



**RIDGEFIELD CITY COUNCIL
MEETING AGENDA**

**Thursday, May 23, 2024
RACC - Columbia Assembly Room
510 Pioneer Street, Ridgefield, WA 98642**

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

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

II. PROCLAMATION - PRIDE MONTH

III. COMMISSION/BOARD APPOINTMENTS

- 1. Appointment of Planning Commission Member, Position No. 1**
- 2. Appointment of Parks Board Member, Position No. 4**
- 3. Appointment of a citizen to serve on the 2025 Budget Advisory Committee**
- 4. Appointment of two Council Members to serve on the 2025 Budget Advisory Committee**

IV. 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.

V. CONSENT AGENDA

- 1. Approval of Claims And/Or Payroll**
- 2. Approval of Minutes from the May 2, 2024 & May 9, 2024, Meeting**

VI. BUSINESS

- 1. Second Reading of Ordinance No. 1422 - Eminent Domain Action Including**

Declaration of Public Use and Necessity for a Property Acquisition for the Pioneer Widening and 50th Avenue Roundabout Project - Chuck Green, Public Works Director

- 2. First Reading of Ordinance No. 1424 - 2024 Budget Amendment - Kirk Johnson, Finance Director**
- 3. Approval of Resolution No. 647 - Financial Policy #17 Apprenticeship Policy - Kirk Johnson, Finance Director**
- 4. Approval of Resolution No. 649 - Designation of the Official Newspaper - Kirk Johnson, Finance Director**
- 5. Approval of Resolution No. 648 - Golden Acres Intent to Annex - Claire Lust, Community Development Director**
- 6. Motion - Approval of the Bylaws for the Planning Commission, Parks Advisory Board, and Roundabout Committee - Lee Knottnerus, Deputy City Manager**
- 7. Motion - Approval of Contract Amendment with Aetta Architects for Design and Permitting for the Ridgefield Community and Recreation Center Project - Steve Stuart, City Manager**

VII. PUBLIC COMMENT

Anyone requesting to speak to the Council regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

VIII. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

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

IX. ADJOURN

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: May 23, 2024

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. May 23, 2024 Claims Report

City of Ridgefield

Claims Payment Report

For Approval on:

