



**RIDGEFIELD CITY COUNCIL
MEETING AGENDA**

**Thursday, June 29, 2023
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 limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

III. CONSENT AGENDA

- 1. Approval of Claims And/Or Payroll**
- 2. Approval of Minutes from the June 8, 2023 Meeting**
- 3. Approval of Interlocal Cooperative Purchasing Agreement with Snohomish County**

IV. PRESENTATION

V. BUSINESS

- 1. Motion - Approve Funding Proposal for City of Ridgefield Energy Efficiency Upgrades - Kirk Johnson, Finance Director**
- 2. Motion - Approve Award of Contract with Otak, Inc. for Professional Engineering Services for the Garrison Ridge Slide - Chuck Green, Public Works Director**

VI. PUBLIC HEARING/BUSINESS

- 1. Public Hearing and First Reading of Ordinance No. 1406 - Spring 2023 Ridgefield Municipal Code (RMC) Amendments - Claire Lust, Community Development**

Director

VII. 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 limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

VIII. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

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

IX. ADJOURN

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: June 29, 2023

AGENDA ITEM NAME: 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

SUMMARY/BACKGROUND:

Vendor claims

BUDGET/FINANCIAL IMPACTS:

See vendor details attached

RECOMMENDED 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:

1. 06.29.2023 CLAIMS REPORT

City of Ridgefield

Claims Payment Report

For Approval on:

June 29th, 2023

Sum of Amount					
Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total
ADK ELECTRIC INC.	3828	C2022044-3828-3	Genl Govt/Facilities	Davis Park EV Charging Station	2,467.55
ADK ELECTRIC INC. Total					2,467.55
ADVENTIST HEALTH/OCCUPATIONAL MC	865	97019	Public Safety	Pre Hire Medical Exam	1,804.00
ADVENTIST HEALTH/OCCUPATIONAL MC Total					1,804.00
AIRGAS USA LLC	17	9997734249	Genl Govt/Facilities	07.2023-06.2023 Oxygen & Acetylene Cylinder Lease	46.62
			Public Works	07.2023-06.2023 Oxygen & Acetylene Cylinder Lease	627.43
AIRGAS USA LLC Total					674.05
AMERICAN PUBLIC WORKS ASSC (APWA)	31	0031-20230629	Genl Govt/Facilities	2023 AWPA Membership Renewal	84.50
			Public Works	2023 AWPA Membership Renewal	1,102.29
			Community Development	2023 AWPA Membership Renewal	109.21
AMERICAN PUBLIC WORKS ASSC (APWA) Total					1,296.00
ANDERSON SIGNS INC.	2569	61499	Community Development	Name Plates - Shana Lazzarini & Planning Commission	71.58
ANDERSON SIGNS INC. Total					71.58
AQUATIC INFORMATICS INC.	3337	104903	Genl Govt/Facilities	05.2023 Web Test	(42.02)
			Public Works	05.2023 Web Test	525.02
AQUATIC INFORMATICS INC. Total					483.00
ARAMARK UNIFORM SERVICES	32	5291243556	Genl Govt/Facilities	05.31.2023 PW Floor Mats	2.42
			Public Works	05.31.2023 PW Floor Mats	32.82
			Community Development	05.31.2023 PW Floor Mats	5.10
		5291247772	Genl Govt/Facilities	06.07.2023 PW Floor Mats	2.42
			Public Works	06.07.2023 PW Floor Mats	32.82
			Community Development	06.07.2023 PW Floor Mats	5.10
ARAMARK UNIFORM SERVICES Total					80.68
ASSOCIATED CONSULTANTS INC.	1030	23-141-01	Community Development	Franklin Dean Suite 210 TI Plan Review	617.50
ASSOCIATED CONSULTANTS INC. Total					617.50
ASSOCIATION OF WASHINGTON CITIES	41	117729	Information Technology	2023 GIS Consortium Annual Membership Renewal	32,600.00
ASSOCIATION OF WASHINGTON CITIES Total					32,600.00
BANNER BANK - EPAY	3533	3533-202306	Genl Govt/Facilities	PW Ops Center Bond Interest/Principal	176,190.00
BANNER BANK - EPAY Total					176,190.00
BERK CONSULTING INC	3883	10781-05-23	Public Safety	2023 Police Services Study	6,970.00
BERK CONSULTING INC Total					6,970.00
BLAIRCO INC	1493	22C-1585	Public Works	PW Ops HVAC Unit Replacement	15,488.84
BLAIRCO INC Total					15,488.84
BSK ASSOCIATES	2119	VG02166	Public Works	05.2023 Coliform Testing	550.00
BSK ASSOCIATES Total					550.00
CFM STRATEGIC COMMUNICATIONS INC.	2551	27397	Genl Govt/Facilities	05.2023 Lobbyist	5,200.00
CFM STRATEGIC COMMUNICATIONS INC. Total					5,200.00
CHUUKESSE NATIVE LANGUAGE SOLUTION LLC	3918	39	Judicial	05.25.2023 Interpreting Services	120.00
CHUUKESSE NATIVE LANGUAGE SOLUTION LLC Total					120.00
CINTAS CORPORATION NO 2	3497	5162465574	Public Safety	06.2023 First Aid Supplies - PD	45.40
		5162465534	Genl Govt/Facilities	06.2023 First Aid Supplies - RACC	12.43
			Community Development	06.2023 First Aid Supplies - RACC	34.82
		5162465560	Genl Govt/Facilities	06.2023 First Aid Supplies - PW Ops	17.68

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CINTAS CORPORATION NO 2	3497	5162465560	Public Works	06.2023 First Aid Supplies - PW Ops	238.47
			Community Development	06.2023 First Aid Supplies - PW Ops	37.06
		5162465548	Genl Govt/Facilities	06.2023 First Aid Supplies - CH	22.62
CINTAS CORPORATION NO 2 Total					408.48
CITY OF BATTLE GROUND	92	INV00426	Judicial	05.2023 Court Costs / Public Defender	19,723.83
CITY OF BATTLE GROUND Total					19,723.83
CITY OF RIDGEFIELD - EPAY PERMITS	95	PLZ-23-0009	Public Works	PLZ-23-0009 S Royle Rd SEPA Reviews	500.00
		PLZ-23-0011	Public Safety	101 S Main Ave SEPA Review	500.00
CITY OF RIDGEFIELD - EPAY PERMITS Total					1,000.00
CITY OF WOODLAND	2708	2023-076-PW	Public Safety	2020 Cheve Tahoe Maintenance - 69391D	266.76
		2023-078-PW	Public Safety	2016 Ford Explorer - 59461D	2,040.32
CITY OF WOODLAND Total					2,307.08
CITYGATE ASSOCIATES LLC	3913	31257	Public Works	Public Works Staff Study - Deposit	4,985.00
CITYGATE ASSOCIATES LLC Total					4,985.00
CLARK COUNTY	102	CI052291	Public Works	05.2023 Whatley Decant Billing	1,897.05
		CI052094	Public Works	04.2023 Whatley Decant Billing	754.19
CLARK COUNTY Total					2,651.24
CLARK COUNTY TREASURERS OFFICE	554	SIF202305	Genl Govt/Facilities	School Impact Fees	746,338.80
CLARK COUNTY TREASURERS OFFICE Total					746,338.80
CLARK PUBLIC UTILITIES - EPAY	110	7559-485-202305	Genl Govt/Facilities	487 S 56th Pl.	55.23
				230 Pioneer Ave	235.45
				Public Safety	116 N Main Avenue
			Public Works	101 Mill St Ste B	117.10
				109 W Division St - Electricity	42.82
				400 N Abrams Park Rd	1,277.90
				487 S 56th Pl.	725.42
				Traffic Signal - Hillhurst/Royal Rd.	54.58
				S Cispus Way	46.91
				301 N 3rd Ave	114.65
				255 S 56th Pl - Electricity	2,506.33
				2300 N 3rd Way Bellwood Trail Lights	32.87
				1504 NW Intertie 3 - Water	744.25
				214 S Riverview Dr	72.54
				City Park/Water Well	3,491.15
				Overlook Park - Electricity	87.31
				911 N 65th Ave Intertie 2 - Water	95.45
				Pioneer St. & Gee Creek Loop - Electricity	27.07
				SR/Pioneer St & S 56 PL	93.03
				535 N Abrams Park Rd.	101.81
				SR/Pioneer ST & S 65 AVE	53.03
				Municipal Lighting Lease	9,247.86
				512 N Allen Dr - Electricity	26.83
				N Abrams Park/E Division	241.98
				N 35th Ave and Pioneer St	52.70
			3701 N 3rd Cir - Electricity	26.91	
			337 S Royal Rd.	125.67	
			N 1st Cir & N 65th Ave - Park & Ride	60.21	

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CLARK PUBLIC UTILITIES - EPAY	110	7559-485-202305	Public Works	800 NE 264 St Intertie 1 - Water	607.17
			Community Development	487 S 56th Pl.	115.59
			Public Works	487 S 56th Pl.	18.20
CLARK PUBLIC UTILITIES - EPAY Total					20,805.95
CLARK REGIONAL WASTEWATER DISTRICT - EPAY	741	0741-202305	Genl Govt/Facilities	05.2023 487 S 56th Pl - Sewer	3.98
				05.2023 230 Pioneer St City Hall - Sewer	266.00
				05.2023 109 W Division WWTP - CRWWD Portion - Sewer	88.86
			Public Safety	05.2023 116 N Main Ave PD - Sewer	52.38
			Public Works	05.2023 487 S 56th Pl - Sewer	52.29
				05.2023 109 W Division WWTP - Sewer	88.87
				05.2023 Abrams Park Kitchen - Sewer	38.26
				05.2023 Abrams Park Former Mgr House - Sewer	42.97
				05.2023 Abrams Park Restrooms - Sewer	89.45
				05.2023 255 S 56th Pl Well & Reservoir - Sewer	38.26
			Community Development	05.2023 487 S 56th Pl - Sewer	8.33
			Public Works	05.2023 487 S 56th Pl - Sewer	1.31
CLARK REGIONAL WASTEWATER DISTRICT - EPAY Total					770.96
CLARK-COWLITZ COUNTY FIRE RESCUE	3047	ART22-11-2023.1	Genl Govt/Facilities	01.2023 AWC Grant# ART22-11 Reimbursement	8,282.50
		ART22-11-2023.3	Genl Govt/Facilities	03.2023 AWC Grant# ART22-11 Reimbursement	8,683.01
CLARK-COWLITZ COUNTY FIRE RESCUE Total					16,965.51
CLYDE BURKLE	3916	3916-20230620	Council	2023 AWC Annual Conference Meals per Diem	184.00
CLYDE BURKLE Total					184.00
COLUMBIA CASCADE COMPANY	1151	42129-09	Public Works	Cedar Ridge Park Playground Equipment	402.19
COLUMBIA CASCADE COMPANY Total					402.19
COLUMBIAN PUBLISHING	116	42624	Public Works	Speed Limits/Water Rates/H2 Grove Dev Agreement	100.80
			Community Development	Speed Limits/Water Rates/H2 Grove Dev Agreement	46.80
		42798	Genl Govt/Facilities	Ridgefield Tax Increment Area	93.60
		42433	Community Development	2023 Municipal Code Amendments	73.80
		42771	Community Development	2023 Municipal Codes Amendments/Paradise Found Dev Agreement	153.00
COLUMBIAN PUBLISHING Total					468.00
COMCAST - EPAY	2271	2271-202306	Genl Govt/Facilities	06.2023 PW OPS Internet Services	12.13
				06.2023 PW Ops Communications	20.90
				06.2023 CH Communicatons	66.38
				06.2023 RACC Internet Services	52.84
				06.2023 CH Internet Services	407.76
			Public Safety	06.2023 PD Communications	350.41
				06.2023 PD Communications-101	889.27
			Public Works	06.2023 PW OPS Internet Services	163.29
				06.2023 PW Ops Communications	206.12
			Community Development	06.2023 PW OPS Internet Services	25.37
				06.2023 PW Ops Communications	32.85
				06.2023 RACC Internet Services	147.96
COMCAST - EPAY Total					2,375.28
COMCAST BUSINESS - EPAY	1666	174819667	Genl Govt/Facilities	06.2023 PW Ops - Communications	96.94
			Public Works	06.2023 PW Ops - Communications	1,305.20
			Community Development	06.2023 PW Ops - Communications	202.88
		173019673	Genl Govt/Facilities	06.2023 CH Communications	391.82

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COMCAST BUSINESS - EPAY Total					1,996.84
DAN'S TRACTOR	134	101523	Public Works	Storm Kubota Zero Turn Mower Maintenance	101.66
DAN'S TRACTOR Total					101.66
DAVID AND CATHLEEN STANDAL	1607	1467	Public Safety	2020 Chevy Tahoe - 69391D	782.28
DAVID AND CATHLEEN STANDAL Total					782.28
DEPARTMENT OF LICENSING - EPAY	154	RG0001345-2023	Genl Govt/Facilities	CPL Fees	18.00
		RG0001334-2023	Genl Govt/Facilities	CPL Fees	18.00
		RG0001336-2023	Genl Govt/Facilities	CPL Fees	18.00
		RG0001347-2023	Genl Govt/Facilities	CPL Fees	18.00
		RG0001339-2023	Genl Govt/Facilities	CPL Fees	18.00
		72211995	Public Works	Driving Record - Blake	15.00
		RG0001335-2023	Genl Govt/Facilities	CPL Fees	18.00
		RG0001346-2023	Genl Govt/Facilities	CPL Fees	18.00
		RG0001338-2023	Genl Govt/Facilities	CPL Fees	18.00
		RG0001332-2023	Genl Govt/Facilities	CPL Fees	18.00
		RG0001337-2023	Genl Govt/Facilities	CPL Fees	18.00
		RG0001340-2023	Genl Govt/Facilities	CPL Fees	18.00
		RG0001350-2023	Genl Govt/Facilities	CPL Fees	21.00
		RG0001341-2023	Genl Govt/Facilities	CPL Fees	18.00
		71969400	Public Works	Driving Record - Ray	1.50
			Community Development	Driving Record - Ray	13.50
		RG0001342-2023	Genl Govt/Facilities	CPL Fees	18.00
		RG0001343-2023	Genl Govt/Facilities	CPL Fees	18.00
		RG0001344-2023	Genl Govt/Facilities	CPL Fees	18.00
		RG0001349-2023	Genl Govt/Facilities	CPL Fees	18.00
		RG0001333-2023	Genl Govt/Facilities	CPL Fees	18.00
		RG0001348-2023	Genl Govt/Facilities	CPL Fees	18.00
DEPARTMENT OF LICENSING - EPAY Total					375.00
DICK'S TIRE FACTORY	158	D64350	Public Safety	2021 Ford Explorer 72002D	152.04
DICK'S TIRE FACTORY Total					152.04
DKS ASSOCIATES	1565	85941	Community Development	05.2023 On Call Review Services	1,845.00
DKS ASSOCIATES Total					1,845.00
DOWL LLC	3731	24321484602-10	Public Works	05.2023 Refuge Park - Phase 1 and Permitting	1,980.00
DOWL LLC Total					1,980.00
E2 LAND USE PLANNING SERVICES LLC	485	0485-202305	Community Development	05.2023 Planning Consulting Services	5,500.00
E2 LAND USE PLANNING SERVICES LLC Total					5,500.00
EASTSIDE STEEL INC.	3134	2-289510	Genl Govt/Facilities	Supplies for Downtown Flower Baskets	65.22
EASTSIDE STEEL INC. Total					65.22
ELCOR INC	2081	16283	Public Works	Video Card - Chris Ray	29.35
			Community Development	Video Card - Chris Ray	264.14
		MSG-16215	Public Safety	05.2023 IT Services	3,862.68
			Public Works	05.2023 IT Services	3,139.19
			Community Development	05.2023 IT Services	3,379.19
			Information Technology	05.2023 IT Services	7,010.56
		16282	Public Works	HDMI Cable - Jason Van Dyke	7.80
			Community Development	HDMI Cable - Jason Van Dyke	7.80
			Information Technology	HDMI Cable - Jason Van Dyke	3.90

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ELCOR INC	2081	16280	Public Works	Video Card - Jason Van Dyke	117.39
			Community Development	Video Card - Jason Van Dyke	117.40
			Information Technology	Video Card - Jason Van Dyke	58.70
		16279	Public Safety	Server Support and Upgrades - Add2Exchange Renewal	120.47
			Public Works	Server Support and Upgrades - Add2Exchange Renewal	97.90
			Community Development	Server Support and Upgrades - Add2Exchange Renewal	105.39
			Information Technology	Server Support and Upgrades - Add2Exchange Renewal	218.65
		16284	Public Works	Video Card - Scott Brunson	303.58
		16285	Public Safety	PD Misc Hardware for Server Rack	1,229.36
		16281	Information Technology	USB Cable - Diana Allen	11.67
ELCOR INC Total					20,085.12
ELITE CONTRACTING CO INC.	3850	2998	Genl Govt/Facilities	Street Light Repair near 39th Drive	(532.98)
			Public Works	Street Light Repair near 39th Drive	6,659.24
		3017	Public Works	Test LED Cobra Heads	435.00
ELITE CONTRACTING CO INC. Total					6,561.26
FIDELITY NATIONAL TITLE	677	612888942	Public Works	Right of Way for Royle Rd Prj. Parcel 213782000	59,806.25
		612890149-1	Public Works	ROW Processing Fee	271.75
		612888940	Public Works	Right of Way for Royle Rd Prj. Parcel 213752000	5,660.32
		612888938	Public Works	Right of Way for Royle Rd Prj. Parcel 21378400	42,246.41
		612890133-1	Public Works	ROW Processing Fee	271.75
FIDELITY NATIONAL TITLE Total					108,256.48
GALINA BURLEY	3766	3766-20230629	Public Works	05.2023 Mileage reimbursement - Burley	100.87
GALINA BURLEY Total					100.87
GISI MARKETING GROUP	2811	275528	Genl Govt/Facilities	Business Cards - Kim Zurcher	12.19
			Public Works	Business Cards - Kim Zurcher	231.54
GISI MARKETING GROUP Total					243.73
GLOBAL SECURITY & SAFETY COMMUNICATIONS INC	3447	4564506	Genl Govt/Facilities	06.2023 PW Ops Center Alarm Monitoring Services	7.73
			Public Works	06.2023 PW Ops Center Alarm Monitoring Services	104.22
			Community Development	06.2023 PW Ops Center Alarm Monitoring Services	16.20
GLOBAL SECURITY & SAFETY COMMUNICATIONS INC. Total					128.15
GROUNDWATER SOLUTIONS INC.	2971	00727.001-51	Public Works	05.2023 Hydrological Study	6,140.53
GROUNDWATER SOLUTIONS INC. Total					6,140.53
H.D. FOWLER COMPANY	2036	I6391515	Public Works	Water Operational Supplies	426.53
		I6409956	Public Works	Water Operational Supplies	584.64
		I6391493	Public Works	Water Operational Supplies	587.00
		C582910	Public Works	Water Operational Supplies Return	(156.79)
H.D. FOWLER COMPANY Total					1,441.38
HARPER HOUF PETERSON RIGHELLIS INC.	1678	56378	Public Works	05.2023 Boyse Park Master Plan	2,550.00
HARPER HOUF PETERSON RIGHELLIS INC. Total					2,550.00
HD SUPPLY INC.	3886	INV00030143	Genl Govt/Facilities	Storm and PW Shop Operational Supplies	15.09
			Public Works	Storm and PW Shop Operational Supplies	457.86
		INV00041665	Public Works	Water Operational Supplies	15.41
		INV00033118	Public Works	Water Operational Supplies	599.55
		INV00033170	Public Works	Water Operational Supplies	421.77
HD SUPPLY INC. Total					1,509.68
HONEY BUCKETS	223	553506833	Genl Govt/Facilities	05.30.2023-06.26.2023 PW Shop Port-a-Potty	72.55
			Public Works	05.30.2023-06.26.2023 PW Shop Port-a-Potty	976.45

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HONEY BUCKETS	223	553515401	Genl Govt/Facilities	2023 Big Paddle Port-a-Potty	138.00
		553515400	Genl Govt/Facilities	2023 Big Paddle Port-a-Potty	957.00
HONEY BUCKETS Total					2,144.00
INSTANT IMPRINTS CASCADE PARK	2371	53479	Genl Govt/Facilities	PW Crew Hats	40.06
			Public Works	PW Crew Hats	546.38
		53461	Genl Govt/Facilities	Community Events Apparel - Sennett	171.98
INSTANT IMPRINTS CASCADE PARK Total					758.42
INTERMEDIA.NET INC.	3804	2306130776	Information Technology	05.2023 Voice Service Charges	87.23
INTERMEDIA.NET INC. Total					87.23
J2 BLUE PRINT SUPPLY	243	AR137584	Genl Govt/Facilities	2023 Big Paddle Signage	356.54
		AR137988	Genl Govt/Facilities	2023 Big Paddle Signage	90.23
J2 BLUE PRINT SUPPLY Total					446.77
JACOBS ENGINEERING GROUP INC.	3349	W3X87401-10	Public Works	05.2023 Screen Design/Engineering Services	11,500.12
JACOBS ENGINEERING GROUP INC. Total					11,500.12
JANEAN Z PARKER	2199	196	Public Works	05.2023 Legal Services	206.25
			Community Development	05.2023 Legal Services	1,925.00
			Legal	05.2023 Legal Services	3,918.75
JANEAN Z PARKER Total					6,050.00
JOHN P MCDONAGH	2267	16052023	Council	05.16.2023 Council Retreat Facilitaion	1,620.00
JOHN P MCDONAGH Total					1,620.00
JUDY CHIPMAN	3757	3757-20230629	Council	Mileage Reimbursement - Judy Chipman	166.04
		3757-20230620	Council	2023 AWC Annual Conference Meals per Diem	184.00
JUDY CHIPMAN Total					350.04
JUSTIN TUCKER	3914	1005	Genl Govt/Facilities	2023 State of the City Video Services	17,500.00
JUSTIN TUCKER Total					17,500.00
KILLA BITES	3727	2552	Finance	Grant Writer Interview Lunch	50.00
		2562	Public Works	PW Development Coordinator Interviews	5.22
			Community Development	PW Development Coordinator Interviews	46.96
KILLA BITES Total					102.18
L.N. CURTIS AND SONS	3075	INV713971	Public Safety	PD Uniforms - Polo Shirts	323.93
		INV712621	Public Safety	PD Uniform - Benton	557.46
L.N. CURTIS AND SONS Total					881.39
LANGUAGE LINE SERVICES INC.	3122	11027812	Judicial	05.2023 Interpreting Services	2.45
LANGUAGE LINE SERVICES INC. Total					2.45
LEE KNOTTNERUS	1765	1765-20230629	Information Technology	Laptop Charging Cord- Knottnerus	33.06
			Human Resources	PRIMA Training Hotel Reimb. - Knottnerus	362.52
			Administration	PRIMA Training Hotel Reimb. - Knottnerus	543.78
LEE KNOTTNERUS Total					939.36
LEPS-PSS PLLC	3896	3439	Public Safety	Post-COE Psychological Evaluation	1,350.00
LEPS-PSS PLLC Total					1,350.00
MACKAY AND SPOSITO INC.	899	46750	Public Works	05.2023 Skate Park Alternatives Study	320.00
MACKAY AND SPOSITO INC. Total					320.00
MANTHE EQUIPMENT INC	3595	126095	Public Works	Storm DR Mower Maintenance	77.35
MANTHE EQUIPMENT INC Total					77.35
MARIUS L MALATTIA	1817	173	Community Development	05.2023 Design Reviews	562.50
MARIUS L MALATTIA Total					562.50
MARTA L. OCHOA-RUTHERFORD	3396	581	Judicial	05.25.2023 Interpreting Services	130.00

