RIDGEFIELD CITY COUNCIL
MEETING AGENDA

Thursday, July 9, 2020
Teleconference
N/A, Ridgefield, WA 98604

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

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

II. CONSENT AGENDA

1. **Approval of Claims And/Or Payroll**
2. **Approval of Minutes from the June 25, 2020 Meeting**

III. BUSINESS

1. **Second Reading of Ordinance No. 1319 – Adoption of a Credit Against State Sales and Use Tax for Affordable Housing in the City of Ridgefield - Kirk Johnson, Finance Director**
2. **Second Reading of Ordinance No. 1320 – Approval of Parks Capital Facilities Plan - Bryan Kast, Public Works Director**

IV. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

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

V. 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 09, 2020

ITEM: CONSENT AGENDA

AGENDA ITEM TITLE: Approval of Claims And/Or Payroll

GOVERNING LEGISLATION:

Revised Code of Washington Title 35A

PREVIOUS COUNCIL ACTION TAKEN:

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

BACKGROUND:

Vendor claims

BUDGET/FINANCIAL IMPACTS:

See vendor detail attached

RECOMMENDED ACTION OR MOTION:

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

"I move to approve the consent agenda as presented"

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS: July 09, 2020 - Claims Report (PDF)

City of Ridgefield

Claims Payment Report

For Approval on: July 9, 2020

Sum of Amount Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total
ACCURATE AUTOMOTIVE	9	4456	Public Safety	Vehicle Maint - PD	152.29
ACCURATE AUTOMOTIVE Total					**152.29**
Andrews Heather	UB*00354	(blank)	Genl Govt/Facilities	Refund Check 012092-000 100 N 42nd Pl	72.90
Andrews Heather Total					**72.90**
ARAMARK UNIFORM & CAREER APPAREL GROUP IN	3470	60093	Public Safety	PD Sanitizer Credit	(467.51)
		b005198	Public Safety	Parks AED Pads & PD Sanitizer	480.52
			Public Works	Parks AED Pads & PD Sanitizer	324.06
ARAMARK UNIFORM & CAREER APPAREL GROUP INC Total					**337.07**
ARAMARK UNIFORM SERVICES	32	864534394	Genl Govt/Facilities	CH/PW/CDD/PD Floor Mats	7.36
			Public Safety	CH/PW/CDD/PD Floor Mats	4.47
			Public Works	CH/PW/CDD/PD Floor Mats	3.65
			Community Development	CH/PW/CDD/PD Floor Mats	3.91
		864534399	Genl Govt/Facilities	PW Uniforms/Floor Mats	3.07
			Public Works	PW Uniforms/Floor Mats	53.24
ARAMARK UNIFORM SERVICES Total					**75.70**
B AND L PAPER COMPANY	2165	31401	Genl Govt/Facilities	Disposable Gloves	21.64
				Dispenser Paper Towels - City Hall	68.29
B AND L PAPER COMPANY Total					**89.93**
Boddy Micah	UB*00355	(blank)	Genl Govt/Facilities	Refund Check 007207-000 1912 Falcon Dr	63.73
Boddy Micah Total					**63.73**
BUD CLARY CHEVROLET	654	13469	Genl Govt/Facilities	2020 Chevrolet Silverado	3,609.88
			Public Works	2020 Chevrolet Silverado	32,488.94
BUD CLARY CHEVROLET Total					**36,098.82**
CFM STRATEGIC COMMUNICATIONS INC.	2551	25414	Genl Govt/Facilities	Lobbyist - Feb 2020	5,200.00
CFM STRATEGIC COMMUNICATIONS INC. Total					**5,200.00**
CHMELIK SITKIN & DAVIS	3294	99202	Genl Govt/Facilities	Park Laundry Eval Remidiation - May 2020	62.00
CHMELIK SITKIN & DAVIS Total					**62.00**
CLARK COUNTY	102	CI016492	Judicial	Pre Trial Supervisions - May 2020	226.20
CLARK COUNTY Total					**226.20**
CLARK PUBLIC UTILITIES	110	7206-645-9-20200709	Public Works	N Abrams Park/E Division	140.77
		7206-605-3-20200709	Public Works	N 1st Cir & N 65th Ave - Park & Ride	63.47
		7206-580-8-20200709	Public Works	301 N 3rd Ave	41.00
			Community Development	301 N 3rd Ave	41.00
		7206-694-7-20200709	Public Works	255 S 56th Pl - Electricity	2,717.70
		7206-644-2-20200709	Public Works	City Park/Water Well	2,260.62
		7206-555-0-20200709	Public Works	109 W Division St - Electricity	127.71
		7206-643-4-20200709	Public Works	400 N Abrams Park Rd	1,193.16
		7206-578-2-20200709	Genl Govt/Facilities	230 Pioneer Ave	111.38

City of Ridgefield

Claims Payment Report
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CLARK PUBLIC UTILITIES	110	7206-456-1-20200709	Public Safety	116 N Main Avenue	126.98
		7206-648-3-20200709	Public Works	Municipal Lighting Lease	7,795.49
		7206-552-7-20200709	Public Works	214 S Riverview Dr	113.67
CLARK PUBLIC UTILITIES Total					**14,732.95**
CLEAN WORLD MAINTENANCE INC	3105	45066	Genl Govt/Facilities	Janitorial Services - PW	156.10
				Janitorial Services - City Hall	682.83
			Public Safety	Janitorial Services - PD	461.87
			Public Works	Janitorial Services - PW	337.41
CLEAN WORLD MAINTENANCE INC Total					**1,638.21**
COLUMBIA FORD	504	3-L1514 J108	Genl Govt/Facilities	2020 Ford Ranger	7,889.62
			Community Development	2020 Ford Ranger	23,668.87
COLUMBIA FORD Total					**31,558.49**
COLUMBIAN PUBLISHING	116	22158	Community Development	Vista Ridge Sub Hearing	160.20
COLUMBIAN PUBLISHING Total					**160.20**
COMCAST	2271	2271-202007-518	Genl Govt/Facilities	RACC Communications	72.15
			Public Works	RACC Communications	62.12
			Community Development	RACC Communications	260.63
COMCAST Total					**394.90**
DICK'S TIRE FACTORY	158	D62526	Public Safety	Vehicle Maint - PD	217.62
DICK'S TIRE FACTORY Total					**217.62**
FERGUSON ENTERPRISES INC # 8423	181	0864289-4	Genl Govt/Facilities	Water Meters	(747.26)
			Public Works	Water Meters	9,643.26
FERGUSON ENTERPRISES INC # 8423 Total					**8,896.00**
Freitag Dayna	UB*00348	(blank)	Genl Govt/Facilities	Refund Check 012754-000 144 N 44th Pl	30.00
Freitag Dayna Total					**30.00**
GLOBAL SECURITY & SAFETY COMMUNICATIONS IN	3447	4412493	Public Works	Overlook Park Equip Restocking Fee	650.61
GLOBAL SECURITY & SAFETY COMMUNICATIONS INC. Total					**650.61**
GRANT WILLIAMS	3419	3419-20200709A	Public Works	Mileage Reimb - Williams	96.60
			Community Development	Mileage Reimb - Williams	96.60
		3419-20200709B	Public Works	Mileage Reimb - Williams	38.64
			Community Development	Mileage Reimb - Williams	38.64
GRANT WILLIAMS Total					**270.48**
GRAY AND OSBORNE INC	207	20260.00-1	Community Development	Cloverhill Phase 7/8 - Final Plat	813.88
		20249.00-3	Public Works	Junction Booster Pump Station VFD - Construction	1,030.20
GRAY AND OSBORNE INC Total					**1,844.08**
H.D. FOWLER COMPANY	2036	I5494084	Public Works	Water Meters	1,236.15
H.D. FOWLER COMPANY Total					**1,236.15**
HALME EXCAVATING INC.	2746	2746-20200709	Genl Govt/Facilities	S 3rd Ave Improvements	(8,024.00)
			Public Works	S 3rd Ave Improvements	162,788.07
HALME EXCAVATING INC. Total					**154,764.07**
HOME DEPOT CREDIT CARD SERVICES	1805	5031673	Genl Govt/Facilities	Disinfecting Supplies	53.33
			Public Works	Parks Oper Supplies	79.31

City of Ridgefield

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HOME DEPOT CREDIT CARD SERVICES	**1805**	5031673	**Public Works**	Parks Tools	35.71
		8025015	**Community Development**	RACC - Front Counter	318.23
		8632991	**Genl Govt/Facilities**	Face masks	42.81
HOME DEPOT CREDIT CARD SERVICES Total					**529.39**
HONEY BUCKETS	**223**	551605483	**Genl Govt/Facilities**	Hand Washing Stations	31.92
			Public Works	Hand Washing Stations	426.65
		551506530	**Public Works**	Davis Park Port-a-Potty Credit	(223.50)
		551600078	**Public Works**	Davis Park Port-a-Potty	328.00
HONEY BUCKETS Total					**563.07**
Houle Melanie	**UB*00358**	(blank)	**Genl Govt/Facilities**	Refund Check 008623-000 3309 S 2nd Way	2.40
Houle Melanie Total					**2.40**
IMAGINEERING GRAHICS INC	**234**	20138	**Community Development**	Correction Notices	344.09
		20137	**Community Development**	Cert of Occupancy	195.13
IMAGINEERING GRAHICS INC Total					**539.22**
INDUSTRIAL SOFTWARE SOLUTIONS I LLC	**3318**	SIN006095	**Public Works**	Cust. First Software Renewal	558.26
INDUSTRIAL SOFTWARE SOLUTIONS I LLC Total					**558.26**
J2 BLUE PRINT SUPPLY	**243**	AR87052	**Genl Govt/Facilities**	Event Signs	117.07
		AR87054	**Genl Govt/Facilities**	Stakes for Event Signs	6.50
J2 BLUE PRINT SUPPLY Total					**123.57**
JEFFREY A LANCASTER	**1097**	16400	**Public Works**	Parks Irrigation Backflow Testing	700.00
JEFFREY A LANCASTER Total					**700.00**
L.N. CURTIS AND SONS	**3075**	INV397181	**Public Safety**	PD Uniforms - Martinez	32.47
L.N. CURTIS AND SONS Total					**32.47**
Leeling Holly	**UB*00353**	(blank)	**Genl Govt/Facilities**	Refund Check 010181-000 4109 N Pioneer Canyon Dr	70.65
Leeling Holly Total					**70.65**
MARTA L. OCHOA-RUTHERFORD	**3396**	450	**Judicial**	Interpreting Services	130.00
MARTA L. OCHOA-RUTHERFORD Total					**130.00**
MASONS SUPPLY COMPANY	**2051**	6036665-00	**Genl Govt/Facilities**	PW Small Tools	3.95
			Public Works	PW Small Tools	52.74
MASONS SUPPLY COMPANY Total					**56.69**
Mayberry William & Jessica	**UB*00349**	(blank)	**Genl Govt/Facilities**	Refund Check 010042-000 517 N 40th Ave	100.00
Mayberry William & Jessica Total					**100.00**
Mcdonnell Jennifer	**UB*00359**	(blank)	**Genl Govt/Facilities**	Refund Check 006938-000 1180 S 7th Cir	5.80
Mcdonnell Jennifer Total					**5.80**
MJB CONSULTING INC	**3117**	1923	**Genl Govt/Facilities**	State Lobbyist - June 2020	2,500.00
		1915	**Genl Govt/Facilities**	State Lobbyist - May 2020	2,500.00
MJB CONSULTING INC Total					**5,000.00**
NAPA AUTO PARTS	**498**	188162	**Genl Govt/Facilities**	PW Shop Tools	6.68
			Public Works	PW Shop Tools	89.29
		186985	**Public Works**	Equipment Maint - Flail Mower	56.19
		188157	**Public Works**	Equipment Maint - Parks Trailer	39.19
		187872	**Community Development**	Vehicle Maint - 2014 Ford Escape	68.52