May 23rd, 2024

Sum of Amount					
Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total
ADVANCED EXCAVATING SPECIALISTS LLC	2066	P21001-2066-12	Public Works	04.2024 S Pioneer Extension/Roundabout	136,939.96
ADVANCED EXCAVATING SPECIALISTS LLC Total					136,939.96
ADVENTIST HEALTH/OCCUPATIONAL MC	0865	99699	Public Safety	Pre Hire Medical Exam	993.00
ADVENTIST HEALTH/OCCUPATIONAL MC Total					993.00
AIRGAS USA LLC	0017	9149373029	Genl Govt/Facilities	PW Shop Welding Supplies	15.04
			Public Works	PW Shop Welding Supplies	240.77
AIRGAS USA LLC Total					255.81
AKS ENGINEERING & FORESTRY LLC	3908	10462-06	Public Works	03.2024 Abrams Park Master Plan	13,473.75
AKS ENGINEERING & FORESTRY LLC Total					13,473.75
AQUATIC INFORMATICS INC.	3337	108560	Genl Govt/Facilities	04.2024 Web Tests	(40.89)
			Public Works	04.2024 Web Tests	510.89
AQUATIC INFORMATICS INC. Total					470.00
ASSOCIATED CONSULTANTS INC.	1030	24-139-01	Community Development	Discovery Ridge Lot 10	1,900.00
		24-138-01	Community Development	Pioneer Village Building 13	1,971.25
		24-136-01	Community Development	Discovery Ridge Lot 9	1,923.75
		24-137-01	Community Development	Hillhurst Commercial Building A	2,208.75
ASSOCIATED CONSULTANTS INC. Total					8,003.75
BLUEFIN PAYMENT SYSTEMS - EPAY	2827	2827-202404A	Public Works	04.2024 Customer Web Payments	1,557.34
		2827-202404B	Public Works	04.2024 Customer Web Payments	21.90
BLUEFIN PAYMENT SYSTEMS - EPAY Total					1,579.24
BRANDON M. WILBURN DMD PLLC	4025	503143187	Genl Govt/Facilities	Business License Refund - 503143187	50.00
BRANDON M. WILBURN DMD PLLC Total					50.00
Briggs Jessica & Patrick	UB*00997	(blank)	Genl Govt/Facilities	Refund Check 015556-000 231 N 28th Pl	251.09
Briggs Jessica & Patrick Total					251.09
BSK ASSOCIATES	2119	VH01372	Public Works	04.2024 Coliform Testing	550.00
BSK ASSOCIATES Total					550.00
CASCADE CENTERS INC.	3969	14285	Genl Govt/Facilities	05.2024 Employee Assistance Program	169.49
			Public Safety	05.2024 Employee Assistance Program	140.42
			Public Works	05.2024 Employee Assistance Program	135.09
			Community Development	05.2024 Employee Assistance Program	105.00
CASCADE CENTERS INC. Total					550.00
CDW LLC	3821	QP50520	Public Safety	2024 Adobe Acrobat Pro Renewal	1,497.81
			Public Works	2024 Adobe Acrobat Pro Renewal	1,440.90
			Community Development	2024 Adobe Acrobat Pro Renewal	1,119.98
			Information Technology	2024 Adobe Acrobat Pro Renewal	1,808.16
CDW LLC Total					5,866.85
CFM STRATEGIC COMMUNICATIONS INC.	2551	28128	Genl Govt/Facilities	04.2024 Lobbyist	5,200.00
CFM STRATEGIC COMMUNICATIONS INC. Total					5,200.00
CHARGEPOINT INC	3734	IN264408	Public Works	2024 Charge Point Electric Vehicle Annual Subscription	2,217.48
CHARGEPOINT INC Total					2,217.48
CITY OF RIDGEFIELD - EPAY PERMITS	0095	PLZ-24-0027	Public Works	5448 Pioneer St Boundary Line Adjustment	400.00
		PLZ-24-0020	Community Development	Pioneer & 51st Rdbt Design Critical Area Review Permit	1,800.00
		PLZ-24-0021	Community Development	Pioneer & 51st Rdbt Design SEPA Reviews Permit	500.00

City of Ridgefield

Claims Payment Report

For Approval on:

May 23rd, 2024

CITY OF RIDGEFIELD - EPAY PERMITS Total					2,700.00
CITY OF RIDGEFIELD WATER & STORM - EPAY	0096	0096-202404	Genl Govt/Facilities	487 S 56th Pl. - Water	7.89
				487 S 56th Pl. - Storm	50.00
				109 W Division - WWTP - Storm/CRWWD Portion	520.80
			109 W Division WWTP - Water/ CRWWD Portion	129.48	
			101 S Main - Water	2,972.21	
			101 S Main - Storm	24.80	
			230 Pioneer Street City Hall - Water	85.92	
			230 Pioneer Street City Hall - Storm	173.60	
			Public Safety	116 N Main Ave PD - Water	50.92
				116 N Main Ave PD - Storm	99.20
				Public Works	Park & Ride Lot - Storm
			487 S 56th Pl. - Water		128.48
			IRR S Royle Rd & Wells Dr		62.53
			Abrams Park Kitchen & Irrigation - Water	54.90	
			109 W Division - WWTP - Water	73.39	
			487 S 56th Pl. - Storm	814.10	
			Blue Heron Community Garden - Water	27.86	
			535 N Abrams Park Rd - Storm	24.80	
			315 N 3rd Avenue Davis Park - Water	79.61	
			301 N 3rd Ave Davis Park - Storm	49.60	
			Abrams Park Restrooms - Storm	24.80	
			109 W Division WWTP - Storm	112.39	
			1101 S Hillhurst Rd - Storm	12.40	
			119 N 3rd Ave Community Park - Water	50.55	
			Cedar Ridge Park - Storm	24.80	
			2311 N 5th Way Crows Nest Park - Water	49.60	
			109 W Division WWTP - Water	56.08	
			Water Tower (Cemetery)	74.40	
			IRR S 56th Pl (Temporary) CRWWD Sewer Mitigation Project	100.68	
			Abrams Park Restrooms - Water	143.67	
			109 W Division - WWTP - Storm	408.41	
			119 N 3rd Ave Community Park - Storm	49.60	
			Junction Well & Reservoir - Storm	173.60	
			1101 S Hillhurst Rd - Water	12.40	
			Green Gables Tract-Q Irrigation M	92.03	
			IRR Horns Corner Park - Storm	24.80	
			IRR SW Corner of Roundabout Union Ridge Pkwy	418.19	
			Abrams Park Chloine Injector - Storm	24.80	
			8004 S 5th St	24.80	
			535 N Abrams Park Rd - Water	50.34	
			1308 N Heron Dr Hayden Park - Storm	24.80	
			618 Lark Dr Lark Park - Storm	24.80	
			Abrams Park Kitchen - Storm	520.80	
			Community Development	487 S 56th Pl. - Water	16.27
				487 S 56th Pl. - Storm	103.10
CITY OF RIDGEFIELD WATER & STORM - EPAY Total					8,321.00