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MARTA L. OCHOA-RUTHERFORD Total					130.00	
MAUL FOSTER ALONGI INC.	834	54411	Genl Govt/Facilities	05.2023 On-Call Services - Park Laundry	6,321.25	
		52852	Genl Govt/Facilities	02.2023 On-Call Services - Park Laundry	1,532.50	
		54412	Genl Govt/Facilities	05.2023 Remedial Action	5,317.92	
MAUL FOSTER ALONGI INC. Total					13,171.67	
MAUREEN O'REILLY	2564	60323	Genl Govt/Facilities	2023 BP Dragon Boat Maintenance Reimbursement	99.78	
MAUREEN O'REILLY Total					99.78	
MINUTEMAN PRESS (NORTH)	3278	8470	Council	Name Badges - Matt Cole & Lee Wells	51.92	
MINUTEMAN PRESS (NORTH) Total					51.92	
MJB CONSULTING INC	3117	2172	Genl Govt/Facilities	06.2023 State Lobbyist	2,750.00	
MJB CONSULTING INC Total					2,750.00	
NAPA AUTO PARTS	498	374383	Public Works	Parks Supplies/Tools/Ventrac Maint.	226.90	
		373648	Public Works	Storm Operational Supplies	47.17	
		371478	Public Works	2001 Dodge RAM	16.38	
		374450	Public Works	Parks Ventrac Maintenance	(11.05)	
		370463	Public Works	Storm Ventrac Mower Maintenance	140.52	
NAPA AUTO PARTS Total					419.92	
NELSON TRUCK EQUIPMENT	3535	741312	Genl Govt/Facilities	2019 Ford F350 Repairs - Smith	122.53	
			Public Works	2019 Ford F350 Repairs - Smith	1,102.79	
NELSON TRUCK EQUIPMENT Total					1,225.32	
NORTHSIDE FORD TRUCK SALES INC	3281	13751	Public Safety	2023 Ford Explorer - A04991	59,324.60	
NORTHSIDE FORD TRUCK SALES INC Total					59,324.60	
NORTHSTAR CHEMICAL INC.	1019	254118	Public Works	Sodium Hypochlorite	1,371.80	
NORTHSTAR CHEMICAL INC. Total					1,371.80	
NORTHWEST NATURAL GAS - EPAY	315	0315-202305	Genl Govt/Facilities	05.2023 PW Shop - Natural Gas	2.33	
				05.2023 PW Ops - Natural Gas	1.40	
				05.2023 PW Ops #B - Natural Gas	9.91	
				05.2023 City Hall - Natural Gas	60.04	
			Public Safety	05.2023 Police Department - Natural Gas	23.32	
				05.2023 PD The Bluffs - Natural Gas	67.99	
				Public Works	05.2023 PW Shop - Natural Gas	30.56
			05.2023 PW Ops - Natural Gas		18.51	
			05.2023 PW Ops #B - Natural Gas		130.07	
			Community Development	05.2023 PW Ops - Natural Gas	2.95	
				Public Works	05.2023 PW Shop - Natural Gas	0.77
					05.2023 PW Ops - Natural Gas	0.46
					05.2023 PW Ops #B - Natural Gas	3.29
			NORTHWEST NATURAL GAS - EPAY Total			
NORTHWEST STAFFING	522	4132342	Public Works	06.04.2023 Temp Services - Loucks	1,057.70	
		4132189	Public Works	05.28.2023 Temp Services - Loucks	664.84	
NORTHWEST STAFFING Total					1,722.54	
NW CONSTRUCTION GENERAL CONTRACTING INC.	2900	P21026-2900-15	Genl Govt/Facilities	Royle Road S 19th to 460 LF N of S 15th	(7,437.35)	
			Public Works	Royle Road S 19th to 460 LF N of S 15th	151,503.23	
NW CONSTRUCTION GENERAL CONTRACTING INC. Total					144,065.88	
ONE CALL CONCEPTS	326	3059095	Public Works	05.2023 Excavation Notifications/Modern Ticket Delivery	205.92	
ONE CALL CONCEPTS Total					205.92	
ON-HOLD CONCEPTS INC	2217	606053	Information Technology	06.2023 On Hold Music Services	24.95	

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ON-HOLD CONCEPTS INC Total					24.95
OTAK INC.	1787	62300166	Community Development	05.2023 Commercial Project Management	5,301.75
OTAK INC. Total					5,301.75
PACIFIC OFFICE AUTOMATION - LEASE	1564	80152946	Genl Govt/Facilities	07.2023 Copier Lease - PW Ops	27.50
			Public Works	07.2023 Copier Lease - PW Ops	370.11
			Community Development	07.2023 Copier Lease - PW Ops	57.52
		80097773	Genl Govt/Facilities	06.2023 Copier Lease - PD/CH/RACC/PWUTIL	607.54
			Public Safety	06.2023 Copier Lease - PD/CH/RACC/PWUTIL	562.47
			Public Works	06.2023 Copier Lease - PD/CH/RACC/PWUTIL	42.10
			Community Development	06.2023 Copier Lease - PD/CH/RACC/PWUTIL	607.54
PACIFIC OFFICE AUTOMATION - LEASE Total					2,274.78
PACIFICA LAW GROUP	2911	84021	Legal	05.2023 Legal Services	1,551.00
PACIFICA LAW GROUP Total					1,551.00
PARKER PACIFIC DEVELOPMENT LLC	3765	4137	Genl Govt/Facilities	Dog Refuge Park	(500.00)
			Public Works	Dog Refuge Park	10,870.00
PARKER PACIFIC DEVELOPMENT LLC Total					10,370.00
PATRICK HILDRETH BRAND AND DESIGN	2372	2551	Genl Govt/Facilities	05.2023 Web Design / Maintenance	417.41
			Public Works	05.2023 Web Design / Maintenance	575.35
			Information Technology	05.2023 Web Design / Maintenance	42.24
PATRICK HILDRETH BRAND AND DESIGN Total					1,035.00
PBS ENGINEERING AND ENVIRONMENTAL	342	0078071.000-1	Public Works	04.2023 S 5th Street Roadway Repairs	10,552.72
		0071859.001-9	Public Works	05.2023 Horns Corner Park Phase 1	2,918.75
		0071742.000-13	Public Works	04.2023 Mayors Meadow to Reiman Rd Design	1,414.00
		0071069.010-8	Public Works	04.2023 Royle Rd Roundabout Construcion Inspection	13,279.78
		0071272.001-2	Community Development	04.2023 Developer Plan Review	25,548.00
		0071069.009-16	Public Works	04.2023 Royle Rd Corridor Completion	26,053.51
PBS ENGINEERING AND ENVIRONMENTAL Total					79,766.76
PETERSON CAT	1767	05162601	Genl Govt/Facilities	2023 Big Paddle Equipment Rental	474.15
PETERSON CAT Total					474.15
PITNEY BOWES - EPAY	341	3317528062	Genl Govt/Facilities	Q2.2023 Postage Machine Lease	507.38
PITNEY BOWES - EPAY Total					507.38
PLAYCORE WISCONSIN INC.	2930	PJI-0206040	Genl Govt/Facilities	Parks Playground Repair Supplies - Tax Only	28.31
PLAYCORE WISCONSIN INC. Total					28.31
PORTLAND ENGINEERING INC	2082	11830	Public Works	05.2023 AA003 Ridgefield Services 2023	633.18
PORTLAND ENGINEERING INC Total					633.18
PROVIDENCE HEALTH & SERVICES OREGON	3530	39897	Public Works	DOT Exams	100.00
PROVIDENCE HEALTH & SERVICES OREGON Total					100.00
PURCHASE POWER - EPAY	356	53550594	Genl Govt/Facilities	05.04.2023 Postage Replenishment	317.39
PURCHASE POWER - EPAY Total					317.39
PURCOR PEST SOLUTIONS OF WASHINGTON LLC	3606	10715369	Genl Govt/Facilities	06.2023 Pest Control - PW Ops	10.74
			Public Works	06.2023 Pest Control - PW Ops	144.90
			Community Development	06.2023 Pest Control - PW Ops	22.52
		10715829	Public Safety	06.2023 Pest Control - PD	140.22
		10714194	Genl Govt/Facilities	06.2023 Pest Control - 109 Division	127.84
		10715368	Genl Govt/Facilities	06.2023 Pest Control - CH	142.29
PURCOR PEST SOLUTIONS OF WASHINGTON LLC Total					588.51
RICOH USA INC.	3829	5067320443	Public Safety	04.2023 PD Copier Usage	81.10

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RICOH USA INC. Total					81.10
RIDGEFIELD CHAMBER OF COMMERCE	3048	646	Genl Govt/Facilities	2023 Big Paddle Beverage Services	273.00
RIDGEFIELD CHAMBER OF COMMERCE Total					273.00
RIDGEFIELD HARDWARE	376	0376-202305	Genl Govt/Facilities	05.2023 Operational Supplies	79.73
			Public Safety	05.2023 Operational Supplies	38.69
			Public Works	05.2023 Operational Supplies	713.69
RIDGEFIELD HARDWARE Total					832.11
RIDGEFIELD SCHOOL DISTRICT	378	1002200142	Genl Govt/Facilities	05.2023 RACC Operating Expenses	736.05
			Community Development	05.2023 RACC Operating Expenses	2,821.46
RIDGEFIELD SCHOOL DISTRICT Total					3,557.51
SAUER HOLDINGS LLC	2885	42617	Genl Govt/Facilities	2023 Big Paddle Tents and Chairs Rental	3,587.10
SAUER HOLDINGS LLC Total					3,587.10
SIMPLIFILE - EPAY	2962	E6119441	Genl Govt/Facilities	The Alpaca Group 6119441 COV	220.37
SIMPLIFILE - EPAY Total					220.37
SITEONE LANDSCAPE SUPPLY LLC	2951	130601117-001	Public Works	Ridgefield Woods/Cedar Ridge Parks Irrigation System Parts	517.04
		131420893-001	Public Works	Dog Park Irrigation System Parts	199.48
SITEONE LANDSCAPE SUPPLY LLC Total					716.52
SPECIAL ASPHALT PRODUCTS	3580	INVC092784	Genl Govt/Facilities	Streets Cracks Sealing Squeegee	(28.71)
			Public Works	Streets Cracks Sealing Squeegee	358.71
		INVC092870	Genl Govt/Facilities	Streets Cracks Sealing Squeegee Parts	(14.62)
			Public Works	Streets Cracks Sealing Squeegee Parts	182.62
SPECIAL ASPHALT PRODUCTS Total					498.00
SPRINGBROOK - GROUP EPAY	3544	230621926	Public Works	05.2023 UB Web Payments	786.28
SPRINGBROOK - GROUP EPAY Total					786.28
SPRINGBROOK SOFTWARE LLC	3444	INV-013505	Public Works	05.2023 Customer Web Payments	3,256.27
SPRINGBROOK SOFTWARE LLC Total					3,256.27
STATE AUDITOR'S OFFICE	524	L155082	Finance	05.2023 Audit Services	18,689.80
STATE AUDITOR'S OFFICE Total					18,689.80
STATE OF WA DEPARTMENT OF REVENUE - EPAY	156	0-034-052-055	Genl Govt/Facilities	05.2023 Excise and B&O Tax	1,252.82
			Public Works	05.2023 Excise and B&O Tax	21,678.26
STATE OF WA DEPARTMENT OF REVENUE - EPAY Total					22,931.08
STERICYCLE INC	2504	8004016462	Genl Govt/Facilities	05.2023 Secure Shredding - PD/PW Ops	5.86
			Public Safety	05.2023 Secure Shredding - PD/PW Ops	45.30
			Public Works	05.2023 Secure Shredding - PD/PW Ops	79.17
			Community Development	05.2023 Secure Shredding - PD/PW Ops	12.30
		8004057357	Genl Govt/Facilities	05.2023 Secure Shredding - RACC/CH	59.18
			Community Development	05.2023 Secure Shredding - RACC/CH	24.52
			STERICYCLE INC Total		
SYSTEMS FOR PUBLIC SAFETY INC.	1788	41399	Public Safety	Vehicle Setup - 2022 Ford Interceptor - 1FM5K8AW1NNA13847	21,706.81
SYSTEMS FOR PUBLIC SAFETY INC. Total					21,706.81
THE MASTERS TOUCH LLC	1786	P87004	Public Works	06.2023 Delinquent Notices - Postage	308.49
		P86985	Public Works	06.2023 UB Final Bills - Postage	24.72
		86985	Public Works	06.2023 UB Final Bills	88.87
		87025	Public Works	06.2023 Backflow Test Letters	303.25
		86922	Public Works	06.2023 Rate Increase Letters	1,518.67
		87004	Public Works	06.2023 Delinquent Notices	217.74
		P86922	Public Works	Reclass Master Touch Invoice 10325	0.00

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THE MASTERS TOUCH LLC	1786	P86922	Public Works	06.2023 Rate Increase Letters - Postage	205.43
		P87025	Public Works	06.2023 Backflow Test Letters - Postage	102.60
THE MASTERS TOUCH LLC Total					2,769.77
THE PARR COMPANY	964	26656959	Genl Govt/Facilities	2023 Big Paddle Pallet Wall Supplies	113.67
		26656882	Genl Govt/Facilities	2023 Big Paddle Pallet Wall - Refundable Deposit	1,521.80
		26657385	Genl Govt/Facilities	2023 Big Paddle Pallet Wall - Deposit Refund	(1,521.80)
		26656986	Genl Govt/Facilities	2023 Big Paddle Pallet Wall Supplies	24.66
THE PARR COMPANY Total					138.33
TOPCON SOLUTIONS STORE	3421	INV239606	Public Works	Bluebeam License Upgrade - Grant Williams	309.05
			Community Development	Bluebeam License Upgrade - Grant Williams	343.39
			Information Technology	Bluebeam License Upgrade - Grant Williams	34.33
TOPCON SOLUTIONS STORE Total					686.77
TOWNZEN & ASSOCIATES INC.	3450	23-067	Community Development	05.2023 Building Plan Reviews	48,428.58
TOWNZEN & ASSOCIATES INC. Total					48,428.58
TRAFFIC SAFETY SUPPLY	432	INV059446	Genl Govt/Facilities	Abrams Park Parking Barricades	(383.67)
			Public Works	Abrams Park Parking Barricades	4,793.67
		INV060188	Genl Govt/Facilities	Variable Message Board	18,756.21
TRAFFIC SAFETY SUPPLY Total					23,166.21
TRITECH FORENSICS	3056	892029	Public Safety	DUI Blood Kits	132.61
TRITECH FORENSICS Total					132.61
TROY PRATT	3917	ENG-223-0061	Genl Govt/Facilities	Encroachment Permit Refund	100.00
TROY PRATT Total					100.00
UNIFIRST CORPORATION	3904	335 3140695	Genl Govt/Facilities	06.20.2023 PW Ops Mats and PW Uniforms	13.99
			Public Works	06.20.2023 PW Ops Mats and PW Uniforms	193.66
			Community Development	06.20.2023 PW Ops Mats and PW Uniforms	6.69
		335 3138520	Public Safety	06.13.2023 Floor Mats - PD	39.53
		335 3136362	Genl Govt/Facilities	06.06.2023 PW Ops Mats and PW Uniforms	13.99
			Public Works	06.06.2023 PW Ops Mats and PW Uniforms	193.66
			Community Development	06.06.2023 PW Ops Mats and PW Uniforms	6.69
		335 3138521	Genl Govt/Facilities	06.13.2023 PW Ops Mats and PW Uniforms	13.99
			Public Works	06.13.2023 PW Ops Mats and PW Uniforms	193.66
			Community Development	06.13.2023 PW Ops Mats and PW Uniforms	6.69
		335 3136359	Genl Govt/Facilities	06.06.2023 Floor Mats - CH	16.46
		335 3140693	Genl Govt/Facilities	06.20.2023 Floor Mats - RACC	2.76
			Community Development	06.20.2023 Floor Mats - RACC	7.73
		335 3138519	Genl Govt/Facilities	06.13.2023 Floor Mats - RACC	2.76
			Community Development	06.13.2023 Floor Mats - RACC	7.73
		335 3136360	Genl Govt/Facilities	06.06.2023 Floor Mats - RACC	2.76
			Community Development	06.06.2023 Floor Mats - RACC	7.73
		335 3140692	Genl Govt/Facilities	06.20.2023 Floor Mats - CH	16.46
		335 3138518	Genl Govt/Facilities	06.13.2023 Floor Mats - CH	16.46
		335 3140694	Public Safety	06.20.2023 Floor Mats - PD	39.53
		3336 3136361	Public Safety	06.06.2023 Floor Mats - PD	39.53
UNIFIRST CORPORATION Total					842.46
UNITED RENTALS (NORTH AMERICA) INC.	3915	220395914-001	Genl Govt/Facilities	2023 Big Paddle - Tempower Rental	327.66
UNITED RENTALS (NORTH AMERICA) INC. Total					327.66
US BANK	2237	2271445	Public Works	RIDLTG018 Bond Interest	120,175.00

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US BANK	2237	2271316	Public Works	RIDTLG017 Bond Interest	155,912.50
US BANK Total					276,087.50
VAIRKKO TECHNOLOGIES LLC	3699	23444	Genl Govt/Facilities	06.2023 PD Scheduling Software	(12.39)
			Public Safety	06.2023 PD Scheduling Software	154.79
VAIRKKO TECHNOLOGIES LLC Total					142.40
VERIZON WIRELESS - EPAY	452	9935995436	Genl Govt/Facilities	PW iPad and cellphones	33.73
				General iPad and cellphones	48.81
			Public Safety	PD iPad and cellphones	634.72
			Public Works	PW iPad and cellphones	454.82
			Community Development	CDD iPad and cellphones	292.84
			Council	Council iPad and cellphones	537.11
			Finance	Finance iPad and cellphones	48.81
			Administration	Admin iPad and cellphones	292.84
			Executive	Executive iPad and cellphones	48.80
		9935995438	Genl Govt/Facilities	General iPad and cellphones	47.77
				PW iPad and cellphones	85.90
			Public Safety	PD iPad and cellphones	668.76
			Public Works	PW iPad and cellphones	1,156.04
			Community Development	CDD iPad and cellphones	525.45
			Council	Council iPad and cellphones	47.77
			Administration	Admin iPad and cellphones	286.60
		9935995437	Public Works	Hillhurst Ped Crossing	105.16
VERIZON WIRELESS - EPAY Total					5,315.93
W.W.GRAINGER INC.	206	9727974512	Public Works	Hydrant Maintenance Supplies	44.61
W.W.GRAINGER INC. Total					44.61
WALTER E. NELSON COMPANY	3553	1796750	Public Works	Abrams Park Paper Towel Dispenser	78.81
WALTER E. NELSON COMPANY Total					78.81
WASHINGTON STATE PATROL	463	123006925	Genl Govt/Facilities	05.2023 Background Checks - CPL	460.50
WASHINGTON STATE PATROL Total					460.50
WELLS FARGO - EPAY	1681	202305-3035	Genl Govt/Facilities	Giles Amzn Mktp Us Returned PW Ops Trash Can Stickers	(2.51)
				Giles Amazon.Com Tj4br8273 Amzn Dragon Boat Sponges	45.60
				Giles Amzn Mktp Us Hm7he0v91 Josh J. Headphones and Speakers	12.03
				Giles Amzn Mktp Us 3g9g968g3 City Hall File Folder Labels	19.48
				Giles Amzn Mktp Us Cq32k8a33 PW Shop Breakroom Clock	2.07
				Giles Amzn Mktp Us Kq5dp3ji3 Am PW Ops Notebooks and Pens	2.95
				Giles Amzn Mktp Us Hm7he0v91 Josh J. Notebooks	0.87
				Giles Amazon.Com Xk0d27i13 Amzn Josh J. Desk Fan	2.77
				Giles Amzn Mktp Us I51oi7u93 City Hall Trash Bags	43.45
				Giles Amazon.Com 3o61m5kz3 PW Shop Breakroom Coffee	0.59
				Giles Amazon.Com Ot5er2043 Amzn Big Paddle Plastic Cups	19.18
				Giles Amzn Mktp Us Vo0273pe3 PW Ops Gel Pens	0.86
				Giles Amzn Mktp Us Kq5dp3ji3 Am PW Ops Supplies	5.96
				Giles Amazon.Com Hm6kc4hs0 Amzn Dragon Boat Pump/Hose Kit/Sponge	198.96
				Giles Amzn Mktp Us Hm1v394k1 PW Ops Staplers	1.28
				Giles Amzn Mktp Us Ab6cz72g3 City Hall Wastebasket	17.37
				Giles Amzn Mktp Us 7q2x05183 Big Paddle Dragon Boat Dock Line	42.37
				Giles Amzn Mktp Us 907aw9zv3 City Hall Swiffer Dusters	13.02

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WELLS FARGO - EPAY

1681

202305-3035

Genl Govt/Facilities

Giles Amzn Mktpl Us Is3ad7hu3 Steve and Austin New Vehicles	12.01
Giles Amzn Mktpl Us Cf6390003 City Hall Copy Paper	70.29
Giles Amazon.Com Av0983c53 Amzn City Hall Coffee	40.78
Giles Amzn Mktpl Us L73ss0xc3 Events Trailer Tie Downs and Ratche	121.18
Giles Amazon.Com 2292n9o83 City Hall Gel Pens	32.60
Giles Amzn Mktpl Us Rc0lx2fi3 Events Trailer Tie Downs and Awning	101.43
Giles Amzn Mktpl Us 261zu2m33 City Hall Date Stamp	26.96
Giles Amzn Mktpl Us Hm0rn1pl2 RACC Keurig Filters	4.10
Giles Amzn Mktpl Us Up73t0k53 Big Paddle Batteries and Tags	36.08
Giles Amzn Mktpl Us C14bv3fa3 Events Laminating Pouches	21.73
Giles Amzn Mktpl Us 3g9g968g3 City Hall Swiffer Duster Refills	13.03
Giles Amzn Mktpl Us Nn97s2km3 Events Trailer Steps	99.98
Giles Amazon.Com Lp3p66ha3 Events Banner Rubber Bands	10.75
Giles Amzn Mktpl Us Bf0qh9u03 Code Enforcement Running Boards	206.52
Giles Amazon.Com Hl2nd3gd3 Amzn Big Paddle Megaphone	84.66
Giles Amzn Mktpl Us Cm95s93t3 Code Enforcement Vehicle Strobe Lig	274.42
Giles Amazon.Com H48bt1i02 Amzn PD Spiral Notebooks	5.20
Giles Amzn Mktpl Us 0w6yy01g3 PD Wall Screws	13.03
Giles Amzn Mktpl Us Qp9l09ft3 PD Desks	1,425.21
Giles Amazon.Com H48bt1i02 Amzn PD Dog Leashes	17.72
Giles Amzn Mktpl Us Qp54h9vs3 PD Equipment Organizer	152.17
Giles Amzn Mktpl Us Q82ln74j3 Am PD Copy Paper	85.00
Giles Amzn Mktpl Us H48i91oj1 PD Paper Organizer	131.78
Giles Amzn Mktpl Us Pk7c07413 PD Name Plates	30.34
Giles Amzn Mktpl Us PD Returned Desk Pad	(29.34)
Giles Amzn Mktpl Us Be84j8s83 PD Leather Desk Pad	32.60
Giles Amzn Mktpl Us Rk05134d3 PD Felt Pads	29.87
Giles Amazon.Com Hm4452vk0 Amzn PD Grammer Books	106.40
Giles Amzn Mktpl Us 242h615d3 PD Desk Pads	84.30
Giles Amzn Mktpl Us Q82ln74j3 Am PD Desk Pads	163.00
Giles Amzn Mktpl Us V24om9m63 Am PD Hand Soap	8.09
Giles Amazon.Com Er47g88f3 Amzn PD Scotch Tape/Dispenser	14.34
Giles Amzn Mktpl Us A63xc2t53 PD Screws	17.38
Giles Amzn Mktpl Us Pf6tj4a63 PD Wagon and Desk Pads	188.02
Giles Amzn Mktpl Us Returned PW Ops Trash Can Stickers	(33.87)
Giles Amzn Mktpl Us Kq5dp3ji3 Am Chris R. Keyboard	3.26
Giles Amzn Mktpl Us Hm7he0v91 Josh J. Headphones and Speakers	44.10
Giles Amzn Mktpl Us Cq32k8a33 PW Shop Breakroom Clock	27.80
Giles Amzn Mktpl Us Kq5dp3ji3 Am PW Ops Notebooks and Pens	39.72
Giles Amzn Mktpl Us Kq5dp3ji3 Am Josh J. Bluetooth Adapter	7.22
Giles Amzn Mktpl Us Hm7he0v91 Josh J. Notebooks	3.23
Giles Amazon.Com Xk0d27i13 Amzn Josh J. Desk Fan	10.16
Giles Amazon.Com 3o61m5kz3 PW Shop Breakroom Coffee	7.90
Giles Amzn Mktpl Us Vo0273pe3 PW Ops Gel Pens	11.67
Giles Amzn Mktpl Us Kq5dp3ji3 Am PW Ops Supplies	80.45
Giles Amazon.Com Vk51y7ur3 Amzn PW FAC Keyboard	32.93
Giles Amzn Mktpl Us Hm1v394k1 PW Ops Staplers	17.26

