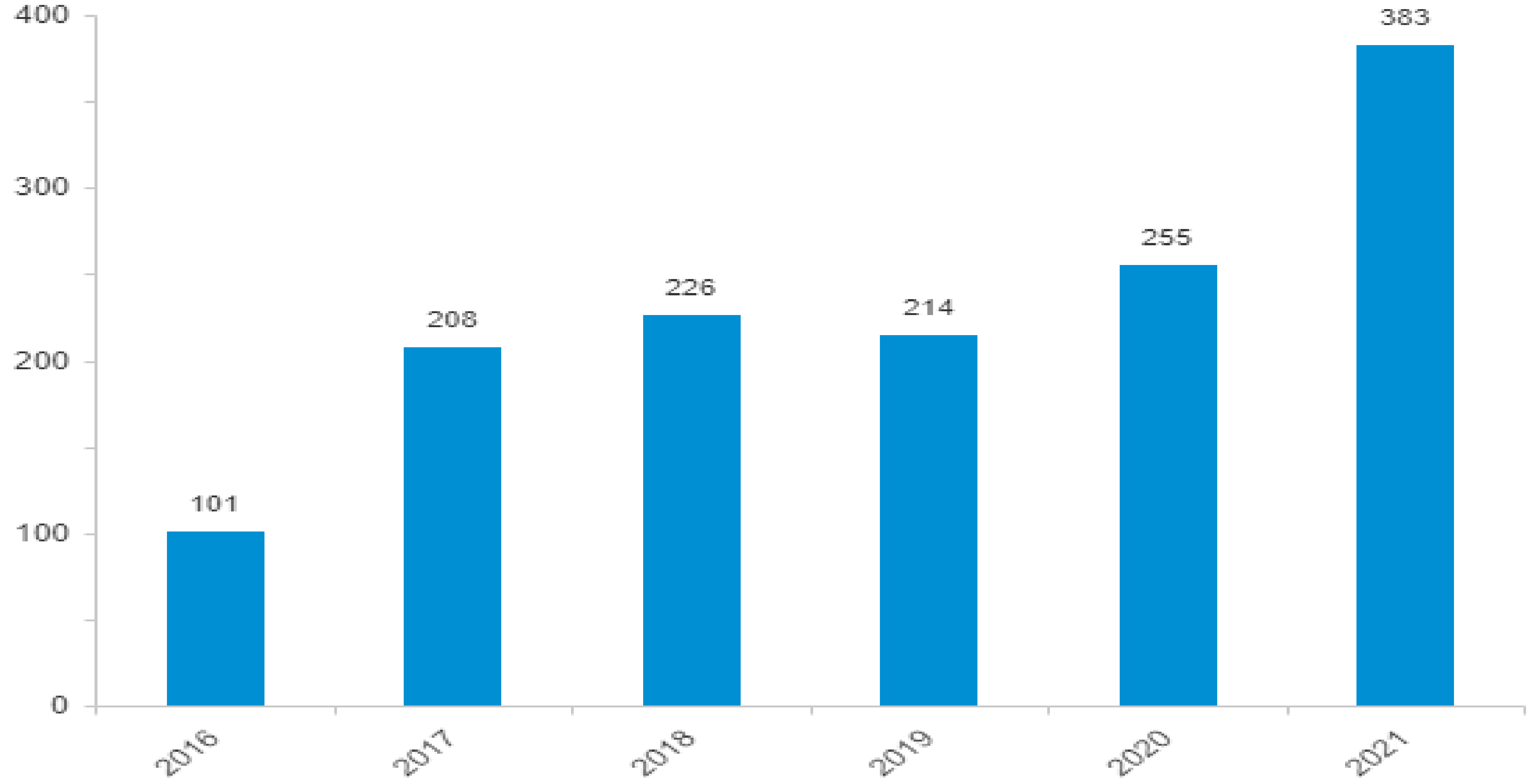
- CCFR part of EMS District 2 for ambulance service
- Ambulance contract piggy-backed on City of Vancouver contract

Ambulance provider not meeting response time requirements

Ambulance response times to CCFR have increased 8.9% since 2019

Number of Ambulance responses over 20 minutes have increased dramatically

AMR Response Time > 20 min



Emergency Medical Services (EMS)Levy

An EMS levy has been placed August 2022 ballot

- New levy of $.50 per $1,000 of assessed property value
- $250 per year ($21 per month) for the owner of a $500,000 home

EMS levies authorized by RCW

EMS levies are a common method for fire districts in Washington to provide enhanced Paramedic services to citizens

EMS Levy Will Provide

Hire Responders	Hire up to 25 personnel
Increase Units	Increase from 5 staffed units per day to 6 staffed units per day
3 Personnel	Units will have three personnel instead of two
Paramedics	Each unit will have a Paramedic assigned each day
Training	Establish an EMS Training Officer position
Ambulances	Purchase and equip two new ambulances

EMS Levy Benefits

- Multi-unit responses will decrease with 3-person staffing
- Response times across the Fire District will improve
- Consistently provide Paramedic services across the Fire District
- Lifesaving Advanced Life Support (ALS) care will be on scene sooner
- CCFR will be capable of transporting patients to the Emergency Room when the private ambulance provider cannot meet our needs
- Funding will be available for capital improvements

Thank You!

Fire Chief John Nohr

- john.nohr@clarkfr.org
- (360) 887-4609

Other resources:

- www.clarkfr.org
- @C_C_F_R
- Search: Clark County Fire & Rescue

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE:	July 14, 2022
ITEM:	
AGENDA ITEM TITLE:	An Ordinance of the City of Ridgefield, Washington annexing into the Corporate Limits of the City of Ridgefield Approximately 4 Acres Identified as the Kdev Llc Annexation Area Located Within the Ridgefield Urban Growth Area, and Assigning the Zoning of the Annexed Area as Neighborhood Commercial with the Urban Holding 10 Overlay

PREVIOUS COUNCIL ACTION TAKEN:
Public hearing and first reading: June 9, 2022

SUMMARY/BACKGROUND:
See attached staff report.

BUDGET/FINANCIAL IMPACTS:
None.

ACTION OR MOTION:
Adopt Ordinance No. 1367 by making the following motion:

"I move to adopt Ordinance No. 1367 KDev LLC Petition to Annex as presented."

STAFF CONTACT:	Claire Lust, Community Development Director
ATTACHMENTS:	PLZ-21-0067 KDEV Petition to Annex_Staff Report 2_20220714 (PDF)

ORDINANCE NO. 1367

AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF RIDGEFIELD APPROXIMATELY 4 ACRES IDENTIFIED AS THE KDEV LLC ANNEXATION AREA LOCATED WITHIN THE RIDGEFIELD URBAN GROWTH AREA, AND ASSIGNING THE ZONING OF THE ANNEXED AREA AS NEIGHBORHOOD COMMERCIAL WITH THE URBAN HOLDING 10 OVERLAY

WHEREAS, annexations to the City of Ridgefield are regulated by Revised Code of Washington (RCW) Chapter 35A.14, Annexation by Code Cities; and

WHEREAS, the proposed annexation area is within the Ridgefield Urban Growth Area as shown on the Ridgefield Urban Growth Area Comprehensive Plan Map of the Clark County 20-Year Comprehensive Growth Management Plan which the Board of Clark County Councilors adopted on June 28, 2016, Ordinance No. 2016-06-12; and

WHEREAS, the proposed annexation area is within the Ridgefield Urban Growth Area and the annexation area is designated Neighborhood Commercial as shown on the Comprehensive Plan Map of the Ridgefield Urban Area Comprehensive Plan which the City Council adopted on February 25, 2016, Ordinance No. 1203; and

WHEREAS, RCW 35A.14.010 provides that an unincorporated area lying contiguous to a code city may become part of the charter code city or noncharter code city by annexation; and

WHEREAS, the area proposed to be annexed is contiguous to the city limits; and

WHEREAS, RCW 35A.14.120 provides a direct petition annexation method which requires that prior to circulating a petition for annexation, the initiating party or parties, who shall be the owners of not less than ten percent in value, according to the assessed valuation for general taxation of the property for which annexation is sought, shall notify the legislative body of a charter code city or noncharter code city; and

WHEREAS, RDC 18.230.020.A states that the Commercial Neighborhood Business zoning district implements the Neighborhood Commercial comprehensive plan designation and shall be applied to all newly annexed Neighborhood Commercial lands; and

WHEREAS, on January 13, 2022, the City Council of the City of Ridgefield adopted Resolution No. 603 to accept a notice of intent to annex the geographically modified KDev LLC Annexation Area identified by Assessor's Serial Nos. 214425000, 214460000, 214465000, 214449000, and adjacent Clark County right-of-way on NE 259th St; and

WHEREAS, the geographically modified KDev LLC Annexation Area adopted through Resolution No. 603 represents the maximum possible annexation area which may be reduced but not increased during the petition to annex phase;

WHEREAS, the Council authorized commencement of petition to annex proceedings upon determination by staff as to whether or not the owners of Assessor's Serial Nos. 214460000, 214465000, and 214449000 desired annexation into the City; and

WHEREAS, staff worked with the applicant to determine that the owners of Assessor's Serial Nos. 214460000, 214465000, and 214449000 do not desire annexation into the City as part of the KDev Annexation Area; and

WHEREAS, the City of Ridgefield received a petition to annex for Assessor's Serial No. 214425000 identified as the KDev LLC Annexation Area and assigned File Nos. MASTER-22-0044 and PLZ-22-0067; and

WHEREAS, the City is designating subject properties Commercial Neighborhood Business pursuant to RDC 18.230.020.A; and

WHEREAS, the City is placing all newly annexed properties in UH-10 until certification by the city engineer that identifies capital facilities deficiencies have been satisfactorily resolved; and

WHEREAS, RCW 35A.14.120 requires that the petition to annex must be signed by the owners of not less than sixty percent in value, according to the assessed valuation for general taxation of the property for which annexation is petitioned; and

WHEREAS, on May 9, 2022, the City of Ridgefield requested that the Clark County Department of Assessment and GIS certify the petition to annex by direct petition method according to RCW 35A.01.040(4) which requires that a petition signed by property owners be transmitted to the county assessor for determination of sufficiency; and

WHEREAS, on May 26, 2022, the Clark County Deputy Assessor mailed to the City of Ridgefield a Certification of Sufficiency for the annexation petition by the direct petition method; and

WHEREAS, RCW 43.21C.222 exempts annexation of territory by a city or town from compliance with the chapter entitled State Environmental Policy; and

WHEREAS, RCW 35A.14.130 provides that the legislative body of a code city may entertain a petition for annexation and fix a date for a public hearing thereon and cause notice of the hearing to be published in one or more issues of a newspaper of general circulation in the city, and post in three public places within the territory proposed for annexation, and shall specify the time and place of hearing and invite interested persons to appear and voice approval or disapproval of the annexation; and

WHEREAS, the City of Ridgefield met the requirements defined within RCW 35A.14.130 by publishing a notice of public hearing in the Columbian newspaper, posting notice of public hearing at three public places within the territory proposed for annexation, mailing the notice to surrounding property owners, and posting the notice online; and

WHEREAS, on June 9, 2022, the City Council of the City of Ridgefield held and closed a public hearing on the proposed annexation; and

WHEREAS, RCW 35A.14.140 provides that after the public hearing, if the legislative body determines to effect the annexation, then they shall do so by ordinance and file a copy of the ordinance with the board of county commissioners.

NOW THEREFORE, the City Council for the City of Ridgefield hereby ordains as follows:

SECTION 1. Annexation. The City of Ridgefield hereby annexes into the corporate limits of the City of Ridgefield the KDev LLC Annexation Area shown in Exhibit A.

SECTION 2. Zoning. The zoning of the annexed area shall be Commercial Neighborhood Business with the Urban Holding 10 overlay.

SECTION 3. City Filing of Certificate with Washington State Office of Financial Management. A Certificate of Annexation shall be filed with the Washington State Office of Financial Management within thirty (30) calendar days of the effective date of this ordinance.

SECTION 4. City Filing with Clark County. A certified copy of the adopted ordinance shall be separately filed with the Board of Clark County Commissioners and the Clark County Department of Assessment and GIS.

SECTION 5. Severability. If any section, sentence, clause or phrase of this ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

SECTION 6. Effective Date. This ordinance shall be in full force and effect thirty (30) calendar days after adoption and publication pursuant to law.

SECTION 7. Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS 14TH DAY OF JULY, 2022.

____
Jennifer Lindsay, Mayor

ATTEST/AUTHENTICATED:

____
Julie Ferriss
City Clerk

APPROVED AS TO FORM:

____

Janean Parker, City Attorney

First Reading: June 9, 2022
Second reading/Passage: July 14, 2022
Date of Publication: ____________
Effective Date: ____________

EXHIBIT A:

Legal Description and Map of Annexation Area

COMMUNITY DEVELOPMENT DEPARTMENT
510-B Pioneer Street | PO Box 608 | Ridgefield, WA 98642
(360) 887-3908 | Fax: (360) 887-2507 | www.ridgefieldwa.us

KDev LLC Petition to Annex

Staff Report

File No. MASTER-22-0044, PLZ-22-0067
July 28, 2022

I. Basic Facts

Council date: July 28, 2022

Applicant: Wolfe Project Management, LLC. 2401 W Main St Ste 210 / Battle Ground, WA 98604. Contact: Mason Wolfe, 360-907-9588, mason@wolfepm.com
Property Owner: KDev, LLC. 740 S 85th Ave / Ridgefield, WA 98642. Contact: Chad Krippner, 360-518-8455, chad@kdev.net
Property Information: 740 S 85th Ave / Ridgefield, WA 98642. #9 S23 T4N R1E WM, Assessor's #214425000, 4 acres

Current Zoning: Neighborhood Commercial (NC), Urban Holding 20 Overlay (UH-20)

Current Comprehensive Plan Designation: Neighborhood Commercial (NC)

Staff Contact: Claire Lust, Community Development Director. 360.857.5024, Claire.lust@ridgefieldwa.us

II. Location

Figure 1. Vicinity map

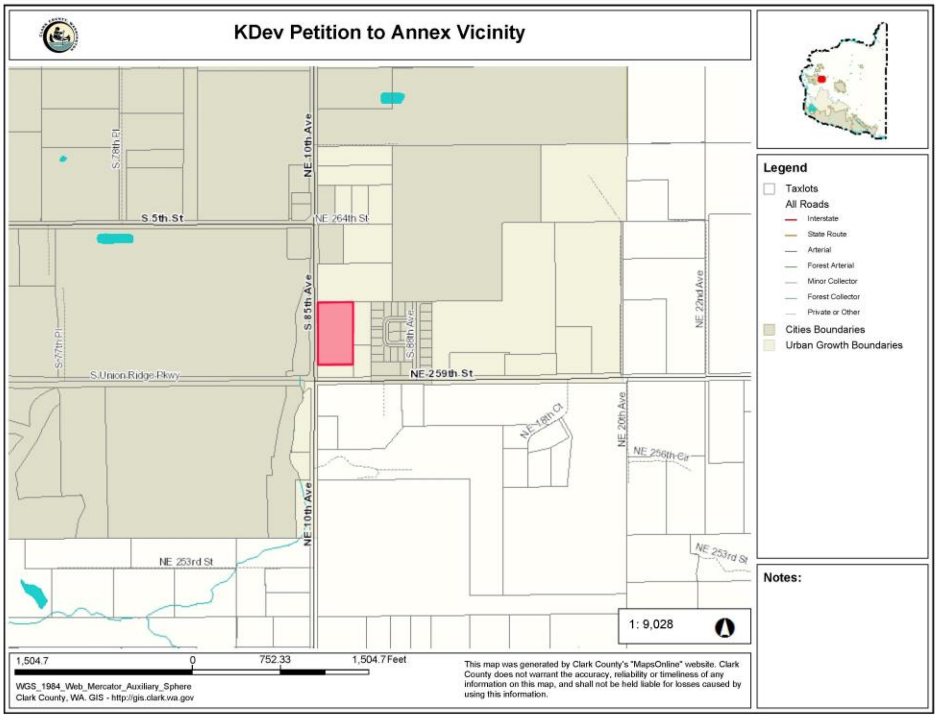
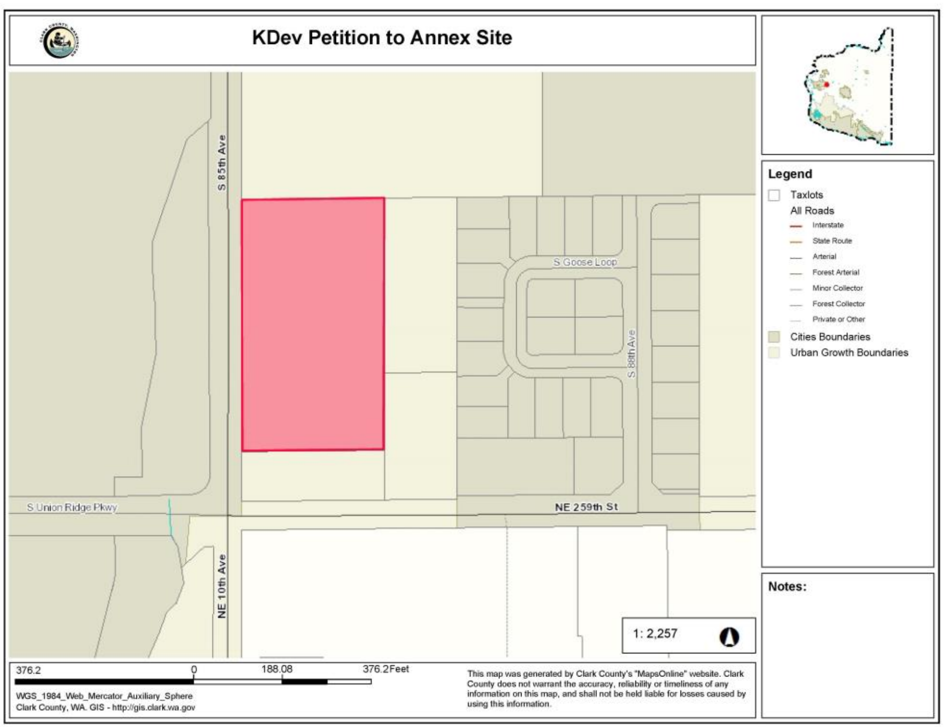


Figure 2. Site map



III. Property Information

The Petition to Annex includes one four-acre parcel owned by KDev, LLC. The subject parcel is within the Ridgefield Urban Growth Area (UGA) and is contiguous with the Ridgefield city limits to the west (S 85th Avenue is in the city limits). Therefore, the parcel is eligible for annexation. The property information is as follows:

Property Owner	Legal	Square Feet	Acres	2021 Assessed Taxable Property Value (2022 values not yet certified)	Site Address
K DEV LLC	#9 S23 T4N R1E WM, Assessor's #214425000	174,240	4	$403,458.00	740 S 85th Ave / Ridgefield, WA 98642

IV. Zoning

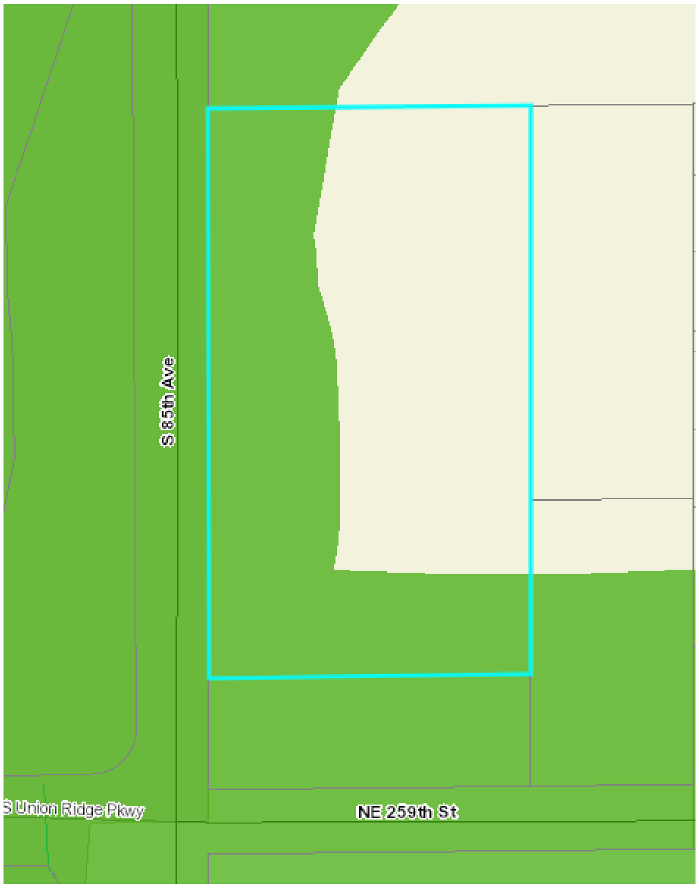
The current Clark County zoning of the property is Neighborhood Commercial (NC) with the Urban Holding – 20 (UH-20) overlay. The 2016 Ridgefield Urban Area Comprehensive Plan designation is Neighborhood Commercial (NC). Per RDC 18.230.020.A, the CNB zoning district implements the NC comprehensive plan designation and shall be applied to all newly annexed NC lands. The Urban Holding – 10 (UH-10) overlay shall be assigned until capital facilities deficiencies are adequately resolved.

V. Development Considerations

Per the applicant's introductory statement, the applicant "has plans to develop the property in the future as possible business offices or eating establishments as allowed under the Neighborhood Commercial zoning code." Per RDC 18.205.020, offices and eating establishments are permitted uses in the NC zone. Any future development applications will be subject to site plan review and compliance with the applicable development standards in Title 18 of the Ridgefield Municipal Code. Engineering and building applications will also be require to obtain development permits.

Environmental constraints are mapped on the property and will need to be addressed prior to any future development. According to Clark County GIS, there is a riparian habitat area on the western portion of the property, and a waterfowl habitat buffer on the southern portion of the property.

