



**RIDGEFIELD CITY COUNCIL
MEETING AGENDA**

**Thursday, November 16, 2023
RACC - Columbia Assembly Room
510 Pioneer Street, Ridgefield, WA 98642**

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

- 1. Washington State Legislative Agenda Update - Steve Stuart, City Manager, Mike Burgess, MJB Consulting**

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

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

III. 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.

IV. CONSENT AGENDA

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

V. BUSINESS

- 1. Motion - Approval of Washington State Legislative Agenda - Steve Stuart, City Manager, Mike Burgess, MJB Consulting**
- 2. Second Reading of Ordinance No. 1411 - 2024 Property Tax Levy and Revenues - Kirk Johnson, Finance Director**
- 3. Second Reading of Ordinance No. 1412 - 2024 Water Utility Rate Code Amendment - Kirk Johnson, Finance Director**

4. **Second Reading of Ordinance No. 1413 - 2024 Storm Water Utility Rate Code Amendment - Kirk Johnson, Finance Director**
5. **Motion - Approval of Interlocal Agreement with Clark-Cowlitz Fire Rescue on Voluntary Mitigation Related to Ordinance 1410 - Kirk Johnson, Finance Director**
6. **Motion - Approval of Purchase and Sale Agreement for Property 8004 S 5th Street - Kirk Johnson, Finance Director**
7. **Second Reading of Ordinance No. 1409 - The Crossing Phases 1-3 Plat Alterations - Claire Lust, Community Development Director**
8. **Motion - Approval of Interlocal Agreement between and among Clark County and the cities of Battle Ground, Camas, La Center, Ridgefield, Washougal, and the town of Yacolt for cooperative climate planning - Claire Lust, Community Development Director**
9. **Motion - Approval of The Reserve at Seven Wells (Phase 6) Final Plat - Claire Lust, Community Development Director**
10. **Motion – Approval of Paradise Pointe Phase 3 Final Plat - Claire Lust, Community Development Director**

VI. PUBLIC HEARING/BUSINESS

1. **Public Hearing and First Reading of Ordinance No. 1414 - Lahti Property Comprehensive Plan Amendments - Claire Lust, Community Development Director**
2. **Public Hearing and First Reading of Ordinance No. 1415 - 2024 Proposed Budget - Kirk Johnson, Finance 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

Ridgefield Legislative Update/Preview

Mike Burgess
360-223-3020

- 2023 Session Review
 - 105 Day Session
 - Operating Budget
 - Housing Major Theme
 - Police Pursuit
 - Blake Decision – special session

Political Update

- Election Year –
- All Executive Offices
 - Governor Inslee domino effect
 - Land Commissioner
- Half the Senate – 29-20 D Control
- Entire House – 58-40 D Control
- Swing Districts – 10th, 26th

Ridgefield Legislative Update/Preview

- 2024 Session Preview
 - 60 Days-Jan 8th
 - Jan 31st first committee cutoff
 - Supplemental Budget Year
 - Economic Outlook
 - Topics of Interest
 - More Housing
 - Mental Health
 - Cap and Invest
 - 15th Legislative District
 - Next Steps



City of Ridgefield 2023 State Legislative Agenda

Introduction – The City of Ridgefield is one of the State’s fastest growing Cities, values greatly our partnership with the State of Washington, and appreciates the important role local Legislators play in fostering and enhancing that relationship. As we have now been redistricted into the 20th Legislative District, we look forward to working to create equally successful partnerships moving forward. Our City will continue to be challenged in meeting increasing demands for municipal services and equally challenged in meeting our needs in terms of infrastructure. Our state legislative agenda is oriented towards asking our local legislators to help us meet these challenges.

Ridgefield Requests –

South Ridgefield I-5 access – The City is grateful to have received planning money for this project during the 2019 Legislative Session. That work has been substantially completed, though final determination of route alternatives will be finalized in Spring 2023 after being delayed by the pandemic and changes in County leadership. The next step will be designing the connection from I-5 to Hillhurst Road with western ramp access, so that it is a shovel-ready project which might attract Federal Infra Package dollars. The estimated design and pre-construction costs are \$5 million.

Baseball Stadium Investment – Ridgefield joins other Washington jurisdictions seeking enhanced funds for Baseball Stadium investments. Ridgefield’s partnership with the Raptors has been an economic and recreation contributor to our city. Ridgefield would use additional funding to enhance fan and player experience at the ballpark.

Law Enforcement Training Center – Ridgefield joins every jurisdiction in Clark County in supporting a request to add a regional law enforcement training center in Clark County. Specifically, we support a regional training facility in Ridgefield, where appropriate land is available, accessible, and centrally located for SW WA. This request will have both Operating and Capital Budget assistance.

Ridgefield Outdoor Recreation Complex (RORC) Field Lights – All of SW Washington has benefited greatly from an innovative partnership project between Ridgefield School District and the City to provide world class outdoor recreation opportunities. However, two of the six sports fields remain unlit due to budget constraints. Those fields primarily serve girls softball and little league baseball, who need equal access to lighted fields as their programs grow with the community. This \$500,000 state budget request would fund LED sports field lights for fields 4 and 5 at the RORC. Foundations controls and wiring for the eight light clusters were installed during the construction of the complex and are ready for the poles to be installed and the lights to be hooked up. Total budget for the project is \$750,000.

General Legislative Requests

Clark County Transportation Alliance 2023 Policy Statement – The City supports the 2023 Policy Statement of the Clark County Transportation Alliance. The city has been a member of this alliance since its inception 15 years ago and joins with other local private and public sector interests in calling for legislative attention to regional transportation needs – including two projects in the City of Ridgefield (**Ridgefield South I-5 Access Project and SR-501/Pioneer Street Widening**).

Affordable Housing – The City has actively participated in the Washington Growth Policy Framework Project, Roadmap to Washington’s Future, and most recently the AWC Housing Solutions Workgroup. The city supports a 3-legged stool of targeted regulatory streamlining, locally controlled zoning amendments, and funding to assure that additional housing units remain affordable. We will be monitoring this ongoing initiative and others to identify opportunities to make positive enhancements for affordable housing and GMA in general. The city has concerns about legislation that will mandate land use decisions and take away local control.

Fiscal Sustainability and Flexibility – Ridgefield, like Washington’s 280 other cities, has been on the receiving end of a decade-long pattern of cost shifts, shared revenue reductions and fund “sweeps” that have significantly reduced city revenues. The imposition of unfunded and underfunded mandates along with increased costs due to state mandates has further exacerbated this problem. The recession is over and State tax revenues are growing. We call on our local legislators to oppose all cuts in state shared revenues, cost shifts, fund sweeps and imposition of unfunded and underfunded mandates, to support legislation to enhance local fiscal control and authority and reduce state-imposed mandates.

Association of Washington Cities Priorities – The City supports the 2023 AWC Legislative Priorities.

Local Control and Unfunded Mandates – The City would oppose any efforts to preempt local control and the imposition of any new unfunded or underfunded mandates.

For more information contact:

City Manager Steve Stuart, 360-887-3557 or steve.stuart@ci.ridgefield.wa.us

Mike Burgess 360-223-3020, mikejburg@comcast.net

2024 AWC legislative agenda

The following items are the official 2024 City Legislative Priorities as adopted by the AWC Board of Directors.

2024 City Legislative Priorities

Public safety – Officer recruitment and retention

Additional funding tools and resources to support officer recruitment and retention, including but not limited to, updating the Public Safety Sales Tax to allow an option to implement by councilmanic authority and providing greater flexibility on use of the funds.

Expand access to mandated training especially the Basic Law Enforcement Academy (BLEA) including more regional academies to get new officers on the street faster to support recruitment and retention.

Infrastructure investment

- Continued state investment in infrastructure (traditional as well as broadband) needs particularly for operations and maintenance.
- Expanded funding options for state and local transportation needs particularly for preservation and maintenance.
- Seek Climate Commitment Act funding for city priorities that support carbon reduction and/or improve climate resiliency.

Behavioral health

Support creating greater access to the entire continuum of behavioral health services and substance use disorder (SUD) treatment for adults and juveniles, including crisis treatment, as well as inpatient, intensive outpatient, and ongoing behavioral and mental health treatment and SUD treatment. This includes, but is not limited to, support to improve workforce and staffing issues at community treatment centers, and additional state funding for establishment and expansion of treatment facilities.

Revise the arbitrary property tax cap

Revise the property tax cap to tie it to inflation, up to 3%, and population growth factors so that local elected officials can adjust the local property tax rate to better serve their communities. The current 1% cap has created a structural deficit in our revenue and expenditure model, resulting in a reliance on regressive revenues and artificially restricting the use of property taxes to fund community needs.

In addition to the four priorities listed above, AWC's Board adopted a variety of other issues on the AWC legislative agenda for the 2024 session. Those include issues that are significant to cities and issues that cities support.

Issues that are significant to cities

Drug possession and fentanyl crisis

- Direct funding to help offset cities' costs for implementing the new Blake/drug possession law including funding for staffing, law enforcement assisted diversion, co-responder teams, therapeutic courts, and diversion programs.
- Technical fixes to address implementation issues related to SB 5536 (2023) that have been identified.

Police officer recruitment and retention

- Pursue changes to eligibility requirements to allow those in DACA status to serve as police officers.
- Support changes that allow for part-time positions to be covered in the LEOFF 2 pension system.

Affordable housing

- Expand REET authority for state and locals (HB 1628) to fund affordable housing.
- Develop an approach to transit-oriented development density increases that addresses affordable housing needs, reflects existing and future community transportation modes, maintains consistency with local community development needs, and promotes complete communities with walkability and multimodal access to services.
- Remove barriers to condominium development and ownership.

Land use

Allow cities time to implement recently adopted planning and zoning changes consistent with comprehensive plan update process. Provide adequate time, technical and financial support for land use and planning requirements.

Public safety – Auto theft and property crime

Further expand crimes eligible for pursuit to include auto theft and some property crimes.

Support additional tools to address auto theft and property crime including additional investment in auto-theft prevention and enforcement programs and regional property crimes task forces and prosecution.

Public Records Act

Explore ways to reduce the impact of abusive public records requests and litigation.

Culverts

Support that State funding be provided for repairing and replacing fish-blocking locally owned culverts as a part of the State's overall resolution to the culvert injunction.

Water rights

Work with the state to ensure that municipal water needs can be sustainably managed to meet present and future demand.

Liability

- Protect against liability expansion and new policies that would drive additional claims and litigation increasing costs especially in the area of law enforcement and public safety, and human resources.
- Explore tort reforms that would reduce liability and related costs for cities.

Producer responsibility for packaging

Support proposals to establish a product stewardship framework for packaging.

Revenue options

Support efforts to review and revise both state and local tax structures such that they rely less on regressive revenue options. Changes to the state tax structure should not negatively impact cities' revenue authority and should allow cities revenue flexibility to address their community's needs.

Climate

Seek direct Climate Commitment Act funding for city efforts/programs related to reducing or responding to the impact of climate change.

Emergency management

Expand funding to cities for prevention, planning, response, and recovery for wildfires and other natural disasters.

Issues that cities support

Net ecological gain

Support efforts to make progress on incorporating ecological improvement over time into environmental regulations rather than no net loss, while also defending against legal exposure and unfunded mandates.

Body worn cameras and dash cameras

Support local efforts to implement use of body cameras and dash cameras as a tool to increase transparency during law enforcement interactions with members of the public. Explore updates to the Public Records Act to further protect privacy and reduce the costs associated with use of camera technology.

Childcare

- Support policies that expand access to affordable, quality childcare in Washington.
- Support policies that expand access to preschool including universal Pre-K.

State infrastructure bank

Support the creation of a state-sponsored financing cooperative option that focuses on low interest (less than market rate) public infrastructure financing.

Audits

Support further dialogue in identifying solutions to the delays cities experience with the state-required annual financial statement auditing processes conducted by the State Auditor's Office.

Housing Trust Fund

Increase Housing Trust Fund (HTF) grants for cities and towns, especially for projects in small and medium sized jurisdictions in rural parts of the state and including dedicated funding for affordable home ownership and workforce housing statewide.

Elections

Support policies that preserve local control and input regarding how local elections are administered.

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: November 16, 2023

AGENDA ITEM NAME: Approval of Claims And/Or Payroll

GOVERNING LEGISLATION

Revised Code of Washington Title 35A

PREVIOUS COUNCIL ACTION TAKEN:

The 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. November 16, 2023 Claims Report

City of Ridgefield

Claims Payment Report

For Approval on:

November 16th, 2023

Sum of Amount					
Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total
ADVANCED EXCAVATING SPECIALISTS LLC	2066	P21001-2066-6	Public Works	10.2023 S Pioneer Extension/Roundabout	1,092,549.12
ADVANCED EXCAVATING SPECIALISTS LLC Total					1,092,549.12
AKS ENGINEERING & FORESTRY LLC	3908	10210-02	Community Development	09.2023 Keller Supply/Tri Mountain/Lahti/50th Pl/URTC	1,438.75
AKS ENGINEERING & FORESTRY LLC Total					1,438.75
ANDREW MARVITZ	3279	3279-20231110	Public Safety	Public Safety Leadership Meals per Diem - Marvitz	253.00
ANDREW MARVITZ Total					253.00
AQUATIC INFORMATICS INC.	3337	106541	Genl Govt/Facilities	09.2023 Web Test	(38.89)
			Public Works	09.2023 Web Test	485.89
AQUATIC INFORMATICS INC. Total					447.00
BACKWOOD BARK	3944	12936	Genl Govt/Facilities	10.2023 Yard Debris/Soil Mix/Drain Rock	42.00
			Public Works	10.2023 Yard Debris/Soil Mix/Drain Rock	2,467.58
			Community Development	10.2023 Yard Debris/Soil Mix/Drain Rock	39.44
BACKWOOD BARK Total					2,549.02
Beattie Sherry	UB*00088	(blank)	Genl Govt/Facilities	Refund Check 005037-001 519 N Allen Creek Dr	851.74
Beattie Sherry Total					851.74
Bernard Patricia	UB*00944	(blank)	Genl Govt/Facilities	Refund Check 008008-000 1401 S Dusky Dr	657.65
Bernard Patricia Total					657.65
Biggs Rocky & Mary	UB*00952	(blank)	Genl Govt/Facilities	Refund Check 006114-000 7 Elm St	64.50
Biggs Rocky & Mary Total					64.50
BSK ASSOCIATES	2119	VG04603	Public Works	10.2023 Coliform Testing	2,350.00
BSK ASSOCIATES Total					2,350.00
CATHY DORIOT	79	0079-20231103	Public Safety	WASPC Fall Conference Meals per Diem - Doriot	104.00
CATHY DORIOT Total					104.00
CINTAS CORPORATION NO 2	3497	5182236772	Genl Govt/Facilities	10.31.2023 First Aid Supplies - PW Ops	21.53
			Public Works	10.31.2023 First Aid Supplies - PW Ops	356.52
			Community Development	10.31.2023 First Aid Supplies - PW Ops	44.02
		5182236703	Genl Govt/Facilities	10.31.2023 First Aid Supplies - RACC	11.08
			Community Development	10.31.2023 First Aid Supplies - RACC	31.03
		5182236749	Genl Govt/Facilities	10.31.2023 First Aid Supplies - CH	7.77
			5182236754	Public Safety	10.31.2023 First Aid Supplies - PD
CINTAS CORPORATION NO 2 Total					479.72
CITY OF RIDGEFIELD WATER & STORM - EPAY	96	009787-009-1023	Genl Govt/Facilities	487 S 56th Pl. - Water	6.30
				487 S 56th Pl. - Storm	41.82
			Public Works	487 S 56th Pl. - Water	104.28
				487 S 56th Pl. - Storm	691.80
			Community Development	487 S 56th Pl. - Water	12.87
				487 S 56th Pl. - Storm	85.39
		005815-000-1023	Genl Govt/Facilities	109 W Division - WWTP - Water/CRWWD Portion	108.77
				109 W Division WWTP-Storm/CRWWD Portion	441.00
			Public Works	109 W Division - WWTP - Water	108.76
				109 W Division WWTP-Storm	441.00
		005488-000-1023	Public Works	Cemetery Water Spigots	48.87
		009787-004-1023	Public Works	Green Gables Tract-C Irrigation M	245.75

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CITY OF RIDGEFIELD WATER & STORM - EPAY

96

005436-009-1023	Public Works	6007 N Ridgefield Woods Dr - Irrigation	159.35
005032-000-1023	Genl Govt/Facilities	101 S Main - Water	441.48
		101 S Main - Storm	21.00
007097-000-1023	Public Works	2311 N 5th Way Crow's Nest Park - Storm	42.00
		2311 N 5th Way Crow's Nest Park - Water	276.53
009272-000-1023	Public Works	1308 N Heron Dr Hayden Park - Water	257.99
		1308 N Heron Dr Hayden Park - Storm	21.00
009787-010-1023	Genl Govt/Facilities	IRR 487 S 56th Pl.	3.90
	Public Works	IRR 487 S 56th Pl.	64.59
	Community Development	IRR 487 S 56th Pl.	7.97
009787-011-1023	Public Works	IRR SW Corner of Roundabout Union Ridge Pkwy	180.00
		IRR Horns Corner Park - Storm	21.00
		IRR Horns Corner Park - Water	2,506.06
009787-000-1023	Public Works	Green Gables Tract-Q Irrigation M	162.16
008428-000-1023	Public Works	Cedar Ridge Park - Water	220.28
		Cedar Ridge Park - Storm	21.00
005807-000-1023	Public Works	Abrams Park Restrooms - Water	142.08
		Abrams Park Restrooms - Storm	21.00
009787-006-1023	Public Works	Roundabout 45th & 3rd	1,447.76
005207-000-1023	Public Works	Blue Heron Community Garden	74.52
006420-000-1023	Public Works	315 N 3rd Ave Davis Park	722.95
009457-000-1023	Public Works	Columbia Hills Irrigation Tract D Cispus Way	336.87
006404-000-1023	Genl Govt/Facilities	230 Pioneer St City Hall - Water	99.37
		230 Pioneer St City Hall - Storm	147.00
006405-000-1023	Public Works	119 N 3rd Ave Community Park - Water	193.47
		119 N 3rd Ave Community Park - Storm	42.00
009787-008-1023	Public Works	IRR Seven Wells PH3 Tract H	418.47
005811-000-1023	Public Works	Abrams Park Kitchen - Storm	441.00
		Abrams Park Kitchen & Irrigation - Water	60.24
009787-005-1023	Public Works	Park & Ride Lot	231.00
006398-000-1023	Public Safety	116 N Main Ave PD - Water	52.77
		116 N Main Ave PD - Storm	84.00
005804-000-1023	Public Works	535 N Abrams Park Rd - Storm	21.00
		535 N Abrams Park Rd - Water	48.89
009787-007-1023	Public Works	1101 S Hillhurst Rd - Storm	21.00
		1101 S Hillhurst Rd - Water	56.53
005804-000-0823	Public Works	535 N Abrams Park Rd. Water/ Storm Water	58.61
010889-000-1023	Public Works	Junction Well & Reservoir	147.00
012825-000-1023	Public Works	IRR West End S Sevier Rd	351.49
010821-000-1023	Public Works	Water Tower (Cemetery)	63.00
009787-002-1023	Public Works	Green Gables Tract-D Irrigation M	241.35
005812-001-1023	Public Works	Abrams Park Chlorine Injector - Storm	21.00
007183-000-1023	Public Works	618 Lark Dr Lark Park - Water	263.43
		618 Lark Dr Lark Park - Storm	21.00
005810-000-1023	Public Works	Abrams Park Standpipe - Water	50.22
009427-000-1023	Public Works	Columbia Hills Irrigation Tract B Wind River	217.53
006419-000-1023	Public Works	301 N 3rd Ave CDD - Storm	42.00

City of Ridgefield

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CITY OF RIDGEFIELD WATER & STORM - EPAY	96	005806-000-1023	Public Works	Abrams Soccer Field - Water	1,695.08
		010935-000-1023	Public Works	Cedar Creek Irrigation Tract-B	392.77
		009787-003-1023	Public Works	Green Gables Tract-D Irrigation MET	224.64
CITY OF RIDGEFIELD WATER & STORM - EPAY Total					15,193.96
CITYGATE ASSOCIATES LLC	3913	31386	Public Works	Public Works Staff Study	169.63
CITYGATE ASSOCIATES LLC Total					169.63
CLARK COUNTY	102	CI057119	Public Works	08.2023 Whatley Decant Billing	611.15
CLARK COUNTY Total					611.15
CLARK COUNTY TREASURERS OFFICE	554	SIF202310	Genl Govt/Facilities	School Impact Fees	297,962.35
CLARK COUNTY TREASURERS OFFICE Total					297,962.35
CLARK PUBLIC UTILITIES - EPAY	110	7559-485-202310	Genl Govt/Facilities	10.2023 487 S 56th Pl.	70.93
				10.2023 230 Pioneer St	183.21
			Public Safety	10.2023 116 N Main Ave	35.23
				10.2023 101 Mill St Ste B	291.11
			Public Works	10.2023 487 S 56th Pl.	1,155.43
				10.2023 109 W Division St - Shop -Electricity	36.29
				10.2023 Traffic Signal - Hillhurst/Royal Rd.	53.11
				10.2023 N 35th Ave and Pioneer St	57.93
				10.2023 512 N Allen Dr	26.74
				10.2023 101 S Main	70.00
				10.2023 800 NE 264 St Intertie 1 - Water	18,178.10
				10.2023 Overlook Park	44.62
				10.2023 911 N 65 Av Intertie 2 - Water	124.87
				10.2023 400 N Abrams Park Rd	1,217.24
				10.2023 3701 N 3rd Cir	26.91
				10.2023 337 S Royal Rd	138.48
				10.2023 N 1st Cir & N 65th Ave - Park & Ride	48.05
				10.2023 255 S 56th Pl-Electricity	2,386.87
				10.2023 N.Abrams Park/E Division	173.42
				10.2023 535 N Abrams Park Rd	13.84
				10.2023 SR/Pioneerst & S 56 PL	115.95
				10.2023 301 N 3rd Ave	134.24
				10.2023 Pioneer St. & Gee Creek Loop	27.07
				10.2023 23117 NW Hillhurst Rd/School Flasher	26.74
				10.2023 2300 N 3rd Way Bellwood Trail Lights	37.11
				10.2023 SR/Pioneerst & S 65th Ave	55.88
				10.2023 1504 NW 289 St Intertie 3 - Water	2,324.75
				10.2023 City Park/Water Well	4,814.32
				10.2023 Municipal lighting lease	9,435.96
				10.2023 214 S Riverview Dr	218.55
			Community Development	10.2023 487 S 56th Pl.	144.80
			Public Works	10.2023 487 S 56th Pl.	17.73
CLARK PUBLIC UTILITIES - EPAY Total					41,685.48
CLARK REGIONAL WASTEWATER DISTRICT	3600	2023.10.24	Public Works	Overlook Park Splash Pad - Commercial Sewer Permit	140.00
CLARK REGIONAL WASTEWATER DISTRICT Total					140.00
CLARK REGIONAL WASTEWATER DISTRICT - EPAY	741	0741-202310	Genl Govt/Facilities	10.2023 487 S 56th Pl	3.37
				10.2023 230 Pioneer St City Hall	266.00

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CLARK REGIONAL WASTEWATER DISTRICT - EPAY	741	0741-202310	Genl Govt/Facilities Public Safety Public Works	10.2023 109 W Division Shop/WWTP - CRWWD Portion 10.2023 116 N Main Ave PD 10.2023 487 S 56th Pl 10.2023 Abrams Park Concessions 10.2023 255 S 56th PL 10.2023 109 W Division Shop/WWTP 10.2023 Abrams Park Restrooms 10.2023 101 S Main Ave - Overlook Park 10.2023 Abrams Park Kitchen Community Development Public Works Public Works	88.87 52.38 54.83 42.97 38.26 88.86 89.45 213.63 38.26 6.87 0.84 117.70
CLARK REGIONAL WASTEWATER DISTRICT - EPAY Total		0741-202310A		09.2023-10.2023 535 N Abrams Park Rd Sewer	1,102.29
CLATSKANIE RIFLE & PISTOL CLUB INC.	3593	0004-10.2023	Public Safety	09.2023 & 10.2023 Range Fees	195.00
CLATSKANIE RIFLE & PISTOL CLUB INC. Total					195.00
Collins Angel	UB*00951	(blank)	Genl Govt/Facilities	Refund Check 005714-000 18 S Gee Creek Loop	84.19
Collins Angel Total					84.19
COLUMBIA CASCADE COMPANY	1151	40001-69 46101-73	Public Works Public Works	Lark/Cedar Ridge Parks Picnic Tables Repairs Parks Playground Set Repair	228.27 907.65
COLUMBIA CASCADE COMPANY Total					1,135.92
COLUMBIA RESOURCE COMPANY	114	41244	Public Works	Streets Road Kill Disposal	12.57
COLUMBIA RESOURCE COMPANY Total					12.57
COLUMBIA WEST ENGINEERING INC.	1446	Ridgefield-1 1	Public Works	Pioneer/SR 501 Geotechnical Eng. Services	7,465.00
COLUMBIA WEST ENGINEERING INC. Total					7,465.00
COLUMBIAN PUBLISHING	116	44622 44625 44517	Finance Genl Govt/Facilities Community Development	2024 Taxes: Revenue Sources Designation of TIA Cloverhill/2023 Comprehensive Plan/2023 CFP/Enforcement Plan	73.80 92.36 432.00
COLUMBIAN PUBLISHING Total					598.16
COMCAST - EPAY	2271	2271-202311	Genl Govt/Facilities Public Safety Public Works Community Development	11.2023 PW Ops Communications 11.2023 PW OPS Internet Services RACC Internet Services 11.2023 PD Communications-101 11.2023 PW Ops Communications 11.2023 PW OPS Internet Services 11.2023 PW Ops Communications 11.2023 PW OPS Internet Services 11.2023 RACC Internet Services	21.34 10.24 52.85 401.93 210.48 169.60 33.54 20.96 147.94
COMCAST - EPAY Total					1,068.88
COMCAST BUSINESS - EPAY	1666	186670775 184933342	Genl Govt/Facilities Public Works Community Development Genl Govt/Facilities	11.2023 PW Ops - Communications 11.2023 PW Ops - Communications 11.2023 PW Ops - Communications 11.2023 City Hall Communications	85.80 1,419.21 175.17 421.71
COMCAST BUSINESS - EPAY Total					2,101.89
DAVID BURTON	3959	PLZ-22-0133	Genl Govt/Facilities	Post Decision Review PLZ-22-0133 Refund	750.00
DAVID BURTON Total					750.00
DEPARTMENT OF LICENSING - EPAY	154	78662648	Genl Govt/Facilities Public Works	Driving Reord - Zurcher Driving Reord - Zurcher	0.75 14.25

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DEPARTMENT OF LICENSING - EPAY	154	RG0001471-2023	Genl Govt/Facilities	CPL Fees	21.00
		RG0001468-2023	Genl Govt/Facilities	CPL Fees	18.00
		RG0001460-2023	Genl Govt/Facilities	CPL Fees	18.00
		RG0001474-2023	Genl Govt/Facilities	CPL Fees	18.00
		RG0001462-2023	Genl Govt/Facilities	CPL Fees	18.00
		RG0001470-2023	Genl Govt/Facilities	CPL Fees	18.00
		RG0001465-2023	Genl Govt/Facilities	CPL Fees	18.00
		RG0001472-2023	Genl Govt/Facilities	CPL Fees	18.00
		RG0001461-2023	Genl Govt/Facilities	CPL Fees	18.00
		RG0001469-2023	Genl Govt/Facilities	CPL Fees	18.00
		RG0001432-2023	Genl Govt/Facilities	CPL Fees	18.00
		RG0001459-2023	Genl Govt/Facilities	CPL Fees	18.00
		RG0001466-2023	Genl Govt/Facilities	CPL Fees	18.00
		RG0001475-2023	Genl Govt/Facilities	CPL Fees	18.00
		RG0001463-2023	Genl Govt/Facilities	CPL Fees	18.00
		77890121	Public Works	Driving Record - Crownhart	15.00
		RG0001467-2023	Genl Govt/Facilities	CPL Fees	18.00
		RG0001473-2023	Genl Govt/Facilities	CPL Fees	18.00
		RG0001464-2023	Genl Govt/Facilities	CPL Fees	18.00
DEPARTMENT OF LICENSING - EPAY Total					357.00
DICK'S TIRE FACTORY	158	D78802	Public Safety	2019 Explorer 63639D- Tires Install & Balance	160.73
		D80147	Public Safety	2014 Ford Explorer 48616D - Oil Change	55.26
		D80463	Public Safety	2015 Ford Explorer 55294D - Tires Install & Balance	160.73
		D80368	Public Safety	220 Ford Explorer 70453D - Oil Change	55.26
		D80373	Public Safety	2020 Ford Explorer 70453D - Oil Change	30.00
		D79053	Public Safety	2016 Explorer 59461D- Tires Install & Balance	160.73
DICK'S TIRE FACTORY Total					622.71
E2 LAND USE PLANNING SERVICES LLC	485	0485-202310	Community Development	10.2023 Planning Consulting Services	6,250.00
E2 LAND USE PLANNING SERVICES LLC Total					6,250.00
ELCOR INC	2081	16920	Public Safety	2 Year Renewal - apps.ridgefieldwa.us	54.89
			Public Works	2 Year Renewal - apps.ridgefieldwa.us	50.98
			Community Development	2 Year Renewal - apps.ridgefieldwa.us	43.19
			Information Technology	2 Year Renewal - apps.ridgefieldwa.us	68.32
		16924	Public Safety	Cloud Key Hard Drive Replacement	19.76
			Public Works	Cloud Key Hard Drive Replacement	18.35
			Community Development	Cloud Key Hard Drive Replacement	15.55
			Information Technology	Cloud Key Hard Drive Replacement	24.59
		16921	Public Safety	PD Server Room Camera	183.92
		16923	Public Works	New Server Cables	9.89
			Community Development	New Server Cables	25.43
			Information Technology	New Server Cables	57.44
		16922	Public Safety	Hard Drive Destruction	41.16
			Public Works	Hard Drive Destruction	38.24
			Community Development	Hard Drive Destruction	32.40
			Information Technology	Hard Drive Destruction	51.25
		16925	Community Development	1U Brush Panel - RACC	23.54
			Information Technology	1U Brush Panel - RACC	8.41

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ELCOR INC	2081	MSG-16804	Public Safety	10.2023 IT Services	4,288.71
			Public Works	10.2023 IT Services	3,485.41
			Community Development	10.2023 IT Services	3,751.89
			Information Technology	10.2023 IT Services	7,783.77
		16918	Public Safety	PD Phone System License Renewal	646.77
		16926	Public Safety	PD DP to HDMI Cable	11.15
		16919	Information Technology	Wall-Mounted WiFi 6 Access Point - CH	255.39
ELCOR INC Total					20,990.40
EMPIRE WELL DRILLING	3779	1690	Genl Govt/Facilities	Kennedy Test Well	(1,937.50)
			Public Works	Kennedy Test Well	42,121.25
		1706	Genl Govt/Facilities	Kennedy Test Well	(375.00)
			Public Works	Kennedy Test Well	8,152.50
		1629	Genl Govt/Facilities	Kennedy Test Well	(1,312.50)
		Public Works	Kennedy Test Well	28,533.75	
EMPIRE WELL DRILLING Total					75,182.50
ENCORE ONE LLC	3890	224668	Genl Govt/Facilities	10.2023 Janitorial Services - PW Ops	34.93
				10.2023 Janitorial Services - CH	278.69
			Public Safety	10.2023 Janitorial Services - PD	687.71
			Public Works	10.2023 Janitorial Services - PW Ops	436.49
			Community Development	10.2023 Janitorial Services - PW Ops	71.29
			Public Works	10.2023 Janitorial Services - PW Ops	141.13
ENCORE ONE LLC Total					1,650.24
FERGUSON ENTERPRISES INC # 8423	181	1227588	Public Works	PWUTIL HDPE Command Link	271.29
		1187409	Public Works	PWUTIL OMNI Compound Water Meter	978.00
		1230104	Public Works	PWSTW HDPE Pipe and Coupling	514.99
FERGUSON ENTERPRISES INC # 8423 Total					1,764.28
FERNANDO JIMENEZ	2559	1704	Public Works	Storm Facility Fence Repair Supplies	254.36
FERNANDO JIMENEZ Total					254.36
FIDELITY NATIONAL TITLE - EPAY	677	612891956	Public Works	Wertz ROW	65,361.46
FIDELITY NATIONAL TITLE - EPAY Total					65,361.46
Finucane Michelle	UB*00945	(blank)	Genl Govt/Facilities	Refund Check 013944-000 1240 S Sevier Rd	393.43
Finucane Michelle Total					393.43
Fukuchi Heather	UB*00425	(blank)	Genl Govt/Facilities	Refund Check 011116-000 1310 S 6th Way	397.57
Fukuchi Heather Total					397.57
GISI MARKETING GROUP	2811	278354	Public Works	Business Cards - Burkle/Sennett/Crownhart/Her	173.29
			Finance	Business Cards - Burkle/Sennett/Crownhart/Her	57.76
			Administration	Business Cards - Burkle/Sennett/Crownhart/Her	115.53
			Council	Business Cards - Burkle/Sennett/Crownhart/Her	115.53
GISI MARKETING GROUP Total					462.11
GLOBAL SECURITY & SAFETY COMMUNICATIONS INC	3447	4586584	Genl Govt/Facilities	11.2023 PW Ops Alarm Monitoring Services	6.54
			Public Works	11.2023 PW Ops Alarm Monitoring Services	108.25
			Community Development	11.2023 PW Ops Alarm Monitoring Services	13.36
GLOBAL SECURITY & SAFETY COMMUNICATIONS INC. Total					128.15
Gorman Vicki	UB*00946	(blank)	Genl Govt/Facilities	Refund Check 012526-000 2034 S Taverner Dr	411.91
Gorman Vicki Total					411.91
Griffith Devera	UB*00947	(blank)	Genl Govt/Facilities	Refund Check 008037-000 1416 S Taverner Dr	733.94
Griffith Devera Total					733.94

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GROUNDWATER SOLUTIONS INC.	2971	00727.001-55	Public Works	09.2023 Hydrological Study	13,926.44
GROUNDWATER SOLUTIONS INC. Total					13,926.44
GROVER ELECTRIC AND PLUMBING	210	HB87075	Genl Govt/Facilities	PW Ops Bathroom Repair	2.88
			Public Works	PW Ops Bathroom Repair	47.62
			Community Development	PW Ops Bathroom Repair	5.88
GROVER ELECTRIC AND PLUMBING Total					56.38
H.D. FOWLER COMPANY	2036	I6559318	Public Works	PWUTIL Meter Boxes	723.07
		I6559304	Public Works	PWUTIL Couplings	312.89
H.D. FOWLER COMPANY Total					1,035.96
HARPER HOUF PETERSON RIGHELLIS INC.	1678	57461	Community Development	09.2023 51st Ave Roundabout & Pioneer Widening	59,913.40
		57442	Public Works	09.2023 Abrams Park Research	1,710.00
HARPER HOUF PETERSON RIGHELLIS INC. Total					61,623.40
Hawes Joseph	UB*00954	(blank)	Genl Govt/Facilities	Refund Check 015568-000 910 Highland St	24.47
Hawes Joseph Total					24.47
HOME DEPOT VISA - EPAY	1805	6622124	Genl Govt/Facilities	Storage Supplies - Melroy	7.99
			Public Works	Storage Supplies - Melroy	71.95
HOME DEPOT VISA - EPAY Total					79.94
INTERMEDIA.NET INC.	3804	2311088548	Information Technology	10.2023 Voice Service Charges	88.89
INTERMEDIA.NET INC. Total					88.89
J.L. STOREDAHL AND SONS	558	402044	Public Works	Repair Street Gravel to Dog Park/Refuge	320.58
J.L. STOREDAHL AND SONS Total					320.58
J2 BLUE PRINT SUPPLY	243	AR144017	Community Development	10.2023 Plotter Contract	54.35
J2 BLUE PRINT SUPPLY Total					54.35
JACOBS ENGINEERING GROUP INC.	3349	W3X87401-15	Public Works	10.2023 Screen Design/Engineering Services	2,510.97
JACOBS ENGINEERING GROUP INC. Total					2,510.97
JAYSON TAYLOR	3960	PLZ-23-0060	Genl Govt/Facilities	Zone Change Request 21366100 Refund	5,000.00
JAYSON TAYLOR Total					5,000.00
Kvanvig Susan	UB*00869	(blank)	Genl Govt/Facilities	Refund Check 005108-000 118 S 3rd Ave	209.43
Kvanvig Susan Total					209.43
L.N. CURTIS AND SONS	3075	INV760729	Public Safety	PD Uniforms - Fokin	95.29
L.N. CURTIS AND SONS Total					95.29
LAKESIDE INDUSTRIES	264	50022303	Public Works	S 5th Street Roadway Repairs	552,648.00
LAKESIDE INDUSTRIES Total					552,648.00
LANGUAGE LINE SERVICES INC.	3122	11133853	Genl Govt/Facilities	10.2023 Interpreting Services - CH	3.43
LANGUAGE LINE SERVICES INC. Total					3.43
LISA BLAKE	2297	2297-20231116	Genl Govt/Facilities	PW Department Breakfast Reimb. - Blake	5.04
			Public Works	PW Department Breakfast Reimb. - Blake	83.58
			Community Development	PW Department Breakfast Reimb. - Blake	10.32
LISA BLAKE Total					98.94
MACKAY AND SPOSITO INC.	899	48464	Public Works	10.2023 Skate Park Alternatives Study	160.00
MACKAY AND SPOSITO INC. Total					160.00
Marshall Jared & Kerry	UB*00943	(blank)	Genl Govt/Facilities	Refund Check 005194-000 219 S 5th Ave	320.22
Marshall Jared & Kerry Total					320.22
Mcdonald Excavating Inc	UB*00953	(blank)	Genl Govt/Facilities	Refund Check 011004-002 Hydrant Meter 7000 Pioneer St	237.01
Mcdonald Excavating Inc Total					237.01
MELISSA IRWIN	3950	3950-20231114	Finance	WA L&I Conference Meals per Diem - Irwin	54.00
		3950-2023117	Finance	WA L&I Conference Mileage - Irwin	136.90

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MELISSA IRWIN Total					190.90	
MOTION & FLOW CONTROL PRODUCTS INC	2723	8918139	Public Works	PWUTIL Brass Nipple/Push-Lock/Tee	255.64	
		8918573	Public Works	PWUTIL Brass Push-Lock Refund	(148.05)	
		8918578	Public Works	PWUTIL Brass Push-Lock	12.09	
MOTION & FLOW CONTROL PRODUCTS INC Total					119.68	
NAPA AUTO PARTS	498	395777	Public Works	PWSTW Pliers & Vehicle Maint.	36.54	
NAPA AUTO PARTS Total					36.54	
NATIONAL SAFETY INC	3571	0704541-IN	Public Works	Splash Pad Safety Equipment	317.40	
		0704286-IN	Public Works	Splash Pad Safety Equipment	9,056.88	
NATIONAL SAFETY INC Total					9,374.28	
NORTHWEST NATURAL GAS - EPAY	315	0315-202310	Genl Govt/Facilities	10.2023 487 S 56th - PW Ops #B	14.18	
				10.2023 109 Division - PW Shop	1.82	
				10.2023 487 S 56th - PW Ops #A	1.27	
			Public Safety	10.2023 230 Pioneer St - City Hall	133.33	
				10.2023 101 Mill St - Police Dept.	70.77	
				10.2023 116 N Main - Police Dept.	56.99	
			Public Works	10.2023 487 S 56th - PW Ops #B	231.03	
				10.2023 109 Division - PW Shop	29.79	
				10.2023 487 S 56th - PW Ops #A	20.61	
			Community Development	10.2023 487 S 56th - PW Ops #A	2.58	
				10.2023 487 S 56th - PW Ops #B	3.56	
				10.2023 109 Division - PW Shop	0.46	
			Public Works	10.2023 487 S 56th - PW Ops #A	0.32	
NORTHWEST NATURAL GAS - EPAY Total					566.71	
ONE CALL CONCEPTS	326	3109097	Public Works	10.2023 Excavation Notification/Modern Ticket Delivery	174.24	
ONE CALL CONCEPTS Total					174.24	
ON-HOLD CONCEPTS INC	2217	619315	Information Technology	11.2023 On Hold Music Services	24.95	
ON-HOLD CONCEPTS INC Total					24.95	
OTAK INC.	1787	102300441	Public Works	09.2023 Ridgefield Trail Signs	2,015.62	
		102300482	Public Works	09.2023 Garrison Ridge Slide Repair	2,750.75	
		102300469	Community Development	09.2023 Ridgefield Commercial Project Mgmt	17,410.25	
OTAK INC. Total					22,176.62	
PACIFIC OFFICE AUTOMATION	2710	750252	Genl Govt/Facilities	Q3.2023 Copier Usage - PW Ops	5.94	
				Q3.2023 Copier Usage - CH	243.58	
				Q3.2023 Copier Usage - RACC	59.50	
			Public Safety	Q3.2023 Copier Usage - PD	135.47	
				Q3.2023 Copier Usage - PW Ops	68.54	
				Q3.2023 Copier Usage - CH	29.69	
			Community Development	Q3.2023 Copier Usage - PW Ops	12.13	
				Q3.2023 Copier Usage - RACC	166.55	
PACIFIC OFFICE AUTOMATION Total					721.40	
PACIFICA LAW GROUP	2911	86774	Legal	10.2023 Legal Services	2,397.00	
PACIFICA LAW GROUP Total					2,397.00	
PARKER PACIFIC DEVELOPMENT LLC	3765	4144	Public Works	Pioneer & Royle Rdbt Stone Wall Repair	38,683.07	
PARKER PACIFIC DEVELOPMENT LLC Total					38,683.07	
PATRICK HILDRETH BRAND AND DESIGN	2372	2671	Information Technology	10.2023 Web Design/Maintenance	300.00	
PATRICK HILDRETH BRAND AND DESIGN Total					300.00	

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PBS ENGINEERING AND ENVIRONMENTAL	342	0071708.001-8	Public Works	Overlook Park Construction Mgmt Services	8,895.09
PBS ENGINEERING AND ENVIRONMENTAL Total					8,895.09
PETERSON CAT	1767	PC2A0008813	Genl Govt/Facilities	PW Mini Excavator Mainenance	34.35
			Public Works	PW Mini Excavator Mainenance	568.29
		PC2A0008794	Genl Govt/Facilities	PW Mini Excavator Mainenance	3.38
			Public Works	PW Mini Excavator Mainenance	55.97
PETERSON CAT Total					661.99
PORTLAND ENGINEERING INC	2082	12091	Public Works	10.2023 Q178V Ridgefield Cellular Telemetry	228.27
PORTLAND ENGINEERING INC Total					228.27
PUBLIC SAFETY TESTING	354	PST123-331	Public Safety	Background Checks & Investigation Reports	4,473.50
PUBLIC SAFETY TESTING Total					4,473.50
PURCHASE POWER - EPAY	356	66135335	Genl Govt/Facilities	10.13.2023 Postage Replenishment	500.00
PURCHASE POWER - EPAY Total					500.00
RACHEL ANDREW	3958	3958-20231116	Public Safety	Outside Agency Training Coffee Reimb - Andrew	43.48
RACHEL ANDREW Total					43.48
RAMSAY SIGNS INC	3954	005.62437-0	Genl Govt/Facilities	101 Mill Street External Signage Installation	(8.15)
			Public Safety	101 Mill Street External Signage Installation	2,952.22
RAMSAY SIGNS INC Total					2,944.07
Raz Construction	UB*00950	(blank)	Genl Govt/Facilities	Refund Check 013195-001 Hydrant Meter S of Rosauers Fuel Station	104.38
Raz Construction Total					104.38
RIDGEFIELD 4TH OF JULY	2788	2788-20231116	Genl Govt/Facilities	4th of July 2023 Event Vendors	2,140.00
RIDGEFIELD 4TH OF JULY Total					2,140.00
RIDGEFIELD ART ASSOCIATION	2501	220808	Genl Govt/Facilities	2023 Musicians in the Park	2,100.00
RIDGEFIELD ART ASSOCIATION Total					2,100.00
RIDGEFIELD HIGH SCHOOL BOOSTER CLUB	2404	1952	Genl Govt/Facilities	2023 F2T Tables Clean-up	2,000.00
RIDGEFIELD HIGH SCHOOL BOOSTER CLUB Total					2,000.00
SITEONE LANDSCAPE SUPPLY LLC	2951	136032155-001	Public Works	Parks Sprinkler System Repair Parts	237.09
		136042359-001	Public Works	Parks Sprinkler System Repair Parts	4.04
SITEONE LANDSCAPE SUPPLY LLC Total					241.13
SOLID WASTE SYSTEMS INC.	3826	01-86230-CR	Genl Govt/Facilities	Vac Truck Air Gap - Credit Memo	(113.88)
			Public Works	Vac Truck Air Gap - Credit Memo	(759.51)
		0161993-IN	Public Works	Street Sweeper Repair	1,087.31
SOLID WASTE SYSTEMS INC. Total					213.92
SPRINGBROOK - GROUP EPAY	3544	231121926	Public Works	09.2023 UB Web Payments	108.73
SPRINGBROOK - GROUP EPAY Total					108.73
STATE OF WA DEPARTMENT OF REVENUE - EPAY	156	0-036-616-781	Genl Govt/Facilities	10.2023 B&O and Excise Tax	1,167.77
			Public Works	10.2023 B&O and Excise Tax	6,801.39
STATE OF WA DEPARTMENT OF REVENUE - EPAY Total					7,969.16
STERICYCLE INC	2504	8005214573	Genl Govt/Facilities	10.2023 Secure Shredding - CH	56.18
				10.2023 Secure Shredding - RACC	8.76
			Community Development	10.2023 Secure Shredding - RACC	24.52
		8005170242	Genl Govt/Facilities	10.2023 Secure Shredding - PW	5.25
			Public Safety	10.2023 Secure Shredding - PD	47.17
			Public Works	10.2023 Secure Shredding - PW	86.94
			Community Development	10.2023 Secure Shredding - PW	10.74
STERICYCLE INC Total					239.56
TERESA D JOHNSON CPA INC.	561	6563	Finance	10.2023 Accounting Services	1,155.56