Public Safety

Public Works

City of Ridgefield

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WELLS FARGO - EPAY

1681

202305-3035

Public Works

Giles Amzn Mktp Us Is3ad7hu3 Steve and Austin New Vehicles	87.73
Giles Amzn Mktp Us Md9tl88x3 PW Utilities Monitor Wall Mount	35.85
Giles Amzn Mktp Us Sd5bh8wz3 Storm Binders and Binder Rings	37.29
Giles Amazon.Com G21ct0sn3 Amzn PW Utilities Computer Monitor	336.96
Giles Amzn Mktp Us Kf1kh7x43 Storm Binder Rings	7.60
Giles Amzn Mktp Us Pi7t11xg3 Storm S Hooks	7.47
Giles Amzn Mktp Us Em4437hz3 Abrams Park Restroom Signs	20.64
Giles Amazon.Com 3o5k67bc3 Cemetery Index Cards	9.77
Giles Amzn Mktp Us Au7dy7zq3 Storm Label Maker Tape	13.02
Giles Amzn Mktp Us Bi2qv1mr3 Mai Lou Desk Organizer	8.80
Giles Amzn Mktp Us Returned PW Ops Trash Can Stickers	(5.26)
Giles Amzn Mktp Us Kq5dp3ji3 Am Chris R. Keyboard	29.34
Giles Amzn Mktp Us Hm7he0v91 Josh J. Headphones and Speakers	24.05
Giles Amzn Mktp Us Kq5dp3ji3 Am PW Ops Notebooks and Pens	6.17
Giles Amzn Mktp Us Kq5dp3ji3 Am Josh J. Bluetooth Adapter	5.41
Giles Amzn Mktp Us Hm7he0v91 Josh J. Notebooks	1.76
Giles Amazon.Com Xk0d27i13 Amzn Josh J. Desk Fan	5.54
Giles Amzn Mktp Us Vo0273pe3 PW Ops Gel Pens	1.81
Giles Amzn Mktp Us Kq5dp3ji3 Am PW Ops Supplies	12.50
Giles Amzn Mktp Us Hm1v394k1 PW Ops Staplers	2.68
Giles Amzn Mktp Us Me6x705d3 Khaled iPad Case	27.16
Giles Amzn Mktp Us Hm0rn1pl2 RACC Keurig Filters	11.49
Giles Amzn Mktp Us L62a20yz3 Kevin H. Seat Cushion	38.14
Giles Amzn Mktp Us Ou8cr96c3 Beth Footrest	35.86
Giles Amazon.Com La69z5az3 Council Retreat Binders	43.40
Giles Amzn Mktp Us Om2fj4c93 Mayor Parade Candy	33.99
Giles Amzn Mktp Us C14bv3fa3 Council Dot Stickers	11.08
Giles Amzn Mktp Us 534z685a3 Emily G. Desk Drawer Locks	19.24
Giles Amzn Mktp Us Bi2qv1mr3 Mai Lou Desk Organizer	8.80
Giles Amzn Mktp Us Kq5dp3ji3 Am Josh J. Bluetooth Adapter	5.40
Giles Amazon.Com Vk51y7ur3 Amzn PW FAC Keyboard	49.67
Giles Amzn Mktp Us Oj3v45k33 Diana Mouse/Keyboard	37.79
Giles Amzn Mktp Us Yz7dh0x33 Public Service Employee Recognition	83.64
Giles Amzn Mktp Us Qp99t37q3 Public Employee Recognition Supplie	56.16
Giles Amzn Mktp Us Ju8o45663 Public Service Employee Recognition	17.28
Giles Amazon.Com A000m9bp3 Amzn Public Service Recognition Month	7.95
Giles Amzn Mktp Us 2q7wu3x23 Public Service Employee Recognition	10.85
Giles Amzn Mktp Us Hm7lz8xx1 Public Service Employee Recognition	13.58
Giles Amzn Mktp Us L76318sw3 Wellness Trophies	9.39
Giles Amzn Mktp Us Oq02v7s93 Public Service Employee Recognition	22.82
Giles Amzn Mktp Us Dy15y6u93 Public Service Employee Recognition	13.02
Giles Amzn Mktp Us Hm0fm1531 Public Service Employee Recognition	15.27
Giles Amzn Mktp Us P214u7df3 Public Employee Recognition Decorat	31.96
Giles Amzn Mktp Us 261zu2m33 Diana Date Stamp	26.96
Giles Amzn Mktp Us lu1451la3 Julie F. Desktop Organizer	16.28
Blehm Walmart.Com Water jugs for PW and CDD -All Jugs Returned o	221.36
Blehm Holiday Inn Express Rose Patrick Morgan hotel for training	107.31

Community Development

Council

Finance

Information Technology

Human Resources

Administration

202305-7051

Genl Govt/Facilities

Public Safety

City of Ridgefield

Claims Payment Report

For Approval on:

June 29th, 2023

WELLS FARGO - EPAY

1681

202305-7051

Human Resources

Blehm Fred Meyer #0683 PW public appreciation 36.07

Blehm Rosauers Food & Dru PD and City Hall public service apprec 32.05

Blehm Rosauers Food & Dru Kudos candy 21.96

Blehm Rosauers Food & Dru Finance and CDD public service appreci 20.06

Blehm Rosauers Food & Dru Employee relations-Public Service reco 1,125.00

202305-8375

Community Development

Curtis Sww-Icc.Org 2021 IRC Significant Changes Training-Curtis 735.00

Curtis Hampton Auto Glass Inc. CDD 2020 Ford Escape window repai 282.35

Curtis Sww-Icc.Org 2021 ADA Live training-Curtis 210.00

202305-6189

Genl Govt/Facilities

Green Marriott Tacoma Lodging and parking expense for APWA Confe 8.45

Green Sq Sugars Barbecue Green Meal for Chris Ray Welcome Lunch 0.44

Green Sq Sugars Barbecue VanDyke Meal for Chris Ray Welcome Lun 2.11

Green Sq Sugars Barbecue J. Johnson Meal for Chris Ray Welcome 3.33

Green Cameo Cafe Monthly lunch mtg w/Clark Co. PW Dir's 0.52

Green Marriott Tacoma Received Per Diem-Meal not authorized-Invo 31.47

Public Works

Green Marriott Tacoma Lodging and parking expense for APWA Confe 101.34

Green Sq Sugars Barbecue Green Meal for Chris Ray Welcome Lunch 5.32

Green Sq Sugars Barbecue VanDyke Meal for Chris Ray Welcome Lun 10.54

Green Sq Sugars Barbecue J. Johnson Meal for Chris Ray Welcome 12.19

Green Sq Sugars Barbecue Chris Ray Welcome Lunch Meal 2.43

Green Cameo Cafe Monthly lunch mtg w/Clark Co. PW Dir's 6.23

Green Vwf 1210 Parks Foundation luncheon Parking - Green 6.00

Community Development

Green Marriott Tacoma Lodging and parking expense for APWA Confe 312.49

Green Sq Sugars Barbecue Green Meal for Chris Ray Welcome Lunch 16.41

Green Sq Sugars Barbecue VanDyke Meal for Chris Ray Welcome Lun 8.43

Green Sq Sugars Barbecue J. Johnson Meal for Chris Ray Welcome 6.65

Green Sq Sugars Barbecue Chris Ray Welcome Lunch Meal 21.91

Green Cameo Cafe Monthly lunch mtg w/Clark Co. PW Dir's 19.21

202305-8052

Genl Govt/Facilities

Freimuth Walmart.Com Water Coolers for Field Staff 11.48

Freimuth Yeti 1-833-225-9384 Wellness Water Bottles-Additional T (1.74)

Freimuth Walmart.Com 3 Big Paddle Gifts 55.34

Freimuth Usps Po 5471680444 Stamps 63.00

Public Works

Freimuth Walmart.Com Water Coolers for Field Staff 154.54

Human Resources

Freimuth Amzn Mktp Us T572o58r3 Wellness Walking Challenge Award 35.85

Freimuth Starbucks Store 63631 Coffee For All Hands Meeting 43.48

Freimuth Rosauers Food & Dru Fruit for All Hands Meeting 87.06

Freimuth Wpy Catering By Chucks Catering for All Hands Meeting 785.08

Freimuth Amzn Mktp Us Kb1nd4pz3 Wellness Walking Challenge Award 64.64

Freimuth Hallmark Resort - Cann 2022 Wellness Winner Prize - Dep 470.55

Freimuth Costco By Instacart Wellness Snacks 549.84

Freimuth Yeti 1-833-225-9384 Wellness Water Bottles 337.84

202305-0187

Genl Govt/Facilities

Melroy United Rentals #018489 PW Shop Fork Lift Propane Tanks 11.28

Melroy Curlys Lock And Key PW OPS building keys. 3.81

Melroy Costco Whse #0002 PD The Bluffs Storage Shelving Use/Sale (34.80)

Melroy Ultimate Window Tinting Code enforcement truck window tin 215.92

Melroy Jack'S Vip Auto Detail PW Pool Car Detail 9.81

Melroy Jack'S Vip Auto Detail PW Pool Car Detail Use/Sales Tax (12.75)

Public Safety

Melroy Costco Whse #0002 PD The Bluffs Storage Shelving 434.78

City of Ridgefield

Claims Payment Report

For Approval on:

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WELLS FARGO - EPAY

1681

202305-0187

Public Works

Melroy United Rentals #018489 PW Shop Fork Lift Propane Tanks

151.77

Melroy Curlys Lock And Key PW OPS building keys.

51.36

Melroy Jack'S Vip Auto Detail PW Pool Car Detail

132.37

Community Development

Melroy Curlys Lock And Key PW OPS building keys.

7.98

Melroy Jack'S Vip Auto Detail PW Pool Car Detail

20.57

Council

Melroy Sandy'S Sign & Design Mayors parade signs

97.65

202305-0794

Information Technology

Knottnerus Dnh Domain Hosting Srvc Website Hosting

5.42

Human Resources

Knottnerus Wpy Washington Trust For Revitalize WA Conference Reg

71.49

Administration

Knottnerus Wpy Washington Trust For Revitalize WA Training/Confe

199.64

Knottnerus Www.Sentrylink.Com Criminal Check Peddlers License

39.90

Knottnerus Wpy Washington Trust For Revitalize WA Conference Reg

107.24

202305-4252

Genl Govt/Facilities

Blake Rosauers Food & Dru Donuts - Chris Ray new employee welcom

9.99

Blake Lucidchart.Com/Charge PW Ops 2023 Lucidchart Subscription

(0.86)

Blake Rosauers Food & Dru PW Regional Water Purveyors Summit Mtg

19.63

Blake Rosauers Food & Dru PW Kaizen Lean - refreshments:Scott/ L

15.82

Blake Sq Little Conejo N Lisas meal-Chris Ray welcome Lunch

14.13

Blake Community Foundation For Take Root - Galina/Lisa

100.00

Blake Ridgefield School Distric PW/Engineering Kaizen refreshmen

21.72

Public Works

Blake Lucidchart.Com/Charge PW Ops 2023 Lucidchart Subscription

59.32

Community Development

Blake Lucidchart.Com/Charge PW Ops 2023 Lucidchart Subscription

13.11

Blake In Killa Bites Catering Lunch for Comp Plan Consultant Sc

76.52

Information Technology

Blake Lucidchart.Com/Charge PW Ops 2023 Lucidchart Subscription

31.27

202305-7739

Genl Govt/Facilities

Coleman Dollar Tree Inc. May FS Craft supplies

156.31

Coleman In Oregon Flower Growers May FS flower market entry fee

50.00

Coleman Zazzle Inc 4th of July float decor

64.95

Coleman Frank Adams Wholesale Flo May FS flowers crafts

93.48

Coleman Frank Adams Wholesale Flo May FS flowers crafts-use/sale

(7.48)

Coleman Sticker Mule Big Paddle and Meet Me Stickers

165.22

Human Resources

Coleman Ic Costco By In Car 05.23.2023 Wellness Snacks

581.17

202305-9437

Genl Govt/Facilities

Hoots Sq City Liquidators NEW POLICE STATION FURNITURE SALES TA

(615.94)

Public Safety

Hoots Usps Po 5471680444 POSTAGE FOR RADAR RETURNED

22.45

Hoots Usps Po 5471680444 POSTAGE FOR FILES MAILED TO WASPC

6.12

Hoots Odot Dmv2u DOL INVESTIGATIONS

14.95

Hoots Sq City Liquidators NEW POLICE STATION FURNITURE

7,695.74

Hoots 4imprint Inc POLICE DEPARTMENT SWAG - FIGIT SPINNERS - KEY

512.28

Hoots Promotions Now PENCILS FOR PD SWAG

217.40

Hoots Costco Whse #0772 METAL SHELF - TWO TABLES- TOILET PAPER

565.20

Hoots Usps Po 5471680444 POSTAGE FOR CD TO PROSECUTOR

4.75

Hoots Tlo Transunion BACKGROUND INVESTIGATIONS

93.70

202305-5756

Genl Govt/Facilities

Rubio Primo Water FI PW Ops Water Delivery Service

12.84

Rubio Eclinchier Basic Plan Social Media Publishing and Analytics

(4.79)

Rubio Amazon Web Services Web Audio Backup Sales Tax

(0.05)

Rubio Mailchimp Social Media/Email Marketing Software-Additional

(0.35)

Public Safety

Rubio Siptrunk Inc PD Telephone Service

220.38

Public Works

Rubio Primo Water FI PW Ops Water Delivery Service

172.95

Community Development

Rubio Primo Water FI PW Ops Water Delivery Service

26.87

Information Technology

Rubio Dropbox Dys2yljy42qp File Sharing - Public Records

13.03

City of Ridgefield

Claims Payment Report

For Approval on:

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WELLS FARGO - EPAY	1681	202305-5756	Information Technology	Rubio Adobe Creative Cloud Software - Admin Dept	43.47
				Rubio Zoom.Us 888-799-9666 Meeting Platform	60.86
				Rubio Eclinchier Basic Plan Social Media Publishing and Analytics	59.79
				Rubio Dropbox Gb6zxv5lxzh3 Events - File Sharing	21.73
				Rubio Amazon Web Services Web Audio Backup	0.60
				Rubio Spotify CH Monthly Music	10.86
				Rubio Mailchimp Social Media/Email Marketing Software	42.66
		202305-0311	Genl Govt/Facilities	Freimuth Searspartsdirect.Com City Hall Fridge Filters	157.52
			Public Works	Freimuth The Davenport Grand WRPA Annual Training Hotel - Burley	628.47
		202305-7036	Executive	Stuart Sq Sushi Kato Meeting re development agreement for resid	16.96
				Stuart Rosauers Food & Dru Mtg w/ City Councilors re upcoming Ci	51.79
				Stuart The Bay House Hotel ran wrong card on file - refunded the	166.00
				Stuart Sq Sugars Barbecue Mtg w/ commercial developer re Ridgef	24.72
				Stuart The Bay House Refund - Hotel ran wrong card on file	(166.00)
		202305-4870	Genl Govt/Facilities	Johnson Wa Dol Lic & Reg 51307 CDD Ford Ranger 76407D Reg	63.50
				Johnson Wa Dol Lic & Reg 51307 FAC Ford F150 76408D Reg	63.50
				Johnson Wa Dol Lic & Reg 51307 Tax - flatbed trailer 76409D	607.00
			Public Works	Johnson Wa Dol Lic & Reg 51307 licensing fee - flatbed trailer 7	74.60
			Finance	Johnson The Columbian Circ 2 Monthly subscription	18.00
				Johnson Rosauers Food & Dru Candy for Clark College career fair	14.99
				Johnson Oregon Convention Center Parking for GFOA Conference - P	12.00
		202305-7069	Genl Govt/Facilities	Ferriss Blue Skys App Meeting timer Software App-Council meeting	(16.69)
			Public Works	Ferriss Cdw Govt #Jp01836 Chris Ray adobe pro	7.41
			Community Development	Ferriss Cdw Govt #Jp01836 Chris Ray adobe pro	66.73
				Ferriss Cdw Govt #Jn99888 Cristy May adobe pro	74.14
			Council	Ferriss Association Of Washington AWC Charged in Error - Refunde	475.00
				Ferriss Fred-Meyer #0614 City Council retreat Binders	32.53
				Ferriss Association Of Washington 2023 AWC Conf Reg - Burkle	475.00
				Ferriss In Killa Bites Catering Council study session dinner	244.14
				Ferriss Sq Bunnies Pizza Council study session Food	103.04
				Ferriss Rosauers Food & Dru Council Study Session Food	39.85
			Information Technology	Ferriss Blue Skys App Meeting timer Software App-Council meeting	208.57
		202305-0745	Public Safety	Doriot Axon Axon Taser Instructor Re-Certification- Morgan	495.00
				Doriot Chevron 0382345 Fuel for 2020 Chevrolet Tahoe	83.81
				Doriot Costco Whse #0772 New Police Station Evidence Processing	193.46
				Doriot Chevron 0382345 Fuel for 2018 Chevrolet Tahoe	95.07
		202305-7028	Public Works	Brunson Amazon.Com 354ql0wl3 Amzn Sump pump well #8	156.07
				Brunson La Quinta Inn & Suites Lodging AWWA Conference-Brunson	373.98
				Brunson Chevron 0203556 Brunson F150 Fuel	118.48
				Brunson Chevron 0098192 Brunson F150 Fuel	72.80
		202305-6996	Genl Govt/Facilities	Demoss Sticker Mule BirdFest Buttons	108.70
		202305-1081	Genl Govt/Facilities	Irwin Pagefreezer.Com 2023 PageFreezer Software - Carrier Archiv	(41.76)
			Finance	Irwin Www.Wanigp.Org WA-NIGP Membership Renewal - Irwin	40.00
			Information Technology	Irwin Pagefreezer.Com 2023 PageFreezer Software - Carrier Archiv	521.76
				Irwin Cross Border Trans Fee 2023 PageFreezer Software - Carrier	4.80
WELLS FARGO - EPAY Total					29,469.84
WESTERN EQUIPMENT	2363	8079379-00	Public Works	Storm Ventrac Mower	298.03

City of Ridgefield

Claims Payment Report

For Approval on:

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WESTERN EQUIPMENT Total					298.03
WEX BANK - EPAY	3552	89512460	Genl Govt/Facilities	05.2023 PWFAC Overnight Delivery Fee	1.65
				05.2023 PW Fuel	493.63
			Public Safety	05.2023 PD Fuel	3,954.47
				Public Works	05.2023 PWFAC Overnight Delivery Fee
			05.2023 PW Fuel		6,639.58
			Community Development	05.2023 PWUTIL Overnight Delivery Fee	22.00
				05.2023 CDD Overnight Delivery Fee	11.00
				05.2023 CDD Fuel	717.68
				Public Works	05.2023 PWFAC Overnight Delivery Fee
			WEX BANK - EPAY Total		
WILCO FARM STORE	655	728014-6	Genl Govt/Facilities	2023 Big Paddle Hayride	204.21
		728105-6	Public Works	Parks/Streets Water Pump	364.32
WILCO FARM STORE Total					568.53
Grand Total					2,074,640.86

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: June 29, 2023

AGENDA ITEM NAME: Approval of Minutes from the June 8, 2023 Meeting

GOVERNING LEGISLATION

N/A

PREVIOUS COUNCIL ACTION TAKEN:

N/A

SUMMARY/BACKGROUND:

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

BUDGET/FINANCIAL IMPACTS:

N/A

RECOMMENDED ACTION OR MOTION:

Approve the minutes by making the following motion:

1. "I move to approve the consent agenda"

STAFF CONTACT:

ATTACHMENTS:

1. 06-08-2023



**CITY OF RIDGEFIELD, WASHINGTON
CITY COUNCIL MEETING MINUTES
JUNE 8, 2023**

Regular Meeting - 6:30 PM

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

- 1. Flag Salute**
- 2. Roll Call**

Present:

Mayor Jennifer Lindsay
Mayor Pro Tem Rob Aichele
Council Member Matt Cole
Council Member Lee Wells
Council Member Ron Onslow - Arrived at 6:38PM via Zoom
Council Member Judy Chipman
Council Member Clyde Burkle

MOTION: COUNCIL MEMBER CHIPMAN MOVED TO EXCUSE COUNCIL MEMBER ONSLOW FROM THE MEETING PRIOR TO HIS ARRIVAL.
SECOND: COUNCIL MEMBER WELLS.
MOTION PASSED.

- 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 limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

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

III. CONSENT AGENDA

MOTION TO APPROVE AS PRESENTED.