City of Ridgefield

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NAPA AUTO PARTS Total					**259.87**
NORTHSTAR CHEMICAL INC.	**1019**	171887	**Public Works**	Sodium Hypochlorite	868.28
NORTHSTAR CHEMICAL INC. Total					**868.28**
Olson Jonathan & Roxanne	**UB*00351**	(blank)	**Genl Govt/Facilities**	Refund Check 010242-000 406 N Horns Corner Dr	70.26
Olson Jonathan & Roxanne Total					**70.26**
PACIFIC OFFICE AUTOMATION	**1564**	68427472	**Genl Govt/Facilities**	RACC Copier Lease	19.97
				PW Shop Printer	5.72
				City Hall Copier Lease	575.35
			Public Works	RACC Copier Lease	267.71
				PW Shop Printer	76.49
			Community Development	RACC Copier Lease	287.68
PACIFIC OFFICE AUTOMATION Total					**1,232.92**
PATRICK HILDRETH BRAND AND DESIGN	**2372**	1699	**Information Technology**	Q2.2020 - Web Maintenance	200.00
PATRICK HILDRETH BRAND AND DESIGN Total					**200.00**
PURCHASE POWER	**356**	34230540	**Genl Govt/Facilities**	Postage	500.00
PURCHASE POWER Total					**500.00**
Rotschy Inc.	**UB*00350**	(blank)	**Genl Govt/Facilities**	Refund Check 010953-003 Hydrant Meter	177.75
Rotschy Inc. Total					**177.75**
Rotschy Inc.	**UB*00356**	(blank)	**Genl Govt/Facilities**	Refund Check 011016-008 Hydrant Meter 3807 Pioneer St	229.60
Rotschy Inc. Total					**229.60**
SANDY'S SIGN AND DESIGN	**556**	202-20	**Public Works**	Street Signs	211.38
SANDY'S SIGN AND DESIGN Total					**211.38**
SPRINGBROOK SOFTWARE LLC	**3444**	INV-003334	**Public Works**	Customer Web Payments	1,687.00
SPRINGBROOK SOFTWARE LLC Total					**1,687.00**
THE MASTERS TOUCH LLC	**1786**	P70029	**Public Works**	Delinquent Utility Stmts Postage - June 2020	144.00
		70029	**Public Works**	Delinquent Utility Stmts - June 2020	343.68
THE MASTERS TOUCH LLC Total					**487.68**
THE PARR COMPANY	**964**	26510007	**Genl Govt/Facilities**	Events Benches	72.84
THE PARR COMPANY Total					**72.84**
TIREHUB LLC	**3067**	13530186	**Public Safety**	PD Tires	637.06
		13528922	**Public Safety**	PD Tires	637.06
TIREHUB LLC Total					**1,274.12**
USA BLUEBOOK	**444**	266868	**Public Works**	Storm Supplies/Manhole Tools	464.31
USA BLUEBOOK Total					**464.31**
Wells Amy	**UB*00352**	(blank)	**Genl Govt/Facilities**	Refund Check 009667-001 3398 S Coopers Dr	33.85
Wells Amy Total					**33.85**
WELLWORKS FOR YOU	**3414**	10237	**Human Resources**	Wellness Program - June 2020	356.00
WELLWORKS FOR YOU Total					**356.00**
Wright Anthony David & Barbara	**UB*00357**	(blank)	**Genl Govt/Facilities**	Refund Check 006652-000 2901 S Cornett Dr	4.32
Wright Anthony David & Barbara Total					**4.32**
Grand Total					**275,314.10**

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE: July 09, 2020

ITEM: CONSENT AGENDA

AGENDA ITEM TITLE: Approval of Minutes from the June 25, 2020 Meeting

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AGENDA ITEM TITLE:

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

GOVERNING LEGISLATION:

Not applicable

PREVIOUS COUNCIL ACTION TAKEN:

Not applicable

SUMMARY/BACKGROUND:

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

BUDGET/FINANCIAL IMPACTS:

Not applicable

RECOMMENDED ACTION OR MOTION:

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

1. "I move to approve the consent agenda"

STAFF CONTACT: Julie Ferriss, City Clerk

ATTACHMENTS: 06-25-2020 (PDF)

CITY OF RIDGEFIELD, WASHINGTON
City Council MEETING MINUTES
June 25, 2020

Regular Meeting - 6:30 PM

GENERAL SESSION CALL TO ORDER - 6:30 PM

CITY COUNCIL JOINT THE MEETING VIA TELECONFERENCE

ROLL CALL

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

LATE CHANGES TO THE AGENDA

CONSENT AGENDA - MOTION TO APPROVE AS PRESENTED.

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

1. **Approval of Claims And/Or Payroll**
2. **Approval of Minutes from the June 11, 2020 Meeting**

BUSINESS

1. **First Reading of Ordinance No. 1318 - RMC 3.80 Donations of Money and Other Property - Kirk Johnson, Finance Director**

   RMC 3.80 provides the mechanism and process for the City to accept donations of money or other property. In the current form the code adds additional burden to staff and council proceedings by not clarifying donated items and dollar/value thresholds. Staff are recommending an update to the code and an accompanying donation policy to be enacted by Resolution. The combination code update and policy would create more efficiency to the process, while bringing the ability to accept donated items or cash, in line with similar Washington Municipalities. Currently all donated monetary or property items with a value of $100 or more must go to council prior to acceptance. Staff are proposing council adopt code and policies allowing the City Manager or designee to accept donations up to a value of $25,000. For items over $25,000 council could accept through approval of the consent agenda. Comparable municipalities value thresholds are from $500 - $100,000. Battle Ground Washington has a threshold of $25,000. In addition, the code and policy changes add additional clarity to monetary, non-monetary and in-kind donations. Additional detail includes responsibility for record keeping and deposit of donations to the appropriate funds. Staff would present an annual report to council summarizing monetary and non-monetary donations received during the prior fiscal period. Refer to following business item, motion to adopt Financial Policy #11: Donations

MOTION: MOVED TO WAIVE THE SECOND READING AND ADOPT ORDINANCE NO. 1318 AS PRESENTED.

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

2. Resolution No. 580 – Adopt Financial Policy #11: Donations - Kirk Johnson, Finance Director

MOTION: MOVED TO ADOPT RESOLUTION NO. 580 AS PRESENTED.

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

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

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

City Council discussion.

First reading conducted.

4. First Reading of Ordinance No. 1320 – Approval of Parks Capital Facilities Plan - Bryan Kast, Public Works Director

In 2019, the City began a process to update the 2014 Parks & Recreation Comprehensive Plan to meet the Recreation and Conservation Office (RCO) grant program requirements and to develop an updated Capital Facilities Plan based on current system needs. Conservation Technix, who completed the 2014 plan update, was selected for the 2020 update as well. The Park comprehensive plan was adopted by the council earlier this year, and the associated Capital Facilities Plan is now ready for adoption via ordinance. Key changes to the 2020 Parks Capital Facilities Plan include removal of projects that have been completed and the addition of key projects including the Smythe Road Trail, a new Skate Park, Acquisition of 3 new neighborhood parks, development of 2 neighborhood parks, acquisition and development of a new community park on the east side of the City, and development of Horns Corner and Refuge Park.

City Council discussion.

First reading conducted.

COUNCIL/PRESIDING OFFICER/STAFF REPORTS

Council

Council Member Wells - Participated in the wetlands project with Lions Club members, Port of Ridgefield meeting.
Council Member Ziemer - Participated in the wetlands project with fellow Lion Club members.
Council Member Aichele - Participated in the wetlands project with fellow Lion Club members.
Council Member Lindsay - Attended virtual AWC Business meeting.
Council Member Onslow - Participated in the wetlands project with Lions Club members and flag installation project, briefing with City Manager, Alliance Board meeting, AWC Board meeting.
Council Member Day - Attended virtual library board meeting, Port of Ridgefield meeting, participated in the wetlands project with Lions Club member, America Walks webinar, briefing with City Manager.

Mayor

School District Bond update provided.

City Manager

City Manager Steve Stuart - 4th of July event update, COVD-19 update.
Finance Director Kirk Johnson - Investment portfolio report provided, CARES Act update, Save & Shop Local update.
Public Works Director Bryan Kast - Parks update.
Police Chief John Brooks - Cowlitz Tribe donation for new police vehicle update.

ADJOURN - 7:36 PM

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Julie Ferriss, City Clerk Don Stose, Mayor

Attachment: 06-25-2020 (Approval of Minutes)

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE:	July 09, 2020
ITEM:	BUSINESS
AGENDA ITEM TITLE:	An Ordinance of the City of Ridgefield, Washington, Imposing the Local Sales and Use Tax Authorized Under laws of 2019, Ch. 338 (House Bill 1406) to be Used for the Affordable Housing and Related Purposes Set Forth Therein; and Providing For other Matters Properly Relating Thereto.

GOVERNING LEGISLATION:
RCW 35A.11.020 (Powers Vested in Legislative Bodies of Noncharter and Charter Code Cities); RCW 82.14 (Local Retail Sales and Use Taxes); Substitute House Bill 1406 (Chapter 338, Laws of 2019)

PREVIOUS COUNCIL ACTION TAKEN:
Adopted Resolution No. 567 declaring the intent to adopt a sales and use tax credit against State sales tax for affordable housing on December 19, 2019. Council conducted the first reading of Ordinance No. 1319 on June 25, 2020.

SUMMARY/BACKGROUND:
During the 2019 regular legislative session, the Washington State Legislature approved, and the Governor signed, Substitute House Bill 1406 (Chapter 338, Laws of 2019) ("SHB 1406") creating a sales and use tax, revenue-sharing program for local investments in affordable housing.

SHB 1406 authorizes the governing body of a city or county to impose a local sales and use tax for the acquisition, construction or rehabilitation of affordable housing or facilities providing supportive housing, and for the operations and maintenance costs of affordable or supportive housing, and for cities of 100,000 or less for providing rental assistance to tenants.

The sales and use tax must be used to assist persons whose income is at or below 60 percent of the City median income.

The sales and use tax provided to the City under SHB 1406 will be credited against the state share of sales taxes collected within the City and, therefore, will not result in higher sales and use taxes within the City and will represent an additional source of funding to address housing needs in the City.

To adopt the use of this funding source, the City Council must pass a Resolution of intent by January 27, 2020 (Adopted Resolution No. 567 on December 19, 2019) and within twelve months of the effective date of SHB 1406, or July 27, 2020, must adopt legislation to authorize the maximum capacity of the tax. If the City does not adopt an

Ordinance imposing the sales and use tax credit against state sales tax, the option will not be available for consideration in the future.

If the City adopts legislation by July 27, 2020, they have 3 options to consider for the funding.