Figure 3. Environmental constraints area

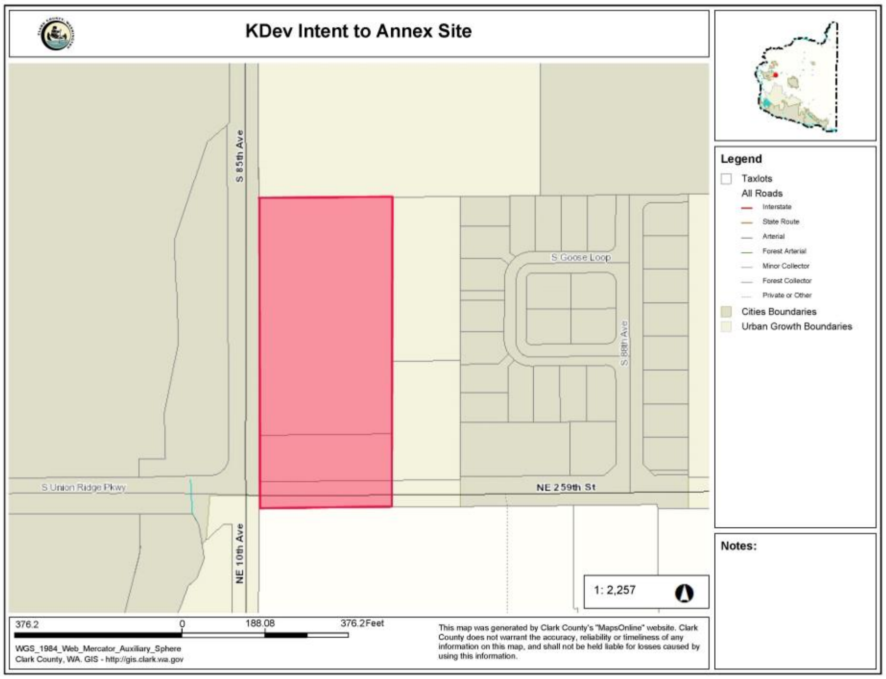


VI. Procedure

Background

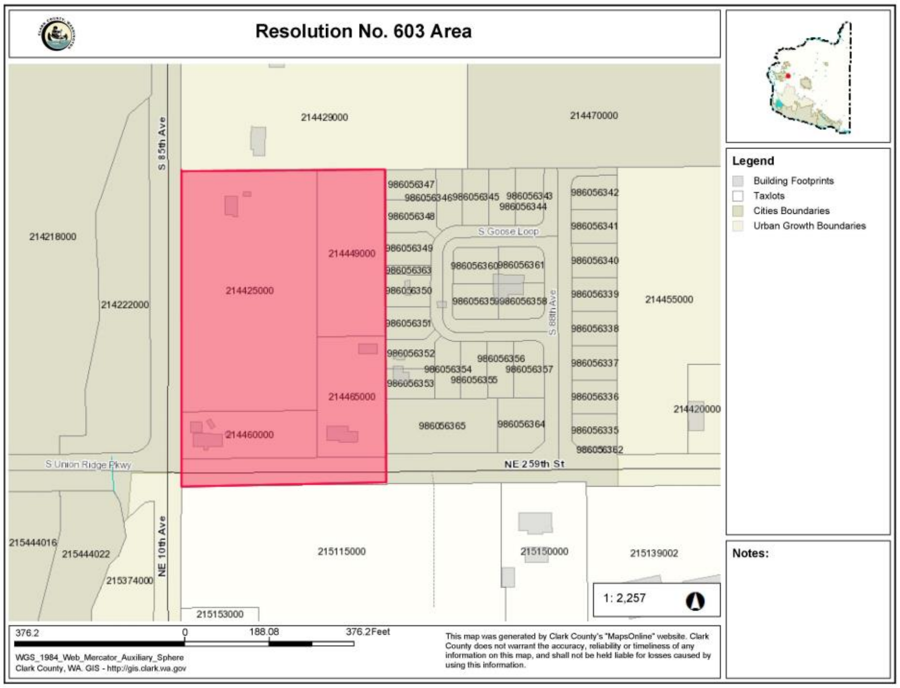
Council approved Resolution No. 603, KDev LLC Intent to Annex, on January 13, 2022. The intent to annex application was for the four-acre KDev LLC property, the one-acre parcel to the south owned by Dorothy Davis (#214460000), and adjacent right-of-way on NE 259th Street.

Figure 4. Intent to Annex application area



During the January 13, 2022 meeting, Council chose to modify the maximum potential geography of the annexation area to include two additional parcels in the UGA to the east (#214465000 and #214449000) and additional NE 259th Street right-of-way. Council directed staff to communicate with the owners of parcels #214460000, 214465000, and 214449000, determine their interest in annexation, and then instruct the applicant to only include interested property owners in their submittal for Petition to Annex.

Figure 5. Maximum potential annexation area approved through Res. 603



Staff mailed letters to the owners of parcels #214460000, 214465000, and 214449000 and did not receive any responses. However, the applicant was able to make contact with their neighbors and learned that the owners of parcels #214460000, 214465000, and 214449000 do not wish to be annexed into the Ridgefield city limits.

The applicant subsequently submitted the KDev Petition to Annex to the City, with the proposed annexation area limited to the four-acre KDev property.

Direct petition (60% petition) method for owner-initiated annexation.

The direct petition method of annexation (RCW 35A.14.120-150) requires that owners of 60% or more of the land value of the proposed annexation area must sign the Petition to Annex. Road values are not included in this calculation. Mason Wolfe, an authorized representative of the property owner (KDev LLC), signed the Petition to Annex. The KDev LLC owns 100 percent of the land value of the property proposed for annexation, exceeding the 60% threshold of the Petition to Annex.

Certification of sufficiency.

The Clark County Assessor reviewed the declaration of petition to annex, survey, and legal description and issued a Certification of Sufficiency for the KDev LLC Petition to Annex on May 26, 2022.

Council hearing.

On June 9, 2022 Council held a public hearing on the KDev LLC petition to annex. No comments were received on the topic of the KDev petition to annex. Council asked and staff responded to questions about function of the Urban Holding overlay.

Remaining steps.

- Council second reading: City Council shall hold a second reading to determine whether the city will adopt the Petition to Annex. The second reading is scheduled for July 28, 2022.

- Ordinances: The city shall adopt an ordinance annexing certain lands, adopt a zoning ordinance for the annexed area, and forward the ordinance(s) to the Clark County Assessor's Office, State Department of Revenue, State Department of Commerce, and State Office of Financial Management.
- Census: The City Clerk shall report population increases to census reporting agencies.

Motion:

To approve the annexation: "I move to approve Ordinance 1367 KDev LLC petition to annex as presented."

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE: July 14, 2022

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 amended the policy again on July 26, 2018 by resolution No. 542 and amended the policy again on July 23, 2020 by Resolution No. 581.

SUMMARY/BACKGROUND:
Per the City's formal budget policy both financial management 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 proposed to add clarity to legal limits and match language in the financial management policies. Clarity was added for the authorization for seasonal and temporary employees. Additional clarity was added for capital expenditure approval to match current processes and budget approval grant to the City Manager and designees.

References were added to the policy regarding a 6-year capital budget which will be developed over the next 1 – 2 years and presented to council for review and adoption.

The overall budget process was further defined to match current processes and additional steps taken to prepare the budget for budget advisory committee and council review.

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:
Council may choose to adopt Resolution No. 613 as presented by making the following

motion:

”I move to adopt Resolution No. 613 as presented.”

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:
Policy #07 Budget Policies - Exhibit A (PDF)
Policy #07 Budget Policies 2022 - Redlined Copy (DOCX)

Resolution No.613

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 of Ridgefield further amended the budget policies and procedures by the adoption of Resolution No. 581 on July 23, 2020; 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 the current budget process; 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 14th DAY OF JULY, 2022.

CITY OF RIDGEFIELD

____

Jennifer Lindsay, Mayor

ATTEST:

____

Julie Ferriss, City Clerk

Financial Policy #07: Budget

Effective Date: July 14, 2022; Resolution No. 613
Replaces and Cancels: Budget Policies July 23, 2020; Resolution No. 581
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 the 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 that alter the total appropriations at the fund level 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 14, 2022; Resolution No. 613
Replaces and Cancels: Budget Policies July 23, 2020; Resolution No. 581
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 14, 2022; Resolution No. 613
Replaces and Cancels: Budget Policies July 23, 2020; Resolution No. 581
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 operating 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 operating 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 user fees, 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. Temporary and seasonal positions do not require City Council approval as long as the funding to support the expenditure is in the adopted budget.

City Council approval is required for all capital expenditures included in the adopted budget. The City Manager or designee is authorized to approve additional capital expenditures, within the existing budget, as long as the expenditure does not alter the total appropriations at the fund level.

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. 2021 actuals for 2023 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.

City staff will prepare a 6-year capital budget to identify and prioritize capital projects included on the approved Capital Facilities Plans. The 6-year capital budget will identify costs and funding sources and be adopted by City Council. The 6-year capital budget will be updated annually to adjust for completed projects, new project additions, and estimated costs and funding sources.

Financial Policy #07: Budget

Effective Date: July 14, 2022; Resolution No. 613
Replaces and Cancels: Budget Policies July 23, 2020; Resolution No. 581
References: RCW 35A.33; Financial Policy #01: Financial Management Policies

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 associated with the general government and does not include debt service associated with enterprise funds. Debt service for the enterprise funds (water operating and stormwater operating) are budgeted within the fund responsible for the debt issuance.

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 or amortization expense 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. Review financial and budget policies.
2. Prepare/update 6-year financial sustainability revenue and expense forecast for ongoing operations and maintenance.
3. Conduct a City Council retreat to discuss service levels, budget goals and priorities.
4. Conduct a Senior Management retreat to discuss service levels, Council goals and priorities and budget process.
5. Update financial models for indirect cost plan, utility rates, and fleet replacement.
6. Establish Budget Advisory Committee. This committee will meet on an on-going basis and will provide input and guidance throughout the budget process.
7. Prepare budget calendar for review and notice.
8. Prepare and update the baseline operating budget. The baseline operating budget will include preliminary estimates for revenues and expenditures and will be organized by fund and department.
9. Provide appropriate copies of the baseline operating budget to department directors for review and input.
10. Meet with budget advisory committee to review baseline operating budget and proposed user fee/rates for the new budget year. Obtain input and recommendation for submission to City Council.

Financial Policy #07: Budget

Effective Date: July 14, 2022; Resolution No. 613
Replaces and Cancels: Budget Policies July 23, 2020; Resolution No. 581
References: RCW 35A.33; Financial Policy #01: Financial Management Policies

11. 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 operating budget, provide economic updates, and share information and make known any issues or concerns.
12. Conduct work session/meeting with City Council. The work session or meeting is focused on any additional funds requests for personnel, service level additions or changes, and capital or project requests.
13. The Finance Department works with the City Manager and Department Directors and compiles the proposed budget including the baseline operating budget and any additional funds requests for review by the Budget Advisory Committee.
14. The City Manager presents the draft Proposed Budget to the Budget Advisory Committee and City Council for review. The draft Proposed Budget is also made available to the public.
15. An ordinance is prepared to set the property tax levy. A public hearing is conducted on revenues and the property tax ordinance. City Council will also consider any proposed changes or updates to user fees such as utility rates.
16. The Final Budget is completed, and City Council holds two public hearings before considering it for adoption.
17. 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: July ~~23, 2020~~14, 2022; Resolution No. ~~581~~613
Replaces and Cancels: Budget Policies July ~~26~~23, ~~2018~~2020; Resolution No. 581
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~~relevance and provide the 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 that alter the total appropriations at the fund level 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

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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

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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 operating 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 operating 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 user fees, 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. Temporary and seasonal positions do not require City Council approval as long as the funding to support the expenditure is in the adopted budget.

City Council approval is required for all capital ~~purchases.~~ expenditures included in the adopted budget. The City Manager or designee is authorized to approve additional capital expenditures, within the existing budget, as long as the expenditure does not alter the total appropriations at the fund level.

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~~ 2021 actuals for ~~2021~~ 2023 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.

City staff will prepare a 6-year capital budget to identify and prioritize capital projects included on the approved Capital Facilities Plans. The 6-year capital budget will identify costs and funding sources and be adopted by City Council. The 6-year capital budget will be updated annually to adjust for completed projects, new project additions, and estimated costs and funding sources.

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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 associated with the general government and does not include debt service associated with enterprise funds. Debt service for the enterprise funds (water operating and stormwater operating) are budgeted within the fund responsible for the debt issuance.

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 or amortization expense 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. Review financial and budget policies.
~~1.~~2. Prepare/update 6-year financial sustainability revenue and expense forecast for ongoing operations and maintenance.
3. Conduct a City Council retreat to discuss service levels, budget goals and priorities.
4. Conduct a Senior Management retreat to discuss service levels, Council goals and priorities and budget process.
5. Update financial models for indirect cost plan, utility rates, and fleet replacement.
~~2.~~6. Establish Budget Advisory Committee. This committee will meet on an on-going basis and will provide input and guidance throughout the budget process.
~~3.~~7. Prepare budget calendar for review and notice.
~~4.~~8. Prepare and update the baseline operating budget. The baseline operating budget will include preliminary estimates for revenues and expenditures and will be organized by fund and department.
~~5.~~9. Provide appropriate copies of the baseline operating budget to department directors for review and input.
~~6.~~10. Meet with budget advisory committee to review baseline operating budget and proposed user fee/rates for the new budget year. Obtain input and recommendation for submission to City Council.

Financial Policy #07: Budget

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11. 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 operating budget, provide economic updates, and share information and make known any issues or concerns.

~~7.~~12. Conduct work session/meeting with City Council. The work session or meeting is focused on any additional funds requests for personnel, service level additions or changes, and capital or project requests.

~~8.~~13. The Finance Department works with the City Manager and Department Directors and compiles the ~~preliminary~~ proposed budget including the baseline operating budget and any additional funds requests for review by the Budget Advisory Committee.

~~9.~~14. The City Manager presents the draft ~~Preliminary~~ Proposed Budget to the Budget Advisory Committee and City Council for review. The draft ~~Preliminary~~ Proposed Budget is also made available to the public.

~~10.~~15. An ordinance is prepared to set the property tax levy. A public hearing is conducted on revenues and the property tax ordinance. City Council will also consider any proposed changes or updates to user fees such as utility rates.

~~11.~~16. The Final Budget is completed, and City Council holds ~~a~~ two public hearings before considering it for adoption.

~~12.~~17. 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.

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE: July 14, 2022

ITEM: BUSINESS

AGENDA ITEM TITLE: Amendment to Financial Policy #01: Financial Management Policies

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GOVERNING LEGISLATION:
State of Washington Budgeting, Accounting and Reporting System Manual and Government Accounting Standards Board – Pronouncement No. 54 pertaining to fund balance. City of Ridgefield Financial Policy #01: Financial Management.

PREVIOUS COUNCIL ACTION TAKEN:
Council originally adopted Financial Management Policies by Resolution No. 324 on August 24, 2006. Council has amended the policy multiple times. The most recent change was adopted on July 25, 2019 by Resolution No. 561.

SUMMARY/BACKGROUND:
Per the City's formal budget policy both financial and budget policies are reviewed each year during the budget process. Staff are recommending the following revisions to the Financial Management Policy #01: Financial Management.

The proposed policy update includes updates to the Operations and Maintenance (O&M) Reserve "Priority #2" for the Stormwater Operating Fund. The reserve would be set at 60 days of prior year operating expenses less any one-time and capital outlay expenses. The previous reserve for the stormwater fund was set at 90 days of prior year operating expense less any one-time and capital outlay expense. The stormwater fund revenues are stable each billing cycle which is in line with industry standards for this service. No changes are proposed for the General and Water Fund O&M Reserve

Additional updates to the Capital Reserve "Priority #5" includes the ability to use the funds for repair and replacement of existing infrastructure at the end of the asset's useful life, or in the event of a failure of the asset with council approval. The use of reserves includes criteria for replenishment of the reserve balance. The purpose of the reserve was to create the financial ability to pay for unanticipated capital needs typically resulting from a natural disaster or other unanticipated event that damages City infrastructure. The proposed change adds flexibility for council to use the reserve balances if appropriated through the budget process.

Additional changes to the policy are for clarity to legal limits and understanding to match current processes or requirements.

BUDGET/FINANCIAL IMPACTS:
Flexibility in use of existing fund balance for the Capital Reserves. Reduction in O&M reserve policy for Stormwater operations of $63,649 in 2022 and approximately $67,000 in 2023.

RECOMMENDED ACTION OR MOTION:
Council may choose to adopt Resolution No. 614 as presented by making the following motion:

"I move to adopt Resolution No. 614 as presented."

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:
Policy #01 Financial Management Policies 2022 Update - Exhibit A (PDF)
Policy #01 Financial Management Policies 2022 Update - Redlined (DOCX)

Resolution No.614

AMENDMENT TO FINANCIAL POLICY #01: FINANCIAL MANAGEMENT POLICIES

WHEREAS**,** the City of Ridgefield established financial management policies by the adoption of Resolution No. 324 on August 24, 2006; and amended the policies by the adoption of Resolution No. 396 on January 27, 2011; and amended the policies by the adoption of Resolution No. 466 on October 9, 2014; and amended the policies by the adoption of Resolution No. 493 on August 27, 2015; and amended the policies by the adoption of Resolution No. 512 on August 25, 2016; and amended the policies by the adoption of Resolution No. 541 on July 26, 2018; and amended the policies by the adoption of Resolution No. 561 on July 25, 2019: and

WHEREAS, the City deems it necessary to update these financial management policies by amending the policy to update the reserve policies for Priority #2, Operations and Maintenance (O&M) and Priority #5 Capital; and

WHEREAS, the City deems it necessary to update these financial management policies to add clarity to legal limits and match current processes; and

WHEREAS, these policies provide the guidelines for City Council to use in making policy decisions that can have significant fiscal and strategic 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 financial management 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 14TH DAY OF JULY, 2022.

CITY OF RIDGEFIELD

____

Jennifer Lindsay, Mayor

ATTEST:

____

Julie Ferriss, City Clerk

Financial Policy #01: Financial Management

Effective Date: July 14, 2022 Resolution No. 614
Replaces and Cancels: Replaces Financial Policy #01: Financial Management; July 25, 2019 Resolution No. 561
References:

PURPOSE

To provide the necessary tools to ensure the City is capable of meeting its immediate and long-term financial and service level objectives. These policies serve as guidelines for both financial planning and internal financial management of the City.

The City of Ridgefield is accountable to its citizens for the use of public dollars. Resources must be used wisely to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet the community's present and future needs.

OBJECTIVES

1. To guide City Council in management policy decisions that have significant fiscal impact.

2. To set forth operating principles that minimize the cost of government and financial risk.

3. To implement balanced and fair revenue policies that provide adequate funding for desired programs.

4. To maintain appropriate financial capacity for present and future needs.

5. To promote sound financial management by providing accurate and timely information on the City's financial condition.

6. To protect the City's credit rating and provide for adequate resources to meet the provisions of the City's obligations on all municipal debt.

7. To ensure the legal use of financial resources through an effective system of internal controls.

Financial Policy #01: Financial Management

Effective Date: July 14, 2022 Resolution No. 614
Replaces and Cancels: Replaces Financial Policy #01: Financial Management; July 25, 2019 Resolution No. 561
References:

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Financial Policy #01: Financial Management

Effective Date: July 14, 2022 Resolution No. 614
Replaces and Cancels: Replaces Financial Policy #01: Financial Management; July 25, 2019 Resolution No. 561
References:

I. GENERAL INFORMATION

The City of Ridgefield uses the Washington State Auditor's Office prescribed Budgetary, Accounting and Reporting System (BARS) for local governments.

Funds
Funds are used to account for and record designated information. A fund is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Fund Types:

General Government Funds:
General Government funds are accounted for on a modified accrual basis of accounting. Following are the General Government funds used by the City.

General Fund: The General Fund is used to account for all of the financial resources of the government, except those required to be accounted for in another fund.

Special Revenue Funds: Special revenue funds are used to account for the proceeds of specific special revenue sources legally restricted or committed to expenditures for specific purposes.

Debt Service Funds: Debt Service funds are used to account for accumulation of resources for and payment of general government long-term debt principal and interest. It does not include the payment of principal and interest on debt associated with an enterprise fund.

Capital Projects Funds: Capital projects funds are used to account for financial resources used in the acquisition or construction of capital facilities or infrastructure not financed by proprietary or trust funds.

Proprietary (Business Type) Funds:
Proprietary funds are used to account for the proprietary or business-type activities for the City. Proprietary funds consist of enterprise funds and internal service funds. Enterprise funds are accounted for on a full accrual basis of accounting.

Enterprise Funds: Enterprise funds account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs of providing the goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. Enterprise funds are maintained on a full accrual basis of accounting.

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References:

Internal Service Funds: Internal service funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit on a cost reimbursement basis. The City's Equipment Replacement Fund is established as an Internal Service Fund.

II. BUDGET MANAGEMENT

Budget Development
Refer to ***Financial Policy #07: Budget*** for more detailed information.

Department directors have primary responsibility for formulating budget proposals in accordance with City Council and City Manager priority direction, and for implementing the budget once they are adopted.

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

The Finance Department assists department management in developing their budget proposals including identifying and analyzing budget issues, formulating solutions and alternatives, and implementing any necessary changes.

The budget is prepared and implemented on an annual basis in accordance with RCW 35A.33. The budget includes revenue and expenditure categories that correspond to the State's Budgeting, Accounting and Reporting System (BARS) categories.

The City develops budgets for the General and Enterprise operating funds, Special Revenue, and Equipment Replacement funds of the City. Budgets are also developed in the Debt Service fund to account for principal and interest payments and in the Capital Project fund to account for capital expenditures and associated capital funding sources.

Budget Adjustments and Amendments
The City Council adopts the budget at the fund level. Budget amendments are needed when total expenditures in a fund are expected to exceed the adopted budget for that fund. This may occur due to policies or programs approved by the City Council after the budget was adopted or due to unanticipated expenses. In addition, the City Council may choose to amend the budget in the event of a material change in the City's revenue sources during the year. Minor changes to anticipated revenues or expenditures do not require City Council to adopt a budget amendment. Budget amendments are authorized by City Council through an ordinance.