RESULT: (UNANIMOUS)

MOVER:	Mayor Pro Tem Rob Aichele
SECONDER:	Council Member Clyde Burkle
AYES:	Mayor Lindsay, Mayor Pro Tem Aichele, Council Member Cole, Council Member Wells, Council Member Onslow, Council Member Chipman, Council Member Burkle

1. **Approval of Claims And/Or Payroll**
2. **Approval of Minutes from the May 25, 2023 Meeting**

IV. PRESENTATION

1. **4th Quarter 2022 and 1st Quarter 2023 Financial Report**

V. BUSINESS

1. **Second Reading of Ordinance No. 1402 - 2023 Budget Amendment - Kirk Johnson, Finance Director**

The budget amendment totals \$3,679,000 in total appropriations and includes \$865,000 in additional revenue for 2023. Revenue increases include \$304,200 in grant awards and \$493,500 in interagency funding for shared projects. An additional \$67,300 will be transferred from the water and storm water funds to reallocate their share in debt service for the vacuum excavation truck and purchase of a changeable message board. The amendment also includes \$1,514,750 in interfund transfers to fund capital requests. The overall fund balance impact will be a decrease of \$2,814,000.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1402 AS PRESENTED.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Judy Chipman
SECONDER:	Council Member Matt Cole
AYES:	Mayor Lindsay, Mayor Pro Tem Aichele, Council Member Cole, Council Member Wells, Council Member Onslow, Council Member Chipman, Council Member Burkle

2. **Motion - Approval of Boyse Park Updated Concept Plan - Galina Burley, Parks and Recreation Manager**

In 2021, council approved the city's budget to include a planning element for the future development of the Boyse property. In 2022, the council approved additional funds to develop a concept plan and strategy for the project progression. Harper Houf Peterson Righellis Inc. (HHPR) provided technical consultation to the city on potential park elements. In addition, city staff worked with the community, various stakeholders, neighbors, and the parks board to gather ideas for the future park. Close to 250 residents participated in the community engagement process, providing support and ideas for the park. The Parks Board held multiple discussions about the plan and has forwarded a preferred concept plan to Council for consideration. Council reviewed this and additional input on April 13, 2023. Council directed staff to provide a concept with and without the pickleball courts, adding trail connections, and requested a menu of amenities with costs to consider for phase one construction.

City Council conducted discussion regarding proposed concept plan and comments received regarding pickleball courts in person and via e-mail.

MOTION: MOVED TO APPROVE BOYSE PARK CONCEPT PLAN WITHOUT PICKLEBALL COURT.

RESULT:	(6-1)
MOVER:	Council Member Cole
SECONDER:	Council Member Chipman
AYES:	Mayor Lindsay, Mayor Pro Tem Aichele, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle
NAYS:	Council Member Onslow

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 limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

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

VII. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

1. Council

Council Member Onslow - No report.

Council Mmember Burkle - Attended economic forecast breakfast event, Raptors opening game, Main Street meeting, City Manager briefing.

Council Member Aichele - Attended Memorial Day - American Legion event, neighbors on watch, economic forecast breakfast event, chamber of commerce board meeting, big paddle event, RMS board meeting, City Manager briefing, RMS community meeting.

Council Member Wells - Attended Raptors opening game, Main Street meeting.

Council Member Chipman - Attended Memorial Day - American Legion event, big paddle event, economic forecast breakfast event.

Council Member Cole - Attended many of the same meetings, end of the year BBQ at the high school.

2. Mayor

Attended many of the same meetings and meeting with Mario Boisver, District Manager with Clark County Mosquito Control.

3. City Manager

City Manager Steve Stuart - Attended a meeting with Mayor Lindsay and County Commissioner Sue Marshall.

Community Development Director Claire Lust - Provided an update on current LEAN process review.

Public Works Director Chuck Green - Attended Main Street meeting and provided an update.

Finance Director Kirk Johnson - SOA exit meeting to be scheduled, TIA update provided.

Lieutenant Rachel Andrew - Out of State vehicle plates update provided.

VIII. ADJOURN

8:24PM

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: June 29, 2023

AGENDA ITEM NAME: Approval of Interlocal Cooperative Purchasing Agreement with Snohomish County

GOVERNING LEGISLATION

RCW 39.34 Interlocal Cooperation Act; City of Ridgefield Financial Policy #04: Procurement of Goods & Services

PREVIOUS COUNCIL ACTION TAKEN:

The council has approved previous interlocal agreements for cooperative purchasing.

SUMMARY/BACKGROUND:

City staff are requesting council to approve an interlocal agreement with Snohomish County for intergovernmental cooperative purchasing. The agreement would allow Ridgefield to use competitive bid solicitations from Snohomish County for future contracting and/or purchasing of goods and services.

Snohomish County has solicited bids for the purchase of drones and additional training options. The council recently approved funding for a drone program for the city's public safety department. The vendor we would like to use has a current competitive contract with Snohomish County which provides additional training and support not available in other contract offers the city has researched.

The approval of this agreement would also allow both Snohomish County and Ridgefield the right to use competitive bid solicitations from either party. This will add flexibility and scale to the city's procurement options.

BUDGET/FINANCIAL IMPACTS:

The approval of the interlocal agreement will have no financial impact.

RECOMMENDED ACTION OR MOTION:

If council chooses to approve the interlocal agreement, a motion would be:

"I move to authorize the city manager to sign the interlocal cooperative purchasing agreement with Snohomish County."

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

1. SnoCo_ILA Template 3.2023

INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT

This Agreement is made by and between THE CITY OF RIDGEFIELD, and SNOHOMISH COUNTY, both public agencies of the State of Washington within the meaning of RCW 39.34.020(1) (collectively the "Parties" and, individually, a "Party").

WHEREAS, Chapter 39.34 RCW, the Interlocal Cooperation Act, provides for interlocal cooperation between governmental agencies; and

WHEREAS, each of the Parties desires to utilize the other Party's competitively awarded contracts when it is consistent with those awards and applicable law and when it is in their individual interest;

NOW, THEREFORE, the Parties agree as follows:

1. Each of the Parties from time to time goes out to public bid or undertakes other competitive solicitation and then contracts with vendors and service providers to purchase supplies, materials, equipment, and services.
2. Each of the Parties hereby agrees to extend to the other Party the right to purchase pursuant to such bids and contracts to the extent (a) permitted by applicable law and (b) agreed upon between the awarding Party and its bidders, contractors, vendors, suppliers or service providers.
3. Each Party shall comply with all applicable laws and regulations governing its own purchases.
4. A Party purchasing from one of the other Party's contracts shall pay the bidder, contractor, vendor, supplier, or service provider directly in accordance with its own payment procedures for its own purchases.
5. This Agreement shall create no obligation on either Party to purchase any particular good or service from the other Party's contracts, nor shall it create any assurance, warranty, or other obligation on either Party to supply to the other Party any good or service through contracts awarded by it.
6. Each Party will indemnify and hold the other Party harmless as to any claim arising out of its negligence in the use of this Agreement.
7. Any purchase made pursuant to this Agreement is not a purchase from either of the Parties. The Party awarding a contract shall not be responsible or liable for the performance of the bidder, contractor, vendor, supplier, or service provider. No obligation, except as stated herein, shall be created between the Parties or between the Parties and any applicable bidder or contractor.

8. No separate legal or administrative entity is intended to be created pursuant to this Agreement. Nothing in this Agreement shall be construed to render the Parties partners or joint venturers.
9. Both Parties agree that they shall not discriminate against any person or vendor on the grounds of race, creed, color, religion, national origin, sex, sexual orientation, age, marital status, political affiliation or belief, or the presence of any sensory, mental or physical handicap in violation of the Washington State Law Against Discrimination (Chapter 49.60 RCW) or the Americans with Disabilities Act of 1990, as amended (42 U.S.C. § 12101 et seq.) or another applicable state, federal or local law, rule or regulation.
10. The Purchasing Manager of Snohomish County and the City Manager of The City of Ridgefield shall be the representatives of the Parties for purposes of carrying out the terms of this Agreement.
11. This Agreement will become effective upon execution by the parties and either: (a) filing of the Agreement with the appropriate County Auditor, or (b) listing of the Agreement by subject on the public agency's web site as provided in RCW 39.34.040.
12. This Agreement shall continue in force until terminated by either Party, which termination may be effected upon receipt by one of the Parties of the written notice of termination of the other Party.
13. In the event of termination of this Agreement, any goods or services acquired by either Party pursuant to the terms of this Agreement shall remain the property of the purchasing Party.
14. This Agreement constitutes the entire Agreement between the Parties as to its subject matter.

SNOHOMISH COUNTY

AGENCY: CITY OF RIDGEFIELD

By: _____
County Executive

By: _____

TITLE: City Manager

DATED: _____, 2023

DATED: _____, 2023

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: June 29, 2023

AGENDA ITEM NAME: Motion - Approve Funding Proposal for City of Ridgefield Energy Efficiency Upgrades

GOVERNING LEGISLATION

RCW 39.35A.050 Energy Service Contractor Registry - Identification of Performance-Based Contracting Services

Main Energy Services Agreement No. 2021-121 N (14)

PREVIOUS COUNCIL ACTION TAKEN:

Council received a presentation on the Investment Grade Audit project available through the Washington State Department of Enterprise Services and the approved vendor Willdan Energy Solutions.

SUMMARY/BACKGROUND:

The funding approval letter is a requirement to show the City is invested in completing the investment grade audit and moving forward on any potential energy reduction projects that show a high return on investment. Council previously approved the budget amount of \$104,300 to complete the investment grade audit. After the return of the funding letter, the Washington State Department of Enterprise Services (DES) will enter into a contract with Willdan Energy Solutions to manage the project on behalf of the City of Ridgefield.

The Energy Efficiency Upgrades is a program bid and managed by DES to benefit public municipalities in the State of Washington. The program is intended to be a cost effective process to complete design-build energy upgrades and retrofits. DES will assign a project manager to manage the scope of work on behalf of Ridgefield.

Scope of Work:

Per the ESCO proposal dated May 10, 2023 conduct a Detailed Investment Grade Energy Audit of City of Ridgefield, to identify cost effective energy conservation measures and present a written Energy Services Proposal, including all energy audit documentation. The ESCO shall prepare the final Energy Services Proposal, detailing the actual energy services and ESCO equipment to be provided, energy savings and cost guarantees, measurement and verification plans, and commissioning plans for the proposed measures. Measures will include items that save energy, water and other resources. The Cost Effectiveness Criteria for this project shall be as established in the Main Energy Services Agreement or as modified in Section III above.

BUDGET/FINANCIAL IMPACTS:

Investment Grade Audit \$104,300. Additonal project expense to be determined along with potential

funding options.

RECOMMENDED ACTION OR MOTION:

If the council wishes to approve the funding authorization letter, a motion would be:

"I move to authorize the City Manager to sign the Funding Approval letter for Agreement No. 2023-299 A (1) City of Ridgefield Energy Efficiency Upgrades."

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

1. EnergyServicesFlyer
2. 2023-299 A (1) Funding Approval Letter
3. 2023-299 A (1) DES Agreement with Willdan

Energy Savings Performance Contracting (ESPC)



As a national leader in energy savings performance contracting, the Energy Program staff delivers professional expertise and contract management services for energy and utility conservation projects.

The ESPC method is the most cost-effective process for completing building energy upgrades and retrofits. By leveraging utility savings, grants and capital dollars, projects can usually be funded within existing budgets. The ESPC process also guarantees the total project cost, equipment performance, and energy savings before construction starts.

The program has completed over \$2B in performance contracts, and has satisfied over 600 state public facility customers.

Our customers

- Cities and towns
- Colleges and universities
- Counties
- Health districts
- Hospitals
- Libraries
- School districts
- Port districts
- State agencies
- Other public agencies such as parks, public utilities, fire districts, public transit

Our projects

Interior and exterior lighting, high efficiency HVAC systems, boiler replacements, repair of steam distribution systems, wastewater treatment plant pumps and more.

History of customer savings

- Avoided more than \$41M in annual utility costs
- Over 400M kilowatt-hours of electricity saved; enough to power 30,000 average Washington homes each year
- Over 15.5 million therms of natural gas saved; equal to removing 15,000 cars from our roads annual
- Avoided release of more than 270,000 tons of carbon dioxide (CO₂) into the atmosphere each year

Additional program services



Energy Life Cycle Cost Analysis

A decision-making tool that compares owning and operating costs for energy using systems in new and remodeled facilities. The ELCCA encourages energy efficiency in new construction by evaluating the total cost of ownership of several competing design alternatives.

The Department of Enterprise Services supports this goal by publishing these guidelines, identifying and encouraging the consideration of cost-effective building technologies and by providing assistance in the development and review of ELCCA reports.

des.wa.gov/elcca



Building Commissioning

A systematic, documented process that helps ensure public facilities operate efficiently.

Have you ever experienced these problems in your facilities?

- Poor indoor air quality
- High energy costs
- High O&M costs
- Difficulty maintaining comfortable temperatures
- High number of deficiencies in newly constructed buildings

Chances are commissioning could have prevented many of them. Everyday more building owners are turning to commissioning. Through Building Commissioning, owners are assured that their buildings are built right the first time, and their systems perform in accordance with the design intent and the occupants' operational needs.

des.wa.gov/building-commissioning



STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson St. SE, Olympia, WA 98501
PO Box 41476, Olympia, WA 98504-1476

June 1, 2023

TO: Kirk Johnson, City of Ridgefield

FROM: Rachel Whitezel, Contracts Specialist, (360) 239-4134

RE Agreement No. 2023-299 A (1)
City of Ridgefield Energy Efficiency Upgrades

IAA No. K7879

Willdan Energy Solutions

SUBJECT: Funding Approval

The Dept. of Enterprise Services (DES), Energy Program, requires funding approval for the above referenced contract documents. The amount required is as follows:

ESCO Audit	\$104,300.00
Total Funding	\$104,300.00

In accordance with the provisions of RCW 43.88, the signature affixed below certifies to the DES Energy Program that the above identified funds are appropriated, allotted or that funding will be obtained from other sources available to the using client/agency. The using/client agency bears the liability for any issues related to the funding for this project

By _____
Name / Title

Date

Please sign and return this form to E&AS. If you have any questions, please call me.

2023299AgrFundrw

ENERGY SERVICES AUTHORIZATION NO. 2023-299 A (1)
Detailed Investment Grade Energy Audit & Energy Services Proposal Agreement
City of Ridgefield
City of Ridgefield Energy Efficiency Upgrades
June 1, 2023
MAIN ENERGY SERVICES AGREEMENT NO. 2021-121 N (14)

The Owner and the Energy Services Company (ESCO) named below do hereby enter into this Authorization under terms described in the following sections:

Authorization to Proceed
Compensation for Energy Services

Project Conditions

I. AUTHORIZATION TO PROCEED:

Energy Services Company:

Owner:

Willdan Energy Solutions
12655 SW Center St., Suite 250
Beaverton, OR 97005
Telephone No. (971) 284-4676
Fax No. (971) 249-0777
E-Mail jmcdonald@willdan.com

City of Ridgefield
acting through the
Department of Enterprise Services
Energy Program
PO Box 41476
Olympia, WA 98504

By _____
Name _____
Title _____
Date _____

By _____
Name Kirsten G. Wilson, PE
Title Energy Program Manager
Date _____

State of Washington Contractor's License No. WILLDES883RQ
State of Washington Revenue Registration No. 603 165 343

II. COMPENSATION FOR ENERGY SERVICES:

Basic Services	COMPENSATION
Energy Audit and Energy Services Proposal	\$ 104,300.00
Grand Total (plus WSST as applicable)	\$ 104,300.00

III. PROJECT CONDITIONS:

The Project Conditions contained in the Main Energy Services Agreement will be used unless specifically changed herein. The cost effectiveness criteria for this project are per the Willdan Energy Solutions proposal dated May 10, 2023.

IV. SCOPE OF WORK:

Per the ESCO proposal dated May 10, 2023 conduct a Detailed Investment Grade Energy Audit of City of Ridgefield, to identify cost effective energy conservation measures and present a written Energy Services Proposal, including all energy audit documentation. The ESCO shall prepare the final Energy Services Proposal, detailing the actual energy services and ESCO equipment to be provided, energy savings and cost guarantees, measurement and verification plans, and commissioning plans for the proposed measures. Measures will include items that save energy, water and other resources. The Cost Effectiveness Criteria for this project shall be as established in the Main Energy Services Agreement or as modified in Section III above.

V. SCHEDULE FOR COMPLETION

Final completion of the Energy Audit and Energy Services Proposal within 120 calendar days after Authorization to Proceed.

2023299Aagrrw

City of Ridgefield
230 Pioneer Street
PO Box 608
Ridgefield, WA 98642

May 10, 2023

Department of Enterprise Services, Energy Program
1500 Jefferson Street SE
Olympia, WA 98501

Attn: Steve Butros, DES Project Manager
Re: 2023 City of Ridgefield facilities - Investment Grade Audit Proposal

Hello Steve,

Willdan Energy Services (Willdan) is pleased to provide the following proposal to complete an Investment Grade Audit (IGA) for City of Ridgefield facilities. The IGA will be completed under the State of Washington's ESCO program as administered by the Department of Enterprise Services (DES). Under this program the City of Ridgefield retains DES to act on their behalf under an Inter-Agency Agreement, and Willdan contracts with DES. Willdan is a qualified ESCO within the DES program and the IGA will be compliant with the terms of our Main Energy Services Agreement with DES, and work performed during this audit will comply with all safety requirements of DES, City of Ridgefield, L&I, and internal Willdan policies.

The IGA will focus on a study of the mechanical and electrical systems, building envelope, renewable energy systems and other facility improvements which affect resource consumption in select City facilities that are included on the Facility Improvement Measures list attached to this proposal.

The basic scope of services included in this IGA are:

- Work with City of Ridgefield staff to collect all applicable as-built drawings, O&M Manuals, and past two years of energy consumption data. Willdan acknowledges that utility meter data and or building level meter data may not be accurate.
- Perform a detailed survey of the facilities to document building HVAC, lighting, envelope, energy, water and wastewater system conditions and confirm baseline energy use patterns.
- Work with the City to establish design goals based on condition, current and anticipated space utilization, and required upgrades to support future building occupancy and use within an identified total project budget.
- Work with the City to define system operating requirements for each space.
- Prepare preliminary designs and project approaches for at least 3 alternative concepts.
- Partner with local subconsultants and contractors to review constructability of each measure and establish the measure cost.

- Identify assistance funding, through local utilities and grant programs.
- Prepare energy and life cycle cost analysis of the various options being considered and work with the City and DES to make the final system selection.
- Prepare preliminary IGA Report and present to the City. Review pros and cons of each alternative approach and help advise the discussion about which design approach will best meet the needs of the City.
- Based on the decisions made in the previous task, prepare a final IGA Report.
- If the City and DES decide to move forward with a design and construction project, then the final IGA Report will be used as the basis for creating the Energy Services Proposal (ESP).
- The ESP shall detail specific scope and other parameters of the of the project to be designed and built, including guarantees of systems performance, savings and maximum price.

The following shall be excluded from this agreement:

- Final Construction Set of plans and specifications to be submitted to authorities having jurisdiction (AHJs) for plan review and permitting.
- Design and construction of the above scopes of work.
- Design and construction tasks are expected to be completed under subsequent contracts with DES per the ESCO program guidelines.

City of Ridgefield shall be responsible for the following:

- Provision of all drawings for the existing buildings including mechanical, electrical and architectural drawings; operations and Maintenance Manuals for HVAC equipment; and the latest 24 months of utility bills for electric, gas and water.
- Access to building for auditing and inspections.
- Access to key personnel to discuss facility priorities, system requirements and financial information.
- Identification of all known hazardous materials in the buildings.

Cost Effectiveness Criteria related to this project shall be determined by life cycle cost assessment. The project will be deemed cost effective if the project is calculated to have a positive net present value, as compared to the total cost of ownership net present value of the existing facilities, over the next 30 years.

We anticipate completing our IGA services within 120 days of our notice to proceed. Willdan proposes to complete the IGA for a fixed fee of \$104,300. A complete list of the measures requested for study by City staff is attached, along with a breakdown of the fee proposal by task. If the City enters into a design and construction contract with Willdan, the IGA cost will be incorporated into the project cost and will be billed as part of those agreements. If Willdan develops a cost-effective project but the City elects not to contract for the work, then the IGA fee will be due and payable. If Willdan fails to develop a cost-effective project as described above, the City will not be responsible for the IGA fee.

Thank you for the opportunity to be of service. We look forward to working with the team to improve systems and facilities for the City of Ridgefield.

Sincerely,



Murray Greenwood
Sr. Business Development Manager
206-579-5585
mgreenwood@willdan.com

City of Ridgefield - IGA List of Facility Improvement Measures					
Building	System	Baseline Description	Proposed FIM Description	FIM ID	Yes/No
City Hall	Distributed Energy Resources	None	Rooftop PV & Grid-tied Inverters; Battery Energy Storage; Monitoring portal	CH-4	Y
City Hall	HVAC	~20-ft ceiling with poor thermal comfort, occupants use space heaters year-round	Multi-zone controls; Improve ventilation; Perimeter heating; Infrared heating, controlling relative humidity low, helping preserve building	CH-1	Y
City Hall	Windows	Leaks reported on East side of building.	Double/triple pane, non-operable	CH-2	Y
City Hall	Roof	Membrane roof over 20 yrs. old; Poor access (no ladder)	New roof; new access (Combine with PV option)	CH-3	Y
City- wide	Public EV Charging, Off-grid	Challenge associated with siting ChargePoint EVSE and cost for grid tie-in. Limited public charging; Tesla to buildout 8 + 2 Universal supercharger stalls at/near Junction P&R given proximity to I-5. Free charging at Davis park	Portable station with 4.2kW charging rate and battery storage option; Paid or free; Option to locate at Comm. Nature Center & Admin; Add utility adjacent to riverfront/refuge. EVSE 5.8kW charging @ P&R to leverage IRA/EPA funding & piggyback on Tesla's investment in infrastructure, or locate downtown to promote patronage; Paid or free	CW-1	Y
City- wide	Decarbonization	None	Leverage Willdan's internal resources to develop a long-range plan to actively pursue carbon reduction across City facilities & services	CW-5	Y
City- wide	Water	Advised usage is to be capped by 2030; HOA CC&R not conforming; City has engaged FCS consultants to conduct a rate analysis	Willdan org. partnership to advise on educational outreach	CW-3	Y
Ops Center	Distributed Energy Resources	None	Rooftop PV & Grid-tied Inverters; Battery Energy Storage; Monitoring portal (combine with roofing project)	OC-4	Y
Ops Center	Backup Power Tie-in	No backup power for fire, security, lighting & gate; Water distribution controlled within bldg. relies on portable genset to avoid interruption of service	Install transfer switch and feeder panels for all fire, security, lighting & gate; generator option to supplement battery storage	OC-1	Y
Ops Center	Exterior Lighting	Heightened risk of theft due to poor area lighting	Replace/add LED light poles and wall -mounted fixtures	OC-2	Y
Ops Center	PW EV Charging	Two Ford Lightnings coming soon, chargers not sufficient	EVSE 9.6kW (2+ stalls) rapid charging for two Fords on order	OC-3	Y
Ops Center - Office	HVAC	Equipment installed in 1989 is failing/failed; Advised equip. is not sized correctly; No heating 1st floor; Hollow walls w/ transfer grilles create poor acoustics	Variable Ref. Flow (VRF) & Dedicated Outside Air System (DOAS) to decouple space conditioning & ventilation; Add controls	OC-O-2	Y
Ops Center - Office	IT	Server room has no cooling/ventilation	Tie in to HVAC to provide cooling & ventilation	OC-O-6	Y
Ops Center - Office	Windows	1991 windows with seal issues	Operable, double pane windows	OC-O-4	Y
Ops Center - Shop	Roof	Shop roof leaks	New metal roof	OC-S-4	Y
Ops Center - Shop	HVAC	Reported unit heaters (6 units) are reserved for freeze protection	Shop heating, gas or electric (infrared); ventilation fans for cooling	OC-S-2	Y
Ops Center - Shop	Building Envelope	Penetrations in ceiling from louvers / former exhaust	Correct air tightness, insulate	OC-S-3	Y
Ops Center - Shop	Doors	Damage to rollups, susceptible to water/air intrusion	Replace rollup doors	OC-S-5	Y