1) Administer a city led grant program for acquisition, construction or rehabilitation of affordable housing or facilities providing supportive housing, and for the operations and maintenance costs of affordable or supportive housing, and for cities of 100,000 or less for providing rental assistance to tenants. Funding could be used to pay debt service on bonds issued for affordable housing. The city would be required to pay all administrative cost from the General Fund.
2) Pass the funds through to a non-profit (Clark County is considering passing through to Vancouver Housing Authority). VHA would be responsible for administrative costs.
3) Enter into an interlocal agreement with Clark County and Vancouver (only entities who have adopted the Ordinance to date in the county) to form a committee and do a shared grant program in Clark County. Each jurisdiction would contribute administrative costs to the committee, paid from General Fund.

Benefits

Adopting the Ordinance allows the City Council to have a say in how the funding is used.
Administration of funding option through city provides additional services to residents not currently offered.
Pass through to VHA allows council to request additional assistance to Ridgefield residents from VHA. Ridgefield has a voice in regional priorities for affordable housing.
The new funding source could be leveraged as match for affordable housing grants.

Drawbacks

Administrative costs may outweigh the benefits of the sales tax credit if the city decides to administer their own program.
The funding from the sales tax credit cannot be used for administrative costs. General Fund allocation would be required to administer the program.
The City would need to develop a new program and tracking mechanism for use of the restricted funds.
Existing staffing in Community Development would be reallocated to program administration.
Available funding gives the City a voice but is small on a pro rata comparison to the County and Vancouver for regional decisions.

The City must submit annual reports on the collection and uses of the revenue to the Department of Commerce.

If the City declines to adopt the Ordinance imposing the sales and use tax credit against the State portion of taxes generated in Ridgefield, the County would receive the full amount of 0.0146%. The County is considering 3 options similar to what options the City has.

1) Implement their own grant program. They are estimating $35,000 - $40,000 in administrative cost from the General Fund if this option is selected.
2) Pass the funding through to the VHA. VHA would cover all administrative costs and use funding to leverage grant opportunities. This is the most likely choice per the County.
3) Enter into an interlocal agreement with all entities who impose the tax and form a joint committee to administer the funding.

BUDGET/FINANCIAL IMPACTS:
MRSC estimates the City of Ridgefield can collect $22,098 annually or $441,962 over 20 years at a sales and use tax credit of 0.0073%.

RECOMMENDED ACTION OR MOTION:
Staff recommends Council adopt Ordinance No. 1319 by making the following motion:

"I move to adopt Ordinance No. 1319, as presented."

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

ORDINANCE NO. 1319

AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON, IMPOSING THE LOCAL SALES AND USE TAX AUTHORIZED UNDER LAWS OF 2019, CH. 338 (HOUSE BILL 1406) TO BE USED FOR THE AFFORDABLE HOUSING AND RELATED PURPOSES SET FORTH THEREIN; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

WHEREAS, in the 2019 Regular Session, the Washington State Legislature approved, and the Governor signed, Substitute House Bill 1406 (chapter 338, Laws of2019) ("SHB 1406"), a revenue program with local governments for affordable housing; and

WHEREAS, SHB 1406 authorizes the governing body of a city with a population of 100,000 or less to impose a local sales and use tax for the acquisition, construction or rehabilitation of affordable housing or facilities providing supportive housing, operations and maintenance costs of affordable or supportive housing, or rental assistance to tenants; and

WHEREAS, the tax will be credited against existing state sales taxes collected within the City and, therefore, will not result in higher sales and use taxes within the City and will represent an additional source of funding to address housing needs in the City; and

WHEREAS, the tax must be used to assist persons whose income is at or below sixty percent of the City median income; and

WHEREAS, the City has identified a housing affordability crisis, with 47% of all Ridgefield households identified as cost-burdened, coupled with a vacancy rate below 1%, and has determined that imposing the sales and use tax to address this need will benefit its citizens; and

WHEREAS, in order for a city or county to impose the tax, within six months of the effective date of SHB 1406, or January 28, 2020, the governing body must adopt a resolution of intent to authorize the maximum capacity of the tax, and within twelve months of the effective date of SHB 1406, or July 28, 2020, must adopt legislation to authorize the maximum capacity of the tax; and

WHEREAS, the Ridgefield City Council, in accordance with SHB 1406, has adopted Resolution 567 on December 19, 2019, a resolution of intent to adopt legislation to authorize the maximum capacity of sales and use tax; and

WHEREAS, the City wishes to impose the maximum local sales and use tax authorized under SHB 1406;

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

Section 1. Findings. The City Council (the "Council") of the City of Ridgefield, Washington (the "City''), makes the following findings and determinations:

1.1 - SHB 1406 authorizes cities to adopt a sales and use tax increase of 0.0146% (the "State-Shared Affordable Housing Sales and Use Tax"), provided that the revenues are dedicated to the affordable housing purposes as defined in that statute. Upon adoption of the increase, the tax imposed will be deducted from the amount of State sales and use tax otherwise required to be collected within the City, subject to the annual cap described in that statute.

1.2 - The Council on December 19, 2019 adopted Resolution 567 (the "Resolution of Intent") declaring its intent to authorize the maximum capacity of the tax authorized under SHB 1406.

1.3 - The City currently does not impose a Qualifying Local Tax: the sales and use tax for housing and related services authorized under RCW 82.14.530 at a rate of at least 0.0 I% (one-tenth of one percent), and does not qualify for the full 0.0146% rate.

1.4 - The Council finds that the City has satisfied all prerequisites to imposing the State-Shared Affordable Housing Sales and Use Tax at a rate of 0.0073% and finds it in the City's best interest to begin imposing the tax.

Section 2. New RMC Chapter 3.10 Established. That a new chapter of the Ridgefield Municipal Code is hereby adopted as follows:

3.10.010 Affordable Housing Sales and Use Tax Imposed.
A. - Tax Imposed. The State-Shared Affordable Housing Sales and Use Tax shall be imposed at a rate of 0.0073% of the selling price in the case of a sales tax, or value of the article used, in the case of a use tax upon every taxable event, as defined in Chapter 82.14 RCW occurring within the City of Ridgefield. The tax shall be imposed upon and collected from persons from whom the State of Washington sales tax or use tax is collected pursuant to Chapter 82.02 and 82.12 RCW.

B. Effective Date. The tax shall become effective as of September 1, 2020 (the first day of the first month that is at least thirty days after the Department of Revenue receives notice of the change) or the earliest practicable date consistent with RCW 82. 14.055.

3.10.020 Use of State-Shared Affordable Housing Sales and Use Tax Receipts. All proceeds from the State-Shared Affordable Housing Sales and Use Tax shall be used for the affordable housing purposes as defined in SHB 1406, as it may be amended from time to time, which currently includes the following restrictions:

(a) Revenues may only be used for (i) acquiring, rehabilitating, or constructing affordable housing, which may include new units of affordable housing within an existing structure or facilities providing supportive housing services under RCW 71.24.385; (ii) funding the operations and maintenance costs of new units of affordable or supportive housing; or (iii) for providing rental assistance to tenants.

(b) The housing and services funded by these revenues may only be provided to persons whose income is at or below 60% of the median income of the City.

(c) The City's Planning Commission or their designee is authorized to develop and recommend to the City Council for adoption policies and procedures for administering the use of such funds and for measuring and determining compliance with the income and other use restrictions, which shall consider the income of the individuals and families to be served, the leveraging of the resources made available under this section, and the housing needs within the City.

3.10.030 Expiration Date. The tax imposed by this Chapter expires twenty years after the date on which the tax is first imposed.

Section 3. Administration. The City Clerk is directed to cause a certified copy of this ordinance to be delivered to the State of Washington Department of Revenue and any other public officers or agencies required by law. The City Manager and Finance Director are authorized and directed to enter into such contracts with and provide such notices to the State Department of Revenue and other appropriate state or local agencies for the collection and distribution of receipts of the tax imposed by this ordinance as may be necessary or convenient consistent with chapter 82.14 RCW and other applicable law.

Section 4. Ratification. All actions taken in furtherance of and not inconsistent with this ordinance are ratified and confirmed in all respects.

Section 5. Severability. If any portion of this ordinance is declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect the validity of the remaining portion(s) of this ordinance.

Section 6. Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 7. Effective Date. This ordinance shall be in full force and effect five (5) calendar days after adoption and publication pursuant to law.

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON ON THE 25th DAY OF JUNE, 2020.

____
Don Stose,
Mayor

ATTEST:

____
Julie Ferriss,
City Clerk

APPROVED AS TO FORM:

____
Janean Parker,
City Attorney

First Reading:	June 25, 2020
Second Reading	July 9, 2020
Date of Publication:	July 15, 2020
Effective Date:	July 20, 2020

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE: July 09, 2020

ITEM:

AGENDA ITEM TITLE: AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON Adopting AMENDMENTS to the City's Parks Capital Facilities Plan

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GOVERNING LEGISLATION: N/A

PREVIOUS COUNCIL ACTION TAKEN: Adoption of the 2020 Comprehensive Park & Recreation Plan Update via Resolution 572 on March 12, 2020.

SUMMARY/BACKGROUND: In 2019, the City began a process to update the 2014 Parks & Recreation Comprehensive Plan to meet the Recreation and Conservation Office (RCO) grant program requirements and to develop an updated Capital Facilities Plan based on current system needs. Conservation Technix, who completed the 2014 plan update, was selected for the 2020 update as well. The Park comprehensive plan was adopted by the council earlier this year, and the associated Capital Facilities Plan is now ready for adoption via ordinance.

Key changes to the 2020 Parks Capital Facilities Plan include removal of projects that have been completed and the addition of key projects including the Smythe Road Trail, a new Skate Park, Acquisition of 3 new neighborhood parks (gap areas B, G and F), development of 2 neighborhood parks (gap areas B and F), acquisition and development of a new community park on the east side of the City (gap area C), and development of Horns Corner and Refuge Park.

BUDGET/FINANCIAL IMPACTS:
The Capital Facilities Plan calculates the recommended PIF rate in two ways, a standards based approach that uses the service standards adopted by the Park Comprehensive plan, projected population growth and estimated unit costs for park facilities, and an improvement based approach that uses the estimated costs for the projects in the Capital Facilities Plan, less the costs of non-growth related repairs or renovations to existing parks.

The Standards Based approach gives a PIF rate of $3,491 per residential unit, and the improvement based approach gives a PIF rate of $3,336 per residential unit. The current PIF rate is established at $3,271.71.

Staff recommends establishing the PIF rate based on the improvement based approach at $3,336

RECOMMENDED ACTION OR MOTION:
Staff recommends Council adopt Ordinance No. 1320 by making the following motion:

"I move to adopt Ordinance No. 1320, as presented."