Budget adjustments within the City Council adopted budget for a fund proceed as follows:

- The Finance Department receives a request for a budget adjustment from a department. Budget changes can also occur based on new information or documentation that the Finance Department receives directly.
- The Finance Department reviews the request. Adjustments that simply move budget amounts within a department and that do not represent a change in a policy or program are processed by the Finance Department. Budget adjustments that increase the budgeted amount for one department that are offset by decreases in another department are reviewed by the City Manager or other designated person. If approved, the Finance Department makes the requested adjustment as long as it does not change the total budget appropriations at the fund level.
- Council approval is required if the requested adjustment changes the total budget appropriations at the fund level. The Finance Department will verify whether there are sufficient resources for the adjustment and prepare a budget amendment and ordinance for Council approval.

Budget Monitoring

Budgets are developed and monitored at the line-item level but are managed at the fund level. A department director can overspend on one line item within their department without the need for a budget adjustment as long as it is balanced out by an under expenditure on another line item. The total expenditures for a fund cannot exceed the total budget for the fund.

Department directors are responsible and accountable for their department budget.

Monthly reports that compare budget to actual will be created by the Finance Department and provided to the appropriate department director and supervisor for review and response if large discrepancies are identified.

City Positions and Staffing Levels

The budget approved by the City Council will fund a number of authorized full time equivalent City positions. The City's authorized positions will be included in the budget document and/or included in labor agreements approved by City Council. City Council will approve any new permanent City positions prior to the positions being filled. Temporary and seasonal positions do not require City Council approval as long as the funding to support the expenditure is provided for in the adopted budget.

III. REVENUES

The City will strive to maintain a diversified and stable revenue system to shield the City from short-term fluctuations from any one revenue source.

Financial Policy #01: Financial Management

Effective Date: July 14, 2022 Resolution No. 614
Replaces and Cancels: Replaces Financial Policy #01: Financial Management; July 25, 2019 Resolution No. 561
References:

The City will work to develop and maintain sustainable revenue sources to ensure its viability over the long term.

Revenue estimates adopted by City Council should be made with consideration to the sensitivity of both local and regional economic activities.

The City will establish all user charges at a level associated with the cost of providing the service.

The City will set fees and user charges for each enterprise fund, such as Water, and Storm Water Drainage, at a level that, along with other anticipated revenue, fully supports the total direct and indirect cost of the activity provided.

Grant revenue sources will be acquired and used whenever possible.

IV. EXPENDITURES

The City will only propose ongoing operating expenditures that can be supported by ongoing operating revenues.

The City will maintain a level of expenditures consistent with the level of services that will meet the goals and mission of the City as approved by the City Council.

Expenditures funded by one-time only sources, such as grants, must be identified and noted as such. Expenditures funded by these sources will not be included in subsequent budgets once the funding source no longer exists.

The City will maintain expenditure categories according to State statute and administrative regulation.

Expenditures associated with a grant revenue source will be identified and recorded against the corresponding grant.

V. CAPITAL ASSETS

Refer to ***Financial Policy #09: Capitalization of Assets*** for more detailed information.

The City of Ridgefield will maintain a capital asset system that meets Generally Accepted Accounting Principles (GAAP) reporting requirements.

A capital asset system will be maintained to identify all City assets and their condition.

Capital assets are maintained for both the General Government and Enterprise funds.

Straight line depreciation will be calculated and charged appropriately against the asset.

VI. FUND BALANCE

Fund balances are created and maintained to provide capacity to:

1. Offset significant downturns in the economy.
2. Provide sufficient cash flow to meet daily financial needs.
3. Meet all statutory and City Council approved loan covenant requirements for required debt reserves to pay debt service.
4. Maintain the ability to meet scheduled equipment repair and replacement needs that sustain city services at an acceptable level to prevent physical deterioration of city assets.
5. Provide the capacity to pay large unanticipated expenses, such as the payment of vacation and sick leave balances for employees that retire or leave employment with the City.

Fund Balance represents the difference between the fund's assets and the fund's liabilities. A positive fund balance should be maintained to properly manage a fund.

Reserves are a portion of the fund balance that is restricted or categorized to use for a designated purpose. The following definitions (though the City may not use all of these categories at any one time) are published by the Governmental Accounting Standards Board – Pronouncement No. 54:

- Non-spendable: Amounts that cannot be spent due to form; for example, inventories, prepaid amounts, long-term and notes receivables, and other restricted items. Also includes amounts that must be maintained intact legally or contractually.
- Restricted: Amounts constrained for a specific purpose by external parties, or constitutional provision, such as a requirement for revenue bonds to set aside funds in a debt service reserve account.
- Committed: Amounts constrained or restricted for a specific purpose by a government using its highest level of decision-making authority. Action by the legislative authority is required to remove or change this amount.
- Assigned: Used for funds to classify any remaining positive amounts not identified as non-spendable, restricted, or committed. These amounts should not result in a deficit in unassigned fund balance.
- Unassigned (remaining fund balance that is not reserved): This is the excess or residual amount of resources that exceed the amount expended, less amounts identified as non-spendable, restricted, committed, or assigned. If the residual amount is negative, the assigned amount should be reduced accordingly.

The City has determined the need to create the following reserves and fund balances with the priority identified:

Financial Policy #01: Financial Management

Effective Date: July 14, 2022 Resolution No. 614
Replaces and Cancels: Replaces Financial Policy #01: Financial Management; July 25, 2019 Resolution No. 561
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Priority #1- Debt Service Reserve:
Purpose: This reserve account will be established by any fund that budgets debt service, as an expense item in the fund. The purpose of this account is to create the financial ability to pay for principal and interest due on outstanding debt.
Amount: The amount allocated will be determined by bond issuance and/or loan covenant requirements and adjusted annually. The amount will come from a portion of the annual operating revenue generated in the fund that pays debt service.

Category: Identified as a "Committed" fund balance.

Priority #2 - Operations and Maintenance Reserve:
Purpose: This reserve account will be established by any fund that budgets ongoing operations and maintenance. The purpose of this account is to create the financial ability to pay operating expenses from month to month given the routine and seasonal fluctuations in the City's revenue and expenses.

Amount: The General Fund and Street Fund operations and maintenance reserve will be set at 60 days of prior year actual operating expenses less any one time or capital outlay expenses. The operations and maintenance reserve for Enterprise Funds (water and stormwater) will be set at 90 days of prior year actual operating expenses less any one time or capital outlay expenses for water and 60 days of prior year actual operating expenses less any one time or capital outlay expenses for stormwater. Reserve amounts will be updated annually during the budget process. The source of the operations and maintenance reserve will come from the amount of annual operating revenue that exceeds the annual operating expenses for a fund.

Category: Identified as "Unassigned" fund balance.

Priority #3 - Revenue Stabilization Reserve:
Purpose: This reserve account will be established in the General Fund. The purpose of this reserve account is to provide the financial ability to cover operating expenses during a longer-term revenue shortfall due to reduced ongoing revenue receipts or a downturn in the economy. This reserve will allow the City to sustain service levels while the City Council implements policies that respond to and mitigate the revenue shortfall.

Amount: The amount will be calculated annually at 10% of the prior year actual revenues less any one-time revenues such as grant allocations and inter-fund transfers.

Category: Identified as "Unassigned" fund balance.

Priority #4 – Separation Reserve
Purpose: This reserve account will be established by any fund that budgets personnel expense. The purpose of this account is to provide the financial ability to cover retirement payout obligations

for City staff. Accrued vacation hours are paid in full upon separation. Accrued sick leave is paid per union agreement or personnel policy upon separation. This reserve will allow the City to cover anticipated payouts without impacting ongoing operations and service levels.

Amount: The amount will be calculated at 30% of the anticipated payouts for the following ten years per financial model. The amount allocated to the reserves will be updated annually during the budget process.

Category: Identified as "Unassigned" fund balance.

Priority #5 - Capital Reserve:

Purpose: This reserve account will be used by any fund that budgets capital and/or large maintenance projects as an expense item in the fund or uses a capital projects fund to budget and pay for these expenses. The purpose of this account is to create the financial ability to pay for unanticipated capital needs typically resulting from a natural disaster or other unanticipated event that damages City infrastructure.

This fund may with specific appropriation by City Council be used for investment in revenue producing capital projects or repair and replacement of existing infrastructure at the end of the asset's useful life, or in the event of a failure of the asset.

Amount: The amount allocated will be calculated at 1% of prior year net capital assets. The amount will come from a portion of the annual operating revenue generated in the fund that pays for these types of projects.

Replenishment of Reserves – The following criteria will be used to restore the Capital Reserve Fund based upon the minimum reserve guideline:

1. If the reserves are drawn down by 25-50% of reserve fund balance, then a budgetary plan shall be implemented to return the reserve level to between 75-100% of the minimum reserve balance over a 5-7 year period.
2. If the reserves are drawn down by 10-25% of reserve fund balance, then the budgetary plan to restore the minimum reserve balance shall be structured over a 3-5 year period.
3. If the reserves are drawn down by 0-10% of reserve fund balance, then the budgetary plan to restore the minimum reserve balance shall be structured over a 1-3 year period.

Category: Identified as "Assigned" fund balance unless a resolution or budget amendment is processed that identifies a specific amount to be used for a specific item or purpose, then this amount would be classified as "Committed" fund balance.

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Effective Date: July 14, 2022 Resolution No. 614
Replaces and Cancels: Replaces Financial Policy #01: Financial Management; July 25, 2019 Resolution No. 561
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Priority #6 - Capital Repair and Replacement Reserve (Enterprise Funds)

Purpose: This reserve account will be used to set aside funds for future repair and replacement of utility infrastructure. The purpose of this account is to create the financial ability to pay for repair or replacement of existing utility infrastructure at the end of the asset's useful life, or in the event of a failure of the asset. Use of these funds for specific repair and replacement projects must be appropriated by City Council through the budget process or by emergency declaration in the event of a significant failure of the asset.

Amount: The amount will be allocated on an annual basis as 5% of the previous year utility receipts from rates and will be deposited into a separate fund balance. The minimum target fund balance for this account is 2% of the historical cost for infrastructure, not to include machinery and equipment which is included in the Equipment Replacement Fund Reserve in the accompanying enterprise fund.

Replenishment of Reserves – The following criteria will be used to restore the Capital Repair and Replacement Reserve Fund based upon the minimum reserve guideline:

1. If the reserves are drawn down by 25-50% of reserve fund balance, then a budgetary plan shall be implemented to return the reserve level to between 75-100% of the minimum reserve balance over a 5-7 year period.
2. If the reserves are drawn down by 10-25% of reserve fund balance, then the budgetary plan to restore the minimum reserve balance shall be structured over a 3-5 year period.
3. If the reserves are drawn down by 0-10% of reserve fund balance, then the budgetary plan to restore the minimum reserve balance shall be structured over a 1-3 year period.

Category: Identified as "Assigned" fund balance unless a resolution or budget amendment is processed that identifies a specific amount to be used for a specific item or purpose, then this amount would be classified as "Committed" fund balance.

Priority #7 - Equipment Repair and Replacement Reserve:

Purpose: This reserve account will be set-up as a separate fund to account for equipment replacement for existing City equipment and vehicles. The purpose of this fund is to create the financial flexibility to plan for replacement of these types of expenses, maintaining the City assets at an acceptable level to prevent physical deterioration.

Amount: The amount allocated will be determined by a financial model used to track the funds needed to replace existing vehicles and equipment at the end of their useful life. The amount allocated to the reserves will be updated annually during the budget process.

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Category: Identified as "Assigned" fund balance unless a resolution or budget amendment is processed that identifies a specific amount to be used for a specific item or purpose, then this amount would be classified as "Committed" fund balance.

The City will make every effort to create and maintain the fund balances and reserves identified above and based on the priorities established. The City is aware that needs may change over time and fund balance reserve amounts may be redistributed within a fund to meet the needs that occur at a given time. If it is determined that funds need to be redistributed within a fund, the fund balance with the lowest priority will be redistributed first to allow the ability to meet the need of a higher priority fund balance. In all cases, council approval or budget enactment is required before changing or redistributing the amounts allocated to a reserve account.

VII. PURCHASING

Refer to ***Financial Policy #04: Procurement of Goods and Services*** for more detailed information.

The City shall commit to the following guidelines:

- Comply with all federal, state, and local laws, adopted codes, ordinances, and stated policies in its procurement process.
- Buy competitively and wisely to obtain maximum value for the public resource dollars spent.
- Afford all bidders an equal opportunity to quote and compete on equal terms.
- Initiate and promote good, continuous vendor relations, as well as reliable alternate sources of supply.
- Buy from suppliers who maintain adequate financial strength, high ethical standards, a record of adhering to specifications and who will maintain integrity in payment terms, delivery, and service.

VIII. CAPITAL IMPROVEMENTS

The City will make capital improvements in accordance with an adopted capital improvement plan.

The capital improvement program and the base operating budget will be reviewed at the same time. This will ensure that the City's capital and operating needs are balanced with each other.

The City will develop a multi-year plan for capital improvements including operations and maintenance costs and update it every two years or sooner if needed. Future capital expenditures necessitated by changes in population, changes in real estate development, or changes in the economic base will be calculated and included in the capital budget projections.

The City will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to Council for approval. The City will use intergovernmental grants, loans, and other outside resources whenever possible.

IX. LOCAL IMPROVEMENT DISTRICTS (LID):

LID's are formed to provide an alternative means of financing for property owners, within a defined geographical area, to make improvements benefiting their property.

Improvements financed by the Local Improvement District (LID) may include street and sidewalk construction, construction of water distribution and storm water collection facilities. Assessments are determined by the size and location of each property in relation to the improvement and the benefit to the property.

An LID may be initiated by City Council resolution or by petition of the majority of property owners along the frontage of the improvement, within the boundaries of the district. Refer to RCW 35.43 for authority.

The formation of a Local Improvement District is limited to specific instances and can apply as follows:

- When a group of property owners wish to accelerate development of a certain improvement; or
- When a group of property owners desire a higher standard of improvement than the City's project contemplates; or
- When a group of property owners request City assistance in LID formation to fund internal neighborhood transportation facilities improvements.

LID projects may or may not have City funding involved. If City funding is proposed by the project sponsors (property owners), they shall request it from the City Council (through the City Clerk) in writing before the LID promotion activity begins.

X. LATECOMER AGREEMENTS

Refer to Ridgefield Municipal Code chapter 3.90 for more detailed information.

As a source of financing capital improvements, the City may work with private developers to construct projects identified in the capital facilities plan.

The City shall collect a connection or impact fee from future developers that utilize the capital improvement and reimburse the developer that built the initial capital improvement.

Construction projects considered under this agreement:

- The project must be a project identified in the adopted capital facilities plan
- The project extension must serve anticipated future development.
- The project requires prior approval by the Community Development Director or Public Works Director.
- The latecomer agreement must be approved by City Council prior to construction.

Payment of any latecomer fee shall occur within 15 years of final acceptance of construction. Documentation of the actual project costs and the agreement with current participants must be made prior to any reimbursements.

The reimbursements shall not exceed that amount which brings participant costs equal to zero.

XI. DEBT MANAGEMENT

Refer to ***Financial Policy #10: Debt Management*** for more detailed information.

The Debt Policy for the City of Ridgefield sets forth guidelines for the issuance and management of all financings of the City. Adherence to the policy is essential to ensure that the City maintains a sound debt position and protects the credit quality of its obligations while providing flexibility and preserving financial stability.

XII. INVESTMENTS

Refer to ***Financial Policy #08: Investments*** for more detailed information.

The policy on investment applies to the investment of all City funds excluding pension funds or trust accounts. The primary objective of investment activities shall be: 1) Safety of principal that seeks to minimize potential losses; 2) Liquidity of cash to sufficiently meet all operating requirements; and 3) Return on investment that allows for the highest market rate of return throughout budgetary and economic cycles.

The City of Ridgefield authorized investment officers will perform their duties in a manner consistent with the standard of a “prudent person,” as defined in RCW 43.250.040. A prudent person is defined as “exercising the judgment and care under the circumstances then prevailing which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not in regard to speculation but in regard to the permanent disposition of the funds considering the probable income as well as the probable safety of the capital.” The investment officer is the Finance Director.

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

The City may invest in any of the securities identified as eligible investments as defined by RCW's: 35A.40.050, 39.59, 43.250, and 43.84.080. These include Certificates of Deposit, United States Securities, Bankers' Acceptances, Repurchase Agreements and Certificates, and Notes and Bonds of the State of Washington. The City may also create investment accounts with the Clark County Treasurer's Office per RCW 36.29.020, and the Local Government Investment Pool per RCW 43.250.040. Speculative investments are not allowed.

Investment transactions shall be conducted with approved broker/dealers selected by credit worthiness and other selection criteria. Broker/dealers must be registered to provide investment services in the State of Washington.

The policy shall be to assure no single institution or security is invested into, to such an extent that a delay of liquidation at maturity is likely to cause a current cash flow emergency.

XIII. ACCOUNTING, AUDITING AND FINANCIAL REPORTING

The City will establish and maintain a high standard of accounting practices.

The accounting system will maintain records on a basis consistent with Generally Accepted Accounting Principles and the State of Washington Budgeting, Accounting, and Reporting Systems.

Regular monthly, quarterly and annual financial reports will present a summary of financial activity by major types of funds. Monthly reports will also include a summary of the investment activities by type of investment.

Where feasible, the reporting system will also provide monthly information on the total cost of specific services by type of expenditure and, if necessary, by fund.

The State Auditor's Office will audit City records annually or biannually, depending upon audit requirements, and will issue a financial opinion.

XIV. MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND FINANCIAL STATEMENT PRESENTATION

Basis of accounting refers to the point at which revenues and expenditures/expenses are recognized in the accounts and reported in the financial statements. Basis relates to the timing of the measurements made, regardless of the measurement focus applied.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements report the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. The City considers taxes as available if they are collected within 60 days after year end. Expenditures are accrued to the period the liability is incurred if the invoice is received within 60 days of the end of the current fiscal period for all amounts, when received between day 61 and day 75 invoices exceeding $25,000 will be accrued, and no accrual will occur after day 75 in order to facilitate preparation of financial statements and the year-end close. Debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, sales tax, franchise fees, licenses and interest associated with the current fiscal period are all considered to be susceptible to accrual and will be recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the City.

As a general rule the effect of interfund activity is eliminated from the government-wide financial statements. Exceptions to this general rule are payments-in-lieu of taxes and other charges between the government's water, and storm water function and various other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Water and Storm Water Funds are charges to customers for sales and services. Operating expenses for these funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting these definitions are reported as non-operating revenues and expenses.

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Effective Date: July ~~25~~14, ~~2019~~ 2022 Resolution No. ~~561~~XXX
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PURPOSE

To provide the necessary tools to ensure the City is capable of meeting its immediate and long-term financial and service level objectives. These policies serve as guidelines for both financial planning and internal financial management of the City.

The City of Ridgefield is accountable to its citizens for the use of public dollars~~.~~. Resources must be used wisely to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet the community's present and future needs.

OBJECTIVES

1. To guide City Council in management policy decisions that have significant fiscal impact.

2. To set forth operating principles that minimize the cost of government and financial risk.

3. To implement balanced and fair revenue policies that provide adequate funding for desired programs.

4. To maintain appropriate financial capacity for present and future needs.

5. To promote sound financial management by providing accurate and timely information on the City's financial condition.

6. To protect the City's credit rating and provide for adequate resources to meet the provisions of the City's obligations on all municipal debt.

7. To ensure the legal use of financial resources through an effective system of internal controls.

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I. GENERAL INFORMATION

The City of Ridgefield uses the Washington State Auditor's Office prescribed Budgetary, Accounting and Reporting System (BARS) for local governments~~.~~ .

Funds
Funds are used to account for and record designated information~~.~~ . A fund is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Fund Types:

General Government Funds:
General Government funds are accounted for on a modified accrual basis of accounting~~.~~ . Following are the General Government funds used by the City.

General Fund: The General Fund is used to account for all of the financial resources of the government, except those required to be accounted for in another fund.

Special Revenue Funds: Special revenue funds are used to account for the proceeds of specific special revenue sources legally restricted or committed to expenditures for specific purposes.

Debt Service Funds: Debt Service funds are used to account for accumulation of resources for and payment of general government long-term debt principal and interest~~.~~ . It does not include the payment of principal and interest on debt associated with an enterprise fund.

Capital Projects Funds: Capital projects funds are used to account for financial resources used in the acquisition or construction of capital facilities or infrastructure not financed by proprietary or trust funds.

Proprietary (Business Type) Funds:
Proprietary funds are used to account for the proprietary or business-type activities for the City. Proprietary funds consist of enterprise funds and internal service funds. Enterprise funds are accounted for on a full accrual basis of accounting.

Enterprise Funds: Enterprise funds account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs of providing the goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. Enterprise funds are maintained on a full accrual basis of accounting.

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Internal Service Funds: Internal service funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit on a cost reimbursement basis. The City's Equipment Replacement Fund is established as an Internal Service Fund.

II. BUDGET MANAGEMENT

Budget Development
Refer to ***Financial Policy #07: Budget*** for more detailed information.

Department directors have primary responsibility for formulating budget proposals in accordance with City Council and City Manager priority direction, and for implementing the budget once they are adopted.

The Finance Department is responsible for conducting the overall preparation and administration of the City's budget~~.~~ . This includes providing information on revenues and expenditures, updating costs and revenues, organizing data in an understandable fashion, and creating and providing tools for budget development.

The Finance Department assists department management in developing their budget proposals including identifying and analyzing budget issues, formulating solutions and alternatives, and implementing any necessary changes.

The budget is prepared and implemented on an annual basis in accordance with RCW 35A.33. The budget includes revenue and expenditure categories that correspond to the State's Budgeting, Accounting and Reporting System (BARS) categories.