City of Ridgefield - Investment Grade Audit Fee Proposal

Audit Activity	Staff Member	Rate	Hrs	Cost
Site investigation, utility data analysis and documents preparation	Technical Drafter	\$ 105.00	34.5	\$ 3,623
	Energy Analyst I	\$ 105.00	41.4	\$ 4,348
	Energy Analyst II	\$ 115.00	12.6	\$ 1,449
	Energy Analyst III	\$ 165.00	8.8	\$ 1,449
	Total			\$ 10,870
BMS energy analysis, benchmarking, and retro-commissioning	Energy Analyst I	\$ 105.00	51.8	\$ 5,435
	Energy Analyst II	\$ 115.00	31.5	\$ 3,623
	Energy Analyst III	\$ 165.00	13.2	\$ 2,174
	Senior Energy Analyst	\$ 245.00	8.9	\$ 2,174
	Total			\$ 13,406
Client review meetings	Energy Analyst II	\$ 115.00	25.2	\$ 2,899
	Energy Analyst III	\$ 165.00	17.6	\$ 2,899
	Total			\$ 5,797
Utility incentive coordination	Energy Analyst III	\$ 165.00	17.6	\$ 2,899
	Total			\$ 2,899
Energy Audit Total Fee				\$ 32,971
				263.0

Design Development	Staff Member	Rate	Hrs	Cost
Mechanical/electrical study and utility coordination	Designer I	\$ 110.00	65.9	\$ 7,246
	Principal Engineer	\$ 295.00	17.2	\$ 5,073
	Total			\$ 12,319
Preliminary design, repair cost estimates and pricing	Technical Drafter	\$ 105.00	69.0	\$ 7,246
	Designer I	\$ 110.00	82.3	\$ 9,058
	Designer II	\$ 125.00	58.0	\$ 7,246
	Senior Design Engineer	\$ 185.00	19.6	\$ 3,623
	Principal Engineer	\$ 295.00	9.8	\$ 2,899
	Construction Manager	\$ 175.00	82.8	\$ 14,493
	Total			\$ 44,566
Design revisions and review meetings	Designer II	\$ 125.00	29.0	\$ 3,623
	Designer III	\$ 165.00	22.0	\$ 3,623
	Senior Design Engineer	\$ 185.00	15.7	\$ 2,899
	Construction Manager	\$ 175.00	16.6	\$ 2,899
	Total		471.2	\$ 13,044
Expenses	Travel			\$ 1,400
IGA and Design Development Total Fee				\$ 104,300

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: June 29, 2023

AGENDA ITEM NAME: Motion - Approve Award of Contract with Otak, Inc. for Professional Engineering Services for the Garrison Ridge Slide

GOVERNING LEGISLATION

Revised Code of Washington Title 35 – Cities and Towns

PREVIOUS COUNCIL ACTION TAKEN:

None

SUMMARY/BACKGROUND:

On or about January 11, 2023, City of Ridgefield staff discovered that a slide had occurred in the Garrison Ridge/Osprey Pointe area along Gee Creek. The site of the slide, Garrison Ridge Storm Facility is located at S 13th Circle in Ridgefield, Washington. The slide appears to have obliterated a private (HOA) stormwater facility and the adjacent hillside, and crossed over the Gee Creek Trail, resulting in its indefinite closure. While the slide does not appear to have encroached into Gee Creek, it is close to doing so. An emergency site visit was conducted by geotechnical consultant in January, who provided some on-site advice as to stabilizing the situation and providing site closures to ensure public safety. Since that time, City staff has provided a temporary runoff connection with a different stormwater detention pond and has closed off the area, including the Gee Creek Trail, to public access. A Request for Qualifications was issued in April 2023 soliciting proposals from expert consultant teams to conduct a forensic engineering assessment to determine the probable cause of the slide, develop alternative options and range of costs to repair the slide and the stormwater facility, and to advise on the stability of the area to consider reopening a currently-closed trail between Garrison Ridge and Cassini View.

Two Statements of Qualification were received, from Schabel Engineering and from Otak, Inc. A round of interviews was conducted as part of the review. The Otak, Inc. team was the highest scoring team; however, the Schabel Engineering team scored highly with their experience on conducting forensic engineering assessments, similar to the one needed in the Garrison Ridge slide case. Staff determined that the optimal solution was to request Otak, Inc. add Schabel Engineering to their team to lead the forensic engineering assessment, with Otak, Inc. providing overall project management and geotechnical and design services. The result of this contracted work would be to produce a set of repair options and costs for consideration by the city in developing a path forward for the actual repair (and for a potential insurance claim to cover the costs of the repair). Otak, Inc. would be retained for final design and construction management which would be a contract amendment once the decision is made on the preferred option. This future phase may also require a budget amendment to cover the costs of the repair, potentially to be reimbursed by insurance.

BUDGET/FINANCIAL IMPACTS:

N/A. Council approved \$130,000 for this work as part of the spring budget supplement.

RECOMMENDED ACTION OR MOTION:

A motion to award the contract for the Garrison Ridge Slide Repair engineering services is requested.

A suggested motion is:

"I move to award the Garrison Ridge Slide Repair professional services contract to the Otak, Inc. team, including Schnabel Engineering and GRI Geotechnical Services, in the amount of \$129,500"

STAFF CONTACT: Chuck Green, Public Works Director

ATTACHMENTS:

1. 21426_GarrisonRidge_ProjectPhase1_OtakSOW_06-22-2023

Exhibit A

Garrison Ridge Landslide and Stormwater Facility Repair Services

Scope of Work

Otak Project Number: 21426

Contract _____

Contract Expiration: _____

June 22, 2023

Project Description

In January 2023, City of Ridgefield (City) staff were alerted that a landslide had occurred adjacent to a stormwater management swale in the Garrison Ridge/Osprey Pointe area along Gee Creek. The stormwater management swale and slide area is located adjacent to the S. 13th Circle. The slide has made the stormwater facility nonfunctional and sluffed hillside soil and vegetation has crossed over the Gee Creek Trail, resulting in its indefinite closure. While the slide does not appear to have encroached into Gee Creek, or its floodplain, it is close to doing so.

An emergency site visit was conducted by geotechnical consultant GRI, who provided some on-site advice as to stabilizing the situation and providing site closures to ensure public safety. Since that time, City staff have provided a temporary runoff connection to avoid further runoff saturation of the stormwater facility, and connected directly into the facility discharge, which is directed to an adjacent stormwater detention pond. The local area is generally closed off to public access.

The Otak team, including GRI as our geotechnical subconsultant, has been awarded the landslide and stormwater facility repair component of the project. The City has directed Otak to contract with Schnabel Engineering who will perform a forensic study.

Scope of Work

We anticipate that this project will include the following key tasks as detailed below:

Project Phase 1:

1. Project Management and Administration
2. Initial Survey
3. Forensic Engineering Study
4. Geotechnical Site Assessment
5. Hydrologic and Hydraulic Analysis
6. Conceptual Alternatives and Order of Magnitude Engineer's opinion of probable construction cost.

(Future) Project Phase 2:

1. Project Management and Administration
2. Final Topographic Survey
3. Alternatives Analysis and Schematic Design
4. Selection of Preferred Alternative
5. Environmental Permitting
6. Preliminary Plans, Specifications and Estimate (PSE)
7. Advanced and Final PSE
8. Bid and Construction Period Support
9. Project Closeout

Details for each proposed task of Project Phase 1 are following.

Project Phase 1

Task 1: Project Management and Administration

Scope in this Task:

1. Project Coordination Meetings: For Project Phase 1, we have budgeted for brief coordination meetings with city staff, via video conference, for a total of ten (10) hours of coordination meeting time. We have budgeted for participation by the Otak Deputy PM in these meetings, with intermittent participation by the Otak PIC/PM. The Otak team subconsultants may also participate intermittently in these meetings, as necessary and pertaining to their specific scopes of work.
2. Coordination and quality control of sub-consultant work.
3. Monthly progress reporting and invoicing.
4. Intermittent email and phone communication with City project manager.

Assumptions:

- The anticipated City NTP is mid-July 2023 and the project Phase 1 duration is approximately 10-12 weeks, primarily pending availability of geotech drilling contractor.
- The project will proceed continuously from the official NTP. Project schedule delays may result in additional effort by the Otak Project Team, resulting in need for a contract amendment.
- The geotechnical site assessment and forensic engineering assessment effort will be conducted and largely completed to inform development of the mitigation/repair concepts and order of magnitude engineer's opinion of probable construction cost.

Deliverables:

- Monthly invoicing with summary project status cover page.
- Written communications (typically email) to document key project decisions.

Task 2: Initial Survey

Scope in this task:

1. Research existing and readily available public survey records.
2. Establish a survey control for the swale area based on Washington State Plane bearings/coordinates and NAVD88 elevations obtained by GPS observation.
3. Topographic mapping of the existing swale for the purposes of comparing existing conditions to the available as-built documentation, and as directed by Schnabel Engineering for their development of the Forensic Engineering Study.
4. Identification of structures located above ground within the swale limits.

Assumptions:

- City will obtain and provide to the Otak Project Team property access permissions.
- No survey work in the road requiring traffic control is necessary.

Deliverables:

- Base map of swale topography for use in Forensic Engineering Study and, as applicable, development of the mitigation/repair concepts and order of magnitude engineer's opinion of probable construction cost.

Task 3: Forensic Engineering Study

See attached Schnabel Scope and Fee Estimate for details of scope, schedule, assumptions, and fee.

TASK 4: Geotechnical Analysis

See attached GRI Scope and Fee Estimate for details of scope, schedule, assumptions, and fee.

Task 5: Concept Development

Scope in this task:

This task will include developing up to two (2) approaches to repairing the stormwater quality treatment system and landslide area, based on results of the Schnabel Forensic Engineering Study and GRI Geotechnical Site Assessment Report and recommendations.

The concepts will be described in one fact sheet to be comprised of an 11"x17" sheet including a plan view of the proposed layout, a typical detail(s), key design notes, and order of magnitude engineer's opinion of probable construction cost.

Assumptions:

- Any engagement necessary with the adjacent property owners will be completed by city staff. No scope and fee is included here for Otak Project Team participation in such conversations and/or meetings.
- Full feasibility of each alternative will be determined in Phase 2 once full site survey has been obtained.

Deliverables:

- Two (2) concept mitigation/repair plan and typical detail sheet sets.
- Order of magnitude engineer's opinion of probable construction cost for each concept.

Schedule

Assuming a mid-July official NTP from the City, we anticipate delivering to the City the concept mitigation/repair concepts in approximately mid-October. This estimated schedule is predicated on the timely availability of a geotech drilling contractor.

Fee Estimate

The fee estimate for Project Phase 1 is **\$129,500**.

We reserve the right to transfer labor hours between tasks, while still meeting the overall not-to-exceed budget amount, excepting for prior written approval of a scope/contract amendment from the City.

The effort necessary to complete further study, design and permitting of the selected mitigation/repair alternative is highly variable and thus cannot presently be accurately scoped. We recommend the city be prepared to budget a range of \$250-\$300k for PS&E, Bidding and Construction Support, and Project Closeout.

Attachments: GRI Scope of Work
 Schnabel Scope of Work



June 14, 2023

W1347 SCOPE AND FEE - GARRISON RIDGE STORM FACILITY GEOTECHNICAL INVESTIGATION REV

Otak, Inc.
805 Broadway Suite 130
Vancouver, WA 98660

Attention: Tim Leavitt

**SUBJECT: Scope and Fee for Geotechnical Investigation
Garrison Ridge Storm Facility Landslide
Ridgefield, Washington**

At your request, GRI has prepared this scope and fee estimate for a geotechnical investigation as part of the Phase 1 evaluation of the Garrison Ridge Storm Facility landslide located at S 13th Circle in Ridgefield, Washington. The purpose of the investigation is to evaluate the subsurface conditions, slope stability, and feasibility of up to two conceptual stabilization alternatives, and provide consultation during preparation of order-of-magnitude cost estimates.

The investigation will consist of a review of available plans, specifications, and construction documents; available geologic and subsurface information; an engineering geologic reconnaissance of the site; subsurface sampling; laboratory testing; limited engineering analyses, meetings with the team, and preparation of a geotechnical report. The report will summarize our findings and present our conclusions regarding the approaches to remediation. We understand that design of a selected repair will be completed during Phase 2 of the landslide mitigation which will be scoped separately.

GEOTECHNICAL INVESTIGATION

The proposed geotechnical investigation will include the following items of work:

1. A detailed site visit will be completed by an experienced geotechnical engineer and engineering geologist to observe and document the landslide and surrounding area. Particular attention will be directed toward identifying surface features, such as springs or seeps, ground cracks, and other obvious visible signs of potential instability.
2. One subsurface soil boring will be drilled to depths that range between 70 feet to 80 feet or practical refusal (below the depth of nearby Gee Creek). The boring will be located inside the fenced storm facility south of the landslide scarp and will be made by a track-mounted drill rig using open-hole, mud-rotary drilling techniques. Disturbed split-spoon samples and/or

undisturbed Shelby tube samples will be obtained from the borings at about 2.5-foot intervals of depth in the upper 15 feet and at 5-foot intervals below this depth. The Standard Penetration Test will be conducted while the disturbed split-spoon samples are being taken. After the final depth of the boring has been completed, an inclinometer casing and a vibrating-wire piezometer will be installed in the boring. We have budgeted for up to four additional site visits for slope inclinometer and piezometer readings to monitor water levels and potential slope movement.

The boring will be subcontracted to a drilling contractor experienced in drilling and sampling soils for engineering purposes. The drilling and sampling will be accomplished under the direction of an experienced geotechnical engineer or engineering geologist from GRI who will locate the general areas for drilling and maintain a detailed log of the materials and conditions uncovered during the course of the work.

3. Three to five additional Wildcat Dynamic Cone Penetration probes will be advanced in the toe area of the landslide to assist with characterization of the lower area below the slope.
4. Laboratory tests will be conducted to provide data on the important physical characteristics of the subsoils, essential for engineering studies and analyses. The laboratory tests will include standard classification tests, such as natural water content and unit weight determinations, fines content, and Atterberg limits. One torsional ring shear test will be completed by a testing subcontractor (Benchmark Geolabs) to evaluate strength properties for slope stability analysis.
5. Preliminary engineering and geologic studies and analyses will be accomplished to further evaluate slope stability/hazard considerations and feasible mitigation options for the existing landslide area. Two concept-level remediation options will be evaluated based on slope stability, constructability, relative cost, and other factors. Remedial options may include the use of horizontal drains, rock buttress, inlay rock fills, retaining walls, or a combination of the options. This information will be provided to the team informally during a meeting using sketches and/or typical cross sections.
6. Attend up to four online meetings: one kick-off, two coordination, and one review of conclusions. Each meeting will be one hour.
7. A report will be prepared that summarizes the results of the investigation. The report will include a brief description of two potential options with pros and cons.
8. GRI will provide input to Otak for use in order-of-magnitude cost estimates, including the geotechnical design fees and construction of geotechnical elements.

ASSUMPTIONS

The scope of services and our fee are based on the following assumptions:

1. Our proposal assumes that petroleum products or other potentially hazardous materials will not be encountered during our subsurface explorations. If petroleum products or other potentially hazardous materials are encountered during our subsurface exploration, we will immediately stop drilling, place the drilling subcontractor and our field staff on standby, and contact you for further guidance. The standby time has not been included in our cost estimate and will be billed on a time-and-expenses basis in accordance with the attached Fee Schedule.
2. Excess cuttings produced during drilling can be disposed of by scattering them on site. If off-site disposal of drill cuttings is required, the service can be provided for an additional cost.
3. Accurate topographic information is important for development of slope stability modeling and development of alternatives. We assume a topographic survey of the site will be completed by others and provided to GRI for use in our studies.

FEE

The fee for our work will be provided on a time-and-materials basis in accordance with the attached Fee Schedule and terms of a City Purchase Order. We recommend you budget \$43,000 for the Phase 1 geotechnical investigation.

Please contact the undersigned if you have any questions.

Submitted for GRI,



Matthew S. Shanahan, PE
Principal



George A. Freitag, LEG
Principal

Enclosure: Fee Schedule



GRI FEE SCHEDULE

Effective 12/20/2022

Classification	Rate/Hour
Principal	\$ 275
Associate	\$ 225
Senior Engineer/Geologist	\$ 195
Project Engineer/Geologist	\$ 175
Engineering/Geology Staff	\$ 145
Engineering Assistant	\$ 120
Project Accountant	\$ 130
Technical Editor	\$ 125
CAD Operator	\$ 115
Administrative Assistant	\$ 85

Other Direct Costs

Vehicle: Vehicles will be billed at the current IRS business mileage reimbursement rate.

Travel and Subsistence: All charges related to travel will be computed at cost. Subsistence will be computed per current GSA per diem rates.

Falling Weight Deflectometer (FWD) Testing: \$350 per hour.

FWD Mobilization: \$2.00 per mile.

PDA Mobilization: \$800 per project.

Pavement Core Bit and Patch: \$35 per core.

Pavement Coring Mobilization: \$1.75 per mile.

Ground Penetrating Radar (GPR) Testing: \$2,000 per day. Minimum half day.

Photo Ionization Detection: \$125 per day.

Laboratory Testing: Schedule of laboratory rates can be provided upon request.

Reimbursable Expenses: Expenses including outside photographic or reproduction services; equipment rental; field supplies; fees for permits, filings, applications; outside testing firms; postage and freight; etc. will be at cost.

Subcontractor Services: Charges for subcontractor services will be computed at cost plus 10%.

(LAST UPDATED 12/2022)

June 13, 2023

Mr. Tim Leavitt, PE
Otak, Inc.
808 SW 3rd Ave, Suite 800
Portland, OR 97204

**Subject: DRAFT Garrison Ridge Slope Repair – Forensic Engineering Study
Ridgefield, Washington (Schnabel Reference 23510009.000)**

Dear Mr. Leavitt:

SCHNABEL ENGINEERING, LLC is pleased to submit this proposal for professional engineering services during design for the above referenced project. This proposal has been prepared in response to request via email on May 30, 2023.

PROJECT DESCRIPTION

The City of Ridgefield (The City) issued a Request for Qualifications (RFQ) to provide forensic engineering and design services to address a slide adjacent to a stormwater facility. The slide and damage as described in the RFQ follows:

On or about January 11, 2023, City of Ridgefield staff discovered that a slide had occurred in the Garrison Ridge/Osprey Pointe area along Gee Creek. The site of the slide, Garrison Ridge Storm Facility is located at S 13th Circle in Ridgefield, Washington.

The slide appears to have obliterated a private (HOA) stormwater facility and the adjacent hillside, and crossed over the Gee Creek Trail, resulting in its indefinite closure. While the slide does not appear to have encroached into Gee Creek, it is close to doing so.

An emergency site visit was conducted by geotechnical consultant GRI, who provided some on-site advice as to stabilizing the situation and providing site closures to ensure public safety. Since that time, City staff has provided a temporary runoff connection with a different stormwater detention pond and has closed off the area, including the Gee Creek Trail, to public access.

OBJECTIVE AND SCOPE OF SERVICES

The City is requesting a scope of work consisting of four tasks described in the RFQ and an additional task described in an email from Chuck Green, Public Works Director, received on May 31, 2023.

Scope of Services – RFQ:

- Task 1. Forensic engineering study to determine probable cause of slide
- Task 2. Preliminary design and cost estimate of slide and stormwater facility repair
- Task 3. Final design of slide and stormwater facility repair
- Task 4. Support during construction

Scope of Services – email May 31, 2023:

- Task 1a. Slope stability risk assessment along trail between Garrison Ridge and Cassini View.

At the request of The City, Schnabel Engineering proposes to provide professional services for Task 1 under subcontract to Otak, Inc. We have also included a scope to complete Task 1a.

Task 1. Forensic Engineering Study

Our scope of services for Task 1 is based on the RFQ and includes providing a report identifying the potential cause(s) of the landslide. Contents of the report will be based on:

- Review of available plans, specifications, and construction documents.
- Review of available past requests for service and repairs in the area involving The City and/or the Garrison Ridge HOA which may be relevant to the analysis.
- Review of available geologic and subsurface information.
- Review of available geotechnical and design reports submitted for the construction of the Garrison Ridge subdivision and stormwater facility.
- Geologic reconnaissance of the site.
- Subsurface sampling and laboratory testing as well as engineering analysis as necessary for the Forensic Engineering study.
- Meetings with The City and Otak.

Optional – InSAR Historic Analysis

If The City sees fit, Schnabel will include inSAR historic analysis into Task 1 and 1a scope. InSAR is a remote sensing technique that allows us to derive information about the displacement of ground, structures, and infrastructures without the need to install any sensor on the site, and the ability to evaluate data as far back as 2015. A long-time series of radar images has been acquired on a regular repeated cycle by several Synthetic Aperture Radar (SAR) satellite missions with radar sensors able to penetrate clouds and darkness. Such multi-year datasets can be analyzed to detect and measure deformation processes affecting the targets on the ground both in the past (historical analysis) and in the future (monitoring).

The “natural” targets on the ground reflect the radar signal constantly in time and can be used as measurement points to achieve millimeter accuracy information about the deformation (along the Line of Sight of the satellite – LOS) that has occurred in the period covered by the images. Such targets are usually man-made objects like buildings, infrastructures, metal/concrete structures, but are also fixed

natural elements like debris or rocks. Thanks to algorithms specifically developed, the InSAR technique makes use of the electromagnetic phase signal contained in the satellite SAR images to estimate the displacement trends and the time series of displacement for every single measurement point. Since the availability of this data is dependent on “natural” targets of the site, this service will be provided in two phases. Phase 1 will consist of downloading the satellite data and initial assessment of the data. This data is reviewed by analysts for further refinement and interpretation. The cost for Phase 1 inSAR is estimated at \$6,500. If Phase 1 shows that there is data in the areas of concern that are relevant to the scope of work, Phase 2 will consist of further evaluation of trends such as previous slope movements, rate of movement, correlations to rainfall, and zones of disturbance. Where trends of concern are noted, we will work with Otak and The City to understand the data and relate trends to assess how they may impact your project needs. The cost for Phase 2 is estimated at \$5,500 and will only be performed if Phase 1 analysis provides relevant data within project limits.

Schnabel partners with a company, EO59, to perform this service.

Task 1a. Slope stability risk assessment along trail between Garrison Ridge and Cassini View

This task includes a geological reconnaissance of the slopes along the trail between Garrison Ridge and Cassini View. We will document our observations in a report. The report will include our opinion regarding the risk (e.g., low, medium, high) associated with the slide expanding into the trail and reopening the trail.

ASSUMPTIONS

Task 1

Our scope of services for Task 1 includes the following assumptions:

1. Available plans, specifications, and construction documents will be provided to Schnabel Engineering electronically in PDF files.
2. Available geotechnical and design reports will be provided to Schnabel Engineering electronically in PDF files.
3. The City will provide site access required to complete geologic reconnaissance and subsurface exploration.
4. Geological reconnaissance of the slide will be limited to visual observation of surface features accessible by foot and can be completed in 8 hours.
5. Subsurface investigation and soil sampling will be completed by the geotechnical engineering subconsultant. We will coordinate with the geotechnical subconsultant to request they obtain specific soil samples and complete specific laboratory testing.
6. Otak will provide elevation data from surveying the existing swale for purposes of comparison to as-built data for inclusion in the report.
7. If required to support the forensic study, engineering analysis will consist of two-dimensional limit equilibrium slope stability analysis using a commercially available software package such as Slide2 or Slope/W.
8. Submittals for Task 1 will include a draft report and final report. We will address one round of review comments on the draft report prior to issuing the final report.
9. Four meetings with The City and Otak.
 - a. Initial kick-off meeting

- b. Post geological reconnaissance meeting – the purpose of the meeting will be to discuss our key observations for inclusion in the report.
 - c. Draft report discussion meeting – the purpose of the meeting will be to discuss the contents of the draft report and any comments prior to completing the final report.
 - d. Final meeting – the purpose of the meeting will be to discuss any additional items that arise during the completion of the other project tasks.
10. One meeting with Otak stormwater designer to discuss the existing swale design. The purpose of the meeting will be to confirm our understanding of the purpose and function of the swale. We are assuming the existing swale is similar to the “typical biofiltration swale” described in the 2019 Stormwater Management Manual for Western Washington.