STAFF CONTACT: Bryan Kast, Public Works Director

ATTACHMENTS:
Ridgefield Parks CFP (PDF)
Ridgefield PIF Study 2020 (PDF)
2020 PIF Comp (XLSX)

ORDINANCE NO. 1320

AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON ADOPTING AMENDMENTS TO THE CITY'S PARKS CAPITAL FACILITIES PLAN

WHEREAS, on December 19, 2019, the Ridgefield City Council adopted Ordinance No. 1305 that adopted the 2019 updates to the Ridgefield Urban Area Comprehensive Plan ("RUACP"), which incorporated by reference the City's adopted parks and transportation capital facilities plans to implement the policies of the City's Comprehensive Plan; and

Whereas, additional updates to the City's Parks Capital Facilities Plan is needed to reflect changes in the City's parks and open space plans due to rapid growth and for consistency with the 2020 City of Ridgefield Parks, Recreation & Open Space Plan; and

Whereas, the Ridgefield Parks Board considered revisions to the City of Ridgefield Parks, Recreation & Open Space Plan and Parks Capital Facilities Plan during its meeting on February 12, 2020 during which time, the public was invited to give written and verbal input on the plan; and

Whereas, the Ridgefield Parks Board has forwarded a recommendation to the City Council to adopt amendments to the City's Parks Capital Facilities Plan; and

Whereas, the City Council finds that the proposed Parks Capital Facilities Plan is consistent with the City's adopted Comprehensive Plan and is sufficient to provide necessary facilities to serve growth forecast in the Comprehensive Plan; and

Whereas the Ridgefield City Council took public testimony and held a first reading of the ordinance adopting the Parks Capital Facilities Plan on June 25, 2020;

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

Section 1. **Public Interest.** The City Council for the City of Ridgefield, Washington finds, that it is in the public interest to revise the City's Parks Capital Facilities Plan in order to assure that the City parks and open space plan reflects updated circumstances in light of recent rapid growth.

Section 2. **Findings of Fact**. Each and every of the recitals contained in the 'whereas' clauses of the preamble to this ordinance are hereby adopted as findings of fact and incorporated herein fully by reference.

Section 3. **Adoption of the Updated Ridgefield Parks Capital Facilities Plan.** The City Council hereby adopts the updated Ridgefield Parks Capital Facilities Plan, attached hereto as Exhibit A, superseding all previously adopted Capital Facilities Plans.

Section 4. **Adoption of Park Impact fee.** The City Council hereby adopts the updated Park Impact Fee (PIF) of $3,336 as calculated using the Improvements Based Approach as calculated in the Park Impact Fee Rate Study attached hereto as Exhibit B.

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

Section 6. **Severability**. Any provision of this ordinance or its application to any person, legal entity, or circumstance is held invalid, the remainder of the ordinance or its application to other persons, legal entities, or circumstances is not affected.

Section 7. **Effective Date**. This ordinance shall be in full force and effect thirty (30) calendar days after adoption and publication pursuant to law.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS 9th DAY OF July, 2020.

CITY OF RIDGEFIELD

____
Mayor, Don Stose

ATTEST:

____
Julie Ferriss
City Clerk

APPROVED AS TO FORM:

____
Janean Parker, City Attorney

First reading: 6-25-2020
Second Reading/Passage:
Date of Publication:
Effective Date:

2020-2025 Parks & Recreation Capital Facilities Plan

BACKGROUND

The purpose of the Parks and Recreation element of the City's Capital Facilities Plan (CFP) is to prioritize park projects together with a financing plan for the next six years. The CFP is the critical path the City must follow in order to carry out the City's vision for parks as articulated in the City's 2020 Parks, Recreation and Open Space Plan, expressed as follows:

> *"Ridgefield envisions an interconnected community with a park, trail, and greenway system that contributes to the City's small town character, provides a variety of recreation opportunities, and is an integral part of the community."*

This vision provided the foundation for the goals, objectives, recommendations and guidelines found in the 2016 Ridgefield Urban Area Comprehensive Plan and the 2020 Parks, Recreation and Open Space (PROS) Plan. This Capital Facilities Plan implements the City's Comprehensive Plan and the 2020 PROS Plan by elevating park priorities based on current needs and available funding sources. While the 2020 PROS Plan has a six-year horizon and is broad in perspective, this CFP should be updated on an annual basis to reflect completed projects, revisions to funding allocations and as a component of the Parks Board's work program.

This parks element of the CFP is intended to be realistic in terms of its ability to implement projects based on available funding and balanced together with the city-wide demands. To accomplish this, park priorities are organized based not only on need derived from adopted level-of-service standards, but also on funding opportunities such as grants. The most important component of this document is the "Six-Year Capital Facilities Plan" (Table 5) located toward the end of this chapter. The other sections in this chapter provide a basis for the six-year CFP and are more fully developed in the 2020 PROS Plan.

This document is organized by the following sections:

- **Regulatory Requirements:** Provides an overview of state policies.
- **Inventory:** Describes the amount and type of park and recreation facility resources.
- **Level of Service & Future Demand:** Provides an analysis of park needs based on the level-of-service standards.
- **Six-Year Capital Facilities Plan:** Identifies park priorities for the next six years and associated financing.
- **Intergovernmental Coordination Opportunities:** Describes potential opportunities for interagency coordination for park and recreation facility enhancements.
- **Financing Sources:** Lists potential revenue options for park capital improvements.

REGULATORY REQUIREMENTS

Washington State Growth Management Act

The state Growth Management Act (GMA) establishes many of the requirements for the capital facilities element (or chapter) to the Comprehensive Plan. GMA establishes an overall goal to "ensure that those public facilities and services necessary to support development shall be adequate to serve the development at the time the development is available for occupancy and use without decreasing current service levels below locally established minimum standards" (RCW 36.70A.020).

GMA requires that the capital facilities element include an inventory of existing publicly owned capital facilities, a forecast for the future needs for new or expanded facilities, and a six-year plan to indicate from what sources the identified future facilities will be financed (RCW 36.70a.070(3)). GMA defines public facilities to include roadways, street lighting, sidewalks, traffic signals, domestic water systems, storm and sanitary sewer systems, parks and recreational facilities, and schools. The capital facilities element is intended to provide a general assessment of major public services which impact land use issues, rather than a detailed analysis of every service provided by government.

Additionally, GMA adds that the park and recreation element that implements, and is consistent with, the capital facilities plan element include an estimates of park and recreation demand for at least a ten-year period, an evaluation of facilities and service needs, and an evaluation of intergovernmental coordination opportunities to provide regional approaches for meeting park and recreational demand (RCW 36.70a.070(8)).

PARKS & RECREATION INVENTORY

Parks & Greenways

The City of Ridgefield currently provides 127 acres of public parks and recreation facilities distributed among 29 sites and with an additional number of greenway parcels that comprises over 101 acres of conserved public open space. This system of parks supports a range of active and passive recreation experiences. In addition, the City provides athletic fields for soccer and baseball, a skate park and approximately 11.3 miles of trails.

Ridgefield residents also can access additional parks, trails, open spaces and recreational facilities provided by the Ridgefield Wildlife Refuge, the Port of Ridgefield, Clark County, the Ridgefield School District and other entities.

The City currently does not currently offer recreation programs, although organized sports are provided by private youth leagues, and the School District offers some additional programming for adults through the community education program

Parkland is classified to assist in planning for the community's recreational needs. The Ridgefield park system is composed of a hierarchy of various park types, each offering recreation and/or natural area opportunities. Separately, each park type may serve only one function, but collectively the system will serve the full range of community needs. Classifying parkland by function allows the City to evaluate its needs and to plan for an efficient, cost effective and usable park system that minimizes conflicts between park users and adjacent uses. The maps on pages 13 and 14 identify the locations of existing and proposed parks and trails in Ridgefield, and Table 1 on the following page shows total park land inventory based on size and park classification.

Table 1. Existing Inventory: City-owned Park Lands

Park Type / Name	Classification	Acreage
Community Parks		
Abrams Park	Community	44.20
Greely Farms (undeveloped)	Community	2.12
Horns Corner Community Park (undeveloped)	Neighborhood	8.07
Ridgefield Outdoor Rec Center	Community	35.00
Neighborhood Parks		
Boyse Park (undeveloped)	Neighborhood	5.28
Canterbury Trails (undeveloped)	Neighborhood	1.00
Davis Park	Neighborhood	0.48
Hayden Park	Neighborhood	1.72
NP-6 Park (undeveloped)	Neighborhood	16.60
Rose Homestead Park	Neighborhood	1.09
Pocket Parks		
Canyon Ridge #1 Park	Pocket Park	0.18
Canyon Ridge #2 Park	Pocket Park	0.31
Cedar Creek Park	Pocket Park	0.21
Cedar Ridge Park	Pocket Park	0.20
Columbia Hills Open Space	Pocket Park	0.56
Columbia Hills Park	Pocket Park	0.35
Coyote Crest Park	Pocket Park	0.29
Crow's Nest Park	Pocket Park	0.50
Eagle's View Park	Pocket Park	0.23
Goldfinch Park	Pocket Park	0.13
Lark Park	Pocket Park	0.61
Marsh Park	Pocket Park	0.24
Osprey Pointe Park	Pocket Park	0.70
Pioneer Canyon (undeveloped)	Pocket Park	0.59
Ridgefield Woods Park	Pocket Park	0.24
Teal Crest (undeveloped)	Pocket Park	0.79
Special Use Facilities		
Community Park	Special Facility	0.37
Dog Park	Special Facility	4.06
Overlook Park	Special Facility	1.16
	Total	**127.3**

Trails

Since 2005, Ridgefield has developed additional public trails through coordination with residential development. There are a number of trails within new neighborhoods, some of which include segments of the planned Gee Creek Trail. The City of Ridgefield has 1.48 miles of trails in Abrams Park, along Gee Creek, and parallel to Reiman Road. Trails also exist in the Bellwood Heights, Heron Ridge, Cedar Ridge, Pioneer Canyon, Canyons Ridge, Osprey Pointe and Wishing Wells subdivisions. Citywide, Ridgefield offers 11.3 miles of trails, but some trail segments consist of informal paths with limited constructed improvements. The Ridgefield National Wildlife Refuge also provides 3.6 miles of trails.

School Facilities

In partnership between the Ridgefield School District and the City, the recently constructed Ridgefield Outdoor Recreation Complex located at the Ridgefield High School offers all-weather sports fields for school and community baseball, softball, and soccer. The new complex illustrates the importance of schools as a community resource for recreation facilities, such as sports fields and playgrounds. Ridgefield High School, View Ridge Middle School and Union Ridge Elementary School are important sites for community recreation, as well as education. The Ridgefield School District also provides community programming for the public, in addition to its interscholastic and intramural athletic programs for district students.

Resources within the Ridgefield Planning Area

The Port of Ridgefield and the U.S. Fish and Wildlife Service provide important recreation resources within the Ridgefield planning area. These resources are listed in Table 2.

Table 2. Existing Inventory: Other Open Space Lands

Resource	Owner	Acreage
Ridgefield Cemetery	City of Ridgefield	9.79
Ridgefield National Wildlife Refuge	US Fish and Wildlife	5,150.00
Boat Launch	Port of Ridgefield	0.18
Kayak Launch	Port of Ridgefield	0.10
Flume Creek Conservation Area	Clark County	160.00
	Total	**5,320.07**

LEVEL OF SERVICE & FUTURE DEMAND

A level of service (LOS) review was conducted in the 2020 PROS Plan as a means to understand the distribution of parkland acreage by classification and for a broader measure of how well the City is serving its residents with access to parks, trails and greenways. Service standards are the adopted guidelines or benchmarks the City is trying to attain with their parks system and are expressed as a population based metric (i.e., acres per 1,000 residents). The level of service is a snapshot in time of how well the City is meeting the adopted standards. The LOS assessment quantified the need for park and recreation facilities and applied the adopted service standard to determine current and future facilities needs by classification.