The City develops budgets for the General and Enterprise operating funds, Special Revenue, and Equipment Replacement funds of the City~~.~~ . Budgets are also developed in the Debt Service fund to account for principal and interest payments and in the Capital Project fund to account for capital expenditures and associated capital funding sources.

Budget Adjustments and Amendments
The City Council adopts the budget at the fund level. Budget amendments are needed when total expenditures in a fund are expected to exceed the adopted budget for that fund. This may occur due to policies or programs approved by the City Council after the budget was adopted or due to unanticipated expenses. In addition, the City Council may choose to amend the budget in the event of a material change in the City's revenue sources during the year. Minor changes to anticipated revenues or expenditures do not require City Council to adopt a budget amendment. Budget amendments are authorized by City Council through an ordinance.

Budget adjustments within the City Council adopted budget for a fund proceed as follows:

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- The Finance Department receives a request for a budget adjustment from a department~~.~~ . Budget changes can also occur based on new information or documentation that the Finance Department receives directly.
- The Finance Department reviews the request. Adjustments that simply move budget amounts within a department and that do not represent a change in a policy or program are processed by the Finance Department. Budget adjustments that increase the budgeted amount for one department that are offset by decreases in another department are reviewed by the City Manager or other designated person. If approved, the Finance Department makes the requested adjustment as long as it does not change the total budget appropriations ~~for~~ at the fund level.
- Council approval is required if the requested adjustment changes the total budget appropriations ~~for a~~at the fund level~~.~~ . The Finance Department will verify whether there are sufficient resources for the adjustment and prepare a budget ~~adjustment~~ amendment and ordinance for Council approval.

Budget Monitoring

Budgets are developed and monitored at the ~~line item~~line-item level but are managed at the fund level~~.~~ . A department director can overspend on one line item within their department without the need for a budget adjustment as long as it is balanced out by an under expenditure on another line item. The total expenditures for a fund cannot exceed the total budget for the fund.

Department directors are responsible and accountable for their department budget~~.~~ .

Monthly reports that compare budget to actual will be created by the Finance Department and provided to the appropriate department director and supervisor for review and response if large discrepancies are identified.

City Positions and Staffing Levels

The budget approved by the City Council will fund a number of authorized full time equivalent City positions. The City's authorized positions will be included in the budget document and/or included in labor agreements approved by City Council. City Council will approve any new permanent City positions prior to the positions being filled. Temporary and seasonal positions do not require City Council approval as long as the funding to support the expenditure ~~to support them~~ is provided for in the adopted budget.

III. REVENUES

The City will strive to maintain a diversified and stable revenue system to shield the City from short-term fluctuations from any one revenue source.

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The City will work to develop and maintain sustainable revenue sources to ensure its viability over the long term.

Revenue estimates adopted by City Council should be made with consideration to the sensitivity of both local and regional economic activities.

The City will establish all user charges at a level associated with the cost of providing the service.

The City will set fees and user charges for each enterprise fund, such as Water, and Storm Water Drainage, at a level that, along with other anticipated revenue, fully supports the total direct and indirect cost of the activity provided.

Grant revenue sources will be acquired and used whenever possible.

IV. EXPENDITURES

The City will only propose ongoing operating expenditures that can be supported by ongoing operating revenues.

The City will maintain a level of expenditures consistent with the level of services that will meet the goals and mission of the City as approved by the City Council.

Expenditures funded by one-time only sources, such as grants, must be identified and noted as such~~—~~. Expenditures funded by these sources will not be included in subsequent budgets once the funding source no longer exists.

The City will maintain expenditure categories according to State statute and administrative regulation.

Expenditures associated with a grant revenue source will be identified and recorded against the corresponding grant.

V. CAPITAL ASSETS

Refer to ***Financial Policy #09: Capitalization of Assets*** for more detailed information.

The City of Ridgefield will maintain a capital asset system that meets Generally Accepted Accounting Principles (GAAP) reporting requirements~~—~~.

A capital asset system will be maintained to identify all City assets and their condition.

Capital assets are maintained for both the General Government and Enterprise funds~~—~~.

Straight line depreciation will be calculated and charged appropriately against the asset.

VI. FUND BALANCE

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Fund balances are created and maintained to provide capacity to:

1. Offset significant downturns in the economy.
2. Provide sufficient cash flow to meet daily financial needs.
3. Meet all statutory and City Council approved loan covenant requirements for required debt reserves to pay debt service.
4. Maintain the ability to meet scheduled equipment repair and replacement needs that sustain city services at an acceptable level to prevent physical deterioration of city assets.
5. Provide the capacity to pay large unanticipated expenses, such as the payment of vacation and sick leave balances for employees that retire or leave employment with the City.

Fund Balance represents the difference between the fund's assets and the fund's liabilities. A positive fund balance should be maintained to properly manage a fund.

Reserves are a portion of the fund balance that is restricted or categorized to use for a designated purpose~~.~~. The following definitions (though the City may not use all of these categories at any one time) are published by the Governmental Accounting Standards Board – Pronouncement No. 54:

- Non-spendable: Amounts that cannot be spent due to form; for example, inventories, prepaid amounts, long-term and notes receivables, and other restricted items~~.~~. Also includes amounts that must be maintained intact legally or contractually.
- Restricted: Amounts constrained for a specific purpose by external parties, or constitutional provision, such as a requirement for revenue bonds to set aside funds in a debt service reserve account~~.~~.
- Committed: Amounts constrained or restricted for a specific purpose by a government using its highest level of decision-making authority~~.~~. Action by the legislative authority is required to remove or change this amount.
- Assigned: Used for funds to classify any remaining positive amounts not identified as non-spendable, ~~restricted~~restricted, or committed. These amounts should not result in a deficit in unassigned fund balance.
- Unassigned (remaining fund balance that is not reserved): This is the excess or residual amount of resources that exceed the amount expended, less amounts identified as non-spendable, restricted, ~~committed~~committed, or assigned. If the residual amount is negative, the assigned amount should be reduced accordingly.

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The City has determined the need to create the following reserves and fund balances with the priority identified:

Priority #1- Debt Service Reserve:
Purpose: This reserve account will be established by any fund that budgets debt service, as an expense item in the fund~~.~~. The purpose of this account is to create the financial ability to pay for principal and interest due on outstanding debt~~.~~.
Amount: The amount allocated will be determined by bond issuance and/or loan covenant requirements and adjusted annually. The amount will come from a portion of the annual operating revenue generated in the fund that pays debt service~~.~~.

Category: Identified as a "Committed" fund balance.

Priority #2 - Operations and Maintenance Reserve:
Purpose: This reserve account will be established by any fund that budgets ongoing operations and maintenance. The purpose of this account is to create the financial ability to pay operating expenses from month to month given the routine and seasonal fluctuations in the City's revenue and expenses~~.~~.

Amount: The General Fund and Street Fund operations and maintenance reserve will be set at 60 days of prior year actual operating expenses less any one time or capital outlay expenses. The operations and maintenance reserve for Enterprise Funds (water and storm~~-~~water) will be set at 90 days of prior year actual operating expenses less any one time or capital outlay expenses for water and 60 days of prior year actual operating expenses less any one time or capital outlay expenses for stormwater. Reserve amounts will be updated annually during the budget process~~.~~. The source of the operations and maintenance reserve will come from the amount of annual operating revenue that exceeds the annual operating expenses for a fund~~.~~.

Category: Identified as "Unassigned" fund balance~~.~~.

Priority #3 - Revenue Stabilization Reserve:
Purpose: This reserve account will be established in the General Fund~~.~~. The purpose of this reserve account is to provide the financial ability to cover operating expenses during a ~~longer term~~longer-term revenue shortfall due to reduced ongoing revenue receipts or a downturn in the economy. This reserve will allow the City to sustain service levels while the City Council implements policies that respond to and mitigate the revenue shortfall.

Amount: The amount will be calculated annually at 10% of the prior year actual revenues less any one-time revenues such as grant allocations and inter-fund transfers.

Category: Identified as "Unassigned" fund balance.

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References:

Priority #4 – Separation Reserve
Purpose: This reserve account will be established by any fund that budgets personnel expense. The purpose of this account is to provide the financial ability to cover retirement payout obligations for City staff. Accrued vacation hours are paid in full upon separation. Accrued sick leave is paid per union agreement or personnel policy upon separation. This reserve will allow the City to cover anticipated payouts without impacting ongoing operations and service levels.

Amount: The amount will be calculated at 30% of the anticipated payouts for the following ten years per financial model. The amount allocated to the reserves will be updated annually during the budget process.

Category: Identified as "Unassigned" fund balance.

Priority #5 - Capital Reserve:
Purpose: This reserve account will be used by any fund that budgets capital and/or large maintenance projects as an expense item in the fund or uses a capital projects fund to budget and pay for these expenses~~.~~. The purpose of this account is to create the financial ability to pay for unanticipated capital needs typically resulting from a natural disaster or other unanticipated event that damages City infrastructure.

This fund may with specific appropriation by City Council be used for investment in revenue producing capital projects or repair and replacement of existing infrastructure at the end of the asset's useful life, or in the event of a failure of the asset.

Amount: The amount allocated will be calculated at 1% of prior year net capital assets. The amount will come from a portion of the annual operating revenue generated in the fund that pays for these types of projects~~.~~.

Replenishment of Reserves – The following criteria will be used to restore the Capital Reserve Fund based upon the minimum reserve guideline:

1. If the reserves are drawn down by 25-50% of reserve fund balance, then a budgetary plan shall be implemented to return the reserve level to between 75-100% of the minimum reserve balance over a 5-7 year period.
2. If the reserves are drawn down by 10-25% of reserve fund balance, then the budgetary plan to restore the minimum reserve balance shall be structured over a 3-5 year period.
3. If the reserves are drawn down by 0-10% of reserve fund balance, then the budgetary plan to restore the minimum reserve balance shall be structured over a 1-3 year period.

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Category: Identified as "Assigned" fund balance unless a resolution or budget amendment is processed that identifies a specific amount to be used for a specific item or purpose, then this amount would be classified as "Committed" fund balance.

Priority #6 - Capital Repair and Replacement Reserve (Enterprise Funds)
Purpose: This reserve account will be used to set aside funds for future repair and replacement of utility infrastructure. The purpose of this account is to create the financial ability to pay for repair or replacement of existing utility infrastructure at the end of the ~~assets~~asset's useful life, or in the event of a failure of the asset. Use of these funds for specific repair and replacement projects must be appropriated by City Council through the budget process or by emergency declaration in the event of a significant failure of the asset.

Amount: The amount will be allocated on an annual basis as 5% of the previous year utility receipts from rates and will be deposited into a separate fund balance. The minimum target fund balance for this account is 2% of the historical cost for infrastructure, not to include machinery and equipment which is included in the Equipment Replacement Fund Reserve in the accompanying ~~utility~~ enterprise fund.

Replenishment of Reserves – The following criteria will be used to restore the Capital Repair and Replacement Reserve Fund based upon the minimum reserve guideline:

1. If the reserves are drawn down by 25-50% of reserve fund balance, then a budgetary plan shall be implemented to return the reserve level to between 75-100% of the minimum reserve balance over a 5-7 year period.
2. If the reserves are drawn down by 10-25% of reserve fund balance, then the budgetary plan to restore the minimum reserve balance shall be structured over a 3-5 year period.
3. If the reserves are drawn down by 0-10% of reserve fund balance, then the budgetary plan to restore the minimum reserve balance shall be structured over a 1-3 year period.

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Category: Identified as "~~Unassigned~~Assigned" fund balance unless a resolution or budget amendment is processed that identifies a specific amount to be used for a specific item or purpose, then this amount would be classified as "Committed" fund balance.

Priority #7 - Equipment Repair and Replacement Reserve:
Purpose: This reserve account will be set-up as a separate fund to account for equipment replacement for existing City equipment and vehicles. The purpose of this fund is to create the financial flexibility to plan for replacement of these types of expenses, maintaining the City assets at an acceptable level to prevent physical deterioration.

Financial Policy #01: Financial Management

Effective Date: July ~~25~~14, ~~2019~~ 2022 Resolution No. ~~561~~XXX
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Amount: The amount allocated will be determined by a financial model used to track the funds needed to replace existing vehicles and equipment at the end of their useful life. The amount allocated to the reserves will be updated annually during the budget process.

Category: Identified as "Assigned" fund balance unless a resolution or budget amendment is processed that identifies a specific amount to be used for a specific item or purpose, then this amount would be classified as "Committed" fund balance.

The City will make every effort to create and maintain the fund balances and reserves identified above and based on the priorities established~~. ~~. The City is aware that needs may change over time and fund balance reserve amounts may be redistributed within a fund to meet the needs that occur at a given time~~. ~~. If it is determined that funds need to be redistributed within a fund, the fund balance with the lowest priority will be redistributed first to allow the ability to meet the need of a higher priority fund balance~~. ~~. In all cases, council approval or budget enactment is required before changing or redistributing the amounts allocated to a reserve account.

VII. PURCHASING

Refer to ***Financial Policy #04: Procurement of Goods and Services*** for more detailed information.

The City shall commit to the following guidelines:

- Comply with all federal, state, and local laws, adopted codes, ordinances, and stated policies in its procurement process.
- Buy competitively and wisely to obtain maximum value for the public resource dollars spent.
- Afford all bidders an equal opportunity to quote and compete on equal terms.
- Initiate and promote good, continuous vendor relations, as well as reliable alternate sources of supply.
- Buy from suppliers who maintain adequate financial strength, high ethical standards, a record of adhering to specifications and who will maintain integrity in payment terms, delivery, and service.

VIII. CAPITAL IMPROVEMENTS

The City will make capital improvements in accordance with an adopted capital improvement plan.

The capital ~~investment~~ improvement program and the base operating budget will be reviewed at the same time. This will ensure that the City's capital and operating needs are balanced with each other.

Financial Policy #01: Financial Management

Effective Date: July ~~25~~14, ~~2019~~ 2022 Resolution No. ~~561~~XXX
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References:

The City will develop a multi-year plan for capital improvements including operations and maintenance costs and update it every two years or sooner if needed. Future capital expenditures necessitated by changes in population, changes in real estate development, or changes in the economic base will be calculated and included in the capital budget projections.

The City will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to Council for approval. The City will use intergovernmental grants, loans, and other outside resources whenever possible.

IX. LOCAL IMPROVEMENT DISTRICTS (LID):

LID's are formed to provide an alternative means of financing for property owners, within a defined geographical area, to make improvements benefiting their property.

Improvements financed by the Local Improvement District (LID) may include street and sidewalk construction, construction of water distribution and storm water collection facilities~~.~~. Assessments are determined by the size and location of each property in relation to the improvement and the benefit to the property.

An LID may be initiated by City Council resolution or by petition of the majority of property owners along the frontage of the improvement, within the boundaries of the district. Refer to RCW 35.43 for authority.

The formation of a Local Improvement District is limited to specific instances and can apply as follows:

- When a group of property owners wish to accelerate development of a certain improvement; or
- When a group of property owners desire a higher standard of improvement than the City's project contemplates; or
- When a group of property owners request City assistance in LID formation to fund internal neighborhood transportation facilities improvements.

LID projects may or may not have City funding involved~~.~~. If City funding is proposed by the project sponsors (property owners), they shall request it from the City Council (through the City Clerk) in writing before the LID promotion activity begins.

X. LATECOMER AGREEMENTS

Refer to Ridgefield Municipal Code chapter 3.90 for more detailed information.

Financial Policy #01: Financial Management

Effective Date: July ~~25~~14, ~~2019~~ 2022 Resolution No. ~~561~~XXX
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As a source of financing capital improvements, the City may work with private developers to construct projects identified in the capital facilities plan.

The City shall collect a connection or impact fee from future developers that utilize the capital improvement and reimburse the developer that built the initial capital improvement.

Construction projects considered under this agreement:

- The project must be a project identified in the adopted capital facilities plan
- The project extension must serve anticipated future development.
- The project requires prior approval by the Community Development Director or Public Works Director.
- The latecomer agreement must be approved by City Council prior to construction.

Payment of any latecomer fee shall occur within 15 years of final acceptance of construction. Documentation of the actual project costs and the agreement with current participants must be made prior to any reimbursements.

The reimbursements shall not exceed that amount which brings participant costs equal to zero.

XI. DEBT MANAGEMENT

Refer to ***Financial Policy #10: Debt Management*** for more detailed information.

The Debt Policy for the City of Ridgefield sets forth guidelines for the issuance and management of all financings of the City. Adherence to the policy is essential to ensure that the City maintains a sound debt position and protects the credit quality of its obligations while providing flexibility and preserving financial stability.

XII. INVESTMENTS

Refer to ***Financial Policy #08: Investments*** for more detailed information.

The policy on investment applies to the investment of all City funds excluding pension funds or trust accounts~~.~~ . The primary objective of investment activities shall be: 1) Safety of principal that seeks to minimize potential losses; 2) Liquidity of cash to sufficiently meet all operating requirements; and 3) Return on investment that allows for the highest market rate of return throughout budgetary and economic cycles.

The City of Ridgefield authorized investment officers will perform their duties in a manner consistent with the standard of a "prudent person," as defined in RCW 43.250.040. A prudent person is defined as "exercising the judgment and care under the circumstances then prevailing which persons of prudence, discretion, and intelligence exercise in the management of their own

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affairs, not in regard to speculation but in regard to the permanent disposition of the funds considering the probable income as well as the probable safety of the capital." The investment officer is the Finance Director.

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

The City may invest in any of the securities identified as eligible investments as defined by RCW's: 35A.40.050, 39.59, 43.250, and 43.84.080. These include Certificates of Deposit, United States Securities, Bankers' Acceptances, Repurchase Agreements and Certificates, and Notes and Bonds of the State of Washington. The City may also create investment accounts with the Clark County Treasurer's Office per RCW 36.29.020, and the Local Government Investment Pool per RCW 43.250.040. Speculative investments are not allowed.

Investment transactions shall be conducted with approved broker/dealers selected by credit worthiness and other selection criteria. Broker/dealers must be registered to provide investment services in the State of Washington.

The policy shall be to assure no single institution or security is invested into, to such an extent that a delay of liquidation at maturity is likely to cause a current cash flow emergency.

XIII. ACCOUNTING, AUDITING AND FINANCIAL REPORTING

The City will establish and maintain a high standard of accounting practices.

The accounting system will maintain records on a basis consistent with Generally Accepted Accounting Principles and the State of Washington Budgeting, Accounting, and Reporting Systems.

Regular monthly, quarterly and annual financial reports will present a summary of financial activity by major types of funds. Monthly reports will also include a summary of the investment activities by type of investment.

Where feasible, the reporting system will also provide monthly information on the total cost of specific services by type of expenditure and, if necessary, by fund.

The State Auditor's Office will audit City records annually or biannually, depending upon audit requirements, and will issue a financial opinion.

Financial Policy #01: Financial Management

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XIV. MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND FINANCIAL STATEMENT PRESENTATION

Basis of accounting refers to the point at which revenues and expenditures/expenses are recognized in the accounts and reported in the financial statements~~.~~. Basis relates to the timing of the measurements made, regardless of the measurement focus applied.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements~~.~~. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows~~.~~. Property taxes are recognized as revenues in the year for which they are levied~~.~~. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements report the current financial resources measurement focus and the modified accrual basis of accounting~~.~~. Revenues are recognized as soon as they are both measurable and available~~.~~. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period~~.~~. The City considers taxes as available if they are collected within 60 days after year end~~.~~. Expenditures are accrued to the period the liability is incurred if the invoice is received within 60 days of the end of the current fiscal period for all amounts, when received between day 61 and day 75 invoices exceeding $25,000 will be accrued, and no accrual will occur after day 75 in order to facilitate preparation of financial statements and the year-end close. Debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due~~.~~.

Property taxes, sales tax, franchise fees, licenses and interest associated with the current fiscal period are all considered to be susceptible to accrual and will be recognized as revenues of the current fiscal period~~.~~. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the City.

As a general rule the effect of interfund activity is eliminated from the government-wide financial statements. Exceptions to this general rule are payments-in-lieu of taxes and other charges between the government's water, and storm water function and various other functions of the government~~.~~. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

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Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Water and Storm Water Funds are charges to customers for sales and services. Operating expenses for these funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting these definitions are reported as non-operating revenues and expenses.

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE: July 14, 2022

ITEM:

AGENDA ITEM TITLE: Motion - Approval of Sanderling Park Phase 1 Final Plat

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GOVERNING LEGISLATION:

RCW 36.70A – Growth Management

PREVIOUS COUNCIL ACTION TAKEN:

None.

SUMMARY/BACKGROUND:

Final plat for 46 single-family residential lots. See attached staff report.

BUDGET/FINANCIAL IMPACTS:

Tax revenue for 46 new single-family residential lots.

ACTION OR MOTION:

To approve the final plat:

"I move to approve the Sanderling Park Phase 1 final plat as presented."

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS: PLZ-22-0010 Sanderling Park Phase 1 Final Plat_Staff Report (PDF)
Phase 1 Final Plat (PDF)

COMMUNITY DEVELOPMENT DEPARTMENT
510-B Pioneer Street | PO Box 608 | Ridgefield, WA 98642
(360) 887-3908 | Fax: (360) 887-2507 | www.ridgefieldwa.us

Sanderling Park Phase 1 Final Plat

Staff Report

File No. PLZ-22-0010
July 14, 2022

I. Basic Facts

Application date: On January 21, 2022, the City received an application for final plat approval for Sanderling Park Phase 1 (46 lots)

Applicant: Jaima Johnson, Fidelity National Title. 655 W Columbia Way #200 / Vancouver, WA 98660. Contact: 360.980.0120, builderdev@fnf.com

Property Owner: Pahlisch Homes at Sanderling Park LP. 210 SW Wilson Ave Ste 100 / Bend, OR 97702.