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TERESA D JOHNSON CPA INC. Total					1,155.56
THE PARR COMPANY	964	26675719	Genl Govt/Facilities	PW Mini Excavator Repair	0.58
			Public Works	PW Mini Excavator Repair	9.62
		26676682	Genl Govt/Facilities	PW Ops Roof Maintenance - Caulk	0.53
			Public Works	PW Ops Roof Maintenance - Caulk	8.71
			Community Development	PW Ops Roof Maintenance - Caulk	1.08
		26675717	Genl Govt/Facilities	Dragon Boat Storage Supports	17.22
		26675449	Public Works	PWUTIL Metal/Concrete Epoxy	6.40
		26675601	Genl Govt/Facilities	Dragon Boat Storage Supports	112.35
THE PARR COMPANY Total					156.49
TIREHUB LLC	3067	38016048	Public Safety	PD Tires - Coblantz	698.08
TIREHUB LLC Total					698.08
TLC TOWING AND RECOVERY INC	3940	158717	Genl Govt/Facilities	2006 Ford F350 Towing Service	15.73
			Public Works	2006 Ford F350 Towing Service	135.01
TLC TOWING AND RECOVERY INC Total					150.74
TRAFFIC SAFETY SUPPLY	432	INV064203	Genl Govt/Facilities	PW Ops Sign	(0.60)
			Public Works	PW Ops Sign	24.35
		INV064714	Genl Govt/Facilities	RORC & Streets Signs	(147.79)
			Public Works	RORC & Streets Signs	1,846.54
		INV064751	Genl Govt/Facilities	Streets Sign - No Parking	(284.21)
			Public Works	Streets Sign - No Parking	3,550.96
TRAFFIC SAFETY SUPPLY Total					4,989.25
UNIFIRST CORPORATION	3904	2240040622	Genl Govt/Facilities	10.31.2023 PW Ops Floor Mats	2.70
				10.31.2023 PWFAC Uniforms	10.25
			Public Works	10.31.2023 PW Ops Floor Mats	44.68
				10.31.2023 PWUTIL Uniforms	40.37
				10.31.2023 PWFAC Uniforms	74.86
				10.31.2023 PWSTW Uniforms	58.64
			Community Development	10.31.2023 PW Ops Floor Mats	5.51
		2240038289	Genl Govt/Facilities	10.24.2023 PW Ops Floor Mats	2.70
				10.24.2023 PWFAC Uniforms	12.07
			Public Works	10.24.2023 PW Ops Floor Mats	44.68
				10.24.2023 PWSTW Uniforms	58.64
				10.24.2023 PWUTIL Uniforms	40.37
				10.24.2023 PWFAC Uniforms	88.20
			Community Development	10.24.2023 PW Ops Floor Mats	5.51
		2240036074	Genl Govt/Facilities	10.17.2023 PW Ops Floor Mats	2.70
				10.17.2023 PWFAC Uniforms	10.25
			Public Works	10.17.2023 PW Ops Floor Mats	44.66
				10.17.2023 PWFAC Uniforms	74.87
				10.17.2023 PWUTIL Uniforms	40.37
				10.17.2023 PWSTW Uniforms	139.88
			Community Development	10.17.2023 PW Ops Floor Mats	5.52
		2240040620	Genl Govt/Facilities	10.31.2023 Floor Mats - CH	16.46
		2240038286	Genl Govt/Facilities	10.24.2023 Floor Mats - RACC	2.76
			Community Development	10.24.2023 Floor Mats - RACC	7.73
		2240038288	Public Safety	10.24.2023 Floor Mats - PD	39.52

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UNIFIRST CORPORATION	3904	2240040619	Genl Govt/Facilities	10.31.2023 Floor Mats - RACC	2.76
			Community Development	10.31.2023 Floor Mats - RACC	7.73
		2240040621	Public Safety	10.31.2023 Floor Mats - PD	39.52
		2240038287	Genl Govt/Facilities	10.24.2023 Floor Mats - CH	16.46
UNIFIRST CORPORATION Total					940.37
Veenstra Corrie	UB*00949	(blank)	Genl Govt/Facilities	Refund Check 014107-000 3912 S 41st Pl	457.23
Veenstra Corrie Total					457.23
VERIZON WIRELESS - EPAY	452	9947978994	Genl Govt/Facilities	10.2023 Cellphone and Equipment	208.28
			Public Safety	10.2023 Cellphone and Equipment	611.66
			Public Works	10.2023 Cellphone and Equipment	1,277.19
			Community Development	10.2023 Cellphone and Equipment	567.97
			Administration	10.2023 Cellphone and Equipment	262.14
			Council	10.2023 Cellphone and Equipment	43.69
		9947978992	Genl Govt/Facilities	10.2023 Cellphone and Equipment	73.36
			Public Safety	10.2023 Cellphone and Equipment	697.02
			Public Works	10.2023 Cellphone and Equipment	492.99
			Community Development	10.2023 Cellphone and Equipment	261.38
			Finance	10.2023 Cellphone and Equipment	43.56
			Administration	10.2023 Cellphone and Equipment	261.38
			Executive	10.2023 Cellphone and Equipment	43.56
			Council	10.2023 Cellphone and Equipment	479.20
		9947978993	Public Works	10.2023 Hillhurst Pedestrian Crossing	158.52
VERIZON WIRELESS - EPAY Total					5,481.90
WAGER AUDIO INC	3957	229151876	Genl Govt/Facilities	Holiday Tree Lighting Audio Support	2,499.61
WAGER AUDIO INC Total					2,499.61
WALTER E. NELSON COMPANY	3553	1827459	Public Safety	PD Hand Soap	75.34
WALTER E. NELSON COMPANY Total					75.34
WASHINGTON STATE CRIMINAL JUSTICE	462	201138693	Public Safety	Patrol Rifle Instructor Training - King	600.00
		201138635	Public Safety	Rifle Training - Fokin	4,947.00
WASHINGTON STATE CRIMINAL JUSTICE Total					5,547.00
WASHINGTON STATE PATROL	463	12402448	Genl Govt/Facilities	10.2023 Background Checks - CPL	328.00
WASHINGTON STATE PATROL Total					328.00
Welch Robert	UB*00955	(blank)	Genl Govt/Facilities	Refund Check 015235-000 280 S 15th Ct	73.69
Welch Robert Total					73.69
WELLS FARGO - EPAY	1681	202310-3035	Genl Govt/Facilities	Giles Amazon Pw Ops Cardstock	0.79
				Giles Amazon Employee Name Plate Holders - All City	37.71
				Giles Amazon Fte Breakdown -Racc Key Tags	8.36
				Giles Amazon Racc Privacy Film	88.26
				Giles Amazon Racc File Folders	7.57
				Giles Amazon Pw Ops Folding Table	4.82
				Giles Amazon Pw Ops Metal Buckets	1.08
				Giles Amazon Trick Or Treat Event	76.03
				Giles Amazon Returned Racc Privacy Film	(17.16)
				Giles Amazon Fte Breakdown -Josh Eng Ruler Set	15.75
				Giles Amazon Mechanical Pencils-F. Schmidt	0.66
				Giles Amazon Fte Breakdown Chaps - Connell/Johnson	190.16
				Giles Amazon Pw Ops Left Handed Scissors	0.50

City of Ridgefield

Claims Payment Report

For Approval on:

November 16th, 2023

WELLS FARGO - EPAY

1681

202310-3035

Genl Govt/Facilities

Giles Amazon Fte Breakdown - Staples Pw Ops	23.35
Giles Amazon Pw Ops Cork Board/Ziploc Bags/Space Heater	6.64
Giles Amazon Pwfac Headlamps	10.34
Giles Amazon Fte Pw Ops Hooks/Green Permit Tags	95.80
Giles Amazon Pw Ops Air Freshener	0.71
Giles Amazon Fte Breakdown Pencils -Vandyke	61.66
Giles Amazon Pw Ops Sign Stand	1.77
Giles Amazon Racc Copy Paper	22.37
Giles Amazon Fte Breakdown -J. Johnson Cork Board	32.18
Giles Amazon Pw Ops Gorilla Duct Tape	0.66
Giles Amazon Fte Breakdown -Pw Ops Coffee	17.32
Giles Amazon Racc Kleenex	4.86
Giles Amazon Fte Breakdown Copy Paper Pw Ops	146.76
Giles Amazon Racc Cleaning Supplies	11.52
Giles Amazon Racc Cardstock & Scissors	9.76
Giles Amazon Fte Breakdown City Fte Nameplate Holders	56.65
Giles Amazon Fte Breakdown Chaps - Urbina/Jefferies	186.94
Giles Amazon Fte Organizers/Hooks/White & Cork Board-J. Johnson	60.05
Giles Amazon Staples-Code Enforcement	10.32
Giles Amazon Employee Name Plate Holders - All City	30.28
Giles Amazon Pd Gun Cleaning Supplies	63.80
Giles Amazon Pd Place Cards	15.21
Giles Amazon Pd Laminator/Laminating Pouches/Stapler	162.14
Giles Amazon Pd Cleaning Wipes	33.90
Giles Amazon Pd Mouse & Laminating Pouches	71.47
Giles Amazon Pd Winter Hat	10.27
Giles Amazon Pd Marker Organizer	59.08
Giles Amazon Pd Gun Cleaning Supplies/Dummy Rounds/Grips	202.74
Giles Amazon Pd Winter Hats	20.00
Giles Amazon Pw Ops Cardstock	13.12
Giles Amazon Employee Name Plate Holders - All City	28.12
Giles Amazon Pw Ops Folding Table	79.89
Giles Amazon Pw Ops Metal Buckets	17.97
Giles Amazon Graph Paper/Post-Its/Index Cards/Binders/Pens - Par	105.10
Giles Amazon Mechanical Pencils-F. Schmidt	1.32
Giles Amazon Stapler - Parks Mgr	16.61
Giles Amazon Pw Ops Left Handed Scissors	8.23
Giles Amazon Pw Ops Cork Board/Ziploc Bags/Space Heater	109.96
Giles Amazon Index Card Holder Parks	7.29
Giles Amazon Pwfac Headlamps	88.81
Giles Amazon Pw Ops Air Freshener	11.70
Giles Amazon Pw Ops Sign Stand	29.37
Giles Amazon Pw Util White Board	73.91
Giles Amazon Fte Breakdown -Pw Util White Board	73.91
Giles Amazon Pw Ops Gorilla Duct Tape	11.00
Giles Amazon Wall File Organizer - Parks Mgr	64.11
Giles Amazon Saw - Connell	129.86

Public Safety

Public Works

City of Ridgefield

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1681

202310-3035

Public Works

Giles Amazon Parks Mgr Calendar & White Board	100.83
Giles Amazon Parks Manager Lamp & Charger	52.16
Giles Amazon Voice Recorder Parksmgr	43.47
Giles Amazon Pwutil Air Relief Repair Parts	70.15
Giles Amazon Coat Rack/Calendar-Parks Mgr	69.45
Giles Amazon Markers - Parks Mgr.	10.86
Giles Amazon Cork Board & Space Heater - Parks Mgr.	86.84
Giles Amazon Ub Mailing Labels	10.15
Giles Amazon Index Cards Parks	8.67
Giles Amazon Pw Ops Cardstock	1.62
Giles Amazon Employee Name Plate Holders - All City	23.83
Giles Amazon Racc Privacy Film	247.06
Giles Amazon Racc File Folders	21.21
Giles Amazon Pw Ops Folding Table	9.86
Giles Amazon Pw Ops Metal Buckets	2.22
Giles Amazon Mouse & Keyboard/Desk Drawers-K Moore	170.07
Giles Amazon Returned Racc Privacy Film	(48.03)
Giles Amazon Mechanical Pencils-F. Schmidt	11.26
Giles Amazon Pw Ops Left Handed Scissors	1.02
Giles Amazon Measuring Tape - K Moore	15.22
Giles Amazon Pw Ops Cork Board/Ziploc Bags/Space Heater	13.58
Giles Amazon Pw Ops Air Freshener	1.45
Giles Amazon Pw Ops Sign Stand	3.63
Giles Amazon Racc Copy Paper	62.63
Giles Amazon Pw Ops Gorilla Duct Tape	1.36
Giles Amazon Racc Kleenex	13.61
Giles Amazon Racc Cleaning Supplies	32.25
Giles Amazon Racc Cardstock & Scissors	27.32
Giles Amazon Printer Cable - Chapman	18.32
Giles Amazon Pens-Fin	8.01
Giles Amazon Cable Clips-Her	4.77
Giles Amazon Bluetooth Adapter-Lashua	14.12
Giles Amazon Desk Drawer Locks-Giles	19.24
Giles Amazon Desk Drawer Locks - Giles	14.12
Giles Amazon Desk Drawer Organizer - Moore	18.46
Giles Amazon Pd Stapler/Hangers/File Folders	63.51
Giles Amazon Fte Breakdown - Pw Ops Labels	15.19
Giles Amazon Racc Cleaning Supplies	10.86
Giles Amazon Monitor Cable - Sennett	26.84
Giles Amazon Returned Heater - D. Allen	(40.20)
Giles Amazon Business Writing Book - Demoss	17.90
Giles Amazon Recycle Bin Giles	9.01
Giles Amazon Wireless Mouse - Blehm	37.48
Giles Amazon Pd Monitor	108.69
Giles Amazon Employee Halloween Lunch Decorations	30.42
Giles Amazon Fte Breakdown Communication Boards	26.04
Giles Amazon Employee Communication Boards	8.69

Community Development

Finance

Administration

Information Technology

Human Resources

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202310-3035	Human Resources	Giles Amazon Employee Halloween Lunch	9.77
202310-7036	Executive	Stuart Little Conejo Preapplication Conference	15.65
		Stuart Columbian Monthly Subscription	9.99
		Stuart Rosauers Mtg W/Councilors Re:City Agendas/Issues	36.14
		Stuart Bevridge Public Mtg W/Property Owner Re:City Purchase Of	23.02
		Stuart Watchbar Mtg W/Owner Of The Bluffs Re:City Lease Agreements	77.94
		Stuart Bevridge Public Mtg W/Commercial Dev. Re: Ridgefield Proj	21.42
		Stuart Cov Parking Parking-Regional Transportation Priorities Ro	3.50
202310-5756	Genl Govt/Facilities	Rubioromero Primo Water FI Pw Ops Water Delivery Service	0.89
		Rubioromero Primo Water Pw Ops Water Delivery Service	6.53
		Rubioromero Primo Water Racc Water Delivery Service	22.19
		Rubioromero Usps Postage Charge.	1.44
	Public Safety	Rubioromero Siptrunk Inc Pd Telephone Service.	229.35
	Public Works	Rubioromero Primo Water FI Pw Ops Water Delivery Service	14.66
		Rubioromero Primo Water Pw Ops Water Delivery Service	108.09
	Community Development	Rubioromero Primo Water FI Pw Ops Water Delivery Service	1.81
		Rubioromero Primo Water Pw Ops Water Delivery Service	13.35
		Rubioromero Primo Water Racc Water Delivery Service	62.12
	Information Technology	Rubioromero Spotify Ch Monthly Music	11.95
		Rubioromero Eclinchier Basic Plan Add Sales Tax Social Media Publ	55.00
		Rubioromero Mailchimp Add Tax S/B 8.7 Percent. Social Media And	42.31
		Rubioromero Dropbox File Sharing - Events	21.73
		Rubioromero Adobe Software - Communications Specialist li	59.77
		Rubioromero Dropbox File Sharing - Public Records	13.03
		Rubioromero Amazon Web Svcs Add Sales Tax Web Audio Backup	0.58
		Rubioromero Zoom Meeting Platform	60.86
202310-0794	Administration	Knottnerus Publicriskmgmtassn Prima Professional Membership	231.00
	Human Resources	Knottnerus Publicriskmgmtassn Prima Professional Membership	154.00
202310-0745	Public Safety	Doriot Costco Rpd Hosted Wcia Trng Refreshments	242.61
		Doriot Rosauers Rpd Hosted Wcia Trng Refreshments	55.93
		Doriot Excel Designs Rpd Baseball Hat Igor Fokin	32.54
		Doriot Responders Resource Crisis Training-Debiak	285.00
		Doriot Starbucks Rpd Hosted Wcia Trng Refreshments	43.48
		Doriot Keiths Sporting Goods Add Tax Gun Cleaning Items	107.00
		Doriot Center Market Rpd Hosted Wcia Trng Ice	16.84
		Doriot Tj Maxx Add Tax Dish Rack And Draining Tray	14.99
202310-1081	Finance	Irwin Gfoa Gfoa Membership Renewal-Irwin	150.00
		Irwin National Institute Of Go Nigp Membership Renewal-Irwin & J	290.00
		Irwin Event* Building Trust Mrsc Training Building Trust & Inclu	40.00
202310-4870	Genl Govt/Facilities	Johnson Wa Dol Reg 2022 Ford Explorer-Melroy	63.50
	Public Works	Johnson Wa Dol Stw Dump Trailer Reg	57.00
	Community Development	Johnson Topcon Solutions Bluebeam Studio Prime Subscription	2,289.22
		Johnson Topcon Solutions Bluebeam Software Sub. 3 Licenses-Inclu	420.04
		Johnson Topcon Solutions Bluebeam Software Sub. 15 Licenses Incl	2,410.97
	Finance	Johnson Columbian Columbian Monthly Sub. Johnson	18.00
		Johnson Twigs Bistro Fin Retreat Lunch	194.36
202310-7028	Genl Govt/Facilities	Brunson Fred Meyer Pw Shop Coffee Pot	1.85

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202310-7028	Public Works	Brunson Fred Meyer Pw Shop Coffee Pot	30.66
		Brunson Ace Hardware Two Cycle Mix.	5.80
		Brunson Happy Car Wash Carwash Monthly Subscription	18.99
		Brunson Wal-Mart Pwutil Lunchroom Supplies	34.41
202310-7739	Genl Govt/Facilities	Coleman Costco Instacart Down Town Trick R Treat Candy	388.15
		Coleman Vistaprint Welcome Bags	728.28
		Coleman Costco Instacart Pw Trunk R Treat Candy	275.31
	Public Safety	Coleman Costco Instacart Pd Trunk R Treat Candy	559.36
202310-6189	Genl Govt/Facilities	Green Line And Lure Monthly Public Works Directors' Lunch Meetin	4.23
		Green Chevron Fte Breakdown - Fuel Ford Focus - Green	6.59
		Green Little Conejo Fte Breakdown - Welcome Lunch-Crownhart/Will	61.63
	Public Works	Green Line And Lure Monthly Public Works Directors' Lunch Meetin	15.51
	Community Development	Green Line And Lure Monthly Public Works Directors' Lunch Meetin	8.48
202310-9437	Public Safety	Steele-Hoots Usps Postage For Dvd To Prosecutor	1.59
		Steele-Hoots Costco Office Supplies-Pd	89.51
		Steele-Hoots Galls Blue Taser Gun For Academy	68.43
		Steele-Hoots Costco Supplies - Pd	25.54
		Steele-Hoots Alien Gear Holsters Duty Holster - Fokin	258.58
		Steele-Hoots Setina Manuf Add Tax -Mdc Bracket For Vehicle	32.33
		Steele-Hoots Usps Postage For Cd To Insurance Adjuster	1.59
		Steele-Hoots Costoc Coffee Paper Towels Garbage Bags	84.71
		Steele-Hoots Heros Pride Notepads For Officers Notebook	50.39
		Steele-Hoots Usps Stamps And Mail Cd To Prosecutor	70.75
		Steele-Hoots Tlo Transunion Background Investigations	90.23
		Steele-Hoots Aed Superstore Aed Pads For Vehicle Aed'S	394.58
		Steele-Hoots Neoplexonline.Com Markers For Parking Enforcement	66.91
202310-7051	Human Resources	Blehm Costco Instacart Wellness Snacks	1,361.18
		Blehm Instacart Halloween Lunch	87.87
		Blehm Instacart Subsc. Instacart Annual Sub.	99.00
		Blehm Costco Instacart Halloween Lunch	251.91
		Blehm Starbucks Store 63631 All Hands Meeting	65.22
		Blehm Instacart All Hands Meeting	109.79
202310-4252	Genl Govt/Facilities	Blake Costco 10.2023 Non-Allowable Expense - Invoice #1810	271.74
		Blake Rosauers Pw Ops Emp Breakfast	4.36
		Blake Costco Pw Ops Employee Breakfast Supplies	82.56
		Blake Costco Pw Ops Employee Breakfast Food	77.95
	Public Works	Blake Rosauers Pw Ops Emp Breakfast	72.22
		Blake Des State Printer Stormwater Mgmt Manual-Thamert	170.40
		Blake Rs Means Fte Breakdown Eng-Const Est Manual Grant/Josh/Jas	277.19
	Community Development	Blake Rosauers Pw Ops Emp Breakfast	8.91
202310-8375	Community Development	Curtis Bud Clary Ford Routine Maintenance For Inspector Vehicle	218.99
		Curtis Les Schwab New Tires For Inspector Vehicle	798.78
202310-7069	Genl Govt/Facilities	Ferriss Customsigns Name Plate 7 Parks 7 Mgmt Team/Ferriss/Janea	215.27
	Executive	Ferriss Vanc Chamber Legislative Outlook Session-City Mgr	62.50
	Council	Ferriss Vanc Chamber Legislative Outlook Session-Council	437.50
202310-7002	Public Works	Thamert Tractor Supply Stw Batteries	19.56
		Thamert El Rancho Viejo Employee 1:1 Mtg Thamert/Rader	37.30

City of Ridgefield

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WELLS FARGO - EPAY	1681	202310-7002	Public Works	Thamert Kitchen Table Cafi½ Stw Team Mtg & Emp Farewell	120.40
				Thamert Country Cafe Employee 1:1 Mtg Thamert/Webberley	50.81
		202310-6996	Administration	Demoss Columbian Columbian Monthly Sub.Demoss	9.99
				Demoss 3Cma Online Membership-Communicaitons Marketing Assn-Demo	845.00
		202310-0311	Public Safety	Freimuth Best Western Lodging Leadership The West Point Way-Marv	593.85
			Public Works	Freimuth Best Western Lodging Western Wa Backflow Seminarblake	120.13
			Human Resources	Freimuth Vdara Lodging Springbrook Conference Freimuth	396.94
		202310-0187	Public Works	Melroy Sandys Sign & Design Splashpad Closed For Maint Signs	195.30
WELLS FARGO - EPAY Total					22,665.16
WELLWORKS FOR YOU	3414	27357	Human Resources	10.2023 Wellness Program	847.86
WELLWORKS FOR YOU Total					847.86
WESTERN EQUIPMENT	2363	8082438-00	Public Works	Parks Mower Repair Parts	301.48
WESTERN EQUIPMENT Total					301.48
WEX BANK - EPAY	3552	92800846	Genl Govt/Facilities	10.2023 Overnight Delivery Fee - Melroy	1.50
				10.2023 PW Fuel	450.08
			Public Safety	10.2023 PD Fuel	3,861.61
			Public Works	10.2023 Overnight Delivery Fee - Melroy	8.25
				10.2023 PW Fuel	7,445.95
			Community Development	10.2023 CDD Fuel	855.49
		Public Works	10.2023 Overnight Delivery Fee - Melroy	5.25	
WEX BANK - EPAY Total					12,628.13
WILCO FARM STORE	655	730159-6	Genl Govt/Facilities	PW Ops Scrub Brush & Parks Mole Traps	0.55
			Public Works	PW Ops Scrub Brush & Parks Mole Traps	52.58
			Community Development	PW Ops Scrub Brush & Parks Mole Traps	1.14
WILCO FARM STORE Total					54.27
WINDY HILLS WINERY	3100	1	Genl Govt/Facilities	Roundabout Grapes Processing	2,919.48
WINDY HILLS WINERY Total					2,919.48
Woltersdorf Keith	UB*00948	(blank)	Genl Govt/Facilities	Refund Check 005661-000 14 S 15th Ct	641.83
Woltersdorf Keith Total					641.83
WOODLAND SAW AND CYCLE INC.	2223	3248	Public Works	PWFAC Backpack Blower & Accessories	800.20
		3243	Public Works	PWFAC Blower Maint. & Edger Blades	383.25
WOODLAND SAW AND CYCLE INC. Total					1,183.45
WOODLAND TRUE VALUE HARDWARE	1507	A279240	Public Works	PWUTIL Coupling/PVC Plug/Nipple	66.12
WOODLAND TRUE VALUE HARDWARE Total					66.12
Grand Total					2,456,964.44

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: November 16, 2023

AGENDA ITEM NAME: Approval of Minutes from the November 2, 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. 11-02-2023



**CITY OF RIDGEFIELD, WASHINGTON
CITY COUNCIL MEETING MINUTES
NOVEMBER 2, 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
Council Member Judy Chipman
Council Member Clyde Burkle - Virtual

- 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/165/City-Council-Meeting-Audio-Files>.

III. CONSENT AGENDA

MOTION TO APPROVE AS PRESENTED.

RESULT:	(UNANIMOUS)
MOVER:	Mayor Pro Tem Rob Aichele
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

1. **Approval of Claims And/Or Payroll**
2. **Approval of Minutes from the October 26, 2023 Meeting**

IV. PRESENTATION

1. **Investment Grade Audit - Preliminary Project List - Kirk Johnson, Finance Director**

The City has contracted with the Washington State Department of Enterprise Services to complete an investment grade energy audit to identify potential energy-saving projects at the Public Works Operations Center and City Hall. The consultant, Willdan, was awarded a contract through DES to provide consultant services and eventually design/build services for any projects the council chooses to move forward with. Willdan and the DES project manager presented project recommendations to council for consideration.

V. PUBLIC HEARING/BUSINESS

1. **Public Hearing on 2024 Property Tax Levy and Revenue Sources - Kirk Johnson, Finance Director**

The council conducts a public hearing annually to review proposed revenue sources as part of the budget adoption process.

Mayor Lindsay Opened the Public Hearing: 7:51PM

No testimony was received.

Mayor Lindsay Closed the Public Hearing: 7:52PM

VI. BUSINESS

1. **First Reading of Ordinance No. 1411 - 2024 Property Tax Levy and Revenues - Kirk Johnson, Finance Director**

The 2024 budget includes a statutory maximum 1% increase in the current property tax levy exclusive of additional revenue resulting from new construction, improvements to property, any increase in the value of state assessed property, and annexations that have occurred, and including any refunds made. The Implicit Rate Deflator (IPD) Rate Exceeds 1% for Setting 2024 Property Taxes: The IPD inflation rate as of September 25, 2023 is 3.67%. This means all taxing districts with populations 10,000 or greater can take the full 1% levy increase in 2024 without adopting a resolution/ordinance of "substantial need." The 2023 regular levy amount was \$2,193,906. The statutory 1% increase would raise the property tax levy by \$21,939. In addition to the 1% increase, the Clark County Assessor's office has preliminary estimates showing the City's assessed value for new construction will add approximately \$168.2 million to the City's assessed value, adding approximately \$109,508 in property tax revenue. The Department of Revenue is still in the process of valuing state assessed utilities. These numbers should be available shortly. The value of the 2023 tax roll for state assessed utilities was \$19.6 million. To date, the estimated 2024 taxable assessed values for Ridgefield is \$3,811,838,441. The Assessor must certify the assessed values by November 14, 2023. The City must hold a revenue hearing and certify a property tax levy to the County by November 30, 2023. The City's current forecast for the 2024 property tax levy is \$2,340,000, an increase of \$131,000 from the amended 2023 budget. The estimate is for the City of Ridgefield levy amount to be 61.2 cents per \$1,000 assessed value a decrease of 3.9 cents from the 2023 levy amount.

First reading conducted.

2. **First Reading of Ordinance No. 1412 - 2024 Water Utility Rate Code Amendment - Kirk Johnson,**

Finance Director

City staff conducted an updated comprehensive rate study in 2023 to determine the revenue requirements for the next 10 years in the water fund. The study reviews estimated expenses for operations, capital, and reserve requirements to fund the water utility. The rate model that has been developed out of the periodic rate studies is updated annually as part of the budget process. The study concluded that the water rates should be increased annually by an inflationary factor of 3% to insure the water fund can meet ongoing obligations to maintain the water system. The rate analysis analyzes expenses and revenues for the next 10 years for the Water Utility. Factors included assumptions for inflationary cost escalators, labor agreements, capital facility plans and growth assumptions. As a result of the update to the rate model, it was determined that rates for 2024 should increase at a minimum inflationary rate of 3%. Inflation is expected to continue at a higher than normal level through 2023. As a result of the growth in accounts and water usage, staff have calculated the rate increase can be maintained at the minimum inflationary rate of 3%. The city has been able to limit rate increases over the past several years due to the rapid growth in the customer base. Rates have not increased in 4 of the past six years with the only increase in January 2020 at 1.5% and January 2023 at 3%.

First reading conducted.

3. First Reading of Ordinance No. 1413 - 2024 Storm Water Utility Rate Code Amendment - Kirk Johnson, Finance Director

The public storm water collection and treatment systems located within the City of Ridgefield must be maintained and repaired by the City's Public Works Department. The Storm Water Utility was created in 2005 with the plan that the fees charged would be used to perform the required long-term management, maintenance and repair to the storm water systems, providing good stewardship of the environment, while correspondingly reducing the financial burden on the City's General Fund. Ordinance No. 1413 provides an amendment to the rate structure and a step toward generating the necessary revenue to assist in funding the Storm Water Utility. The ordinance includes the implementation of a new system development charge (SDC) for new development connected to the city's storm water system. The City will be required to provide additional storm water treatment, inspection and compliance measures due to the population growth and NPDES Phase II Municipal Storm Water permit requirements beginning in 2024. As a result, staff have been proactively increasing maintenance to the storm water treatment system to be able to meet the new requirements of the future permit. Expenses have significantly increased over the past few years and the city uses a rate model to forecast revenue requirements to meet the operating and capital expense needs of the utility. The City conducted a comprehensive rate study in 2023 to determine the revenue requirements for the next 10 years for operations and capital. The study recommended adding a storm water system development charge for new development, at \$935 per equivalent dwelling unit (EDU) and increasing the bi-monthly bill to \$24.00, a \$3.00 increase bi-monthly. Staff continue to identify potential grant opportunities and/or low-cost loans to help fund the capital projects. The City obtained a \$2.4 million Public Works Board loan to finance the construction of 4 high priority storm water projects in the downtown core in 2024. The 2024 expense operating budget is expected to increase 12% over the 2023 operating budget. The 2024 operating budget when compared to the 2020 operating budget has increased 121% due to the additional storm water management requirements the City has been planning for. The main reasons for the increase is the additional personnel and equipment required to meet the compliance needs for storm water drainage management. In addition, the storm water capital budget will increase by 211% in 2024. The addition of the storm water SDC will assist in funding future capital projects. Rate revenue is expected to increase 22.5% due to growth in accounts and the recommended rate increase. The City is budgeting a Department of Ecology grant for \$130,000, available to be used in 2024-2025 for assistance in meeting compliance requirements as part of the new Storm

Water Phase II permit. Ordinance No. 1413 proposes a \$3.00 per bi-monthly billing increase, per Equivalent Dwelling Unit (EDU). The 2024 rate would be increased to \$24.00 per EDU. The 2024 SDC charge will be \$935 per EDU.

City Council conducted discussion and directed staff not to implement storm water system development charge for new developments.

First reading conducted.

4. Second Reading of Ordinance No. 1410 - Designation of a Tax Increment Area - Kirk Johnson, Finance Director

The Washington State Legislature approved HB 1189 in 2021. The bill provided a new financing tool for cities, counties and port districts to fund capital infrastructure projects that help drive private development using tax increment financing. The new legislation is codified in RCW 39.114 Tax Increment Financing. The city is considering the use of the tax increment financing tool to construct several critical transportation infrastructure projects that will help spur private development around the I-5 junction on both the west and east sides of the city. The tax increment financing tool will create a tax increment area located on both sides of I-5 and consists of undeveloped land that is lacking transportation infrastructure to allow developers to build over the next 25 years. The city's comprehensive growth management plan identified several goals over the next 20-years to bring living wage jobs to Ridgefield and become an employment center in North Clark County. The project estimates \$700 million in private development and 2,370 jobs, including 1,890 full-time positions in Ridgefield and the remaining indirect jobs spread throughout the county. The economic forecasts include over \$1.25 billion in economic output during construction with \$295 million in economic output annually. Tax revenues during the construction phase are estimated to generate \$26.5 million in state and local taxes and \$104.3 million in federal taxes. When development is completed, tax generation will include \$3.4 million in state and local taxes and \$7.2 million in federal taxes annually. During the last three citizen surveys, residents have listed several top priorities, including improvements to the transportation network, including multi-modal options and better shopping choices from grocery stores to restaurants and specialty stores. The project list includes the widening of Pioneer Street from S 56th to S 51st Street. This is the main ingress and egress to the city and has been identified in traffic studies as a potential bottleneck that could limit development if the road is not improved. The previous surveys also mentioned this as a priority to the residents to improve this road. Staff worked with a consultant team to prepare a project analysis which was sent to the Washington State Treasurer for review. Staff and the consultant team have also met individually with all impacted taxing districts, including Clark Cowlitz Fire Rescue, Fort Vancouver Library District, The Port of Ridgefield, and Clark County. Staff also met with the Ridgefield School District, The Ridgefield Chamber of Commerce, Clark Regional Wastewater District and several developers to discuss the tax increment area and project list. The city council held two public briefings to provide information to the public and have included a project page with relevant data about the project on the city's website. Staff from the City and Clark Cowlitz Fire Rescue had multiple conversations about the impact of the proposed TIA on the fire service and the potential for mitigation measures, which resulted in a voluntary mitigation agreement described in Section 10(b) of Ordinance No. 1410.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1410 AS PRESENTED.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Ron Onslow
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
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5. Motion - Approval of Interlocal Agreement With the Port of Ridgefield for Specialized Services and Public Works Construction - Kirk Johnson, Finance Director

The City of Ridgefield and the Port of Ridgefield are partnering on a project to complete a master plan for a waterfront park located on Port of Ridgefield property along Lake River. Staff from both public entities have discussed the possibility of partnering on future projects for both engineering/design and construction for additional cost savings and efficiency. The interlocal agreement allows the City and the Port to partner together on these projects and have one entity take the lead on the project and share costs on joint projects.

MOTION: MOVED TO AUTHORIZE THE CITY MANAGER TO SIGN THE INTERLOCAL AGREEMENT FOR SPECIALIZED SERVICE AND PUBLIC WORKS CONSTRUCTION WITH THE PORT OF RIDGEFIELD.

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

6. Motion - Approval of Interlocal Agreement with Clark County designating Clark County as the lead agency for the revision to the Comprehensive Solid Waste Management Plan - Chuck Green, Public Works Director

Solid waste services are provided to the City of Ridgefield through contract with Clark County via an interlocal agreement (ILA) between the City and County, with the exception of trash, recycling and yard debris services, which operate under a contract between the City and Waste Connections. The previous ILA was executed in 2015, and is due to expire at the end of 2023. The core of the ILA designates Clark County as the lead agency for developing the Comprehensive Solid Waste Management Plan (CSWMP) in cooperation and coordination with the cities within the county. All of Clark County's cities and towns are signatory to this agreement. Clark County is in the process of developing an update to the CSWMP in conjunction with the Comprehensive Plan. As part of the update, the plan will provide information for all existing and proposed solid waste handling facilities, a comprehensive waste reduction and recycling element, and the county's moderate risk management plan. A component of the updated plan is assessing the public ownership of transfer facilities, which are currently operated under contract with Columbia Resource Company. It is anticipated that the County will adopt the updated plan by June 30, 2025. Council will be asked to review and approve the draft plan prior to that date (likely in 2024). This ILA guides the planning and development effort of the CSWMP including identifying the advisory bodies to that effort: Solid Waste Advisory Committee (SWAC) and the Regional Solid Waste System Steering Committee (RSWSSC). The Public Works Director is a member of the RSWSSC.

MOTION: MOVED TO APPROVE THE INTERLOCAL AGREEMENT BETWEEN THE CITY OF RIDGEFIELD AND CLARK COUNTY, DESIGNATING CLARK COUNTY AS THE LEAD AGENCY FOR THE REVISION OF THE COMPREHENSIVE SOLID WASTE MANAGEMENT PLAN.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Judy Chipman

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

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.

Comments received during public testimony can be heard on the City's website under <https://ridgefieldwa.us/165/City-Council-Meeting-Audio-Files>.

VIII. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

1. Council

Council Member Cole - Thanked the CCF&R Commission board and Chief Nohr for working together to come up with a mitigation plan. Helped at the High School concession stand. Trunk or Treat with the Mayor at RORC.

Council Member Chipman - Gave out lots of candy to the kids during Halloween.

Council Member Wells - Attended City Manager briefing, drove through downtown during trick-or-treat.

Mayor Pro Tem Aichele - Attended City Manager briefing.

Council Member Burkle - Out of town the last few weeks.

Council Member Onslow - Attended City Manager briefing, AWC District 5 meeting scheduled for November 3rd.

2. Mayor

Read to kindergarten kids at Union Ridge. Trunk or Treat at RORC.

3. City Manager

City Manager Steve Stuart - Kudos and appreciation to City staff for all their work during city events and patrolling during Halloween festivities. Tree planting at Horns's Corner and Main Street wine walk is scheduled for November 4th. Wertz property right of way closing update.

Public Works Director Chuck Green - Public works projects updates provided.

Deputy City Manager Lee Kottnerus - Call to Artists updates provided.

IX. ADJOURN

8:35PM

Julie Ferriss, City Clerk

Jennifer Lindsay, Mayor

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: November 16, 2023

AGENDA ITEM NAME: Motion - Approval of Washington State Legislative Agenda

GOVERNING LEGISLATION

PREVIOUS COUNCIL ACTION TAKEN:

SUMMARY/BACKGROUND:

BUDGET/FINANCIAL IMPACTS:

RECOMMENDED ACTION OR MOTION:

STAFF CONTACT: Steve Stuart, City Manager, Mike Burgess, MJB Consulting

ATTACHMENTS:

None

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: November 16, 2023

AGENDA ITEM NAME: Second Reading of Ordinance No. 1411 - 2024 Property Tax Levy and Revenues

GOVERNING LEGISLATION

RCW 84.55.120 Public Hearing - Tax District's Revenue Sources - Adoption of Tax Increases by Ordinance or Resolution, RCW 84.52 Levy of Taxes, RCW 35A.33 Budgets in Code Cities, Financial Policy #07: Budget

PREVIOUS COUNCIL ACTION TAKEN:

Council adopts a property tax levy annually. Council conducted the first reading of Ordinance No. 1411 on November 2, 2023.

SUMMARY/BACKGROUND:

The 2024 budget includes a statutory maximum 1% increase in the current property tax levy exclusive of additional revenue resulting from new construction, improvements to property, any increase in the value of state assessed property, and annexations that have occurred, and including any refunds made.

The Implicit Rate Deflator (IPD) Exceeds 1% for Setting 2024 Property Taxes: The IPD inflation rate as of September 25, 2023 is 3.67%. This means all taxing districts with populations of 10,000 or greater can take the full 1% levy increase in 2024 without adopting a resolution/ordinance of "substantial need."

The 2023 regular levy amount was \$2,193,906. The statutory 1% increase would raise the property tax levy by \$21,939. In addition to the 1% increase, the Clark County Assessor's office has preliminary estimates showing the City's assessed value for new construction will add approximately \$168.2 million to the City's assessed value, adding approximately \$109,508 in property tax revenue. The Department of Revenue is still in the process of valuing state assessed utilities. These numbers should be available shortly. The value of the 2023 tax roll for state assessed utilities was \$19.6 million.

To date, the estimated 2024 taxable assessed value for Ridgefield is \$3,811,838,441. The Assessor must certify the assessed values by November 14, 2023. The City must hold a revenue hearing and certify a property tax levy to the County by November 30, 2023. The City's current forecast for the 2024 property tax levy is \$2,340,000, an increase of \$131,000 from the amended 2023 budget. The estimate is for the City of Ridgefield levy amount to be 61.2 cents per \$1,000 assessed value a decrease of 3.9 cents from the 2023 levy amount.

The 2024 General Fund operating expense budget has increased 9.6% over the 2023 operating expense budget to account for contractual and inflationary increases and an increase in 6 full-time positions. Current inflation indexes for the City are 3.5% in June 2023 compared to one year prior.. Adoption of the 1% property tax levy increase does not match current inflation, but the increase is needed to maintain a balanced budget.

The three options available for property tax are:

1. Adopt a 1% increase estimated to be \$21,939.
2. Bank the 1% increase and have it available for use at a later date.
3. Do not adopt a 1% increase or bank the capacity for the 1% increase.

BUDGET/FINANCIAL IMPACTS:

The 2024 property tax receipts will increase \$131,000 when compared with the amended 2023 budget. The total property tax levy is estimated to be \$2,340,000.

RECOMMENDED ACTION OR MOTION:

If council chooses to adopt Ordinance No. 1411, a motion would be:

"I move to adopt Ordinance No. 1411 as presented."

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

None

ORDINANCE NO. 1411

An Ordinance of the City of Ridgefield Establishing the Estimated Ad Valorem Taxes Necessary to Finance the Anticipated Requirements of the City of Ridgefield, Washington for the Fiscal Year Ending December 31, 2024 by Increasing Property Tax Revenue from the previous Year

WHEREAS, public hearings have been held by the Ridgefield City Council to review and discuss the estimated revenue needed for calendar year 2024 as required by statute; and

WHEREAS, the Revised Code of Washington 84.55.120 as amended by Referendum 47 requires an Ordinance or Resolution to be approved by the City Council if the anticipated property tax levy will increase by any amount; and,

WHEREAS, the amount levied for fiscal year 2023 was \$2,193,906 and the increase in the regular property tax levy amount for 2024 is \$21,939 which is a percentage increase of 1 % from the previous year; and,

WHEREAS, this increase is exclusive of additional revenue resulting from new construction, improvements to property, any increase in the value of state assessed property, and annexations that have occurred, and including any refunds made; and,

WHEREAS, a certified budget request or estimate is filed with the County Legislative Authority, separate from this ordinance. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The form for this purpose is titled "Levy Certification" and is available through the Assessor's Office. Certification is made in a manner prescribed by the County Legislative Authority.

Section 1. Public Interest. The Ridgefield City Council finds it to be in the public interest to increase the property tax levy by the maximum allowed by the Revised Code of Washington.

Section 2. Fixing Ad Valorem Taxes. That an increase in the regular property tax levy is authorized for the levy to be collected for the 2024 tax year in the amount of the maximum 1 % allowed by law from the previous year, estimated to be \$21,939. This increase is exclusive of additional revenue resulting from new construction, improvements to property, any increase in the value of state assessed property and annexations that have occurred.

Section 3. Transmittal to County. A certified copy of this ordinance shall be transmitted to Clark County in accordance with law.

Section 4. Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances is not affected.

Section 5. Regulatory Conflicts. All other Ordinances and parts of other Ordinances inconsistent or conflicting with any part of this Ordinance are hereby repealed to the extent of the inconsistency or conflict.

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

Section 7: Effective date. This ordinance shall take effect and be in full force five (5) days after the publication in which is hereby approved.

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON, THIS 16th DAY OF NOVEMBER, 2023 IN AN OPEN PUBLIC MEETING.

City of Ridgefield:

Jennifer Lindsay Mayor

ATTEST:

Julie Ferriss, City Clerk

APPROVED AS TO FORM:

Janean Parker, City Attorney

First Reading:	November 2, 2023
Second Reading/Adoption:	November 16, 2023
Publication Date:	November 22, 2023
Effective Date:	November 27, 202

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: November 16, 2023

AGENDA ITEM NAME: Second Reading of Ordinance No. 1412 - 2024 Water Utility Rate Code Amendment

GOVERNING LEGISLATION

RCW 35.92 Municipal Utilities, RMC 13.35 Water Rates, RCW 35A.33 Budgets in Code Cities, Financial Policy #07: Budget

PREVIOUS COUNCIL ACTION TAKEN:

The council has adopted ordinances over the years setting bi-monthly water rates that support operating and capital revenues to preserve the public health, safety and proper maintenance of the water system. The most recent action associated with bimonthly water rates was adopted by the Council through Ordinance No. 1381 on November 17, 2022. The Council adopted Ordinance No. 1403 on May 25, 2023 to revise the water rate structure for residential and irrigation usage. Council conducted a first reading of Ordinance No. 1412 on November 2, 2023.

SUMMARY/BACKGROUND:

City staff conducted an updated comprehensive rate study in 2023 to determine the revenue requirements for the next 10 years in the water fund. The study reviews estimated expenses for operations, capital, and reserve requirements to fund the water utility. The rate model that has been developed out of the periodic rate studies is updated annually as part of the budget process. The study concluded that the water rates should be increased annually by an inflationary factor of 3% to insure the water fund can meet ongoing obligations to maintain the water system. The rate analysis analyzes expenses and revenues for the next 10 years for the Water Utility. Factors included assumptions for inflationary cost escalators, labor agreements, capital facility plans and growth assumptions.

As a result of the update to the rate model, it was determined that rates for 2024 should increase at a minimum inflationary rate of 3%. Inflation is expected to continue at a higher than normal level through 2023. As a result of the growth in accounts and water usage, staff have calculated the rate increase can be maintained at the minimum inflationary rate of 3%. The city has been able to limit rate increases over the past several years due to the rapid growth in the customer base. Rates have not increased in 4 of the past six years with the only increase in January 2020 at 1.5% and January 2023 at 3%.

For a household using an average of 1,600 cf of water, the rate increase would be approximately \$2.07 per bi-monthly billing cycle including utility tax. Due to the recommended rate increase and projected usage in 2024, rate revenue is expected to increase 7.9% over the amended 2023 budget. Expenses for the water utility fund are expected to increase 3% in 2024 over the amended 2023 budget. The water fund has several high priority capital infrastructure projects moving into construction over the next few years. City reserve policies also require 5% of rate revenues being set aside into a reserve fund for repair and replacement of existing water system infrastructure. The 2024 proposed budget currently

shows a small surplus that will be used in future years for repair and replacement projects along with the new capital projects.

The Budget Advisory Committee is recommending we implement the 3% increase in the rate. This increase is lower than the West Region Average Consumer Price Index for Urban Consumers (CPI-U) for the twelve months July 1, 2022 through June 30, 2023. The CPI-U was 3.5% for this time period. A 3% increase, together with the projected account growth due to new development, is proposed to maintain a financially healthy utility and complete needed capital maintenance projects.

The following table represents the rate structure for a two-month period for residential and commercial customers with a 3% increase. Please refer to the attachments for a redlined and clean copy of the new water rates.

BUDGET/FINANCIAL IMPACTS:

Based on the number of current service connections, expected growth and the recommended rate increase, the Water Utility Fund is expected to generate rate related revenues in 2024 of approximately \$3.37 million and total revenue of \$3.4 million, while incurring operating, debt service and capital maintenance expenses of \$2.85 million. The City will transfer an estimated \$160,000 into the capital repair and replacement reserve based on estimated rate revenues received in 2024.

RECOMMENDED ACTION OR MOTION:

If council chooses to adopt Ordinance No. 1412 a motion would be:

"I move to adopt Ordinance No. 1412 as presented."

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

1. Chapter_13.35___WATER_RATES Clean
2. Chapter_13.35___WATER_RATES Redline

ORDINANCE NO. 1412

An Ordinance of the City of Ridgefield, Washington amending Ridgefield Municipal Code Chapter 13.35 and Ordinance Number 1381 and 1403 adjusting the bimonthly water rates

WHEREAS, Ridgefield Municipal Code Chapter 13.35 provides for bi-monthly water rates which have been adjusted periodically; and,

WHEREAS, the City Council of the City of Ridgefield deems it is in the best interest of the City that water rates increase to offset current inflation rates, which equates to a three percent (3%) increase for the basic bi-monthly charge, and that all other rates should increase in their pro rata share; and,

WHEREAS, the City completed a study of the water system rates and structure; and,

WHEREAS, this ordinance is necessary to incorporate the increase in the rate and the new rate structure; and,

WHEREAS, this ordinance is needed for the immediate preservation of public health and safety, support of city government and to properly maintain the water system;

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

Section 1. Public Interest. The Ridgefield City Council finds it is in the public interest to amend Ordinance No. 1381 and 1403, and Chapter 13.35 (Water Rates) of the Ridgefield Municipal Code.

Section 2. Amendment to Chapter 13.35 (Water Rates). Ridgefield Municipal Code Chapter 13.35 is hereby amended per the attached exhibit "A".

Section 3. Severability. If any section, sentence, clause or phrase of this ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 4. Regulatory Conflicts. All other Ordinances and parts of other Ordinances inconsistent or conflicting with any part of this Ordinance are hereby repealed to the extent of the inconsistency or conflict.

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

Section 6. Effective date. This ordinance shall be in full force and effect on January 1, 2024.