Park Needs

Table 3 shows park land needs by type. Applying the service standard to the 2030 population indicates that Ridgefield will need an additional 22 acres of active-use parkland to serve future needs.

Table 3. Standards & Levels of Service by Park Classification

Type	Adopted Standard	Inventory**	Current Level of Service	2030 Demand	2030 Surplus (Deficit)
Community Park	6 ac/000	89.4	10.05 ac/000	112.3	(22.9)
Neighborhood Park	1.56 ac/000	19.5	2.19 ac/000	29.2	(9.7)
Pocket Park	--- ac/000	7.3	0.82 ac/000	---	N/A
Greenway	9.5 ac/000	281.9	31.7 ac/000	177.9	104.1
Special Facilities	--- ac/000	5.6	0.63 ac/000	---	N/A
		403.6	**45.38 ac/000**		

** NOTE: Inventory column includes undeveloped NP-6 at 6 acres and Horns Corner, along with private HOA parks and open space.

Community Parks

The existing LOS in 2020 for community parks is 10 acres per 1,000 residents, which represents a surplus of 4 acres per 1,000 above the adopted standard. However, with the projected population growth for Ridgefield, the total projected demand for community park land in 2030 is 112 acres, representing a future need for 22 additional acres of community park land.

Neighborhood Parks

The existing LOS for neighborhood parks is 2.19 acres per 1,000 residents, which represents a surplus of 0.63 acres per 1,000 above the adopted standard of 1.56 acres per 1,000. The total projected demand for neighborhood park land in 2030 is 29 acres, representing a future need for 9.7 additional acres of neighborhood park land.

Pocket Parks

Due to their small size and limited recreation opportunities, pocket parks exist at the expense of alternative recreation amenities desired by Ridgefield residents near their homes. These parks also are costly to maintain on a per acre basis, creating maintenance inefficiencies. Thus, they are not recommended for the future. No level of service standard is recommended for pocket parks.

Greenways

Greenways are undeveloped lands primarily left in a natural state with recreation use as a secondary objective. Greenways may serve as trail corridors, and low-impact or passive activities, such as walking, nature observation and fishing may be allowed, where appropriate. The existing LOS for greenways is 31.7 acres per 1,000 residents, which represents a surplus of 27 acres per 1,000 above the adopted standard of 9.5 acres per 1,000. The total projected demand for greenways in 2030 is 178 acres, which can be accommodated with the existing inventory of greenway lands.

Special Facilities

Special use areas include single-purpose recreational areas or stand-alone sites designed to support a specific, specialized use. This classification includes stand-alone sports field complexes, waterfront facilities, community centers, community gardens or sites occupied by buildings. No standards exist or are proposed concerning special facilities, since facility size is a function of the specific use.

Recreation Facility Needs

The following outlines the standards and needs for recreation facilities.

Table 4. Standards & Levels of Service by Park Classification

Type	Adopted Standard	Inventory*	Currrent Level of Service	2019 Demand	2019 Surplus (Deficit)	2030 Demand	2030 Surplus (Deficit)
Trails	0.75 mi/1,000	11.3	1.27 mi/1,000	6.7	4.63	14.0	(2.74)
Baseball Fields	1 field/3,000	7	2.3 fields/3,000	3.0	4.04	6.2	0.76
Soccer Fields	1 field/2,000	8	1.8 fields/2,000	4.4	3.55	9.4	(1.36)

* NOTE: Inventory column includes Ridgefield Outdoor Recreation Complex.

Trails

Ridgefield has 11.3 miles of developed trails within the planning area. The adopted service standard for recreational trails is 0.75 miles per 1,000 residents. Using this standard, the projected 2030 demand for trails is 14 miles, representing a future need for 2.7 miles of additional trails.

Baseball / Softball

With the recent construction of the Ridgefield Outdoor Recreation Complex with its ballfields, the current level of service for baseball and softball fields exceeds the adopted standard. The projected 2030 demand is for at least six baseball and softball fields, which can be accommoated by the current inventory of fields.

Soccer Fields

A future demand for soccer fields still exists in Ridgefield, even with the completion of the Ridgefield Outdoor Recreation Complex. The projected 2030 demand is for 10 soccer fields, representing a future need for 2 additional soccer fields.

SIX-YEAR CAPITAL FACILITIES PLAN

Ridgefield has many park needs. While all of the projects included within 2020 PROS Plan are community priorities designed to meet the community's demand for facilities, a short-term capital facilities plan is needed to guide the first phase of implementation.

Table 5 provides a Six-Year Capital Facilities Plan (CFP) for years 2020-2025. This should be reviewed and updated annually, as part of the development of the annual work plan.

Table 5. 6-Year Capital Facilities Plan

Project	Description	Total	Funding Sources
Abrams Park	Implement master plan improvements	$ 650,000	PIF, Grant, REET, TBD
Canyon Ridge #1 Park	Playground ramp	$ 6,000	PIF, GF
Cedar Creek Park	Playground ramp	$ 6,000	PIF, GF
Columbia Hills Open Space	Picnic table on ADA route	$ 8,000	PIF, GF
Columbia Hills Park	Playground ramp	$ 6,000	PIF, GF
Community Park Acquisition	Park acquisition area C	$ 500,000	PIF, Grant
Community Park Development	Park Site Development area C	$ 1,500,000	PIF, Grant, REET
Coyote Crest Park	Shade structure, playground ramp	$ 18,000	PIF, GF, REET
Crows Nest Park	Shade structure, playground ramp	$ 18,000	PIF, GF, REET
Davis Park	Paved pathway, playground ramp	$ 25,000	PIF, GF, REET
Dog Park	ADA parking and accessible route pavement	$ 9,000	PIF, GF, REET
Eagle's View Park	New pathway pavement and picnic platforms	$ 35,000	GF, REET
Flume Creek Trail	Trail extension to Flume Creek	$ 500,000	PIF, Grant, REET
Gee Creek Trail	Abrams to Heron Drive	$ 100,000	PIF, Grant, REET
Gee Creek Trail	Heron Drive to Refuge - secure access	$ 850,000	PIF, GF
Gee Creek Trail	Abrams to RHS - secure access	$ 350,000	PIF, GF
Gee Creek Trail	Abrams to Osprey Point - design & construction	$ 350,000	PIF, Grant, REET
Goldfinch Park	Playground ramp	$ 6,000	GF, REET
Horns Corner	Park Site Development	$ 2,000,000	PIF, Grant, REET
Lark Park	Small shelter, accessible route, playground ramp	$ 45,000	PIF, GF, Grant, REET
Marsh Park	Shade structure, playground ramp	$ 15,000	PIF, GF, Grant, REET
Neighborhood Park Acquisition	Park acquisition area B	$ 300,000	PIF, Grant
Neighborhood Park Acquisition	Park acquisition area G	$ 800,000	PIF, Grant
Neighborhood Park Acquisition	Park acquisition area F	$ 200,000	PIF, Grant
Neighborhood Park Development	Park Site Development area B	$ 1,020,000	PIF, Grant, REET
Neighborhood Park Development	Park Site Development area F	$ 1,190,000	PIF, Grant, REET
NP-6	Park development - phase 1	$ 900,000	PIF, Grant, REET
Osprey Pointe Park	Playground upgrade, picnic table, bench, path.	$ 50,000	PIF, GF, Grant, REET
Ridgefield Woods Park	Playground addition & skate spot	$ 65,000	PIF, Grant, REET
Rose Homestead Park	Picnic shelter w/ paved path	$ 60,000	PIF, Grant, REET
Skate Park	Acquisition for future skate park location	$ 450,000	PIF, Grant, REET
Smythe Road Trail	Trail along Smythe Road	$ 600,000	PIF, Grant, REET
Waterfront Park	Design & construct park w/ non-motorized boat launch	$ 2,000,000	PIF, Grant, REET, TBD
	TOTAL	*$14,632,000*	

IMPLEMENTATION STRATEGIES

Inter-Departmental Coordination

Internal coordination between the Public Works and Community Development Departments can increase the potential of discrete actions toward the implementation of the proposed recreational trail network, which relies in part on street right-of-way enhancements, and in the review of development applications with consideration toward potential parkland acquisition areas, planned trail corridors and the need for easement or set-aside requests.

Volunteer & Community-based Action

Volunteers and community groups already contribute to the improvement of parks and recreation services in Ridgefield. Volunteer projects include tree planting and community event support, among others. Ridgefield should maintain and update a revolving list of potential small works or volunteer-appropriate projects for the website, while also reaching out to the high schools to encourage student projects. While supporting organized groups and community-minded individuals continues to add value to the Ridgefield parks and recreation system, volunteer coordination requires a substantial amount of staff time, and additional resources may be necessary to more fully take advantage of the community's willingness to support park and recreation efforts.

Enhanced Local Funding

According to the City budget, Ridgefield maintains reserve debt capacity for councilmanic bonds and voter approved debt. Community conversations regarding the need for a community recreation center and the potential to bundle several projects from the capital facilities plan warrant a review of debt implications for the City, along with the need to conduct polling of voter support for such projects.

Park Impact Fees

Park Impact Fees (PIF) are imposed on new development to meet the increased demand for parks resulting from the new growth. PIF can only be used for parkland acquisition, planning, and/or development. They cannot be used for operations, maintenance or repairs of parks and facilities. The City of Ridgefield currently assesses impact fees, but the City should review its PIF ordinance and update the methodology and rate structure as appropriate to be best positioned to obtain future acquisition and development financing from renewed residential development. The City should prioritize the usage of PIF to secure additional neighborhood parkland and consider the potential to match PIF with a councilmanic or voter-approved bond to have the requisite capital to purchase key properties and develop new park amenities.

Grants

Several state and federal grant programs are available on a competitive basis, including WWRP, ALEA, USDA, FAST-Act. Pursuing grants is not a panacea for park system funding, since grants are both competitive and often require a significant percentage of local funds to match the request to the granting agency, which depending on the grant program can be as much as 50% of the total project budget. Ridgefield should continue to leverage its local resources to the greatest extent by pursuing grants independently and in cooperation with other local partners.

FINANCING SOURCES

Ridgefield's capital project funding level, as of 2020, is not adequate to support development of a comprehensive park system in accordance with the City's vision. The following financing options are intended to identify the range of alternatives available to increase capital project funding to aid in the implementation of the CFP.

Federal & State Funding & Conservation Programs

Washington State Recreation and Conservation Office

The Recreation and Conservation Office (RCO) was created in 1964 as part of the Marine Recreation Land Act (Initiative 215). The RCO grants money to state and local agencies, generally on a matching basis, to acquire, develop, and enhance wildlife habitat and outdoor recreation properties. Some money is also distributed for planning grants. RCO grant programs utilize funds from various sources. Historically, these have included the federal Land and Water Conservation Fund, state bonds, Initiative 215 monies (derived from unreclaimed marine fuel taxes), off-road vehicle funds, Youth Athletic Facilities Account, and the Washington Wildlife and Recreation Program.

Rivers, Trails and Conservation Assistance Program

The Rivers, Trails and Conservation Assistance Program, also known as the Rivers & Trails Program or RTCA, is a technical assistance resource for communities administered by the National Park Service and federal government agencies so they can conserve rivers, preserve open space and develop trails and greenways. The RTCA program implements the natural resource conservation and outdoor recreation mission of NPS in communities across America.