Task 1a

Our scope of services for Task 1a includes the following assumptions:

1. Geological reconnaissance of the slopes along the trail between Garrison Ridge and Cassini View will be limited to visual observations of surface features accessible by foot and can be completed in 8 hours (separate from geological reconnaissance for Task 1), and inSAR historic analysis.
2. The City will provide site access required to complete geologic reconnaissance of slopes along trail.
3. Submittals for Task 1a will include a draft report and final report. We will address one round of review comments on the draft report prior to issuing the final report.
4. Two meetings with The City and Otak.
 - a. Post geological reconnaissance meeting – the purpose of the meeting will be to discuss our observations and conclusions prior to writing the report.
 - b. Draft report discussion meeting – the purpose of the meeting will be to discuss the contents of the draft report and any comments prior to completing the final report.

EXCLUSIONS

Task 1

Our scope of services for Task 1 excludes the following:

1. Subsurface investigation
2. Soil sampling
3. In-situ or laboratory testing of soil or groundwater
4. Measurement or monitoring of groundwater
5. Surveying
6. Instrumentation or monitoring of the slope or slide
7. Evaluation or condition assessment of existing geomembrane (e.g., leak detection study, exhuming geomembrane, etc.)

Task 1a

Our scope of services for Task 1a excludes the following:

1. Subsurface investigation
2. Soil sampling
3. In-situ or laboratory testing of soil or groundwater

4. Measurement or monitoring of groundwater
5. Surveying
6. Instrumentation or monitoring of the slopes
7. Slope stability analysis

PROJECT FEES

We anticipate that the following unit fees will be required on this project:

Labor Class	Unit Fees	Labor Breakdown	
		Task 1	Task 1a
Staff Engineer	\$133.00/hr	0 hrs	40 hours
Senior Staff Engineer	\$157.00/hr	8 hrs	4 hours
Project Engineer	\$182.00/hr	84 hrs	12 hours
Senior Associate Engineer	\$269.00/hr	28 hrs	2 hours

Our estimated hours and fees are summarized below and are for the specific scope of services detailed herein. The fee for work requested beyond the scope of services included herein will be based on our current unit prices at the time the work is authorized or a negotiated lump sum. Our current Schedule of Personnel Fees is included as Attachment (1) and Laboratory Testing as Attachment (2).

Breakdown of Fees

Task	Fee Type	Estimated Fee
Task 1 – Forensic Engineering Study	T&M	\$24,500
Task 1a – Slope Risk Assessment	T&M	\$9,000
TOTAL ESTIMATED FEE WITHOUT INSAR		\$33,500
Optional - InSAR Monitoring	Lump Sum	\$6,500 - \$12,000
TOTAL ESTIMATED FEE WITH INSAR		\$40,000 – 45,500

Compensation will be based upon the actual hours or units expended times the applicable unit rate. Invoices and payment terms will be consistent with the mutually agreed to terms and conditions referenced below.

GENERAL

The terms and conditions of the Consultant Agreement, dated June 13, 2023, between Schnabel Engineering, LLC and Otak, Inc. is included as Attachment (3) and will apply to services to be provided under this proposed agreement.

Please sign and return one copy of this proposal to our office to form our agreement. You may transmit your acceptance of this agreement electronically with the understanding that the signature on the electronic document will be considered an original signature. This proposal is valid for 90 days from the date shown.

We appreciate the opportunity to submit our proposal for these services and look forward to working with you on this project. Please contact us if you have any questions regarding this proposal.

Sincerely,

SCHNABEL ENGINEERING, LLC

DRAFT

Josh Hanson, PE
Senior Associate Engineer

MS:JH:sj

Attachments:

- (1) Schedule of Personnel Fees
- (2) Laboratory Testing Fees
- (3) Consultant Agreement (5 Sheets)

The terms and conditions of this proposal, including the referenced Consultant Agreement are:

ACCEPTED BY: _____ Otak, Inc. _____

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____ DATE: _____



SCHEDULE OF PERSONNEL FEES – SEATTLE, WASHINGTON
Effective until December 31, 2023

Senior Consultant	\$331.00	/hr
Principal	\$305.00	/hr
Senior Associate	\$269.00	/hr
Associate	\$238.00	/hr
Senior Engineer/Scientist	\$210.00	/hr
Project Engineer/Scientist	\$182.00	/hr
Senior Staff Engineer/Scientist	\$157.00	/hr
Staff Engineer/Scientist/Technologist	\$133.00	/hr
Senior Technician II (see note 3)	\$129.00	/hr
Senior Technician I (see note 3)	\$108.00	/hr
Technician III (see note 3)	\$94.00	/hr
Technician II (see note 3)	\$78.00	/hr
Technician I (see note 3)	\$67.00	/hr
CADD III	\$138.00	/hr
CADD II	\$133.00	/hr
CADD I	\$109.00	/hr
Clerical/Admin	\$90.00	/hr

NOTES:

1. Personnel fees will be based upon the actual hours charged times the appropriate hourly rate.
2. Travel by auto to and from jobs will be charged at the current IRS prevailing rate, plus a markup of 15% to cover handling, insurance and overhead. Travel by air or rail, lodging and meal expense for personnel in the field will be billed at cost plus a 15% markup.
3. Overtime for Technicians is time for work on Saturday, Sunday and national holidays, time in excess of 8 hours per day and time between the hours of 7:00 P.M. and 7:00 A.M. A surcharge of \$25/hr is added to the above rate for overtime.
4. Subcontractors and other non-labor project expenses are marked up 15% to cover the cost of handling, insurance and overhead.

		2023
ITEM	IDENTIFICATION OF PHYSICAL AND CHEMICAL PROPERTIES	Unit Price
101	Moisture Content (ASTM D2216)	\$ 13.00
102	Natural Density and Moisture Content (ASTM D7263)	\$ 68.00
103	Liquid and Plastic Limits and Plasticity Index (ASTM D4318)	
	(a) Three Point Method	\$ 100.00
	(b) Non-plastic Sample	\$ 35.00
	(c) Liquid Limits, Oven and Air Dried (Includes 103A)	\$ 189.00
104	Mechanical Analysis (ASTM D422, D1140, D6913, and D7928)	
	(a) D422 Sieve Analysis (3" to wash through No. 200 Sieve, with grain-size curve)	\$ 100.00
	(b) D7928 Hydrometer Analysis (includes Item 104a); Requires Item 108	\$ 200.00
	(c) D1140 Amount Finer Than No. 200 Sieve Determination (wet washing method)	\$ 60.00
	(d) D6913 Sieve Analysis (1" to wash through No. 200 sieve, with grain-size curve)	\$ 180.00
	(e) D6913 Sieve Analysis (maximum particle greater than 1 inch, with grain-size curve)	Call for quote
105	Double Hydrometer Analysis (ASTM D4221), includes Item 104b; Requires Item 108	\$ 270.00
106	pH Test (AASHTO T289; ASTM G51)	\$ 51.00
107	Eades and Grim (ASTM D6276)	\$ 285.00
108	Specific Gravity (ASTM D854)	\$ 73.00
112	Moisture, Ash and Organic Content Determination (ASTM D2974)	\$ 60.00
113	Visual Soil Classification AASHTO or Unified Soil Classification System (ASTM D2488)	\$ 19.00
115A	Thermal Resistivity Dry Out Curve (D5334/IEEE442), up to 5 point curve; soil sample, ASTM D698 not included	\$ 825.00
115B	Thermal Resistivity of Intact Single Point (D5334/IEEE442), per specimen; soil sample, ASTM D698 not included	\$ 415.00
115C	Reconstituted Specimen (Standard Energy or less), per specimen	\$ 85.00
116	Electrical Resistivity Test, Miller Box Method (AASHTO T288; ASTM G187)	\$ 114.00
117	Qualitative Test for Sulfides (AWWA C105)	\$ 48.00
118	Reduction-Oxidation Potential (ASTM G200)	\$ 60.00
119	Crumb Test (ASTM D6572)	\$ 70.00
120	USDA Classification (Includes 104b)	\$ 235.00
507	Chloride Ion Content (EPA SW9056A, AASHTO T291; Third Party Lab)	\$ 78.00
509	Sulfate Ion Content (EPA SW9056A, AASHTO T290; Third Party Lab)	\$ 78.00
ITEM	STRENGTH, COMPRESSIBILITY, AND PERMEABILITY TESTS	
110	Permeability of Fine Grained Soils (ASTM D5084); < 3 in. dia.; Falling Head; flexible-wall permeameter; water as permeant; for soils with $k < 10^{-4}$ cm/sec, per each determination	
	(a) Intact (e.g. tube) Specimen	\$ 500.00
	(b) Reconstituted Specimen (Standard Energy or less), additional per each	\$ 85.00
	(c) Additional permeation stage at higher confining stress, per additional confining stress	\$ 245.00
111	Permeability of Granular Soils (ASTM D2434); Constant Head; fixed-wall permeameter; for soils with $k > 10^{-4}$ cm/sec	
	(a) Per each determination	\$ 285.00
201	Visual Logging of Tube Samples	\$ 90.00
202	Unconfined Compressive Strength (ASTM D2166, VTM-140); < 3 in. dia.	
	(a) Intact (e.g. tube) Specimen, with stress-strain curve	\$ 185.00
	(b) Reconstituted Specimen (Standard Energy or less), additional per each	\$ 85.00
204	Unconsolidated-Undrained (UU) Triaxial Compression Test (ASTM D2850); < 3 in. dia.	
	(a) Intact (e.g. tube) Specimen, with stress-strain curve, per confining stress	\$ 245.00
	(b) Reconstituted Specimen (Standard Energy or less), additional per each	\$ 85.00
205	Consolidated-Undrained (CU) Triaxial Compression Test (ASTM D4767); < 3 in. dia.	
	(a) Intact (e.g. tube) Specimen; back-pressure saturation, pore pressure measurements, per confining stress	\$ 520.00
	(b) Reconstituted Specimen (Standard Energy or less), additional per each	\$ 85.00
206	Consolidated-Drained (CD) Triaxial Compression Test (ASTM D7181); < 3 in. dia.	
	(a) Intact (e.g. tube) Specimen, with back-pressure saturation, per confining stress	\$ 700.00
	(b) Reconstituted Specimen (Standard Energy or less), additional per each	\$ 85.00
209	Direct Shear, Consolidated Drained (ASTM D3080); 2.5 in. dia.	
	(a) Intact (e.g. tube) Specimen, peak strength determination (max. 0.5 in. travel), per normal stress	\$ 425.00
	(b) Additional displacement (for post-peak strength determination), per 1.0 inch	\$ 110.00
	(c) Reconstituted Specimen, (Standard Energy or less), additional per each	\$ 85.00
210	One-Dimensional Consolidation Test (ASTM D2435); 2.5 in. dia.; does not include Item 108	
	(a) Intact (e.g. tube) Specimen, 12 load increments, each 24 hours (Method A), void ratio (or strain) vs. log p curve, 2 time-compression curves	\$ 550.00
	(b) Additional Load Increments held up to 24 hours	\$ 50.00
	(c) Reporting additional time compression curves, per curve	\$ 13.00
	(d) Reconstituted Specimen, (Standard Energy or less), additional per each	\$ 85.00
	(e) Frame Time, single load increment held longer than 24 hours, per additional day	\$ 50.00
	(f) Surcharge for Method B loading sequence, additional to 210(a)	\$ 245.00
211	One-Dimensional Swell or Collapse of Cohesive Soils (ASTM D4546), includes strain vs. stress plot, intact (e.g. tube) specimen 2.5 in. dia., does not include Item 108	
	(a) Method A, 4 points, test set-up, 24 hr observation, and reporting	\$ 600.00
	(b) Method B, 1 point at single applied stress, test set-up, 24 hr observation, and reporting	\$ 260.00

ITEM	STRENGTH, COMPRESSIBILITY, AND PERMEABILITY TESTS	
211	(c) Method C, 1 point with loading after wetting, test set-up, may require Item 211d, and reporting	\$ 394.00
	(d) Frame time, per day	\$ 50.00
	(e) Reconstituted Specimen, (Standard Energy or less), additional per each	\$ 85.00
212	Expansion Index of Soils (ASTM D4829)	\$ 285.00
213	Pinhole Dispersion (ASTM D4647), per specimen	\$ 275.00
214	Collapse Potential of Soil (ASTM D5333)	
	(a) Intact (e.g. tube) Specimen, collapse test set-up (prepare and place specimen in apparatus, apply confining pressure, 24 hr observation), may require frame time charge (Item 211b), per each	\$ 273.00
	(b) Reconstituted Specimen, (Standard Energy or less), additional per each	\$ 85.00

ITEM SOIL COMPACTION AND CALIFORNIA BEARING RATIO TESTS

301	Compaction Test, Standard Proctor (ASTM D698)	
	(a) Method A or B (AASHTO T99, Method A), four point curve	\$ 215.00
	(b) Single Point of Item 301a	\$ 85.00
	(c) Method C (AASHTO T99, Method B), four point curve	\$ 245.00
	(d) Single Point of Item 301c	\$ 95.00
	(e) VTM-1, four point curve, (requires Item 702 when plus No. 4 particles present)	\$ 215.00
	(f) Single Point of Item 301e	\$ 85.00
302	Compaction Test, Modified Proctor (ASTM D1557)	
	(a) Method A or B (AASHTO T180, Method A, C), four point curve	\$ 290.00
	(b) Single Point, of Item 302a	\$ 85.00
	(c) Method C (AASHTO T180, Method B, D), four point curve	\$ 330.00
	(d) Single Point, of Item 302c	\$ 95.00
303	California Bearing Ratio, 96 hr soak, and soaked penetration; (requires Item 301 or 302)	
	(a) ASTM D1883 (single specimen) or VTM 8	\$ 230.00
	(b) Surcharge for adding unsoaked penetration to VTM 8	\$ 55.00
305	Oversize Correction (ASTM D4718) for Items 301c & 302c, including bulk specific gravity determination	\$ 125.00

ITEM SOIL-CEMENT TESTS

401	Soil-Cement Moisture-Density Relations, (ASTM D558), excludes material costs	\$ 300.00
403	Making and Curing Soil-Cement Compression Specimens (ASTM D1632), per specimen	\$ 50.00
404	Compressive Strength of Molded Soil-Cement Cylinders (ASTM D1633)	\$ 189.00

ITEM TESTS ON ROCK SPECIMENS

501	Rock Natural Density and Moisture	\$ 55.00
503	Unconfined Compressive Strength of Rock Core (without elastic moduli curves)	\$ 189.00

ITEM CONCRETE AND MASONRY

601	Cylinder Compressive Strength (ASTM C39)	\$ 15.00
602	Cylinder Compressive Strength (ASTM C39) - Specimens made by others	\$ 26.00
123A	Chloride Ion Penetration of Concrete (ASTM C1202, VTM-112), per specimen	\$ 392.00
603	Compressive Strength of 2 in. mortar or grout cubes (ASTM C109), per each	\$ 17.00
604	Compressive Strength of Drilled Core (ASTM C42); includes sample preparation	\$ 100.00
608	Compressive Strength of Block (ASTM C140; Set of 3, 8 in. block or less)	\$ 200.00
608A	Compressive Strength of Block (ASTM C140; Set of 3, > 8 in. block, 12 in. maximum)	\$ 320.00
609A	Compressive Strength of Masonry Prisms, Hollow or Grout Filled (ASTM C1314)	\$ 180.00
610	Compressive Strength of Grout Prisms (ASTM C1019)	\$ 40.00
611	Moisture Vapor Transmission Kit (ASTM F1869), set of 3 test kits	\$ 54.00
614	Sampling and Testing Concrete Masonry and Related Units (Compression and Absorption), ASTM C140, set of 3	\$ 268.00

ITEM AGGREGATES

702	Specific Gravity (ASTM C127 or C128)	\$ 118.00
703	Sieve Analysis (ASTM C136)	
	(a) Maximum particle less than No. 4 sieve; includes C117	\$ 105.00
	(b) Maximum particle greater than No. 4 sieve and less than 1 inch; includes C117	\$ 187.00
	(c) Maximum particle 1 inch and greater	Call for quote
708	Organic Impurities (ASTM C40)	\$ 50.00
710	Bulk Density and Voids in Aggregates (ASTM C29), Voids Require Item 702	\$ 45.00

Notes

- Testing is not performed on hazardous or contaminated samples.
- Samples will be stored for 45 days after testing and then discarded unless other disposition is requested.
- An overtime surcharge will apply to testing specifically requested to be performed on an overtime basis; i.e., beyond normal laboratory working hours, weekends, or national holidays; call for quote
- A surcharge of \$85.00/hr will apply to trimming of oversize or block samples; higher charges may apply to difficult or unusual conditions.
- Prices may be higher for non-standard test methods (field or laboratory) and/or specimen size.
- In the event that Schnabel encounters any material, as defined in 29CFR1910, which has not been rendered harmless, Schnabel shall immediately stop work and report the condition to the client.
- Technician labor charges may apply in addition to test unit fee, for additional processing of bulk samples to a useable condition, blending composite samples to create a test specimen, and/or blending admixtures into bulk samples.

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: June 29, 2023

AGENDA ITEM NAME: Motion - Approve Award of Contract with Clark and Sons Excavating, Inc. for 2023 Asphalt Repairs Project

GOVERNING LEGISLATION

Revised Code of Washington Title 35 – Cities and Towns, Title 35A Optional Municipal Code, Title 39 - Public Contracts and Indebtedness, and City Financial Policy #04: Procurement of Goods & Services.

PREVIOUS COUNCIL ACTION TAKEN:

None.

SUMMARY/BACKGROUND:

To accommodate and prepare for the major pavement overlays slurry seal work, the City issued an invitation to bid from highly qualified contractors to provide all labor, supplies, equipment and materials for the improvement of roadways within the City limits. This work needs to be complete prior to the larger pavement overlays and slurry seals project which is anticipated to begin in mid July.

Work is to include:

Schedule A:

- Harrier Manhole Repair
- NW 289th Street/N Royle Road Intersection
- Pioneer Canyon Drive Asphalt Repair
- Hillhurst Asphalt/Manhole Repairs.

Schedule B:

- Pioneer Canyon Drive Speed Cushion (part of the Pioneer Canyon Traffic Calming and Pedestrian Safety Improvement Project).

Two bids were received:

- Clark and Sons Excavating, Inc. from Battle Ground for \$174,309
- Western United Civil Group, LLC from Yacolt for \$194,431.50.

The lowest responsive bidder is Clark and Sons Excavating, Inc.

BUDGET/FINANCIAL IMPACTS:

Funding for this project is contained in the 2023 Pavement Management Program.

RECOMMENDED ACTION OR MOTION:

Council action is requested to award this contract.

A suggested motion is **"I move to award the contract for the 2023 Asphalt Repairs Project to Clark and Sons Excavating, Inc. from Battle Ground, WA in an amount not to exceed \$174,309."**

STAFF CONTACT: Chuck Green, Public Works Director

ATTACHMENTS:

1. 2023 Asphalt Repairs - Bid Tabs Full

2023 Pavement Preservation Program Asphalt Repairs

Schedule A					Engineers Estimate		Clark and Sons Excavating, Inc. 7601 NE 289th ST, Battle Ground, WA 98604		Western United Civil Group 22414 NE Saint Helens View Rd, Yacolt, WA 98675	
Bid Item #	STD Item #	Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
0001		MOBILIZATION	1	LS			\$17,000.00	\$17,000.00	\$14,370.00	\$14,370.00
0002		PROJECT TEMPORARY TRAFFIC CONTROL	1	LS			\$5,000.00	\$5,000.00	\$21,500.00	\$21,500.00
0003		EROSION CONTROL	1	LS			\$1,200.00	\$1,200.00	\$6,000.00	\$6,000.00
0004		MINOR CHANGE	1	LS	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Harrier Manhole Repair										
0005		ROADWAY EXCAVATION INCL. HAUL	13	CY			\$750.00	\$9,750.00	\$143.00	\$1,859.00
0006		CRUSHED SURFACING BASE COURSE	8	CY			\$230.00	\$1,840.00	\$183.00	\$1,464.00
0007		HMA FOR PAVEMENT REPAIR CL. 1/2 IN. PG 58H-22	17	TN			\$400.00	\$6,800.00	\$600.00	\$10,200.00
0008		UNSUITABLE FOUNDATION EXCAVATION INCL. HAUL	3	CY			\$240.00	\$720.00	\$127.50	\$382.50
0009		CEMENT CONC. TRAFFIC CURB AND GUTTER	44	LF			\$120.00	\$5,280.00	\$112.50	\$4,950.00
0010		REMOVING CEMENT CONC. CURB AND GUTTER	44	LF			\$11.00	\$484.00	\$59.00	\$2,596.00
0011		REPLACE MANHOLE CONE	1	EA			\$2,300.00	\$2,300.00	\$10,450.00	\$10,450.00
289th/Royle Intersection										
0012		ROADWAY EXCAVATION INCL. HAUL	93	CY			\$85.00	\$7,905.00	\$115.00	\$10,695.00
0013		CRUSHED SURFACING BASE COURSE	72	CY			\$230.00	\$16,560.00	\$125.00	\$9,000.00
0014		HMA FOR PAVEMENT REPAIR CL. 1/2 IN. PG 58H-22	63	TN			\$400.00	\$25,200.00	\$375.00	\$23,625.00
0015		UNSUITABLE FOUNDATION EXCAVATION INCL. HAUL	7	CY			\$300.00	\$2,100.00	\$127.50	\$892.50
0016		CULVERT PIPE 18 IN. DIAM.	74	LF			\$160.00	\$11,840.00	\$180.00	\$13,320.00
Pioneer Canyon Drive Asphalt Repair										
0017		ROADWAY EXCAVATION INCL. HAUL	9	CY			\$240.00	\$2,160.00	\$225.00	\$2,025.00
0018		HMA FOR PAVEMENT REPAIR CL. 1/2 IN. PG 58H-22	19	TN			\$480.00	\$9,120.00	\$600.00	\$11,400.00
Hillhurst Asphalt/Manhole Repairs (Alternate Bid #1)										
0019		ROADWAY EXCAVATION INCL. HAUL	35	CY			\$152.00	\$5,320.00	\$85.00	\$2,975.00
0020		CRUSHED SURFACING BASE COURSE	40	CY			\$250.00	\$10,000.00	\$133.00	\$5,320.00
0021		HMA FOR PAVEMENT REPAIR CL. 1/2 IN. PG 58H-22	24	TN			\$480.00	\$11,520.00	\$525.00	\$12,600.00
0022		UNSUITABLE FOUNDATION EXCAVATION INCL. HAUL	9	CY			\$540.00	\$4,860.00	\$127.50	\$1,147.50
0023		ADJUST MANHOLE	3	EA			\$840.00	\$2,520.00	\$3,750.00	\$11,250.00
Schedule B										
Pioneer Canyon Drive Speed Cushion										
0024		MOBILIZATION	1	LS			\$2,000.00	\$2,000.00	\$810.00	\$810.00
0025		PROJECT TEMPORARY TRAFFIC CONTROL	1	LS			\$4,800.00	\$4,800.00	\$1,600.00	\$1,600.00
0026		ROADWAY EXCAVATION INCL. HAUL	3	CY			\$360.00	\$1,080.00	\$750.00	\$2,250.00
0027		HMA FOR PAVEMENT REPAIR CL. 1/2 IN. PG 58H-22	3	TN			\$650.00	\$1,950.00	\$2,250.00	\$6,750.00
							Lowest Responsive Bidder			
Total						\$122,616.75		\$174,309.00		\$194,431.50

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: June 29, 2023

AGENDA ITEM NAME: Public Hearing and First Reading of Ordinance No. 1406 - Spring 2023
Ridgefield Municipal Code (RMC) Amendments

GOVERNING LEGISLATION

RCW 36.70A - Growth Management

PREVIOUS COUNCIL ACTION TAKEN:

None.