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS 16TH DAY OF

NOVEMBER, 2023

City of Ridgefield:

Jennifer Lindsay, Mayor

ATTEST:

Julie Ferriss, City Clerk

APPROVED AS TO FORM:

Janean Parker, City Attorney

First Reading: November 2, 2023
Second Reading/Adoption: November 16, 2023
Publication Date: November 22, 2023
Effective Date: November 27, 2023

Chapter 13.35 WATER RATES

13.35.010 Water rates for metered customers.

- A. Residential customers within the city limits shall be charged a base rate and a volumetric charge for water used in a two-month billing cycle as follows:

Meter Type or Size	Two-Month Base Rate	Volume Charge	
		Volume Used (cf)	\$/cf
Residential	\$46.61	0—1,000	\$0.0058
		1,001—2,000	\$0.0222
		2,001—3,500	\$0.0274
		3,501—5,000	\$0.0311
		Over 5,000	\$0.0405

- B. Commercial, industrial, government, and mixed use customers shall be charged a base rate and a volumetric charge for water used in a two-month billing cycle as follows:

Meter Type or Size	Two-Month Base Rate	Volume Charge	
		Volume Used (cf)	\$/cf
1-inch and under	\$46.61	No Minimum	\$0.0315
1.5-inch	\$93.21		
2-inch	\$149.14		
3-inch	\$279.61		
4-inch	\$466.04		
6-inch	\$932.04		
8-inch	\$1,491.27		
10-inch	\$5,359.25		
12-inch	\$10,019.45		

- C. Irrigation meters shall be charged a base rate and a volumetric charge for water used in a two-month billing cycle as follows:

Meter Type or Size	Two-Month Base Rate	Volume Charge	
		Volume Used (cf)	\$/cf
1-inch and under	\$46.61	No Minimum	\$0.0331
1.5-inch	\$93.21		
2-inch	\$149.14		
3-inch	\$279.61		
4-inch	\$466.04		
6-inch	\$932.04		

8-inch	\$1,491.27		
10-inch	\$5,359.25		
12-inch	\$10,019.45		

- D. Industrial customers using more than two hundred thousand cf per two-month billing cycle may request consideration by the city for a special contract under RMC 13.20.060. The rate shall be calculated on a case by case basis to be based on the actual cost of service. Negotiated rates, if approved, shall be approved via agreement between the industrial customer and the city.

(Ord. No. 1148, §§ 1—3, 1-23-2014; Ord. No. 1169, § 2(Exh. 1), 11-20-2014; Ord. No. 1248, § 2(Exh. A), 11-16-2017; Ord. No. 1278, § 2(Exh. A), 11-15-2018; Ord. No. 1298, 2(Exh. A), 11-21-2019; Ord. No. 1381, § 2(Exh. A), 11-17-2022; Ord. No. 1403, § 3(Exh. A), 5-25-2023)

13.35.020 Optional water rates for residential customers.

- A. The following monthly volumetric water charges shall be applicable to a two-month billing cycle for water customers that request the optional conservation rate.

Meter Type or Size	Volume Used (cf)	
	\$/cf	
1 inch and under	No Minimum	\$0.0527

- B. Customers under the optional water rate will not be charged a base rate.
- C. Customers must notify the utility clerk between December 1 and December 31 should they wish to exercise the ability to change between standard water rates for metered customers as provided for in RMC 13.35.010 and optional water rates for residential customers as provided for in RMC 13.35.020 for the following year.

(Ord. No. 1148, §§ 1—3, 1-23-2014; Ord. No. 1169, § 2(Exh. 1), 11-20-2014; Ord. No. 1248, § 2(Exh. A), 11-16-2017; Ord. No. 1278, § 2(Exh. A), 11-15-2018; Ord. No. 1298, 2(Exh. A), 11-21-2019; Ord. No. 1381, § 2(Exh. A), 11-17-2022)

13.35.030 Water rates for customers beyond corporate limits.

All consumers of water service, for services provided beyond the corporate limits, shall pay the two-month billing cycle rate for their classification plus a surcharge of fifty percent inclusive of base rate and volume charge.

(Ord. No. 1148, §§ 1—3, 1-23-2014; Ord. No. 1169, § 2(Exh. 1), 11-20-2014; Ord. No. 1381, § 2(Exh. A), 11-17-2022)

13.35.040 Multiple residential users on a single meter.

- A. Multiple dwelling units, including accessory dwelling units on a single water meter shall be charged the standard residential water rate for each dwelling unit plus the volume charge as outlined in RMC 13.35.010. The allowable volume used in each tier for multiple residential users on a single meter shall be those tiers shown in RMC 13.35.010 multiplied by the number of units.

- B. For billing purposes multiple users on a single meter must be handled through one account only.

(Ord. No. 1148, §§ 1—3, 1-23-2014; Ord. No. 1169, § 2(Exh. 1), 11-20-2014; Ord. No. 1381, § 2(Exh. A), 11-17-2022)

13.35.050 Low-income citizen water rate discount.

- A. A discount of twenty-five percent of water charges shall be applied to those customers who are approved as low-income customers as defined in this title. To be approved as a low-income customer, the customer must meet the following requirements:
1. Have a household adjusted gross income of less than two hundred percent of the federal poverty guidelines.
 2. If a customer was approved as a low-income senior citizen by the city prior to January 31, 2014, the customer shall continue to be eligible for the credit for so long as the household adjusted gross income continues to meet the requirements of RCW 84.36.381(5).
- B. Any person desiring to be approved as a low-income customer shall submit an application on a form approved by the city and present the following documentation to staff:
1. A valid driver's license or other documentation verifying residence.
 2. The applicant's most recently filed federal income tax form if taxes forms are filed
- OR
- A letter of non-filing from the Internal Revenue Service AND the applicant's current social security statement or alternative income statement.
- C. The city shall approve all customers who meet these criteria as low-income customers. The city's approval shall be effective for one year from the date of approval. Any customer desiring to continue status as a low-income customer must reapply. Failure to reapply will cause the status to lapse.
- D. The discount shall only be allowed from and after the date that the customer is approved for this rate. The city shall not be liable for the failure of any qualified person to make application for this discount and there shall be no entitlement to such discount in the absence of an application, therefore.

(Ord. No. 1374, § 2(Exh. A), 9-8-2022; Ord. No. 1381, § 2(Exh. A), 11-17-2022)

Editor's note(s)—Ord. No. 1374, § 2(Exh. A), adopted Sep. 8, 2022, amended § 13.35.050 in its entirety to read as herein set out. Former § 13.35.050 pertained to low income citizen water rate credit and derived from Ord. No. 1148, §§ 1—3, adopted Jan. 23, 2014; and Ord. No. 1169, § 2(Exh. 1), adopted Nov. 20, 2014.

Chapter 13.35 WATER RATES

13.35.010 Water rates for metered customers.

- A. Residential customers within the city limits shall be charged a base rate and a volumetric charge for water used in a two-month billing cycle as follows:

Meter Type or Size	Two-Month Base Rate	Volume Charge	
		Volume Used (cf)	\$/cf
Residential	\$45.25 <u>46.61</u>	0—1,000	\$0.005 <u>60.0058</u>
		1,001—2,000	\$0.021 <u>60.0222</u>
		2,001—3,500	\$0.026 <u>60.0274</u>
		3,501—5,000	\$0.030 <u>20.0311</u>
		Over 5,000	\$0.039 <u>30.0405</u>

- B. Commercial, industrial, government, and mixed use customers shall be charged a base rate and a volumetric charge for water used in a two-month billing cycle as follows:

Meter Type or Size	Two-Month Base Rate	Volume Charge	
		Volume Used (cf)	\$/cf
1-inch and under	\$45.25 <u>46.61</u>	No Minimum	\$0.030 <u>60.0315</u>
1.5-inch	\$90.49 <u>93.21</u>		
2-inch	\$144.79 <u>149.14</u>		
3-inch	\$271.46 <u>279.61</u>		
4-inch	\$452.46 <u>466.04</u>		
6-inch	\$904.89 <u>932.04</u>		
8-inch	\$1,447.83 <u>1,491.27</u>		
10-inch	\$5,203.15 <u>5,359.25</u>		
12-inch	\$9,727.62 <u>10,019.45</u>		

- C. Irrigation meters shall be charged a base rate and a volumetric charge for water used in a two-month billing cycle as follows:

Meter Type or Size	Two-Month Base Rate	Volume Charge	
		Volume Used (cf)	\$/cf
1-inch and under	\$45.25 <u>46.61</u>	No Minimum	\$0.032 <u>10.0331</u>
1.5-inch	\$90.49 <u>93.21</u>		
2-inch	\$144.79 <u>149.14</u>		
3-inch	\$271.46 <u>279.61</u>		
4-inch	\$452.46 <u>466.04</u>		
6-inch	\$904.89 <u>932.04</u>		

8-inch	\$1,447.83 <u>1,491.27</u>		
10-inch	\$5,203.15 <u>5,359.25</u>		
12-inch	\$9,727.62 <u>10,019.45</u>		

- D. Industrial customers using more than two hundred thousand cf per two-month billing cycle may request consideration by the city for a special contract under RMC 13.20.060. The rate shall be calculated on a case by case basis to be based on the actual cost of service. Negotiated rates, if approved, shall be approved via agreement between the industrial customer and the city.

(Ord. No. 1148, §§ 1—3, 1-23-2014; Ord. No. 1169, § 2(Exh. 1), 11-20-2014; Ord. No. 1248, § 2(Exh. A), 11-16-2017; Ord. No. 1278, § 2(Exh. A), 11-15-2018; Ord. No. 1298, 2(Exh. A), 11-21-2019; Ord. No. 1381, § 2(Exh. A), 11-17-2022; Ord. No. 1403, § 3(Exh. A), 5-25-2023)

13.35.020 Optional water rates for residential customers.

- A. The following monthly volumetric water charges shall be applicable to a two-month billing cycle for water customers that request the optional conservation rate.

Meter Type or Size	Volume Used (cf)	
	\$/cf	
1 inch and under	No Minimum	\$0.051 <u>20.0527</u>

- B. Customers under the optional water rate will not be charged a base rate.
- C. Customers must notify the utility clerk between December 1 and December 31 should they wish to exercise the ability to change between standard water rates for metered customers as provided for in RMC 13.35.010 and optional water rates for residential customers as provided for in RMC 13.35.020 for the following year.

(Ord. No. 1148, §§ 1—3, 1-23-2014; Ord. No. 1169, § 2(Exh. 1), 11-20-2014; Ord. No. 1248, § 2(Exh. A), 11-16-2017; Ord. No. 1278, § 2(Exh. A), 11-15-2018; Ord. No. 1298, 2(Exh. A), 11-21-2019; Ord. No. 1381, § 2(Exh. A), 11-17-2022)

13.35.030 Water rates for customers beyond corporate limits.

All consumers of water service, for services provided beyond the corporate limits, shall pay the two-month billing cycle rate for their classification plus a surcharge of fifty percent inclusive of base rate and volume charge.

(Ord. No. 1148, §§ 1—3, 1-23-2014; Ord. No. 1169, § 2(Exh. 1), 11-20-2014; Ord. No. 1381, § 2(Exh. A), 11-17-2022)

13.35.040 Multiple residential users on a single meter.

- A. Multiple dwelling units, including accessory dwelling units on a single water meter shall be charged the standard residential water rate for each dwelling unit plus the volume charge as outlined in RMC 13.35.010. The allowable volume used in each tier for multiple residential users on a single meter shall be those tiers shown in RMC 13.35.010 multiplied by the number of units.

- B. For billing purposes multiple users on a single meter must be handled through one account only.

(Ord. No. 1148, §§ 1—3, 1-23-2014; Ord. No. 1169, § 2(Exh. 1), 11-20-2014; Ord. No. 1381, § 2(Exh. A), 11-17-2022)

13.35.050 Low-income citizen water rate discount.

- A. A discount of twenty-five percent of water charges shall be applied to those customers who are approved as low-income customers as defined in this title. To be approved as a low-income customer, the customer must meet the following requirements:
1. Have a household adjusted gross income of less than two hundred percent of the federal poverty guidelines.
 2. If a customer was approved as a low-income senior citizen by the city prior to January 31, 2014, the customer shall continue to be eligible for the credit for so long as the household adjusted gross income continues to meet the requirements of RCW 84.36.381(5).
- B. Any person desiring to be approved as a low-income customer shall submit an application on a form approved by the city and present the following documentation to staff:
1. A valid driver's license or other documentation verifying residence.
 2. The applicant's most recently filed federal income tax form if taxes forms are filed
- OR
- A letter of non-filing from the Internal Revenue Service AND the applicant's current social security statement or alternative income statement.
- C. The city shall approve all customers who meet these criteria as low-income customers. The city's approval shall be effective for one year from the date of approval. Any customer desiring to continue status as a low-income customer must reapply. Failure to reapply will cause the status to lapse.
- D. The discount shall only be allowed from and after the date that the customer is approved for this rate. The city shall not be liable for the failure of any qualified person to make application for this discount and there shall be no entitlement to such discount in the absence of an application, therefore.

(Ord. No. 1374, § 2(Exh. A), 9-8-2022; Ord. No. 1381, § 2(Exh. A), 11-17-2022)

Editor's note(s)—Ord. No. 1374, § 2(Exh. A), adopted Sep. 8, 2022, amended § 13.35.050 in its entirety to read as herein set out. Former § 13.35.050 pertained to low income citizen water rate credit and derived from Ord. No. 1148, §§ 1—3, adopted Jan. 23, 2014; and Ord. No. 1169, § 2(Exh. 1), adopted Nov. 20, 2014.

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: November 16, 2023

AGENDA ITEM NAME: Second Reading of Ordinance No. 1413 - 2024 Storm Water Utility Rate Code Amendment

GOVERNING LEGISLATION

RCW 35.92 Municipal Utilities, RCW 35.67 Sewerage Systems - Refuse Collection and Disposal, RCW 35A.33 Budgets in Code Cities, RMC 13.75 Stormwater Utility, Financial Policy #07: Budget

PREVIOUS COUNCIL ACTION TAKEN:

Ordinance No. 883, forming a Storm Water Utility, was adopted by City Council at the August 25, 2005 regular council meeting and Ordinance No. 884 was adopted by City Council establishing the initial rate structure of the utility. Multiple Ordinances have been adopted to set the bi-monthly rate, with the most recent adoption of Ordinance No. 1382 by the City Council on November 17, 2022, to update the bi-monthly rate to \$21.00 per equivalent dwelling unit. The City Council heard a presentation on the 2023 comprehensive storm water utility rate study for service rates and system development charges on July 27, 2023. Council conducted the first reading of Ordinance No. 1413 on November 2, 2023.

SUMMARY/BACKGROUND:

The public storm water collection and treatment systems located within the City of Ridgefield must be maintained and repaired by the City's Public Works Department. The Storm Water Utility was created in 2005 with the plan that the fees charged would be used to perform the required long-term management, maintenance and repair to the storm water systems, providing good stewardship of the environment, while correspondingly reducing the financial burden on the City's General Fund. Ordinance No. 1413 provides an amendment to the rate structure and a step toward generating the necessary revenue to assist in funding the Storm Water Utility.

The City will be required to provide additional storm water treatment, inspection and compliance measures due to the population growth and NPDES Phase II Municipal Storm Water permit requirements beginning in 2024. As a result, staff have been proactively increasing maintenance to the storm water treatment system to be able to meet the new requirements of the future permit. Expenses have significantly increased over the past few years and the city uses a rate model to forecast revenue requirements to meet the operating and capital expense needs of the utility. The City conducted a comprehensive rate study in 2023 to determine the revenue requirements for the next 10 years for operations and capital. The study provided two options for council consideration. The first option was to increase rates \$3.00 per EDU to \$24.00 bi-monthly and to implement a system development charge at \$935 per EDU. The second option was to increase rates \$3.80 per EDU to \$24.80 bi-monthly with no system development charge. The council directed staff to bring option two back for final consideration.

Staff continue to identify potential grant opportunities and/or low-cost loans to help fund the

capital projects. The City obtained a \$2.4 million Public Works Board loan to finance the construction of 4 high priority storm water projects in the downtown core in 2024.

The 2024 expense operating budget is expected to increase 12% over the 2023 operating budget. The 2024 operating budget when compared to the 2020 operating budget has increased 121% due to the additional storm water treatment requirements. The main reasons for the increase is the additional personnel and equipment required to meet the compliance needs for storm water drainage management. In addition, the storm water capital budget will increase by 211% in 2024. The rate increase is necessary to fund operations and capital requirements for the Storm Water fund.

Rate revenue is expected to increase 22.5% due to growth in accounts and the recommended rate increase. The City is budgeting a Department of Ecology grant for \$130,000, available to be used in 2024-2025 for assistance in meeting compliance requirements as part of the new Storm Water Phase II permit.

Ordinance No. 1413 proposes a \$3.80 per bi-monthly billing increase, per Equivalent Dwelling Unit (EDU). The 2024 rate would be increased to \$24.80 per EDU.

BUDGET/FINANCIAL IMPACTS:

Refer to the following table for impacts:

Bi-Monthly Rate	Base Revenue	Increased Revenue
\$24.80	\$1,632,200	\$302,200

RECOMMENDED ACTION OR MOTION:

If council chooses to adopt Ordinance No. 1413, the motion would be:

"I move to adopt Ordinance No. 1413 as presented."

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

1. 13.75_Stormwater Utility - Clean
2. 13.75_Stormwater Utility - Rates Redlined

ORDINANCE NO. 1413

An Ordinance of the City of Ridgefield, Washington Amending Ridgefield Municipal Code Chapter 13.75 and Ordinance Number 1382 to Amend Fees and Charges for the Stormwater Utility by Increasing the Bi-Monthly Stormwater Rate

WHEREAS, the City of Ridgefield, Washington (the "City"), created a Stormwater Utility to implement and administer its Stormwater Management Program; and,

WHEREAS, the City of Ridgefield constructs and maintains stormwater facilities for the management, regulation, and control of surface water and stormwater within the City to protect the public health, safety and welfare; and

WHEREAS, the City is authorized pursuant to the general police powers, RCW 35.67.020 and RCW 35.92.020, to fix, alter, regulate and control the rates and charges for use of said Utility and the Stormwater Management Program of the City; and,

WHEREAS, the Ridgefield City Council finds that it is now necessary to amend the rates and charges by increasing the rate to \$24.80 per bi-monthly billing period per equivalent dwelling unit to cover the cost and expense of operating said Utility; and,

WHEREAS, the Ridgefield City Council finds that all developed real property within the boundaries of the Utility benefits from the Stormwater Utility of the City and should participate financially in the payment of all expenses for the construction, maintenance, operation and improvement of said storm drainage system and for administration of the Utility;

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

Section 1. Public Interest. The Ridgefield City Council finds it is in the public interest to amend Ordinance No. 1382, and Chapter 13.75 (Stormwater Utility) to the Ridgefield Municipal Code to amend fees and charges related to the stormwater system to cover the cost and expense of the stormwater utility.

Section 2. Amendment to Chapter 13.75 (Stormwater Utility). Section 13.75.060 Stormwater Service Charge Rates is hereby amended per the attached Exhibit A-1, incorporated fully herein by this reference.

Section 3. Regulatory Conflicts. All other Ordinances and parts of other Ordinances inconsistent or conflicting with any part of this Ordinance are hereby repealed to the extent of the inconsistency or conflict.

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, ordinance numbering, section/subsection numbers and any references thereto.

Section 5. Severability. Any provision of this ordinance or its application to any person, legal entity, or circumstance is held invalid, the remainder of the ordinance or its application to other persons, legal entities, or circumstances is not affected.

Section 6. Effective date. This ordinance shall be in full force and effect on January 1, 2024.

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON ON THE 16TH DAY OF NOVEMBER, 2023.

City of Ridgefield:

Jennifer Lindsay, Mayor

ATTEST:

Julie Ferriss, City Clerk

APPROVED AS TO FORM:

Janean Parker, City Attorney

First Reading: November 2, 2023
Second Reading/Adoption: November 16, 2023
Publication Date: November 22, 2023
Effective Date: November 27, 2023

Exhibit A-1

13.75.060 Stormwater service charge rates.

- A. In accordance with the rate structure set forth in RMC 13.75.050, there is hereby levied upon all developed real property within the stormwater service area the following stormwater service charges which shall be collected from the property owners of such properties: For all developed real property within the stormwater service area, unless exempt as set forth above, the stormwater service charge shall be twenty-four dollars and eighty cents per two months per EDU multiplied by the number of EDUs determined by the utility to be contained in such parcel.
- B. All property subject to charges of the stormwater management program shall be billed based on the property characteristics existing one month prior to billing.
- C. All stormwater service charges and all other stormwater fees or charges hereafter established by the city shall be deemed to be levied upon real property.
- D. For purposes of the stormwater utility and this chapter, "Equivalent Dwelling Unit" or "EDU" shall mean a measure equal to three thousand five hundred feet of impervious ground cover or a portion thereof, and is the measure of impervious groundcover to be used by the utility in assessing service charges against each parcel of property.

(Ord. No. 1148, §§ 1—3, 1-23-2014; Ord. No. 1170, § 2(Exh. A), 11-20-2014; Ord. No. 1196, § 2(Exh. A), 11-19-2015; Ord. No. 1223, § 2(Exh. A), 11-17-2016; Ord. No. 1249, § 2(Exh. A), 11-16-2017; Ord. No. 1279, § 2(Exh. A), 11-15-2018; Ord. No. 1299, § 2(Exh. A), 11-21-2019; Ord. No. 1330, § 2(Exh. A), 11-19-2020; Ord. No. 1354, § 2(Exh. A), 11-18-2021; Ord. No. 1382, § 2(Exh. A), 11-17-2022)

Exhibit A-1

13.75.060 Stormwater service charge rates.

- A. In accordance with the rate structure set forth in RMC 13.75.050, there is hereby levied upon all developed real property within the stormwater service area the following stormwater service charges which shall be collected from the property owners of such properties: For all developed real property within the stormwater service area, unless exempt as set forth above, the stormwater service charge shall be ~~twenty-one~~ twenty-four dollars and ~~zero~~ eighty cents per two months per EDU multiplied by the number of EDUs determined by the utility to be contained in such parcel.
- B. All property subject to charges of the stormwater management program shall be billed based on the property characteristics existing one month prior to billing.
- C. All stormwater service charges and all other stormwater fees or charges hereafter established by the city shall be deemed to be levied upon real property.

D. For purposes of the stormwater utility and this chapter, "Equivalent Dwelling Unit" or "EDU" shall mean a measure equal to three thousand five hundred feet of impervious ground cover or a portion thereof, and is the measure of impervious groundcover to be used by the utility in assessing service charges against each parcel of property.

(Ord. No. 1148, §§ 1—3, 1-23-2014; Ord. No. 1170, § 2(Exh. A), 11-20-2014; Ord. No. 1196, § 2(Exh. A), 11-19-2015; Ord. No. 1223, § 2(Exh. A), 11-17-2016; Ord. No. 1249, § 2(Exh. A), 11-16-2017; Ord. No. 1279, § 2(Exh. A), 11-15-2018; Ord. No. 1299, § 2(Exh. A), 11-21-2019; Ord. No. 1330, § 2(Exh. A), 11-19-2020; Ord. No. 1354, § 2(Exh. A), 11-18-2021; Ord. No. 1382, § 2(Exh. A), 11-17-2022)

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: November 16, 2023

AGENDA ITEM NAME: Motion - Approval of Interlocal Agreement with Clark-Cowlitz Fire Rescue on Voluntary Mitigation Related to Ordinance 1410

GOVERNING LEGISLATION

RCW 39.34 Interlocal Cooperation Act

PREVIOUS COUNCIL ACTION TAKEN:

The City Council adopted Ordinance No. 1410 - Designation of a Tax Increment Area on November 2, 2023.

SUMMARY/BACKGROUND:

The City Council tasked staff with reviewing and analyzing the potential use of a new financing tool, Local Tax Increment Financing, to complete critical infrastructure projects in Ridgefield. The City has completed a project analysis report, conducted multiple public briefings and council presentations on the Ridgefield Tax Increment Area (TIA). In addition, staff have met with all taxing districts affected by the implementation of the TIA, the Ridgefield Chamber of Commerce, private developers, and partner agencies. Clark-Cowlitz Fire Rescue (CCFR) presented concerns to the City Council and staff about the impact of the TIA. The City Council and CCFR Board of Commissioners held a joint public meeting on September 13, 2023 to discuss the concerns and potential impacts of the TIA. The City continued to work with CCFR to come to an agreement on voluntary mitigation steps as presented below. The CCFR Board of Commissioners asked for the voluntary mitigation to be memorialized in an interlocal agreement.

The City Council adopted Ordinance No. 1410 on November 2, 2023, including the language for the voluntary mitigation. Attached to this staff report is the interlocal agreement memorializing the mitigation agreed to and supported by both the Ridgefield City Council and CCFR Board of Commissioners.

Voluntary Mitigation: Summary:

1. The City will purchase property for a new fire station that will serve the TIA and Ridgefield community.
2. The City will commit to using all tax allocation revenues to pay for debt service for the projects. If the debt is paid in full prior to the end of the 25 year term the City will terminate the TIA early.
3. The City and CCFR will commit to an ongoing impact review process beginning in year 5 and every three years after.

Please refer to the attached interlocal agreement for full text and details.

BUDGET/FINANCIAL IMPACTS:

NA

RECOMMENDED ACTION OR MOTION:

If Council chooses to adopt the Interlocal Agreement with CCFR memorializing the voluntary mitigation, a motion could be:

"I move to adopt the Interlocal Agreement between the City of Ridgefield and Clark-Cowlitz Fire Rescue concerning voluntary mitigation related to Ridgefield Ordinance No. 1410."

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

1. ILA Ridgefield-CCFR Voluntary Mitigation TIA

**INTERLOCAL AGREEMENT BETWEEN THE CITY OF RIDGEFIELD AND
CLARK-COWLITZ FIRE RESCUE CONCERNING VOLUNTARY MITIGATION
RELATED TO RIDGEFIELD ORDINANCE 1410**

THIS IS AN INTERLOCAL AGREEMENT (“Agreement”) between the **City of Ridgefield**, a municipal corporation, (“City”) and **Clark-Cowlitz Fire Rescue District**, a municipal corporation, (“District”) for voluntary mitigation and ongoing review of potential impacts to the District related to the City’s designation of a Tax Increment Area under RCW 39.114 through its adoption of Ordinance 1410.

WHEREAS, Chapter 39.114 RCW authorizes local governments, including cities, to carry out tax increment financing of public improvements needed to support vital private economic development project; and authorizes the allocation of property tax revenues generated from the increased assessed valuation of properties within an adopted Tax Increment Area (“TIA”) to pay for public improvements that are needed to support the private development; and

WHEREAS, the City adopted Ordinance 1410 on November 2, 2023 that designated a TIA to enable the City to carry out a tax increment financing of the public improvements within the City needed to serve that TIA and the resulting private development within that TIA; and

WHEREAS, based on the Project Analysis Report prepared by the City, the City is not required to negotiate a mitigation plan with the District at this time under RCW 39.114.020(5), but the City would be required to negotiate a mitigation plan if and when the District’s annual report demonstrates an increase in the level of service directly related to the TIA; and

WHEREAS, in anticipation of the potential need to provide mitigation, and to address the concerns of the District, the City has elected to voluntarily provide certain initial mitigation and the Parties wish to establish an agreed process to review potential future impacts and negotiate potential future mitigation, if any is necessary taking into account the voluntary mitigation provided for in this Agreement;

NOW THEREFORE, pursuant to Chapter 39.34 RCW and in consideration of the terms and conditions contained herein, the City and District (collectively “Parties” or individually as “Party”) agree as follows:

I. Purpose

The purpose of this Agreement is to provide for certain voluntary City mitigation of potential impacts to the District of foregone District revenues related to the City’s designation of a Tax Increment Area under RCW 39.114 through its adoption of Ordinance 1410. The Agreement also provides a process for ongoing review of potential future impacts and negotiation of potential future mitigation in addition to the voluntary mitigation provided under this Agreement.

II. Term and Termination

The Term of this Agreement shall commence on the date of the last signature of the Parties below and shall continue so long as the TIA is in effect. This Agreement may be terminated by mutual agreement of the Parties.

III. Administration

This Agreement is entered into pursuant to Chapter 39.34 RCW, the Interlocal Cooperation Act. The Agreement shall be administered by the Fire Chief for the District and by the City Manager for the City. No separate entity is created, and no separate joint board is created by this Agreement. No joint financing or joint budgeting is anticipated and no property shall be acquired for a cooperative or joint undertaking; provided however that the City shall purchase property for the District as mitigation and shall transfer the property to the District pursuant to Section IV of this Agreement. No property is expected to be acquired pursuant to this Agreement which will need to be disposed of upon termination of this Agreement; any such property shall be disposed of as set forth in Section IV of the Agreement. The Agreement's duration and method of termination are specified in Section II (Term and Termination).

IV. District Property Purchase

The City commits to purchase real property, at a not-to-exceed cost of \$2,000,000, reasonably acceptable to the District and approved by the City to serve as a site for the District's construction of a future fire station to provide service to benefit properties within the TIA. The City commits to include such land purchase as part of the public improvements financed with the proceeds of the first note or bond issuance pursuant to Section 5 of Ordinance 1410. Such real property shall be transferred by the City to the District at no cost to the District. The District shall construct a future fire station on the site, at the cost of the District, to serve as an infrastructure improvement owned by the District serving the TIA, consistent with RCW 39.114.010(7)(a). Acquisition by the City of the real property and transfer of ownership of the property to the District shall occur no later than December 31, 2025. The District agrees to proceed in good faith to construct a fire station on the site as soon as reasonably practicable. The Parties agree that this acquisition expenditure by the City is appropriate to address the impacts on local fire service related to Ordinance 1410.

V. City Termination of Tax Increment Area

The City agrees to terminate the TIA when all notes and bonds issued pursuant to Section 5 of Ordinance 1410 have been paid in full and are no longer outstanding. The City further agrees to apply all tax allocation revenues received by the City from the TIA to pay debt service on such notes or bonds.

VI. Ongoing Impact Review Process

a. The City agrees to meet with the District five years after the formation of the TIA, and every three years thereafter until the termination of this Agreement pursuant to Section II to discuss potential impacts of the TIA on fire service in the TIA, as specifically documented and supported with the following relevant data:

- i. Calls for service within the TIA, the City, and the entirety of the District's service area;
- ii. Response times for the District for service calls within the TIA, the City, and the entirety of the District's service area;
- iii. Proposed capital needs (facilities and equipment) within the TIA, the City, and the entirety of District's service area and justification documented in an adopted Capital Facilities Plan for the basis of the need and how capital improvements will improve the level of service within the TIA;
- iv. Property tax revenues imposed for the District within the TIA, the City, and the entirety of the District's service area; and
- v. Property tax revenues foregone by the District to the TIA, as well as any other tax increment area that may be established in the future and impacting the District.

b. In the event impacts on fire service are identified, the City and the District will make good faith efforts to agree on additional mitigation efforts to address the impacts, taking into account the initial mitigation provided pursuant to Section IV. To the extent that impacts on fire service require mitigation excess of the voluntary mitigation provided under this Agreement, the City and the District will make good faith efforts to agree on such additional mitigation.

VII. Dispute Resolution --Mediation

In the event the City and the District are unable to agree on the need for, amount of, or the type of additional mitigation, or to resolve any other dispute arising out of this Agreement, the City and the District agree to attempt to resolve the dispute through a mediation process as follows prior to either party seeking to resolve the dispute through litigation.

Either party shall give the other written notice requesting to engage in mediation and setting forth, with specificity, the issues that are to be resolved. The mediation will be conducted in Clark County, Washington with a mutually acceptable mediator. If the parties cannot reach agreement on the selection of a mediator within 21 days of the date the written mediation request letter was received by the other party, the mediation will be administered by JAMS, Portland Office using a JAMS mediator and protocol. The parties will pay their own costs, including witness and attorney fees and will share equally the costs of the mediator's fees.

In the event of the filing of a complaint, claim, or demand, such mediation will proceed in advance of the filed proceedings, which will be stayed pending the mediation for a period of thirty (30)

days from the date of filing, unless stayed for a longer period by agreement of the parties or a court order.

VIII. Indemnification

To the extent authorized by law, the District and City shall indemnify and hold harmless one another and their employees, officers, contractors and agents, from and shall process and defend at their own expense any and all claims, demands, suits at law or equity, actions, penalties, losses, damages (both to persons and/or property), or cost, of whatsoever kind or nature, brought against the one Party arising out of, in connection with, or incident to the other Party's performance or failure to perform any aspect of this Agreement, provided, that if such claims are caused by or result from the concurrent negligence of (a) the District and (b) the City, their respective employees, officers, contractors or agents, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the District or the City, and provided further, that nothing herein shall require the District or City to hold harmless or defend the other or its employees, officers, contractors or agents from any claims arising from that Party's sole negligence or that of its employees, officers, contractors or agents. The terms of this Section shall survive the termination of this Agreement.

IX. General Provisions

a. Amendments. The provisions of this Agreement may be amended with the mutual consent of the Parties. No additions to, or alterations of, the terms of this Agreement shall be valid unless made in writing and formally approved and executed by the duly authorized agents of both Parties, except as provided in previous sections.

b. Waiver. No waiver by either Party of any term or condition of this Agreement shall be deemed or construed to constitute a waiver of any other term or condition or of any subsequent breach, whether of the same or different provision.

c. Notice. All notices, demands, consents, approval or other communications which are required or desired to be given by either party to the other hereunder will be in writing and will be hand-delivered, sent by a nationally recognized overnight courier service or sent by United States mail, marked certified mail return receipt requested, addressed to the appropriate party at its address as set forth herein, or at such other address as the party will have last designated by notice to the other. Notices, demands, consents, approvals, and other communications will be deemed given when delivered two (2) days after deposit with the courier or mailing, as the case may be.

To the City:	To the District:
Steve Stuart City Manager P.O. Box 608 Ridgefield, WA 98642	John Nohr Fire Chief 911 N 65 th Avenue Ridgefield, WA 98642

d. No Third-Party Beneficiary. The Parties does not intend by this Agreement to assume any contractual obligations to anyone other than the other Party. The District and City do not intend there be any third-party beneficiary to this Agreement.

e. Attorneys' Fees. In the event that either Party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this Agreement, the Parties agree that any such action or proceedings shall be brought in the Superior Court of Clark County, Washington. Each Party shall be responsible for its own attorney's fees and costs.

f. Document execution and filing. This Agreement may be executed in several counterparts, each of which shall be deemed an original and all of which shall constitute one and the same instrument and shall become effective when counterparts have been signed by each of the Parties and delivered to the other Parties. The Ridgefield City Clerk shall cause a copy of this Agreement to be posted on the City website pursuant to RCW 39.34.040.

g. Entire Agreement. This Agreement contains all of the agreements of the Parties with respect to the subject matter covered or mentioned therein, and no prior Agreements shall be effective to the contrary.

h. Severability. If any portion of this Agreement shall be invalid or unenforceable to any extent, the validity of the remaining provisions shall not be affected thereby.

IN WITNESS WHEREOF, the City and District have caused this Agreement to be executed by their duly authorized officers and have caused the Agreement to be dated as of the _____ day of _____, 2023.

CLARK-COWLITZ FIRE RESCUE	CITY OF RIDGEFIELD
By: _____ _____, District Chief [[or other signatures: need sig line for chief or for each commissioner??]]	By: _____ Steve Stuart, City Manager
Date: _____	Date: _____
Attest: By: _____ District Secretary	Attest: By: _____ City Clerk
Approved as to form: By: _____ District Attorney	By: _____ City Attorney

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: November 16, 2023

AGENDA ITEM NAME: Motion - Approval of Purchase and Sale Agreement for Property 8004 S 5th Street

GOVERNING LEGISLATION

RCW 35.86.030 - Acquisition and disposition of real property

PREVIOUS COUNCIL ACTION TAKEN:

The council has approved the purchase of real property multiple times. The council approved the 2023 budget which included a line item for the acquisition, design and/or construction of a new water reservoir on the east side of the city.

SUMMARY/BACKGROUND:

The city's water capital facilities plan identified the need for a water reservoir on the east side of the city. Council approved a budget line item for \$1.5 million for the east side reservoir. Staff located suitable property on the north side of S 5th Street north of the Union Ridge Business Park. The parcel is 5.33 acres, parcel number 214234000, address 8004 S 5th Street. The reservoir is needed to support the water capacity and fire flow needs for the next 20-years as the city continues to grow.

The property the city identified was placed on the market by the seller, and the city began negotiations to purchase and/or acquire it under the threat of condemnation. The seller chose to negotiate and came to an agreement with the city on a price point of \$1.625 million which matched the appraised value the city commissioned plus any applicable closing costs. The original listing price was \$1.86 million. The water utility capital fund has additional unspent funds for separate capital projects that can be reallocated to cover the funding needs for this project without the need for a budget amendment.

Pending approval of the purchase and sale agreement, the city will issue a request for qualifications to begin design of the east side reservoir with construction slated to occur in 2025.

BUDGET/FINANCIAL IMPACTS:

The purchase price is \$1,625,000 million and an estimated \$15,000 in closing costs. The purchase and design/construction qualifies to use Water System Development Charges to fund the project.

RECOMMENDED ACTION OR MOTION:

If the Council chooses to approve the motion, the motion would be:

"I move to authorize the City Manager to execute the Purchase and Sale Agreement for the property located at 8004 S 5th Street, parcel 214234000."

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

1. CAB PSA WA - 8004 S 5th Street, Ridgefield - CARO LAND CO II LLC to City of Ridgefield 102423

COMMERCIAL ASSOCIATION OF BROKERS OREGON/SW WASHINGTON
PURCHASE AND SALE AGREEMENT AND RECEIPT FOR EARNEST MONEY
(Washington Commercial Form)

AGENCY DISCLOSURE

This Agency Disclosure is issued pursuant to the requirements of the Revised Code of Washington (RCW 18.86.030(1) (g)), Buyer shall execute this Acknowledgment concurrent with the execution of the Agreement below and prior to delivery of that Agreement to Seller.

Pursuant to the requirements of the Revised Code of Washington (RCW 18.86.030), both Buyer and Seller acknowledge having received the LAW OF REAL ESTATE AGENCY pamphlet, and by execution below acknowledge and consent to the agency relationships in the following real estate purchase and sale transaction as follows:

(a) Seller Agent: Trevor Sosky of KW Commercial firm (the "Selling Firm") is the agent of (check one):
☐ Buyer exclusively; ☐ Seller exclusively; ☒ both Seller and Buyer ("Disclosed Limited Agency").

(b) Buyer Agent: Trevor Sosky of KW Commercial firm (the "Buying Firm") is the agent of (check one):
☐ Buyer exclusively; ☐ Seller exclusively; ☒ both Seller and Buyer ("Disclosed Limited Agency").

If the name of the same real estate firm appears in both Paragraphs (a) and (b) above, Buyer and Seller acknowledge that a principal broker of that real estate firm shall become the Disclosed Limited Agent for both Buyer and Seller, as more fully set forth in the Disclosed Limited Agency Agreements that have been reviewed and signed by Buyer, Seller and the named real estate agent(s).

ACKNOWLEDGED

Buyer: City of Ridgefield (sign) _____ Date: _____

Seller: CARO LAND CO II LLC (sign) _____ Date: _____

[No further text appears on this page.]

PURCHASE AND SALE AGREEMENT AND RECEIPT FOR EARNEST MONEY

This PURCHASE AND SALE AGREEMENT AND RECEIPT FOR EARNEST MONEY (this "Agreement") dated _____, 2023, for reference purposes only, shall be effective on the date when this Agreement has been executed and delivered by Seller and Buyer (the "Execution Date"):

BETWEEN: CARO LAND CO II LLC ("Seller")

Address: 14250 W 67th Avenue, Arvada, CO 80004

Home Phone:

Office Phone: 303-842-4367

Fax No.:

E-Mail: johnny@thebear.shop

AND: City of Ridgefield ("Buyer")

Address: 230 Pioneer Street, Ridgefield, WA 98642

Home Phone:

Office Phone: 360-857-5008

Fax No.:

E-Mail: kirk.johnson@ridgefieldwa.us, steve.stuart@ridgefieldwa.us

1. Purchase and Sale.

1.1 Generally. In accordance with this Agreement, Buyer agrees to buy and acquire from Seller, and Seller agrees to sell to Buyer the following, all of which are collectively referred to in this Agreement as the "Property:" (a) the real property and all improvements thereon generally described or located at 8004 S 5th Street (Parcel No. 214234000) in the City of Ridgefield, County of Clark, Washington, and legally described on Exhibit A (the "Real Estate") (if no legal description is attached, the legal description shall be the legal description of the Real Estate in the Preliminary Report (described in Section 5), subject to the review and approval of both parties hereto), including all of Seller's right, title and interest in and to all fixtures, appurtenances, and easements thereon or related thereto; (b) all of Seller's right, title and interest, if any, in and to any and all leases to which the Real Estate is subject (each, a "Lease"); and (c) any and all personal property located on and used in connection with the operation of the Real Estate and owned by Seller (the "Personal Property"). If there are any Leases, see Section 21.1, below. The occupancies of the Property pursuant to any Leases are referred to as the "Tenancies" and the occupants thereunder are referred to as "Tenants." If there is any Personal Property, see Section 21.2, below.

1.2 Purchase Price. The purchase price for the Property shall be One Million Six Hundred Twenty-Five Thousand dollars (\$1,625,000.00) (the "Purchase Price"). The Purchase Price shall be adjusted, as applicable, by the net amount of credits and debits to Seller's account at Closing (defined below) made by Escrow Holder pursuant to the terms of this Agreement. The parties acknowledge and agree that \$0 of the Purchase Price is attributable to the Personal Property. The Purchase Price shall be payable as follows:

1.2.1 Earnest Money Deposit.

(a) Within Five (5) business days of the Execution Date, Buyer shall deliver into Escrow (as defined herein), for the account of Buyer, \$50,000.00 as earnest money (the "Earnest Money") in the form of:

☐ promissory note in the form of Exhibit B (the "Note"); ☐ check; or ☒ cash equivalent (wire transfer; cashier's check or certified check) or other immediately available funds.

(b) If the Earnest Money is in the form of a Note, it shall be due and payable ☐ no later than 5:00 PM Pacific Time three (3) days after the Execution Date; ☐ after satisfaction or

waiver by Buyer of the Conditions to Buyer's obligation to purchase the Property set forth in Section 2.1 of this Agreement; or ☐ Other: _____. If the terms of the Note and this Agreement conflict, the terms of this Agreement shall govern. If the Note is not redeemed and paid in full when due, then: (i) the Note shall be delivered and endorsed to Seller (if not already in Seller's possession); (ii) Seller may collect the Earnest Money from Buyer, either pursuant to an action on the Note or an action on this Agreement; and (iii) Seller shall have no further obligations under this Agreement.

(c) The purchase and sale of the Property shall be accomplished through an escrow (the "Escrow") that Seller has established or will establish with Fidelity National Title – Melissa Miller (the "Escrow Holder") within ____ days after the Execution Date. Except as otherwise provided in this Agreement: (i) any interest earned on the Earnest Money shall be considered to be part of the Earnest Money; (ii) the Earnest Money shall be non-refundable upon satisfaction or waiver of all Conditions as defined in Section 2.1; and (iii) the Earnest Money shall be applied to the Purchase Price at Closing.

1.2.2 Balance of Purchase Price. Buyer shall pay the balance of the Purchase Price at Closing by ☒ cash or other immediately available funds; or ☐ Other: _____.

1.3 Section 1031 Like-Kind Exchange. Each party acknowledges that either party (as applicable, the "Exchanging Party") may elect to engage in and effect a like-kind exchange under Section 1031 of the Internal Revenue Code, involving the Property (or any legal lot thereof) (a "1031 Exchange"). The non-Exchanging Party with respect to a 1031 Exchange is referred to herein as the "Cooperating Party." Buyer and Seller each hereby agree to reasonably cooperate with the other in completing each such 1031 Exchange; provided, however, that such cooperation shall be at the Exchanging Party's sole expense and shall not delay the Closing for the Property. An assignment of this Agreement by the Exchanging Party to a 1031 Exchange accommodator shall be permitted but shall not delay Closing or release the Exchanging Party from its obligations under this Agreement. The Cooperating Party shall not suffer any costs, expenses or liabilities for cooperating with the Exchanging Party and shall not be required to take title to the exchange property. The Exchanging Party agrees to indemnify, defend and hold the Cooperating Party harmless from any liability, damages and costs arising out of the 1031 Exchange.

2. Conditions to Purchase.

2.1 Buyer's obligation to purchase the Property is conditioned on the following:

☐ None;

☒ Within 30 days of the Execution Date, Buyer's approval of the results of (collectively, the "General Conditions"): (a) the Property inspection described in Section 3 below; (b) the document review described in Section 4 below;

☐ Within ____ days of the Execution Date, Buyer's receipt of confirmation of satisfactory financing (the "Financing Condition"); and/or

☐ **[Other conditions must be specifically identified].**

The General Conditions, Financing Condition and any other conditions in section 2.1 above shall be collectively defined as the "Conditions."

2.2 If, for any reason in Buyer's sole discretion, Buyer has not timely given written waiver of the Conditions, or stated in writing that such Conditions have been satisfied, by notice given to Seller within the time periods for such Conditions set forth above, this Agreement shall be deemed automatically terminated, the Earnest Money shall be promptly returned to Buyer, and thereafter, except as specifically provided to the contrary herein, neither party shall have any further obligation, right or remedy hereunder.

3. Property Inspection. Seller shall permit Buyer and its agents, at Buyer's sole expense and risk, to enter the Property at reasonable times after reasonable prior notice to Seller and after prior notice by Seller to the Tenants as required by the applicable Leases, if any, to conduct any and all inspections, tests, and surveys concerning the

structural condition of the improvements, all mechanical, electrical and plumbing systems, hazardous materials, pest infestation, soils conditions, wetlands, Americans with Disabilities Act compliance, zoning, and all other matters affecting the suitability of the Property for Buyer's intended use and/or otherwise reasonably related to the purchase of the Property including the economic feasibility of such purchase. If the transaction contemplated in this Agreement fails to close for any reason (or no reason) as a result of the act or omission of Buyer or its agents, Buyer shall promptly restore the Property to substantially the condition the Property was in prior to Buyer's performance of any inspections or work. Buyer shall indemnify, hold harmless, and defend Seller from all liens, liability, damages, costs, and expenses, including reasonable attorneys' fees and experts' fees, arising from or relating to Buyer's or its agents', contractors' or consultants' entry on and inspection of the Property. This agreement to indemnify, hold harmless, and defend Seller shall survive Closing or any termination of this Agreement.

4. Seller's Documents. Within 5 business days days after the Execution Date, Seller shall deliver, physically or electronically, to Buyer or Buyer's designee, legible and complete copies of the following documents, including without limitation, a list of the Personal Property, and other items relating to the ownership, operation, and maintenance of the Property to the extent now in existence and to the extent such items are or come within Seller's possession or control, including, without limitation, surveys, building and site plans, environmental reports, Leases, service contracts, rent roll, operating statements for the previous two years and current year-to-date, government notices, soil reports, wetland reports, property tax records and any other pertinent information the Seller may have in their possession.

5. Title Insurance. Within three (3) days after the Execution Date, Seller shall instruct a title company selected by Seller (the "Title Company") to deliver to Buyer a preliminary title report from the Title Company (the "Preliminary Report"), showing the status of Seller's title to the Property, together with complete and legible copies of all documents shown therein as exceptions to title ("Exceptions"). Buyer shall have ten (10) days after receipt of a copy of the Preliminary Report and Exceptions within which to give notice in writing to Seller of any objection to such title or to any liens or encumbrances affecting the Property. Within ten (10) days after receipt of such notice from Buyer, Seller shall give Buyer written notice of whether it is willing and able to remove the objected-to Exceptions. Without the need for objection by Buyer, Seller shall, with respect to liens and encumbrances that can be satisfied and released by the payment of money, eliminate such exceptions to title on or before Closing. On or before the last day for Buyer to approve the results of the General Conditions set forth in Section 2.1 above (the "Title Contingency Date"), Buyer shall elect whether to: (i) purchase the Property subject to those objected-to Exceptions which Seller is not willing or able to remove; or (ii) terminate this Agreement. If Buyer fails to give Seller notice of Buyer's election, then such inaction shall be deemed to be Buyer's election to terminate this Agreement. On or before the Closing Date (defined below), Seller shall remove all Exceptions to which Buyer objected and which Seller agreed, or is deemed to have agreed, to remove. All remaining Exceptions set forth in the Preliminary Report and those Exceptions caused by or agreed to by Buyer shall be deemed "Permitted Exceptions."