National Recreational Trails Program

The National Recreational Trails Program (NRTP) provides funds to maintain trails and facilities that provide a backcountry experience for a range of activities including hiking, mountain biking, horseback riding, motorcycling, and snowmobiling. Eligible projects include the maintenance and re-routing of recreational trails, development of trail-side and trail-head facilities, and operation of environmental education and trail safety programs. A local match of 20% is required. This program is funded through Federal gasoline taxes attributed to recreational non-highway uses.

Community Development Block Grants

These funds are intended to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low and moderate income persons. The Department of Housing and Urban Development allocates these funds in a single or "block" grant to eligible cities and counties with the objective of improving communities. The funds are then distributed to municipalities, organizations, and groups through a competitive application process. Clark County administers this funding through the Community Services Department. CDBG funds can be used for a wide variety of projects, services, facilities and infrastructure.

Washington State Ecosystems Conservation Program (WSECP)

This WSCEP was established in 1990 and is divided into federal- and state-managed components. The federal program focuses funds on projects that help restore habitat for threatened, endangered and sensitive species and, secondarily, for species of concern. In addition, the program attempts to concentrate funds within a limited number of watersheds to maximize program benefits. The program provides funds to cooperating agencies or organizations. These grants, in turn, can be distributed among project sites. The program requires a 50% cost-share from cooperating agencies, and individual landowners at project sites must enter into maintenance/management agreements that have a 10-year minimum duration.

Local Funding Options

Councilmanic Bonds

Councilmanic bonds may be sold by cities without public vote. The bonds, both principal and interest, are retired with payments from existing city revenue or new general tax revenue, such as additional sales tax or real estate excise tax. The state constitution has set a maximum debt limit for councilmanic bonds of 1½% of the value of taxable property in the city.

Excess Levy

Cities and counties that are levying their statutory maximum rate can ask the voters, at any special election date, to raise their rate for one year (RCW 84.52.052). As this action increases revenue for one-year at a time it is wise to request this type of funding for one-time uses only.

General Obligation Bonds

For the purposes of funding capital projects, such as land acquisitions or facility construction, cities and counties have the authority to borrow money by selling bonds. Voter-approved general obligation bonds may be sold only after receiving a 60 percent majority vote at a general or special election. If approved, an excess property tax is levied each year for the life of the bond to pay both principal and interest. The state constitution (Article VIII, Section 6) limits total debt to 5% of the total assessed value of property in the jurisdiction.

Impact Fees

Impact fees are charges placed on new development as a condition of development approval to help pay for various public facilities the need for which is directly created by that new growth and development. Counties, cities, and towns may impose impact fees on residential and commercial "development activity" to help pay for certain public facility improvements, including parks, open space and recreation facilities.

Sales Tax

Washington law authorizes the governing bodies of cities and counties to impose sales and use taxes at a rate set by the statute to help "carry out essential county and municipal purposes." The authority is divided into two parts.

Cities may impose by resolution or ordinance a sales and use tax at a rate of five-tenths of one percent on any "taxable event" within their jurisdictions. Cities may also impose an additional sales tax at a rate "up to" five-tenths of one percent on any taxable event within the city or county. In this case, the statute provides an electoral process for repealing the tax or altering the rate.

Business and Occupation Tax

Business and occupation (B&O) taxes are excise taxes levied on different classes of business to raise revenue. Taxes are levied as a percentage of the gross receipts of a business, less some deductions. Businesses are put in different classes such as manufacturing, wholesaling, retailing, and services. Within each class, the rate must be the same, but it may differ among classes.

Cities can impose this tax for the first time or raise rates following referendum procedure.

B&O taxes are limited to a maximum tax rate that can be imposed by a city's legislative body at 0.2 percent (0.002), but grandfathered in any higher rates that existed on January 1, 1982. Any city may levy a rate higher than 0.2 percent, if it is approved by a majority of voters (RCW 35.21.711). Beginning January 1, 2008, cities that levy the B&O tax must allow for allocation and apportionment, as set out in RCW 35.102.130.

Real Estate Excise Tax

Washington law authorizes the governing bodies of counties and cities to impose excise taxes on the sale of real property within limits set by the statute. The authority of cities and counties may be divided into three parts relevant to park systems.

A city or county may impose a real estate excise tax on the sale of all real property in the city or unincorporated parts of the county, respectively, at a rate not to exceed 1/4 of 1% of the selling price to fund "local capital improvements," including parks, playgrounds, swimming pools, water systems, bridges, sewers, etc. Also, the funds must be used "primarily for financing capital projects specified in a capital facilities plan element of a comprehensive plan . . . "

A city or county may impose a real estate excise tax on the sale of all real property in the city or unincorporated parts of the county, respectively, at a rate not to exceed 1/2 of 1%, in lieu of a five-tenths of one percent sales tax option authorized under state law. These funds are not restricted to capital projects. The statute provides for a repeal mechanism.

A city or county – in counties that are required to prepare comprehensive plans under the new Growth Management Act – are authorized to impose an additional real estate excise tax on all real property sales in the city or unincorporated parts of the county, respectively, at a rate not to exceed 1/4 of 1%. These funds must be used "solely for financing capital projects specified in a capital facilities plan element of a comprehensive plan."

Real Estate Excise Tax - Local Conservation Areas (Clark County)

Boards of County Commissioners may impose – with majority voter approval – an excise tax on each sale of real property in the county at rate not to exceed 1% of the selling price for the purpose of acquiring and maintaining conservation areas. The authorizing legislation defines conservation areas as "land and water that has environmental, agricultural, aesthetic, cultural, scientific, historic, scenic, or low-intensity recreational value for existing and future generations..." These areas include "open spaces, wetlands, marshes, aquifer recharge areas, shoreline areas, natural areas, and other lands and waters that are important to preserve flora and fauna."

Regular Property Tax - Lid Lift

Cities are authorized to impose ad valorem taxes upon real and personal property. A city's maximum levy rate for general purposes is $3.375 per $1,000 of assessed valuation. Limitations on annual increases in tax collections, coupled with changes in property value, causes levy rates to rise or fall; however, in no case may they rise above statutory limits. Once the rate is established each year, it may not be raised without the approval of a majority of the voters. Receiving voter approval is known as a lid lift. A lid lift may be permanent, or may be for a specific purpose and time period. Other limits on taxing authority remain in effect, such as the aggregate levy rate limits of $5.90 per $1,000 of assessed value and 1% of true and fair market value.

Conservation Futures (Clark County)

The Conservation Futures levy is provided for in Chapter 84.34 of the Revised Code of Washington. In 1985, Clark County authorized the use of the Conservation Futures levy at a rate of $0.0625 per $1,000 assessed value for the purpose of acquiring rights and interest in open space, wetlands, farm, and timber lands (CCC 3.24). Conservation Futures funds are limited to acquisition purposes only.

Incentive Measures

Current Use Taxation

Property owners whose current lands are in open space, agricultural, and/or timber uses may have that land valued at their current use rather than their "highest and best" use assessment. This differential assessed value, allowed under the Washington Open Space Taxation Act (Ch.84.34 RCW) helps to preserve private properties as open space, farm or timber lands. If land is converted to other non-open space uses, the land owner is required to pay the difference between the current use annual taxes and highest/best taxes for the previous seven years. When properties are sold to a local government or conservation organization for land conservation/preservation purposes, the required payment of seven years worth of differential tax rates is waived. The amount of this tax liability can be part of the negotiated land acquisition from private to public or quasi-public conservation purposes. Snohomish County has four current use taxation programs that offer this property tax reduction as an incentive to landowners to voluntarily preserve open space, farmland or timber land on their property.

Density Bonuses

Density bonuses are a planning tool used to encourage a variety of public land use objectives, usually in urban areas. They offer the incentive of being able to develop at densities beyond current regulations in one area, in return for concessions in another. Density bonuses are applied to a single parcel or development. An example is allowing developers of multi-family units to build at higher densities if they provide a certain number of low-income units or public open space. For density bonuses to work, market forces must support densities at a higher level than current regulations.

Transfer of Development Rights

The transfer of development rights (TDR) is an incentive-based planning tool that allows land owners to trade the right to develop property to its fullest extent in one area for the right to develop beyond existing regulations in another area. Local governments may establish the specific areas in which development may be limited or restricted and the areas in which development beyond regulation may be allowed. Usually, but not always, the “sending” and “receiving” property are under common ownership. Some programs allow for different ownership, which, in effect, establishes a market for development rights to be bought and sold.

Other Methods & Funding Sources

Metropolitan Park District

Metropolitan park districts may be formed for the purposes of management, control, improvement, maintenance and acquisition of parks, parkways and boulevards. In addition to acquiring and managing their own lands, metropolitan districts may accept and manage park and recreation lands and equipment turned over by any city within the district or by the county. Formation of a metropolitan park district may be initiated in cities of five thousand population or more by city council ordinance, or by petition, and requires majority approval by voters for creation.

Land Trusts

Land trusts are private non-profit organizations that acquire and protect special open spaces and are traditionally not associated with any government agency. The Columbia Land Trust is the regional land trust serving the Ridgefield area. Other national organizations with local representation include the Nature Conservancy, Trust for Public Land and the Wetlands Conservancy.

Private Grants, Donations & Gifts

Many trusts and private foundations provide funding for park, recreation and open space projects. Grants from these sources are typically allocated through a competitive application process and vary dramatically in size based on the financial resources and funding criteria of the organization. Philanthropic giving is another source of project funding. Efforts in this area may involve cash gifts and include donations through other mechanisms such as wills or insurance policies. Community fundraising efforts can also support park, recreation or open space facilities and projects.

Business Sponsorships/Donations

Business sponsorships for programs may be available throughout the year. In-kind contributions are often received, including food, door prizes and equipment/material.