Property Information: #66 S32 & #52 S33 T4N R1E WM, Assessor's #986059670, 11.54 acres

Zoning: Residential Low Density 4 (RLD-4)

Comprehensive Plan: Urban Low (UL)

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

Council date: July 14, 2022

II. Documents Received

A. Master land use application
B. Final plat checklist
C. Plat sheets
D. Guarantee
E. Comp checks
F. Legal description
G. Narrative
H. Draft CC&Rs
I. Revised materials as required by staff

III. Background and Proposal

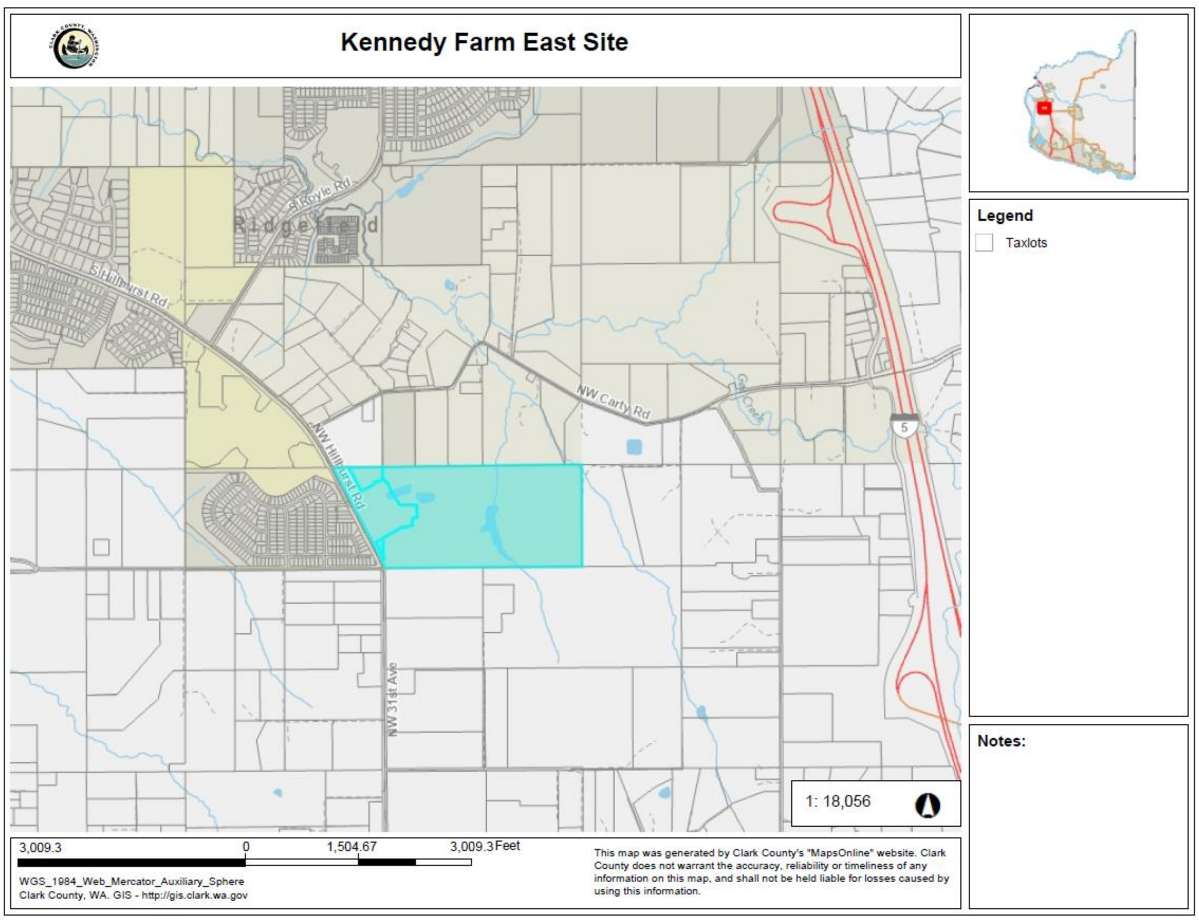
The Hearing Examiner approved the Kennedy Farm East preliminary planned unit development (PUD) plat on March 19, 2019, as PLZ-18-0085. The project has since been renamed to Sanderling Park. The overall Kennedy Farm East approval was for 435 lots – 327 single-family detached and 108 single-family attached – on 89.65 acres in the RLD-4 zone. The project is subject to the 2007 Kennedy Development Agreement and 2017 Kennedy Development Agreement Amendment, which established a target average density of between four and six units per gross acre for Kennedy Farms West and East. The approved Kennedy East/Sanderling Park density is 4.85 units per gross acre, in compliance with the DA.

Staff approved a Type I post decision review for Kennedy East to relocate storm facilities in the eastern portion of the PUD on February 20, 2020 (PLZ-19-0094). The impacted area is outside of Sanderling Park Phase 1.

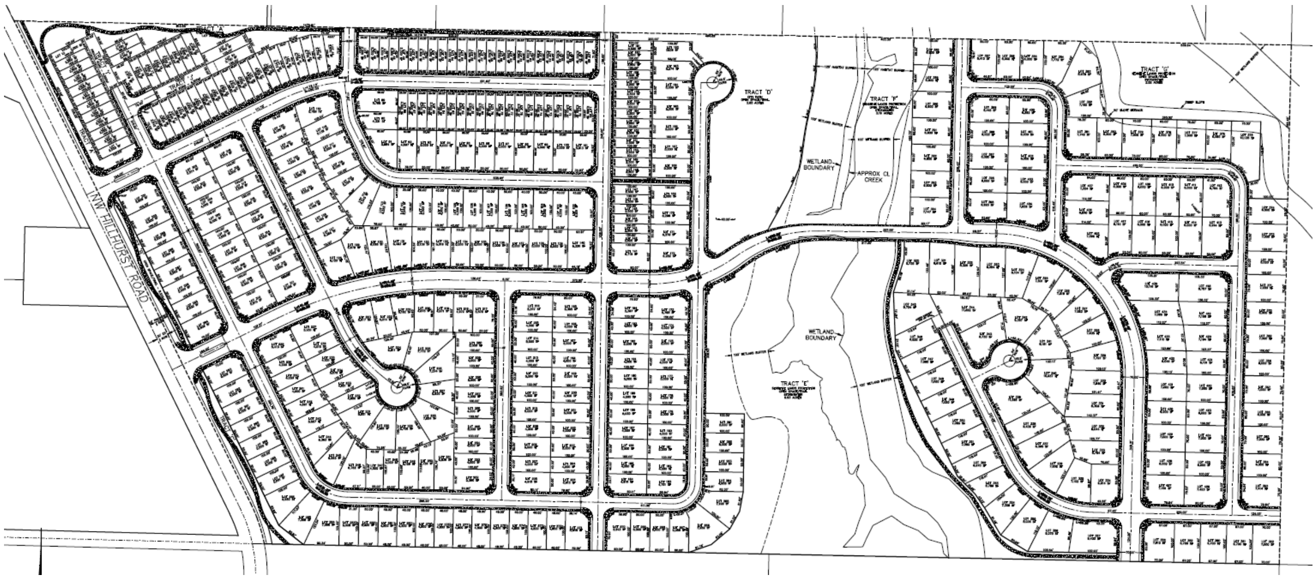
Staff approved a Type I post decision review for Kennedy East to make minor modifications to lot dimensions and create a community amenity tract in the western area of the PUD including the area now defined as Sanderling Park Phase 1 on June 11, 2021 (PLZ-21-0037).

Staff approved a Type II post decision review for Sanderling Park to modify the layout of the townhouse lots in Phase 3 on February 17, 2022 (PLZ-21-0112). The impacted area is outside of Sanderling Park Phase 1.

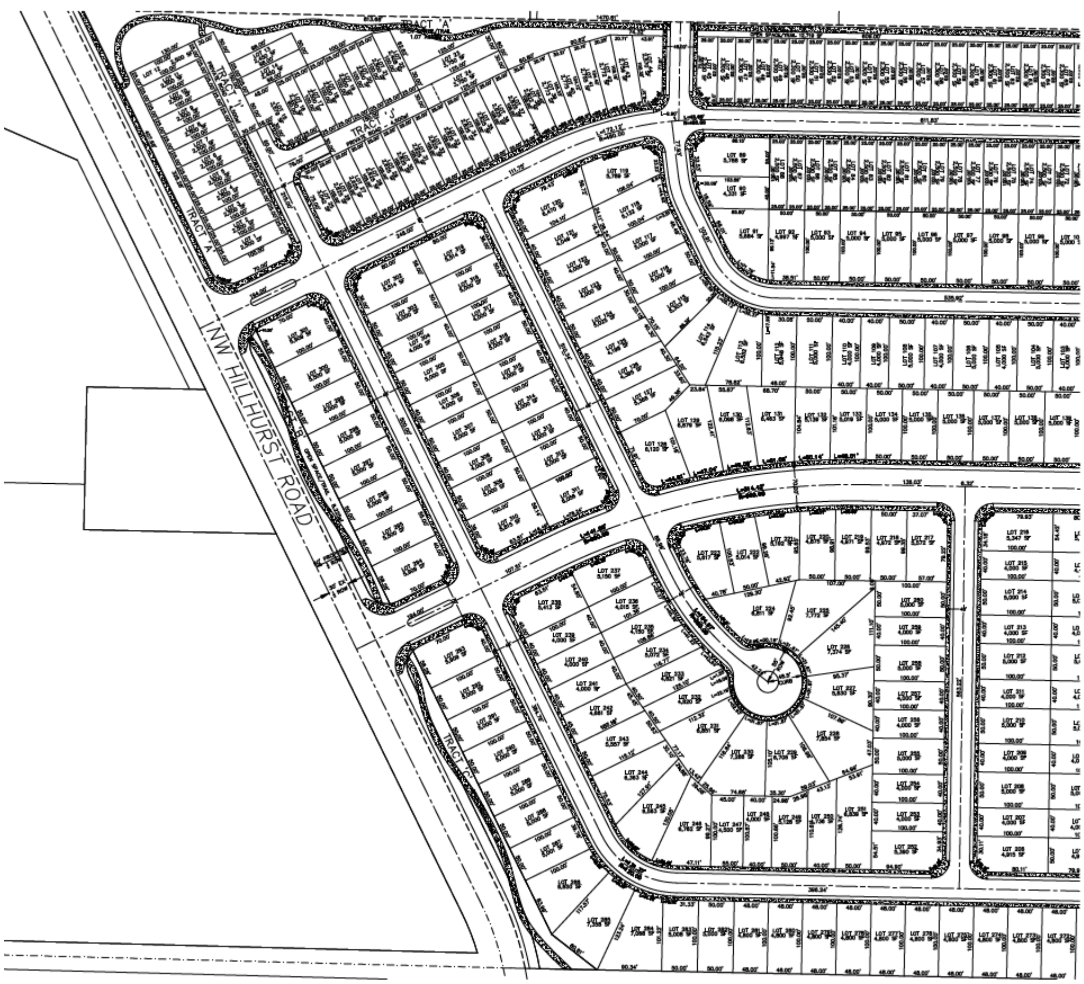
Kennedy Farm East Site



Kennedy Farm East Preliminary PUD



Kennedy Farm East Preliminary PUD – Western Portion



Kennedy Farm East PDR PLZ-21-0037

Sanderling Park Phase 1

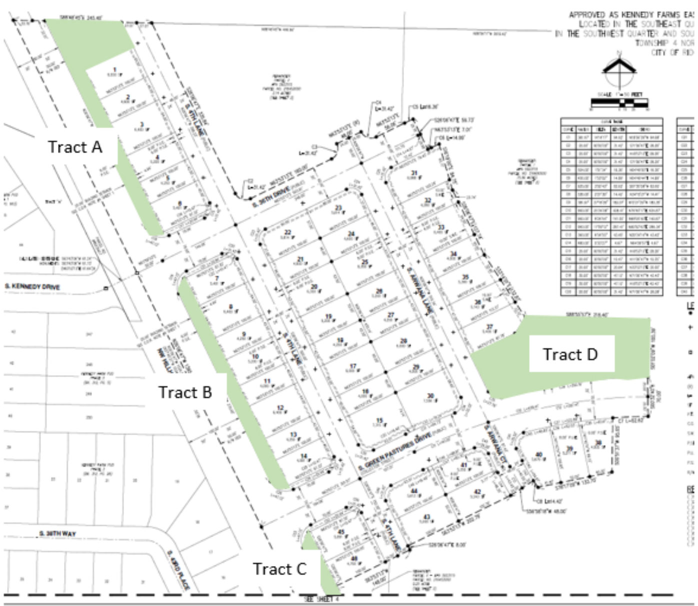
The applicant proposes to subdivide Phase 1 (Parcel #986059670, 12.26 acres) into 46 single-family detached residential lots. The lots range from 4,000 square feet (Lots 11, 16, 29, 34) to 7,556 square feet (Lot 30), consistent with the lot sizes and density approved through the Kennedy Farms DA, Kennedy Farm East Preliminary PUD, and subsequent post decision review. The average lot area is 5,335 square feet.

Public streets provide direct access to each of the lots in Phase 1.

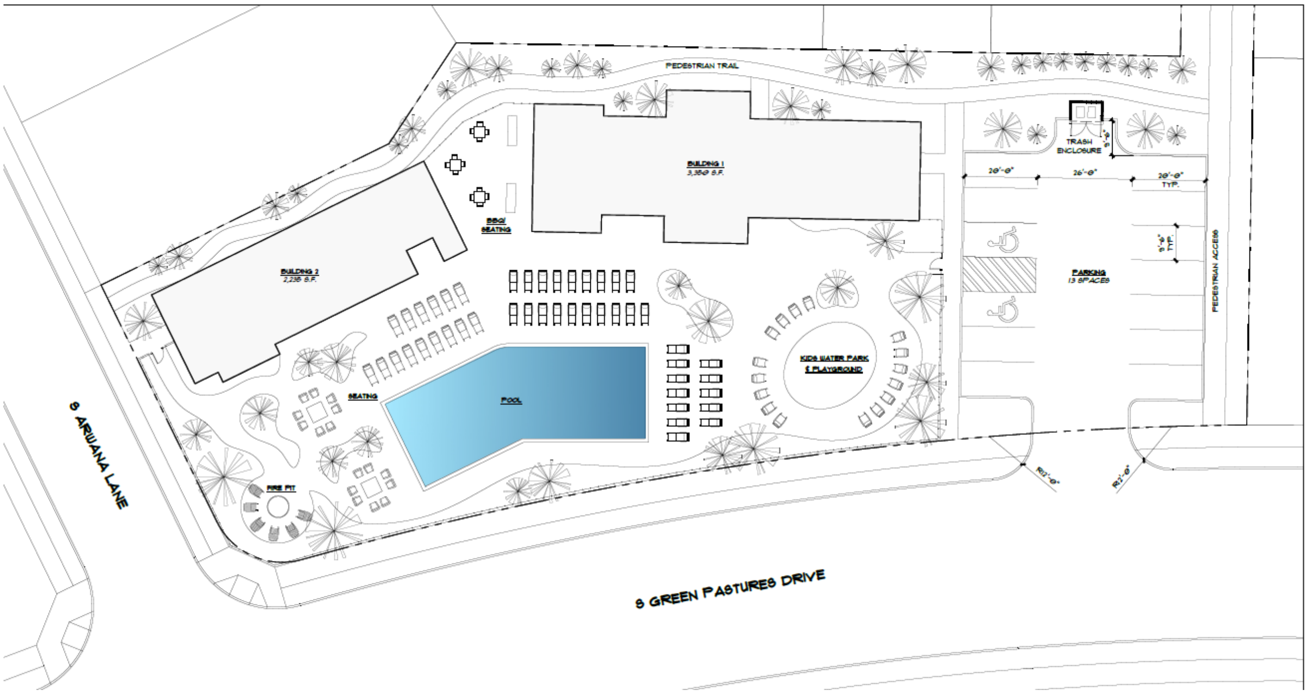
Tracts A, B, and C are open space tracts to be owned and maintained by the HOA. Tract A includes a public multi-use pathway connecting the Hillhurst sidewalk to S 44th Lane. All three tracts include the earth-toned stone appearance wall and landscaping required along Hillhurst Road.

Tract D is a community amenity tract to be owned and maintained by the HOA. Tract D will include two community buildings, a parking lot, pool and splash pad, and patio for the benefit of the Sanderling Park community. It will also include landscaping and a public pathway connecting S 37th Way to S Arwana Lane and S Green Pastures Drive.

Sanderling Park Phase 1 Open Space



Sanderling Park Community Amenity (Tract D)



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

IV. Survey Review

Staff confirmed that the applicant has addressed all survey comments on March 25, 2022.

V. Engineering Review

Private improvements required for final plat approval are substantially complete. As a **condition of approval**, the private trail segments in shall be fully complete prior obtaining city signatures on the final plat mylar.

The community amenity tract (Tract D) is to contain private amenities including two community buildings and a pool. These are not private infrastructure improvements required for final plat approval.

A bond for 120% of the cost of all incomplete public improvements is required. The applicant submitted a cost estimate for remaining public improvements totaling $269,506.79, which staff confirmed to be accurate. The City Engineer will issue a performance bond letter identifying a bond amount of $323,408.15. As a **condition of approval**, the applicant shall submit the performance bond prior to obtaining city signatures on the final plat mylar.

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

VI. Land Use Review

Preliminary plat conditions of approval A.23-24 required the applicant to provide HOA bylaws and CC&Rs. The applicant submitted these documents for review by the City Attorney and addressed all revisions required. As a **condition of approval**, the applicant shall record the HOA bylaws and CC&Rs concurrent with the final plat mylar, and recorded copies shall be submitted to the city.

Staff reviewed the proposed Phase 1 street naming scheme and provided edits on June 14, 2022. As a **condition of approval**, the applicant shall install correct street signs based on the street and addressing information provided during staff review prior to engineering acceptance.

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

VII. Recommendation

Staff recommends City Council **APPROVE** the Sanderling Park Phase 1 Final Plat subject to the following **conditions of approval**:

1. The private trail segments shall be fully complete prior obtaining city signatures on the final plat mylar.
2. The applicant shall submit a performance bond in the amount of $323,408.15 prior to obtaining city signatures on the final plat mylar.
3. The applicant shall submit mylars for signature containing the signature and seal of the surveyor of record (Certification of Subdivision Platting, see RDC 18.620.120.L) and the signatures of all parties having an ownership interest in the land for purposes of dedication (Dedication of Subdivision, see RDC 18.620.120.M).
4. The applicant shall record the final plat with the Clark County Auditor's Office within thirty (30) calendar days of City signatures on the face of the Mylar.
5. The applicant shall record the HOA bylaws and CC&Rs concurrent with the final plat mylar, and recorded copies shall be submitted to the city.
6. The applicant shall submit three (3) full-sized copies and one (1) 11-inch by 17-inch copy of the recorded plat and all associated written documents within thirty (30) calendar days of City signatures on the face of the Mylar.
7. Prior to engineering acceptance, the applicant shall install correct street signs based on the street and addressing information provided during staff review.

Reviewed by:

Claire Lust, Community Development Director. Claire.lust@ridgefieldwa.us, 360.857.5024

Jesse Hague, Engineering Technician. Jesse.hague@ridgefieldwa.us, 360.857.5012

Signed:

Claire Lust

Claire Lust, Community Development Director

July 8, 2022

SANDERLING PARK, A PLAT COMMUNITY

PHASE 1

APPROVED AS KENNEDY FARMS EAST PUD PER CITY OF RIDGEFIELD FINAL ORDER PLZ-18-0085

LOCATED IN THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 32 AND
IN THE SOUTHWEST QUARTER AND SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 33,
TOWNSHIP 4 NORTH, RANGE 1 EAST, WILLAMETTE MERIDIAN,
CITY OF RIDGEFIELD, CLARK COUNTY, WASHINGTON
MAY 2022

T4N, R1E, W.M.

SURVEY NARRATIVE

THE PURPOSE OF THIS SURVEY IS TO ESTABLISH THE OUTER BOUNDARY OF THE PROPERTY DESCRIBED IN THAT STATUTORY WARRANTY DEED RECORDED JUNE 15, 2021 UNDER AUDITOR'S FILE NO. 5923115, CLARK COUNTY DEED RECORDS, AND TO SUBDIVIDE A PORTION THEREOF PER CITY OF RIDGEFIELD HEARING EXAMINER'S FINAL ORDER FOR KENNEDY FARMS EAST PUD PROJECT NO. PLZ-18-0085 AND THE SUBSEQUENT POST DECISION REVIEW PROJECT NO. PLZ-19-0094, POST DECISION REVIEW PROJECT NO. PLZ-21-0037, AND POST DECISION REVIEW PROJECT NO. PLZ-21-0112.

THE BASIS OF BEARINGS FOR THIS SURVEY IS THE WEST LINE OF THE NORTHWEST QUARTER OF SECTION 33, TOWNSHIP 4 NORTH, RANGE 1 EAST OF THE WILLAMETTE MERIDIAN PER THE PLAT OF KENNEDY FARM PUD PHASE 1 RECORDED IN BOOK 311, PAGE 963. SEE BASIS OF BEARINGS NOTE HEREON FOR DETAILS. THE WEST QUARTER CORNER OF SAID SECTION 33 IS HELD AS THE BASIS OF POSITION AND THE NORTHWEST CORNER OF SAID SECTION 33 IS HELD FOR THE BASIS OF BEARING FOR THIS SURVEY.

THE NORTHWEST QUARTER OF SECTION 33, TOWNSHIP 4 NORTH, RANGE 1 EAST OF THE WILLAMETTE MERIDIAN, AND THE SOUTH HALF THEREOF, WAS ESTABLISHED PER THE BUREAU OF LAND MANAGEMENT MANUAL OF SURVEYING INSTRUCTIONS FROM THE FOLLOWING FOUND AND ACCEPTED MONUMENTS: THE NORTHWEST CORNER PER LAND CORNER RECORD IN BOOK 2, PAGE 168; THE WEST QUARTER CORNER PER LAND CORNER RECORD IN BOOK 3, PAGE 2; THE NORTH QUARTER CORNER PER LAND CORNER RECORD IN BOOK 16, PAGE 21; THE WEST QUARTER CORNER PER LAND CORNER RECORD IN BOOK 16, PAGE 25. THE SOUTH QUARTER CORNER WAS CALCULATED BY SINGLE PROPORTION BETWEEN THE FOUND AND ACCEPTED MONUMENTS AT THE SOUTHWEST CORNER PER LAND CORNER RECORD IN BOOK 3, PAGE 5, AND THE SOUTHEAST CORNER PER LAND CORNER RECORD IN BOOK 4, PAGE 87.