SUMMARY/BACKGROUND:

See attached staff report.

BUDGET/FINANCIAL IMPACTS:

None.

RECOMMENDED ACTION OR MOTION:

None. Public hearing and first reading.

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

1. Spring 2023 RMC Amendments_Staff Report_Council
2. Attachment A - Spring 2023 RMC Text Amendments_Council
3. Spring 2023 Code Updates CC Presentation

ORDINANCE NO. 1406

**AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON
Amending Chapters within Titles 8, 9, 12, 14, 15, and 18 of the Ridgefield Municipal Code**

WHEREAS, the Community Development department has reviewed the provisions within the Ridgefield Municipal Code for updates to assure that the provisions reflect current law and best practices for development and implement the Ridgefield Urban Area Comprehensive Plan; and

WHEREAS, the City of Ridgefield, located in Clark County, Washington, is required to plan under the Growth Management Act (GMA), Revised Code of Washington (RCW) Chapter 36.70A; and

WHEREAS, Ridgefield adopted the Ridgefield Urban Area Comprehensive Plan (RUACP), as amended, consistent with the GMA; and

WHEREAS, RCW 36.70A.040 and WAC 367-195-800 require jurisdictions planning under the GMA to adopt development regulations that are consistent with the adopted Comprehensive Plan and which implement the Comprehensive Plan policies goals and policies; and

WHEREAS, Title 18 of the Ridgefield Municipal Code (RMC) was established in 1995 by Ordinance 676 and amended thereafter, and is intended to implement the Ridgefield Comprehensive Plan; and

WHEREAS, the Ridgefield City Council passed additional resolutions after this time period that revised the development regulations; and

WHEREAS, the City of Ridgefield submitted notice of the proposed amendments to the Washington State Department of Commerce on April 6, 2023 consistent with RCW 36.70A; and

WHEREAS, the Ridgefield Planning Commission, after conducting a public hearing on the proposed amendments on May 3 2023, forwarded a recommendation to amend the Ridgefield Municipal Code to the City Council on June 7, 2023; and

WHEREAS, consistent with WAC 197-11-340(2), on June 1, 2023 the City of Ridgefield issued a SEPA Determination of Non-significance (DNS) regarding the proposed amendments; and

WHEREAS, the SEPA DNS public comment period expired on June 15, 2023 and the City addressed all comments received; and

WHEREAS, the Ridgefield City Council conducted a public hearing and the first reading of the proposed amendments during their meeting held on June 29, 2023; and

WHEREAS, the Ridgefield City Council conducted a second ordinance reading on the proposed amendments during their meeting held on July 13, 2023; and

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

Section 1. Public Interest. The Ridgefield City Council finds it to be in the public interest to adopt amendments to Titles 8, 9, 12, 14, 15, and 18 of the Ridgefield Municipal Code.

Section 2. Amendments to the Ridgefield Municipal Code. The Ridgefield City Council hereby amends certain Chapters of Titles 8, 9, 12, 14, 15, and 18 as set forth below in Exhibit A, attached hereto and incorporated by this reference.

Section 3. Compliance with RCW 36.70A.130. The City of Ridgefield has met its obligations under RCW 36.70A.130 and finds no additional compliance actions are necessary.

Section 4. 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, zoning district names, ordinance numbering, section/subsection numbers and any references thereto.

Section 5. Severability. If any section, subsection, sentence, clause, phrase, or other portion of this Ordinance, or its application to or any other person or circumstance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance and each section, subsection or portion thereof, irrespective of the fact that any one or more of the other portions be declared invalid or unconstitutional.

Section 6. Applicability. This ordinance shall be applied in the current city limits and City of Ridgefield Urban Growth Area (UGA) as adopted by the Clark County Board of County Commissioners and the subsequent acceptance by the Ridgefield City Council.

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

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS 13th DAY OF JULY, 2023.

Jennifer Lindsay, Mayor

ATTEST/AUTHENTICATED:

Julie Ferriss,
City Clerk

APPROVED AS TO FORM:

Janean Parker, City Attorney

First Reading: June 29, 2023
Second Reading/Passage: July 13, 2023
Date of Publication:
Effective Date:

EXHIBIT A:

Spring 2023 Ridgefield Municipal Code Amendments



THE CITY OF RIDGEFIELD

510 Pioneer Street Suite B | P.O. Box 608 | Ridgefield, WA 98642

Proposed Amendments to the Ridgefield Municipal Code (RMC) City Council Staff Report June 29, 2023

BACKGROUND

The Community Development Department is proposing a series of amendments to the Ridgefield Municipal Code (RMC). The purpose of the proposed amendments is to keep the code up-to-date and to address current development issues in order to better serve the Ridgefield community.

DISCUSSION

Types of Amendments

The proposed amendments intend to update the code to address issues identified when applying the existing code and issues anticipated for future projects in Ridgefield. For this round of updates, staff identified two general types of proposed code amendments: housekeeping updates and policy changes:

1. Housekeeping items: address clerical errors and clarify existing code language without substantive changes to the content.
2. Policy changes: add or modify content to strengthen the code with the goal to better implement the Ridgefield Comprehensive Plan (RUACP) and existing City policies and practices.

Summary of Changes

The following table summarizes the proposed changes; full text amendments are in Attachment A.

Housekeeping items:

<u>Code section(s)</u>	<u>Reason(s) for amendment</u>	<u>PC/public comments</u>
8.20.020	Correct RCW code section reference	None
12.08.130.B	Change wording to match engineering standards	None
14.03.050 Section 110.4	Correct code section reference	None

18.100.010	Update adult family home requirements to match RCW	None
18.100.012	Better define “building coverage” to match the definition of “building”	None
18.100.026, 18.310.030.G, 18.310.030.H, 18.310.040.C, 18.310.050.G, 18.310.060.B, 18.310.070.A, 18.310.070.E, 18.310.070.E.1, 18.310.080.B.1, 18.310.080.D, 18.310.080.G, 18.310.080.G.1, 18.310.090.C, 18.310.090.F.2, 18.310.100.A, 18.310.100.C	Remove mail from code and change to send or provided to allow for email correspondence	None
18.206.020.E.1	Add front façade variety requirements back into the RDC, which were erroneously dropped during a previous round of amendments	None
18.210.135.E.1	Remove example as it was incorrect	None
18.235.060.C.2.a.i	Update with the correct code reference	None
18.235.060.F.1	Adjust dwelling units to be consistent with RDC 18.235.060.P.3.ii	None
18.401.090	Add letter S and update lettering sequence	None
18.600.020	Update with the correct code reference	None
18.610.080	Revise code to match RCW	None
18.620.080.C.3	Correct grammatical error	None
18.620.145.A	Update with the correct code reference	None

Policy Changes:

<u>Code section(s)</u>	<u>Reason(s) for amendment</u>	<u>PC/public comments</u>
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9.07.150	Update weapons discharge section to permit uses allowed in the development code.	None
9.07.152 – New section	Add safety standards and specification to weapons code.	Clarify what is commercial and what is private.
14.03.040	Adjust code section to match current practice re: items exempt from building permits.	• Prefer 200 square foot exemption versus 120 square foot limitation. • Clarify what is allowed in the reduced setback. • Clarify which structures fall within this exemption (what are temporary structures and attached/detached structures).
15.24.020.F	Repeal section as Clark County governs and enforces noxious weeds.	None
15.24.020.F	Add negligent discharge, trees encroaching in right-of-way, and depositing debris in right-of-way as items subject to code enforcement, to match current practice.	None
18.100.018.A	Add definition for “Axe Throwing Lounge”	None
18.100.018.E	Update emergency services definition to include “Law Enforcement Training Facilities”	None
18.100.022.G	Add definition for “Guesthouse” – received from Clark County building department to decipher between a guesthouse and an ADU.	• Provide clarification. • Will this exempt an ADU that is small? • National Association of Realtors (NAR) – looking at redefining definitions of ADU and Guesthouse.
18.100.026.I	Update Indoor Entertainment Facility definition to specify that a shooting range includes firearms, archery and axe throwing.	None
18.205.020 Master Use Table	Update Indoor Entertainment Facility, Community Recreation and Social Facility and Emergency Services to add limitations.	• Unanimously suggested to not allow outdoor shooting ranges – noise issue
18.205.030.H and 18.205.030.U	Add special requirements for shooting ranges, axe throwing lounges and archery facilities permitted as part of Indoor Entertainment	None

	Facility and Community Recreation and Social Facility uses.	
18.205.030.P	Add special requirements for law enforcement training facilities permitted as part of Emergency Services uses.	None
18.210.040.C.3 and 18.220.040.B.3	Update to prohibit projections and structures in access and stormwater easements	None
18.220.125.A.3, 18.230.050.G.2, 18.235.020.H.8, 18.235.040.g.6 18.235.060.A.7 and 18.401.090.O	Add requirement for trash enclosures to be covered and in compliance with stormwater regulations. Both Clark County and CRWWD have this requirement, per stormwater and sewer regulations, currently.	None
18.280.050.B and 18.810.110.A	Add requirement that critical area reports be assessed within 5 years of development. This is standard practice throughout jurisdictions and has been requested by the Department of Ecology since environmental conditions can reasonably be expected to change within 5 years.	None
18.280.050.B	Add detail to the project narrative submittal requirement for critical areas review, at request of Washington Department of Fish and Wildlife.	Requested by WDFW in their SEPA comment letter.
18.620.150	Update plat alteration code to match the RCW.	None
18.740.030.B	Remove Type II review requirement for fences in the E zone.	None

PLANNING COMMISSION

Planning Commission held a public hearing on the proposed code amendments on May 3, 2023. No public testimony was received. Commissioners discussed and asked questions about the amendments, as noted in the preceding table, and requested more time before taking a vote. Commissioners requested more detail on the shooting range topic from staff before their June meeting.

Planning Commission continued their review of the proposed amendments at their regularly scheduled public meeting on June 7, 2023. The commission voted to recommend approval of the proposed code amendments to Council, with changes to consider increasing the building permit exemption size of structures to 200 square feet and to restrict all firearm ranges from being located outside due to noise issues. The text amendments in Attachment A are those Planning Commission reviewed on June 7; if Council requests similar changes staff will make updates prior to the second reading.

PROCESS

<u>Date</u>	<u>Milestone</u>
April 14, 2023	Notice of Planning Commission public hearing published
May 3, 2023	Planning Commission public hearing and 1 st review
June 7, 2023	Notice of City Council public hearing published
June 7, 2023	Planning Commission 2 nd review and recommendation to Council
June 29, 2023	City Council public hearing and 1st reading
July 13, 2023	City Council 2 nd reading and vote on adoption

ATTACHMENTS

- A. Attachment A – Spring 2023 RMC Text Amendments_Council

Housekeeping Amendments	
Section	Text
8.20.020 Definitions	"Junk vehicle" means a junk vehicle as defined in RCW 46.55.010(54) as now enacted or hereafter amended.
12.08.130.B House Numbers	If two or more <u>more than two</u> residences are served by a single driveway, the driveway shall be considered, for the purposes of this section, a private road.
14.03.050 Section 110.4	110.4 violation penalties. Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be guilty of a misdemeanor, punishable by a fine and or imprisonment as outlined in City of Ridgefield Municipal Code Section 1.0812 .010. Each day that a violation continues after due notice has been served shall be deemed a separate offense. Fines shall be paid to the City of Ridgefield.
18.100.010 Definitions	Adult family home. A residential home in which a person or persons provide personal care, special care, room, and board to more than one but not more than six adults who are not related by blood or marriage to the person or persons providing the services. <u>Eight adults may be allowed with proof of approval and compliance with RCW 70.128.066.</u>
18.100.012 Definitions	Building coverage. The ratio of the horizontal area measured from the exterior surface of the exterior walls, <u>footing or foundation</u> of the ground floor of all principal and accessory buildings on a lot to the total lot area. <u>(See building definition in RDC 18.100.012)</u>
18.100.026 Definitions	Issued. The date a recommendation or decision is mailed <u>sent</u> to the parties of record.
18.206.020.E.1 Residential Use Standards	<u>Front façade variety. Dwellings with the same front façade located on the same side of a street shall be separated by no less than four lots, and dwellings with the same front façade located on opposite sides of a street shall be separated by no less than four lots, with the lot directly across the street not included in the four-lot calculation. In this context, the lot "directly across the street" means the lot with which the greatest portion of frontage aligns with the frontage of the subject lot.</u>
18.210.135.E.1 Special provisions for the Gee Creek Plateau sub-area (Cluster Development).	Single family home lots shall be no less than six thousand and no more than fifteen thousand square feet with a minimum density of four dwelling units per acre based on net developable acres. For example, a five-acre lot with three and five-tenths net developable acres will be required to produce sixteen single family lots.
18.235.060.C.2.a.i	Single-family attached residential meeting the standards of RDC 18.220.140 <u>206.060</u> .

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Ridgefield Mixed Use Overlay	
18.235.060.C.2.b.i Ridgefield Mixed Use Overlay	Single-family attached residential meeting the standards of RDC 18.220.140206.060.
18.235.060.F.1 Density	Maximum residential density for development in CMU district shall be 16 dwelling units per net developable acre, except as modified by the density transfer or senior housing bonus up to a maximum of 32 24 dwelling units per net developable acre. Minimum residential density shall be eight dwelling units per net developable acre, if residential uses are included in the development. RDC 18.235.060.P.3.ii. - Density Bonus. If a senior housing bonus application is approved, developments may exceed the allowed density of the CMU zone by as much as fifty percent, up to a maximum of twenty-four dwelling units per net developable acre.
18.310.030.G Pre-application review	The pre-application conference shall be scheduled at least seven days after the notice required by Section 18.310.030.E is mailed-sent but not more than twenty-eight days after the review authority accepts the application for pre-application review. The review authority shall reschedule the conference and give new notice if the applicant cannot or does not attend the conference when scheduled.
18.310.030.H Pre-application review	Within fourteen days after the date of the pre-application conference, the review authority shall mail-send to the applicant and to other parties who sign a register provided for such purpose at the pre-application conference or who otherwise request it in writing, a written summary of the pre-application review. An electronic copy shall be on file to email to any interested person or organization. The written summary generally shall:
18.310.040.C Review for counter complete status	Within seven days of receiving a development permit application the city clerk shall mail-send or provide in person a written notice to the applicant stating either: That the application is counter complete; or that the application is incomplete and what is necessary to make the application complete.
18.310.050.G Review for technically complete status	If the planning director decides an application is technically complete, then the planning director shall send written notice to the applicant acknowledging acceptance, including the date of a hearing for a Type III process. To the extent known by the city, other agencies with jurisdiction over the project permit application shall be identified in the written notice. Such notice must be mailed sent or provided in person to the applicant within twenty-eight days after receipt of the project permit application. The city clerk shall provide written notice of the complete application to all city department heads, city council members, persons attending the pre-application conference, and persons or organizations which have filed a written request with the clerk's office to receive such notices. The status of the application shall be provided on the city website. This notice shall not preclude the city from requesting additional information or studies if new information is required or substantial changes in the proposed action occur.

18.310.060.B Type I procedure – Ministerial decision	Notice of a decision regarding a Type I process shall be posted on the city website and mailed-sent to the applicant and applicant's representative. The applicant may appeal the decision pursuant to Section 18.310.100.
18.310.070.A Type II procedure – Administrative decision	Within fourteen days after the date an application subject to Type II review is accepted as technically complete, the city clerk shall issue a public notice of the pending review. The notice shall be posted on the city website and mailed-sent to:
18.310.070.E Type II procedure – Administrative decision	Within the time provided by subsection C of this section, the planning director shall mail-send the full decision to the parties listed in subsection A of this section and to other parties of record regarding the application pending review. The mailing notice shall include a notice which includes the following information:
18.310.070.E.1 Type II procedure – Administrative decision	A statement that the decision is final, but final but may be appealed as provided in Section 18.310.100 to the Ridgefield hearing examiner within fourteen days after the notice is mailed-sent . The appeal closing date shall be listed in boldface type. The statement shall describe how a party must appeal the decision, including applicable fees and the elements of an appeal statement;
18.310.080.B.1 Type III procedure – Quasi-judicial decision	The city clerk shall mail-send a copy of the notice to:
18.310.080.D Type III procedure – Quasi-judicial decision	At least seven days before the date of the hearing for an application(s), the planning director shall issue a written staff report and recommendation regarding the application(s), shall post on the city website, shall make available to the public a copy of the staff report for review and inspection, and shall mail-a paper-send a copy of the staff report and recommendation to the applicant. The city clerk shall mail-or provide a copy of the staff report at reasonable charge to other parties who request it.
18.310.080.G Type III procedure – Quasi-judicial decision	Within seven days from the date of the final order, the city clerk shall mail-send the full decision to the applicant and those who requested a copy of the final decision in writing. Copying fees may be charged. Parties of record shall be mailed-sent notice and instructed that a copy of the final order may be reviewed at city hall during regular hours. The mailing shall include a notice which in notice shall includes the following information:
18.310.080.G.1 Type III procedure – Quasi-judicial decision	A statement that the decision is final, but final but may be appealed as provided in Section 18.310.100 within fourteen days after the date the notice is mailed-sent . The appeal closing date shall be listed in boldface type. The statement shall describe how a party must appeal the decision, including applicable fees and the elements of a petition for review. The statement shall also describe SEPA appeal procedures;
18.310.090.C Type IV procedure –	At least seven days before the date of the first hearing for an application subject to Type IV review, the planning director shall issue a written staff report and recommendation regarding the application(s), shall make available to the public

Legislative decision	an electronic and paper copy of the staff report for review and inspection, and provide a copy <u>of the</u> staff report and recommendation to the review body. The city clerk shall mail or provide a copy of the staff report, at reasonable charge, to other parties who request it.
18.310.090.F.2 Type IV procedure – Legislative decision	Mail-Send a copy of that notice to the parties identified in subsection (B)(2) of this section and to parties who request it in writing;
18.310.100.A Appeal procedure	A decision regarding an application subject to a Type I or II procedure may be appealed by an interested party only if, within fourteen days after written notice of the decision is mailed <u>sent</u> , a written appeal is filed with the city clerk. The city shall extend the appeal period for an additional seven days, if state or local rules adopted pursuant to Chapter 43.21C RCW allow public comment on a determination of nonsignificance issued as part of the appealable project permit decision.
18.310.100.C Appeal procedure	Within forty-five days of receipt of the appeal, the hearing examiner shall hear appeals of Type I and II decisions in an open record hearing. Notice of an appeal hearing shall be posted on the city website and mailed <u>sent</u> to parties entitled to notice of the decision. A staff report shall be prepared, an open record hearing shall be conducted, and a decision shall be made and noticed within ninety days.
18.401.090 Site plan requirements	“S” missing. Change lettering sequence to include “S” and adjust as needed.
18.600.020 Relationship to planned unit development (PUD) process	Chapter 18.40 <u>10</u> , PUD, of this code allows for creative site planning and flexibility of design consistent with the policies of the RUACP. Whenever a proposed PUD involves the creation of one or more new lots, a separate subdivision or short plat application shall be filed and considered at the same time as the PUD application.
18.610.080 Resubdivision restricted	No lot within a recorded short plat shall be <u>further divided in any manner within a period of five years without the filing of a final plat, except that when the short plat contains fewer than four parcels, nothing in this section shall prevent the owner who filed the short plat from filing an alteration within the five-year period to create up to a total of four lots within the original short plat boundaries</u> further divided within a period of five years from the date of recording of the short plat, unless a final plat has been approved and filed for record in accordance with the requirements of this title and pursuant to RCW 58.17.060(1).
18.620.080.C.3 Preliminary plat— Expiration of approval— Extension— Phasing— Conditions.	Subsequent phases shall final-apply for final plat approval within five years after the city council approves the final plat for the preceding phase; and

18.620.145.A Homeowners' Association	Every subdivision shall have a homeowners' association and agreements to fund such an organization in order to secure appropriate provision of and ensure ongoing management of open space, recreation areas, infrastructure, and other common facilities as required by RDC 18.6240.050.A.4, unless exempted under Section B.
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Policy Changes	
Section	Text
9.07.150 Weapons – Discharging firearms	It is unlawful for any person willfully and without lawful authority to fire, set off, or discharge any bomb, gun, pistol, or firearm of any kind and/or otherwise shoot or cast a projectile by means of any blowgun, air gun, rifle, pistol, slingshot, bow, or any other device capable of causing physical injury or property damage in the city, except that this subsection shall not apply: A. To police officers while in the discharge of their lawful duties or for persons exercising the right specified in RCW 9A.16.020; B. To persons continuing with best farm management practices currently in existence, including, but not limited to, the slaughtering or humane destruction of livestock or wildlife, or the hazing of wildlife or wildfowl in conformance with the requirements of the Washington State Fish and Game Department or its successors, the U.S. Department of Agriculture, and the United States Wildlife Service; C. To persons discharging firearms loaded with blank cartridges for signal or ceremonial purposes in any athletic or sports event, recognized public event, any public ceremonial functions such as military funeral salutes, or by any memorial or military organizations or service groups for ceremonial purposes. D. <u>To uses permitted under Title 18.205 of the Ridgefield Municipal Code.</u> E. Violation of this section is a misdemeanor.
9.07.052 <u>Safety standards and specifications</u>	<u>New Section:</u> <u>All shooting ranges licensed pursuant to this chapter shall, at a minimum, comply with the following safety standards and specifications:</u> <u>1. All structures, installations, operations and activities shall be located at such a distance from property lines as will protect adjoining properties from hazard, when the ranges are used in accordance with range safety rules and standards.</u> <u>2. Range site design features and safety procedures shall be installed and maintained to discourage end rounds from escaping all shooting positions, when such positions are used in accordance with range safety rules and standards.</u> <u>3. A plan shall be submitted with the license application which shows the location of all buildings, parking areas and access points; safety features of the firing range; elevations of range showing target area, backdrops or butts; and approximate location of buildings on adjoining property.</u> <u>4. A safety plan shall be submitted which cites rules for each range. This should include sign-in procedures, if applicable, restrictions on activities and the use of ranges, and every safety plan shall prohibit loaded weapons, except at shooting positions and except for holstered handguns.</u>