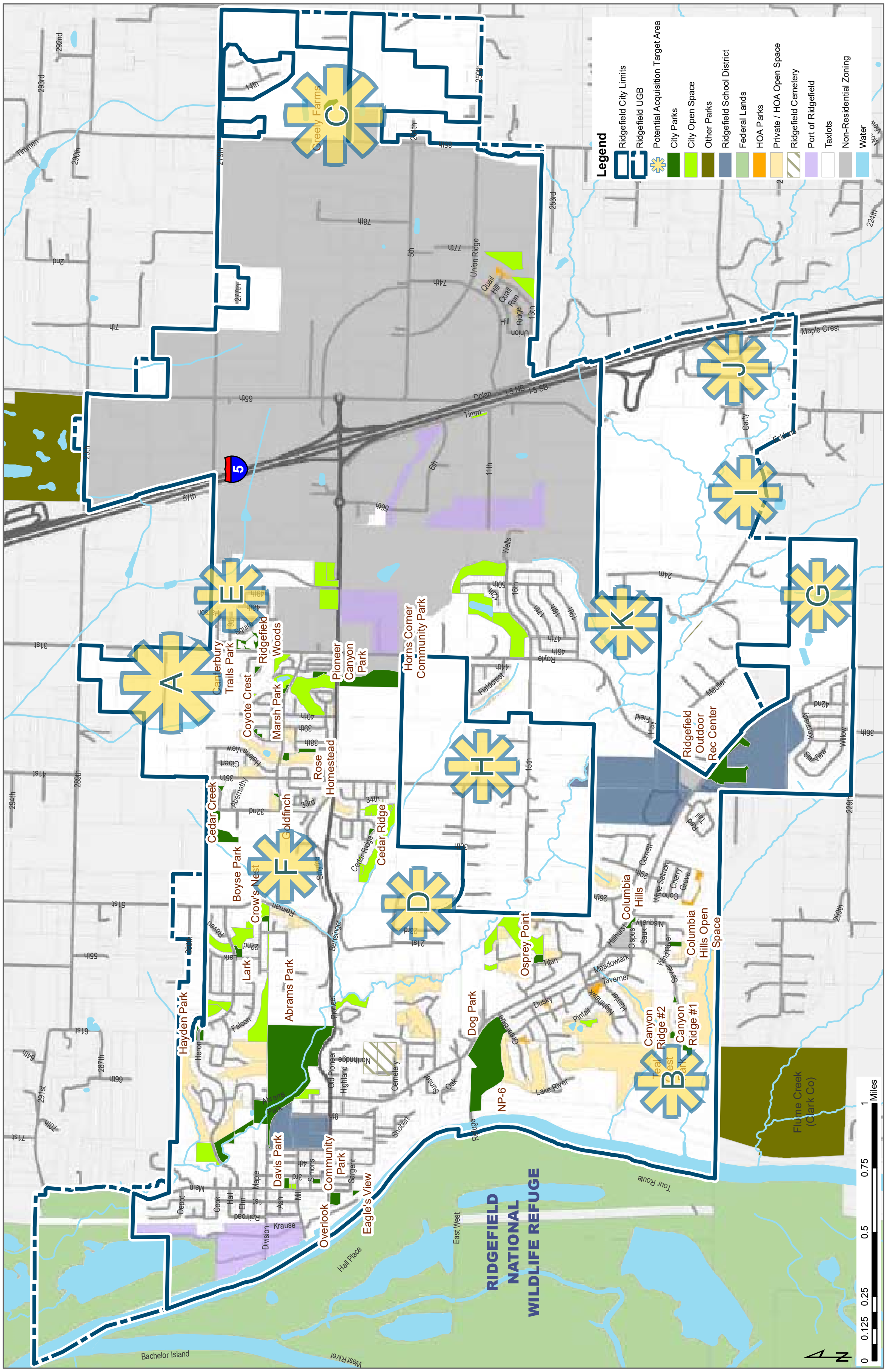
Interagency Agreements

State law provides for interagency cooperative efforts between units of government. Joint acquisition, development and/or use of park and open space facilities may be provided between Parks, Public Works and utility providers.

Public/Private Utility Corridors

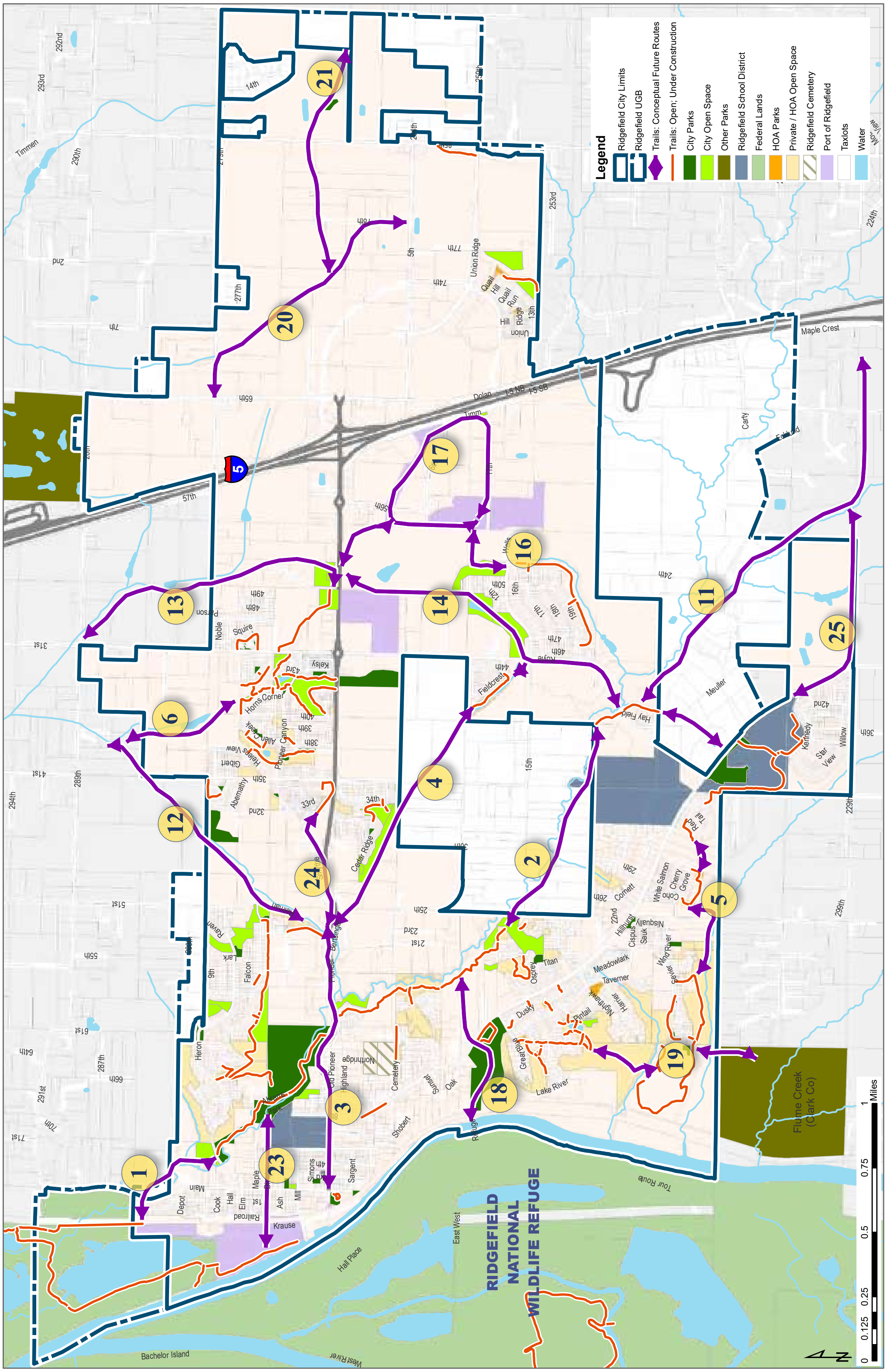
Utility corridors can be managed to maximize protection or enhancement of open space lands. Utilities maintain corridors for provision of services such as electricity, gas, oil, and rail travel. Some utility companies have cooperated with local governments for development of public programs such as parks and trails within utility corridors.

Map 1 - Potential Acquisition Target Areas for Future Parks



Attachment: Ridgefield Parks CFP (Parks Capital Facilities Plan)

Map 2 - Proposed Recreational Trail Network



Park Impact Fee Rate Study

City of Ridgefield, Washington

Submitted to:

City of Ridgefield, Washington

March 2, 2020

Prepared by:

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City of Ridgefield
Park Impact Fee Rate Study

Purpose

The purpose of this Park Impact Fee Rate Study is to establish the rates for impact fees in the City of Ridgefield, Washington for publicly owned parks, open space and recreation facilities, as defined by RCW 82.02.090(7).

Background

Impact fees are one-time payments used to construct system improvements needed to accommodate new development. An impact fee represents new growth's fair share of capital facility needs. By law, impact fees can only be used for capital improvements that expand system capacity, not for operating or maintenance costs. Impact fees are subject to legal standards, which require fulfillment of three key elements: need, benefit and proportionality.

The Growth Management Act grants counties and cities the authority to assess parks impact fees on new development. Washington law (RCW 82.02.090) defines an impact fee as "a payment of money imposed upon development as a condition of development approval to pay for public facilities needed to serve new growth and development, and that is reasonably related to the new development that creates additional demand and need for public facilities, that is a proportionate share of the cost of the public facilities, and that is used for facilities that reasonably benefit the new development."

State code defines the limitations of impacts fees, such that they can only be imposed for system improvements that are reasonably related to the new development, cannot exceed a proportionate share of the costs of system improvements that are reasonably related to the new development, and must be used for system improvements that will reasonably benefit the new development. Additionally, impact fees may be collected and spent only for the public facilities which are addressed by a capital facilities plan element of a comprehensive land use plan.

Impact fees rates also must be adjusted to account for other revenues that the development pays that are earmarked for or proratable to particular system improvements; these other revenues may be in the form of user fees, debt service payments or taxes, among others. Impact fees may be credited for the value of dedicated land, improvements or construction provided by the developer to facilities that are identified in the capital facilities plan and that are required by the city as a condition of approving the development activity.

RCW 82.02.070 further stipulates that impact fee receipts must be earmarked specifically and retained in special interest-bearing accounts and must be expended or encumbered for a permissible use within ten years of receipt.

Park Impact Fee Methodologies

Impact fees generally are calculated using a standards-based or an improvements-based approach. Ridgefield's park impact fees historically have been calculated based on an adopted level of service in terms of acres per 1,000 population, whereas the City's transportation impact fee is calculated by an improvements-basis as outlined in the capital facilities plan.

The standards-based approach is calculated using the City's adopted service standards for park and recreation facilities or classifications. Existing deficits and projected demand from population growth by park type is expressed in acres per 1,000 population. The additional need based on future growth is multiplied by the costs per unit to determine the aggregate future costs of system improvements.

The improvements-based approach is calculated from a list of planned projects in the capital facilities plan and includes the identification of the population growth-related portions of those planned projects to determine the impact fee basis.

Separately and importantly, the City must plan to correct its existing deficiencies in the park system, if any, with funds other than impact fee revenues.

Park Impact Fee Formula and Rate Factors

The impact fee unit cost is calculated as the net cost basis divided by forecasted population growth. The result, a per capita impact fee unit cost, is then converted to the impact fee per residential dwelling unit using the assumed average occupancy rate per dwelling unit.

Park Impact Fee Formula

Ridgefield's impact fee component for parks, open space and recreational facilities currently is calculated using the following formula (RMC 18.070.090, *amended on 9-13-2018*):

$$PIF = F \times I \times U - A$$

"PIF" means the park, open space and recreational facility component of the total development impact fee.

"F" means the park impact fee rate per dwelling unit in dollar amounts. Such rate shall be established in the capital facilities plan by estimating the cost of anticipated growth-related parks, trails, and open space facilities divided by the projected number of new residents and dwelling units.

"I" means an annual inflation adjustment.

"U" means the number of dwelling units.

"A" means an adjustment for the developer's contributions to the parks, trails and open space system in the form of easements, dedications or payments in lieu of fees as approved by the planning director.

State statute requires that park facilities on which impact fees may be spent must be part of a capital facilities plan that is a component of an adopted comprehensive land use plan.

Factors Affecting the Impact Fee Calculation

The impact fee calculation includes several variables and are described below. Each can alter the resulting impact fee rate.

Projected Population Growth

With this combination, the City of Ridgefield has seen rapid growth for the last several decades and has been ranked as the fastest growing community in Washington. From 2000 to 2019, the City's population increased by 314.3% with growth predicted to continue at a rapid rate for several more decades. According to the 2010 Census, the City of Ridgefield grew by over 122% between 2000 and 2010 to a population of 4,763. By 2019, the population has grown to 8,895, according to the Washington Office of Financial Management. Assuming a constant rate of growth over the 2020-2030 timeframe, the City's annual population growth rate is estimated to be 7%. At this rate, Ridgefield's population is estimated to be 18,723 in 2030. This forecast indicates a growth in population of approximately 9,800 people in the next 10 years.