6. Default; Remedies. Notwithstanding anything to the contrary contained in this Agreement, in the event Buyer fails to deposit the Earnest Money in Escrow strictly as and when contemplated under Section 1.2.1 above, Seller shall have the right at any time thereafter, but prior to Buyer's deposit of the Earnest Money in Escrow, to terminate this Agreement and all further rights and obligations hereunder by giving written notice thereof to Buyer. If the conditions, if any, to Buyer's obligation to close this transaction are satisfied or waived by Buyer and Buyer fails, through no fault of Seller, to close on the purchase of the Property, Seller's sole remedy shall be to retain the Earnest Money paid by Buyer as liquidated damages. If the conditions, if any, to Seller's obligation to close this transaction are satisfied or waived by Seller and Seller fails, through no fault of Buyer, to close the sale of the Property, Buyer shall be entitled as its sole and exclusive remedy to either: (i) terminate this Agreement, receive funds of the Earnest Money, and be reimbursed for Buyer's out-of-pocket costs related to this transaction; or (ii) to pursue the remedy of specific performance. If Buyer has not filed an action for specific performance within sixty (60) days after the scheduled Closing Date, Buyer shall be deemed to have elected remedy (i) above. In no event shall either party be entitled to punitive or consequential damages, if any, resulting from the other party's failure to close the sale of the Property. BUYER AND SELLER EACH AGREE THAT IF BUYER DEFAULTS UNDER THIS AGREEMENT, THE

DAMAGES TO SELLER WOULD BE EXTREMELY DIFFICULT AND IMPRACTICLE TO ASCERTAIN, AND THAT THEREFORE, IF BUYER DEFAULTS HEREUNDER THE LIQUIDATED DAMAGES AMOUNT SHALL SERVE AS DAMAGES FOR THE DEFAULT BY BUYER, AS A REASONABLE ESTIMATE OF THE DAMAGES TO SELLER, INCLUDING COSTS OF NEGOTIATING AND DRAFTING THIS AGREEMENT, COSTS OF COOPERATING IN SATISFYING CONDITIONS OF CLOSING, COSTS OF SEEKING ANOTHER BUYER, OPPORTUNITY COSTS IN KEEPING THE PROPERTY OUT OF THE MARKETPLACE AND OTHER COSTS INCURRED IN CONNECTION HERewith.

7. Closing of Sale.

7.1 Buyer and Seller agree the sale of the Property shall be closed ("Closing"), in Escrow, ☐ on or before ____ or ☒ 10 days after the Conditions set forth in Sections 2.1 have been satisfied or waived in writing by Buyer (the "Closing Date"). The sale of the Property shall be deemed closed when the document(s) conveying title to the Property is/are delivered and recorded and the Purchase Price is disbursed to Seller.

7.2 At Closing, Buyer and Seller shall deposit with the Escrow Holder all documents and funds required to close the transaction in accordance with the terms of this Agreement. At Closing, Seller shall deliver a certification confirming whether Seller is or is not a "foreign person" as such term is defined by applicable law and regulations.

7.3 At Closing, Seller shall convey fee simple title to the Property to Buyer by ☒ statutory warranty deed or ☐ ____ (the "Deed"). At Closing, Seller shall cause the Title Company to deliver to Buyer a standard ALTA form owner's policy of title insurance (the "Title Policy") in the amount of the Purchase Price insuring fee simple title to the Property in Buyer subject only to the Permitted Exceptions and the standard preprinted exceptions contained in the Title Policy. Seller shall reasonably cooperate in the issuance to Buyer of an ALTA extended form policy of title insurance. Buyer shall pay any additional expense resulting from the ALTA extended coverage and any endorsements required by Buyer.

8. Closing Costs; Prorations. Seller shall pay the premium for the Title Policy, provided, however, if Buyer elects to obtain an ALTA extended form policy of title insurance and/or any endorsements, Buyer shall pay the difference in the premium relating to such election. Seller and Buyer shall each pay one-half (1/2) of the escrow fees charged by the Escrow Holder. Any excise tax and/or transfer tax shall be paid by ☐ Seller ☐ Buyer ☐ split equally between Seller and Buyer. Real property taxes for the tax year of the Closing, assessments (if a Permitted Exception), personal property taxes, rents and other charges arising from existing Tenancies paid for the month of Closing, and interest on assumed obligations, shall be prorated as of the Closing Date based on amounts collected. Seller shall use reasonable efforts to cause applicable utility meters to be read on the day prior to the Closing Date and will be responsible for the cost of any utilities used prior to the Closing Date. If applicable, prepaid rents, prepaid common area maintenance charges and reserves, security deposits, and other unearned refundable deposits relating to Tenancies shall be assigned and delivered to Buyer at Closing. ☐ Seller ☐ Buyer ☒ N/A shall be responsible for payment of all taxes, interest, and penalties, if any, upon removal of the Property from any special assessment or program. If any of the aforesaid prorations cannot be definitely calculated on the Closing Date, then they shall be estimated at Closing and definitely calculated as soon after the Closing Date as feasible.

9. Possession. Seller shall deliver exclusive possession of the Property, subject to the Tenancies (if any) existing as of the Closing Date, and the Permitted Exceptions, to Buyer ☒ on the Closing Date or ☐ ____.

10. Condition of Property. Seller represents and warrants to Buyer that (i) Seller has received no written notices of violation of any laws, codes, rules, or regulations applicable to the Property ("Laws") that were not delivered to Buyer pursuant to Section 4 above; (ii) to the best of Seller's knowledge without specific inquiry, the Property is not in violation of any Laws and there are no concealed material defects in the Property; (iii) Seller has delivered complete copies of all Leases and service contracts for the Property to Buyer; and (iv) to the best of Seller's

knowledge, the documents prepared by Seller are delivered to Buyer pursuant to Section 4 are accurate in all material respects. Unless caused by Buyer, Seller shall bear all risk of loss and damage to the Property until Closing, and Buyer shall bear such risk at and after Closing. Except for Seller's representations and warranties set forth in this Section 10, Buyer shall acquire the Property "AS IS" with all faults and Buyer shall rely on the results of its own inspection and investigation in Buyer's acquisition of the Property. It shall be a condition of Buyer's Closing obligation that all of Seller's representations and warranties stated in this Agreement are materially true and correct on the Closing Date. Seller's representations and warranties stated in this Agreement shall survive Closing for one (1) year.

11. Condemnation or Casualty. If, prior to Closing, all or any material part of the Property is (a) condemned or appropriated by public authority or any party exercising the right of eminent domain, or is threatened thereby, or (b) if there occurs a fire or other casualty causing material damage to the Property or any material portion thereof, then at the election of Buyer by written notice to Seller, either; (i) this Agreement shall terminate, whereupon all Earnest Money and any interest accrued thereon shall promptly refunded to Buyer; or (ii) this Agreement shall remain in effect and Seller shall assign to Buyer at Closing Seller's entire right, title and interest in taking award or casualty insurance proceeds attributable to the portion of the Property taken or destroyed, as the case may be. If Buyer fails to make such election within twenty (20) days after written notice from Seller. Buyer shall be deemed to have elected option (ii) above. Seller will promptly notify Buyer as to the commencement of any such action or any communication from a condemning authority that a condemnation or appropriation is contemplated, and will cooperate with Buyer in the response to or defense to such actions.

12. Operation of Property. Between the Execution Date and the Closing Date, Seller shall (i) continue to operate, maintain and insure the Property consistent with Seller's current operating practices; (ii) provide Buyer with copies of any proposed new leases, agreements or contracts described below; and (iii) not, without Buyer's prior written consent, which consent shall not be unreasonably withheld, conditioned, or delayed, enter into: (a) any new leases or occupancy agreements for the Property; (b) any material amendments or modification agreements for any existing Leases or occupancy agreements for the Property; or (c) any service contracts or other agreements affecting the Property that are not terminable prior to Closing.

13. Assignment. Assignment of this Agreement: ☒ is PROHIBITED; ☐ is PERMITTED, without consent of Seller; provided, that assignment of this Agreement by Buyer to an entity owned or controlled by Buyer or to a 1031 Exchange accommodator is permitted without Seller's consent. If Seller's written consent is required for assignment, such consent may be withheld in Seller's reasonable discretion. In the event of any assignment, Buyer shall remain liable for all Buyer's obligations under this Agreement.

14. Arbitration. **IF AND ONLY IF THIS SECTION IS INITIALED BY BUYER AND SELLER, THE FOLLOWING SHALL APPLY TO THIS AGREEMENT:**

ANY DISPUTE BETWEEN BUYER AND SELLER RELATED TO THIS AGREEMENT, THE PROPERTY, OR THE TRANSACTIONS CONTEMPLATED BY THIS AGREEMENT WILL BE RESOLVED BY ARBITRATION GOVERNED BY THE WASHINGTON UNIFORM ARBITRATION ACT (RCW 7.04A et seq.) AND, TO THE EXTENT NOT INCONSISTENT WITH THAT STATUTE, CONDUCTED IN ACCORDANCE WITH THE RULES OF PRACTICE AND PROCEDURE FOR THE ARBITRATION OF COMMERCIAL DISPUTES OF THE ARBITRATION SERVICE OF PORTLAND ("ASP"). THE ARBITRATION SHALL BE CONDUCTED IN Vancouver, WASHINGTON AND ADMINISTERED BY ASP, WHICH WILL APPOINT A SINGLE ARBITRATOR HAVING AT LEAST FIVE (5) YEARS EXPERIENCE IN THE COMMERCIAL REAL ESTATE FIELD IN THE Clark County, WA GEOGRAPHIC AREA (**IF BLANK IS NOT COMPLETED, VANCOUVER, WASHINGTON METROPOLITAN AREA**). ALL ARBITRATION HEARINGS WILL BE COMMENCED WITHIN THIRTY (30) DAYS OF THE DEMAND FOR ARBITRATION UNLESS THE ARBITRATOR, FOR SHOWING OF GOOD CAUSE, EXTENDS THE COMMENCEMENT OF SUCH HEARING. THE DECISION OF THE ARBITRATOR WILL BE BINDING ON BUYER AND SELLER, AND JUDGMENT UPON ANY ARBITRATION AWARD MAY BE ENTERED IN ANY COURT HAVING JURISDICTION. THE PARTIES

ACKNOWLEDGE THAT, BY AGREEING TO ARBITRATE DISPUTES, EACH OF THEM IS WAIVING CERTAIN RIGHTS, INCLUDING ITS RIGHTS TO SEEK REMEDIES IN COURT (INCLUDING A RIGHT TO A TRIAL BY JURY), TO DISCOVERY PROCESSES THAT WOULD BE ATTENDANT TO A COURT PROCEEDING, AND TO PARTICIPATE IN A CLASS ACTION.

Initials of Buyer

Initials of Seller

15. Attorneys' Fees. In the event a suit, action, arbitration, or other proceeding of any nature whatsoever, including without limitation any proceeding under the U.S. Bankruptcy Code, is instituted, or the services of an attorney are retained, to interpret or enforce any provision of this Agreement or with respect to any dispute relating to this Agreement, the prevailing or non-defaulting party shall be entitled to recover from the losing or defaulting party its attorneys', paralegals', accountants', and other experts' fees and all other fees, costs, and expenses actually incurred in connection therewith (the "Fees"). In the event of suit, action, arbitration, or other proceeding, the amount of Fees shall be determined by the judge or arbitrator, shall include all costs and expenses incurred on any appeal or review, and shall be in addition to all other amounts provided by law.

16. Cautionary Notice About Liens. UNDER CERTAIN CIRCUMSTANCES, A PERSON WHO PERFORMS CONSTRUCTION-RELATED ACTIVITIES MAY CLAIM A LIEN UPON REAL PROPERTY AFTER A SALE TO THE PURCHASER FOR A TRANSACTION OR ACTIVITY THAT OCCURRED BEFORE THE SALE. A VALID CLAIM MAY BE ASSERTED AGAINST THE PROPERTY THAT YOU ARE PURCHASING EVEN IF THE CIRCUMSTANCES THAT GIVE RISE TO THAT CLAIM HAPPENED BEFORE YOUR PURCHASE OF THE PROPERTY. THIS INCLUDES, BUT IS NOT LIMITED TO, CIRCUMSTANCES WHERE THE OWNER OF THE PROPERTY CONTRACTED WITH A PERSON OR BUSINESS TO PROVIDE LABOR, MATERIAL, EQUIPMENT OR SERVICES TO THE PROPERTY AND HAS NOT PAID THE PERSONS OR BUSINESS IN FULL.

17. Brokerage Agreement. The Agency Acknowledgement on page 1 this Agreement is incorporated into this Agreement as if fully set forth herein. Seller agrees to pay a commission to Selling Firm in the amount of either: ☒ Five percent (5%) of the Purchase Price or ☐ \$____. Such commission shall be divided between Selling Firm and Buying Firm such that Selling Firm receives ____ percent (____%) and Buying Firm receives ____ percent (____%). Seller shall cause the Escrow Holder to deliver to Selling Firm and Buying Firm the real estate commission on the Closing Date or upon the failure of this transaction to Close on account Seller's default under this Agreement, whichever occurs first. If the Earnest Money is forfeited by Buyer and retained by Seller in accordance with this Agreement, in addition to any other rights the Selling Firm and Buying Firm may have, the Selling Firm and the Buying Firm, together, shall be entitled to the lesser of: (i) fifty percent (50%) of the Earnest Money; or (ii) the commission agreed to above, and Seller hereby assigns such amount to the Selling Firm and the Buying Firm.

18. Notices. Unless otherwise specified, any notice required or permitted in, or related to this Agreement must be in writing and signed by the party to be bound. Any notice will be deemed delivered: (a) when personally delivered; (b) when delivered by facsimile or electronic mail transmission (in either case, with confirmation of delivery); (c) on the day of delivery of the notice by reputable overnight courier; or (d) on the day of delivery of the notice by mailing by certified or registered U.S. mail, postage prepaid, return receipt requested; unless that day is a Saturday, Sunday, or federal or Washington State legal holiday, in which event such notice will be deemed delivered on the next following business day. All notices shall be sent by the applicable party to the address of the other party shown at the beginning of this Agreement.

19. Miscellaneous. Time is of the essence of this Agreement. If the deadline under this Agreement for delivery of a notice or performance of any obligation is a Saturday, Sunday, or federal or Washington State legal holiday, such deadline will be deemed extended to the next following business day. The facsimile and/or electronic mail transmission of any signed document including this Agreement shall be the same as delivery of an original, and digital signatures shall be valid and binding. At the request of either party, the party delivering a document by facsimile and/or electronic mail will confirm such transmission by signing and delivering to the other party a duplicate

original document. This Agreement may be executed in counterparts, each of which shall constitute an original and all of which together shall constitute one and the same Agreement. This Agreement contains the entire agreement and understanding of the parties with respect to the subject matter of this Agreement and supersedes all prior and contemporaneous agreements between them. Without limiting the provisions of Section 13 of this Agreement, this Agreement shall be binding upon and shall inure to the benefit of Buyer and Seller and their respective successors and assigns. Solely with respect to Sections 15 and 17, Selling Firm and Buying Firm are third party beneficiaries of this Agreement. The person signing this Agreement on behalf of Buyer and the person signing this Agreement on behalf of Seller each represents, covenants and warrants that such person has full right and authority to enter into this Agreement and to bind the party for whom such person signs this Agreement to its terms and provisions. Neither this Agreement nor a memorandum hereof shall be recorded unless the parties otherwise agree in writing.

20. Governing Law. This Agreement is made and executed under, and in all respects shall be governed and construed by, the laws of the State of Washington.

21. Lease(s) and Personal Property.

21.1 Leases.

21.1.1 Seller shall use commercially reasonable efforts to deliver to Buyer, at least days **(three (3) if not filled in)** before the Closing Date, a tenant estoppel certificate, reasonably acceptable to Buyer, pertaining to each Lease at the Property in effect as of the Closing Date (each, a "Tenant Estoppel") for each Tenant occupying 5,000 square feet or more of the Property and Tenants occupying not less than eighty percent (80%) of the remaining leasable square feet of the Property. Such Tenant Estoppels shall be dated no more than days **(thirty (30) if not filled in)** prior to the Closing Date and shall certify, among other things: (a) that the Lease is unmodified and in full force and effect, or is in full force and effect as modified, and stating the modifications; (b) the amount of the rent and the date to which rent has been paid; (c) the amount of any security deposit held by Seller; and (d) that neither party is in default under the Lease or if a default by either party is claimed, stating the nature of any such claimed default. If Seller has not obtained Tenant Estoppels from all Tenants of the Property, then Seller shall have the right, but not the obligation, to execute and deliver to Buyer a Tenant Estoppel with respect to any such Lease setting forth the information required by this Section 21.1.1 and confirming the accuracy thereof. Buyer's timely receipt of Tenant Estoppels from all Tenants satisfying the foregoing requirements shall be a condition to Buyer's obligation to Close this transaction.

21.1.2 If applicable, the assignment of the Lease(s) by Seller, and assumption of the Lease(s) by Buyer shall be accomplished by executing and delivering to each other through Escrow on the Closing Date an Assignment of Lessor's Interest under Lease substantially in the form of Exhibit C (the "Assignment").

21.2 Personal Property. Personal Property. If applicable, Seller shall convey all Personal Property to Buyer by executing and delivering to Buyer at Closing through Escrow (as defined below), a Bill of Sale substantially in the form of Exhibit D (the "Bill of Sale"). A list of such Personal Property shall be attached to the Bill of Sale.

22. Residential Lead-Based Paint Disclosure. IF THE PROPERTY CONSISTS OF RESIDENTIAL HOUSING BUILT PRIOR TO 1978, BUYER AND SELLER MUST COMPLETE THE LEAD-BASED PAINT DISCLOSURE ADDENDUM ATTACHED HERETO AS EXHIBIT E.

23. Addenda; Exhibits. The following named addenda and exhibits are attached to this Agreement and incorporated within this Agreement:

- ☒ Exhibit A – Legal Description of Property
- ☐ Exhibit B – Form of Earnest Money Promissory Note
- ☐ Exhibit C – Assignment of Lessor's Interest under Lease (if applicable)

- ☐ Exhibit D – Bill of Sale (if applicable)
☐ Exhibit E – Lead Paint Disclosure Addendum (if applicable)

24. OFAC Certification. The Federal Government, Executive Order 13224, requires that business persons of the United States not do business with any individual or entity on a list of "Specially Designated nationals and Blocked Persons" - that is, individuals and entities identified as terrorists or other types of criminals. Seller and Buyer hereinafter certify to each other that:

24.1 It is not acting, directly or indirectly, for or on behalf of any person, group, entity, or nation named by any Executive Order or the United States Treasury Department as a terrorist, specially designated national and/or blocked person, entity, nation, or transaction pursuant to any law, order, rule, or regulation that is enforced or administered by the Office of Foreign Assets Control; and

24.2 It has not executed this Agreement, directly or indirectly on behalf of, or instigating or facilitating this Agreement, directly or indirectly on behalf of, any such person, group, entity, or nation.

Seller and Buyer hereby agree to defend, indemnify, and hold harmless each other from and against any and all claims, damages, losses, risks, liabilities, and expenses (including attorney's fees and costs) arising from or related to any breach of the foregoing certification. This certification and agreement to indemnify, hold harmless, and defend shall survive Closing or any termination of this Agreement.

CONSULT YOUR ATTORNEY. THIS DOCUMENT HAS BEEN PREPARED FOR SUBMISSION TO YOUR ATTORNEY FOR REVIEW AND APPROVAL PRIOR TO SIGNING. NO REPRESENTATION OR RECOMMENDATION IS MADE BY THE COMMERCIAL ASSOCIATION OF BROKERS OREGON/SW WASHINGTON OR BY THE REAL ESTATE AGENTS INVOLVED WITH THIS DOCUMENT AS TO THE LEGAL SUFFICIENCY OR TAX CONSEQUENCES OF THIS DOCUMENT.

THIS FORM SHOULD NOT BE MODIFIED WITHOUT SHOWING SUCH MODIFICATIONS BY REDLINING, INSERTION MARKS, OR ADDENDA.

Buyer City of Ridgefield

By: _____
Name: _____
Title: _____
Date: _____

Seller CARO LAND CO II LLC

By: _____
Name: _____
Title: _____
Date: _____

Time for Acceptance. If the second party to execute this Agreement has not executed and delivered this Agreement within 30 days (five (5) if not filed in) after the date this Agreement was signed by the first party to execute this Agreement set forth above, then any Earnest Money deposited shall be promptly refunded to Buyer and neither party shall have any right or obligation hereunder.

CRITICAL DATE LIST:

Within five (5) days after the Execution Date, the parties to this Agreement shall complete the information below (the "Critical Date List"), initial where indicated, and return a copy of the same to the other party for such party's review. This Critical Date List is for reference purposes only and, in the event of a conflict between this Critical Date List and the Agreement, the terms of the Agreement shall prevail.

	DATE:
• Execution Date (Introductory paragraph):	
• Earnest Money due date (Section 1.2.1(a)):	
• Seller shall open Escrow with the Escrow Holder (Section 1.2.1(a)):	Before
• Seller shall deliver Seller's documents to Buyer (Section 4):	Within ___ days after the Execution Date
• Seller shall deliver Preliminary Report to Buyer (Section 5):	Within ___ days after the Execution Date
• Buyer's title objection notice due to Seller (Section 5):	Within ___ days after receipt of the Preliminary Report
• Seller's title response due to Buyer (Section 5):	Within ___ days after receipt of Buyer's title objection notice
• Title Contingency Date (Section 5):	Within ___ days after receipt of Seller's title response
• Expiration date for satisfaction of General Conditions (Section 2.1):	Within ___ days of the Execution Date
• Expiration date for satisfaction of Financing Condition (Section 2.1):	Within ___ days of the Execution Date
• By this date, Buyer must deliver the notice to proceed contemplated in Section 2.2.	Within ___ days of the Execution Date
• Closing Date (Section 7.1).	

Initials of Buyer: _____

Initials of Seller: _____

Initials of Buyer: _____

Initials of Seller: _____

EXHIBIT A
LEGAL DESCRIPTION OF PROPERTY

The Land referred to herein below is situated in the County of Clark, State of Washington, and is described as follows:

That portion of the Southeast quarter of Section 22, Township 4 North, Range 1 East of the Willamette Meridian, Clark County, described as follows:

Beginning at a point that is 1110 feet West of the Southeast corner of the Northeast quarter of the Southeast quarter of said Section, said point being the most Southerly corner of that tract conveyed to Marvin Newman, by deed recorded under Auditor's File No. G 540197; thence West along the South line of the North half of said Southeast quarter 480 feet; thence North parallel with the most Southerly West line of said Newman tract 483.75 feet; thence East parallel with the South line of said North half of the Southeast quarter 480 feet to the most Southerly West line of said Newman tract; thence South along said West line 483.75 feet to the point of beginning.

EXCEPT those portions lying within NE 264th Street.

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: November 16, 2023

AGENDA ITEM NAME: Second Reading of Ordinance No. 1409 - The Crossing Phases 1-3 Plat Alterations

GOVERNING LEGISLATION

RCW 58.17 - Plats - Subdivisions - Dedications

RMC 18.620.150 - Final plat - Alterations, vacations

PREVIOUS COUNCIL ACTION TAKEN:

Council held a public hearing and first reading of Ordinance No. 1409 on October 12, 2023.

SUMMARY/BACKGROUND:

See attached staff report.

BUDGET/FINANCIAL IMPACTS:

None.

RECOMMENDED ACTION OR MOTION:

To adopte Ordinance No. 1409: "I move to adopt Ordinance No. 1409 as presented."

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

1. Staff Report
2. Applicant's Response to Council Questions

ORDINANCE NO.

ORDINANCE NO. 1409

**AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON
AMENDING THE CROSSING PHASES 1, 2 and 3 FINAL PLATS**

WHEREAS, subdivisions in the State of Washington are regulated by Revised Code of Washington (RCW) Chapter 58.17, Plats – Subdivisions - Dedications; and

WHEREAS, final plats and plat alterations in the City of Ridgefield are regulated by Ridgefield Municipal Code (RMC) Chapter 18.620, Procedure for Subdivision; and

WHEREAS, Ridgefield City Council (Council) approved The Crossing Phase 1 final plat on January 9, 2020; and

WHEREAS, The Crossing Phase 1 final plat was filed for record with the Clark County Auditor (Auditor) on February 4, 2020; and

WHEREAS, Council approved The Crossing Phase 2 final plat on November 5, 2020; and

WHEREAS, The Crossing Phase 2 final plat was filed for record with the Auditor on November 18, 2020; and

WHEREAS, Council approved The Crossing Phase 3 final plat on July 22, 2021; and

WHEREAS, The Crossing Phase 3 final plat was filed for record with the Auditor on July 27, 2021; and

WHEREAS, the recorded plats identify the Homeowners Association (HOA) as the owner and party responsible for maintenance of open space tracts and shared parking areas; and

WHEREAS, the Developer submitted for review revised Phases 1, 2 and 3 final plats identifying the lot owners in undivided interests as the owner of open space tracts and shared parking areas; and

WHEREAS, the recorded Phase 2 final plat provides for public access on all walking trails; and

WHEREAS, the revised Phase 1 final plat provides for public access on all walking trails; and

WHEREAS, Phase 3 does not have walking trails; and

WHEREAS, the City Hearing Examiner held a public hearing on the proposed plat alterations on September 5, 2023 in compliance with the requirements of RMC 18.620.150.B and RCW 58.17.215; and

WHEREAS, the Hearing Examiner issued a recommendation of approval with conditions to City Council on September 6, 2023; and

WHEREAS, Council held a public hearing on the proposed plat alterations at their regular meeting on October 12, 2023 in compliance with the requirements of RMC 18.620.150.B and RCW 58.17.215; and

WHEREAS, Council held a second ordinance reading at their regular meeting on November 16, 2023; and

WHEREAS, Council voted xx-xx in favor of adopting Ordinance No. 1409; and

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

SECTION 1. Plat Alteration. The Crossing Phases 1-3 Final Plats shall be amended as shown in Exhibits A-C.

SECTION 2. Conditions of Approval. The Developer shall comply with the conditions of approval enumerated in the staff report to City Council (Exhibit D).

SECTION 3. Effective Date. This ordinance shall be in full force and effect thirty (30) calendar days after adoption and publication pursuant to law.

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, ordinance numbering, section/subsection numbers and any references thereto.

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS 16TH DAY OF NOVEMBER, 2023.

Jennifer Lindsay, Mayor

ATTEST/AUTHENTICATED:

Julie Ferriss
City Clerk

APPROVED AS TO FORM:

Janean Parker, City Attorney

First Reading/Passage: October 12, 2023
Second reading/Passage: November 16, 2023
Date of Publication: _____
Effective Date: _____

EXHIBIT A:

Amended The Crossing (Phase 1) Final Plat

EXHIBIT B:

Amended The Crossing Phase 2 Final Plat

EXHIBIT C:

Amended The Crossing Phase 3 Final Plat

EXHIBIT D:

Conditions of Approval



COMMUNITY DEVELOPMENT DEPARTMENT

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

The Crossing Phases 1-3 Plat Alterations

Council Staff Report

File No. MASTER-23-0020-0022, PLZ-23-0034-0036

November 16, 2023

I. Basic Facts

Application date: On May 3, 2023, the City received concurrent applications for final plat alterations for The Crossing Phases 1-3.

Proposal: Plat language alterations to all three phases of The Crossing to allow all common areas except the stormwater facility to be owned in common by the lot owners in undivided interests instead of being owned by the HOA.

Applicant/Owner: RCIF C1 LLC; RCIF C2 LLC. 4660 NE 77th Ave Ste 200 / Vancouver, WA 98662. Contact: 360-904-4759, stacey@romanofinancial.com

Applicant's Representative: Landerholm, P.S. 805 Broadway St Ste 1000 / Vancouver, WA 98660.

Property Information: The Crossing Phases 1-3

Zoning: Commercial Regional Business (CRB), Ridgefield Mixed Use Overlay (RMUO)

Comprehensive Plan: General Commercial (GC)

Applicable Criteria: RDC 18.620.150 Final plat – Alterations, vacations; Ridgefield Engineering Standards for Public Works Construction

Land use hearing date: September 5, 2023

Council hearing date: October 12, 2023

Exhibits: <https://ridgefieldwa.sharefile.com/d-sd3dd681f3ba4619bf9be0d357c25d0a>

II. Background and Proposal

The Hearing Examiner approved the Ridgefield Crossing Mixed Use Master Plan on July 30, 2018, as PLZ-17-0129. See Figures 1-2 and Exhibits A.13 and C.01. The master plan approval included eight commercial parcels and 133 single-family attached townhomes in the Commercial Regional Business (CRB) zone under the Ridgefield Mixed Use Overlay (RMUO). The residential portions were subsequently renamed as The Crossing, The Crossing Phase 2, and The Crossing Phase 3.

Figure 1. Ridgefield Crossing Site

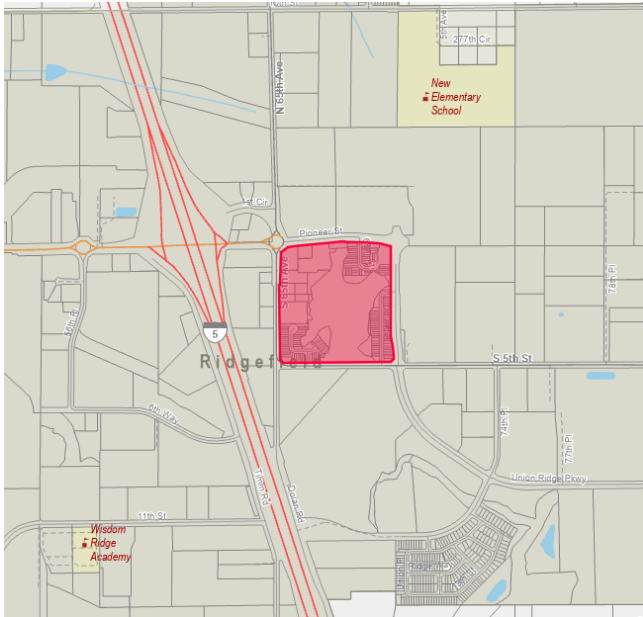
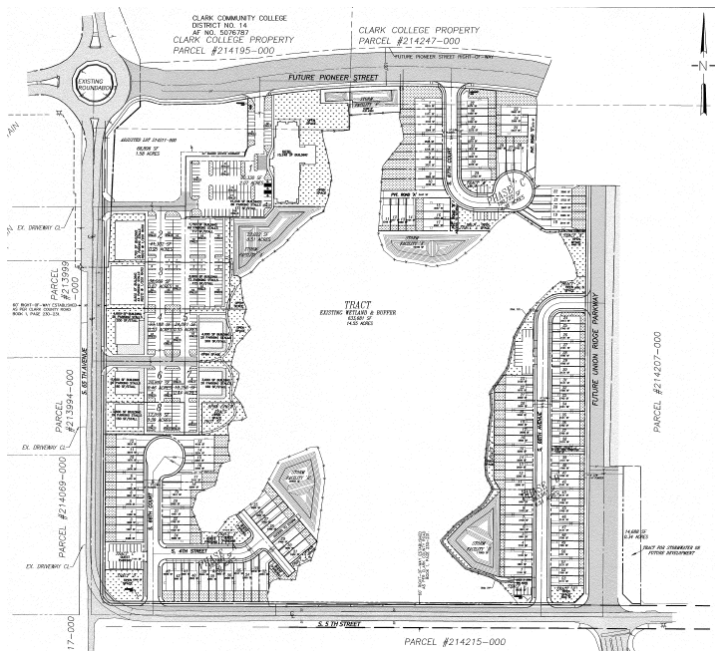


Figure 2. Ridgefield Crossing Mixed Use Master Plan



On January 9, 2020, Ridgefield City Council approved The Crossing (Phase 1) final plat (PLZ-19-0115). See Exhibit C.02. Phase 1 subdivided Parcel #986052946 (4 acres) into 36 single-family attached residential lots, three parking areas, a storm facility, and three open space tracts. The Phase 1 final plat was recorded at the Clark County Auditor's office on February 4, 2020. Phase 1 Plat Note 6 identifies the Homeowners Association (HOA) as the owner and party responsible for maintenance of the open space tracts. Plat Note 4 identifies the HOA as the owner and party responsible for maintenance of the parking areas.

On November 5, 2020, Council approved The Crossing Phase 2 final plat (PLZ-20-0054). See Exhibit C.03. Phase 2 subdivided Parcels #986055023 and 986052945 (6.88 acres) into 52 single-family attached residential lots, two parking areas, a storm facility, and four open space tracts. The Phase 2 final plat was recorded at the Clark County Auditor's office on November 18, 2020. Phase 2 Plat Notes 6 and 11 identifies the HOA as the owner and party responsible for maintenance of the open space tracts. Plat Note 4 identifies the HOA as the owner and party responsible for maintenance of the parking areas.

On July 22, 2021, Council approved The Crossing Phase 3 final plat (PLZ-21-0048). See Exhibit C.04. Phase 3 subdivided Parcel #986052944 (4.4 acres) into 45 single-family attached residential lots, three parking areas, a storm facility, and three open space tracts. The Phase 3 final plat was recorded at the Clark County Auditor's office on July 27, 2021. Phase 3 Plat Note 5 identifies the HOA as the owner and party responsible for maintenance of the open space tracts. Plat Note 14 identifies the HOA as the owner and party responsible for maintenance of the parking areas.

For each of the three final plats, the applicant's proposal is to for all common areas except the stormwater facility (i.e., open space tracts and parking areas) to be owned in common by the lot owners in undivided interests instead of being owned by the HOA. At this time, RCIF C1 LLC and RCIF C2 LLC own each of the residential lots as rental properties.

Phase 2 Plat Note 19 states that public access is allowed on all walking trails. On June 9, 2023, staff requested that this language be added to the Phase 1 and Phase 3 plats. The applicant added the language to the Phase 1 plat and stated that there are no trails in Phase 3. See Exhibit D.03. Therefore, the proposal also includes a new note on the Phase 1 plat, Plat Note 20, stating that public access is allowed on all walking trails.

The proposed altered final plats are in Exhibits A.05, A.06, and A.07.

III. Land Use Review

Standards

RDC 18.620.150 – *Final plat – Alterations, vacations*

- A. *The alteration or vacation of final plats filed for record in the office of the Clark County auditor shall comply with provisions of Chapter 58.17 Revised Code of Washington.*
- 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.*

Findings

The Phase 1 final plat was recorded at the Clark County Auditor's office on February 4, 2020. The Phase 2 final plat was recorded at the Clark County Auditor's office on November 18, 2020. The Phase 3 final plat was recorded at the Clark County Auditor's office on July 27, 2021.

As required in RCW 58.17.215, the applicant submitted the plat alteration applications to the Ridgefield Community Development Department for review on May 3, 2023. Staff found that the applications were signed

via the city's permit portal by the majority of those persons having an ownership interest of lots, tracts, parcels, sites, or divisions in The Crossing Phases 1-3. The applications included amendments to the CC&Rs. The City Attorney reviewed the amended CC&Rs and provided comments on May 25, 2023. The applicant addressed these comments, and the City Attorney found the CC&Rs to be satisfactory on June 6, 2023. See Exhibit D.01. The applicant made updates to the revised Phase 1 final plat on August 2, 2023, and staff subsequently found the submittals to be technically complete.

The City provided notice of the application and hearing date to all owners of property within Phases 1-3, all adjacent landowners within 300 feet of the combined boundary, and the newspaper of record (Columbian) as required in RCW 58.17.215 and 58.17.090. The notices were published and distributed on August 22, 2023.

The hearing examiner reviewed the petition for plat alterations and held a public hearing on September 5, 2023 (6:00PM). The hearing examiner issued a recommendation to City Council as required in RDC 18.620.150.B. The City Council will hold a public hearing on September 28, 2023. Council may waive second ordinance reading and vote on adoption of an ordinance altering the final plats at that time or may hold a second ordinance reading and vote at a subsequent regularly scheduled Council meeting.

Staff finds that the applicable plat alteration standards in RDC 18.620.150, RCW 58.17.215, and RCW 58.17.090 have been met.

IV. Survey and Engineering Review

Findings

Community Development staff sent the plat alteration submittals to Engineering requesting survey and engineering comments on May 16, 2023. The City Engineer responded that there would be no survey and engineering comments or conditions of approval on June 6, 2023. See Exhibit D.02.

V. Recommendation

The City held a land use hearing before the Hearing Examiner on September 5, 2023. On September 6, 2023 the Hearing Examiner issued a recommendation of **approval** of The Crossing Phases 1-3 final plat alternations to City Council subject to the following **conditions of approval**:

1. The City shall comply with the procedural requirements in RDC 18.620.150.
2. Per RCW 58.17.215, upon approval of the alteration, the applicant shall submit revised final plat mylars for signature and record the signed mylars with the County auditor.
3. The applicant shall record the revised CC&Rs with the County auditor.
4. The applicant shall submit electronic copies of the recorded final plat and CC&Rs to the City within 30 days of recording.

The Hearing Examiner's recommendation (final order) is included as an exhibit in the link on page 1 and Section VII of this report.

VI. Council Hearing

The City Council held a public hearing on the proposed plat alterations on October 12, 2023. No public testimony was received. Council heard presentations from staff and the applicant's representative on the proposed plat

alterations. The applicant's representative described the proposed change from HOA ownership as necessary to obtain HUD financing for the project. Council posed follow-up questions for the applicant:

1. Is there any mechanism in the HUD financing that assures affordability?
2. How are the savings achieved through HUD financing passed on to renters?

The applicant's representative responded to these questions in a letter dated October 30, 2023, which is included in the Council packet for this agenda item.

VII. Exhibits

<https://ridgefieldwa.sharefile.com/d-sd3dd6811f3ba4619bf9be0d357c25d0a>

Exhibit Number	Description
A. Application Materials	
A.01	Phase 1 master land use application
A.02	Phase 2 master land use application
A.03	Phase 3 master land use application
A.04	Final plat alteration checklist (combined)
A.05	The Crossing Phase 1 revised final plat
A.06	The Crossing Phase 2 revised final plat
A.07	The Crossing Phase 3 revised final plat
A.08	Title report
A.09	Phase 1 map, guarantee, vesting
A.10	Phase 2 map, guarantee, vesting
A.11	Phase 3 map, guarantee, vesting
A.12	Narrative
A.13	Ridgefield Crossing (PLZ-17-0129) final order
A.14	Phase 1 public notification materials
A.15	Phase 2 public notification materials
A.16	Phase 3 public notification materials
B. Staff Documents	
B.01	Columbian Hearing Notice
B.02	Combined Hearing Notice for Posting and Mailing
B.03	Posting and Mailing Affidavits
B.04	Staff Report
C. Other Plans	
C.01	Ridgefield Crossing Mixed Use Master Plan (PLZ-17-0129)
C.02	The Crossing Phase 1 final plat (PLZ-19-0115)
C.03	The Crossing Phase 2 final plat (PLZ-20-0054)

C.04	The Crossing Phase 3 final plat (PLZ-21-0048)
D. Correspondence	
D.01	6/6/2023 email from Janean Parker
D.02	6/6/2023 email from Chuck Green
D.03	8/2/2023 email from Steve Morasch
E. Comments	
	None at the time of staff report issuance.



LANDERHOLM

Legal advisors. Trusted advocates.

Steve C Morasch

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E: stevem@landerholm.com

October 30, 2023

SENT VIA EMAIL

Claire.Lust@ridgefieldwa.us

City of Ridgefield
Attn: Claire Lust
P.O. Box 608
Ridgefield, WA 98642

**Re: The Crossing Phases 1-3 Plat Alterations
File No. MASTER-23-0020-0022, PLZ-23-0034-0036**

Dear Ms. Lust:

Following up on the October 12, 2023, City Council hearing on the proposed plat alteration, we understand that Council had a couple questions relating to the HUD financing.

We would like to point out that the HUD financing is irrelevant to any of the approval criterion for the proposed plat alteration. Per the recommendation from the Examiner, all criterion for a plat alteration are met.

The property has already been platted and constructed pursuant to vested permits, and the City Council's authority to review final plats, particularly a replat such as this that makes only minor technical changes, is very narrow and constrained. Therefore, we do not believe City Council has authority to deny the application, especially not for any of the reasons that Council discussed at the hearing as issues of concern related to the HUD financing or the fact that the property owner is currently renting the units.

Nevertheless, the applicant wishes to be cooperative and is willing to provide answers to City Council's questions.

1. Is there any mechanism in the HUD financing that assures affordability?

HUD 223 F loans allow for long term mortgages on multi-family housing that are financed by the Government National Mortgage Association (Ginnie Mae). HUD allows for higher leverage if the multi-family housing is deemed affordable; however, affordability is not a requirement for a HUD 223 F loan. The function of the HUD 223 F loan is to provide long term financing option for multi-family housing at typically below market rates to incentivize the continued development of multi-family housing projects. Projects financed by a HUD 223 F loan are required to meet all HUD requirements regarding the management of a multi-family housing project.

2. How are the savings achieved through HUD financing passed on to renters?

In general, any cost increases or decreases a landlord incurs are indirectly passed on to the renters. Specifically related to HUD financing, the below market interest rate can make a project feasible when market rates would make it unfeasible; thus, HUD financing can contribute to more multi-family projects being built, which creates additional competition which can then drive down market rents.

The process to obtain a HUD 223 F loan is expensive and time consuming, and there are additional costs involved. One example of additional costs would be the cost of preparing a replat application, including City application fees and the surveying fees involved with making the changes and producing new mylar plats for recording. There are also other costs, including additional legal fees, *etc.* The below market rate offsets these additional costs somewhat making it feasible for a borrower to incur the additional cost and time it takes to qualify for the loan.

I hope these answers are helpful in the Council's deliberations. The proposed replat also provides for the trail in Phase 1 to be made public, which is a public benefit that will not be accomplished without the plat alteration. We respectfully request the City Council approve the application.

Sincerely,

LANDERHOLM, P.S.



STEVE C MORASCH
Attorney at Law

SCM/rls
Enclosure

ROMD04-000003 - 6437096

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: November 16, 2023

AGENDA ITEM NAME: Motion - Approval of Interlocal Agreement between and among Clark County and the cities of Battle Ground, Camas, La Center, Ridgefield, Washougal, and the town of Yacolt for cooperative climate planning

GOVERNING LEGISLATION

RCW 39.34 - Interlocal Cooperation Act

RCW 36.70A - Growth Management

ESSHB 1181 - Climate Planning

PREVIOUS COUNCIL ACTION TAKEN:

None.

SUMMARY/BACKGROUND:

House Bill 1181, adopted in 2023, requires counties and cities planning under the Growth Management Act (GMA) to include a climate element as part of their periodic comprehensive plan updates. For jurisdictions with a population greater than 6,000 both a climate resilience subelement and a greenhouse gas emissions reduction subelement are required. Ridgefield is required to include both subelements in our 2025 comprehensive plan update.

Due to the regional nature of climate impacts, planning staff from Clark County and each of its constituent cities and towns (except Vancouver) desire a cooperative approach to collecting the baseline greenhouse gas emissions and climate resiliency data that will inform local climate planning goals and policies. The County will hire a consultant team to perform the baseline data collection and initial analysis, and through this agreement each of the cities would pay a proportionate share of the fees associated with this work. This approach would create time and cost efficiencies for individual jurisdictions and ensure we are working from a shared understanding of existing conditions.

This interlocal agreement would cover the baseline data collection and initial analysis only. City staff would then work with our own comprehensive plan consultant team to integrate discussion of these results into our own public participation process, including conversations with Council. Ultimately, the 2025-2045 comprehensive plan will include climate goals and policies that are meaningfully tailored to Ridgefield but also based on the same data as the goals and policies developed by our regional partners.

BUDGET/FINANCIAL IMPACTS:

Commitment of \$40,096.37 to fund the scope of work identified in the interlocal agreement. The Washington State Department of Commerce has made \$500,000.00 available to the City of Ridgefield through 2029 via a non-competitive climate planning grant program. Staff included the full scope and budget associated with this interlocal agreement (\$40,096.37) in the grant funding request for the

2024-2025 biennium. The non-competitive application was submitted on October 30, 2023.

RECOMMENDED ACTION OR MOTION:

To approve the interlocal agreement: "I move to approve the interlocal agreement with Clark County for cooperative climate planning."

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

1. Interlocal Agreement

1 **INTERLOCAL AGREEMENT BETWEEN AND AMONG CLARK COUNTY AND THE CITIES OF BATTLE**
2 **GROUND, CAMAS, LA CENTER, RIDGEFIELD, WASHOUGAL, AND THE TOWN OF YACOLT FOR**
3 **COOPERATIVE CLIMATE PLANNING**

4 THIS IS AN INTERLOCAL AGREEMENT, entered into under the authority of the Interlocal
5 Cooperation Act, Chapter 39.34 RCW, between and among Clark County, a governmental subdivision of
6 the State of Washington ("County"), and the Cities of Battle Ground, Camas, La Center, Ridgefield,
7 Washougal, and the Town of Yacolt, municipal corporations of the State of Washington (together, "Cities").
8 The County and the Cities may be referred to together as "Parties".

9 WHEREAS, pursuant to Chapter 39.34 RCW (Interlocal Cooperation Act), two or more public
10 agencies may contract with one another to jointly perform government functions or services which each
11 is by law authorized to perform; and

12 WHEREAS, Engrossed Second Substitute House Bill 1181, Chapter 228 Laws of 2023, amended
13 Chapter 36.70A RCW, the Growth Management Act ("GMA"), in several respects to require that counties
14 planning under GMA and cities within those counties are required to include Climate Elements as part of
15 their Comprehensive Growth Management Plan periodic reviews, which for Clark County and the cities
16 within it, are due June 30, 2025; and

17 WHEREAS, pursuant to RCW 36.70A.070 (as amended and effective July 23, 2023) and Laws of
18 2023, C. 228, S. 4, which adopted a new section of GMA, each of the Parties with a population greater
19 than 6,000 people must include two sub-elements within its Climate Element: a greenhouse gas emissions
20 reduction sub-element and a resilience sub-element; and

21 WHEREAS, pursuant to RCW 36.70A.070 (2023) and Laws of 2023, C. 228, S. 4, each of the Parties
22 with a population less than 6,000 people must include only the resilience sub-element within its Climate
23 Element; and

24 WHEREAS, dependent upon funding by the legislature, the Washington State Department of
25 Commerce ("Commerce") is expected to provide a grant pursuant to RCW 36.70A.190 (as amended and
26 effective July, 2023) to develop climate elements for jurisdictions to incorporate in comprehensive growth
27 management plan periodic reviews; and

28 WHEREAS, because pollution caused by greenhouse gas emissions and the impacts from climate
29 change such as wildfire smoke, flooding, and extreme weather crosses jurisdictional boundaries, planning
30 for climate change is best achieved through cooperative and collaborative planning; and

31 WHEREAS, funding and timing efficiencies and economies of scale in use of expected grant funds
32 can be realized by cooperative and collaborative climate element planning;

33 NOW THEREFORE,

34 The Parties agree as follows:

35 SECTION 1. ADOPTION OF RECITALS. The recitals set forth above are hereby adopted as the factual
36 and legal bases for this Agreement.

37 SECTION 2. PURPOSE. The purpose of this Agreement is to set forth the following necessary
38 features of cooperative climate element planning using expected Department of Commerce grant funds:

- 1 A. An administrative structure;
- 2 B. Agreed-upon goals; and
- 3 C. Identified tasks and responsibilities.

4 SECTION 3. ADMINISTRATIVE STRUCTURE. This Agreement does not establish a separate legal
5 entity to carry out the cooperative climate element planning undertaken herein. The following paragraphs
6 make provision for a joint board and administrator responsible for the undertaking.

7 A. Joint Board. A Board is hereby established as the Project Management Team. The Board
8 consists of two staff representing Clark County, and one staff representing each of the other Parties.

9 B. Administrator. Clark County Community Planning is designated as the Project Manager to
10 administer this Agreement.

11 C. Communications. The Project Manager and the Project Management Team will
12 communicate via in-person meetings, web-based meetings, telephone or e-mail to relay information,
13 answer questions, or raise concerns. All Parties will respond promptly to communications. The Project
14 Manager will ensure that information related to the project is timely provided to the Parties, among the
15 Parties, and between the Parties and the Washington State Department of Commerce.