	<u>5. All commercial shooting ranges shall have at least one safety officer on duty at all times shooting activities occur; provided, that when three (3) or fewer shooters are present, each may act as his own safety officer.</u> <u>6. When urban residentially-zoned property or residential streets are located adjacent to property containing an outdoor shooting range, warning signs shall be installed and maintained along shooting range property lines. These signs shall be conspicuously posted at intervals of at least one for every one hundred (100) feet, and the range shall be fenced, when practical.</u> <u>7. Shooting ranges shall be used for the shooting activities they were designed to accommodate unless redesigned to safely accommodate new shooting activities.</u> <u>8. Ranges will include an adequate backstop or adequate range for shotdrop.</u> <u>9. All shooting ranges shall provide a readily accessible telephone available to range participants and spectators for the purpose of contacting emergency medical services.</u> <u>10. A person responsible for the shooting range, which, in the case of commercial shooting ranges means the safety officer or his designee, shall, within twenty-four (24) hours, report in writing to the City of Ridgefield Police and Planning Departments all accidents resulting from the discharge of firearms in use on the range.</u> <u>11. On private shooting ranges, shooting activities shall only occur between 8:00 a.m. and dusk unless otherwise restricted by the shooting range license itself. On commercial shooting ranges, outdoor shooting activities shall only occur between 8:00 a.m. and 10:00 p.m., unless otherwise restricted by the shooting license itself.</u> <u>12. In reviewing license applications for safety and upon reinspection for existing shooting ranges, the City of Ridgefield Police and Planning Departments shall be guided by the current edition of the "NRA Range Source Book" published by the National Rifle Association. (Sec. 5 of Ord. 1995-12-31; amended by Sec. 1 (Att. A § 1) of Ord. 2011-08-08)</u>
<u>14.03.040</u> Chapter 1 – Section R105	Subsection R105.2 Work Exempt from Permit is hereby proposed to be amended by adding-revising two additional exemptions as enumerated by the number's 10 & 11 <u>1, 2 & 10</u> under the heading "Building", as follows: R105.2 Work exempt from permits. In addition to the exemptions enumerated in Chapter 1 of the 2018 International Residential Code, a permit shall not be required for the following: Building: 11. Decks or platforms with no roof or cover, which are not over 30 inches above finish grade at any point, are not attached to a dwelling, and do not serve the exit door required by Section R311.4. <u>1. One-story detached accessory buildings used as a tool and storage shed, playhouse, greenhouse or similar use, provided the structure is less than ten feet high and the floor area does not exceed 120 square feet.</u>

	<u>2. Fences not over 6 feet high</u> <u>10. Decks or platforms with no roof or cover, which are not over 30 inches above finish grade at any point, are not attached to a dwelling, and do not serve the exit door required by Section R311.4.</u>
<u>15.24.020.F</u> Types of nuisances designated	<u>F. The existence of any noxious weeds, growing or otherwise, without the proper retention in a covered receptacle, including, but not limited to, poison oak, poison ivy, Russian thistle, or other such weeds;</u> Repeal and update lettering to this section. All noxious weeds are governed and enforced by Clark County Vegetation Management per CCC 7.04.020 and RCW 17.10
<u>15.24.020.F</u> Types of nuisances designated	Update to add the following regulations: <u>Q. The intentional or negligent discharge of items including but not limited to garbage, yard waste, solvents, antifreeze, oil, gas, fireplace ashes, paint, swimming pool water into a street, sidewalk, alley, storm sewer system, or water resource such as a wetland, creek, pond, or lake. This includes illegal discharge or discard of any item on to any public land within the city limits.</u> <u>R. All limbs of trees, shrubs, bushes, weeds, or any other vegetative growth which are less than fourteen feet above the surface of any street or less than nine feet above the surface of any sidewalk.</u> <u>S. Sweeping, pushing, throwing or depositing, or permitting to be thrown or deposited, any snow, dirt, leaves, sweepings of any house, store, shop or office onto the public sidewalk or into the street, alley or lane abutting said walk or premises.</u>
<u>18.100.010</u> "A" Definitions	<u>Add definition - Axe Throwing Lounge. An indoor space designed to allow people to throw axes, hatchets, and other similar items at targets. Food and/or drinks may be offered for sale. This use type may or may not also include the accessory sale of alcohol for on-premises consumption subject to applicable standards in WAC 314-03-060.</u>
<u>18.100.014</u> "C" Definitions	Community recreation and social facility. Public, private, and non-profit recreational, social and multi-purpose facilities that are open to the public for free or fee (including membership fees). Examples include: community centers; senior centers; social and fraternal organizations; health/fitness clubs; indoor or outdoor tennis/racquetball and soccer clubs and other sports fields; indoor/outdoor swimming pools; golf courses; and shooting ranges, <u>to include firearms, archery, and axe throwing</u>. Accessory uses include clubhouses, pro shops, offices, locker rooms, restaurants/delis/concession stands, child care facilities, rest rooms, maintenance facilities, and parking. Excludes uses meeting the definition of "indoor entertainment facility."
<u>18.100.018</u> "E" Definitions	Emergency services. Public safety facilities including police and fire stations, <u>law enforcement training facilities</u>, and emergency communications, but not including ambulance services (see "Fleet service").
<u>18.100.022</u> "G" Definitions	<u>Guesthouse. "Guesthouse" means an accessory building designed, constructed and used for the purpose of providing temporary living accommodations for guests, or for members of the same family as that occupying the main structure, and</u>

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	<u>containing no kitchen facilities. Any kitchen-like area must be minimal in all aspects: no stove, no oven, nor power or fuel source routed for such, nor provisions made for such (teed gas line, wiring, dedicated breaker, junction boxes... etc.) Only one "bar-style" sink may be provided which may be no larger than 256 square inches. No built-in appliances or outlets for such will be allowed (microwaves, hoods, dishwashers and similar).</u>
<u>18.100.026</u> "I" Definitions	Indoor entertainment facility. Commercial indoor facilities such as skating rinks, bowling alleys, arcades, shooting ranges <u>(to include firearms, archery, and axe throwing)</u> , and movie and live performance theaters.
<u>18.205.020</u> Master Use Table	Updated Indoor Entertainment Facility, Community Recreation and Social Facility, and Emergency Services to include "Limited Use".
<u>18.205.020.H</u> Community Recreation and Social Facility	1. In the residential zones, any lighted facilities shall be set back a minimum of fifty feet from abutting residentially zoned property. 2. <u>Shooting ranges, as defined under Community Recreation and Social Facility, are subject to a Type II "Special Use" review through Community Development which requires approval from Ridgefield Police and Building Departments. The proposal shall be compliant with the standards in Title 18, Title 9.07 and WAC 332-52-145.</u> 3. <u>Axe throwing lounges, as defined in RDC 18.100.010, are subject to a Type II "Special Use" review through Community Development which requires approval from Ridgefield Police and Building Departments. The proposal shall be compliant with the standards in Title 18, Title 9.07 and WAC 314-03-060.</u> 2.4. <u>Archery facilities are subject to a Type II "Special Use" review through Community Development which requires approval from Ridgefield Police and Building Departments. The proposal shall be compliant with the standards in Title 18, Title 9.07 and WAC 332-52-145.</u>
<u>18.205.020.P</u> Emergency Services	<u>Emergency Services. In the residential and CNB zones:</u> 1. <u>In the residential and CNB zones, any buildings from which firefighting equipment emerges onto a street shall maintain a distance of thirty-five feet from the street;</u> 2. <u>In the residential and CNB zones, outdoor storage is not permitted; and</u> 3. <u>In the residential and CNB zones, if a fire facility abuts both an arterial and a non-arterial street, all access and egress shall be via the arterial.</u> 4. <u>Law enforcement training facilities are subject to a Type II "Special Use" review through Community Development which requires approval from Ridgefield Police and Building Departments. The proposal shall be compliant with the standards in Title 18, Title 9.07 and WAC 332-52-145.</u>
<u>18.205.020.U</u> Indoor Entertainment Facility	<u>Indoor Entertainment Facility.</u> 1. <u>Shooting ranges, as defined under Indoor Entertainment Facility, are subject to a Type II "Special Use" review through Community Development which requires approval from Ridgefield Police and Building Departments. The</u>

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	<u>proposal shall be compliant with the standards in Title 18, Title 9.07 and WAC 332-52-145.</u> 2. <u>Axe throwing lounges, as defined in definitions, are subject to a Type II “Special Use” review through Community Development which requires approval from Ridgefield Police and Building Departments. The proposal shall be compliant with the standards in Title 18, Title 9.07 and WAC 314-03-060.</u> 3. <u>Archery facilities are subject to a Type II “Special Use” review through Community Development which requires approval from Ridgefield Police and Building Departments. The proposal shall be compliant with the standards in Title 18, Title 9.07 and WAC 332-52-145.</u>
<u>18.210.040.C.3</u> Setbacks- Exceptions	No <u>projections or vertical structures</u> projections <u>are allowed into an access or stormwater easement.</u>
<u>18.220.040.B.3</u> Setbacks- Exceptions	No <u>projections or vertical structures</u> projections <u>are allowed into an access or stormwater easement.</u>
<u>18.220.125.A.3</u> Storage space and service area location and screening	<u>Site service areas, such as garbage enclosures, away from street fronts and pedestrian access. Garbage collection and recycling areas, not including individual trash receptacles for public use, must be in an enclosed area and located in the areas of the site least visible from the public right-of-way and on-site pedestrian connections, typically in the rear or sides of the building. Enclosures should be complementary in design to the main buildings, and shall be constructed of fencing, walls, landscaping to a value of eighty percent year-round opacity, or a combination. If used, fences shall comply with RDC 18.230.100. Design of exterior storage areas shall comply with engineering standards and the Comprehensive Stormwater Management Plan (CSMP), including roof cover, paving, and runoff containment, to prevent nonstormwater discharges from entering the stormwater drainage system.</u>
<u>18.230.050.G.2</u> Site planning	Garbage collection and recycling areas, not including individual trash receptacles for public use, must be in an enclosed area and located in the areas of the site least visible from the public right-of-way and on-site pedestrian connections, typically in the rear or sides of the building. Enclosures should be complementary in design to the main buildings, and shall be constructed of fencing, walls, landscaping to a value of eighty percent year-round opacity, or a combination. If used, fences shall comply with RDC <u>18.230.100. Design of exterior storage areas shall comply with engineering standards and the Comprehensive Stormwater Management Plan (CSMP), including roof cover, paving, and runoff containment, to prevent nonstormwater discharges from entering the stormwater drainage system.</u>
<u>18.235.020.H.8</u> Special provisions for the central mixed use district.	The following accessory structures shall be screened by a fence or landscaping to a value of eighty percent year-round opacity from public view along Main Avenue or Pioneer Street: i. All on-site service areas, loading zones, outdoor storage areas, garbage collection, recycling areas, and similar activities. <u>Design of exterior storage areas shall comply with engineering standards and the Comprehensive</u>

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	<u>Stormwater Management Plan (CSMP), including roof cover, paving, and runoff containment, to prevent nonstormwater discharges from entering the stormwater drainage system.</u> ii. Utility vaults, ground-mounted mechanical units, trash receptacles and other similar structures. iii. Satellite dishes or pedestrian-oriented waste receptacles along walkways are not required to comply with this standard.
<u>18.235.040.G.6</u> Special provisions for the waterfront low scale (WLS) district.	The following accessory structures shall be screened by a fence or landscaping to a value of eighty percent year-round opacity from public view along Mill Street: i. All on-site service areas, loading zones, outdoor storage areas, garbage collection, recycling areas, and similar activities. <u>Design of exterior storage areas shall comply with engineering standards and the Comprehensive Stormwater Management Plan (CSMP), including roof cover, paving, and runoff containment, to prevent nonstormwater discharges from entering the stormwater drainage system</u> ii. Utility vaults, ground-mounted mechanical units, trash receptacles and other similar structures. iii. Satellite dishes or pedestrian-oriented waste receptacles along walkways are not required to comply with this standard.
<u>18.240.060.A.7</u> Site and building design	The following accessory structures and uses shall be screened by a fence or landscaping to a value of eighty percent year-round opacity from public view along an arterial, minor arterial or collector street: a. All on-site service areas, loading zones, outdoor storage areas, garbage collection, recycling areas, and similar activities. <u>Design of exterior storage areas shall comply with engineering standards and the Comprehensive Stormwater Management Plan (CSMP), including roof cover, paving, and runoff containment, to prevent nonstormwater discharges from entering the stormwater drainage system.</u> b. Utility vaults, ground-mounted mechanical units, trash receptacles and other similar structures. c. Satellite dishes or pedestrian-oriented waste receptacles along walkways are not required to comply with this standard.
<u>18.280.050.B</u> Submittal requirements	General Critical Areas Report Contents. At a minimum, the critical areas report shall <u>have been prepared within 5 years prior to submittal and</u> contain the following: 1. The name and contact information of the applicant, a description of the proposal, and identification of the permit requested. 2. A copy of the site plan for the development proposal including: a. A map to scale depicting critical areas, buffers, the development proposal, and any areas to be cleared; and

	b. Proposed stormwater management and sediment control plan for the development including a description of any impacts to drainage alterations. 3. The dates, names, and qualifications of the persons preparing the report and documentation of any fieldwork performed on the site. 4. Identification and scientific characterization of all critical areas and buffers. <u>5. An assessment of the probable impacts to critical areas and buffers and risk of injury or property damage including permanent, temporary, temporal, and indirect impacts resulting from development of the site and the operations of the proposed development.</u> <u>5-6. A written response outlining how a project will avoid and minimize probable impacts to critical areas and buffers and a rationale when impacts cannot be avoided and minimized.</u> <u>6-7. A written response to each of the approval criteria in RDC 18.280.060.</u> <u>7-8. Plans for adequate mitigation, as needed, to offset any impacts, in accordance with RDC 18.280.050.E (Mitigation Plan Requirements).</u> <u>8-9. A copy of the SEPA checklist, if required by RDC 18.810.</u>
<u>18.401.090.O</u> Sit plan requirements	Refuse Storage. All outdoor trash, garbage and refuse storage areas shall be screened on all sides from public view and, at a minimum, be enclosed on three sides with a five and one-half feet high sight-obscuring fence or wall with a sight-obscuring gate for access. <u>Design of exterior storage areas shall comply with engineering standards and the Comprehensive Stormwater Management Plan (CSMP), including roof cover, paving, and runoff containment, to prevent nonstormwater discharges from entering the stormwater drainage system.</u>
<u>18.620.150</u> Final plat— Alterations, vacations.	<u>A. The alteration or vacation of final plats filed for record in the office of the Clark County auditor shall comply with the provisions of Chapter 58.17 Revised Code of Washington.</u> <u>B. Upon receipt of an application for alteration, the legislative body shall provide notice of the application to all owners of property within the subdivision, and as provided for in RCW 58.17.080 and 58.17.090. The notice shall either establish a date for a public hearing or provide that a hearing may be requested by a person receiving notice within fourteen days of receipt of the notice.</u> <u>C. Upon the request of a public hearing, the city clerk shall supply notice of public hearing in accordance with RDC 18.620.040.</u> <u>D. B. All petitions for plat alterations or vacations shall be reviewed by the city hearing examiner and a recommendation made thereon to the city council prior to city council action.</u>
<u>18.740.030.B</u> Fences and Walls Design Criteria	E District Criteria. In the E zone, upon approval by the planning director through a Type II procedure, fence height shall be no higher than eight feet from grade to the highest point of the structure, except that fence height shall be less than eight feet where:

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18.810.110.A Environmental checklist	A completed environmental checklist (or a copy), in the form provided in WAC 197-11-960, shall be filed at the same time as an application for a permit, license, certificate or other approval not specifically exempted in this chapter. All information shall be prepared within 5 years prior to submittal. However, a checklist is not needed if the city and applicant agree an EIS is required, SEPA compliance has been completed, or SEPA compliance has been initiated by another agency. The city shall use the environmental checklist to determine the lead agency and, if the city is the lead agency, for determining the responsible official and for making the threshold determination.
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2023 Development Code Amendments

City Council / June 29, 2023



Housekeeping Updates



<u>Code section(s)</u>	<u>Reason(s) for amendment</u>
8.20.020 - Definitions	Correct reference to the Revised Code of Washington (RCW).
12.08.130.B – House Numbers	Change wording to match existing engineering standards.
14.03.050 – Section 110.4	Correct reference to Ridgefield Municipal Code (RMC) 1.08.010.
18.100.010 – Definitions “A”	Update adult family home requirements to match existing RCW standards.
18.100.012 – Definitions “B”	Updated “building coverage” definition to include footings and foundation to better match the existing “building” definition.
18.100.026, 18.310.030.G, 18.310.030.H, 18.310.040.C, 18.310.050.G, 18.310.060.B, 18.310.070.A, 18.310.070.E, 18.310.070.E.1, 18.310.080.B.1, 18.310.080.D, 18.310.080.G, 18.310.080.G.1, 18.310.090.C, 18.310.090.F.2, 18.310.100.A, 18.310.100.C	Remove “mail” and “mailed” from code and change to “send” or “sent” to allow email correspondence consistent with practice.



<u>Code section(s)</u>	<u>Reason(s) for amendment</u>
18.206.020.E.1 – Residential use standards	Add front façade variety requirements back into the Ridgefield Development Code (RDC); these requirements were mistakenly omitted during a previous update.
18.210.135.E.1 - Special provisions for the Gee Creek Plateau sub-area (Cluster Development).	Remove example illustrating density requirements in the Gee Creek Plateau Subarea, as it was incorrect.
18.235.060.C.2.a.i – Ridgefield Mixed Use Overlay	Correct reference to residential standards.
18.235.060.C.2.b.i - Ridgefield Mixed Use Overlay	
18.235.020.F.1 - Density	Adjust upper limit of senior housing density bonus in the Central Mixed Use (CMU) zone to be consistent with the subsequent reference in RDC 18.235.060.P.3.ii.
18.401.090 – Site plan requirements	Add letter S and update lettering sequence.



<u>Code section(s)</u>	<u>Reason(s) for amendment</u>
18.600.020 - Relationship to planned unit development (PUD) process	Correct reference to Planned Unit Development (PUD) code.
18.610.080 - Resubdivision restricted	Update subdivision (short plat) code to match RCW requirements.
18.620.080.C.3 - Preliminary plat—Expiration of approval—Extension—Phasing—Conditions.	Correct a grammatical error.
18.620.145.A - Homeowners' Association	Correct reference to subdivision requirements.



Policy Changes



<u>Code section(s)</u>	<u>Reason(s) for amendment</u>
18.100.022 – Definitions “G”	Add definition for guesthouse – received from the Clark County building department – to differentiate between a guesthouse and an accessory dwelling unit (ADU) for permitting purposes matching current practice.
15.24.020.F - Types of nuisances designated	Remove noxious weeds from list of nuisances enforced by the City, as noxious weed enforcement is the responsibility of Clark County Vegetation Management.
15.24.020.F - Types of nuisances designated	Add illegal discharge, vegetation encroaching on sidewalks, and sweeping debris in the public right-of-way to list of nuisances enforced by the City, consistent with current practice.
18.210.040.C.3 – Setbacks - Exceptions	Update to prohibit projections and vertical structures into access and stormwater easements.
18.220.040.B.3 – Setbacks - Exceptions	
18.220.125.A.3, 18.230.050.G.2, 18.235.020.H.8, 18.235.040.g.6 18.235.060.A.7 and 18.401.090.O	Add requirement for trash enclosures to be covered in compliance with stormwater regulations. Both Clark County and Clark Regional Wastewater District currently have this requirement, per stormwater and sewer regulations.



<u>Code section(s)</u>	<u>Reason(s) for amendment</u>
18.280.050.B – Critical Areas – Submittal requirements	Add requirement that critical area reports and State Environmental Policy Act (SEPA) checklists be no more than five years old at the time of submittal. This is standard practice throughout jurisdictions and has been requested by the Department of Ecology since environmental circumstances are more likely to change over periods greater than five years.
18.810.110.A – Environmental Standards (SEPA) – Environmental checklist	
18.280.050.B.6 – Critical Areas – Submittal requirements	At request from WDFW from SEPA comment period, add (6) A written response outlining how a project will avoid and minimize probable impacts to critical areas and buffers and a rationale when impacts cannot be avoided and minimized.
18.620.150 – Final plat – Alterations, vacations	Update plat alteration code to match RCW requirements.
18.740.030.B - Fences and Walls Design Criteria	Remove standalone land use review requirement for fences in the Employment (E) zone.



Building Permit Exemptions

14.03.040 - Chapter 1 – Section R105

Add accessory structures 120 square feet or less and fences 6 feet or less to the list of structures exempted from building permits, consistent with current and historic practice.

- Current: Structures under 120 square feet do not require a building permit, but this isn't explicitly stated in the current code.
- Proposal: Add language to Title 14 exempting structures under 120 square feet from building permit.
- Discussion: Should the threshold be 120 square feet or 200 square feet?
- Information: Other cities in Clark County use 120 square feet and Clark County uses 200 square feet.
- Staff should clarify what is allowed in setbacks.
- Clarify which structures fall within this exemption (what are temporary structures and attached/detached structures).

Planning Commission recommendation:

- Add language to Title 14 exempting structures under 200 square feet from building permit.



Ranges

9.07.150 - Weapons – Discharging firearms	Existing code regarding discharge of firearms conflicts with Title 18, which permits shooting ranges in certain zoning districts. Update weapons section to include permitted uses under exemptions to include shooting, archery and axe throwing.
9.07.152 – Weapons - Safety	Add new section to the RMC under weapons to address safety standards and specifications.
18.100.018 – Definitions “A”	Add definition for “Axe Throwing Lounge”
18.100.026 – Definitions “I”	Update definition of “Indoor entertainment facility” use, which already includes commercial shooting ranges, to specify that commercial shooting ranges include facilities for firearms, archery and axe throwing.
18.205.020 – Master Use Table	Update Indoor Entertainment Facility and Community Recreation, Social Facility and Emergency Services to add limited use information.
18.205.020.H and 18.205.020.U – Master Use Table	Add limitations for shooting ranges, axe throwing lounges and archery facilities to require Type II review, Police and Building Approvals and compliance with Titles 18, 9 and WAC.
18.205.020.P – Master Use Table	Add law enforcement facilities and limitations to require Type II review, Police and Building Approvals and compliance with Titles 18, 9 and WAC.



Ranges

- Current:
 - Shooting ranges are allowed in Title 18 but not supported in Title 9.
 - In Title 18 shooting ranges are allowed in Community Recreation and Social Facilities (club) and Indoor Entertainment Facilities (commercial) uses.
 - Unclear where law enforcement training facilities, archery ranges and axe throwing lounges would be allowed.

Ranges

- Proposed fixes:
 - Fixing the contradiction between Title 18 and Title 9.
 - Adding safety standards and specifications to Title 9.
 - Adding an axe throwing lounge definition.
 - Updating the definitions of Community Recreation and Social Facility and Indoor Entertainment Facility to explicitly include archery and axe throwing as part of the shooting ranges already allowed in these uses.
 - Updating the definition of Emergency Services to include law enforcement training facilities.
 - Updating use table to include limitations for Community Recreation and Social Facility, Indoor Entertainment Facility, and Emergency Services uses where they are already permitted (details on next slide)



Ranges

- Limitations for any shooting range defined under Community Recreation and Social Facility, Indoor Entertainment Facility, and Emergency Services:
 - Type II land use review required – “Special Use Permit” requiring review by Planning, RPD and Building
 - Compliance with Title 9 (safety standards and specifications)
 - Compliance with applicable WACs

Planning Commission recommendation:

- Disallow outdoor firearm shooting ranges due to noise concerns.