City of Ridgefield

Claims Payment Report

For Approval on:

May 23rd, 2024

CITY OF WOODLAND	2708	2024-057-PW	Genl Govt/Facilities	2018 Ford Explorer 63639D - Trailer Hitch Installation	(30.69)
			Public Safety	2018 Ford Explorer 63639D - Trailer Hitch Installation	383.42
		2024-055-PW	Genl Govt/Facilities	2023 Ford Explorer 76425D - Program 2 Keyless Entry Remotes	(13.81)
			Public Safety	2023 Ford Explorer 76425D - Program 2 Keyless Entry Remotes	172.54
		2024-056-PW	Genl Govt/Facilities	2021 Ford Explorer 72002D - Leak Repair	(16.10)
			Public Safety	2021 Ford Explorer 72002D - Leak Repair	201.16
CITY OF WOODLAND Total					696.52
CLARK COUNTY	0102	CI063471	Public Works	04.2024 Whatley Decant Billing	1,670.88
		CI063396	Judicial	03.2024 Pretrial Supervision	3,555.33
		CI063436	Public Safety	Q1.2024 TER&R NetMotion Support	6,580.41
		CI063442	Public Safety	Q1.2024 Jail Beds	12,046.63
CLARK COUNTY Total					23,853.25
CLARK COUNTY TREASURERS OFFICE	0554	SIF202404	Genl Govt/Facilities	School Impact Fees	540,160.00
CLARK COUNTY TREASURERS OFFICE Total					540,160.00
CLARK PUBLIC UTILITIES - EPAY	0110	7559-485-202404	Genl Govt/Facilities	230 Pioneer St.	192.51
				487 S 56th Pl.	50.41
				116 N Main Avenue	47.52
				101 Mill St Ste B - Police Station	271.53
				400 N Abrams Park Rd	1,384.68
				800 NE 264 St Intertie 1 - Water	607.17
				109 W Division St - Electricity	58.29
				SR/Pioneer St & S 56 PL	138.38
				512 N Allen Dr - Electricity	37.45
				N 1st Cir & N 65th Ave - Park & Ride	73.83
				487 S 56th Pl.	810.82
				SR/Pioneer ST & S 65 AVE	70.74
				1504 NW Intertie 3 - Water	673.95
				214 S Riverview Dr	74.45
				City Park/Water Well	3,020.96
				Overlook Park - Electricity	81.25
				N Abrams Park/E Division	150.12
				101 S Main Ave	167.16
				Pioneer St. & Gee Creek Loop - Electricity	37.81
				N 35th Ave and Pioneer St	73.13
				3701 N 3rd Cir - Electricity	37.37
				Traffic Signal - Hillhurst/Royal Rd.	65.62
				911 N 65th Ave Intertie 2 - Water	99.38
				2300 N 3rd Way Bellwood Trail Lights	47.44
				Municipal Lighting Lease	10,693.41
				337 S Royal Rd.	164.25
				255 S 56th Pl - Electricity	2,645.62
				301 N 3rd Ave	227.83
				535 N Abrams Park Rd.	24.05
			Community Development	487 S 56th Pl.	104.24
				487 S 56th Pl.	11.43
Public Works					
CLARK PUBLIC UTILITIES - EPAY Total					22,142.80
CLARK REGIONAL WASTEWATER DISTRICT	3600	0143883	Public Works	CCTV Storm Mainline Inspection	439.48