16 D. Documents to be Provided. The Project Manager will cause to be distributed to each Party
17 an electronic copy, or where electronic copies are not efficacious, one (or more if necessary) hard copies
18 of review documents and deliverables as described in the Scope of Work attached hereto as Exhibit A.

19 E. Decision-Making. Decision-making will ordinarily be by consensus, but if no consensus can
20 be reached, decision-making will be by majority vote of all Parties, with each Party having one vote. In the
21 event of a tie vote, the Project Manager will make the final decision.

22 F. Record-Keeping. The Project Manager will keep the official project records and make them
23 available to the Project Management Team.

24 SECTION 4. AGREED-UPON GOALS. The Parties agree to the following goals necessary for
25 cooperative climate element planning:

- 26 A. The Parties intend to develop mutually consistent climate elements.
- 27 B. Each Party will cooperate to carry out the terms of the agreed Scope of Work.
- 28 C. The Parties establish the following priorities, in priority order, for spending funds:
 - 29 1. Baseline greenhouse gas emissions inventory;
 - 30 2. Baseline vehicle miles traveled per capita study or evaluation;
 - 31 3. Documentation of approach and sources for Section 4(C)1 and 2 as described in the
 - 32 Exhibit A scope of work;
 - 33 4. Exploration of climate impacts;
 - 34 5. Resilience plan and policy audit of Clark Regional Natural Hazard Mitigation Plan and
 - 35 each Party's Comprehensive Growth Management Plan;
 - 36 6. If needed, based on outcomes of the resilience plan and policy audit, assessment of
 - 37 vulnerability and risk;
 - 38 7. Documentation of approach and sources for Section 4(C)4 through 6 as described in
 - 39 the Exhibit A scope of work;
 - 40 8. Consultant technical support to each Party in setting greenhouse gas emission and
 - 41 vehicle miles traveled reduction targets for the planning period 2025-2045;

9. Consultant technical support to each Party to answer questions or present information to decision makers regarding the greenhouse gas emissions sub-element;
10. Consultant technical support to each Party to answer questions or present information to decision makers regarding the resilience sub-element;
11. Consultant communication and planning with Project Management Team for the greenhouse gas sub-element; and
12. Consultant communication and planning with the Project Management Team for the resilience sub-element.

D. The City of La Center and Town of Yacolt will only participate in resilience sub-element planning. The county shall ensure these Parties' funds will only be spent on resilience related items, Section 4(C)4 through 7, 10, and 12.

E. The Parties will jointly establish a regional approach to the items listed in Section 4(C).

SECTION 5. IDENTIFIED TASKS AND RESPONSIBILITIES

A. The Parties agree to the Scope of Work in Exhibit A to achieve the agreed upon climate planning priorities.

B. Each Party shall apply for its own Department of Commerce Climate Planning Grant funds.

C. If Climate Planning Grant funds are obtained from the Department of Commerce, each Party shall enter into any necessary contracts with the Department of Commerce for use of funds obtained from the grant.

D. Each Party shall administer its respective Department of Commerce Climate Planning Grant agreement. Grant administration may include activities such as submitting documentation to the Department of Commerce to receive Climate Planning Grant payment.

E. Each Party may have additional climate planning Scope of Work duties outside this Agreement that are required by the Party's respective Department of Commerce Climate Planning Grant.

F. Clark County shall submit to each Party all deliverables in the Exhibit A Scope of Work.

G. The agreed-upon amount that each Party shall pay to Clark County including a total not-to-exceed amount is specified in the Budget attached hereto as Exhibit B.

H. Clark County Community Planning shall issue a Request for Proposals for technical consultant services necessary to implement the agreed-upon Scope of Work.

I. Each Party is solely responsible for any legislative action it may take to consider and adopt a Climate Element as part of its Comprehensive Growth Management Plan periodic review due by June 30, 2025.

SECTION 6. TERM. This Agreement shall become effective upon the date a fully executed original is recorded with the Clark County Auditor in accordance with Section 23. Subject to the provisions of Sections 7 and 8, it shall remain in effect through June 30, 2025; provided, however, that Sections 10, 11, 13, 14, 16, 17, 18, 24, and 25 shall survive termination pursuant to this Section, or otherwise.

SECTION 7. TERMINATION. Any Party may choose to terminate its participation in this Agreement by notifying the other parties in writing thirty (30) days prior to termination. Termination of participation shall not entitle a party to assert any claim to unexpended Commerce grant funds. Any terminating party shall continue to be entitled to, and pay for, work products generated pursuant to this Agreement through the termination date of this Agreement.

1
2 SECTION 8. EXTENSIONS. The term of this Agreement may be extended for one additional year,
3 until June 30, 2026, by mutual written agreement of all Parties at least fifteen (15) days prior to the
4 expiration of this Agreement. The written agreement shall be in the form of an amendment pursuant to
5 Section 21 below.
6

7 SECTION 9. COST OF SERVICE. Once deliverables in the Exhibit A Scope of Work are delivered to
8 each Party, Clark County is responsible for providing an invoice to each Party for their portion of the
9 deliverable cost as specified in the Exhibit B Budget. Except as provided in this section, no party will charge
10 another Party for services rendered under this Agreement.
11

12 SECTION 10. BILLING METHOD AND PROCESS. Each Party shall pay the Clark County for
13 deliverables upon receipt of a written invoice according to the Scope of Work set forth in Exhibit A and the
14 funding arrangement set forth in Exhibit B. The parties mutually agree that in no event may the amount
15 paid by any Party to Clark County exceed the not-to-exceed dollar amount stated in Exhibit B without prior
16 written approval by the Party providing payment, and that absent such prior approval, the Party shall not
17 be obliged to pay any amount in excess of the not-to-exceed dollar amount stated in Exhibit B.
18

19 SECTION 11. DISPUTE RESOLUTION. If there is a dispute among the Parties regarding the delivery
20 of services under this Agreement, payment of any amount due pursuant to Section 10, or any other
21 controversy or claim arising out of or relating to this Agreement or the alleged breach of such Agreement,
22 each will attempt to address it by conferring in good faith to reach a resolution before filing a lawsuit
23 against the other Party.
24

25 SECTION 12. INDEPENDENT CONTRACTOR. The Parties are and shall at all times be deemed to be
26 independent contractors in the provision, performance, or use of the services set forth in this Agreement.
27 Nothing herein shall be construed as creating the relationship of employer and employee, or principal and
28 agent, between the Parties. Each Party shall retain all authority for provision of services, standards of
29 performance, discipline and control of personnel, and other matters incident to its performance of services
30 pursuant to this Agreement. Nothing in this Agreement shall make any employee of any Party an employee
31 of any other Party for any purpose, including but not limited to, for withholding of taxes, payment of
32 benefits, workers' compensation pursuant to Title 51 RCW, or any other rights or privileges accorded their
33 respective employees by virtue of their employment.
34

35 SECTION 13. HOLD HARMLESS/INDEMNIFICATION. It is understood and agreed that each Party will
36 be responsible for its own negligence and will, to the extent of its negligence, indemnify and hold harmless
37 the other Parties from any and all resulting claims, losses, or causes of action, suits and actions of any kind
38 in law or equity.
39

40 SECTION 14. ATTORNEYS FEES AND COSTS. Each Party shall bear its own attorneys' fees and costs
41 of enforcing the rights and responsibilities under this Agreement.
42

1 SECTION 15. ASSIGNMENT/SUBCONTRACTING. No Party shall transfer, assign, or subcontract, in
2 whole or in part, any or all of its respective rights or obligations under this Agreement without the prior
3 written consent of the other Parties, which may be withheld for any reason.
4

5 SECTION 16. NO THIRD PARTY BENEFICIARY. The Parties do not intend by this Agreement to
6 assume any contractual obligations to anyone other than each other. The Parties do not intend there to
7 be any third-party beneficiary to this Agreement.
8

9 SECTION 17. NOTICE. Any notices to be given under this Agreement shall at minimum be delivered,
10 postage prepaid and addressed as follows, provided that the name and address to which notices shall be
11 directed may be changed by any Party giving the other Parties notice of such change as provided in this
12 section:

13 To Clark County:

14 CLARK COUNTY
15 Community Planning
16 PO Box 9810
17 Vancouver, WA 98666-9810
18 Attention: Jenna Kay, Planner III, and
19 Gary Albrecht, Planner III

20 To the City of Battle Ground

21 CITY OF BATTLE GROUND
22 Planning Department
23 109 SW 1st Street, Suite 127
24 Battle Ground, WA 98604
25 Attention: Sam Crummett, Community Development Director

26 To the City of Camas

27 CITY OF CAMAS
28 Planning Division
29 616 NE 4th Avenue
30 Camas, WA 98607
31 Attention: Alan Peters, Community Development Director

32 To the City of La Center

33 CITY OF LA CENTER
34 Community Development
35 210 E. 4th St.
36 La Center, WA 98629
37 Attention: Bryan Kast, Community Development/Public Works Director

38 To the City of Ridgefield

39 CITY OF RIDGEFIELD

Community Development
PO Box 608
Ridgefield, WA 98642
Attention: Claire Lust, Community Development Director

To the City of Washougal

CITY OF WASHOUGAL
Community Development
1701 C Street
Washougal, WA 98671
Attention: Mitch Kneipp, Community Development Director

To the Town of Yacolt

TOWN OF YACOLT
PO Box 160
Yacolt, WA 98675
Attention: Stephanie Fields, Clerk

SECTION 18. WAIVER. No waiver by any Party of any term or condition of this Agreement incorporated in this Agreement shall be deemed or construed to constitute a waiver of any other term or condition or of any subsequent breach, whether of the same or a different provision.

SECTION 19. INTERLOCAL COOPERATION ACT COMPLIANCE. This is an Agreement entered into pursuant to Chapter 39.34 RCW. Its purpose is as set forth in Section 2 (Purpose). Its duration is as specified in Section 6 (Term). Its method of termination is set forth in Section 7 (Termination). Its manner of financing and of establishing and maintaining a budget therefore is described in Sections 5 (Identified Tasks and Responsibilities), 9 (Cost of Service) and 10 (Billing Method and Process). No real or personal property shall be acquired pursuant to this Agreement that will need to be disposed of upon partial or complete termination of this Agreement. No separate legal entity is created by this Agreement, which is to be administered pursuant to Sections 3 (Administrative Structure), 4 (Agreed-Upon Goals), and 5 (Identified Tasks and Responsibilities).

SECTION 20. ENTIRE AGREEMENT. This Agreement, as amended pursuant to Section 21, contains the entire agreement of the parties with respect to the subject matter covered or mentioned therein, and no prior or other Agreement shall be effective to the contrary.

SECTION 21. AMENDMENT. The provisions of this Agreement may be amended by the mutual written consent of the Parties. No addition to, or alteration of, the terms of this Agreement shall be valid unless made in writing and formally approved and executed as an amendment by the duly authorized agent of each Party.

SECTION 22. COUNTERPARTS. This Agreement may be executed simultaneously in several counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

SECTION 23. DOCUMENT EXECUTION AND FILING. The Parties agree that there shall be 4 duplicate originals of this Agreement prepared and distributed for signature by the necessary officials of each Party.

Each Party who executes this Agreement shall cause two executed originals to be returned to the Project Manager, who shall date it below, and shall cause one executed original be filed with the Clark County Auditor, retain one original for its records, and distribute conformed copies to the designated agents of the Parties pursuant to Section 17 (Notice). Upon filing with the Clark County Auditor of the signed original, such signed original shall constitute an Agreement binding upon the parties.

SECTION 24. SEVERABILITY. If any section or part of this Agreement is held by a court to be invalid, such action shall not affect the validity of any other part of this Agreement or of the Agreement as a whole.

SECTION 25. GOVERNING LAW. This Agreement shall be governed as to interpretation and execution by the laws of the State of Washington, except for choice law provisions. Venue for any litigation shall be in accordance with RCW 36.01.050.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed in its respective name by its duly authorized officers and has caused this Agreement to be dated as of the 5th day of December, 2023.

FOR CITY OF BATTLE GROUND, a municipal corporation

By: _____

Erin Erdman, City Manager

ATTEST:

By: _____

Elizabeth Halili, City Clerk

APPROVED as to form:

By: _____

Kirk Ehlis, Menke Jackson Beyer, City Attorney

FOR CITY OF CAMAS a municipal corporation

By: _____

Steve Hogan, Mayor

ATTEST:

By: _____

Sydney Baker, City Clerk

APPROVED as to form:

1 By: _____

2 Shawn MacPherson, City Attorney

3

4 FOR CLARK COUNTY, a municipal corporation

5 COUNTY COUNCIL
6 CLARK COUNTY, WASHINGTON

7

8 Attest:

9 _____

By: _____

10 Clerk to the Council

Karen Dill Bowerman, Chair

11

12 By: _____

13 Glen Yung, Councilor

14

15 By: _____

16 Michelle Belkot, Councilor

17 Approved as to Form Only:

18 Anthony F. Golik

By: _____

19 Prosecuting Attorney

Gary Medvigy, Councilor

20

21 By: _____

By: _____

22 Christine Cook,

Sue Marshall, Councilor

23 Sr. Deputy Prosecuting Attorney

24

25 FOR CITY OF LA CENTER a municipal corporation

26 By: _____

27 Thomas Strobehn, Mayor

28 ATTEST:

29

1 By: _____

2 Maria Swinger-Inskeep, City Clerk

3 APPROVED as to form:

4 By: _____

5 Bronson Potter, City Attorney

6

7 FOR CITY OF RIDGEFIELD, a municipal corporation

8 By: _____

9 Steve Stuart, City Manager

10 ATTEST:

11 By: _____

12 Julie Ferris, City Clerk

13 APPROVED as to form:

14 By: _____

15 Janean Parker, City Attorney

16

17 FOR CITY OF WASHOUGAL, a municipal corporation

18 By: _____

19 David Scott, City Manager

20 ATTEST:

21 By: _____

22 Daniel Layer, Finance Director/City Clerk

23 APPROVED as to form:

24 By: _____

25 Robert Zeinemann, City Attorney

26

27 FOR TOWN OF YACOLT, a municipal corporation

28 By: _____

29 Katelyn Listek, Mayor

1 ATTEST:

2 By: _____

3 Stephanie Fields, Town Clerk

4 APPROVED as to form:

5 By: _____

6 David Ridenour, Town Attorney

7

Exhibit A

Scope of Work for Cooperative Climate Planning

Task 1: Greenhouse gas reduction sub-element baseline data collection technical assistance

Task description: This task is for a consultant to provide baseline data collection and technical support in development of the greenhouse gas reduction sub-elements for Clark County and the Cities of Battle Ground, Camas, Ridgefield, and Washougal consistent with E2SHB 1181 and the December 2023 Department of Commerce Climate Element guidance.

Deliverables:

- 1.1 A consultant provided baseline greenhouse gas emissions inventory report for each of the following communities: Cities of Battle Ground, Camas, Ridgefield, Washougal, unincorporated Clark County, and countywide. The greenhouse gas emissions inventory for the unincorporated county needs to differentiate between urban and rural areas.
 - The county and cities' Project Management Team can assist the county-hired consultant in locating data managed by respective local government entities. Otherwise, the technical consultant will be responsible for collecting data for the emissions inventory.
 - Consultant calculated baseline energy usage and emissions for each participating jurisdiction must be done using non-proprietary methods and all assumptions, calculations, data sources, and key contacts must be made available to the participating jurisdictions.
 - This deliverable includes a separate report for each party that textually and graphically presents the greenhouse gas emissions inventory and identifies emissions over which each participating jurisdiction may have significant influence (as well as additional communitywide emissions). The report will identify top-priority sources of greenhouse gas emissions for which reduction strategies could be developed in later phases of the climate change planning process. The report will include documentation of approach used to develop baselines, to serve as documentation for use of best available science/scientific credibility, incorporation of environmental justice, and other Growth Management Act mandated requirements applicable to this task.
- 1.2 A consultant will train county staff to update the greenhouse gas emissions inventory moving forward.
 - The county-hired technical consultant will be training county staff with the information and materials necessary to replicate the greenhouse gas emissions calculations used for the base year inventory, track progress, and generate reports. The consultant will hold training sessions (no less than 3) for county staff to learn how to update the inventory.
 - City staff will be invited to join the inventory training, if of interest. This is an optional item the cities may choose to participate in.
- 1.3 A consultant provided baseline vehicle miles traveled (VMT) per capita study or evaluation for the Cities of Battle Ground, Camas, Ridgefield, Washougal, unincorporated Clark County, and

countywide. Data for the unincorporated county needs to differentiate between urban and rural areas.

- Consultant approach must be made in collaboration with Regional Transportation Council (RTC) staff.
- The county will provide each jurisdiction with a copy of the study/evaluation.

1.4 Consultant-provided support to stakeholder groups, staff, and decision makers in setting greenhouse gas emission and VMT reduction targets for the planning period 2025-2045.

- This deliverable includes technical consultant preparation of presentation materials for each jurisdiction.
- This deliverable includes the technical consultant being available to answer questions or present information to stakeholder groups and local decision makers for each jurisdiction.

1.5 Communication and planning with the technical consultant.

- This deliverable includes county coordination and communication with the technical consultant.

Task 2: Climate resiliency sub-element foundational research and technical assistance

Task description: This task is for a consultant to provide foundational data, research, and technical support in development of the resilience sub-elements for the county and Cities of Battle Ground, Camas, La Center, Ridgefield, Washougal, and the Town of Yacolt, consistent with E2SHB 1181 and the December 2023 Department of Commerce Climate Element guidance. This task includes exploration of climate impacts; an audit of plans and policies; and, if needed, assessment of vulnerability and risk.

Deliverables:

2.1 Consultant provided documentation of approach and sources for foundational data and research to serve as county and cities' documentation for use of best available science/scientific credibility, incorporation of environmental justice, and other legislatively mandated requirements.

2.2 Consultant lead exploration of Climate Impacts with a focus on vulnerable communities and consistent with Department of Commerce guidance.

- Identification of climate impact exploration tool to use with stakeholder groups and confirmed with county and city Project Management Team.
- Climate exploration activity/discussion that helps stakeholder groups better understand/explore impacts and helps stakeholders identify priority climate impacts for the project. County and city Project Management Team to confirm stakeholders to invite to activity/discussion.
- A summary of recommended priority climate impacts that is created for general public understanding for each participating jurisdiction. A focus on vulnerable communities is expected to be included in the approach for identifying priority climate impacts.

2.3 Consultant provided summary of the results of an audit of plans and policies consistent with Department of Commerce guidance.

- The plan and policy audit should prioritize the [Clark Regional Natural Hazard Mitigation Plan](#) and existing county and city comprehensive plans. There are likely other plans and policies that could be considered in this step, time and budget permitting.
- 2.4 If needed, based on the outcomes of the plan and policy audit, a consultant provided assessment of vulnerability and risk, consistent with Department of Commerce guidance.
- This deliverable includes documentation of the results of the vulnerability and risk assessment for each jurisdiction consistent with the Department of Commerce Guidance.
 - Any maps developed by the consultant through the vulnerability and risk assessment will be provided to all jurisdictions.
- 2.5 Consultant availability to field questions from stakeholder groups, staff, and speak with decision makers, if needed.
- This deliverable includes the technical consultant being available to answer questions or present information to stakeholder groups and local decision makers for each jurisdiction.
- 2.6 Communication and planning with the technical consultant.
- This deliverable includes county coordination and communication with the technical consultant.

Task 3: Project Management

Task description: This task includes work focused on county project communication, coordination, and administration with the cities.

Deliverables:

- 3.1 Communication and coordination with cities.
- 3.2 Interlocal agreement administration including provision of deliverables and invoices.

Exhibit B
Budget for Cooperative Climate Planning

	County	Battle Ground	Camas	La Center	Ridgefield	Washougal	Yacolt
GHG sub-element payment percentage per deliverable	28.5714%	17.8571%	17.8571%	0.0000%	17.8571%	17.8571%	0.0000%
Resilience sub-element payment percentage per deliverable	25.0000%	15.6250%	15.6250%	6.2500%	15.6250%	15.6250%	6.2500%
Total payment to Clark County not to exceed amount	N/A	\$40,096.37	\$40,096.37	\$5,650.00	\$40,096.37	\$40,096.37	\$5,650.00

Note: Percentages are based on the proportion of money each party is expected to receive from the Department of Commerce. Totals are based on the total expected cost per Party based on consultant proposals. For task items that are county-specific, \$0 will be paid by the other Parties.

	County	Battle Ground	Camas	La Center	Ridgefield	Washougal	Yacolt	Total Cost	Assumptions
Task 1: GHG Reduction Assistance									
1.1 Greenhouse gas emissions inventory	\$ 24,846.83	\$ 15,529.25	\$ 15,529.25	\$ -	\$ 15,529.25	\$ 15,529.25	\$ -	\$ 86,964.00	
1.2 Train county staff to update GHG inventory moving forward	\$ 6,959.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,959.00	County-only task
1.3 VMT per capita study/evaluation	\$ 3,958.85	\$ 2,474.28	\$ 2,474.28	\$ -	\$ 2,474.28	\$ 2,474.28	\$ -	\$ 13,856.00	
1.4 GHG emission and VMT reduction target setting support, answering questions and presenting information	\$ 11,891.42	\$ 7,432.13	\$ 7,432.13	\$ -	\$ 7,432.13	\$ 7,432.13	\$ -	\$ 41,620.00	
1.5 Communication and planning with technical consultant	\$ 857.14	\$ 535.71	\$ 535.71	\$ -	\$ 535.71	\$ 535.71	\$ -	\$ 3,000.00	
Sub-total	\$ 48,513.24	\$ 25,971.37	\$ 25,971.37	\$ -	\$ 25,971.37	\$ 25,971.37	\$ -	\$ 152,399.00	
Task 2: Resilience Assistance									
2.1 Documentation of approach	\$ 4,000.00	\$ 2,500.00	\$ 2,500.00	\$ 1,000.00	\$ 2,500.00	\$ 2,500.00	\$ 1,000.00	\$ 16,000.00	
2.2 Exploration of climate impacts	\$ 6,000.00	\$ 3,750.00	\$ 3,750.00	\$ 1,500.00	\$ 3,750.00	\$ 3,750.00	\$ 1,500.00	\$ 24,000.00	
2.3 Audit summary	\$ 2,000.00	\$ 1,250.00	\$ 1,250.00	\$ 500.00	\$ 1,250.00	\$ 1,250.00	\$ 500.00	\$ 8,000.00	
2.4 Assessment of vulnerability and risk	\$ 7,000.00	\$ 4,375.00	\$ 4,375.00	\$ 1,750.00	\$ 4,375.00	\$ 4,375.00	\$ 1,750.00	\$ 28,000.00	
2.5 Answering questions and presenting information	\$ 2,100.00	\$ 1,312.50	\$ 1,312.50	\$ 525.00	\$ 1,312.50	\$ 1,312.50	\$ 525.00	\$ 8,400.00	
2.6 Communication and planning with technical consultant	\$ 750.00	\$ 468.75	\$ 468.75	\$ 187.50	\$ 468.75	\$ 468.75	\$ 187.50	\$ 3,000.00	
Sub-total	\$ 21,850.00	\$ 13,656.25	\$ 13,656.25	\$ 5,462.50	\$ 13,656.25	\$ 13,656.25	\$ 5,462.50	\$ 87,400.00	
Task 3: Project Management									
3.1 Communication and coordination	\$ 375.00	\$ 234.38	\$ 234.38	\$ 93.75	\$ 234.38	\$ 234.38	\$ 93.75	\$ 1,500.00	
3.2 Interlocal agreement administration	\$ 375.00	\$ 234.38	\$ 234.38	\$ 93.75	\$ 234.38	\$ 234.38	\$ 93.75	\$ 1,500.00	
Sub-total	\$ 750.00	\$ 468.75	\$ 468.75	\$ 187.50	\$ 468.75	\$ 468.75	\$ 187.50	\$ 3,000.00	
TOTAL	\$ 71,113.24	\$ 40,096.37	\$ 40,096.37	\$ 5,650.00	\$ 40,096.37	\$ 40,096.37	\$ 5,650.00	\$ 242,799.00	

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: November 16, 2023

AGENDA ITEM NAME: Motion - Approval of The Reserve at Seven Wells (Phase 6) Final Plat

GOVERNING LEGISLATION

RCW 36.70A - Growth Management
RMC 18.620 - Procedure for Subdivision

PREVIOUS COUNCIL ACTION TAKEN:

None.

SUMMARY/BACKGROUND:

See attached staff report.

BUDGET/FINANCIAL IMPACTS:

Tax revenue from 63 new single-family residential lots.

RECOMMENDED ACTION OR MOTION:

To approve the final plat with conditions: "I move to approve The Reserve at Seven Wells final plat as conditioned."

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

1. Staff Report
2. Final Plat Sheet 1
3. Final Plat Sheet 2



COMMUNITY DEVELOPMENT DEPARTMENT

230 Pioneer Street | PO Box 608 | Ridgefield, WA 98642
(360) 887-3908 | Fax: (360) 887-2507 | www.ridgefieldwa.us

The Reserve at Seven Wells (Phase 6) Final Plat

Staff Report

File No. MASTER-23-0041, PLZ-23-0063

November 16, 2023

I. Basic Facts

Application date: On September 5, 2023, the City received an application for final plat approval for The Reserve at Seven Wells (63 lots).

Applicant/Property Owner: Pacific Lifestyle Homes, Inc., 11815 NE 99th St, Suite 1200 / Vancouver, WA 98682.
Contact: Samantha Zimmer, 360.213.0804, samanthaz@buildplh.com

Applicant's Representative: Fidelity National Title, 655 W Columbia Way, Suite 200 / Vancouver, WA 98660.
Contact: Deanna Haake, 360.601.9146, builderdev@fnf.com

Property Information: 4545 S 11th Way / Ridgefield, WA 98642. #14 OF SEC 28 T4NR1E 15.26A (PEND 1905 to be THE RESERVE AT SEVEN WELLS). Assessor's #215597000.

Zoning: Residential Low Density 8 (RLD-8)

Comprehensive Plan: Urban Low (UL)

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

Council date: November 16, 2023

II. Documents Received

- A. Master land use application
- B. Final plat checklist
- C. Narrative
- D. Plat sheets
- E. Lot closure report
- F. Subdivision guarantee
- G. Performance bond cost estimate
- H. Draft CC&Rs
- I. Revised materials as required by staff

III. Background and Proposal

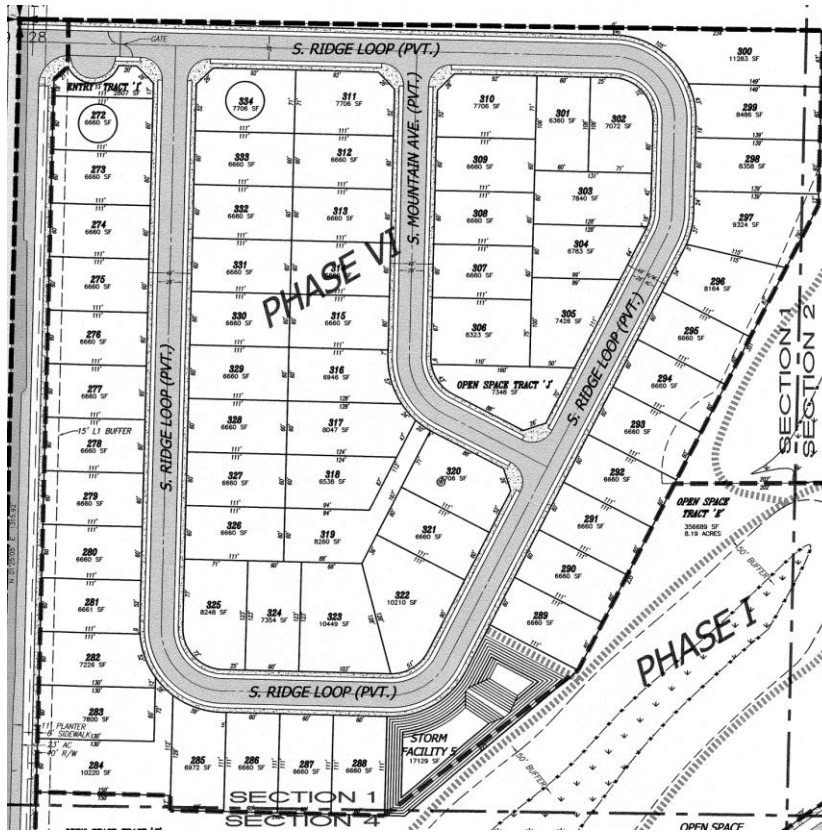
The Ridgefield Hearing Examiner approved the preliminary plat for Ridgecrest Planned Unit Development (PUD) on November 10, 2016, as PLZ-16-0035. The project is also subject to the July 27, 2017 development agreement made between the City of Ridgefield and the Developer. The subdivision is now known as Seven Wells Estates.

Phase 6 was identified as 63-lot area in the northwest corner of the development. It is adjacent to South Royle Road to the west, an undeveloped 14-acre parcel to the north, and critical area and open space tracts to the south and east between Phase 6 and the rest of Seven Wells Estates. See Figures (1) and (2).

Figure 1. Ridgecrest Preliminary PUD



Figure 2. Preliminary PUD Phase 6



Phases 1-4 received final plat approval in 2017 and 2018 and have been constructed. Phase 4 incorporated the area shown as Phase 5 in Figure (1). Therefore, Phase 6 (The Reserve) is the final phase of the project.

On October 28, 2022 staff approved a post-decision review (PDR) application for Phase 6 (PLZ-22-0108). The PDR reduced the area and width of twelve lots in Phase 6 consistent with the PUD provisions in RDC 18.401.100 and increased the area of other lots to maintain the total number of lots (63) and overall layout of the phase. See Figure (3).

Figure 3. Seven Wells Estates Phase 6 PDR



The Phase 6 (The Reserve) final plat proposal is to subdivide Assessor's Parcel #215597000 into 63 single-family residential lots. The minimum lot area is 4,444 square feet, the maximum lot area is 11,244 square feet, and the average lot area is 7,120 square feet consistent with the preliminary PUD and the 2022 PDR. See Figure (4).

Phase 6 is designed as a private community, with a series of private roads accessed from S Royle Road , the nearest public street. All roads are to be owned and maintained by the HOA, with an ingress, egress, and inspection easement over all public utilities and apparatuses granted to CRWWD and CPU. The community will be gated, as is required for private communities exceeding eight lots by the Ridgfield Engineering Standards for Public Works Construction. Due to the single point of vehicular access to the site, Clark Cowlitz Fire Rescue will require all homes to have fire sprinklers.

Figure 4. Phase 6 final plat (full plan set included as an attachment)



Tract A is a stormwater facility between Lots 21 and 22. Tract A is to be owned and maintained by the HOA, with an inspection easement granted to the City of Ridgefield.

Tract B is a pedestrian tract located between Lots 24 and 25, accessing the City-owned open space tract to the east. Tract B is to be owned and maintained by the HOA. See Figure (5).

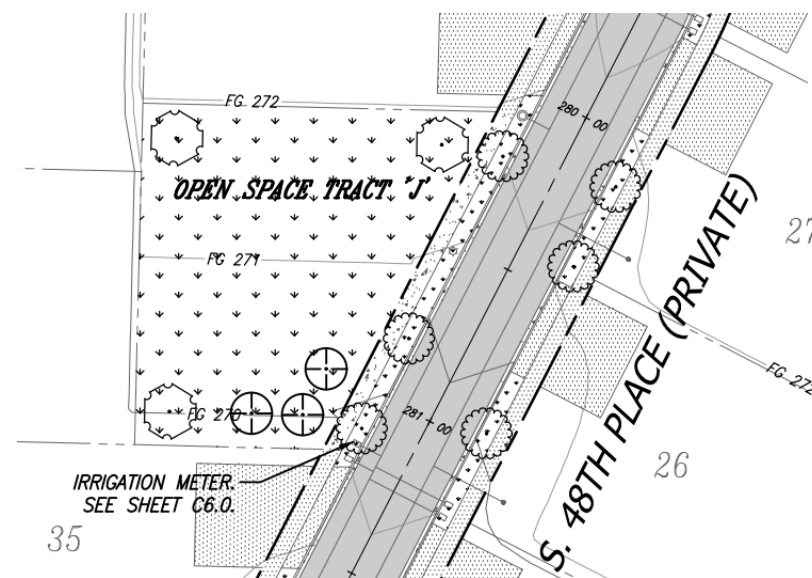
Tract J is a 7,960-square foot open space tract between Lots 34 and 35. See Figures (5) and (6).

Driveway easements provide access to Lots 16, 17, 46, and 47 and are to be maintained by the subject lots equally.

Figure 5. Phase 6 open space



Figure 6. Open space Tract J



IV. Staff Review

The purpose of this review is to consider whether the applicant has met the conditions of approval from the preliminary approval, the Development Agreement, the Ridgefield Development Code, the Ridgefield Urban Area

Comprehensive Plan, and the City Engineering Standards for Public Works Construction. Staff evaluated the final plat materials and resubmittals provided and offer the following combined comments.

Survey Review

Gray & Osborne, Inc. reviewed the final plat sheets and lot closure report and in their latest review dated November 10, 2023 identified minor remaining corrections.

As a **condition of approval**, the applicant shall make the corrections identified in the November 10, 2023 survey review memo prior to obtaining city signatures on the final plat mylar.

Engineering Review

Engineering staff confirmed that all site improvements are substantially complete and all engineering conditions of approval have been addressed.

Land Use Review

The applicant submitted draft CC&Rs which are under review by the City Attorney. As a **condition of approval**, the applicant shall address any revisions to the CC&Rs required by the City Attorney prior to obtaining city signatures on the final plat mylar. As a **condition of approval**, the applicant shall record the CC&Rs and submit a recorded copy to the city.

All other land use comments and conditions of approval have been addressed.

Other Comments

Staff identified the following issues while preparing this report:

1. Plat Note 2 states that impact fees and system development charges shall be assessed based on fee schedules in effect at the time of building permit issuance. Impact fees and system development charges are assessed based on the fee schedules in effect at the time of building permit submittal. As a **condition of approval**, the applicant shall revise Plat Note 2 changing “issuance” to “submittal” prior to obtaining City signatures on the final plat mylar.
2. There is no plat note identifying the ownership and maintenance responsibilities for open space Tract J. As a **condition of approval**, the applicant shall add a plat note granting ownership and maintenance of Tract J to the HOA.

The applicant identified an error in the

V. Recommendation

Staff recommends City Council **APPROVE** The Reserve at Seven Wells (Phase 6) Final Plat subject to the following **conditions of approval**:

1. Make the corrections identified in the November 10, 2023 survey review memo prior to obtaining City signatures on the final plat mylar.
2. Address any revisions to the CC&Rs required by the City Attorney prior to obtaining city signatures on the final plat mylar.
3. Revise Plat Note 2 changing “issuance” to “submittal” prior to obtaining City signatures on the final plat mylar.

4. Add a plat note granting ownership and maintenance of Tract J to the HOA prior to obtaining City signatures on the final plat mylar.
5. Submit a mylar for signature containing the signature and seal of the surveyor of record (Certification of Subdivision Platting, see RDC 18.620.120.L) and the signatures of all parties having an ownership interest in the land for purposes of dedication (Dedication of Subdivision, see RDC 18.620.120.M).
6. Record the final plat with the Clark County Auditor's Office within thirty (30) calendar days of City signatures on the face of the Mylar.
7. Submit the recorded plat and all associated written documents within thirty (30) calendar days of City signatures on the face of the Mylar.
8. Record the CC&Rs and submit a recorded copy to the city.

PERIMETER DESCRIPTION:

A PARCEL OF LAND IN A PORTION OF THE IN THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 28, TOWNSHIP 4 NORTH, RANGE 1 EAST OF THE WILLAMETTE MERIDIAN, CLARK COUNTY, WASHINGTON, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF THE NORTHWEST QUARTER OF SAID SECTION 28;

THENCE SOUTH 89°11'10" EAST, ALONG THE NORTH LINE OF THE SAID NORTHWEST QUARTER 40.00 FEET, TO THE EASTERLY RIGHT-OF-WAY LINE OF S. ROYLE ROAD SAID POINT BEING THE TRUE POINT OF BEGINNING;

THENCE CONTINUING SOUTH 89°11'10" EAST, ALONG THE NORTH LINE OF THE SAID NORTHWEST QUARTER 858.45 FEET, TO THE NORTHWEST CORNER OF SEVEN WELLS ESTATES PUD SUBDIVISION PHASE 4" ACCORDING TO THE PLAT THEREOF RECORDED IN BOOK 312 OF PLATS AT PAGE 003, RECORDS OF CLARK COUNTY, WASHINGTON;

THENCE SOUTH 01°25'05" WEST, ALONG THE WEST LINE OF SAID "SEVEN WELLS ESTATES PUD SUBDIVISION PHASE 4" PLAT, 195.45 FEET TO AN ANGLE POINT THEREIN;

THENCE SOUTH 27°17'12" WEST, ALONG THE WEST LINE OF SAID "SEVEN WELLS ESTATES PUD SUBDIVISION PHASE 4" PLAT, AND THE WESTERLY LINE OF TRACT "B" OF "SEVEN WELLS ESTATES PUD SUBDIVISION PHASE 1" ACCORDING TO THE PLAT RECORDED IN BOOK 311 OF PLATS AT PAGE 933 RECORDS OF CLARK COUNTY WASHINGTON, 586.31 FEET TO AN ANGLE POINT THEREIN;

THENCE SOUTH 49°57'45" WEST, ALONG SAID WESTERLY LINE OF TRACT "B" 253.79 FEET, TO AN ANGLE POINT THEREIN;

THENCE NORTH 88°34'55" WEST, ALONG THE NORTH LINE OF SAID TRACT "B" 262.38 FEET, TO AN ANGLE POINT THEREIN;

THENCE NORTH 01°25'05" EAST, ALONG THE NORTH LINE OF SAID TRACT "B" 16.56 FEET, TO AN ANGLE POINT THEREIN;

THENCE NORTH 88°34'55" WEST, ALONG THE NORTH LINE OF SAID TRACT "B" 150.00 FEET, TO SAID EASTERLY RIGHT-OF-WAY LINE OF S. ROYLE ROAD;

THENCE NORTH 01°25'05" EAST, ALONG SAID EASTERLY RIGHT-OF-WAY LINE 865.42 FEET, TO THE TRUE POINT OF BEGINNING;

CONTAINING 15.26 ACRES MORE OR LESS.

TOGETHER WITH AND SUBJECT TO EASEMENTS, RESERVATIONS, COVENANTS AND RESTRICTIONS APPARENT OR OF RECORD.

NOTES:

- ALL ROADS WITHIN THIS PLAT ARE GRANTED AND CONVEYED TO THE RESERVE AT SEVEN WELLS PHASE 6 HOMEOWNER ASSOCIATION WITH THIS PLAT AND SHALL BE MAINTAINED BY SEVEN WELLS PHASE 6 HOMEOWNERS ASSOCIATION. WITH AN INGRESS, EGRESS, INSPECTION AND MAINTENANCE EASEMENT OVER ALL PUBLIC UTILITIES AND APPARATUSES IS HEREBY GRANTED TO CLARK REGIONAL WASTE WATER DISTRICT (CRWD) AND CLARK PUBLIC UTILITIES WITH THIS PLAT
- IMPACT FEES AND SYSTEM DEVELOPMENT CHARGES SHALL BE ASSESSED BASED ON FEE SCHEDULES IN EFFECT AT THE TIME OF BUILDING PERMIT ISSUANCE.
- CITY OF RIDGEFIELD FINAL PLAT NUMBER "PLZ-23-0063"
- OFF-STREET PARKING MUST BE SETBACK A MINIMUM OF 18 FEET FROM THE SIDEWALK TO PREVENT VEHICLES FROM INTERFERING WITH SIDEWALK TRAVEL.
- ANY MODIFICATION TO PROPERTY LINE SETBACKS MAY BE PROCESSED THROUGH AN ADMINISTRATIVE ADJUSTMENT OR A VARIANCE AS REFERENCED IN THE CITY OF RIDGEFIELD DEVELOPMENT CODE AS AN ALTERNATIVE TO A RE-PLAT PROCESS.
- ALL SENSITIVE LANDS SHALL BE PROTECTED BY CONSERVATION EASEMENTS AND CERTAIN ACTIVITIES ARE PROHIBITED OR LIMITED AS SPECIFIED BY THE CITY OF RIDGEFIELD DEVELOPMENT CODE, RDC 18.280.
- TRACT "A" IS STORMWATER FACILITIES TO BE GRANTED AND CONVEYED TO THE RESERVE AT SEVEN WELLS PHASE 6 HOME OWNERS ASSOCIATION WITH THIS PLAT AND MAINTAINED BY THE RESERVE AT SEVEN WELLS PHASE 6 HOMEOWNER'S ASSOCIATION (H.O.A.). WITH A BLANKET EASEMENT DEDICATED TO THE CITY OF RIDGEFIELD FOR INSPECTION.
- 15' PRIVATE SANITARY SEWER EASEMENT FOR THE BENEFIT OF LOT 46
- ALL BUILDINGS OR STRUCTURES REQUIRING A BUILDING PERMIT SHALL INDICATE COMPLIANCE WITH THE FOLLOWING LOT DESIGN STANDARDS.

MINIMUM LOT AREA — 5,000 SQUARE FEET
MINIMUM YARD SETBACKS:
FRONT 10'
SIDE 5'
STREET SIDE 10'
REAR 5'
GARAGE 18' FROM BACK OF SIDEWALK
MINIMUM LOT WIDTH OF 50' FOOT. (EXCEPT LOTS 1-11 SEE NOTE 10)
MAXIMUM BUILDING COVERAGE DOES NOT EXCEED 50% OF NET BUILDABLE AREA OVERALL
MAXIMUM HEIGHTS 35'
MAXIMUM DEVELOPMENT COVERAGE WILL NOT EXCEED 65% OF THE NET BUILDING AREA OVERALL

- LOT WIDTHS FOR LOTS 1-11 WERE APPROVED BY THE FINAL DECISION FOR PLZ-22-0108, MASTER FILE PLZ-22-0070.
- ALL HOUSES ARE REQUIRED TO BE SPRINKLED.
- 15.00 FOOT PEDESTRIAN TRACT "B" GRANTED AND CONVEYED TO THE RESERVE AT SEVEN WELLS PHASE 6 HOMEOWNERS ASSOCIATION WITH THIS PLAT. TO BE MAINTAINED BY THE RESERVE AT SEVEN WELLS PHASE 6 HOMEOWNERS ASSOCIATION WITH A PUBLIC ACCESS EASEMENT.
- 20.00 FOOT PRIVATE DRIVEWAY, AND UTILITIES EASEMENT IS HEREBY ESTABLISHED OVER UNDER AND ACROSS LOT 47 FOR THE BENEFIT OF LOTS 46 AND 47 TO AND SHALL BE MAINTAINED BY LOTS 46 AND 47 EQUALLY.
- 20.00 FOOT PRIVATE DRIVEWAY, AND UTILITIES EASEMENT IS HEREBY ESTABLISHED OVER UNDER AND ACROSS LOT 17 FOR THE BENEFIT OF LOTS 16 AND 17 TO AND SHALL BE MAINTAINED BY LOTS 16 AND 17 EQUALLY.
- 25.00 FOOT SANITARY SEWER EASEMENT DEDICATED TO CLARK REGIONAL WASTE WATER DISTRICT WITH THIS PLAT.
- 15.00 FOOT LANDSCAPE BUFFER DEDICATED TO THE RESERVE AT SEVEN WELLS PHASE 6 HOMEOWNERS ASSOCIATION (H.O.A.) WITH THIS PLAT
- SANITARY SEWER EASEMENT WIDTH VARIES DEDICATED TO CLARK REGIONAL WASTE WATER DISTRICT WITH THIS PLAT.
- 15' PRIVATE SANITARY SEWER EASEMENT FOR THE BENEFIT OF LOT 16

UTILITY AND SIDEWALK EASEMENT:

AN EASEMENT IS HEREBY RESERVED UNDER AND UPON ALL TRACTS AND THE EXTERIOR SIX (6) FEET ON ALL BOUNDARY LINES OF THE LOTS ADJACENT TO PUBLIC AND PRIVATE ROADS, ACCESS EASEMENT AND TRACTS FOR THE INSTALLATION, CONSTRUCTION, RENEWING, OPERATING AND MAINTAINING ELECTRIC, TELEPHONE, TV, CABLE, WATER AND SANITARY SEWER SERVICES. ALL LOTS CONTAINING PADMOUNT TRANSFORMERS ARE SUBJECT TO MINIMUM CLEARANCES AS DEFINED BY CLARK PUBLIC UTILITIES CONSTRUCTION STANDARDS. ALSO, A SIDEWALK EASEMENT, AS NECESSARY TO COMPLY WITH ADA SLOPE REQUIREMENTS, SHALL BE RESERVED UPON THE EXTERIOR SIX (6) FEET ALONG THE FRONT BOUNDARY LINES OF ALL LOTS AND TRACTS ADJACENT TO PUBLIC STREETS AND PRIVATE STREETS..

DEED REFERENCE:

GRANTOR: RIDGECREST JV LLC,
GRANTEE: PACIFIC LIFESTYLE HOMES INC
AFN: 6123216D
DATE: 6-02-23

AVERAGE LOT AREA:

AVERAGE LOT AREA FOR LOTS 1 THRU 63 IS 7,197 SQUARE FEET.

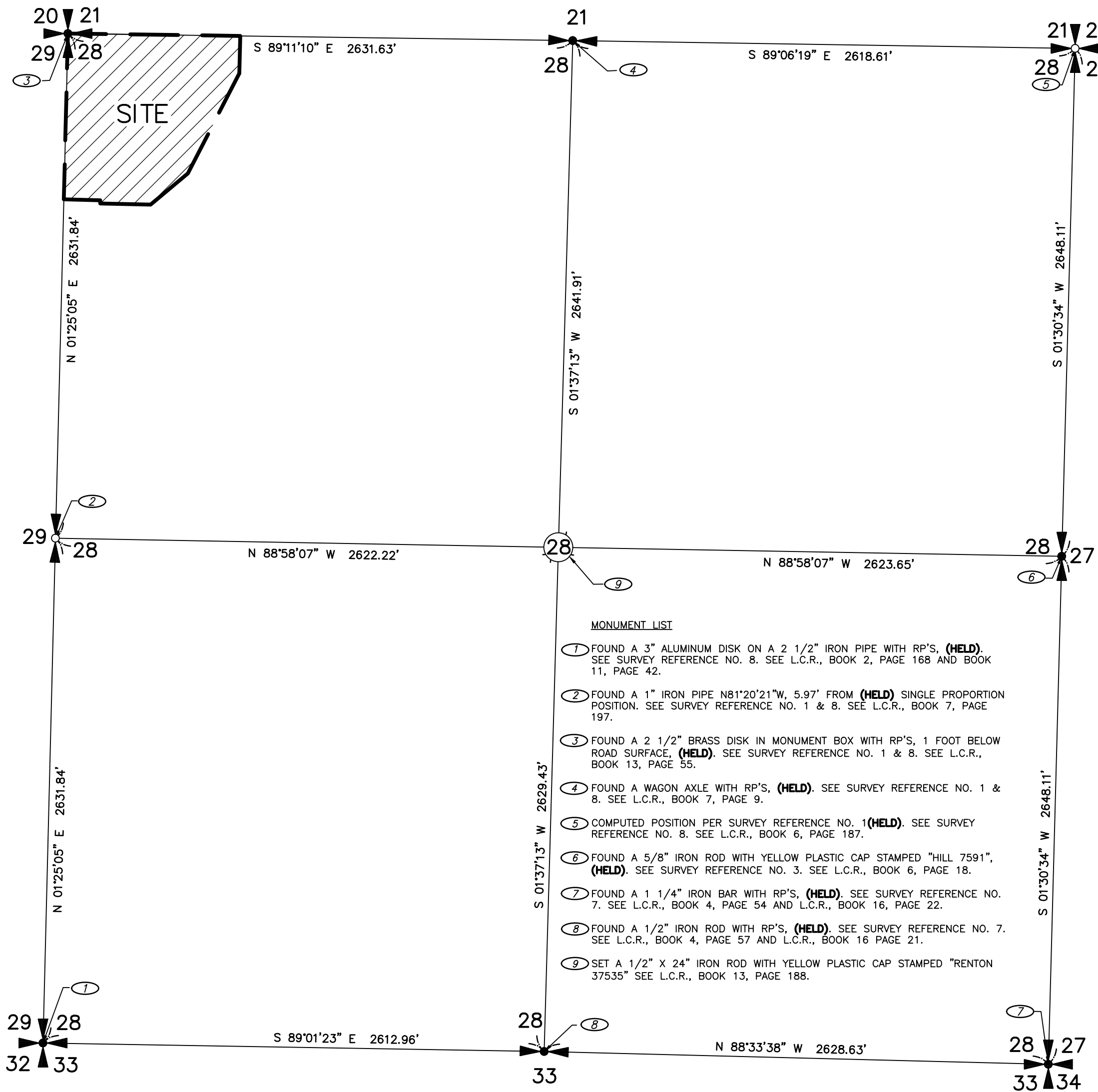
SURVEY REFERENCES:

- RENTON SURVEY BOOK 51 PAGE 185
- DENNY SURVEY BOOK 56 PAGE 112
- RENTON SURVEY BOOK 58 PAGE 184
- HAGEDORN SURVEY BOOK 7 PAGE 129
- BARBIERI SURVEY BOOK 62 PAGE 126
- BARBIERI SHORT PLAT BOOK 4 PAGE 16
- SEVEN WELLS ESTATES PUD SUBDIVISION PHASE 1 BOOK 311 PAGE 933
- SEVEN WELLS ESTATES PUD SUBDIVISION PHASE 2 BOOK 311 PAGE 967
- CLOVERHILL PUD AND SUBDIVISION PHASE 1 BOOK 311 PAGE 940
- CLOVERHILL PUD AND SUBDIVISION PHASE 2 BOOK 312 PAGE 148
- SEVEN WELLS ESTATES PUD SUBDIVISION PHASE 4 BOOK 312 PAGE 003

MINISTER AND GLAESER SURVEYING, INC. MAKES NO WARRANTIES AS TO MATTERS OF UNWRITTEN TITLE SUCH AS ADVERSE POSSESSION, ACQUIESCENCE, ESTOPPLE, ETC.