THE NORTHEAST QUARTER OF SECTION 32, TOWNSHIP 4 NORTH, RANGE 1 EAST OF THE WILLAMETTE MERIDIAN, AND THE SOUTH HALF THEREOF, WAS ESTABLISHED PER THE BUREAU OF LAND MANAGEMENT MANUAL OF SURVEYING INSTRUCTIONS FROM THE FOLLOWING FOUND AND ACCEPTED MONUMENTS: THE NORTHEAST CORNER PER LAND CORNER RECORD IN BOOK 3, PAGE 168; THE EAST QUARTER CORNER PER LAND CORNER RECORD IN BOOK 3, PAGE 2; THE NORTH QUARTER CORNER PER LAND CORNER RECORD IN BOOK 2, PAGE 161. THE SOUTH QUARTER CORNER AND THE WEST QUARTER CORNER WERE CALCULATED PER RECORD OF SURVEY IN BOOK 19, PAGE 194. THE FOUND EAST QUARTER CORNER WAS HELD AS THE BASIS OF POSITION AND THE FOUND NORTH QUARTER CORNER WAS HELD AS THE BASIS OF BEARING FOR THE CALCULATIONS. THE MEASURED DISTANCE BETWEEN THE TWO FOUND MONUMENTS IS THE SAME AS THAT IN SAID RECORD OF SURVEY.

THE CENTERLINE OF NORTHWEST HILLHURST ROAD WAS CALCULATED FROM THE PLAT OF KENNEDY FARM PUD PHASE 1 RECORDED IN BOOK 331, PAGE 963. THE MONUMENTS FOUND AND HELD BY SAID PLAT FOR SAID CENTERLINE, AS SET PER CLARK COUNTY RECORD OF SURVEY IN BOOK 24, PAGE 33, WERE DESTROYED OR DAMAGED DURING SUBSEQUENT ROAD CONSTRUCTION. FOR THIS SURVEY THE WEST LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 33 WAS HELD FOR THE BACK TANGENT AND THE CALCULATED PLAT POSITION OF THE CENTERLINE P.C. MONUMENT AT STATION 96+74.02, PER SAID COUNTY SURVEY, AND THE PLAT BEARING OF THE FORWARD TANGENT WERE HELD TO CALCULATE THE 381.97-FOOT RADUIS CENTERLINE CURVE PER SAID COUNTY SURVEY.

THE CONTROL TRAVERSE MET THE STANDARDS CONTAINED IN WAC 332-130-090. NEW CORNERS WERE SET BY RADIAL STAKEOUT FROM THE CONTROL TRAVERSE. A TRIMBLE 3-SECOND TOTAL STATION INSTRUMENT WITH ELECTRONIC DATA COLLECTOR AND TRIMBLE R10 GPS RECEIVER WAS USED FOR ALL FIELD WORK.

LAND SUBMITTED TO THE PLAT COMMUNITY FOR PHASE 1

THAT PORTION OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF SECTION 32 AND THAT PORTION OF THE SOUTH HALF OF THE NORTHWEST QUARTER OF SECTION 33 ALL IN TOWNSHIP 4 NORTH, RANGE 1 EAST OF THE WILLAMETTE MERIDIAN, IN THE CITY OF RIDGEFIELD, CLARK COUNTY, WASHINGTON DESCRIBED AS FOLLOWS:
COMMENCING AT THE NORTHEAST CORNER OF THE NORTHEAST QUARTER OF SAID SECTION 32; THENCE SOUTH 01°36'05" WEST, ALONG THE EAST LINE OF SAID NORTHEAST QUARTER, 2658.46 FEET TO THE SOUTHEAST CORNER OF SAID NORTHEAST QUARTER; THENCE NORTH 88°44'34" WEST, ALONG THE SOUTH LINE OF SAID NORTHEAST QUARTER, 9.90 FEET TO THE CENTERLINE OF NORTHWEST HILLHURST ROAD BEING A POINT ON A NON-TANGENT 381.97-FOOT RADIUS CURVE TO THE LEFT, THE CENTER OF WHICH BEARS SOUTH 78°07'08" WEST THEREFROM; THENCE ALONG THE CENTERLINE OF NORTHWEST HILLHURST ROAD AND NON-TANGENT 381.97-FOOT RADIUS CURVE TO THE LEFT, THROUGH A CENTRAL ANGLE OF 14°14'17", THE CHORD OF WHICH BEARS NORTH 18°59'39" WEST 94.68 FEET, AN ARC DISTANCE OF 94.92 FEET TO A POINT OF TANGENCY AND THE POINT OF BEGINNING; THENCE NORTH 26°06'47" WEST, ALONG THE CENTERLINE OF NORTHWEST HILLHURST ROAD, 1395.80 FEET TO THE NORTH LINE OF THE SOUTH HALF OF SAID NORTHEAST QUARTER; THENCE SOUTH 88°48'45" EAST, ALONG SAID NORTH LINE, 245.40 FEET; THENCE SOUTH 26°06'47" EAST, LEAVING SAID NORTH LINE, 335.84 FEET TO A POINT OF CURVATURE WITH A 20.00-FOOT RADIUS CURVE TO THE LEFT; THENCE ALONG SAID 20.00-FOOT RADIUS CURVE TO THE LEFT, THROUGH A CENTRAL ANGLE OF 90°00'00", THE CHORD OF WHICH BEARS SOUTH 71°06'47" EAST A DISTANCE OF 28.28 FEET, AN ARC DISTANCE OF 31.42 FEET TO A POINT OF TANGENCY; THENCE NORTH 63°53'13" EAST, 160.00 FEET TO A POINT OF CURVATURE WITH A 20.00-FOOT RADIUS CURVE TO THE LEFT; THENCE ALONG SAID 20.00-FOOT RADIUS CURVE TO THE LEFT, THROUGH A CENTRAL ANGLE OF 90°00'00", THE CHORD OF WHICH BEARS NORTH 18°53'13" EAST A DISTANCE OF 28.28 FEET, AN ARC DISTANCE OF 31.42 FEET; THENCE NORTH 63°53'13" EAST, 48.00 FEET TO A NON-TANGENT 20.00-FOOT RADIUS CURVE TO THE LEFT, THE CENTER OF WHICH BEARS NORTH 63°53'13" EAST; THENCE ALONG SAID NON-TANGENT 20.00-FOOT RADIUS CURVE TO THE LEFT, THROUGH A CENTRAL ANGLE OF 90°00'00", THE CHORD OF WHICH BEARS SOUTH 71°06'47" EAST A DISTANCE OF 28.28 FEET, AN ARC DISTANCE OF 31.42 FEET TO A POINT OF TANGENCY; THENCE NORTH 63°53'13" EAST, 56.06 FEET TO A POINT OF CURVATURE WITH A 504.00-FOOT RADIUS CURVE TO THE RIGHT; THENCE ALONG SAID 504.00-FOOT RADIUS CURVE TO THE RIGHT, THROUGH A CENTRAL ANGLE OF 01°51'34", THE CHORD OF WHICH BEARS NORTH 64°49'00" EAST A DISTANCE OF 16.36 FEET, AN ARC DISTANCE OF 16.36 FEET; THENCE SOUTH 26°06'47" EAST, 59.73 FEET; THENCE NORTH 63°53'13" EAST, 7.01 FEET TO A POINT OF CURVATURE WITH A 456.00-FOOT RADIUS CURVE TO THE RIGHT; THENCE ALONG SAID 456.00-FOOT RADIUS CURVE TO THE RIGHT, THROUGH A CENTRAL ANGLE OF 01°53'02", THE CHORD OF WHICH BEARS NORTH 64°49'44" EAST A DISTANCE OF 14.99 FEET, AN ARC DISTANCE OF 14.99 FEET; THENCE SOUTH 16°19'00" EAST, 84.75 FEET; THENCE SOUTH 26°06'47" EAST, 127.74 FEET; THENCE SOUTH 33°14'01" EAST, 132.87 FEET; THENCE SOUTH 88°55'57" EAST, 218.40 FEET; THENCE SOUTH 01°02'09" WEST, 100.39 FEET; THENCE SOUTH 00°32'40" EAST, 70.00 FEET TO A POINT ON A NON-TANGENT 925.00-FOOT RADIUS CURVE TO THE LEFT, THE CENTER OF WHICH BEARS SOUTH 00°32'40" EAST; THENCE ALONG SAID 925.00-FOOT RADIUS CURVE TO THE LEFT, THROUGH A CENTRAL ANGLE OF 03°52'43", THE CHORD OF WHICH BEARS SOUTH 87°30'58" WEST A DISTANCE OF 62.61 FEET, AN ARC DISTANCE OF 62.62 FEET; THENCE SOUTH 00°51'37" WEST, 95.65 FEET; THENCE SOUTH 78°17'09" WEST, 133.70 FEET TO A POINT ON A NON-TANGENT 336.00-FOOT RADIUS CURVE TO THE RIGHT, THE CENTER OF WHICH BEARS NORTH 54°30'48" EAST; THENCE ALONG SAID NON-TANGENT 336.00-FOOT RADIUS CURVE TO THE RIGHT, THROUGH A CENTRAL ANGLE OF 02°27'30", THE CHORD OF WHICH BEARS NORTH 34°15'27" WEST A DISTANCE OF 14.41 FEET, AN ARC DISTANCE OF 14.42 FEET; THENCE SOUTH 56°58'18" WEST, 48.00 FEET; THENCE SOUTH 63°53'13" WEST, 202.79 FEET; THENCE SOUTH 26°06'47" EAST, 8.00 FEET; THENCE SOUTH 63°53'13" WEST, 148.00 FEET; THENCE SOUTH 26°06'47" EAST, 245.40 FEET TO A POINT WHICH BEARS NORTH 63°53'13" EAST BEING THE RADIAL LINE THROUGH THE POINT OF BEGINNING; THENCE SOUTH 63°53'13" WEST, ALONG SAID RADIAL LINE, 70.06 FEET TO THE POINT OF BEGINNING.

LAND SUBJECT TO DEVELOPMENT RIGHTS

THAT PORTION OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF SECTION 32 AND THAT PORTION OF THE SOUTH HALF OF THE NORTHWEST QUARTER OF SECTION 33 ALL IN TOWNSHIP 4 NORTH, RANGE 1 EAST OF THE WILLAMETTE MERIDIAN, IN THE CITY OF RIDGEFIELD, CLARK COUNTY, WASHINGTON DESCRIBED AS FOLLOWS:
COMMENCING AT THE NORTHEAST CORNER OF THE NORTHEAST QUARTER OF SAID SECTION 32; THENCE SOUTH 01°36'05" WEST, ALONG THE EAST LINE OF SAID NORTHEAST QUARTER, 2658.46 FEET TO THE SOUTHEAST CORNER OF SAID NORTHEAST QUARTER; THENCE NORTH 88°44'34" WEST, ALONG THE SOUTH LINE OF SAID NORTHEAST QUARTER, 9.90 FEET TO THE CENTERLINE OF NORTHWEST HILLHURST ROAD BEING A POINT ON A NON-TANGENT 381.97-FOOT RADIUS CURVE TO THE LEFT, THE CENTER OF WHICH BEARS SOUTH 78°07'08" WEST THEREFROM; THENCE ALONG THE CENTERLINE OF NORTHWEST HILLHURST ROAD AND NON-TANGENT 381.97-FOOT RADIUS CURVE TO THE LEFT, THROUGH A CENTRAL ANGLE OF 14°14'17", THE CHORD OF WHICH BEARS NORTH 18°59'39" WEST 94.68 FEET, AN ARC DISTANCE OF 94.92 FEET TO A POINT OF TANGENCY, SAID POINT HEREINAFTER REFERRED TO AS POINT A; THENCE NORTH 26°06'47" WEST, ALONG THE CENTERLINE OF NORTHWEST HILLHURST ROAD, 1395.80 FEET TO THE NORTH LINE OF THE SOUTH HALF OF SAID NORTHEAST QUARTER; THENCE SOUTH 88°48'45" EAST, ALONG SAID NORTH LINE, 245.40 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 26°06'47" EAST, LEAVING SAID NORTH LINE, 335.84 FEET TO A POINT OF CURVATURE WITH A 20.00-FOOT RADIUS CURVE TO THE LEFT; THENCE ALONG SAID 20.00-FOOT RADIUS CURVE TO THE LEFT, THROUGH A CENTRAL ANGLE OF 90°00'00", THE CHORD OF WHICH BEARS SOUTH 71°06'47" EAST A DISTANCE OF 28.28 FEET, AN ARC DISTANCE OF 31.42 FEET TO A POINT OF TANGENCY; THENCE NORTH 63°53'13" EAST, 160.00 FEET TO A POINT OF CURVATURE WITH A 20.00-FOOT RADIUS CURVE TO THE LEFT; THENCE ALONG SAID 20.00-FOOT RADIUS CURVE TO THE LEFT, THROUGH A CENTRAL ANGLE OF 90°00'00", THE CHORD OF WHICH BEARS NORTH 18°53'13" EAST A DISTANCE OF 28.28 FEET, AN ARC DISTANCE OF 31.42 FEET; THENCE NORTH 63°53'13" EAST, 48.00 FEET TO A NON-TANGENT 20.00-FOOT RADIUS CURVE TO THE LEFT, THE CENTER OF WHICH BEARS NORTH 63°53'13" EAST; THENCE ALONG SAID NON-TANGENT 20.00-FOOT RADIUS CURVE TO THE LEFT, THROUGH A CENTRAL ANGLE OF 90°00'00", THE CHORD OF WHICH BEARS SOUTH 71°06'47" EAST A DISTANCE OF 28.28 FEET, AN ARC DISTANCE OF 31.42 FEET TO A POINT OF TANGENCY; 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THENCE ALONG THE CENTERLINE OF NORTHWEST HILLHURST ROAD AND ALONG SAID NON-TANGENT 381.97-FOOT RADIUS CURVE TO THE RIGHT, THROUGH A CENTRAL ANGLE OF 14°14'17", THE CHORD OF WHICH BEARS SOUTH 18°59'39" EAST 94.68 FEET, AN ARC DISTANCE OF 94.92 FEET TO THE SOUTH LINE OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF SAID SECTION 32; THENCE SOUTH 88°44'34" EAST, ALONG SAID SOUTH LINE, 9.90 FEET TO THE SOUTHWEST CORNER OF THE NORTHWEST QUARTER OF SAID SECTION 33; THENCE SOUTH 88°50'26" EAST, ALONG SOUTH LINE OF SAID NORTHWEST QUARTER, 2625.79 FEET TO THE SOUTHEAST CORNER OF SAID NORTHWEST QUARTER; THENCE NORTH 01°19'34" EAST, ALONG THE EAST LINE OF SAID NORTHWEST QUARTER, 1333.57 FEET TO THE NORTHEAST CORNER OF THE SOUTH HALF OF SAID NORTHWEST QUARTER; THENCE NORTH 88°56'11" WEST, ALONG THE NORTH LINE OF THE SOUTH HALF OF SAID NORTHWEST QUARTER, 2619.42 FEET TO THE NORTHEAST CORNER OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF SAID SECTION 32; THENCE NORTH 88°48'45" WEST, ALONG THE NORTH LINE OF THE SOUTH HALF OF SAID NORTHEAST QUARTER, 446.96 FEET TO THE POINT OF BEGINNING.

CITY OF RIDGEFIELD REQUIRED PLAT NOTES

1. PURSUANT TO RCW 27.53060, IT IS UNLAWFUL TO REMOVE OR ALTER ANY ARCHAEOLOGICAL RESOURCE OR SITE WITHOUT HAVING OBTAINED A WRITTEN PERMIT FROM THE WASHINGTON STATE OFFICE OF ARCHAEOLOGY AND HISTORIC PRESERVATION. UPON ANY DISCOVERY OF PREVIOUSLY UNKNOWN ARCHAEOLOGICAL RESOURCES AT THE SUBJECT SITE PRIOR TO OR DURING ON-SITE CONSTRUCTION, SHALL ACT TO PROTECT OR RESTORE HISTORICAL AND CULTURAL RESOURCES AREA FROM OUTSIDE INTRUSION, AND NOTIFY WITHIN A MAXIMUM PERIOD OF 24 HOURS FROM THE TIME OF DISCOVERY, THE CITY OF RIDGEFIELD COMMUNITY DEVELOPMENT DEPARTMENT OF SAID DISCOVERY.
2. THIS SUBDIVISION SHALL COMPLY WITH THE REQUIREMENTS OF RDC 18.210.090 (THROUGH ORDINANCE NO. 1207 DATED 5/26/2016) IN EFFECT AT THE TIME OF THE CITY OF RIDGEFIELD LAND USE HEARING EXAMINER'S FINAL ORDER PLZ-18-0085 DATED MARCH 19, 2019. AT LEAST 18 LINEAR FEET OF DRIVEWAY SHALL BE PROVIDED BETWEEN ANY GARAGE OR CARPORT ENTRANCE AND THE BACK SIDE OF OF THE SIDEWALK AS MEASURED ALONG THE CENTERLINE OF THE DRIVEWAY.
3. THIS SUBDIVISION SHALL PROVIDE A MINIMUM OF ONE AND A MAXIMUM OF FOUR OFF-STREET PARKING SPACES FOR EACH DWELLING UNIT.
4. THE BUILDING SETBACK FOR LOTS ABUTTING OR ADJACENT TO THE PUBLIC RIGHT-OF-WAY OF NORTHWEST HILLHURST ROAD IS 25 FEET, AS SHOWN HEREON. ADJACENT MEANS SEPARATED BY A STREET, TRACT, OPEN SPACE, OR SIMILAR ELEMENT.

PLAT NOTES

1. TRACT "A" IS HEREBY CONVEYED TO THE HOMEOWNER'S ASSOCIATION (HOA) UPON RECORDING OF THIS PLAT FOR OPEN SPACE PURPOSES AND SHALL BE OWNED AND MAINTAINED BY THE HOA.
2. TRACT "B" IS HEREBY CONVEYED TO THE HOMEOWNER'S ASSOCIATION (HOA) UPON RECORDING OF THIS PLAT FOR OPEN SPACE PURPOSES AND SHALL BE OWNED AND MAINTAINED BY THE HOA.
3. TRACT "C" IS HEREBY CONVEYED TO THE HOMEOWNER'S ASSOCIATION (HOA) UPON RECORDING OF THIS PLAT FOR OPEN SPACE PURPOSES AND SHALL BE OWNED AND MAINTAINED BY THE HOA.
4. TRACT "D" IS HEREBY CONVEYED TO THE HOMEOWNER'S ASSOCIATION (HOA) UPON RECORDING OF THIS PLAT FOR PRIVATE COMMUNITY AMENITY PURPOSES AND IMPROVEMENTS. TRACT "D" AND THE PRIVATE COMMUNITY AMENITY IMPROVEMENTS SHALL BE OWNED AND MAINTAINED BY THE HOA.
5. A 10.00' PRIVATE STORMWATER EASEMENT OVER, UNDER, AND UPON PORTIONS OF LOTS 32 THROUGH 37, AS SHOWN HEREON, IS HEREBY GRANTED TO THE HOMEOWNER'S ASSOCIATION (HOA).
6. A 15.00' PUBLIC SANITARY SEWER EASEMENT OVER, UNDER, AND UPON A PORTION OF TRACT "C", AS SHOWN HEREON, IS HEREBY GRANTED TO CLARK REGIONAL WASTE WATER DISTRICT (CRWWD). THE SANITARY SEWER FACILITIES CONSTRUCTED WITHIN THE EASEMENT AREA SHALL BE OWNED AND MAINTAINED BY CRWWD. THE HOMEOWNER'S ASSOCIATION SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF TRACT "C" WITHIN THE EASEMENT AREA.
9. A PEDESTRIAN ACCESS EASEMENT IS GRANTED TO THE PUBLIC OVER AND UPON ALL OF TRACT "A", TRACT "B", AND TRACT "C". THE HOMEOWNER'S ASSOCIATION SHALL OWN AND MAINTAIN SAID TRACTS.
10. A PEDESTRIAN ACCESS EASEMENT IS GRANTED TO THE PUBLIC OVER TRACT "D". THE EASEMENT LOCATION IS RESTRICTED TO THE LOCATION OF THE AS-CONSTRUCTED PEDESTRIAN PATHWAY IN SAID TRACT. THE HOMEOWNER'S ASSOCIATION SHALL OWN AND MAINTAIN THE PEDESTRIAN PATHWAY. THIS EASEMENT DOES NOT INCLUDE PUBLIC ACCESS TO THE PRIVATE COMMUNITY AMENITIES IN SAID TRACT.
11. THE DESCRIPTION OF LAND SUBJECT TO DEVELOPMENT RIGHTS, ON THIS SHEET, CONSISTS OF THE REMAINDERS OF PARCEL I AND PARCEL II DESCRIBED IN THAT STATUTORY WARRANTY DEED RECORDED UNDER AUDITOR'S FILE NUMBER 5928005 DISCLOSED IN THE SURVEY NARRATIVE ON THIS SHEET.

PUBLIC UTILITY EASEMENT

A PUBLIC UTILITY EASEMENT IS HEREBY GRANTED OVER, UNDER, AND UPON ALL OF TRACT A, TRACT B, TRACT C, AND THE EXTERIOR 8.00 FEET, PER CITY OF RIDGEFIELD MUNICIPAL CODE CHAPTER 18.630.020, OF ALL LOT AND TRACT LINES LYING PARALLEL WITH AND ADJACENT TO ALL PUBLIC ROADS, INCLUDING THE NORTH 8.00 FEET OF LOT 31 AND THE WEST 8.00 FEET OF LOT 40, AS SHOWN HEREON, FOR THE PURPOSE OF INSTALLING, CONSTRUCTING, RENEWING, OPERATING AND MAINTAINING OF ELECTRIC, TELEPHONE, TV, CABLE, WATER, CLARK PUBLIC UTILITIES WATER (PUBLIC UTILITY DISTRICT NO. 1 OF CLARK COUNTY), AND OTHER UTILITIES. ALL LOTS CONTAINING PAD MOUNT TRANSFORMERS ARE SUBJECT TO THE MINIMUM WORKING CLEARANCES AS DEFINED BY CLARK PUBLIC UTILITIES CONSTRUCTION STANDARDS AND ALL PROPOSED BUILDING DESIGNS ON SAID LOTS MUST PROVIDE ADEQUATE CLEARANCE FOR ALL COMBUSTIBLE MATERIALS.