Occupancy Rates per Dwelling Unit

Occupancy rates for single-family and multi-family dwellings have increased in Ridgefield over the past two decades. The park impact fee study conducted in 2008 assumed an average of 2.69 people per household for single-family and 2.3 people per household for multi-family dwellings. As of the 2010 Census, the number of units per structure is no longer collected in the decennial census; that information is available in the American Community Survey, but it represents only sampled dated and is not as detailed as the decennial census has been in the past. Based on the 2017 American Community Survey, the overall average household size for the City of Ridgefield is 2.91 people per household. Since Ridgefield does not have a significant portion of its housing stock as multi-family units, a single occupancy rate is utilized to generate a single park impact fee on a per housing unit basis.

Table 1: Average Per Unit Occupancies

	1995 (RMC)	2008 (PIF study)	2017 ACS
Single Family/Duplex	2.5	2.69	2.91
Multi-Family	2	2.3	

Facility Standards

As per the 2014 Parks and Recreation Comprehensive Plan and the 2020 Parks, Recreation & Open Space Plan, the following table illustrates the current service standards by park classification.

Table 2: Service Standards by Classification and Facility Type

Amenity Classification	Service Standards
Parkland	
Community Park	6 acres / 1000
Neighborhood Park	1.56 acres / 1000
Greenway	9.5 acres / 1000
Facilities	
Trails	0.75 miles / 1000
Baseball Fields	1 field / 3000 people
Soccer Fields	1 field / 2000 people

These revised standards form the basis for calculating the "standards-based" approach for updated park impact fees.

Adjustment Factor

The adjustment factor is based on state statute that requires an "adjustment to the cost of public facilities for past or future payments made or reasonably anticipated to be made by new development..." (RCW 82.02.060). Commonly known as the "proportionate public share", this adjustment is intended to reasonably relate the cost of public facility improvements with the service demands of new development.

In February 2020, the stand-alone Parks and Recreation Capital Facilities Plan (CFP) was revised and updated to more accurately identify the list of projects and expenses for the coming six year period. This streamlined CFP included anticipated revenues over the next six year period, which was the basis for recalculating the impact fee adjustment. The anticipated REET, bond and other revenues were compared to anticipated total revenues for parks purposes (including PIF). The revised adjustment factor was calculated as 54.5%.

Park Impact Fee Calculations

Park Impact Fees are calculated from a defined cost basis for the projected growth-related impacts to arrive at a per capita or per housing unit PIF rate.

Cost Basis

Table 3 shows the City's existing inventory, deficits and surpluses for the current population and the additional facilities requirements to meet the level of service standards for the 2030 population of 18,723. The existing inventory currently meets the adopted service standard and has surpluses for each facility classification, except for soccer fields.

Table 3: Existing & Projected Inventory Demands by Classification

Type	*Service Standard*	*Existing Inventory **	*Existing 2019 Surplus / (Deficit)*	*Projected Demand (2030)*	*Projected 2030 Surplus / (Deficit) ***
Community Park	6 ac/000	89.39	36.02	112.34	**(22.95)**
Neighborhood Park	1.56 ac/000	19.46	5.58	29.21	**(9.75)**
Greenway	9.5 ac/000	281.94	197.44	177.87	**104.07**
Trails	0.75 mi/000	11.3 miles	4.63	14 miles	**(2.7 miles)**
Baseball Fields	1 field/3000 people	7 fields	4.04	7 fields	**---**
Soccer Fields	1 field/2000 people	8 field	3.55	10 fields	**(2 fields)**

* NOTE: Inventory column includes undeveloped NP-6 at 6 acres and Horns Corner, along with private HOA parks and open space.
** NOTE: The 2030 population is estimated as 18,723 residents

To determine the total cost of park and recreation facilities needed to accommodate population growth, average costs for each facility classification was estimated based on local land data and construction costs. The unit costs noted in Table 4 are used to estimate the projected capital costs resulted expanding the parks system to meet the adopted standards.

Table 4: Unit Costs by Classification

	Unit Costs		
Parkland	**Acquisition**	**Development**	**Combined**
Community Park	$ 150,000 per acre	$ 575,000 per acre	**$ 725,000 per acre**
Neighborhood Park	$ 140,000 per acre	$ 235,000 per acre	**$ 375,000 per acre**
Greenway	$ 15,000 per acre	$ - per acre	**$ 15,000 per acre**
Facilities			
Trails	$ 100,000 per mile	$ 1,050,000 per mile	**$ 1,150,000 per mile**
Baseball Fields	$ - per field	$ 375,000 per field	**$ 375,000 per field**
Soccer Fields	$ - per field	$ 375,000 per field	**$ 375,000 per field**

Standards Based Approach

Using the adopted service standards, projected population growth and estimated unit costs, the 6-year growth-related capital cost was calculated to be $14,142,750. Since no current deficit exists for any of the facility classifications, the net growth cost basis remains as $14,142,750. The cost basis was discounted by the adjustment factor and divided by the projected 6-year population growth to establish a per capita impact fee rate of $2,639.

Applying the number of occupants per dwelling unit, the calculated per capita impact fee was calculated as a per residential unit rate ($3,491).

Table 5: Standards-Based Impact Fee Calculation

	Unit Demand for Future Population (2025)		Unit Costs		6-Year Growth Cost (2025)	Deficiency Cost for Current Population (2019)	Total System Cost
Parkland							
Community Park	13.77	acres	$ 725,000	per acre	$ 9,983,250	$ -	$ 9,983,250
Neighborhood Park	5.85	acres	$ 340,000	per acre	$ 1,989,000	$ -	$ 1,989,000
Greenway	(156.40)	acres	$ 15,000	per acre	$ -	$ -	$ -
Facilities							
Trails	1.62	miles	$ 1,150,000	per mile	$ 1,863,000	$ -	$ 1,863,000
Baseball Fields	-0.45	fields	$ 375,000	per field	$ -	$ -	$ -
Soccer Fields	0.82	field	$ 375,000	per field	$ 307,500	$ -	$ 307,500
				Total	**$ 14,142,750**	**$ -**	**$ 14,142,750**

Growth Cost Basis	$ 14,142,750
6-Year Population Growth	5,360
Growth Cost Per Capita	$2,639
Adjustment Factor	54.5%
Occupancy Rate	2.91
Park Impact Fee per Unit	**$3,491**

Improvements Based Approach

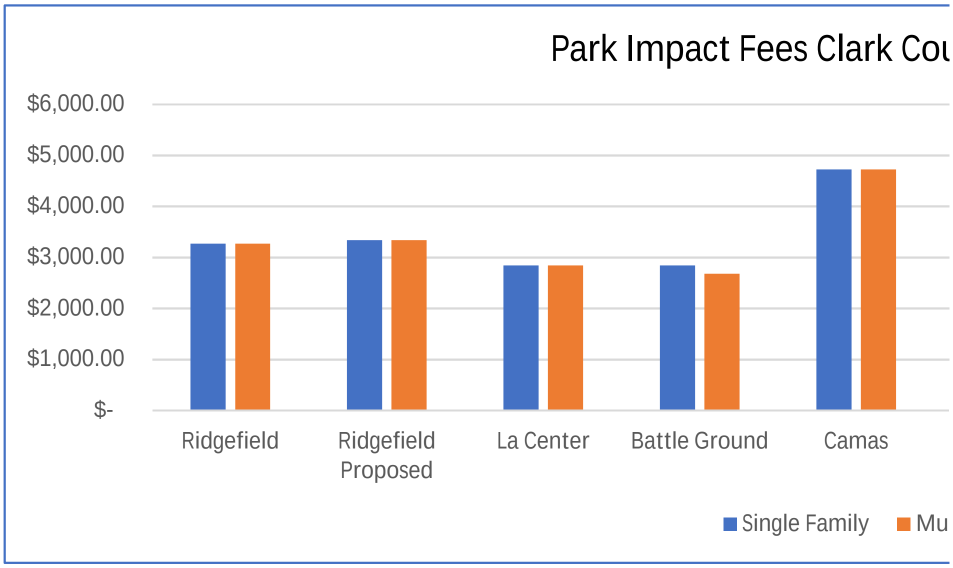
The improvements-based approach relies on the revised, updated 2020 Parks and Recreation Capital Facilities Plan (CFP). The revised CFP focuses on highly critical projects and balances with projected revenue for park improvements. The 6-year CFP cost was estimated at $14,632,000. Some of the projects noted in the CFP are for repairs or renovations, which represent ineligible costs when calculating impact fees, since they are not growth related. Utilizing the same calculations as in the standards-based approach and the revised net growth cost basis, the PIF rate was calculated as $3,336 per residential unit.

Table 6: Improvements-Based Impact Fee Calculation

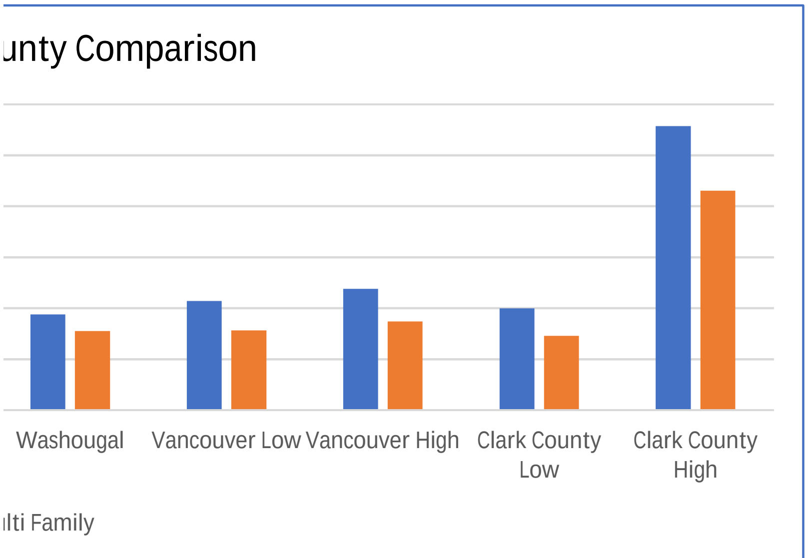
6-Year Capital Facilities Plan Cost	$14,632,000
Ineligible (non-PIF) Expenses	$1,117,500
Growth Cost Basis	$13,514,500
6-Year Population Growth	5,360
Growth Cost Per Capita	$2,521
Adjustment Factor	54.5%
Occupancy Rate	2.91
Park Impact Fee per Unit	**$3,336**

PIF Comparsion
2020 - Clark County

	Ridgefield	Ridgefield Proposed	La Center	Battle Ground
Single Family	$ 3,271.71	$3,336	$ 2,842.00	$ 2,840.00
Multi Family	$ 3,271.71	$3,336	$ 2,842.00	$ 2,680.00



Camas		Washougal		Vancouver Low		Vancouver High		Clark County Low	
$	4,725.00	$	1,880.00	$	2,142.00	$	2,379.00	$	1,998.00
$	4,725.00	$	1,550.00	$	1,565.00	$	1,739.00	$	1,460.00



Clark County High

$	5,572.00	Clark County has 10 park districts
$	4,300.00	Vancouver has 3 park districts