A FIELD TRAVERSE WAS PERFORMED USING A THREE SECOND TOTAL STATION. THE FIELD TRAVERSE MET THE MINIMUM STANDARDS FOR SURVEYS AS DESIGNATED IN WAC 332-130-090. ALL CORNERS NOTED AS FOUND WERE VISITED ON Q3-22-18.

DRAWING FILE: 22-434-FINAL-PLAT.DWG



MONUMENT LIST

- FOUND A 3" ALUMINUM DISK ON A 2 1/2" IRON PIPE WITH RP'S. (HELD). SEE SURVEY REFERENCE NO. 8. SEE L.C.R., BOOK 2, PAGE 168 AND BOOK 11, PAGE 42.
- FOUND A 1" IRON PIPE N81°20'21"W, 5.97' FROM (HELD) SINGLE PROPORTION POSITION. SEE SURVEY REFERENCE NO. 1 & 8. SEE L.C.R., BOOK 7, PAGE 197.
- FOUND A 2 1/2" BRASS DISK IN MONUMENT BOX WITH RP'S, 1 FOOT BELOW ROAD SURFACE. (HELD). SEE SURVEY REFERENCE NO. 1 & 8. SEE L.C.R., BOOK 13, PAGE 55.
- FOUND A WAGON AXLE WITH RP'S. (HELD). SEE SURVEY REFERENCE NO. 1 & 8. SEE L.C.R., BOOK 7, PAGE 9.
- COMPUTED POSITION PER SURVEY REFERENCE NO. 1(HELD). SEE SURVEY REFERENCE NO. 8. SEE L.C.R., BOOK 6, PAGE 187.
- FOUND A 5/8" IRON ROD WITH YELLOW PLASTIC CAP STAMPED "HILL 7591". (HELD). SEE SURVEY REFERENCE NO. 3. SEE L.C.R., BOOK 6, PAGE 18.
- FOUND A 1 1/4" IRON BAR WITH RP'S. (HELD). SEE SURVEY REFERENCE NO. 7. SEE L.C.R., BOOK 4, PAGE 54 AND L.C.R., BOOK 16, PAGE 22.
- FOUND A 1/2" IRON ROD WITH RP'S. (HELD). SEE SURVEY REFERENCE NO. 7. SEE L.C.R., BOOK 4, PAGE 57 AND L.C.R., BOOK 16 PAGE 21.
- SET A 1/2" X 24" IRON ROD WITH YELLOW PLASTIC CAP STAMPED "RENTON 37535" SEE L.C.R., BOOK 13, PAGE 188.

ACKNOWLEDGMENT:

STATE OF WASHINGTON,
COUNTY OF CLARK.

I CERTIFY THAT I KNOW OR HAVE SATISFACTORY EVIDENCE THAT DAVID ALLAN DENNY IS THE PERSON WHO APPEARED BEFORE ME, AND SAID PERSON ACKNOWLEDGED THAT (HE/SHE) SIGNED THIS INSTRUMENT AND ACKNOWLEDGED IT TO BE (HIS/HER) FREE AND VOLUNTARY ACT FOR THE USES AND PURPOSES MENTIONED IN THE INSTRUMENT.

WITNESS MY HAND AND SEAL HERETO AFFIXED ON THIS ____ DAY OF _____, 20____.

SIGNED _____,
NOTARY PUBLIC IN AND FOR THE STATE OF _____,
RESIDING IN _____,
MY COMMISSION EXPIRES _____,
PRINT NOTARY NAME _____

ACKNOWLEDGMENT:

STATE OF WASHINGTON,
COUNTY OF CLARK.

SIGNED OR ATTESTED BEFORE ME ON _____ BY _____,
MANAGER OF _____ LLC, A WASHINGTON LIMITED LIABILITY COMPANY

I CERTIFY THAT I KNOW OR HAVE SATISFACTORY EVIDENCE THAT _____ IS THE PERSON WHO APPEARED BEFORE ME, AND SAID PERSON ACKNOWLEDGED THAT (HE/SHE) SIGNED THIS INSTRUMENT AND ACKNOWLEDGED IT TO BE (HIS/HER) FREE AND VOLUNTARY ACT FOR THE USES AND PURPOSES MENTIONED IN THE INSTRUMENT.

WITNESS MY HAND AND SEAL HERETO AFFIXED ON THIS ____ DAY OF _____, 20____.

SIGNED _____,
NOTARY PUBLIC IN AND FOR THE STATE OF _____,
RESIDING IN _____,
MY COMMISSION EXPIRES _____,
PRINT NOTARY NAME _____

DECLARANT DECLARATION:

THE UNDERSIGNED OWNER OR OWNERS OF THE INTEREST IN THE REAL ESTATE DESCRIBED HEREIN HEREBY DECLARE THIS MAP AND DEDICATE THE SAME FOR A COMMON INTEREST COMMUNITY NAMED "THE RESERVE AT SEVEN WELLS PUD SUBDIVISION PHASE 6," A HOMEOWNERS ASSOCIATION, AS THAT TERM IS DEFINED IN THE WASHINGTON UNIFORM COMMON INTEREST OWNERSHIP ACT, SOLELY TO MEET THE REQUIREMENTS OF THE WASHINGTON UNIFORM COMMON INTEREST OWNERSHIP ACT AND NOT FOR ANY PUBLIC PURPOSE. THIS MAP AND ANY PORTION THEREOF IS RESTRICTED BY LAW AND THE DECLARATION FOR THE RESERVE AT SEVEN WELLS PUD SUBDIVISION PHASE 6, RECORDED UNDER CLARK COUNTY RECORDING NO _____

BY: PRINTED _____ SIGNED _____ TITLE _____ DATE _____

THE RESERVE AT SEVEN WELLS PUD SUBDIVISION PHASE 6

PRELIMINARY APPROVED AS RIDGECREST A
PLANNED UNIT DEVELOPMENT IN A PORTION OF
THE NW 1/4 OF THE
NW 1/4 OF SECTION 28
T. 4 N., R. 1 E., W.M.
CITY OF RIDGEFIELD
CLARK COUNTY, WASHINGTON
SHEET 1 OF 2

CITY PUBLIC WORKS DIRECTOR

CITY PUBLIC WORKS DIRECTOR _____ DATE _____

CITY COMMUNITY DEVELOPMENT DIRECTOR

CITY COMMUNITY DEVELOPMENT DIRECTOR _____ DATE _____

CITY ENGINEER:

CITY OF RIDGEFIELD ENGINEER _____ DATE _____

CITY MAYOR:

APPROVED AND ACCEPTED BY THE CITY COUNCIL OF RIDGEFIELD, COUNTY OF CLARK STATE OF WASHINGTON, THIS ____ DAY OF _____, 20____

MAYOR, CITY OF RIDGEFIELD _____

ATTESTED BY: _____
CITY CLERK

ASSESSOR:

THIS PLAT MEETS THE REQUIREMENTS OF RCW 58.17.170, LAWS OF WASHINGTON, 1981, TO BE KNOWN AS THE RESERVE AT SEVEN WELLS PUD SUBDIVISION PHASE 6

COUNTY ASSESSOR _____ DATE _____

AUDITOR'S CERTIFICATE:

FILED FOR RECORD THIS ____ DAY OF _____, 20____, AT _____, M
IN BOOK _____ OF PLATS, AT PAGE _____
AT THE REQUEST OF _____ PACIFIC LIFESTYLE HOMES
AUDITOR'S FILE NUMBER _____

CLARK COUNTY AUDITOR _____

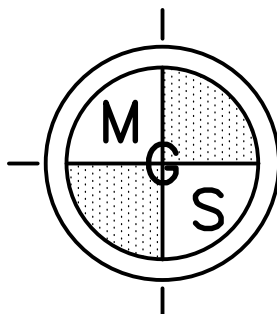
CLARK REGIONAL WASTEWATER DISTRICT

DEVELOPMENT MANAGER _____ DATE _____

SURVEYOR'S CERTIFICATE:

I, DAVID A DENNY, A PROFESSIONAL SURVEYOR, DO HEREBY CERTIFY THAT THIS PLAT OF "THE RESERVE AT SEVEN WELLS PUD SUBDIVISION PHASE 6" CORRECTLY REPRESENTS A SURVEY AND SUBDIVISION OF SECTION 28, TOWNSHIP 4 NORTH, RANGE 1 EAST, WILLAMETTE MERIDIAN, MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE SURVEY RECORDING ACT, AND THE WASHINGTON UNIFORM COMMON INTEREST OWNERSHIP ACT; THAT THE DISTANCES, COURSES, AND ANGLES ARE SHOWN HEREON CORRECTLY AND THAT MONUMENTS AND LOT CORNERS HAVE BEEN SET ON THE GROUND AS SHOWN ON THE PLAT.

David Denny
DAVID ALLAN DENNY, PROFESSIONAL LAND SURVEYOR,
PLS NO. 35477
11-01-2023
DATE



MINISTER-GLAESER
SURVEYING INC.
2200 E. EVERGREEN BLVD.
VANCOUVER, WA 98661
(360) 694-3313

SCALE: 1"=500'
JOB NO. 22-434
DATE: 11-01-23
CALC BY: DAD
DRAWN BY: AAD
CHECKED BY: DAD
SHEET 1 OF 2

THE RESERVE AT SEVEN WELLS PUD SUBDIVISION PHASE 6

PRELIMINARY APPROVED AS RIDGECREST A
PLANNED UNIT DEVELOPMENT IN A PORTION OF
THE NW 1/4 OF THE
NW 1/4 OF SECTION 28
T. 4 N., R. 1 E., W.M.
CITY OF RIDGEFIELD
CLARK COUNTY, WASHINGTON
SHEET 2 OF 2

CURVE TABLE				
CURVE	RADIUS	DELTA	ARC DIST.	CHORD BEARING
C1	30.50'	158°42'32"	84.48'	S 80°05'17" E
C2	46.00'	90°00'00"	72.26'	N 43°34'55" W
C3	94.00'	67°16'12"	110.36'	N 54°56'49" W
C4	94.00'	22°43'48"	37.29'	N 09°56'49" W
C5	76.00'	12°20'57"	16.38'	S 04°45'24" E
C6	76.00'	51°46'56"	68.69'	S 36°49'21" E
C7	124.00'	26°58'44"	58.39'	S 12°04'17" E
C8	124.00'	17°03'11"	36.91'	S 34°05'15" E
C9	124.00'	9°35'32"	20.76'	S 47°24'36" E
C10	124.00'	10°30'26"	22.74'	S 57°27'35" E
C11	76.00'	25°52'07"	34.31'	N 14°21'07" E
C12	124.00'	23°46'39"	51.46'	N 13°18'23" E
C13	124.00'	2°05'28"	4.53'	N 26°14'27" E
C14	76.00'	50°15'33"	66.67'	N 52°24'58" E
C15	76.00'	13°52'20"	18.40'	N 84°28'55" E
C16	124.00'	56°39'29"	122.62'	N 55°36'56" E
C17	124.00'	72°8'24"	16.17'	N 87°40'52" E
C18	46.00'	90°00'00"	72.26'	S 43°34'55" E
C19	94.00'	35°52'51"	58.87'	S 70°38'30" E
C20	94.00'	17°08'28"	28.12'	S 44°07'51" E

CURVE TABLE				
CURVE	RADIUS	DELTA	ARC DIST.	CHORD BEARING
C21	94.00'	26°17'13"	43.13'	S 22°25'00" E
C22	94.00'	10°41'28"	17.54'	S 03°55'39" E
C23	55.00'	23°08'49"	22.22'	N 77°00'31" W
C24	55.00'	23°08'49"	22.22'	S 77°00'31" E
C25	70.00'	90°00'00"	109.96'	N 43°34'55" W
C26	100.00'	25°52'07"	45.15'	N 14°21'07" E
C27	100.00'	64°07'53"	111.93'	S 30°38'52" E
C28	100.00'	64°07'53"	111.93'	N 59°21'08" E
C29	70.00'	90°00'00"	109.96'	S 43°34'55" E

LEGEND:

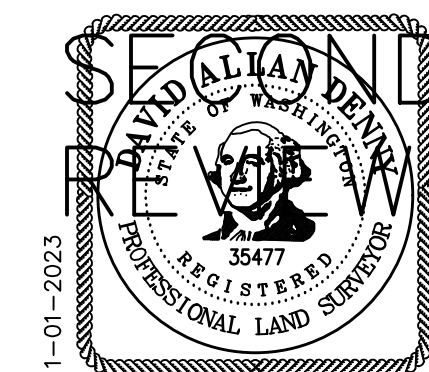
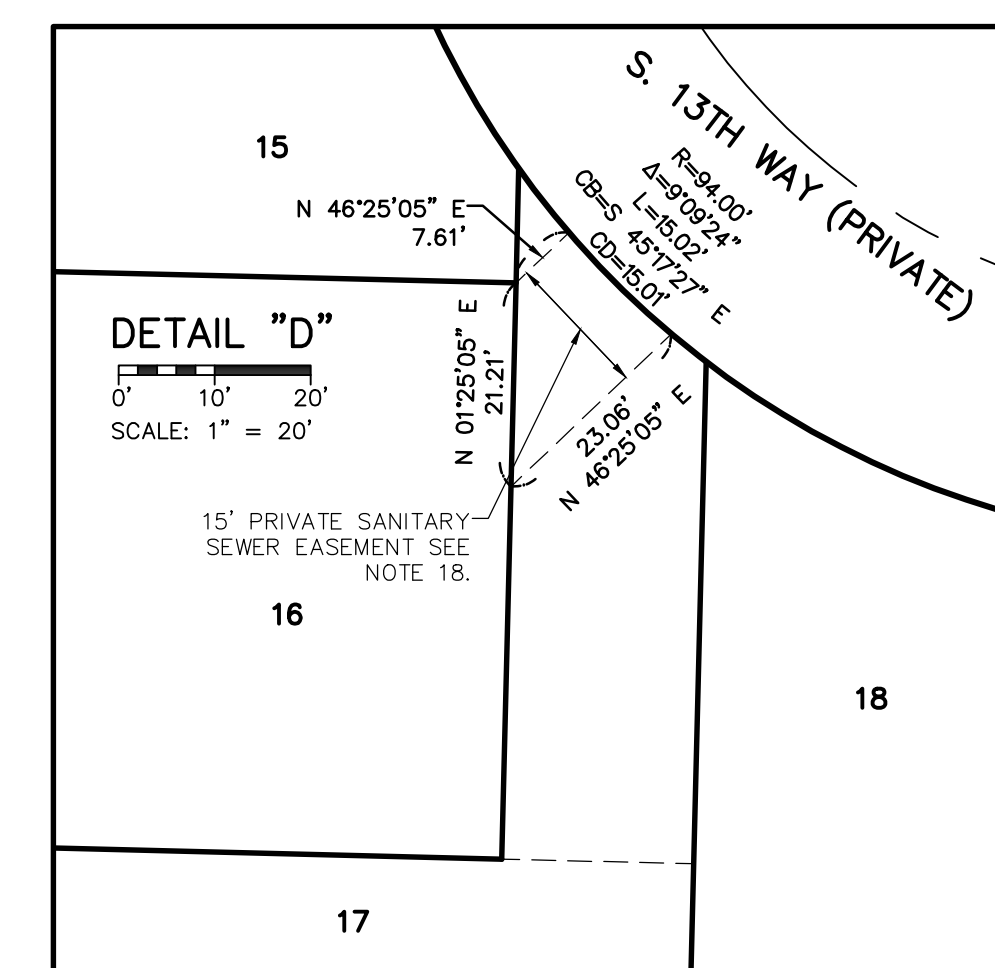
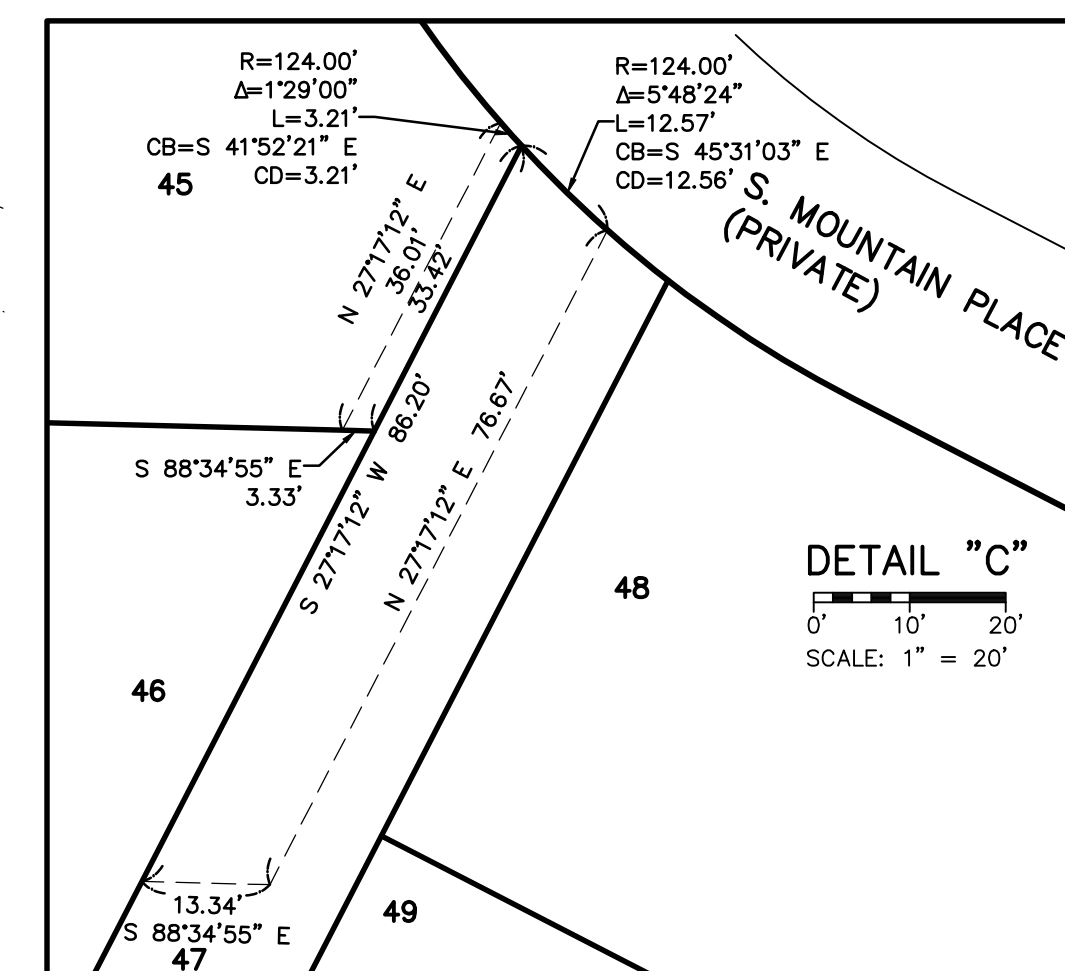
- AFN: INDICATES AUDITOR'S FILE NUMBER
SF: INDICATES SQUARE FEET
C: INDICATES RIGHT OF WAY CENTERLINE
•: INDICATES FOUND AS HELD 1/2" IRON ROD WITH YELLOW PLASTIC CAP STAMPED D.DENNY 35477 UNLESS OTHERWISE NOTED
⊙: INDICATES 1/2" x 24" REBAR WITH YELLOW PLASTIC CAP INSCRIBED "D.DENNY 35477", SET OCTOBER 2023
+ : INDICATES ROCK NAIL WITH BRASS WASHER INSCRIBED "35477" SET IN CURB ON A PROJECTION OF THE LOT LINE, SEE "CURB MONUMENT TABLE" FOR DISTANCE FROM FRONT LOT CORNER
⊠: INDICATES WITNESS CORNER SET 10.00 FEET EAST OF THE ACTUAL PROPERTY CORNER ALONG ROYAL ROAD

"SEVEN WELLS ESTATES PUD
SUBDIVISION PHASE 4"
(312-03)

OPEN SPACE TRACT 'N'
OWNED BY THE CITY OF RIDGEFIELD

SURVEY REFERENCES:

- RENTON SURVEY BOOK 51 PAGE 185
- DENNY SURVEY BOOK 56 PAGE 112
- RENTON SURVEY BOOK 58 PAGE 184
- HAGEDORN SURVEY BOOK 7 PAGE 129
- BARBIERI SURVEY BOOK 62 PAGE 126
- BARBIERI SHORT PLAT BOOK 4 PAGE 16
- SEVEN WELLS ESTATES PUD SUBDIVISION PHASE 1 BOOK 311 PAGE 933
- SEVEN WELLS ESTATES PUD SUBDIVISION PHASE 2 BOOK 311 PAGE 967
- CLOVERHILL PUD AND SUBDIVISION PHASE 1 BOOK 311 PAGE 940
- CLOVERHILL PUD AND SUBDIVISION PHASE 2 BOOK 312 PAGE 148
- SEVEN WELLS ESTATES PUD SUBDIVISION PHASE 4 BOOK 312 PAGE 003



BASIS OF BEARING: NAD 83/91, WASHINGTON STATE
PLANE COORDINATE SYSTEM, SOUTH ZONE, US FEET,
N01°37'13"E, BETWEEN FOUND AND HELD SOUTH AND
NORTH QUARTER CORNERS OF SECTION 28, PER
RENTON SURVEY 51-185
CONVERGENCE ANGLE: -01°35'33"
COMBINED SCALE FACTOR: 1.00000103

SCALE: 1" = 50'
JOB NO. 22-434
DATE: 11-01-23
CALC BY: DAD
DRAWN BY: AAD
CHECKED BY: DAD
SHEET 2 OF 2



MINISTER AND GLAESER SURVEYING, INC. MAKES NO WARRANTIES AS TO MATTERS OF
UNWRITTEN TITLE SUCH AS ADVERSE POSSESSION, ACQUIESCENCE, ESTOPPLE, ETC.

A FIELD TRAVERSE WAS PERFORMED USING A THREE SECOND TOTAL STATION. THE
FIELD TRAVERSE MET THE MINIMUM STANDARDS FOR SURVEYS AS DESIGNATED IN
WAC 332-130-090. ALL CORNERS NOTED AS FOUND WERE VISITED ON 03-22-18.

DRAWING FILE: 22434-FINAL-PLAT.DWG

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: November 16, 2023

AGENDA ITEM NAME: Motion – Approval of Paradise Pointe Phase 3 Final Plat

GOVERNING LEGISLATION

RCW 36.70A - Growth Management
RMC 18.620 - Procedure for Subdivision

PREVIOUS COUNCIL ACTION TAKEN:

None.

SUMMARY/BACKGROUND:

See attached staff report.

BUDGET/FINANCIAL IMPACTS:

Tax revenue from 82 new single-family residential lots.

RECOMMENDED ACTION OR MOTION:

To approve the final plat with conditions: "I move to approve the Paradise Pointe Phase 3 final plat as conditioned."

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

1. Staff Report
2. Final Plat Sheet 1
3. Final Plat Sheet 2



COMMUNITY DEVELOPMENT DEPARTMENT

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

Paradise Pointe Phase 3 Final Plat Staff Report

File No. MASTER-23-0014, PLZ-23-0021
November 16, 2023

I. Basic Facts

Application date: On March 31, 2023, the City received an application for final plat approval for Paradise Pointe Phase 3 (82 lots).

Applicant: WFG National Title. 101 E. 6th Street #125 / Vancouver, WA 98660. Contact: Sheri Hunzeker, 360.852.1576, shunzeker@wfgtitle.com

Property Owner: HSR Dev-Paradise, LLC. 500 E Broadway, Suite 120 / Vancouver, WA 98660. Contact: Andy Swanson, 503.935.8514, andy@hsr-capital.com

Applicant's Representative: Sterling Design. 2208 E Evergreen Blvd / Vancouver, WA 98661. Contact: Joel Stirling, 360.759.1794, joel@sterling-design.biz

Property Information: No Situs Address / Ridgefield, WA 98642. #78 SEC 17 T4N R1EWM 17.85A (PEND 1885 to be PARADISE POINTE PUD PH3), Assessor's PIN 213070000

Zoning: Residential Low Density 4 (RLD-4), Urban Holding 10 Overlay (UH-10)

Comprehensive Plan: Urban Low (UL)

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

Council date: November 16, 2023

II. Documents Received

- A. Master land use application
- B. Final plat checklist
- C. Narrative
- D. Plat sheets
- E. Lot closure report
- F. Subdivision guarantee
- G. Performance bond cost estimate
- H. Draft CC&Rs
- I. Revised materials as required by staff

III. Background and Proposal

The project is subject the Brown Development and Pre-Annexation Agreement (October 18, 2016), as amended on August 10, 2023.

The Hearing Examiner approved the preliminary plat for the Paradise Found Planned Unit Development (PUD) via final order on December 31, 2018 (PLZ-18-0095). The approved preliminary plat had 296 single-family residential lots. See Figure (1).

Figure 1. Paradise Found Preliminary PUD



On March 22, 2023 staff approved a post-decision review (PDR, PLZ-22-0058) reconfiguring the layout of the PUD but maintaining a total of 296 lots. A minimum lot area of 7,079 square feet and a maximum lot area of 13,000 square feet were approved through the PDR. See Figure (2).

The project has since been renamed to Paradise Pointe. Phase 3 is in the southeast corner of the site, adjacent to N Royle Road to the east, the east-west collector through Paradise Pointe to the north, the future Paradise Pointe community park to the west, and undeveloped low density residential parcels to the south.

The Paradise Pointe Phase 3 proposal is to subdivide Assessor's Parcel #213070000 into 82 single-family detached residential lots. See Figure (3). The lots range from 7,078 square feet (Lot 74) to 10,257 square feet (Lot 81). The average lot area is 7,276 square feet. The minimum lot area approved through the preliminary PUD and enumerated in Plat Note 10 is 7,079 square feet. As a **condition of approval**, the applicant shall increase the minimum lot area to 7,079 square feet prior to obtaining City signatures on the final plat mylar.

A network of public and private streets serves each of the lots in Phase 3. The private street is identified as Tract A and is to be owned and maintained by the HOA with access and maintenance easements to the City of Ridgefield and CRWWD.

Tract B is a 2,680-square foot open space and pedestrian trail tract serving the community park to the west and is to be dedicated to the City of Ridgefield per the 2023 Development Agreement. Tract C is a 354-square foot open space tract to be owned and maintained by the HOA. See Figure (4).

Figure 4. Paradise Pointe Phase 3 Open Space



The applicant also proposes to lift the Urban Holding 10 (UH-10) zoning overlay from Phase 3 per RDC 18.270.060.

IV. Staff Review

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

Survey Review

PBS reviewed the final plat sheets and lot closure report and identified minor corrections on November 8, 2023. As a **condition of approval**, the applicant shall make the corrections identified in the November 8, 2023 survey review redlines prior to obtaining city signatures on the final plat mylar.

Engineering Review

Engineering staff confirmed that all private improvements are substantially complete.

A performance bond for 120% of the cost of all incomplete public improvements is required. The applicant submitted a cost estimate for remaining public improvements totaling \$1,079,949.81. The City Engineer issued a performance bond letter on November 9, 2023, identifying a bond amount of \$1,295,939.77. As a **condition of approval**, the applicant shall submit the performance bond prior to receiving city signatures on the final plat mylar. As a **condition of approval**, all incomplete public improvements covered by the performance bond (including frontage improvements for Royle Road) shall be completed prior to any home in Phase 3 receiving a final Certificate of Occupancy.

All other engineering comments and conditions of approval have been addressed.

Land Use Review

The applicant submitted draft CC&Rs for review by the City Attorney, who provided comments on November 9, 2023. As a **condition of approval**, the applicant shall revise the CC&Rs as required by the City Attorney prior to obtaining City signatures on the final plat mylar. As a subsequent **condition of approval**, the applicant shall record the CC&Rs and submit a recorded copy to the city.

Staff identified minor outstanding issues in the November 9, 2023 review memo. As a **condition of approval**, the applicant shall address the land use comments in the November 9, 2023 review memo prior to obtaining city signatures on the final plat mylar.

All other land use comments and conditions of approval have been addressed.

Development Agreement

Sections 6 (A) and 6 (B) of the 2023 DA amendment require that development of the community park and trail network in Paradise Pointe shall be completed consistent with development of, and not later than, final plat approval of the Phase abutting each area of the community park property and trail network. Phase 3 abuts the community park property and trail network. To address this requirement, the applicant will be required to bond for the community park and trail system in its entirety in an amount equal to 120 percent of the estimated costs of construction, as per Section 6 (D) of the DA. As a **condition of approval**, the applicant shall submit the park and trail performance bond cost estimate to the City Engineer, the City Engineer shall provide a bond request letter, and the applicant shall submit the bond prior to obtaining City signatures on the final plat mylar.

Section 6 (C) of the 2023 DA amendment requires the eastern half of the east-west collector through Paradise Pointe to be completed no later than final plat approval for Phase 3. This requirement is complete.

Urban Holding

RDC 18.270.060.A allows the Urban Holding 10 overlay to be removed from a property concurrent with final plat approval. Urban Holding shall be removed from Paradise Pointe Phase 3 concurrent with this final plat approval.

V. Recommendation

Staff recommends City Council **APPROVE** the Paradise Pointe Phase 3 Final Plat including removal of the UH-10 zoning overlay subject to the following **conditions of approval**:

1. Increase the minimum lot area to 7,079 square feet prior to obtaining City signatures on the final plat mylar.
2. Make the corrections identified in the November 8, 2023 survey review redlines prior to obtaining city signatures on the final plat mylar.

3. Submit the performance bond amount of \$1,295,939.77 prior to receiving city signatures on the final plat mylar.
 - a) All incomplete public improvements covered by the performance bond (including frontage improvements for Royle Road) shall be completed prior to any home in Phase 3 receiving a final Certificate of Occupancy.
4. Revise the CC&Rs as required by the City Attorney prior to obtaining City signatures on the final plat mylar.
5. Address the land use comments in the November 9, 2023 review memo prior to obtaining city signatures on the final plat mylar.
6. The applicant shall submit the park and trail performance bond cost estimate to the City Engineer, the City Engineer shall provide a bond request letter, and the applicant shall submit the bond prior to obtaining City signatures on the final plat mylar.
7. Submit a mylar for signature containing the signature and seal of the surveyor of record (Certification of Subdivision Platting, see RDC 18.620.120.L) and the signatures of all parties having an ownership interest in the land for purposes of dedication (Dedication of Subdivision, see RDC 18.620.120.M).
8. Record the final plat with the Clark County Auditor's Office within thirty (30) calendar days of City signatures on the face of the Mylar.
9. Submit the recorded plat and all associated written documents within thirty (30) calendar days of City signatures on the face of the Mylar.
10. Record the CC&Rs and submit a recorded copy to the city.

PREPARED BY:
KPF SURVEYING, INC.
2208 E. EVERGREEN BLVD.
VANCOUVER, WA 98661
(360) 834-0174

NOTES:

1. ALL ROADS IN THIS PLAT ARE DEDICATED TO THE CITY OF RIDGEFIELD UNLESS NOTED OTHERWISE.

2. IMPACT FEES AND SYSTEM DEVELOPMENT CHARGES SHALL BE ASSESSED BASED ON FEE SCHEDULES IN EFFECT AT THE TIME OF BUILDING PERMIT ISSUANCE.

3. CITY OF RIDGEFIELD FINAL PLAT NUMBER "PLZ-23--0021"

4. PURSUANT TO RCW 27.53.060 IT IS UNLAWFUL TO REMOVE OR ALTER ANY ARCHAEOLOGICAL RESOURCE OR SITE WITHOUT HAVING OBTAINED A WRITTEN PERMIT FROM THE WASHINGTON STATE OFFICE OF ARCHEOLOGY AND HISTORIC RESERVATION. UPON ANY DISCOVERY OF POTENTIAL OR KNOWN ARCHAEOLOGICAL RESOURCES AT THE SUBJECT SITE PRIOR TO OR DURING ON-SITE CONSTRUCTION, THE DEVELOPER, CONTRACTOR, AND/OR ANY OTHER PARTIES INVOLVED IN CONSTRUCTION SHALL IMMEDIATELY CEASE ALL ON-SITE CONSTRUCTION, SHALL ACT TO PROTECT THE POTENTIAL OR KNOWN HISTORICAL AND CULTURAL RESOURCES AREA FROM OUTSIDE INTRUSION, AND SHALL NOTIFY, WITHIN A MAXIMUM PERIOD OF TWENTY FOUR HOURS FROM THE TIME OF DISCOVERY, THE CITY OF RIDGEFIELD COMMUNITY DEVELOPMENT DEPARTMENT OF SAID DISCOVERY.

5. A MINIMUM OF ONE AND MAXIMUM OF FOUR OFF-STREET PARKING SPACES SHALL BE PROVIDED FOR EACH DWELLING UNIT.

6. TRACT "A" (N. LUNA LANE) IS A PRIVATE ACCESS AND UTILITY TRACT TO BE OWNED AND MAINTAINED BY THE HOMEOWNERS ASSOCIATION. ALSO AN ACCESS AND MAINTENANCE EASEMENT TO CLARK REGIONAL WASTEWATER DISTRICT FOR SANITARY SEWER, ALSO AN ACCESS AND MAINTENANCE EASEMENT TO THE CITY OF RIDGEFIELD FOR WATER AND STORM WATER.

7. TRACT "B" IS OPEN SPACE AND PEDESTRIAN TRAILS TO BE DEDICATED BY DECLARANT TO THE CITY OF RIDGEFIELD AND MAINTAINED THEREBY AS SET FORTH IN THE "FIRST AMENDMENT TO THE DEVELOPMENT AND PRE-ANNEXATION AGREEMENT" RECORDED IN AUDITORS FILE NUMBER 6136235.

8. TRACT "C" IS OPEN SPACE TO BE OWNED AND MAINTAINED BY THE HOMEOWNERS ASSOCIATION.

9. AT LEAST EIGHTEEN LINEAR FEET OF DRIVEWAY SHALL BE PROVIDED BETWEEN ANY GARAGE OR CARPORT ENTRANCE AND THE BACK SIDE OF THE SIDEWALK, MEASURED ALONG THE CENTERLINE OF THE DRIVEWAY.

10. TABLE OF DEVELOPMENT STANDARDS (18.210.040-1 (PUD))

MINIMUM LOT AREA: 7079 SQ. FT.
MINIMUM LOT WIDTH: 50 FT.
MINIMUM FRONT YARD SETBACK: 15 FT.
MINIMUM REAR YARD SETBACK: 10 FT.
MINIMUM SIDE YARD SETBACK: 5 FT.
MINIMUM STREET SIDE YARD SETBACK: 15 FT.
MAX BUILDING HEIGHT: 30 FT (35 FT WITH PITCHED ROOF)
MAX BUILDING COVERAGE: 45%
MAX IMPERVIOUS SURFACE: 60%

(1) THE MINIMUM SIDE YARD SETBACK SHALL NOT BE REDUCED THROUGH THE PUD OR ADJUSTMENT OR VARIANCE PROCESS.

11. PER POST DECISION REVIEW (PLZ-23--0064, 0066)

• THE MINIMUM STREET SIDE SETBACK FOR LOTS 73, 96, 97, 100, 104, 109, 111, 117, 118, 126, 127, 135 AND 154 SHALL BE 12 FEET.
• STRUCTURES ON LOTS WITH REDUCED STREET SIDE SETBACKS CANNOT ENCROACH INTO THE EASEMENT.
• THE REAR SETBACK LINE FOR LOT 100 SHALL BE IDENTIFIED AS THE 14.84-FOOT PROPERTY LINE.

12. CRITICAL AREAS ON THIS PLAT INCLUDE TWO OAK TREES IDENTIFIED IN THE LEGEND WHICH WILL BE MAINTAINED BY THE HOMEOWNERS ASSOCIATION.

DEDICATION:

KNOW ALL MEN BY THESE PRESENTS THAT WE THE UNDERSIGNED OWNERS OF THE TRACT OF LAND DESCRIBED ABOVE HAVE CAUSED THE SAME TO BE PLATTED ACCORDING TO THE PLAT HERETO ANNEXED, SAME TO BE KNOWN AS THE "PARADISE POINTE PLANNED UNIT DEVELOPMENT, PHASE 3", AND HEREBY DEDICATE ALL STREETS AND OTHER AREAS TO THE PUBLIC, AND INDIVIDUAL OR INDIVIDUALS, RELIGIOUS SOCIETY OR SOCIETIES OR TO ANY CORPORATION, PUBLIC OR PRIVATE AS SHOWN ON THE PLAT OR SHORT PLAT AND A WAIVER OF ALL CLAIMS FOR DAMAGES AGAINST ANY GOVERNMENTAL AUTHORITY WHICH MAY BE OCCASIONED TO THE ADJACENT LAND BY THE ESTABLISHED CONSTRUCTION, DRAINAGE AND MAINTENANCE OF SAID ROAD.

HSR DEV PARADISE, LLC

SIGNATURE _____ DATE _____

DECLARANT DECLARATION:

THE UNDERSIGNED OWNER OR OWNERS OF THE INTEREST IN THE REAL ESTATE DESCRIBED HEREIN HEREBY DECLARE THIS MAP AND DEDICATE THE SAME FOR A COMMON INTEREST COMMUNITY NAMED "PARADISE POINTE, PLANNED UNIT DEVELOPMENT, PHASE 3", A PLAT COMMUNITY, AS THAT TERM IS DEFINED IN THE WASHINGTON UNIFORM COMMON INTEREST OWNERSHIP ACT, SOLELY TO MEET THE REQUIREMENTS OF THE WASHINGTON UNIFORM COMMON INTEREST OWNERSHIP ACT AND NOT FOR ANY PUBLIC PURPOSE. THIS MAP AND ANY PORTION THEREOF IS RESTRICTED BY LAW AND THE DECLARATION FOR "PARADISE FOUND, PLANNED UNIT DEVELOPMENT, PHASE 3", RECORDED UNDER CLARK COUNTY RECORDING NO. _____

BY: _____

PRINTED _____ SIGNED _____ TITLE _____ DATE _____

ACKNOWLEDGEMENT

STATE OF _____
COUNTY OF _____

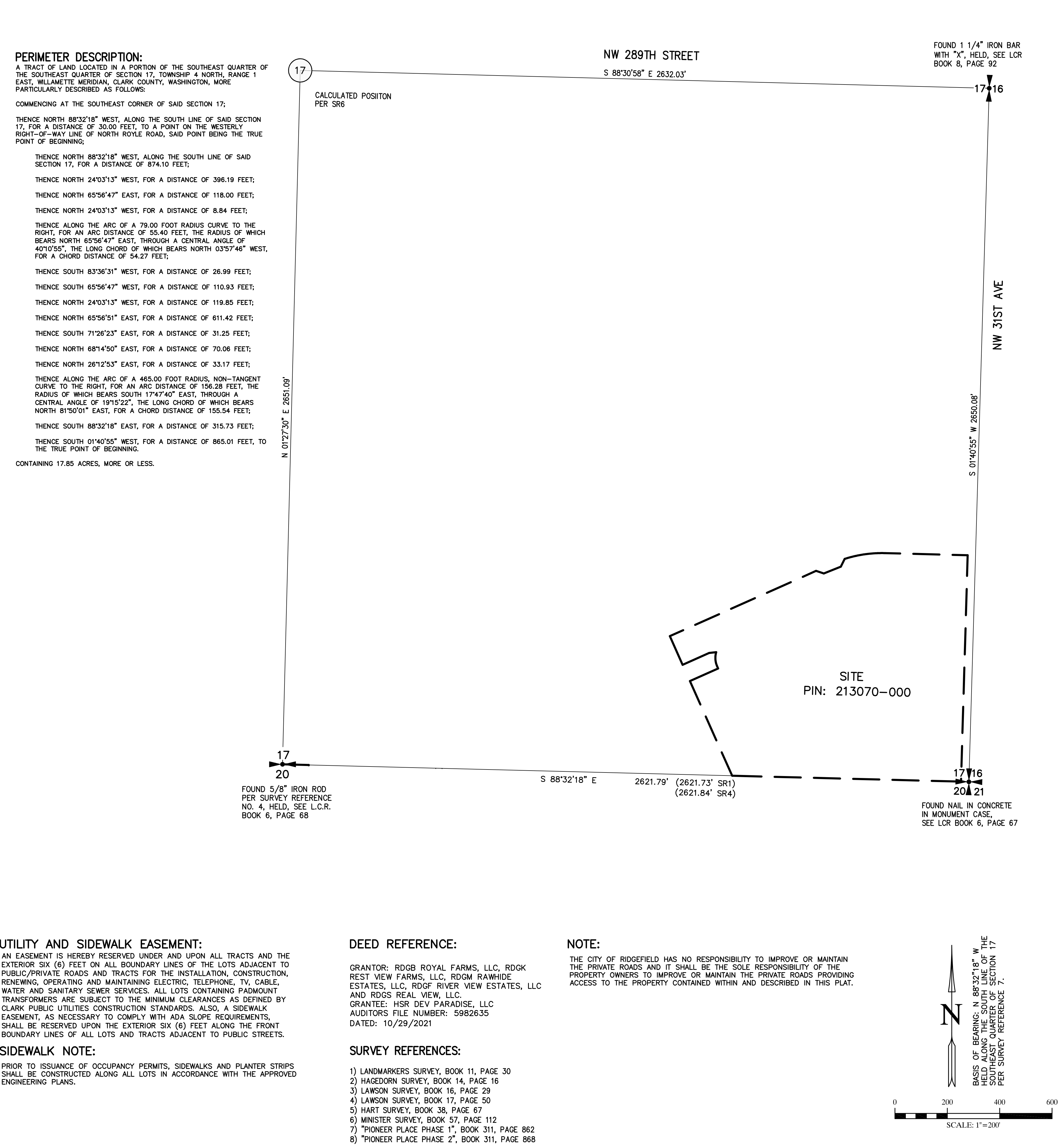
I CERTIFY THAT I KNOW THAT _____ IS THE PERSON WHO APPEARED BEFORE ME AND SAID PERSON ACKNOWLEDGED THAT HE/SHE SIGNED THIS INSTRUMENT AND ACKNOWLEDGED IT TO BE HIS/HER FREE AND VOLUNTARY ACT FOR THE USES AND PURPOSES MENTIONED IN THE INSTRUMENT.

WITNESS MY HAND AND SEAL HERETO AFFIXED ON THIS _____ DAY OF _____ 20____.

SIGNED: _____
NOTARY NAME: _____
NOTARY PUBLIC IN AND FOR THE STATE OF _____
RESIDING IN _____
COMMISSION EXPIRES: _____

KPF SURVEYING, INC. MAKES NO WARRANTIES AS TO MATTERS OF UNWRITTEN TITLE SUCH AS ADVERSE POSSESSION, ACQUIESCENCE, ESTOPPEL, ETC.

A FIELD TRAVERSE WAS PERFORMED USING A ONE SECOND TOTAL STATION. THE FIELD TRAVERSE MET THE MINIMUM STANDARDS FOR SURVEYS AS DESIGNATED IN WAC 332-130-090. ALL CORNERS NOTED AS FOUND WERE VISITED IN APRIL 2021.



**PARADISE POINTE
PLANNED UNIT DEVELOPMENT
PHASE 3**

(PRELIMINARILY APPROVED AS "PARADISE FOUND PUD")

IN A PORTION OF THE SE 1/4 OF THE SE 1/4
OF SECTION 17, T. 4 N., R. 1 E., W.M.,
CITY OF RIDGEFIELD
CLARK COUNTY, WASHINGTON
SHEET 1 OF 3
CITY OF RIDGEFIELD FINAL PLAT NUMBER PLZ-23-0021

CITY COMMUNITY DEVELOPMENT DIRECTOR:

CITY COMMUNITY DEVELOPMENT DIRECTOR _____ DATE _____

CITY PUBLIC WORKS DIRECTOR:

CITY PUBLIC WORKS DIRECTOR _____ DATE _____

CITY ENGINEER:

CITY OF RIDGEFIELD ENGINEER _____ DATE _____

CITY MAYOR:

APPROVED AND ACCEPTED BY THE CITY OF RIDGEFIELD, COUNTY OF CLARK, STATE OF WASHINGTON, THIS _____ DAY OF _____, 2023.

MAYOR, CITY OF RIDGEFIELD _____

ATTESTED BY: _____
CITY CLERK

CLARK REGIONAL WASTEWATER DISTRICT

DEVELOPMENT PROGRAM MANAGER _____ DATE _____

ASSESSOR:

THIS PLAT MEETS THE REQUIREMENTS OF R.C.W. 58.17.170, LAWS OF WASHINGTON, TO BE KNOWN AS _____ PARADISE POINTE PUD PHASE 3
SUBDIVISION NO. _____
IN THE COUNTY OF CLARK, STATE OF WASHINGTON.

COUNTY ASSESSOR _____ DATE _____

AUDITORS CERTIFICATE:

FILED FOR RECORD, THIS _____ DAY OF _____, 2023, AT _____, _____ M
IN BOOK _____ OF PLATS, AT PAGE _____

CLARK COUNTY AUDITOR _____

AUDITORS FILE NUMBER _____

SURVEYOR'S CERTIFICATE:

I, KYLE P. FEEDER, REGISTERED AS A LAND SURVEYOR BY THE STATE OF WASHINGTON, DO HEREBY CERTIFY THAT THE PLAT OF PARADISE POINTE PUD PHASE 3 IS BASED ON THE ACTUAL SURVEY AND SUBDIVISION OF OF THE LAND DESCRIBED HEREIN, THAT THE DISTANCES, COURSES AND ANGLES ARE SHOWN THEREON CORRECTLY; AND THAT MONUMENTS AND LOT CORNERS HAVE BEEN SET ON THE GROUND AS DEPICTED ON THE PLAT.