PUBLIC SIDEWALK EASEMENT

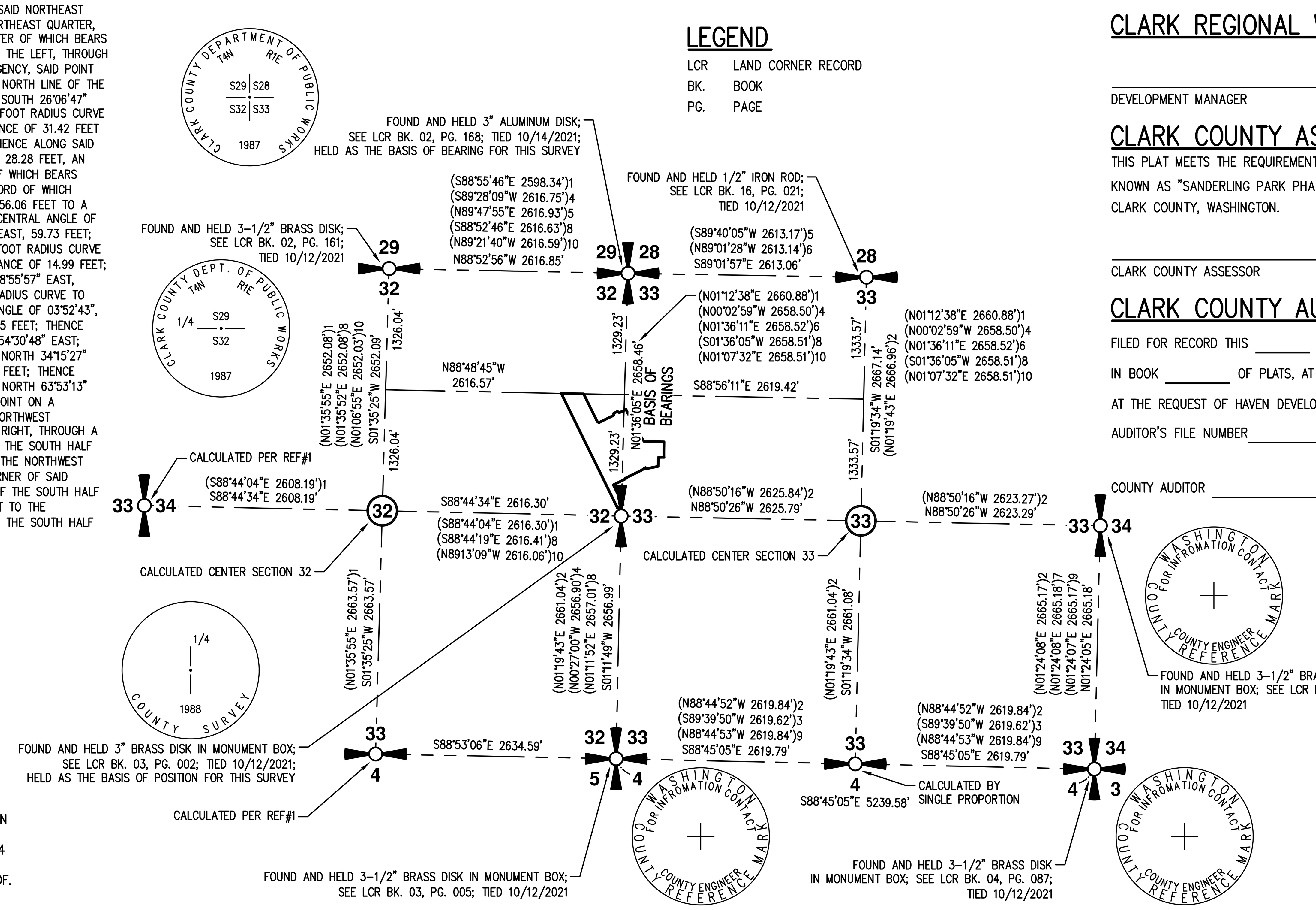
A PUBLIC SIDEWALK EASEMENT IS HEREBY GRANTED OVER, UNDER AND UPON THE EXTERIOR 6.00 FEET OF ALL LOTS AND TRACTS LYING PARALLEL WITH AND ADJACENT TO THE PUBLIC ROADS, INCLUDING THE NORTH 6.00 FEET OF LOT 31 AND THE WEST 6.00 FEET OF LOT 40, AS NECESSARY TO COMPLY WITH ADA SLOPE REQUIREMENTS.

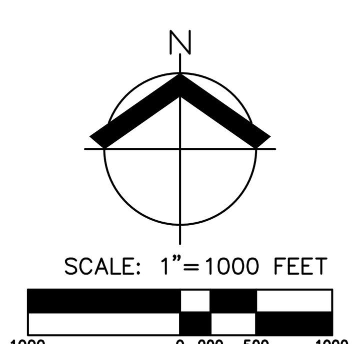
ROAD DEDICATION

ALL INTERNAL ROADS DEPICTED AS "(PUBLIC)" ON THIS PLAT, INCLUDING AN ADDITIONAL 20.00' ALONG NW HILLHURST ROAD, AS SHOWN HEREON, ARE HEREBY DEDICATED TO THE CITY OF RIDGEFIELD FOR PUBLIC RIGHT-OF-WAY PURPOSES WITH THE RECORDING OF THIS PLAT.

LEGEND

LCR	LAND CORNER RECORD
BK.	BOOK
PG.	PAGE





SCALE: 1"=1000 FEET

BASIS OF BEARINGS

N01°36'05"E, PER THE PLAT OF KENNEDY FARM PUD PHASE 1 RECORDED IN BOOK 331, PAGE 963, RECORDS OF CLARK COUNTY, WASHINGTON, ALONG THE WEST LINE OF THE NORTHWEST QUARTER OF SECTION 33, TOWNSHIP 4 NORTH, RANGE 1 EAST OF THE WILLAMETTE MERIDIAN PER MONUMENTS FOUND AT THE SOUTHWEST AND NORTHWEST CORNERS THEREOF.

REFERENCES

( )1 RECORD INFORMATION PER ROS BK 19, PG 194
( )2 RECORD INFORMATION PER ROS BK 20, PG 95
( )3 RECORD INFORMATION PER ROS BK 21, PG 200
( )4 RECORD INFORMATION PER ROS BK 24, PG 33
( )5 RECORD INFORMATION PER PLAT BK H, PG 753
( )6 RECORD INFORMATION PER ROS BK 36, PG 157
( )7 RECORD INFORMATION PER ROS BK 42, PG 157
( )8 RECORD INFORMATION PER PLAT BK 311, PG 963
( )9 RECORD INFORMATION PER ROS BK 68, PG 200
( )10 RECORD INFORMATION PER SP BK 4, PG 195

CITY OF RIDGEFIELD MAYOR

APPROVED AND ACCEPTED BY THE CITY COUNCIL OF RIDGEFIELD, COUNTY OF CLARK,

STATE OF WASHINGTON, THIS ______ DAY OF ____________________ 20 ___ .

MAYOR, CITY OF RIDGEFIELD DATE

ATTESTED BY: ____________________
CITY CLERK

CITY OF RIDGEFIELD COMMUNITY DEVELOPMENT

CITY COMMUNITY DEVELOPMENT DIRECTOR DATE

CITY OF RIDGEFIELD PUBLIC WORKS

CITY PUBLIC WORKS DIRECTOR DATE

CITY OF RIDGEFIELD ENGINEER

CITY OF RIDGEFIELD ENGINEER DATE

DEDICATION

KNOW TO ALL PERSONS BY THESE PRESENTS THAT WE THE UNDERSIGNED OWNERS OF THE TRACT OF LAND HEREIN DESCRIBED HAVE CAUSED THE SAME TO BE PLATTED ACCORDING TO THE PLAT HERETO ANNEXED. SAME TO BE KNOWN AS SANDERLING PARK PUD PHASE 1, AND HEREBY DEDICATE THE STREETS AND EASEMENTS AS SHOWN THEREON TO THE PUBLIC USE FOREVER.

IN WITNESS WHEREOF WE SET OUR HANDS AND SEALS.

PAHLISCH HOMES AT SANDERLING PARK, LP
AN OREGON LIMITED PARTNERSHIP

BY: ____________________
NAME: DATE
ITS:

CLARK REGIONAL WASTEWATER DISTRICT

DEVELOPMENT MANAGER DATE

CLARK COUNTY ASSESSOR

THIS PLAT MEETS THE REQUIREMENTS OF RCW 58.17.170, LAWS OF WASHINGTON, 1981, TO BE KNOWN AS "SANDERLING PARK PHASE 1" PLAT NO. ____________________

CLARK COUNTY, WASHINGTON.

CLARK COUNTY ASSESSOR DATE

CLARK COUNTY AUDITOR

FILED FOR RECORD THIS ______ DAY OF __________, 2022, AT ______ AM/PM

IN BOOK ______ OF PLATS, AT PAGE ______ .

AT THE REQUEST OF HAVEN DEVELOPMENT CORPORATION.

AUDITOR'S FILE NUMBER ____________________

COUNTY AUDITOR ____________________

DECLARANT DECLARATION

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

PAHLISCH HOMES AT SANDERLING PARK, LP
AN OREGON LIMITED PARTNERSHIP

BY: ____________________
NAME: DATE
ITS:

ACKNOWLEDGMENT

STATE OF WASHINGTON)
) SS
COUNTY OF CLARK)

I CERTIFY THAT I KNOW OR HAVE SATISFACTORY EVIDENCE THAT ____________________ IS THE PERSON THAT APPEARED BEFORE ME, AND SAID PERSON ACKNOWLEDGED THAT THEY SIGNED THIS INSTRUMENT; ON OATH STATED THAT THEY ARE AUTHORIZED TO EXECUTE THE INSTRUMENT; AND ACKNOWLEDGED IT, AS AUTHORIZED SIGNATOR OF PAHLISCH HOMES AT SANDERLING PARK, AN OREGON LIMITED PARTNERSHIP, TO BE THE FREE AND VOLUNTARY ACT OF SUCH PARTY FOR THE USES AND PURPOSES MENTIONED IN THE INSTRUMENT.

NOTARY SIGNATURE

DATED: ____________________

PRINTED NAME: ____________________

NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON

MY COMMISSION EXPIRES ____________________

LAND SURVEYOR'S CERTIFICATE

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE SURVEY RECORDING ACT AT THE REQUEST OF PAHLISCH HOMES AT SANDERLING PARK, LP IN SEPTEMBER, 2021. I HEREBY CERTIFY THAT THIS MAP FOR SANDERLING PARK PUD IS BASED UPON AN ACTUAL SURVEY OF THE PROPERTY HEREIN DESCRIBED; THAT THE BEARINGS AND DISTANCES ARE CORRECTLY SHOWN; THAT ALL INFORMATION REQUIRED BY THE WASHINGTON UNIFORM COMMON INTEREST OWNERSHIP ACT IS SUPPLIED HEREIN; AND THAT ALL HORIZONTAL AND VERTICAL BOUNDARIES OF THE UNITS, (1) TO THE EXTENT DETERMINED BY THE WALLS, FLOORS, OR CEILINGS THEREOF, OR OTHER PHYSICAL MONUMENTS, ARE SUBSTANTIALLY COMPLETED IN ACCORDANCE WITH SAID MAP, OR (2) TO THE EXTENT SUCH BOUNDARIES ARE NOT DEFINED BY PHYSICAL MONUMENTS, SUCH BOUNDARIES ARE SHOWN ON THE MAP.

TIMOTHY D. HOLLENBECK
PROFESSIONAL LAND SURVEYOR NO. 48758

PRELIMINARY
TIMOTHY D. HOLLENBECK
STATE OF WASHINGTON
PROFESSIONAL LAND SURVEYOR
05/05/2022

ACKNOWLEDGMENT

STATE OF WASHINGTON)
) SS
COUNTY OF CLARK)

SIGNED OR ATTESTED BEFORE ME ON ____________ BY TIMOTHY D HOLLENBECK.

NOTARY SIGNATURE

DATED: ____________________

PRINTED NAME: ____________________

NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON

MY COMMISSION EXPIRES ____________________

PREPARED FOR

PAHLISCH HOMES AT SANDERLING PARK, LP
210 SW WILSON AVE, SUITE 100
BEND OR, 97702

SHEET 1 OF 4

JOB NAME:	SANDERLING PARK
JOB NUMBER:	8939
DRAWN BY:	TDH
CHECKED BY:	JOH
DRAWING NO.:	8939CPLAT-PHS1

AKS ENGINEERING & FORESTRY, LLC
9600 NE 126TH AVE STE 2520
VANCOUVER, WA 98682
P: 360.882.0419
F: 360.882.0426
aks-eng.com

ENGINEERING · SURVEYING · NATURAL RESOURCES
FORESTRY · PLANNING · LANDSCAPE ARCHITECTURE

Attachment: Phase 1 Final Plat (Sanderling Park Phase 1 Final Plat)

SANDERLING PARK, A PLAT COMMUNITY

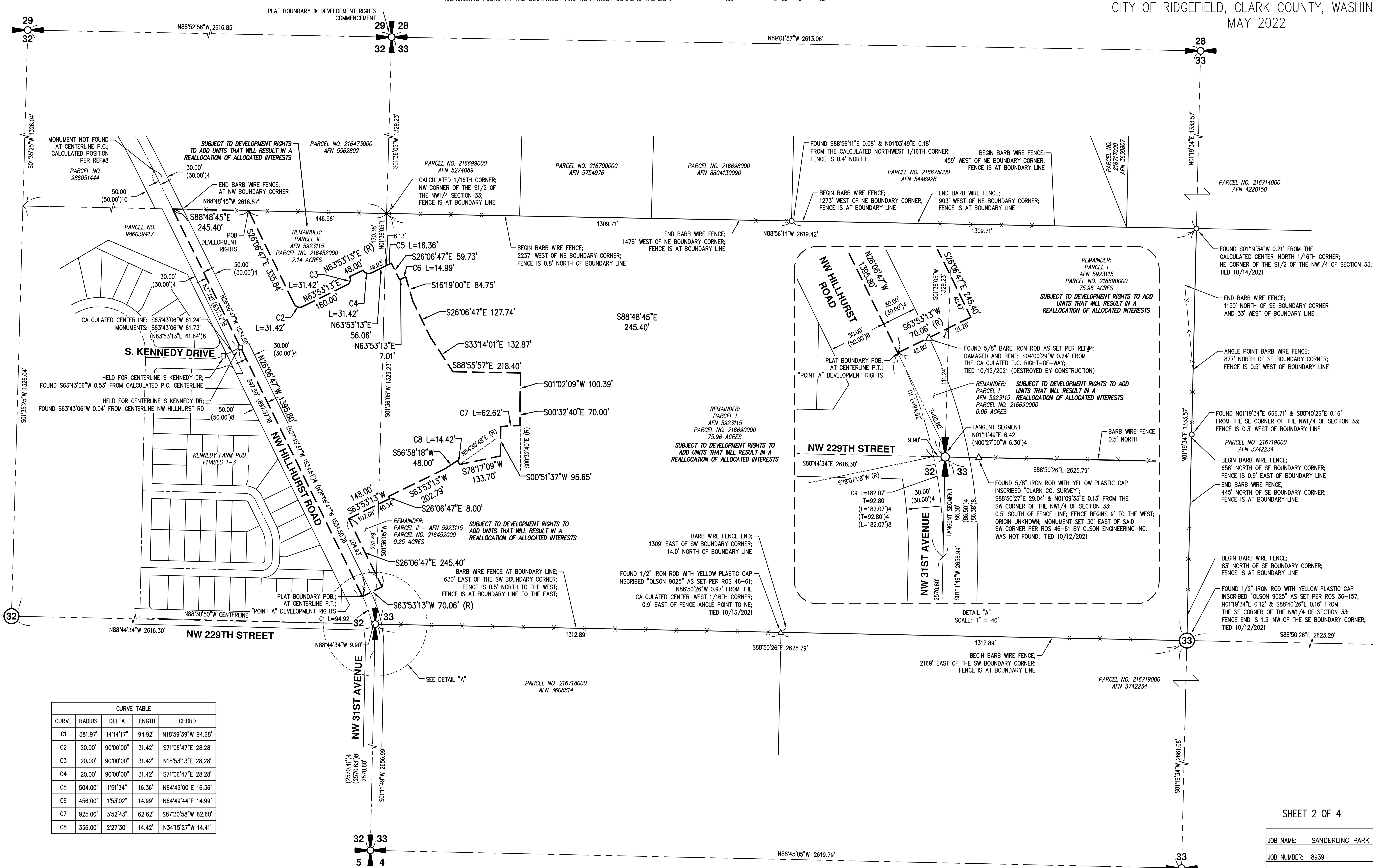
PHASE 1

APPROVED AS KENNEDY FARMS EAST PUD PER CITY OF RIDGEFIELD FINAL ORDER PLZ-18-0085
LOCATED IN THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 32 AND
IN THE SOUTHWEST QUARTER AND SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 33,
TOWNSHIP 4 NORTH, RANGE 1 EAST, WILLAMETTE MERIDIAN,
CITY OF RIDGEFIELD, CLARK COUNTY, WASHINGTON
MAY 2022

BASIS OF BEARINGS

N01°36'05"E, PER THE PLAT OF KENNEDY FARM PUD PHASE 1 RECORDED IN BOOK 331, PAGE 963, RECORDS OF CLARK COUNTY, WASHINGTON, ALONG THE WEST LINE OF THE NORTHWEST QUARTER OF SECTION 33, TOWNSHIP 4 NORTH, RANGE 1 EAST OF THE WILLAMETTE MERIDIAN BETWEEN THE MONUMENTS FOUND AT THE SOUTHWEST AND NORTHWEST CORNERS THEREOF.

SCALE: 1"=150 FEET



LEGEND

- ○ FOUND 1/2" IRON ROD WITH YELLOW PLASTIC CAP INSCRIBED "OLSON 9025" AS SET PER ROS 36-157; TIED 10/13/2021 UNLESS NOTED OTHERWISE
- □ FOUND 1/2" REBAR WITH YELLOW PLASTIC CAP INSCRIBED "RENTON 37535" AS SET PER THE PLAT OF KENNEDY FARM PUD PHASE 1 BK. 311, PG. 963; TIED 10/12/2021
- △ FOUND MONUMENT AS NOTED
- AFN CLARK COUNTY AUDITOR'S FILE NUMBER
- LCR LAND CORNER RECORD BOOK-PAGE
- ROS RECORD OF SURVEY BOOK-PAGE
- POB POINT OF BEGINNING
- P.C. POINT OF CURVATURE
- P.T. POINT OF TANGENCY
- (R) RADIAL BEARING
- T= CURVE TANGENT LENGTH
- L= CURVE ARC LENGTH
- SEE SHEET 1 FOR SECTION CORNER MONUMENT DESCRIPTIONS

REFERENCES

- ( )1 RECORD INFORMATION PER ROS BK 19, PG 194
- ( )2 RECORD INFORMATION PER ROS BK 20, PG 95
- ( )3 RECORD INFORMATION PER ROS BK 21, PG 200
- ( )4 RECORD INFORMATION PER ROS BK 24, PG 33
- ( )5 RECORD INFORMATION PER PLAT BK H, PG 753
- ( )6 RECORD INFORMATION PER ROS BK 36, PG 157
- ( )7 RECORD INFORMATION PER ROS BK 42, PG 157
- ( )8 RECORD INFORMATION PER PLAT BK 311, PG 963
- ( )9 RECORD INFORMATION PER ROS BK 68, PG 200
- ( )10 RECORD INFORMATION PER SP BK 4, PG 195

CURVE TABLE

CURVE	RADIUS	DELTA	LENGTH	CHORD
C1	381.97'	14°14'17"	94.92'	N18°59'39"W 94.68'
C2	20.00'	90°00'00"	31.42'	S71°06'47"E 28.28'
C3	20.00'	90°00'00"	31.42'	N18°53'13"E 28.28'
C4	20.00'	90°00'00"	31.42'	S71°06'47"E 28.28'
C5	504.00'	1°51'34"	16.36'	N64°49'00"E 16.36'
C6	456.00'	1°53'02"	14.99'	N64°49'44"E 14.99'
C7	925.00'	3°52'43"	62.62'	S87°30'58"W 62.60'
C8	336.00'	2°27'30"	14.42'	N34°15'27"W 14.41'

TIMOTHY D. HOLLINGSWORTH STATE OF WASHINGTON PROFESSIONAL LAND SURVEYOR 48758 REGISTERED
PRELIMINARY
05/05/2022

SHEET 2 OF 4

JOB NAME:	SANDERLING PARK
JOB NUMBER:	8939
DRAWN BY:	TDH
CHECKED BY:	JOH
DRAWING NO.:	8939CPLAT-PHS1

AKS ENGINEERING & FORESTRY, LLC
9600 NE 126TH AVE STE 2520
VANCOUVER, WA 98682
P: 360.882.0419
F: 360.882.0426
aks-eng.com