KYLE P. FEEDER, PROFESSIONAL LAND SURVEYOR, _____ DATE _____
PLS NO. 41032

PRELIMINARY

KPF SURVEYING, INC.
2208 E. EVERGREEN BLVD. VANCOUVER, WA 98661
360-834-0174 FAX: 360-838-0155

PREPARED BY:
KPF SURVEYING, INC.
2208 E. EVERGREEN BLVD.
VANCOUVER, WA 98661
(360) 834-0174

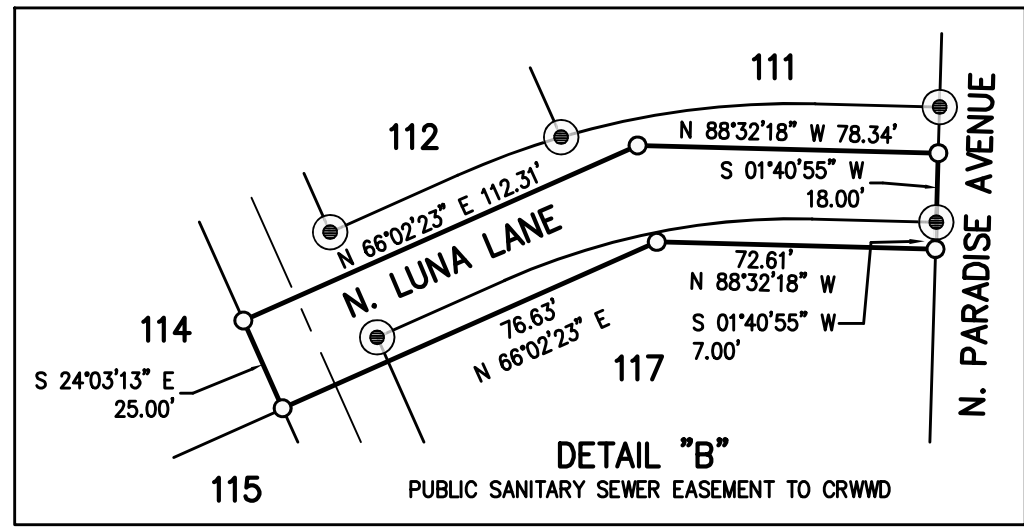
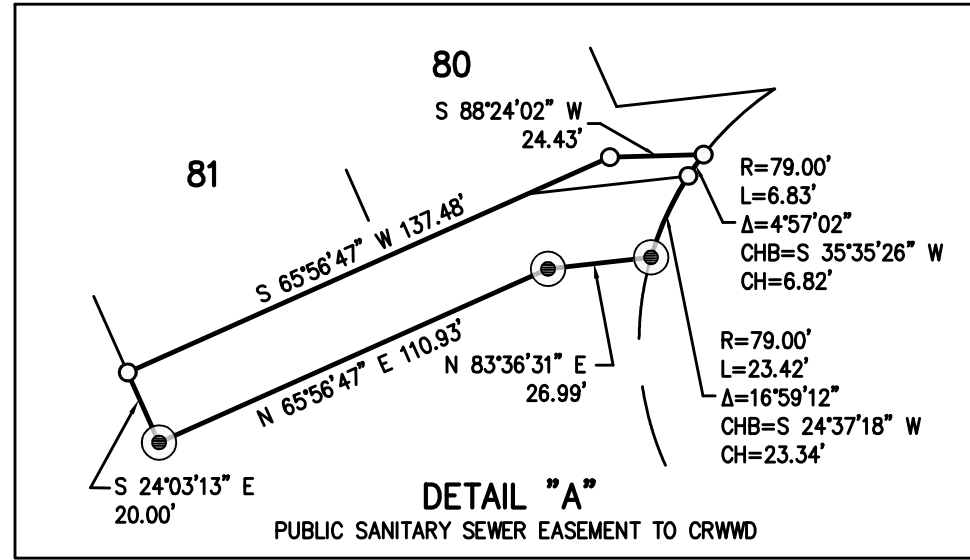


TABLE 1: CURB SCREWS

LOT	RW TO CURB SCREW	LOT	RW TO CURB SCREW	LOT	RW TO CURB SCREW	LOT	RW TO CURB SCREW	LOT	RW TO CURB SCREW	LOT	RW TO CURB SCREW	LOT	RW TO CURB SCREW	LOT	RW TO CURB SCREW
73/74	10.00'	85/86	9.60'	95/96	9.60'	107/108	9.60'	122/123	9.60'	133/134	9.60'	144/145	9.60'		
74/75	9.60'	86/87	9.60'	97/98	9.60'	108/109	10.00'	123/124	9.60'	134/135	9.60'	145/146	9.60'		
75/76	9.60'	87/88	9.60'	98/99	9.60'	109/110	9.60'	124/125	9.60'	135/136	9.60'	146/147	15.00'		
76/77	9.60'	88/89	9.60'	99/100	9.60'	110/111	9.60'	125/126	9.60'	136/137	9.60'	147/148	9.50'		
77/78	9.60'	89/90	9.60'	100/101	9.60'	111/112	9.60'	126/127	9.60'	137/138	9.60'	148/149	9.50'		
78/79	9.60'	90/91	9.60'	101/102	9.60'	112/113	9.60'	127/128	9.60'	138/139	9.60'	149/150	12.30'		
79/80	9.60'	91/92	9.60'	102/103	9.60'	113/114	9.60'	128/129	9.60'	139/140	9.60'	150/151	9.60'		
80/81	13.00'	92/93	9.60'	103/104	9.60'	114/115	9.60'	129/130	9.60'	140/141	9.60'	151/152	9.60'		
81/82	9.60'	93/94	9.60'	104/105	9.60'	115/116	9.60'	130/131	9.60'	141/142	9.60'	152/153	9.60'		
82/83	9.60'	94/95	9.60'	105/106	9.60'	116/117	9.60'	131/132	9.60'	142/143	9.60'	153/154	10.00'		
83/84	9.60'			106/107	9.60'	117/118	9.60'	132/133	9.60'	143/144	9.60'				
84/85	9.60'														

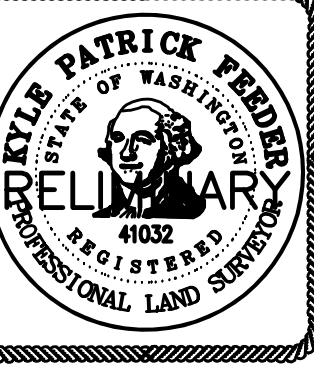
- (A) 12.00' PRIVATE STORM EASEMENT, ALSO ACCESS AND INSPECTION EASEMENT TO THE CITY OF RIDGEFIELD.
- (B) 15.00' PRIVATE STORM EASEMENT, ALSO ACCESS AND INSPECTION EASEMENT TO THE CITY OF RIDGEFIELD.
- (C) 20.00' PRIVATE STORM EASEMENT, ALSO ACCESS AND INSPECTION EASEMENT TO THE CITY OF RIDGEFIELD.
- (D) PUBLIC SANITARY SEWER EASEMENT TO CRWD SEE DETAIL "B" THIS SHEET
- (E) RIGHT-OF-WAY DEDICATED TO THE CITY OF RIDGEFIELD
- (F) PUBLIC SANITARY SEWER EASEMENT TO CRWD SEE DETAIL "A" THIS SHEET
- (G) OAK TREE CRITICAL AREAS



CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	79.00'	88.91'	84.29'	S 56°17'46" E	64°29'05"
C2	79.00'	1.82'	1.82'	S 87°52'44" E	1°19'08"
C3	79.00'	34.66'	34.38'	N 74°39'06" W	25°08'09"
C4	79.00'	10.01'	10.01'	N 58°27'11" W	7°15'42"
C5	79.00'	34.29'	34.02'	N 42°23'21" W	24°51'57"
C6	79.00'	8.14'	8.14'	S 27°00'18" E	5°54'10"
C7	55.00'	61.90'	58.69'	S 56°17'46" E	64°29'05"
C8	31.00'	34.89'	33.08'	N 56°17'46" W	64°29'05"
C9	79.00'	55.40'	54.27'	N 03°57'46" W	40°10'55"
C10	79.00'	68.69'	66.55'	N 41°02'14" E	49°49'05"
C11	79.00'	23.42'	23.34'	N 24°37'18" E	16°59'12"
C12	79.00'	32.10'	31.88'	N 44°45'23" E	23°16'58"
C13	79.00'	13.17'	13.15'	N 61°10'20" E	9°32'54"
C14	55.00'	86.39'	77.78'	N 20°56'47" E	90°00'00"
C15	31.00'	48.69'	43.84'	N 20°56'47" E	90°00'00"
C16	176.00'	43.46'	43.35'	N 73°01'11" E	14°08'48"
C17	200.00'	49.38'	49.26'	S 73°01'11" W	14°08'48"
C18	224.00'	55.31'	55.17'	S 73°01'11" W	14°08'48"
C19	224.00'	3.98'	3.98'	N 68°27'20" E	1°01'06"
C20	224.00'	51.33'	51.21'	S 73°31'44" W	13°07'42"
C21	224.00'	55.31'	55.17'	N 73°01'11" E	14°08'48"
C22	200.00'	49.38'	49.26'	S 73°01'11" W	14°08'48"
C23	176.00'	43.46'	43.35'	S 73°01'11" W	14°08'48"
C24	76.00'	33.84'	33.57'	N 78°42'14" E	25°30'55"
C25	100.00'	44.53'	44.17'	S 78°42'14" W	25°30'55"
C26	124.00'	55.22'	54.77'	S 78°42'14" W	25°30'55"
C27	124.00'	36.23'	36.10'	S 74°18'59" W	16°44'24"
C28	124.00'	18.97'	18.97'	S 87°04'28" W	8°48'51"
C29	31.00'	48.81'	43.92'	N 43°25'41" W	90°13'13"
C30	55.00'	86.61'	77.93'	N 43°25'41" W	90°13'13"
C31	55.00'	48.95'	47.35'	S 63°02'24" E	50°59'48"
C32	55.00'	37.65'	36.92'	N 17°55'47" W	39°13'25"
C33	79.00'	17.79'	17.75'	S 82°05'16" E	12°54'03"
C34	10.00'	9.63'	9.26'	S 76°46'54" W	55°09'43"
C35	45.00'	146.47'	89.86'	N 37°33'10" W	186°29'36"
C36	45.00'	12.59'	12.55'	N 57°13'07" E	16°02'09"
C37	45.00'	41.18'	38.76'	N 88°32'18" W	52°26'08"
C38	45.00'	31.60'	30.96'	N 42°12'35" E	40°14'11"
C39	45.00'	43.80'	42.11'	N 05°48'19" E	55°47'38"
C40	45.00'	17.27'	17.17'	N 44°41'53" E	21°59'30"
C41	10.00'	9.43'	9.08'	S 28°41'17" W	54°00'43"
C42	176.00'	54.43'	54.21'	N 07°10'40" W	17°43'10"
C43	200.00'	89.83'	89.08'	S 11°11'09" E	25°44'09"
C44	224.00'	79.54'	79.12'	S 08°29'26" E	20°20'43"
C45	224.00'	30.50'	30.47'	S 14°45'47" E	7°48'02"
C46	224.00'	49.04'	48.95'	S 04°35'25" E	12°32'42"
C47	185.00'	82.39'	81.71'	N 78°42'14" E	25°30'55"
C48	200.00'	89.07'	88.33'	N 78°42'14" E	25°30'55"
C49	215.00'	95.75'	94.96'	N 78°42'14" E	25°30'55"
C50	215.00'	67.00'	66.73'	N 82°32'05" E	17°51'14"
C51	215.00'	28.75'	28.73'	S 69°46'37" W	7°39'41"
C52	465.00'	156.28'	155.54'	N 81°50'01" E	19°15'22"
C53	465.00'	43.66'	43.64'	S 74°53'43" W	5°22'46"
C54	465.00'	83.61'	83.49'	S 82°44'11" W	10°18'06"
C55	465.00'	29.01'	29.01'	S 89°40'28" W	3°34'28"

LINE	BEARING	DISTANCE
L1	N 43°25'41" W	21.24'
L2	N 24°03'13" W	8.84'
L3	N 80°05'35" E	24.02'
L4	N 80°05'35" E	17.77'
L5	N 80°05'35" E	6.24'
L6	N 65°56'47" E	2.93'
L7	S 20°56'47" W	18.38'
L8	S 69°03'13" E	18.38'
L9	N 65°56'47" E	12.30'
L10	S 43°25'41" E	21.25'
L11	S 44°10'36" W	26.50'
L12	S 43°25'41" E	25.53'
L13	S 88°32'18" E	28.09'
L14	N 46°34'19" E	21.17'
L15	N 43°25'41" W	21.25'
L16	N 01°40'55" E	11.33'
L17	N 23°38'30" E	20.19'
L18	S 65°56'47" W	22.36'
L19	S 46°34'19" W	21.17'
L20	N 80°05'35" E	24.02'
L21	N 80°05'35" E	11.19'
L22	N 80°05'35" E	12.82'
L23	N 65°56'47" E	10.36'
L24	N 65°02'44" W	22.64'
L25	N 65°56'47" E	36.34'
L26	S 65°56'47" W	36.34'
L27	N 80°05'35" E	24.02'
L28	N 65°56'47" E	50.93'
L29	S 65°56'47" W	60.30'
L30	S 24°03'13" E	16.55'
L31	S 62°27'30" E	18.17'
L32	N 65°56'47" E	40.62'
L33	S 83°36'31" W	41.43'
L34	N 83°36'31" E	42.12'
L35	N 88°32'18" W	32.44'
L36	N 88°32'18" W	32.32'
L37	S 88°32'18" E	32.38'
L38	S 88°32'18" E	24.00'

- LEGEND
- INDICATES FOUND MONUMENT AS NOTED
 - INDICATES 1/2" x 24" REBAR WITH (FEEDER 41032) CAP SET
 - ⊗ INDICATES 1/2" x 24" REBAR WITH (FEEDER 41032) CAP SET IN MONUMENT BOX
 - INDICATES CALCULATED POSITION
 - ⊗ INDICATES ROCK NAIL WITH BRASS WASHER INSCRIBED "FEEDER 41032" SET AT THE EXTENSION OF ALL LOT LINES IN THE CURB, FOR THE PURPOSE OF LINE AND DISTANCE
 - LCR INDICATES LAND CORNER RECORD
 - YPC INDICATES YELLOW PLASTIC CAP
 - CRWD INDICATES CLARK REGIONAL WASTEWATER DISTRICT
 - INDICATES EXISTING OAK TREE
 - INDICATES RIGHT-OF-WAY
 - INDICATES CENTERLINE
 - INDICATES SUBJECT PROPERTY
 - INDICATES LOT LINE
 - INDICATES EASEMENT
 - INDICATES OAK TREE CRITICAL AREA



DATE: 10-31-23
SCALE: 1"=50'
JOB NO.: 18-038
CALC BY: KPF
DRAWN BY: GLF
CHECKED BY: KPF
SHEET 2 OF 3

KPF
SURVEYING, INC.
2208 E. EVERGREEN BLVD. VANCOUVER, WA 98661
360-834-0174 FAX: 360-838-0155

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: November 16, 2023

AGENDA ITEM NAME: Public Hearing and First Reading of Ordinance No. 1414 - Lahti Property
Comprehensive Plan Amendments

GOVERNING LEGISLATION

RCW 36.70A - Growth Management
RMC 18.320 - Amendments

PREVIOUS COUNCIL ACTION TAKEN:

None.

SUMMARY/BACKGROUND:

See attached staff report.

BUDGET/FINANCIAL IMPACTS:

None.

RECOMMENDED ACTION OR MOTION:

None. Public hearing and first ordinance reading only.

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

1. Staff Report

ORDINANCE NO. 1414

AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON AMENDING ORDINANCE NO. 1203 AMENDING THE RIDGEFIELD URBAN AREA COMPREHENSIVE PLAN AND CAPITAL FACILITIES PLAN

WHEREAS, the City of Ridgefield is located within Clark County, Washington, which is required to complete land use planning under the Revised Code of Washington Chapter 36.70A, Growth Management Act; and,

WHEREAS, the Ridgefield City Council approved a current periodic revision to the Ridgefield Urban Area Comprehensive Plan via adoption of Ordinance No. 1203 during a regularly scheduled meeting held on February 25, 2016; and

WHEREAS, the City of Ridgefield reviewed its future vision, planning policies and map designations to accommodate projected population and jobs and developed Volume 1 of the Ridgefield Urban Area Comprehensive Plan, including the Comprehensive Plan Map and Capital Facilities Plan; and

WHEREAS, the Ridgefield City Council has since approved annual minor revisions to the Ridgefield Urban Area Comprehensive Plan; and

WHEREAS, there is a proposal to amend the comprehensive plan designation on the western portion of Assessor's #213989000 (5145 Pioneer Street, Lahti Property) from Employment to General Commercial, with a concurrent zone change from Employment to Commercial Community Business; and

WHEREAS, there is a proposal to remove a planned segment of S 3rd Way located on Assessor's #213989000 from the Capital Facilities Plan; and

WHEREAS, the proposal meets the approval requirements set forth in the Ridgefield Development Code, RDC 18.310.090 and RDC 18.320; and

WHEREAS, the City of Ridgefield submitted notice to the Washington State Department of Commerce on October 5, 2023 meeting the sixty (60) day State agency/public review process as prescribed by RCW 36.70A; and,

WHEREAS, the Ridgefield Planning Commission conducted a public hearing on the proposed amendments at a regularly scheduled meeting on November 1, 2023; and

WHEREAS, on November 1, 2023 the Planning Commission voted unanimously to recommend approval of the proposed amendments to City Council; and,

WHEREAS, consistent with WAC 197-11-340(2), on November 16, 2023 the City of Ridgefield issued a SEPA Determination of Non-significance regarding the proposed amendments; and,

WHEREAS, the SEPA public comment period expired on November 30, 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 a regularly scheduled City Council meeting held on November 16, 2023; and

WHEREAS, the Ridgefield City Council conducted the second reading on the proposed amendments during a regularly scheduled meeting held on December 7, 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 the Ridgefield Urban Area Comprehensive Plan including the Capital Facilities Plan on Assessors #213989000 for the City of Ridgefield to comply with RCW 36.70A (Growth Management – Planning by Selected Counties and Cities) to ensure that the City has planned realistically for future

growth.

Section 2. Adoption of the Updated Ridgefield Urban Area Comprehensive Plan and Zoning Maps.

The City Council for the City of Ridgefield hereby adopts the updated Ridgefield Urban Area Comprehensive Plan and Zoning Maps attached hereto as Exhibit A superseding all previously adopted Comprehensive Plan and Zoning Maps.

Section 3. Adoption of the Updated Capital Facilities Plan Map. The City Council for the City of Ridgefield hereby adopts the updated Ridgefield Capital Facilities Plan attached hereto as Exhibit B superseding all previously adopted Capital Facilities Plan Maps,

Section 4. 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 5. Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 6. Severability. 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 7. Applicability. This ordinance shall be applied in the current city limits and City of Ridgefield Urban Growth Area (UGA) as adopted by the Ridgefield City Council.

Section 8. Effective Date. This ordinance shall be in full force and effect as of January 1, 2023.

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS 7th DAY OF DECEMBER, 2023.

Jennifer Lindsay, Mayor

ATTEST/AUTHENTICATED:

Julie Ferriss, City Clerk

APPROVED AS TO FORM:

Janean Parker, City Attorney

First Reading: November 16, 2023

Second Reading/Passage: December 7, 2023
Date of Publication:
Effective Date:

Attachment A: 2023 Lahti Property Comprehensive Plan and Zoning Map Updates

Attachment B: 2023 Lahti Property Capital Facilities Plan Map Update



THE CITY OF RIDGEFIELD

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

Lahti Property Comprehensive Plan Amendment Requests

File No. MASTER-23-0031, PLZ-23-0048

City Council Staff Report

November 16, 2023

I. BASIC INFORMATION

Application submitted: June 29, 2023.

Planning Commission public hearing: November 1, 2023

City Council public hearing: November 16, 2023

Proposal: Two amendments are proposed related to the future development of the Lahti property: 1) Change the comprehensive plan designation on the western portion of the property from Employment to General Commercial, with a concurrent zone change from Employment to Commercial Community Business; and 2) Remove a planned segment of S 3rd Way from the Capital Facilities Plan (CFP).

Location: 5145 Pioneer St / Ridgefield, WA 98642. #40 S21T4NR1E WM, Assessor's #213989000, 33.19 acres.

Applicant: FDM Development, 515 NW 253rd St / Ridgefield, WA 98642. Contact: Dean Maldonado, 360-719-0276, dean@fdmdevelopment.com

Applicant's representative: PBS Engineering and Environmental, 415 W 6th St / Vancouver, WA 98660. Contact: 360-695-3488, PBScivil@pbsusa.com

Property owner: Gary Lahti, 5145 Pioneer St / Ridgefield, WA 98642.

Current comprehensive plan designation: Employment (EM)

Current zoning: Employment (E)

Staff contact: Claire Lust, Community Development Director, 360-857-5024, claire.lust@ridgefieldwa.us

II. BACKGROUND AND PROPOSAL

The Lahti property is located at 5145 Pioneer Street. The site is 33.19 acres and is zoned Employment (E). Surrounding zoning and uses are shown in Figure (1) and include:

- Commercial Regional Business (CRB) land to the north across Pioneer Street, with mixed commercial development proposed as the Union Ridge Town Center and Ridgefield Gateway projects.
- CRB land to the east occupied by the Vancouver Clinic.

- Employment land to the east developed with light industrial uses.
- Employment land to the south under development as the Pac Trust industrial center.
- Employment land immediately to the west with a stormwater facility.
- Commercial Community Business (CCB) land to the west developed as the Discovery Ridge commercial center.

Figure 1. Zoning context



On August 24, 2023, City Council adopted Ordinance No. 1407 removing the Ridgefield Mixed Use Overlay (RMUO) from the Lahti property. The purpose of this action was to begin facilitating development of a medical office on the northeast portion of the property. At the time of the RMUO removal, the applicant indicated their intent to subsequently go through a comprehensive plan amendment to re-designate the western portion of the site from Employment to Commercial to facilitate future commercial development.

The first component of this proposal is to change the zoning on the western portion of the site from Employment (E) to Commercial Community Business (CCB). In order to achieve this zone change, a comprehensive plan amendment is also required to change the underlying comprehensive plan designation from Employment (EM) to General Commercial (GC). See Figures (2) and (3).

Figure 2. Existing zoning

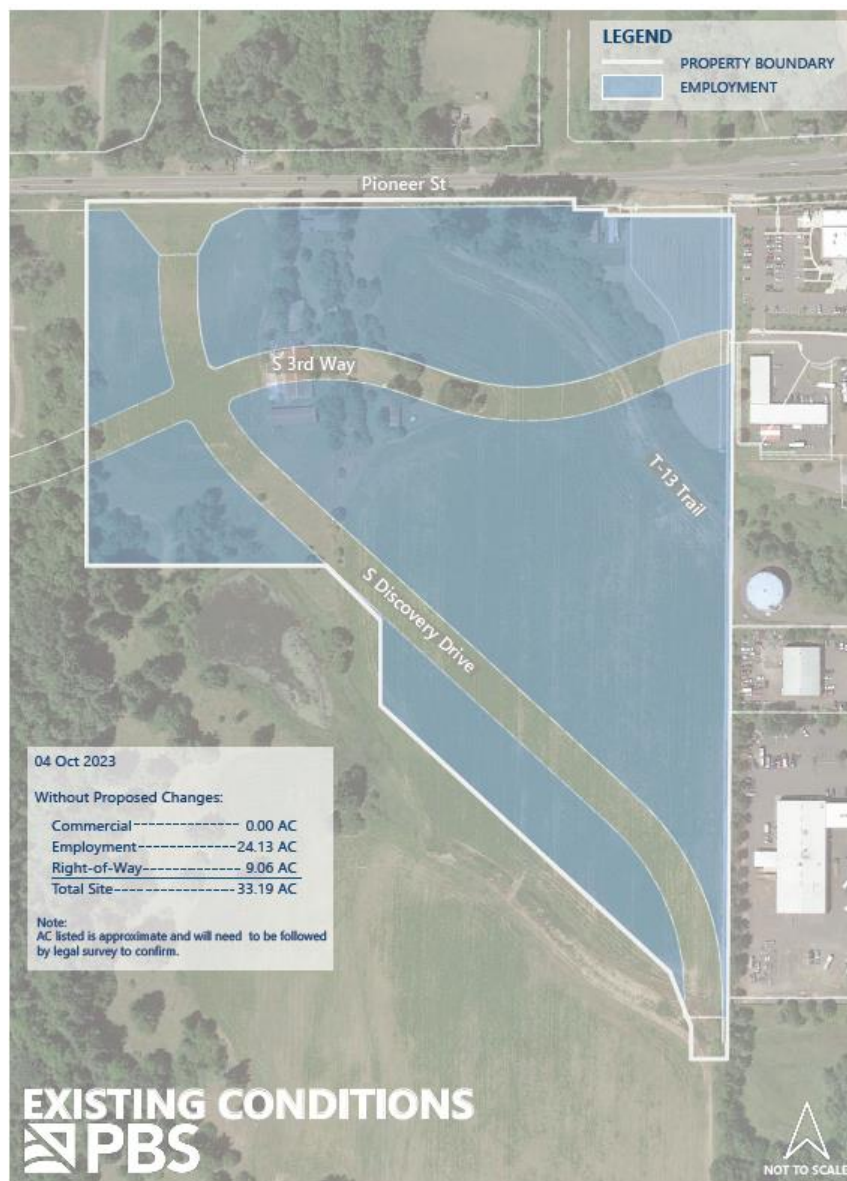
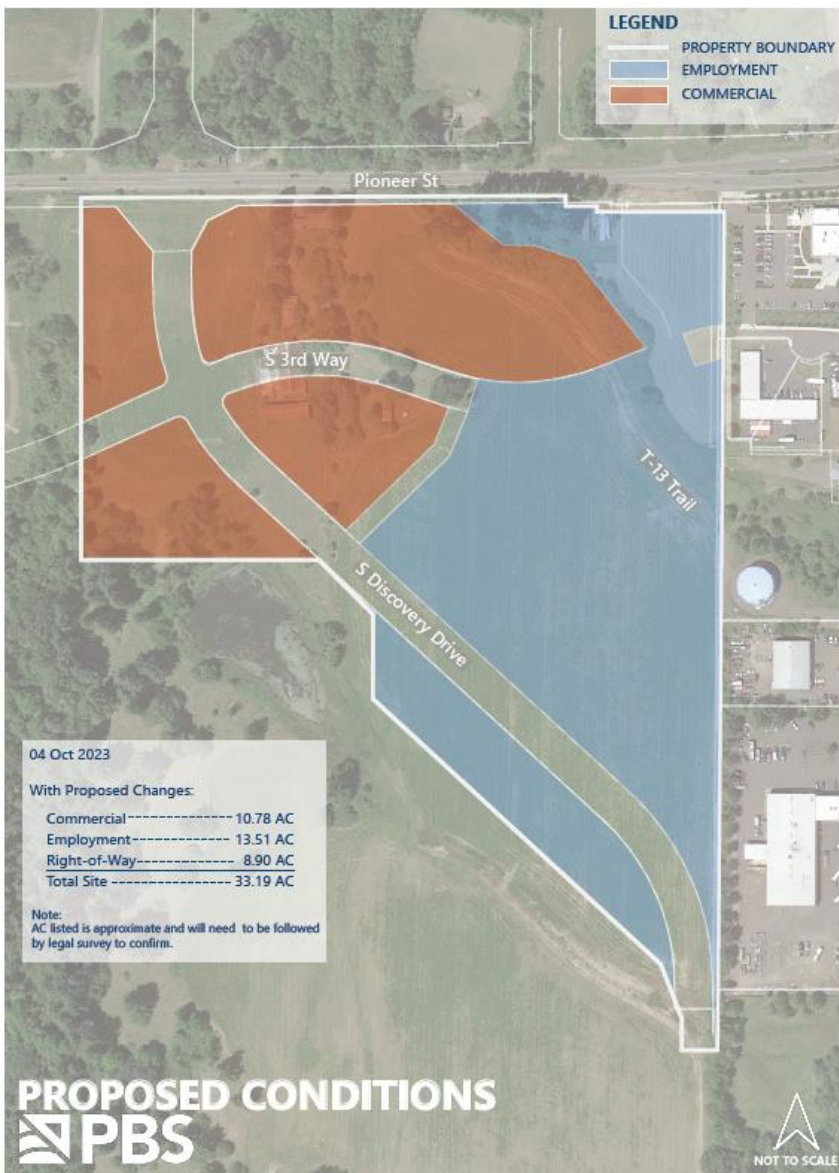


Figure 3. Proposed zoning



The second component of this proposal is to remove a planned segment of S 3rd Way from the Capital Facilities Plan (CFP). See Figures (4) and (5).

Figure 4. Current CFP map

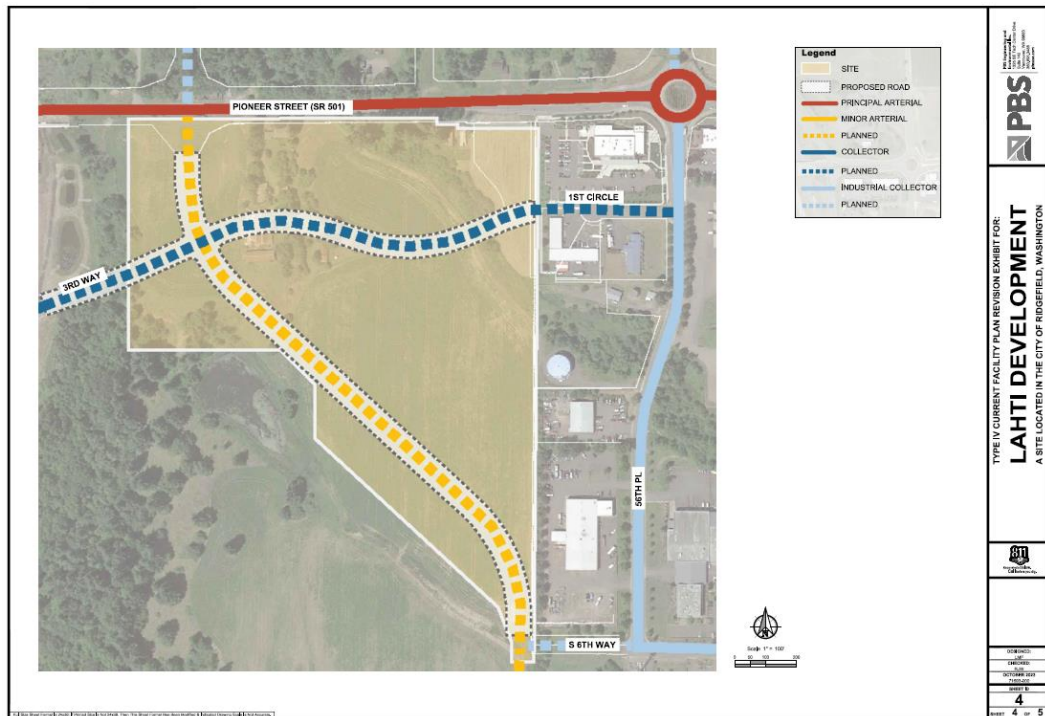
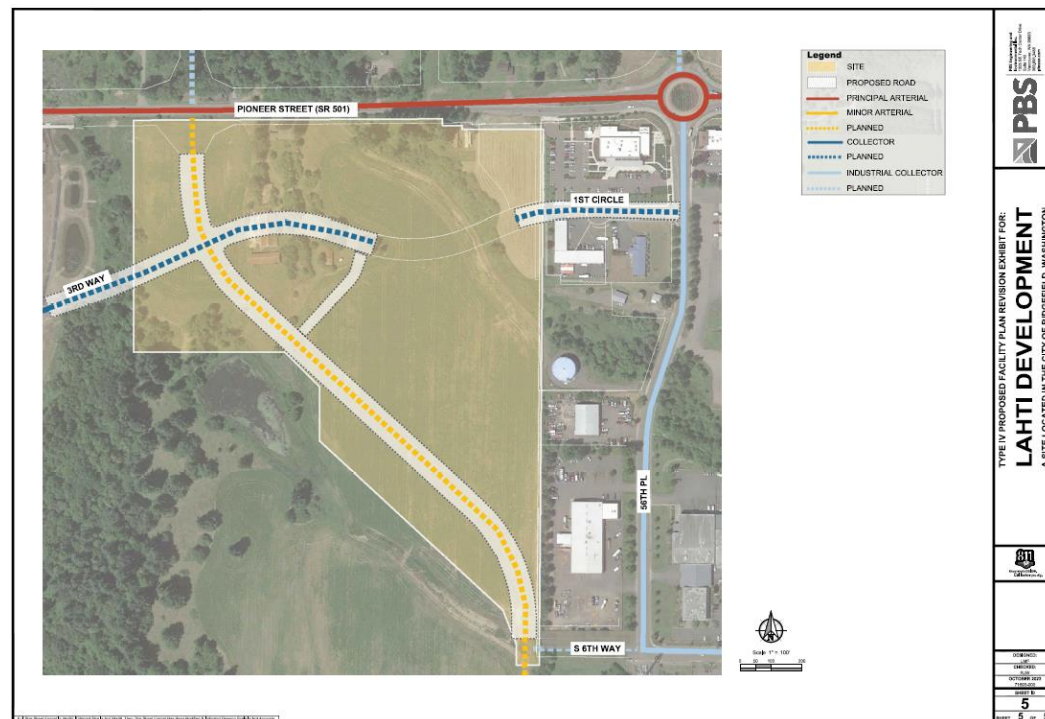


Figure 5. Proposed CFP map



In their project narrative, the applicant states that the proposed change from Employment to Commercial would create a more consistent commercial corridor along Pioneer Street, with the opportunity to develop easily accessible commercial services for the community. The stated purpose of the proposed CFP revision is to preserve continuity for the on-site stream corridor while still supporting anticipated traffic volumes.

III. COMPLIANCE WITH RDC 18.320 - AMENDMENTS

RDC 18.320.020 – Amendment process.

- A. *The City shall consider amendments to the RUACP no more frequently than once every year, except as authorized under RCW 36.70A.130(2)(i.–v.). All proposals shall be considered by the city council concurrently so the cumulative effect of various proposals can be ascertained. (RCW 36.70A.130.2.)*

Findings

The Comprehensive Plan amendments proposed herein are the only amendments being considered in 2023. Council last considered comprehensive plan amendments in 2022. This standard is met.

- B. *The City shall coordinate the timing of its annual review process so as to be consistent with county plan amendment procedures.*

Findings

Clark County paused annual comprehensive plan amendment requests during their periodic comprehensive plan update. This standard does not apply.

- C. *To be considered during the annual amendment review process, an applicant must file a petition no later than July 1 for the petition to be considered during that calendar year, except that the city may propose an amendment after this deadline so long as it meets the requirements of RMC 18.320.020.A–B. and the city's adopted public participation process.*

Findings

The applicant filed a petition on June 29, 2023. This standard is met.

RDC 18.320.050 – Approval criteria.

- A. *Zoning district map amendments shall be consistent with the Ridgefield Urban Area Comprehensive Plan (RUACP) map. Where the proposed amendment is not consistent with the RUACP map, the petitioner shall also file a petition to amend the RUACP map. Amendments to zoning district maps or text must be consistent with the goals and policies of the RUACP.*

The applicant provided the following response to (A):

The 33.19-acre parcel (213989000, 606996000, and 602965000) adjoins the south side of Pioneer Street; the applicant is petitioning to change a 10.78-acre portion to Commercial, leaving the remaining 22.41 acres as Employment and right of way. This commercial portion sits directly south of the Pioneer Street right-of-way, adjoining the City's main transportation spine into the downtown core and will extend south to the intersection of 3rd and Discovery Drive. The applicant recognizes that changing that portion of 10.78 acres of land from E zoning to CCB zoning requires a Type IV legislative review process. The following is an excerpt from the RUACP, stating the five guiding principles of that document.

The Ridgefield Urban Area Comprehensive Plan 2016–2035 (RUACP) is guided by a vision for how Ridgefield and the surrounding area will grow and develop during the next 20 years. This vision is best described by five principles: Regional Employment Center, Quality Neighborhoods, Complete Community, Protection of Critical Areas, and Managed Growth.

Regional Employment Center, Complete Community: Approval of this petition will provide a more consistent commercial corridor along Pioneer Street leading toward the Interstate 5 (I-5) corridor and will be providing commercial resources (restaurants, stores) that will help sustain and support the employment uses (offices, light industrial). The Lahti property is the only substantial amount of land zoned E (besides land used for stormwater treatment) that remains along the 0.85-mile stretch of Commercial zoning that flanks each side of Pioneer Street leading east to I-5. It will support the complete community RUACP principle, lessening the need for people to drive to lunch/goods during the day. It also will support the regional employment center by creating an enjoyable and interesting place to work with places to walk to on a lunch break.

The principle, Protection of Critical Areas, would be supported, as the road would no longer cross the critical area buffers or the creek that bisects the land (see attached existing conditions plan submitted with this package). The road section that would be removed is approximately 504 feet long and 70 feet wide. 488 feet (12,165 square feet) of that 504 feet would have crossed critical areas that support and provide fish passage.

The applicant is petitioning to revise the RUACP map, the Comprehensive Plan, and the Zoning Map to reflect these changes discussed above.

Managed Growth: This change also supports the principle of managed growth, as these commercial opportunities will work toward supplying jobs and goods interior to the current city limits; keeping them close to the well-paying jobs will limit the amount of trips and keep the services where they can support the community.

- B. *Amendments to this title or to the RUACP must be consistent with the concurrency requirements of the CFP and shall not result in level-of-service deficiency for any capital facility or service identified in the CFP.*

The applicant provided the following response to (B):

The changing of a 10.78-acre portion part of the property from E to CCB would allow development to proceed in a manner that is consistent with the surrounding properties. The uses, mix of users, and hours of use would be the main items to change. There would still be traffic impact fees collected with development of the parcel(s).

The changes to the transportation levels of service (LOS) are difficult to quantify without a thorough travel-demand model of the area to comprehensively capture the influences and details of land uses, trip generation, trip attraction, trip types, and the full roadway network. LOS is addressed qualitatively for this application.

Some of the antecedent steps to evaluating the LOS are possible to provide and are described in the following paragraphs. These include trip generation and trip distribution.

Trip Generation

Under the site's current employment (E) zoning, and with the current CFP, the potential site development area totals 24.13 acres after 9.06 acres are allocated for public rights-of-way (S Discovery Drive and S 3rd Way). See the Existing Conditions map for reference.

The actual developable area is less than 24.13 acres since this area spans sensitive lands and yields atypical lot shapes that are not conducive to optimal development densities. For this analysis, it is assumed that approximately 22% of the acreage, or 5.31 acres (231,240 square feet), could be developed as usable floor area. Consistent with recent evaluations performed for the site, the highest and best uses of this floor area are considered to be divided among light manufacturing (75%), office (10%), and medical (15%) uses.

The trip generation for this current condition is estimated following methods and datasets in the Institute of Transportation Engineers' (ITE) Trip Generation Manual, 11th Edition (2021), and the ITE Trip Generation Handbook, 3rd Edition (2017). The results are summarized in Table 2.

Table 2. Site Development Potential and Trips Under Current Conditions

Zoning	Building Use	Allocation	Floor Area (SF)	ITE Code	ITE Use	Weekday Trips		
						Daily	AM Peak Hour	PM Peak Hour
E	Light Manufacturing	75%	173,430	110	General Light Industrial	702	122	59
	Office	10%	23,120	710	General Office Building	324	48	49
	Medical	15%	34,690	630	Clinic	1,278	85	126
Total		100%	231,240	Total Trips		2,304	255	234
				(Internal Trips)*		(0)	(0)	(0)
				Primary Trips		2,304	255	234

SF = square feet

* Internal trips occur between land uses within the overall development and do not travel outside the site. They are calculated according to typical ITE methods for the weekday AM and PM peak hours. ITE has no data for daily internal trips, so the daily internal trip rate is calculated as the average of the AM and PM internal trip rates. Internal trips are formatted in italics inside parentheses to represent that they subtract from the total trips to calculate primary trips as the remainder.

With the changes proposed to the site zoning and to the City's CFP, the potential site development area totals 24.29 acres, with 10.78 acres changed to commercial uses (CCB zoning) and 13.51 acres remaining as employment uses (E zoning). With the S 3rd Way link removed, and with a connecting local roadway added, the area allocated for public rights-of-way totals 8.90 acres.

The developable areas are estimated following the same procedure used above for the existing conditions: approximately 22% of the acreage is assumed to be developable. Thus, the commercial acreage could support approximately 103,310 square feet of floor area, and the highest and best use is assumed to be retail. By similar logic, the employment acreage could

support approximately 129,470 square feet of floor area, and the highest and best uses of this floor area are considered to be divided among light manufacturing (75%), office (10%), and medical (15%) uses.

The trip generation for this proposed condition is estimated following methods and datasets in the ITE Trip Generation Manual, 11th Edition (2021), and the ITE Trip Generation Handbook, 3rd Edition (2017). The results are summarized in Table 3.

Table 3. Site Development Potential and Trips Under Proposed Conditions

Zoning	Building Use	Allocation	Floor Area (SF)	ITE Code	ITE Use	Weekday Trips		
						Daily	AM Peak Hour	PM Peak Hour
CCB	Retail	100%	103,310	821	Shopping Plaza Without Supermarket	6,976	179	536
	Subtotal	100%	103,310	NA	NA	6,976	179	536
E	Light Manufacturing	75%	97,100	110	General Light Industrial	416	69	40
	Office	10%	12,950	710	General Office Building	196	28	30
	Medical	15%	19,420	630	Clinic	732	51	71
	Subtotal	100%	129,470	NA	NA	1,344	148	141
Total			232,780	Total Trips		8,320	327	677
				Internal Trips*		(292)	(8)	(24)
				Pass-By Trips**		(2,322)	(35)	(210)
				Primary Trips		5,706	284	443

NA = not applicable; SF = square feet

* Internal trips occur between land uses within the overall development and do not travel outside the site. They are calculated according to typical ITE methods for the weekday AM and PM peak hours. ITE has no data for daily internal trips, so the daily internal trip rate is calculated as the average of the AM and PM internal trip rates. Internal trips are formatted in italics inside parentheses to represent that they subtract from the total trips to calculate primary trips as the remainder.

** Commercial retail land uses generate pass-by trips. Pass-by trips occur when vehicles already traveling past the site on adjacent roadways (Pioneer Street, in this case) stop at the future retail uses, then resume their trip toward their destination. Pass-by trips do not increase the total volume of traffic on the roadways, but they do increase turning movements at driveways and intersections. For the Lahti site, the pass-by trips are likely to be drawn from Pioneer Street and to turn at the Discovery Drive intersection. ITE indicates a 40% pass-by trip rate during the weekday PM peak hour. A 20% pass-by rate (half the PM rate) is assumed for the AM peak hour, and weighted average of the rates (34%) is assumed for the weekday period. Pass-by trips are formatted in italics inside parentheses to represent that they subtract from the total trips to calculate primary trips as the remainder.

As shown in comparing the trip generation calculations between the current and proposed conditions, the net increase in primary trips is 3,402 weekday trips, including 29 AM peak hour trips and 209 PM peak hour trips. While the change to commercial retail uses will increase the

total number of trips, many of these increased trips will be internal and pass-by trips. This pattern will restrain the total impact of the proposed zone change.

Trip Distribution

Within any roadway network, intersections typically represent the limiting points for vehicular capacity, and a variety of recent traffic impact analysis (TIA) reports have forecast future intersection conditions within the site vicinity. The 56th Place / Pioneer Street intersection appears to be the most sensitive to additional traffic growth due to its position as the “funnel” for all east-west traffic in the vicinity, and this condition will not change due to the proposed rezone or the removal of the planned collector roadway. Whether the collector roadway is connected or not between S Royle Road and S 56th Place, the trips that would travel on the collector must still travel through the roundabout at the 56th Place / Pioneer Street intersection.

Recent TIAs indicate LOS results at the 56th Place / Pioneer Street intersection will be approaching their capacity within the next few years, even with its planned expansion related to adjacent developments. This suggests that additional capacity may be needed for east-west vehicle travel in the area to relieve pressure on the 56th Place / Pioneer Street intersection. Certain projects on the CFP could provide such relief: these include the overcrossing roadways north and south of Pioneer Street and the Hillhurst Road extension to State Route 502 and the exit 11 interchange.

Even for local trips, the proposed removal of the collector roadway will not significantly diminish circulation opportunities within the site vicinity. This is evident in the regional travel-demand model maintained by the Southwest Washington Regional Transportation Council (RTC), which models travel patterns within Clark County according to large transportation analysis zones (TAZs). The travel patterns between the 315-acre TAZ #2086 that covers the Lahti site and the 297-acre TAZ #2085 to the east may be treated as a proxy for connecting the collector roadway link. Future (year 2040) forecast models indicate only 2% of all the trips at either TAZ are likely to travel between the two TAZs during the 2040 weekday PM peak hour. Without the collector connected through the Lahti site, these few trips would divert to either Pioneer Street or S 11th Street. With the collector connected through the Lahti site, it could relieve only 0.5% to 0.6% of the traffic volumes on the parallel segment of Pioneer Street.

- C. *If the petition necessitates a RUACP text or a CFP project amendment, the applicant shall demonstrate that changed circumstances affecting the public health, safety, and general welfare justifies the amendment.*

The applicant provided the following response to (C):

This petition does require a RUACP text change and a CFP project amendment. The justification for the change and the support for public health, safety, and general welfare is found in the following paragraphs, as well as the following table and exhibits. The primary justification for not building the collector roadway is found in lessening the potential impact on critical areas and the fish population that passes through the site. The unnamed tributary to Canyon Creek has a 150-foot buffer. It is assumed this riparian buffer can be reduced to 75 feet through mitigation and buffer averaging. Removing the roadway and culvert bridge from the CFP will maintain a consistent stream environment.

Secondly, removing the portion of collector roadway will not result in substandard congestion or unsafe conditions on the surrounding streets. As noted above, the collector might handle only 0.5% of the traffic parallel to Pioneer Street, and these volumes likely would still travel through the 56th Place / Pioneer Street intersection regardless of the collector's being connected or not. Thus, if congestion at that roundabout might exceed standards in the future, it will occur regardless of the collector roadway's connection. Furthermore, a potential increase of 0.5% in traffic volumes on Pioneer Street or other nearby roadways will have a negligible effect on transportation safety.

Thirdly, removing the portion of the collector roadway will continue the precedents established to the site's east along S 1st Circle, the existing roadway to which the planned collector would connect. Private development along S 1st Circle has been allowed to progress without dedicating right-of-way for a future collector and with structures that could encroach on a future right-of-way or its typical setback. Additionally, the S 56th Place / S 1st Circle intersection offers limited circulation: the northbound left-turn movement is prohibited. A future intersection of two collector roadways typically would accommodate all movements. These precedents suggest that S 1st Circle has not been intended to be extended as a collector roadway but to function as a local access roadway. Removing the collector roadway connection on the Lahti property east from S Discovery Drive would be consistent with those precedents.

- D. *The city shall not approve any amendment petition which is contrary to state or federal law.*

The applicant provided the following response to (D):

The proposed removal of a portion of the collector roadway shown in the CFP would not be contrary to state or federal law, as there is no such applicable legislation. Furthermore, the proposed development would comply with the City of Ridgefield zoning code and regulations that are applied to the property.

Nationwide guidelines for roadway spacing are available, however, from the Federal Highway Administration (FHWA), ITE, and the American Association of State Highway and Transportation Officials (AASHTO), based on the roadway functional classification. Table 4 summarizes the recommended roadway network spacing from these organizations.