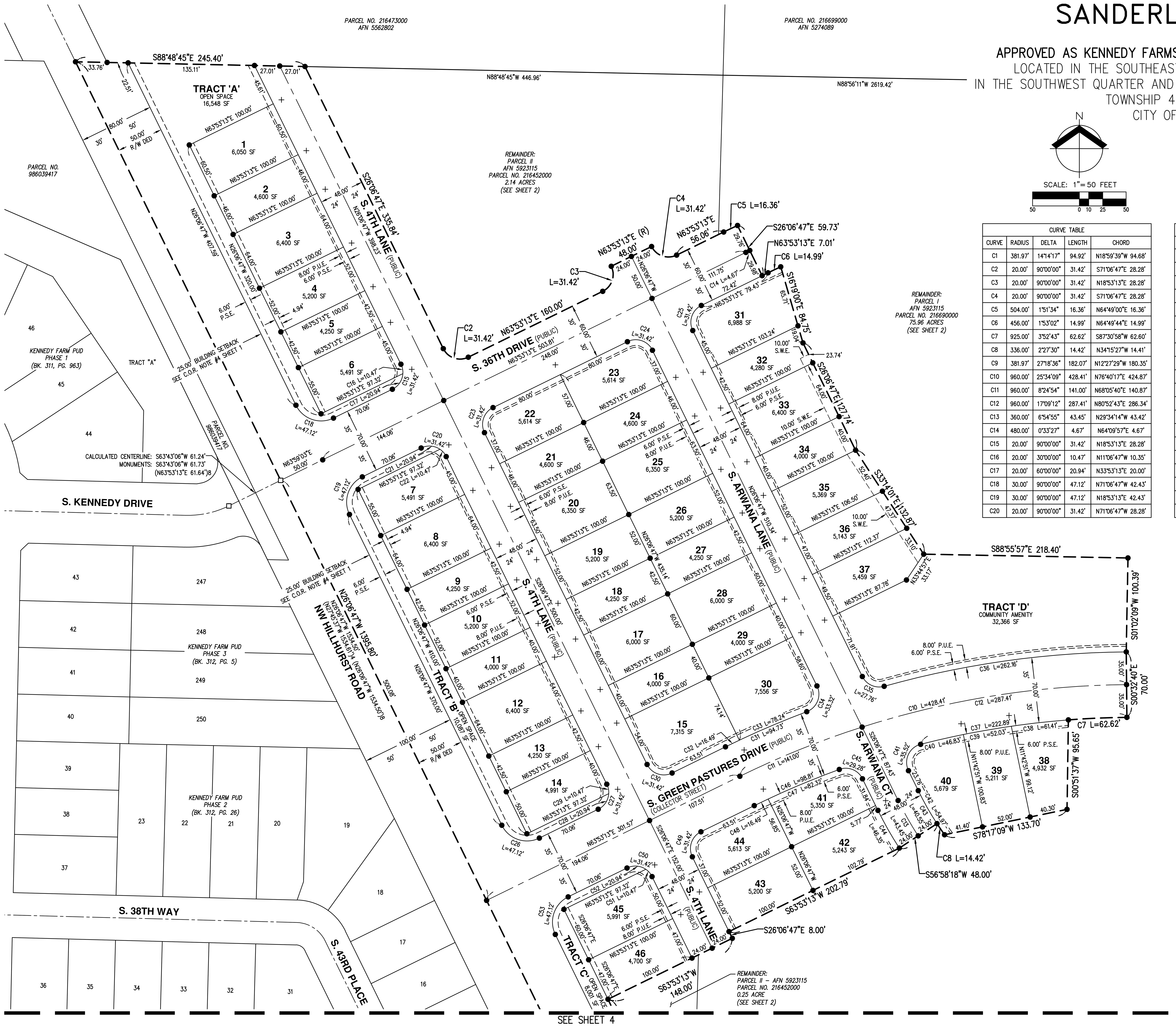
ENGINEERING · SURVEYING · NATURAL RESOURCES
FORESTRY · PLANNING · LANDSCAPE ARCHITECTURE

Attachment: Phase 1 Final Plat (Sanderling Park Phase 1 Final Plat)

SANDERLING PARK, A PLAT COMMUNITY

PHASE 1

APPROVED AS KENNEDY FARMS EAST PUD PER CITY OF RIDGEFIELD FINAL ORDER PLZ-18-0085
LOCATED IN THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 32 AND
IN THE SOUTHWEST QUARTER AND SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 33,
TOWNSHIP 4 NORTH, RANGE 1 EAST, WILLAMETTE MERIDIAN,
CITY OF RIDGEFIELD, CLARK COUNTY, WASHINGTON
MAY 2022



SEE SHEET 4

N

SCALE: 1"=50 FEET

50 0 10 25 50

BASIS OF BEARINGS

N01°36'05"E PER THE PLAT OF KENNEDY FARM PUD PHASE 1 RECORDED IN BOOK 331, PAGE 963, RECORDS OF CLARK COUNTY, WASHINGTON, ALONG THE WEST LINE OF THE NORTHWEST QUARTER OF SECTION 33, TOWNSHIP 4 NORTH, RANGE 1 EAST OF THE WILLAMETTE MERIDIAN BETWEEN THE MONUMENTS FOUND AT THE SOUTHWEST AND NORTHWEST CORNERS THEREOF.

CURVE TABLE				
CURVE	RADIUS	DELTA	LENGTH	CHORD
C1	381.97'	14°14'17"	94.92'	N18°59'39"W 94.68'
C2	20.00'	90°00'00"	31.42'	S71°06'47"E 28.28'
C3	20.00'	90°00'00"	31.42'	N18°53'13"E 28.28'
C4	20.00'	90°00'00"	31.42'	S71°06'47"E 28.28'
C5	504.00'	1°51'34"	16.36'	N64°49'00"E 16.36'
C6	456.00'	1°53'02"	14.99'	N64°49'44"E 14.99'
C7	925.00'	3°52'43"	62.62'	S87°30'58"W 62.60'
C8	336.00'	2°27'30"	14.42'	N34°15'27"W 14.41'
C9	381.97'	27°18'36"	182.07'	N12°27'29"W 180.35'
C10	960.00'	25°34'09"	428.41'	N76°40'17"E 424.87'
C11	960.00'	8°24'54"	141.00'	N68°05'40"E 140.87'
C12	960.00'	17°09'12"	287.41'	N80°52'43"E 286.34'
C13	360.00'	6°54'55"	43.45'	N29°34'14"W 43.42'
C14	480.00'	0°33'27"	4.67'	N64°09'57"E 4.67'
C15	20.00'	90°00'00"	31.42'	N18°53'13"E 28.28'
C16	20.00'	30°00'00"	10.47'	N11°06'47"W 10.35'
C17	20.00'	60°00'00"	20.94'	N33°53'13"E 20.00'
C18	30.00'	90°00'00"	47.12'	N71°06'47"W 42.43'
C19	30.00'	90°00'00"	47.12'	N18°53'13"E 42.43'
C20	20.00'	90°00'00"	31.42'	N71°06'47"W 28.28'

CURVE TABLE				
CURVE	RADIUS	DELTA	LENGTH	CHORD
C21	20.00'	60°00'00"	20.94'	N86°06'47"W 20.00'
C22	20.00'	30°00'00"	10.47'	N41°06'47"W 10.35'
C23	20.00'	90°00'00"	31.42'	N18°53'13"E 28.28'
C24	20.00'	90°00'00"	31.42'	N71°06'47"W 28.28'
C25	20.00'	90°00'00"	31.42'	N18°53'13"E 28.28'
C26	30.00'	90°00'00"	47.12'	N71°06'47"W 42.43'
C27	20.00'	90°00'00"	31.42'	N18°53'13"E 28.28'
C28	20.00'	60°00'00"	20.94'	N33°53'13"E 20.00'
C29	20.00'	30°00'00"	10.47'	N11°06'47"W 10.35'
C30	20.00'	90°00'00"	31.42'	N71°06'47"W 28.28'
C31	995.00'	5°27'18"	94.73'	N66°36'52"E 94.70'
C32	995.00'	0°56'58"	16.49'	N64°21'42"E 16.49'
C33	995.00'	4°30'19"	78.24'	N67°05'21"E 78.22'
C34	20.00'	95°27'18"	33.32'	N21°36'52"E 29.60'
C35	20.00'	79°31'39"	27.76'	N65°52'36"W 25.58'
C36	995.00'	15°05'46"	262.16'	N81°54'27"E 261.40'
C37	925.00'	13°48'22"	222.89'	N82°33'09"E 222.35'
C38	925.00'	3°48'14"	61.41'	N83°40'30"E 61.40'
C39	925.00'	3°13'23"	52.03'	N80°09'41"E 52.03'
C40	925.00'	2°54'02"	46.83'	N77°05'59"E 46.82'

CURVE TABLE				
CURVE	RADIUS	DELTA	LENGTH	CHORD
C41	20.00'	101°45'45"	35.52'	N24°46'06"E 31.03'
C42	336.00'	9°22'25"	54.97'	N30°47'59"W 54.91'
C43	336.00'	6°54'55"	40.55'	N29°34'14"W 40.53'
C44	384.00'	6°54'55"	46.35'	N29°34'14"W 46.32'
C45	20.00'	83°52'47"	29.28'	N68°03'10"W 26.73'
C46	925.00'	6°07'13"	98.81'	N66°56'50"E 98.76'
C47	925.00'	5°05'56"	82.32'	N67°27'28"E 82.29'
C48	925.00'	1°01'17"	16.49'	N64°23'52"E 16.49'
C49	20.00'	90°00'00"	31.42'	N18°53'13"E 28.28'
C50	20.00'	90°00'00"	31.42'	N71°06'47"W 28.28'
C51	20.00'	30°00'00"	10.47'	N41°06'47"W 10.35'
C52	20.00'	60°00'00"	20.94'	N86°06'47"W 20.00'
C53	30.00'	90°00'00"	47.12'	N18°53'13"E 42.43'
C54	381.97'	14°13'55"	94.88'	N18°59'50"W 94.64'
C55	381.97'	13°04'41"	87.19'	N05°20'32"W 87.00'

RLD-4 PUD LOT DIMENSIONAL STANDARDS	
MIN. LOT WIDTH DETACHED DWELLING	40'
MIN. FRONT YARD SETBACK	15'
MIN. SIDE YARD SETBACK	5'
MIN. REAR YARD SETBACK	10'
MIN. STREET SIDE SETBACK	10'
MIN. STREET SIDE SETBACK (COLLECTOR STREET)	15'
MIN. SETBACK NW HILLHURST RD (SEE C.O.R. NOTE #4 SHEET 1)	25'
MAX. BUILDING HEIGHT	35'
MAX BUILDING COVERAGE	50%
MAX. IMPERVIOUS SURFACE	60%

LEGEND

- ● SET 1/2" X 24" REBAR WITH YELLOW PLASTIC CAP INSCRIBED "AKS ENGR 48758"
- + SET BRASS SCREW WITH WASHER INSCRIBED "AKS ENGR 48758" IN THE CONCRETE CURB ON A PROJECTION OF THE LOT LINE 9.70' FROM THE FRONT LOT OR TRACT CORNER UNLESS NOTED OTHERWISE IN THE CURB SCREW TABLE
- □ FOUND 1/2" REBAR WITH YELLOW PLASTIC CAP INSCRIBED "RENTON 37535" AS SET PER THE PLAT OF KENNEDY FARM PUD PHASE 1 BK. 311, PG. 963; TIED 10/12/2021

AFN CLARK COUNTY AUDITOR'S FILE NUMBER

(R) RADIAL BEARING

L= CURVE ARC LENGTH

SF SQUARE FEET

P.T. POINT OF TANGENCY

C.O.R. CITY OF RIDGEFIELD

S.W.E. PRIVATE STORMWATER EASEMENT (SEE PLAT NOTES SHEET 1)

P.S.E. PUBLIC SIDEWALK EASEMENT (SEE NOTE SHEET 1)

P.U.E. PUBLIC UTILITY EASEMENT (SEE NOTE SHEET 1)

P.S.S.E. PUBLIC SANITARY SEWER EASEMENT (SEE PLAT NOTES SHEET 1)

R/W DED RIGHT-OF-WAY DEDICATION TO THE CITY OF RIDGEFIELD (SEE NOTE SHEET 1)

CURB SCREW OFFSET TABLE	
LOT LINE	OFFSET
6 / TRACT "A"	10.70'
7 / TRACT "B"	10.70'
14 / TRACT "B"	10.70'
15 / 30	11.70'
22 / 23	11.70'
39 / 38	11.70'
39 / 40	11.70'
41 / 44	11.70'
45 / TRACT "C"	10.70'

REFERENCES

( )1 RECORD INFORMATION PER ROS BK 19, PG 194
( )2 RECORD INFORMATION PER ROS BK 20, PG 95
( )3 RECORD INFORMATION PER ROS BK 21, PG 200
( )4 RECORD INFORMATION PER ROS BK 24, PG 33
( )5 RECORD INFORMATION PER PLAT BK H, PG 753
( )6 RECORD INFORMATION PER ROS BK 36, PG 157
( )7 RECORD INFORMATION PER ROS BK 42, PG 157
( )8 RECORD INFORMATION PER PLAT BK 311, PG 963
( )9 RECORD INFORMATION PER ROS BK 68, PG 200
( )10 RECORD INFORMATION PER SP BK 4, PG 195

SHEET 3 OF 4

TIMOTHY D. HOLLENBECK
STATE OF WASHINGTON
48758
REGISTERED
PROFESSIONAL LAND SURVEYOR
PRELIMINARY
05/05/2022

JOB NAME:	SANDERLING PARK
JOB NUMBER:	8939
DRAWN BY:	TDH
CHECKED BY:	JOH
DRAWING NO.:	8939CPLAT-PHS1

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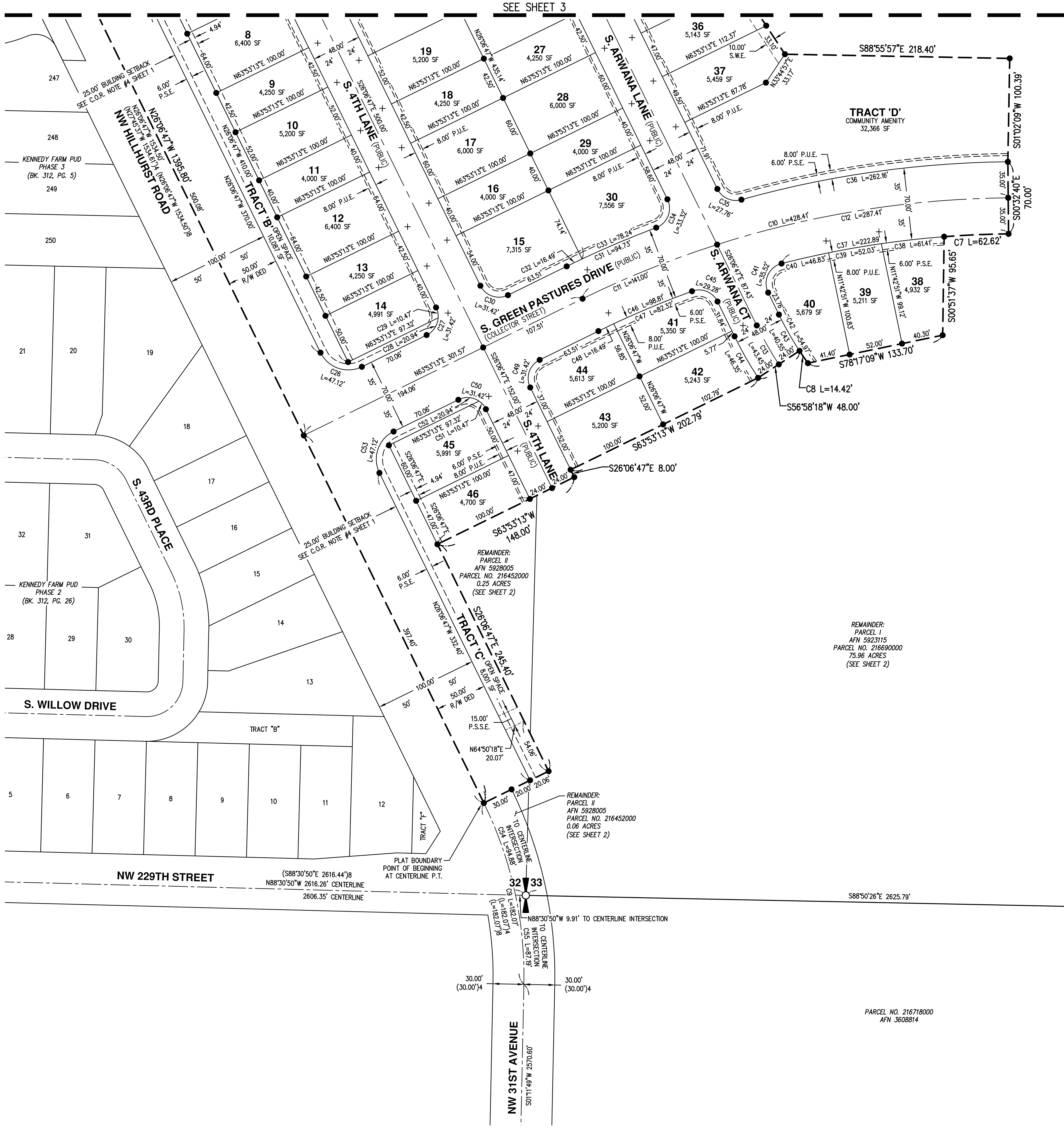

SANDERLING PARK, A PLAT COMMUNITY

PHASE 1

APPROVED AS KENNEDY FARMS EAST PUD PER CITY OF RIDGEFIELD FINAL ORDER PLZ-18-0085
LOCATED IN THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 32 AND
IN THE SOUTHWEST QUARTER AND SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 33,
TOWNSHIP 4 NORTH, RANGE 1 EAST, WILLAMETTE MERIDIAN,
CITY OF RIDGEFIELD, CLARK COUNTY, WASHINGTON
MAY 2022

N

SCALE: 1"= 50 FEET

50 0 10 25 50

BASIS OF BEARINGS

N01°36'05"E PER THE PLAT OF KENNEDY FARM PUD PHASE 1 RECORDED IN BOOK 331, PAGE 963, RECORDS OF CLARK COUNTY, WASHINGTON, ALONG THE WEST LINE OF THE NORTHWEST QUARTER OF SECTION 33, TOWNSHIP 4 NORTH, RANGE 1 EAST OF THE WILLAMETTE MERIDIAN BETWEEN THE MONUMENTS FOUND AT THE SOUTHWEST AND NORTHWEST CORNERS THEREOF.

CURVE TABLE

CURVE	RADIUS	DELTA	LENGTH	CHORD
C1	381.97'	14°14'17"	94.92'	N18°59'39"W 94.68'
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C17	20.00'	60°00'00"	20.94'	N33°53'13"E 20.00'
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C19	30.00'	90°00'00"	47.12'	N18°53'13"E 42.43'
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CURVE TABLE

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CURVE TABLE

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C55	381.97'	13°04'41"	87.19'	N05°20'32"W 87.00'

RLD-4 PUD LOT DIMENSIONAL STANDARDS	
MIN. LOT WIDTH DETACHED DWELLING	40'
MIN. FRONT YARD SETBACK	15'
MIN. SIDE YARD SETBACK	5'
MIN. REAR YARD SETBACK	10'
MIN. STREET SIDE SETBACK	10'
MIN. STREET SIDE SETBACK (COLLECTOR STREET)	15'
MIN. SETBACK NW HILLHURST RD (SEE C.O.R. NOTE #4 SHEET 1)	25'
MAX. BUILDING HEIGHT	35'
MAX BUILDING COVERAGE	50%
MAX. IMPERVIOUS SURFACE	60%

CURB SCREW OFFSET TABLE

LOT LINE	OFFSET
6 / TRACT "A"	10.70'
7 / TRACT "B"	10.70'
14 / TRACT "B"	10.70'
15 / 30	11.70'
22 / 23	11.70'
39 / 38	11.70'
39 / 40	11.70'
41 / 44	11.70'
45 / TRACT "C"	10.70'

LEGEND

- ● SET 1/2" X 24" REBAR WITH YELLOW PLASTIC CAP INSCRIBED "AKS ENGR 48758"
- + SET BRASS SCREW WITH WASHER INSCRIBED "AKS ENGR 48758" IN THE CONCRETE CURB ON A PROJECTION OF THE LOT LINE 9.70' FROM THE FRONT LOT OR TRACT CORNER UNLESS NOTED OTHERWISE IN THE CURB SCREW TABLE
- □ FOUND 1/2" REBAR WITH YELLOW PLASTIC CAP INSCRIBED "RENTON 37535" AS SET PER THE PLAT OF KENNEDY FARM PUD PHASE 1 BK. 311, PG. 963; TIED 10/12/2021

AFN CLARK COUNTY AUDITOR'S FILE NUMBER
(R) RADIAL BEARING
L= CURVE ARC LENGTH
SF SQUARE FEET
P.T. POINT OF TANGENCY
C.O.R. CITY OF RIDGEFIELD
S.W.E. PRIVATE STORMWATER EASEMENT (SEE PLAT NOTES SHEET 1)
P.S.E. PUBLIC SIDEWALK EASEMENT (SEE NOTE SHEET 1)
P.U.E. PUBLIC UTILITY EASEMENT (SEE NOTE SHEET 1)
P.S.S.E. PUBLIC SANITARY SEWER EASEMENT (SEE PLAT NOTES SHEET 1)
R/W DED RIGHT-OF-WAY DEDICATION TO THE CITY OF RIDGEFIELD (SEE NOTE SHEET 1)

REFERENCES

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( )10 RECORD INFORMATION PER SP BK 4, PG 195

TIMOTHY D. HOLLENBECK STATE OF WASHINGTON 48758 REGISTERED PROFESSIONAL LAND SURVEYOR
PRELIMINARY
05/05/2022

SHEET 4 OF 4

JOB NAME:	SANDERLING PARK
JOB NUMBER:	8939
DRAWN BY:	TDH
CHECKED BY:	JOH
DRAWING NO.:	8939CPLAT-PHS1

AKS ENGINEERING & FORESTRY, LLC
9600 NE 126TH AVE STE 2520
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ENGINEERING · SURVEYING · NATURAL RESOURCES
FORESTRY · PLANNING · LANDSCAPE ARCHITECTURE

Attachment: Phase 1 Final Plat (Sanderling Park Phase 1 Final Plat)