Table 4. Federal Intersection Spacing Recommendations

Roadway Classification	FHWA & ITE	AASHTO
Principal Arterials	1 to 2 miles	1 to 5 miles, depending on surrounding development
Minor Arterials	1 mile	0.5 to 3 miles, depending on the surrounding development; normally not more than 1 mile
Collectors	0.25 to 0.5 mile	NA

Roadway Classification	FHWA & ITE	AASHTO
Local Streets	300 to 500 feet	NA

NA = not applicable

Pioneer Street is classified as a Principal Arterial, and the surrounding streets, both existing and planned future, are minor arterials and collectors. The nationwide guidelines would recommend a collector roadway parallel to Pioneer Street approximately 0.25 to 0.50 mile south of Pioneer Street. As it is currently designed, the collector roadway would be located between approximately 0.05 and 0.15 mile south of Pioneer Street, well under the recommended distance.

The proposed condition would preserve the planned collector connection to the west of the site where it would connect with the existing stub of S 3rd Way within the Discovery Ridge development. The proposed condition also would preserve the planned collector connection to the east of the site at its southeast corner where it would connect with the existing stub of S 6th Way, which is located approximately 0.35 mile south of Pioneer Street. Thus, while the proposed condition would disconnect a planned collector, it would maintain the typical collector spacing through use of both S 3rd Way and S 6th Way.

IV. PLANNING COMMISSION

Planning Commission held a public hearing on the proposed Lahti property comprehensive plan amendments on November 1, 2023. There was no public testimony during the public hearing. Staff have received no other public comments as of November 9, 2023.

Planning Commission asked clarifying questions only and voted unanimously to recommend approval of the proposed comprehensive plan amendments to Council.

V. PROCESS

<u>Date</u>	<u>Milestone</u>
October 18, 2023	Combined notice of Planning Commission and City Council public hearings published and posted
November 1, 2023	Planning Commission public hearing and recommendation to Council
November 16, 2023	City Council public hearing and 1 st reading
December 7, 2023	City Council public meeting and 2 nd reading/adoption

VI. MOTION

None requested. Public hearing and first reading only.

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: November 16, 2023

AGENDA ITEM NAME: Public Hearing and First Reading of Ordinance No. 1415 - 2024 Proposed Budget

GOVERNING LEGISLATION

Revised Code of Washington Chapter 35A.33, City of Ridgefield Financial Policy #07: Budget.

PREVIOUS COUNCIL ACTION TAKEN:

The City Council conducted a public hearing on the proposed 2024 revenue sources at the November 2, 2023 council meeting. The council has held 2 work sessions and one presentation on the proposed 2024 budget.

SUMMARY/BACKGROUND:

The 2024 budget represents the proposed fiscal plans for the City of Ridgefield for calendar year 2024. It took the collaborative efforts of the Budget Advisory Committee, City Council, senior management, staff, and citizen input to develop and create the budget. Meetings were held throughout the budget development process to discuss the budget in more detail and to ensure understanding. These meetings included three Budget Advisory Committee meetings, which were held on August 15h, September 19th, and October 17th . The City also conducted two City Council work sessions, which were held on August 27th, and September 24th, and one presentation on October 26th. Input and feedback gained throughout this process was reviewed and incorporated into the budget as appropriate. Copies of the budget have been made available to the Budget Advisory Committee, City Council, senior management, and staff for review as updates were made throughout the process. A proposed draft of the budget was made available to the public on the City's website on November 1, 2023.

BUDGET/FINANCIAL IMPACTS:

The 2024 budget proposes total revenues of \$79.6 million and \$88 million in expenses. The proposed budget includes the use of contingent reserves in the General Fund for one-time capital and initiative requests and the use of capital reserves to fund multiple capital projects.

The 2024 budget proposes an operating budget of \$24.7 million, a capital budget of \$52.3 million, a special revenue budget of \$1.05 million, a capital service budget of \$8.1 million and a debt service budget of \$1.8 million (General Government), for a total budget of \$88,036,201.

The net impact on the overall fund balance is a decrease of \$8.4 million. In addition, the budget proposes revenues of \$7.4 million in new grants, \$34.5 million from potential debt issuance, and \$8.1 million in impact fees and system development charge transfers to fund the capital projects proposed for 2024.

Transfers between funds included in the budget total \$13,099,765, with \$0.7 million associated with the operating funds, transfers to the equipment replacement fund in the amount of \$275,000, transfers for debt service in the amount of \$1.8 million, and \$10.3 million for capital projects.

Total revenues and the use of fund balance and/or designated reserves are projected to sufficiently support the proposed budget.

The 2024 proposed budget includes funding for six new full-time equivalent positions. The new positions are for two police officers, two facilities maintenance workers, a storm water maintenance worker, and a storm water inspector. In addition to the new positions, the proposed budget includes removal of a sunset designation on a position for an accounting/utility clerk. The total FTE count for the City of Ridgefield with these additions is 82.25, which includes 81 full-time positions and 2 part-time positions.

RECOMMENDED ACTION OR MOTION:

Conduct the first public hearing and reading of Ordinance No. 1415 pertaining to the 2024 Proposed Budget. No formal action is requested at this time.

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

1. 2024 Budget - Exhibit A
2. 2024 Budget - Exhibit B
3. 2024 Budget - Exhibit C
4. 2024 Budget - Exhibit D
5. 2024 Budget - Exhibit E
6. 2024 Budget - Exhibit F
7. 2024 Proposed Budget - Public Hearing

ORDINANCE NO. 1415

AN ORDINANCE FOR THE CITY OF RIDGEFIELD, WASHINGTON ADOPTING THE 2024 BUDGET; AND PROVIDING FOR THE EFFECTIVE DATE THEREOF

WHEREAS, the tax estimates and budget for the City of Ridgefield for the 2024 fiscal year have been prepared and filed as provided by the laws of the State of Washington; and

WHEREAS, the budget was provided for distribution and notice was published setting the time and place for hearings on the budget; and

WHEREAS, the 2024 proposed budget was submitted to the City Council and City Clerk on November 1, 2027, and budget workshop sessions were held on August 25, 2023, and September 24, 2023; and

WHEREAS, public hearings on the 2024 annual budget were held on November 2, 2023, November 16, 2023 and December 7, 2023.

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

Section 1: Public Interest. The Ridgefield City Council finds it to be in the public interest to adopt the 2024 budget for anticipated revenues and expenditures.

Section 2: 2024 Budget Adoption. The annual budget for the City of Ridgefield, Washington for the year ending December 31, 2024, is hereby adopted in the amounts and for the purposes shown in Exhibits "A-F", attached hereto and incorporated herein by reference. The budget for each Department and Fund in Exhibits "A-F" is hereby adopted at the fund level and set as the appropriation limit for expenditures for the fiscal year 2024. The attached Exhibit "A" summarizes the totals of estimated revenue and expenditure appropriations for each separate fund and the aggregate total for all funds combined.

Section 3: The Finance Director is directed to transmit a copy of the budget hereby adopted to the State Auditor's Office, and the Municipal Research & Services Center (MRSC).

Section 4: Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances is not affected.

Section 5: Regulatory Conflicts. All other Ordinances and parts of other Ordinances inconsistent or conflicting with any part of this Ordinance are hereby repealed to the extent of the inconsistency or conflict.

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

Section 7: Effective date. This ordinance shall take effect and be in full force five (5) days after the publication of the attached summary and Exhibits "A-F", which is hereby approved.

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS 7TH DAY OF DECEMBER, 2023.

By: _____
Jennifer Lindsay, Mayor

Attest:

Julie Ferriss, City Clerk

Approved as to Form:

Janean Parker, City Attorney

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2024 Budget

		<i>Beginning Fund Balance</i>	<i>2024 Budgeted Revenue</i>	<i>2024 Budgeted Expense</i>	<i>Ending Fund Balance</i>	<i>Change In Fund Balance</i>
Operating Funds						
001	General Fund	\$ 10,206,548	\$ 13,714,286	\$ 18,915,041	\$ 5,005,793	\$ (5,200,755)
101	Street Fund	188,943	1,230,960	1,329,535	90,368	\$ (98,575)
406	Water Operating	3,232,491	3,422,500	2,845,473	3,809,518	\$ 577,027
408	Stormwater Operating	484,293	1,782,700	1,656,967	610,026	\$ 125,733
<i>Total Operating Funds</i>		<i>14,112,275</i>	<i>20,150,446</i>	<i>24,747,016</i>	<i>9,515,705</i>	<i>\$ (4,596,570)</i>
Capital Service Funds						
105	Real Estate Excise Tax	3,608,450	1,725,000	1,638,555	3,694,895	86,445
114	Park Impact Fee	599,042	251,250	827,000	23,292	(575,750)
115	Traffic Impact Fee	906,117	568,250	1,466,000	8,367	(897,750)
416	Water Utility SDC	7,852,886	1,750,000	4,185,000	5,417,886	(2,435,000)
<i>Total Capital Service Funds</i>		<i>12,966,495</i>	<i>4,294,500</i>	<i>8,116,555</i>	<i>9,144,440</i>	<i>(3,822,055)</i>
Special Revenue Funds						
111	Drug Fund	9,285	1,510	500	10,295	1,010
140	Affordable Housing	88,983	25,000	-	113,983	25,000
150	Transportation Benefit District	244,114	850,100	1,047,900	46,314	(197,800)
<i>Total Special Revenue Funds</i>		<i>342,382</i>	<i>876,610</i>	<i>1,048,400</i>	<i>170,592</i>	<i>(171,790)</i>
Debt Service Fund						
200	Debt Service	-	1,804,680	1,804,680	-	-
<i>Total Debt Service Fund</i>		<i>-</i>	<i>1,804,680</i>	<i>1,804,680</i>	<i>-</i>	<i>-</i>
Capital Project/Equipment Replacement Construction Funds						
300	General Capital Projects	930,899	41,247,550	41,329,550	848,899	(82,000)
410	Water Utility Capital Projects	16,536	7,721,000	7,721,000	16,536	-
412	Storm Utility Capital Projects	-	3,254,000	3,254,000	-	-
501	Equipment Replacement (ERF)	359,354	275,050	15,000	619,404	260,050
<i>Total Capital/ERF</i>		<i>1,306,789</i>	<i>52,497,600</i>	<i>52,319,550</i>	<i>1,484,839</i>	<i>178,050</i>
<i>Total Budget</i>		<i>\$ 28,727,941</i>	<i>\$ 79,623,836</i>	<i>\$ 88,036,201</i>	<i>\$ 20,315,576</i>	<i>\$ (8,412,365)</i>



2024 Budget

Operating Funds Summary Report by Fund

	2023						
Description	2021 Actual	2022 Actual	Amended Budget	2023 Est. Year End	2024 Baseline	2024 Additions	2024 Budget
001 General Fund							
Revenue							
Property Tax	1,721,326	1,941,010	2,220,000	2,197,800	2,340,000	-	2,340,000
Retail Sales & Other Tax	4,056,066	4,389,184	5,150,000	4,247,048	4,517,000	-	4,517,000
Public Safety Sales/Use Tax	-	-	231,000	219,604	230,000	-	230,000
Utility Taxes	1,442,496	1,695,920	1,868,100	1,866,983	2,052,500	-	2,052,500
License & Permits	2,033,468	1,359,819	1,818,760	1,248,326	969,180	-	969,180
Planning & Development	1,101,623	1,098,732	1,240,000	1,031,139	935,000	-	935,000
Fines & Forfeits	67,879	55,507	69,000	59,353	72,000	-	72,000
Charge for Goods & Srvc	635,041	724,146	1,541,710	1,531,707	1,526,006	-	1,526,006
Intergovernmental/Grant	1,603,224	1,593,505	460,660	442,186	514,500	-	514,500
Other Rev/Donations	391,946	(44,280)	364,000	535,712	558,100	-	558,100
Total Revenue	13,053,069	12,813,543	14,963,230	13,379,858	13,714,286	-	13,714,286
Expense							
City Council	81,687	98,185	135,200	119,416	135,000	-	135,000
Judicial	199,456	247,811	300,000	281,579	335,000	-	335,000
Executive	268,955	288,531	341,500	315,528	350,800	-	350,800
Legal	34,641	48,444	60,000	90,531	70,000	-	70,000
Finance	652,656	749,680	1,036,095	858,360	977,600	-	977,600
Human Resources	283,452	389,114	442,000	432,565	471,000	35,500	506,500
Administration	530,582	539,933	723,575	690,288	745,700	-	745,700
Gen Govt/Facilities	1,535,475	1,689,371	3,390,350	2,384,214	1,965,625	1,194,475	3,160,100
Information Tech	214,757	342,160	435,000	477,427	460,500	35,500	496,000
Public Safety	2,363,468	3,048,922	4,502,225	4,077,667	4,316,500	285,400	4,601,900
Civil Service	118	156	1,000	166	1,000	-	1,000
Cemetery	30,720	34,499	50,550	47,730	46,600	5,325	51,925
Transfers	927,006	894,889	2,539,750	1,024,628	695,000	1,677,185	2,372,185
Community Development	2,290,581	2,841,140	3,530,855	3,278,350	3,735,116	85,000	3,820,116
Parks	518,688	1,078,466	1,279,850	1,040,521	973,950	317,265	1,291,215
Total Expense	9,932,242	12,291,301	18,767,950	15,118,970	15,279,391	3,635,650	18,915,041
Net Total	3,120,827	522,242	(3,804,720)	(1,739,112)	(1,565,105)	(3,635,650)	(5,200,755)
Fund Balance							
Beginning Fund Balance	7,912,121	11,032,948	11,945,660	11,945,660	10,206,548	8,641,443	10,206,548
Ending Fund Balance	11,032,948	11,945,660	8,140,940	10,206,548	8,641,443	5,005,793	5,005,793
GF Policy Reserve Balance	2,462,776	2,921,178	3,186,856	3,186,856	3,691,975	3,691,975	3,691,975
Building Policy Reserve Bal	612,292	619,191	665,967	665,967	737,242	737,242	737,242
Restricted for Building	2,804,841	2,422,225	2,020,795	1,402,284	(517,107)	(517,107)	(517,107)
Fund Balance Available	5,153,039	5,983,066	2,267,322	4,951,441	4,729,333	1,093,683	1,093,683



2024 Budget

Operating Funds Summary Report by Fund

Description	2023						
	2021 Actual	2022 Actual	Amended Budget	2023 Est. Year End	2024 Baseline	2024 Additions	2024 Budget
101 Street Fund							
Revenue							
Utility Tax/Franchise Fee	96,393	106,449	136,300	139,402	149,000	-	149,000
Permits	13,360	13,537	20,000	19,516	20,000	-	20,000
Grants	-	-	-	-	-	-	-
Intergovernmental	210,743	240,338	281,530	277,413	296,500	-	296,500
Other Revenue	75	35,710	25,525	3,636	25,525	-	25,525
Transfers In	624,438	737,167	848,750	848,750	645,000	94,935	739,935
Total Revenue	945,009	1,133,201	1,312,105	1,288,717	1,136,025	94,935	1,230,960
Expense							
Streets	856,257	1,051,988	1,309,125	1,233,494	1,234,600	94,935	1,329,535
Total Expense	856,257	1,051,988	1,309,125	1,233,494	1,234,600	94,935	1,329,535
Net Total	88,752	81,213	2,980	55,223	(98,575)	-	(98,575)
Fund Balance							
Beg Fund Balance	(36,245)	52,507	133,720	133,720	188,943	90,368	188,943
Ending Fund Balance	52,507	133,720	136,700	188,943	90,368	90,368	90,368
Reserves Maintain in GF	-	-	-	-	-	-	-
Fund Balance Available	52,507	133,720	136,700	188,943	90,368	90,368	90,368

Description	2023						
	2021 Actual	2022 Actual	Amended Budget	2023 Est. Year End	2024 Baseline	2024 Additions	2024 Budget
406 Water Utility Fund							
Revenue							
Charge for Goods & Srvc	2,744,740	2,687,535	3,122,000	3,165,659	3,369,000	-	3,369,000
Grants	-	-	-	-	-	-	-
Other Revenue	(5,909)	(28,235)	12,000	63,004	53,500	-	53,500
Transfers In	2,564,193	-	-	-	-	-	-
Total Revenue	5,303,024	2,659,300	3,134,000	3,228,663	3,422,500	-	3,422,500
Expense							
Water Utility	4,681,105	2,413,945	2,764,120	2,533,314	2,756,223	89,250	2,845,473
Total Expense	4,681,105	2,413,945	2,764,120	2,533,314	2,756,223	89,250	2,845,473
Net Total	621,919	245,355	369,880	695,349	666,277	(89,250)	577,027
Fund Balance							
Beginning Fund Balance	1,669,868	2,291,787	2,537,142	2,537,142	3,232,491	3,898,768	3,232,491
Ending Fund Balance	2,291,787	2,537,142	2,907,022	3,232,491	3,898,768	3,809,518	3,809,518
Policy Reserve Balance	1,077,370	1,274,143	1,381,176	1,381,176	1,519,294	1,519,294	1,519,294
Fund Balance Available	1,214,417	1,262,999	1,525,846	1,851,315	2,379,474	2,290,224	2,290,224



2024 Budget

Operating Funds Summary Report by Fund

Description	2023						
	2021 Actual	2022 Actual	Amended Budget	2023 Est. Year End	2024 Baseline	2024 Additions	2024 Budget
408 Stormwater Utility Fund							
Revenue							
Charge for Goods & Srv	977,261	1,132,722	1,340,000	1,219,993	1,642,200	-	1,642,200
Grants	-	-	-	-	130,000	-	130,000
Other Revenue	(2,936)	(8,397)	28,500	13,485	10,500	-	10,500
Transfer In		-	200,000	200,000	-	-	-
Total Revenue	974,325	1,124,325	1,568,500	1,433,478	1,782,700	-	1,782,700
Expense							
Stormwater Utility	959,666	1,007,757	1,659,161	1,479,458	1,403,217	253,750	1,656,967
Total Expense	959,666	1,007,757	1,659,161	1,479,458	1,403,217	253,750	1,656,967
Net Total	14,659	116,568	(90,661)	(45,980)	379,483	(253,750)	125,733
Fund Balance							
Beginning Fund Balance	399,046	413,705	530,273	530,273	484,293	863,776	484,293
Ending Fund Balance	413,705	530,273	439,612	484,293	863,776	610,026	610,026
Policy Reserve Balance	497,449	543,928	646,251	646,251	710,876	710,876	710,876
Fund Balance Available	(83,744)	(13,655)	(206,639)	(161,958)	152,900	(100,850)	(100,850)



2023 Budget

Special Revenue and Debt Service Fund Summary Report by Fund

Description	2023						
	2021 Actual	2022 Actual	Amended Budget	2023 Est. Year End	2024 Baseline	2024 Additions	2024 Budget
111 Drug Fund							
Revenue							
Fines and Forfeits	27	1,245	500	86	500	-	500
Other Revenue	248	2,794	1,010	10	1,010	-	1,010
Total Revenue	275	4,039	1,510	96	1,510	-	1,510
Expense							
Small Tools & Equipment	-	-	-	-	-	-	-
Intergovernmental	-	336	500	-	500	-	500
Total Expense	-	336	500	-	500	-	500
Net Total	275	3,703	1,010	96	1,010	-	1,010
Fund Balance							
Beginning Fund Balance	5,211	5,486	9,189	5,211	9,285	10,295	9,285
Ending Fund Balance	5,486	9,189	10,199	9,285	10,295	10,295	10,295
Fund Balance Available	5,486	9,189	10,199	9,285	10,295	10,295	10,295

140 Affordable Housing							
Revenue							
Retail Sales Tax	32,740	31,025	33,000	21,806	25,000	-	25,000
Other Revenue	-	-	-	-	-	-	-
Total Revenue	32,740	31,025	33,000	21,806	25,000	-	25,000
Expense							
Transfers-Out	-	-	-	-	-	-	-
Total Expense	-	-	-	-	-	-	-
Net Total	32,740	31,025	33,000	21,806	25,000	-	25,000
Fund Balance							
Beg Fund Balance	10,232	42,972	67,177	67,177	88,983	113,983	88,983
Ending Fund Balance	42,972	73,997	100,177	88,983	113,983	113,983	113,983
Fund Balance Available	42,972	73,997	100,177	88,983	113,983	113,983	113,983

150 Transportation Benefit District							
Revenue							
Vehicle Licensing Fees	167,607	744,513	900,000	783,112	850,000	-	850,000
Other Revenue	4	-	25	-	100	-	100
Total Revenue	167,611	744,513	900,025	783,112	850,100	-	850,100
Expense							
Transfers-Out	175,000	350,000	1,320,000	1,125,913	-	1,047,900	1,047,900
Total Expense	175,000	350,000	1,320,000	1,125,913	-	1,047,900	1,047,900
Net Total	(7,389)	394,513	(419,975)	(342,801)	850,100	(1,047,900)	(197,800)
Fund Balance							
Beg Fund Balance	199,791	192,402	586,915	586,915	244,114	1,094,214	244,114
Ending Fund Balance	192,402	586,915	166,940	244,114	1,094,214	46,314	46,314
Fund Balance Available	192,402	586,915	166,940	244,114	1,094,214	46,314	46,314



2023 Budget

Special Revenue and Debt Service Fund Summary Report by Fund

Description	2023						
	2021 Actual	2022 Actual	Amended Budget	2023 Est. Year End	2024 Baseline	2024 Additions	2024 Budget
200 Debt Service Fund							
Revenue							
Transfers-In	1,407,997	1,414,003	1,408,995	1,408,995	1,554,680	250,000	1,804,680
Other Revenue	-	-	-	-	-	-	-
Other Financing Sources	-	-	-	-	-	-	-
<i>Total Revenue</i>	<i>1,407,997</i>	<i>1,414,003</i>	<i>1,408,995</i>	<i>1,408,995</i>	<i>1,554,680</i>	<i>250,000</i>	<i>1,804,680</i>
Expense							
Debt Service	1,407,997	1,414,003	1,408,995	1,408,995	1,554,680	250,000	1,804,680
Transfers-Out	-	-	-	-	-	-	-
<i>Total Expense</i>	<i>1,407,997</i>	<i>1,414,003</i>	<i>1,408,995</i>	<i>1,408,995</i>	<i>1,554,680</i>	<i>250,000</i>	<i>1,804,680</i>
<i>Net Total</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
Fund Balance							
Beg Fund Balance	-	-	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-	-	-
Fund Balance Available	-	-	-	-	-	-	-



2023 Budget

Capital Service Fund Summary Report by Fund

Description	2021 Actual	2022 Actual	2023 Amended Budget	2023 Est. Year End	2024 Baseline	2024 Additions	2024 Budget
105 Real Estate Excise Tax (REET) Fund							
Revenue							
Real Estate Excise Taxes	3,221,297	2,081,558	2,675,000	1,621,725	1,600,000	-	1,600,000
Other Revenue	(4,251)	(107,336)	30,000	117,215	125,000	-	125,000
Total Revenue	3,217,046	1,974,222	2,705,000	1,738,940	1,725,000	-	1,725,000
Expense							
Utility	-	4,798	65,000	65,000	-	-	-
General	-	-	-	-	-	-	-
Streets	-	-	2,077,900	602,154	-	-	-
Parks	-	-	-	-	-	225,000	225,000
Debt Service (GO Bonds)	1,407,997	1,414,003	1,408,995	1,408,995	1,413,555	-	1,413,555
Total Expense	1,407,997	1,418,801	3,551,895	2,076,149	1,413,555	225,000	1,638,555
Net Total	1,809,049	555,421	(846,895)	(337,209)	311,445	(225,000)	86,445
Fund Balance							
Beg Fund Balance	2,136,610	3,945,659	4,501,080	3,945,659	3,608,450	3,919,895	3,608,450
Ending Fund Balance	3,945,659	4,501,080	3,654,185	3,608,450	3,919,895	3,694,895	3,694,895
Debt Service Reserves	1,414,003	1,408,995	1,413,553	1,413,553	1,409,391	1,409,391	1,409,391
Fund Balance Available	2,531,656	3,092,085	2,240,632	2,194,897	2,510,504	2,285,504	2,285,504
114 Park Impact Fee (PIF) Fund							
Revenue							
Planning & Development	1,974,646	694,209	1,856,535	406,173	251,000	-	251,000
Grants	-	-	-	-	-	-	-
Other Revenue	(672)	(48,790)	250	14,320	250	-	250
Total Revenue	1,973,974	645,419	1,856,785	420,493	251,250	-	251,250
Expense							
Park Impact Fee	392,062	1,413,416	3,162,000	2,470,512	-	827,000	827,000
Total Expense	392,062	1,413,416	3,162,000	2,470,512	-	827,000	827,000
Net Total	1,581,912	(767,997)	(1,305,215)	(2,050,019)	251,250	(827,000)	(575,750)
Fund Balance							
Beg Fund Balance	1,835,146	3,417,058	2,649,061	2,649,061	599,042	850,292	599,042
Ending Fund Balance	3,417,058	2,649,061	1,343,846	599,042	850,292	23,292	23,292
Fund Balance Available	3,417,058	2,649,061	1,343,846	599,042	850,292	23,292	23,292



2023 Budget

Capital Service Fund Summary Report by Fund

Description	2021 Actual	2022 Actual	2023 Amended Budget	2023 Est. Year End	2024 Baseline	2024 Additions	2024 Budget
115 Traffic Impact Fee (TIF) Fund							
Revenue							
Planning & Development	1,851,735	784,403	3,209,700	622,902	568,000	-	568,000
Other Revenue	(3,806)	(42,322)	3,000	24,471	250	-	250
Total Revenue	1,847,929	742,081	3,212,700	647,373	568,250	-	568,250
Expense							
Transp Impact Fee	892,015	2,393,455	3,490,000	2,049,260	-	1,466,000	1,466,000
Total Expense	892,015	2,393,455	3,490,000	2,049,260	-	1,466,000	1,466,000
Net Total	955,914	(1,651,374)	(277,300)	(1,401,887)	568,250	(1,466,000)	(897,750)
Fund Balance							
Beginning Fund Balance	3,003,464	3,959,378	2,308,004	2,308,004	906,117	1,474,367	906,117
Ending Fund Balance	3,959,378	2,308,004	2,030,704	906,117	1,474,367	8,367	8,367
Fund Balance Available	3,959,378	2,308,004	2,030,704	906,117	1,474,367	8,367	8,367

Description	2021 Actual	2022 Actual	2023 Amended Budget	2023 Est. Year End	2024 Baseline	2024 Additions	2024 Budget
416 Water Utility SDC Fund							
Revenue							
Contributed Capital	2,743,528	1,316,707	2,000,000	1,000,702	1,550,000	-	1,550,000
Other Revenue	(8,235)	(139,689)	50,000	221,065	200,000	-	200,000
Total Revenue	2,735,293	1,177,018	2,050,000	1,221,767	1,750,000	-	1,750,000
Expense							
Intergovernmental	638,738	23,042	40,000	15,314	40,000	-	40,000
Capital Outlay	-	-	-	-	-	-	-
Transfers Out	2,612,927	234,511	4,385,000	2,572,365	-	4,145,000	4,145,000
Total Expense	3,251,665	257,553	4,425,000	2,587,679	40,000	4,145,000	4,185,000
Net Total	(516,372)	919,465	(2,375,000)	(1,365,912)	1,710,000	(4,145,000)	(2,435,000)
Fund Balance							
Beg Fund Balance	8,815,705	8,299,333	9,218,798	9,218,798	7,852,886	9,562,886	7,852,886
Ending Fund Balance	8,299,333	9,218,798	6,843,798	7,852,886	9,562,886	5,417,886	5,417,886
Fund Balance Available	8,299,333	9,218,798	6,843,798	7,852,886	9,562,886	5,417,886	5,417,886



2023 Budget

Capital Project/Equipment Replacement Funds Summary Report by Fund

Description	2023						
	2020 Actual	2021 Actual	2023 Amended Budget	2023 Est. Year End	2024 Baseline	2024 Additions	2024 Budget
300 General Capital Project Fund							
Revenue							
Grants	414,294	713,866	15,567,400	6,186,187	-	7,183,400	7,183,400
Other Revenue	47,035	718,732	1,315,000	476,472	-	230,000	230,000
Transfers In	4,592,684	1,761,645	11,740,900	6,381,024	-	5,209,150	5,209,150
Other Financing Sources	17,950,000	465,000	17,950,000	-	-	28,625,000	28,625,000
Total Revenue	23,004,013	3,659,243	46,573,300	13,043,683	-	41,247,550	41,247,550
Expense							
Facilities	3,852,790	253,607	311,000	74,650	-	2,092,000	2,092,000
Cemetery	-	-	-	-	-	-	-
Streets	754,434	2,153,344	41,906,300	10,338,181	-	37,376,550	37,376,550
Parks	406,316	620,307	3,702,000	2,725,327	-	1,861,000	1,861,000
Transfers Out	-	-	-	-	-	-	-
Total Expense	5,013,540	3,027,258	45,919,300	13,138,158	-	41,329,550	41,329,550
Net Total	17,990,473	631,985	654,000	(94,475)	-	(82,000)	(82,000)
Fund Balance							
Beginning Fund Balance	275,579	393,389	1,025,374	1,025,374	930,899	930,899	930,899
Ending Fund Balance	393,389	1,025,374	1,679,374	930,899	930,899	848,899	848,899
Fund Balance Available	393,389	1,025,374	1,679,374	930,899	930,899	848,899	848,899

Description	2023						
	2020 Actual	2021 Actual	2023 Amended Budget	2023 Est. Year End	2024 Baseline	2024 Additions	2024 Budget
410 Water Utility Capital Project Fund							
Revenue							
Other Revenue	3	1	-	-	-	-	-
Transfers In	1,025,721	177,276	4,400,000	2,586,946	-	4,221,000	4,221,000
Other Financing Sources	-	-	-	-	-	3,500,000	3,500,000
Total Revenue	1,025,724	177,277	4,400,000	2,586,946	-	7,721,000	7,721,000
Expense							
Water Capital	1,025,721	177,276	4,400,000	2,586,946	-	7,721,000	7,721,000
Total Expense	1,025,721	177,276	4,400,000	2,586,946	-	7,721,000	7,721,000
Net Total	3	1	-	-	-	-	-
Fund Balance							
Beginning Fund Balance	16,532	16,535	16,536	16,536	16,536	16,536	16,536
Ending Fund Balance	16,535	16,536	16,536	16,536	16,536	16,536	16,536
Fund Balance Available	16,535	16,536	16,536	16,536	16,536	16,536	16,536



2023 Budget

Capital Project/Equipment Replacement Funds Summary Report by Fund

Description	2023						
	2020 Actual	2021 Actual	2023 Amended Budget	2023 Est. Year End	2024 Baseline	2024 Additions	2024 Budget
412 Storm Utility Capital Project Fund							
Revenue							
Other Revenue	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Transfers In	-	165,663	1,045,000	1,044,500	-	850,000	850,000
Other Financing Sources	126,943	182,408	-	-	-	2,404,000	2,404,000
Total Revenue	126,943	348,071	1,045,000	1,044,500	-	3,254,000	3,254,000
Expense							
Storm Capital	126,943	348,071	1,045,000	1,044,500	-	3,254,000	3,254,000
Total Expense	126,943	348,071	1,045,000	1,044,500	-	3,254,000	3,254,000
Net Total	-	-	-	-	-	-	-
Fund Balance							
Beginning Fund Balance	-	-	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-	-	-
Fund Balance Available	-	-	-	-	-	-	-

Description	2023						
	2020 Actual	2021 Actual	2023 Amended Budget	2023 Est. Year End	2024 Baseline	2024 Additions	2024 Budget
501 Equipment Replacement Fund							
Revenue							
Other Revenue	34	9,891	100	-	50	-	50
Transfers In	190,088	218,892	502,100	502,100	305,000	-	275,000
Total Revenue	190,122	228,783	502,200	502,100	305,050	-	275,050
Expense							
General Government	3,767	-	392,700	297,585	-	-	-
Public Safety	62,366	-	157,500	191,388	-	15,000	15,000
Water	36,092	45,105	142,000	141,777	-	-	-
Cemetery	1,883	-	-	-	-	-	-
Stormwater	36,092	45,105	-	-	-	-	-
Streets	52,084	45,106	-	-	-	-	-
Community	-	-	35,600	35,570	-	-	-
Parks	28,603	15,035	193,000	240,263	-	-	-
Total Expense	220,887	150,351	920,800	906,583	-	15,000	15,000
Net Total	(30,765)	78,432	(418,600)	(404,483)	305,050	(15,000)	260,050
Fund Balance							
Beginning Fund Balance	250,495	220,272	763,837	763,837	359,354	634,404	359,354
Ending Fund Balance	219,730	298,704	345,262	359,354	634,404	619,404	619,404
Fund Balance Available	219,730	298,704	345,262	359,354	634,404	619,404	619,404



2024 Budget

2024 Personnel Schedule (Full-Time Equivalents)

Job Title	FTE Allocation	
Executive		
City Manager		1.00
Total Executive		1.00
Finance		
Finance Director		1.00
Accounting Supervisor		1.00
Accounting Assistant		0.75
Accounting Assistant		1.00
Utility Billing Clerk II		0.05
Accounting/Utility Clerk		0.50
Procurement Coordinator		1.00
Grant Writer/Administrator		1.00
Total Finance		6.30
Human Resources		
Deputy City Manager		0.40
HR Supervisor		1.00
HR Analyst I		1.00
Total Human Resources		2.40
Administration		
Deputy City Manager		0.60
City Clerk		1.00
Communications Coordinator		1.00
Communications Coordinator		1.00
Community Events Coordinator		1.00
Administrative Coordinator		1.00
Total Administration		5.60
General Government/Facilities		
Public Works Director		0.15
Public Works Supervisor, Facilities		0.10
Facilities Maintenance Worker		0.25
Facilities Maintenance Worker		0.10
Facilities Maintenance Worker		0.10
Facilities Maintenance Worker		0.15
Facilities Maintenance Worker		0.10
Facilities Maintenance Worker		0.15
Facilities Maintenance Worker		0.25
Facilities Maintenance Worker		0.15
Engineering Technician		0.05
Community Development Director		0.20
Planner II		0.15
Associate Planner		0.15



2024 Budget

2024 Personnel Schedule (Full-Time Equivalents)

Job Title	FTE Allocation	
Code Enforcement Officer II		1.00
Total General Government/Facilities		3.05
Public Safety		
Police Chief		1.00
Police Lieutenant		1.00
Police Sergeant		1.00
Police Sergeant		1.00
Police Sergeant		1.00
Police Sergeant		1.00
Police Officer		1.00
Police Officer		1.00
Police Officer		1.00
Police Officer		1.00
Police Officer		1.00
Police Officer		1.00
Police Officer		1.00
Police Officer		1.00
Police Officer		1.00
Police Officer		1.00
Police Officer		1.00
Police Officer		1.00
Police Officer		1.00
PD Administrative Coordinator		1.00
Police Clerk II		1.00
Total Public Safety		21.00
Cemetery		
Public Works Supervisor, Facilities		0.05
Facilities Maintenance Worker		0.05
Facilities Maintenance Worker		0.05
Facilities Maintenance Worker		0.05
Facilities Maintenance Worker		0.05
Facilities Maintenance Worker		0.05
PW Administrative Coordinator		0.05
Total Cemetery		0.35
Community Development		
Community Development Director		0.80
Planner II		0.85
Associate Planner		0.85
Permit Technician II		1.00
Permit Technician II		1.00
Permit Technician II		1.00



2024 Budget

2024 Personnel Schedule (Full-Time Equivalents)

Job Title	FTE Allocation	
Administrative Assistant		1.00
Building Official		1.00
Plans Examiner		1.00
Building Inspector II		1.00
Building Inspector		1.00
Building Inspector		1.00
Building Inspector		1.00
Public Works Director		0.30
Lead Engineer		0.20
Development Coordinator		1.00
Engineering Technician		0.10
Development Inspector		1.00
Utilities Maintenance Worker III		0.05
Utilities Maintenance Worker II		0.05
Water Maintenance Technician		0.05
Stormwater Supervisor		0.15
Stormwater Maintenance Worker II		0.10
Stormwater Maintenance Worker III		0.10
Stormwater Maintenance Worker II		0.10
Total Community Development		15.70
Parks		
Public Works Director		0.15
Parks, Trails and Recreation Manager		1.00
Capital Projects Program Manager		0.10
Public Works Supervisor, Facilities		0.30
Lead Engineer		0.10
Engineering Technician		0.10
PW Administrative Supervisor		0.05
PW Administrative Coordinator		0.20
Abrams Park Caretaker		0.50
Facilities Maintenance Worker		0.60
Facilities Maintenance Worker		0.35
Facilities Maintenance Worker		0.30
Facilities Maintenance Worker		0.55
Facilities Maintenance Worker		0.35
Facilities Maintenance Worker		0.40
Facilities Maintenance Worker		0.35
Equipment Operator		0.30
Facility Maintenance Worker		0.30
Facilities Maintenance Worker		0.65
Total Parks		6.65



2024 Budget

2024 Personnel Schedule (Full-Time Equivalents)

Job Title	FTE Allocation	
Streets		
Public Works Director		0.15
Capital Projects Program Manager		0.60
Public Works Supervisor, Facilities		0.55
Lead Engineer		0.20
Engineering Technician		0.65
PW Administrative Supervisor		0.05
PW Administrative Coordinator		0.05
Facilities Maintenance Worker		0.30
Facilities Maintenance Worker		0.35
Facilities Maintenance Worker		0.60
Facilities Maintenance Worker		0.35
Facilities Maintenance Worker		0.45
Facilities Maintenance Worker		0.40
Facilities Maintenance Worker		0.40
Facilities Maintenance Worker		0.35
Facilities Maintenance Worker		0.45
Equipment Operator		0.70
Stormwater Maintenance Worker III		0.10
Stormwater Maintenance Worker II		0.10
Stormwater Maintenance Worker II		0.10
Total Streets		6.90
Water Utility		
Public Works Director		0.15
Capital Projects Program Manager		0.10
Public Works Supervisor, Utilities		1.00
Lead Engineer		0.20
PW Administrative Supervisor		0.90
PW Administrative Coordinator		0.65
Water Maintenance Technician		0.95
Utilities Maintenance Worker III		0.95
Utilities Maintenance Worker II		0.95
Utility Billing Clerk		0.75
Accounting/Utility Clerk		0.40
Total Water Utility		7.00
Stormwater Utility		
Public Works Director		0.10
Engineering Tech		0.20
Public Works Supervisor, Stormwater		0.85
Lead Engineer		0.30
Engineering Technician		0.10



2024 Budget

2024 Personnel Schedule (Full-Time Equivalents)

<i>Job Title</i>	<i>FTE Allocation</i>	
PW Administrative Coordinator		0.05
Stormwater Maintenance Worker III		0.80
Stormwater Maintenance Worker II		0.80
Stormwater Maintenance Worker II		0.80
Stormwater Maintenance Worker		1.00
Stormwater Maintenance Worker		1.00
Utility Clerk		0.20
Accounting/Utility Clerk		0.10
<i>Total Stormwater Utility</i>		6.30
<i>Total Full Time Equivalents</i>		82.25
<i>Full-Time Staff</i>		
Full-Time Employees		81.00
<i>Part-Time Staff</i>		
Part-Time Employees		1.25



2024 Proposed Budget

November 16, 2023



2024 Proposed Budget Agenda

- 2024 Budget Summary
 - Operating Funds
 - Capital Service Funds
 - Capital Project/ERF Funds
 - Special Revenue Funds
 - Debt Service Funds
 - 2024 FTE Report



2024 Proposed Budget

- 2024 Budget Summary
 - Total revenue - \$79,623,836
 - Total expense - \$88,036,201
 - Use of fund balance - \$8,412,365
 - Operating budget - \$24,747,016
 - Personnel expense - \$11,811,000, 47.7%
 - Operations and maintenance - \$8,187,906, 33.1%
 - Capital outlay and transfers - \$4,172,810, 16.9%
 - Capital Leases - \$555,800, 2.3%
 - Debt Service - \$19,500, 0.08%



2024 Proposed Budget

2024 Estimated Policy Reserves

	O&M	Revenue Stab.	Debt Service	Separation	Capital	Capital Repair & Replacement	2024 Est. Reserves	2023 Reserves	% Change
General Fund	1,550,683	1,080,634	141,113	103,766	956,892	-	3,833,088	3,186,856	20.28%
Community Development	568,110	130,204	-	38,928	-	-	737,242	665,967	10.70%
Water Fund	559,674	-	-	31,452	228,093	759,942	1,579,161	1,381,176	14.33%
Storm Fund	145,325	-	19,323	14,664	207,421	316,506	703,239	646,251	8.82%
Total	2,823,792	1,210,838	160,436	188,810	1,392,406	1,076,448	6,852,730	5,880,250	16.54%



2024 Proposed Budget

		Beginning Fund Balance	2024 Budgeted Revenue	2024 Budgeted Expense	Ending Fund Balance	Change In Fund Balance
Operating Funds						
001	General Fund	\$ 10,206,548	\$ 13,714,286	\$ 18,915,041	\$ 5,005,793	\$ (5,200,755)
101	Street Fund	188,943	1,230,960	1,329,535	90,368	\$ (98,575)
406	Water Operating	3,232,491	3,422,500	2,845,473	3,809,518	\$ 577,027
408	Stormwater Operating	484,293	1,782,700	1,656,967	610,026	\$ 125,733
Total Operating Funds		14,112,275	20,150,446	24,747,016	9,515,705	\$ (4,596,570)
Capital Service Funds						
105	Real Estate Excise Tax	3,608,450	1,725,000	1,638,555	3,694,895	86,445
114	Park Impact Fee	599,042	251,250	827,000	23,292	(575,750)
115	Traffic Impact Fee	906,117	568,250	1,466,000	8,367	(897,750)
416	Water Utility SDC	7,852,886	1,750,000	4,185,000	5,417,886	(2,435,000)
Total Capital Service Funds		12,966,495	4,294,500	8,116,555	9,144,440	(3,822,055)
Special Revenue Funds						
111	Drug Fund	9,285	1,510	500	10,295	1,010
140	Affordable Housing	88,983	25,000	-	113,983	25,000
150	Transportation Benefit District	244,114	850,100	1,047,900	46,314	(197,800)
Total Special Revenue Funds		342,382	876,610	1,048,400	170,592	(171,790)
Debt Service Fund						
200	Debt Service	-	1,804,680	1,804,680	-	-
Total Debt Service Fund		-	1,804,680	1,804,680	-	-
Capital Project/Equipment Replacement Construction Funds						
300	General Capital Projects	930,899	41,247,550	41,329,550	848,899	(82,000)
410	Water Utility Capital Projects	16,536	7,721,000	7,721,000	16,536	-
412	Storm Utility Capital Projects	-	3,254,000	3,254,000	-	-
501	Equipment Replacement (ERF)	359,354	275,050	15,000	619,404	260,050
Total Capital/ERF		1,306,789	52,497,600	52,319,550	1,484,839	178,050
Total Budget		\$ 28,727,941	\$ 79,623,836	\$ 88,036,201	\$ 20,315,576	\$ (8,412,365)



2024 Proposed Budget

Operating Funds Budget Summary

		<i>Beginning Fund Balance</i>	<i>2024 Budgeted Revenue</i>	<i>2024 Budgeted Expense</i>	<i>Ending Fund Balance</i>	<i>Change In Fund Balance</i>
Operating Funds						
001	General Fund	\$ 10,206,548	\$ 13,714,286	\$ 18,915,041	\$ 5,005,793	\$ (5,200,755)
101	Street Fund	188,943	1,230,960	1,329,535	90,368	\$ (98,575)
406	Water Operating	3,232,491	3,422,500	2,845,473	3,809,518	\$ 577,027
408	Stormwater Operating	484,293	1,782,700	1,656,967	610,026	\$ 125,733
Total Operating Funds		14,112,275	20,150,446	24,747,016	9,515,705	\$ (4,596,570)



2024 Proposed Budget

Capital Service Funds Budget Summary

		<i>Beginning Fund Balance</i>	<i>2024 Budgeted Revenue</i>	<i>2024 Budgeted Expense</i>	<i>Ending Fund Balance</i>	<i>Change In Fund Balance</i>
Capital Service Funds						
105	Real Estate Excise Tax	3,608,450	1,725,000	1,638,555	3,694,895	86,445
114	Park Impact Fee	599,042	251,250	827,000	23,292	(575,750)
115	Traffic Impact Fee	906,117	568,250	1,466,000	8,367	(897,750)
416	Water Utility SDC	7,852,886	1,750,000	4,185,000	5,417,886	(2,435,000)
Total Capital Service Funds		12,966,495	4,294,500	8,116,555	9,144,440	(3,822,055)



2024 Proposed Budget

Special Revenue & Debt Service Funds Budget Summary

		<i>Beginning Fund Balance</i>	<i>2024 Budgeted Revenue</i>	<i>2024 Budgeted Expense</i>	<i>Ending Fund Balance</i>	<i>Change In Fund Balance</i>
Special Revenue Funds						
111	Drug Fund	9,285	1,510	500	10,295	1,010
140	Affordable Housing	88,983	25,000	-	113,983	25,000
150	Transportation Benefit District	244,114	850,100	1,047,900	46,314	(197,800)
Total Special Revenue Funds		342,382	876,610	1,048,400	170,592	(171,790)
Debt Service Fund						
200	Debt Service	-	1,804,680	1,804,680	-	-
Total Debt Service Fund		-	1,804,680	1,804,680	-	-



2024 Proposed Budget

Capital Project & ERF Funds Budget Summary

		<i>Beginning Fund Balance</i>	<i>2024 Budgeted Revenue</i>	<i>2024 Budgeted Expense</i>	<i>Ending Fund Balance</i>	<i>Change In Fund Balance</i>
<i>Capital Project/Equipment Replacement Construction Funds</i>						
300	General Capital Projects	930,899	41,247,550	41,329,550	848,899	(82,000)
410	Water Utility Capital Projects	16,536	7,721,000	7,721,000	16,536	-
412	Storm Utility Capital Projects	-	3,254,000	3,254,000	-	-
501	Equipment Replacement (ERF)	359,354	275,050	15,000	619,404	260,050
<i>Total Capital/ERF</i>		<i>1,306,789</i>	<i>52,497,600</i>	<i>52,319,550</i>	<i>1,484,839</i>	<i>178,050</i>
<i>Total Budget</i>		<i>\$ 28,727,941</i>	<i>\$ 79,623,836</i>	<i>\$ 88,036,201</i>	<i>\$ 20,315,576</i>	<i>\$ (8,412,365)</i>



2024 Proposed Budget

2023-2024 FTE Count Comparison

Personnel Schedule (Full-Time Equivalents)				
Job Title	2022 FTE Allocation	2023 FTE Allocation	2024 FTE Allocation	2024 FTE Percentage
Executive	1.00	1.00	1.00	1.22%
Total Finance	5.30	6.30	6.30	7.66%
Total Human Resources	2.40	2.40	2.40	2.92%
Total Administration	4.60	5.60	5.60	6.81%
Total General Government/Facilities	2.70	2.90	2.90	3.53%
Total Public Safety	17.00	19.00	21.00	25.53%
Total Cemetery	0.30	0.30	0.30	0.36%
Total Community Development	14.95	15.70	15.70	19.09%
Total Parks	4.85	5.65	6.65	8.09%
Total Streets	5.15	6.10	7.10	8.63%
Total Water Utility	7.15	7.00	7.00	8.51%
Total Stormwater Utility	3.85	4.30	6.30	7.66%
Total Full Time Equivalents	69.25	76.25	82.25	100.00%
Full-Time Staff				
Full-Time Employees	68.00	75.00	81.00	98.48%
Part-Time Staff				
Part-Time Employees	1.25	1.25	1.25	1.52%

FTE Count includes 6 new full-time positions in 2024 and the removal of a sunset designation on one position:

- 2 police officers
- 2 facilities maintenance workers
- 1 storm water maintenance worker
- 1 storm water inspector.
- Sunset removal for accounting/utility clerk position



2024 Proposed Budget Next Steps

- November

- Conduct second reading on 2024 property tax levy 11/16 6:30 PM
- Conduct second reading on 2024 water utility and storm water utility rates 11/16 6:30 PM

- December

- Conduct public hearing on budget 12/7 6:30 PM
- Adopt 2024 budget 12/7 6:30 PM
- Transmit 2024 budget to MRSC and State Auditor





THANK YOU