City of Ridgefield

Claims Payment Report

For Approval on:

May 23rd, 2024

CLARK REGIONAL WASTEWATER DISTRICT Total					439.48
CLARK REGIONAL WASTEWATER DISTRICT - EPAY	0741	032842-0741-202404	Genl Govt/Facilities	487 S 56th Pl - Sewer	3.93
			Public Works	487 S 56th Pl - Sewer	63.07
			Community Development	487 S 56th Pl - Sewer	8.11
			Public Works	487 S 56th Pl - Sewer	0.89
		032712-0741-202404	Public Safety	116 N Main Ave PD - Sewer	53.26
		032899-0741-202404	Public Works	Abrams Park Concessions Sewer	43.68
		032752-0741-202404	Genl Govt/Facilities	230 Pioneer St City Hall - Sewer	117.89
		035480-0741-202404	Public Works	255 S 56th Pl Well & Reservoir - Sewer	38.90
		032695-0741-202404	Genl Govt/Facilities	109 W Division WWTP - CRWWD Portion - Sewer	76.30
			Public Works	109 W Division WWTP - Sewer	76.29
		032157-0741-202404	Public Works	101 S Main Ave - Overlook Park	53.26
		032895-0741-202404	Public Works	Abrams Park Restrooms - Sewer	86.17
		032894-0741-202404	Public Works	Abrams Park Kitchen - Sewer	48.47
CLARK REGIONAL WASTEWATER DISTRICT - EPAY Total					670.22
COMCAST - EPAY	2271	2271-202405	Genl Govt/Facilities	PW Ops Communications	13.68
				PW OPS Internet Services	10.40
				RACC Internet Services	65.34
				CH Internet Services	408.86
				CH Communicatons	66.56
			Public Works	PW Ops Communications	222.67
				PW OPS Internet Services	168.96
				Community Development	PW Ops Communications
			PW OPS Internet Services		21.44
				RACC Internet Services	135.45
COMCAST - EPAY Total					1,141.59
COMCAST BUSINESS - EPAY	1666	201390035	Genl Govt/Facilities	Communications - 487 S 56th Pl.	99.01
			Public Works	Communications - 487 S 56th Pl.	1,611.77
		201390037	Community Development	Communications - 487 S 56th Pl.	204.35
			Public Safety	05.2024 Communications - 101 Mill St	911.23
COMCAST BUSINESS - EPAY Total					2,826.36
CONSOR NORTH AMERICA INC.	3949	C232644WA.00-8	Public Works	04.2024 S Royle S 15th to 5th - Construction Mgmt	45,212.05
CONSOR NORTH AMERICA INC. Total					45,212.05
CRIMINAL JUSTICE TRAINING COMMISSION	2721	201139599	Public Safety	Field Training Officer - King	95.00
CRIMINAL JUSTICE TRAINING COMMISSION Total					95.00
DEPARTMENT OF COMMERCE STATE OF WASHINGT	2889	PWTFNT-406312	Public Works	PWTF Loan - PR20-96103-012	19,322.05
DEPARTMENT OF COMMERCE STATE OF WASHINGTON Total					19,322.05
DEPARTMENT OF LICENSING - EPAY	0154	RG0001621-2024	Genl Govt/Facilities	CPL Fees	18.00
		RG0001624-2024	Genl Govt/Facilities	CPL Fees	18.00
		RG0001625-2024	Genl Govt/Facilities	CPL Fees	18.00
		RG0001622-2024	Genl Govt/Facilities	CPL Fees	18.00
		RG0001623-2024	Genl Govt/Facilities	CPL Fees	21.00
DEPARTMENT OF LICENSING - EPAY Total					93.00
DICK'S TIRE FACTORY	0158	D97822	Public Safety	2018 Chevy Tahoe 76410D - Oil Change	111.13
		D96598	Public Safety	2020 Chevy Tahoe 76411D - Oil Change	111.13
DICK'S TIRE FACTORY Total					222.26
DIGITAL ASSURANCE CERTIFICATION LLC	3592	68291	Finance	Go Bonds Issuance Compliance Services	1,500.00

City of Ridgefield

Claims Payment Report

For Approval on:

May 23rd, 2024

DIGITAL ASSURANCE CERTIFICATION LLC Total					1,500.00
EASTSIDE STEEL INC.	3134	2-298441	Genl Govt/Facilities	Flower Baskets Metal Hanger	130.77
EASTSIDE STEEL INC. Total					130.77
ELCOR INC	2081	17618	Public Works	Computer Monitors - PWSTW Admin	552.26
		17595	Public Works	Computer Cables - Giles	30.33
			Information Technology	Computer Cables - Giles	24.82
		MSG-17533	Public Safety	04.2024 IT Services	5,731.06
			Public Works	04.2024 IT Services	5,513.32
			Community Development	04.2024 IT Services	4,285.39
			Information Technology	04.2024 IT Services	6,918.58
		17615	Public Works	PWSTW Admin Battery Backup	131.64
				Capital Project Manager Battery Backup	74.34
			Community Development	Capital Project Manager Battery Backup	9.91
			Information Technology	Capital Project Manager Battery Backup	14.87
				Spare PC Mount	99.12
		17625	Public Works	Computer Monitors & Docking Station - PM Capital	616.71
			Community Development	Computer Monitors & Docking Station - PM Capital	82.23
			Information Technology	Computer Monitors & Docking Station - PM Capital	123.32
		17616	Public Works	Computer Monitor - Embry	153.30
			Information Technology	Computer Monitor - Embry	284.70
ELCOR INC Total					24,645.90
ELITE CONTRACTING CO INC.	3850	3351	Public Works	Royle and Pioneer Street Light	3,224.31
ELITE CONTRACTING CO INC. Total					3,224.31
ERIC L EISEMANN	0485	0485-202404	Community Development	04.2024 Planning Consulting Services	5,400.00
ERIC L EISEMANN Total					5,400.00
EXPRESS SERVICES INC.	4012	30681917	Public Works	04.22.2024-04.28.2024 PWSTW Temp Services - Smith	1,206.00
		30718466	Public Works	04.29.2024-05.05.2024 PWSTW Temp Services - Smith	1,206.00
EXPRESS SERVICES INC. Total					2,412.00
FERNANDO JIMENEZ	2559	1734	Public Works	Heron Trail Fence Repair	204.36
FERNANDO JIMENEZ Total					204.36
FINISH LINE CONCRETE CUTTING INC.	4013	20167019	Public Works	Asphalt Coring Services - Assessment	1,532.67
FINISH LINE CONCRETE CUTTING INC. Total					1,532.67
GISI MARKETING GROUP	2811	282474	Genl Govt/Facilities	2024 Ridgefield Newsletter Edition #2	4,176.30
		282317	Council	Business Cards - Favela	243.73
GISI MARKETING GROUP Total					4,420.03
GLOBAL SECURITY & SAFETY COMMUNICATIONS INC.	3447	4612842	Genl Govt/Facilities	05.2024 PW Ops Alarm Monitoring Services	6.62
			Public Works	05.2024 PW Ops Alarm Monitoring Services	107.86
			Community Development	05.2024 PW Ops Alarm Monitoring Services	13.67
GLOBAL SECURITY & SAFETY COMMUNICATIONS INC. Total					128.15
GRAYLING ENGINEERS PLLC	3877	1043	Public Works	04.2024 Water Main Replacement - Pioneer to Shorbert	14,965.60
GRAYLING ENGINEERS PLLC Total					14,965.60
HARPER HOUF PETERSON RIGHELLIS INC.	1678	58591	Community Development	03.2024 51st Roundabout and Pioneer Widening	245,615.90
		58601	Community Development	CPU Properties Annexation Surveying	1,092.50
HARPER HOUF PETERSON RIGHELLIS INC. Total					246,708.40
HARRY'S LAWN AND POWER EQUIPMENT	0214	259574	Genl Govt/Facilities	PWFAC String Trimmer Repair	14.09
			Public Works	PWFAC String Trimmer Repair	100.71
		259572	Genl Govt/Facilities	PWFAC Mower Repair	29.07

City of Ridgefield

Claims Payment Report

For Approval on:

May 23rd, 2024

HARRY'S LAWN AND POWER EQUIPMENT	0214	259572	Public Works	PWFAC Mower Repair	207.75
		259573	Genl Govt/Facilities	PWFAC Edger Repair	16.57
			Public Works	PWFAC Edger Repair	118.46
		259312	Public Works	PWFAC Blower Filters & Trimmer Spring	65.98
		259575	Genl Govt/Facilities	PWFAC Blower Repair	15.82
			Public Works	PWFAC Blower Repair	113.09
HARRY'S LAWN AND POWER EQUIPMENT Total					681.54
Helzer Amanda	UB*00996	(blank)	Genl Govt/Facilities	Refund Check 013647-000 8605 N 3rd Way	16.95
Helzer Amanda Total					16.95
HOME DEPOT VISA - EPAY	1805	30429242	Genl Govt/Facilities	PWFAC Knee Pads Drill Bits & Bolts	22.25
			Public Works	PWFAC Knee Pads Drill Bits & Bolts	159.09
HOME DEPOT VISA - EPAY Total					181.34
HONEY BUCKETS	0223	0554141562	Genl Govt/Facilities	04.30.24-05.27.24 PW Shop Port-a-Potty	61.69
			Public Works	04.30.24-05.27.24 PW Shop Port-a-Potty	987.31
		0554150459	Genl Govt/Facilities	05.2024 1SAT Port-a-Potty	355.00
HONEY BUCKETS Total					1,404.00
INTERMEDIA.NET INC.	3804	2405027052	Information Technology	04.2024 Voice Service Charges	88.38
INTERMEDIA.NET INC. Total					88.38
J2 BLUE PRINT SUPPLY	0243	AR152041	Genl Govt/Facilities	05.2024 1SAT Signs	380.45
J2 BLUE PRINT SUPPLY Total					380.45
JACOBS ENGINEERING GROUP INC.	3349	W3X87401-21	Public Works	04.2024 Screen Design/Engineering Services	1,631.36
JACOBS ENGINEERING GROUP INC. Total					1,631.36
JANEAN Z PARKER	2199	233	Public Works	04.2024 Legal Services	550.00
			Community Development	04.2024 Legal Services	68.75
			Legal	04.2024 Legal Services	7,975.00
JANEAN Z PARKER Total					8,593.75
JOE TURNER P.C.	1437	00001396	Community Development	04.04.2024 Hearing Examiner	1,161.00
		00001395	Community Development	04.03.2024 Hearing Examiner	795.50
JOE TURNER P.C. Total					1,956.50
KIRK JOHNSON	1716	1716-20240523	Finance	03.202-04.2024 Mileage Reimb. - K. Johnson	312.22
KIRK JOHNSON Total					312.22
L.N. CURTIS AND SONS	3075	INV821054	Public Safety	DutyGuard Pullover - King	143.28
L.N. CURTIS AND SONS Total					143.28
LANGUAGE LINE SERVICES INC.	3122	11292047	Judicial	04.2024 Interpreting Services - PD	129.50
LANGUAGE LINE SERVICES INC. Total					129.50
LEE KNOTTNERUS	1765	1765-20240523	Genl Govt/Facilities	AWC Labor Relations Institute Conference Mileage - Knottnerus	162.41
			Human Resources	AWC Labor Relations Institute Conference Mileage - Knottnerus	108.27
		1765-20240508	Human Resources	AWC Labor Relations Institute Conference Meals - Knottnerus	59.20
			Administration	AWC Labor Relations Institute Conference Meals - Knottnerus	88.80
LEE KNOTTNERUS Total					418.68
LEPS-PSS PLLC	3896	4611	Public Safety	Post-COE Psychological Evaluation	480.00
LEPS-PSS PLLC Total					480.00
LES SCHWAB GROUP HOLDINGS LLC	4006	43700010225	Genl Govt/Facilities	PW 2013 Ford Escape 48620D - Tires	45.02
			Public Works	PW 2013 Ford Escape 48620D - Tires	720.39
			Community Development	PW 2013 Ford Escape 48620D - Tires	360.20
		43700010821	Community Development	CDD 2017 Ford Escape 61298D - Tires	1,064.74
LES SCHWAB GROUP HOLDINGS LLC Total					2,190.35

City of Ridgefield

Claims Payment Report

For Approval on:

May 23rd, 2024

MARINA LITVINOVA	4026	503406232	Genl Govt/Facilities	Business License Refund - 503406232	50.00
MARINA LITVINOVA Total					50.00
MARIUS L MALATTIA	1817	180	Community Development	04.2024 Design Reviews	1,087.50
MARIUS L MALATTIA Total					1,087.50
MARTA L. OCHOA-RUTHERFORD	3396	613	Judicial	05.02.2024 Interpreting Services	130.00
		614	Judicial	05.07.2024 Interpreting Services	130.00
		612	Judicial	04.25.2024 Interpreting Services	65.00
MARTA L. OCHOA-RUTHERFORD Total					325.00
MATT COLE	3882	3882-20240523	Council	AWC City Days & City Council Retreat Mileage - Cole	311.01
MATT COLE Total					311.01
MELISSA IRWIN	3950	3950-20240513	Finance	FHWA Contract Admin Meals - Irwin	148.00
MELISSA IRWIN Total					148.00
MICHELLI MEASUREMENT GROUP INC	2264	96078	Public Safety	PD Scale Calibration	624.86
MICHELLI MEASUREMENT GROUP INC Total					624.86
MINERT AND ASSOCIATES INC.	0981	332014	Genl Govt/Facilities	03.28.2024 Testing - Jefferies	1.90
			Public Works	03.28.2024 Testing - Jefferies	17.10
MINERT AND ASSOCIATES INC. Total					19.00
MJB CONSULTING INC	3117	2270	Genl Govt/Facilities	05.2024 State Lobbyist	2,750.00
MJB CONSULTING INC Total					2,750.00
NORTHSIDE FORD TRUCK SALES INC	3281	284345	Genl Govt/Facilities	PWFAC 2023 Ford F150 76408D - Oil Change	8.91
			Public Works	PWFAC 2023 Ford F150 76408D - Oil Change	63.69
NORTHSIDE FORD TRUCK SALES INC Total					72.60
NORTHSTAR CHEMICAL INC.	1019	280553	Public Works	Sodium Hypochlorite	1,154.94
NORTHSTAR CHEMICAL INC. Total					1,154.94
NORTHWEST NATURAL GAS - EPAY	0315	0315-202404	Genl Govt/Facilities	109 Division PW Shop - Natural Gas	58.83
				487 S 56th PW Ops #A - Natural Gas	2.06
				230 Pioneer St City Hall - Natural Gas	167.38
				487 S 56th PW Ops #B - Natural Gas	128.12
			Public Safety	101 Mill St Police Department - Natural Gas	128.24
				116 N Main Police Department - Natural Gas	75.97
			Public Works	109 Division PW Shop - Natural Gas	928.20
				487 S 56th PW Ops #A - Natural Gas	33.02
				487 S 56th PW Ops #B - Natural Gas	2,021.35
			Community Development	487 S 56th PW Ops #A - Natural Gas	4.25
			Public Works	109 Division PW Shop - Natural Gas	15.24
				487 S 56th PW Ops #A - Natural Gas	0.47
				487 S 56th PW Ops #B - Natural Gas	33.18
NORTHWEST NATURAL GAS - EPAY Total					3,596.31
ONE CALL CONCEPTS	0326	4049102	Public Works	04.2024 Excavation Notification/Modern Ticket Delivery	205.90
ONE CALL CONCEPTS Total					205.90
OPENGOV INC	2562	INV13599	Information Technology	2024 Annual Procurement Software Subscription	7,190.52
OPENGOV INC Total					7,190.52
OTAK INC.	1787	000042400442	Community Development	04.2024 Commercial Project Management	847.50
		000052400090	Public Works	04.2024 Garrison Ridge Slide Repair	19,941.40
OTAK INC. Total					20,788.90
PACIFIC OFFICE AUTOMATION	2710	200096	Genl Govt/Facilities	02.2024-04.2024 PW Ops Copier Usage	15.53
			Public Works	02.2024-04.2024 PW Ops Copier Usage	253.32

City of Ridgefield

Claims Payment Report

For Approval on:

May 23rd, 2024

PACIFIC OFFICE AUTOMATION	2710	200096	Community Development	02.2024-04.2024 PW Ops Copier Usage	32.11
PACIFIC OFFICE AUTOMATION Total					300.96
PACIFIC OFFICE AUTOMATION - LEASE	1564	82542128	Genl Govt/Facilities	05.2024 Copier Lease - RACC	209.49
				05.2024 Copier Lease - CH	643.98
			Public Safety	05.2024 Copier Lease - PD	596.21
			Public Works	05.2024 Copier Lease - PWUTIL	44.63
			Community Development	05.2024 Copier Lease - RACC	434.49
PACIFIC OFFICE AUTOMATION - LEASE Total					1,928.80
PARKER PACIFIC DEVELOPMENT LLC	3765	3765-20240523	Genl Govt/Facilities	Dog Refuge Park - Retainage	5,898.75
PARKER PACIFIC DEVELOPMENT LLC Total					5,898.75
PATRICK HILDRETH BRAND AND DESIGN	2372	2821	Genl Govt/Facilities	Newsletter Graphic & Design	479.57
				Birdfest Illustrations	479.57
				Wine & Dragons Mural Design	20.86
PATRICK HILDRETH BRAND AND DESIGN Total					980.00
PBS ENGINEERING AND ENVIRONMENTAL LLC	0342	0071272.001-13	Community Development	03.2024 Developer Plan Review	14,786.00
		0071069.009-27	Public Works	03.2024 Royle Road Corridor Completion	7,790.84
		0071402.000-10	Public Works	03.2024 S 35th Avenue Alternatives Analysis	12,022.44
		0078341.002-1	Community Development	03.2024 Pioneer & 51st Roundabout Design Review	4,097.50
PBS ENGINEERING AND ENVIRONMENTAL LLC Total					38,696.78
PITNEY BOWES - EPAY	0341	1025254453	Genl Govt/Facilities	Postage Machine Ink Cartridge	144.34
		3319096613	Genl Govt/Facilities	Q2.2024 Postage Machine Lease	533.72
PITNEY BOWES - EPAY Total					678.06
PORTLAND ENGINEERING INC	2082	12385	Public Works	04.2024 Q178V Ridgefield Cellular Telemetry	228.27
		12399	Public Works	04.2024 AB006 Ridgefield Services 2024	1,202.22
PORTLAND ENGINEERING INC Total					1,430.49
POSTMASTER	0348	0348-20240523B	Genl Govt/Facilities	Permit #40 - Prepaid Postage Amount Increase	1,500.00
		0348-20240523A	Genl Govt/Facilities	Postage Replenishment Permit #40 - Community Events	2,294.39
POSTMASTER Total					3,794.39
PROVIDENCE HEALTH & SERVICES OREGON	3530	50646	Public Works	DOT Physical Exam	95.00
			Community Development	DOT Physical Exam	5.00
PROVIDENCE HEALTH & SERVICES OREGON Total					100.00
RICK BUCKNER POLYGRAPH	1092	20240506	Public Safety	05.06.2024 Polygraph Services	350.00
RICK BUCKNER POLYGRAPH Total					350.00
RIDGEFIELD HARDWARE	0376	0376-202404	Genl Govt/Facilities	04.2024 Operational Supplies Tools & Vehicle Maint.	26.08
			Public Safety	04.2024 Operational Supplies - PD	6.26
			Public Works	04.2024 Operational Supplies Tools & Vehicle Maint.	793.03
			Community Development	04.2024 Operational Supplies Tools & Vehicle Maint.	5.75
RIDGEFIELD HARDWARE Total					831.12
RIDGEFIELD SCHOOL DISTRICT	0378	1002300096	Genl Govt/Facilities	02.2024 RACC Operating Expense - Garbage	37.02
				02.2024 RACC Operating Expense - Electricity	519.42
				02.2024 RACC Operating Expense - Janitorial	639.68
				02.2024 RACC Operating Expense - Wastewater	19.12
				02.2024 RACC Operating Expense - Water	147.00
				02.2024 RACC Operating Expense - Security Monitoring	22.07
			Community Development	02.2024 RACC Operating Expense - Garbage	76.77
				02.2024 RACC Operating Expense - Electricity	1,077.33
				02.2024 RACC Operating Expense - Janitorial	1,326.75

City of Ridgefield

Claims Payment Report

For Approval on:

May 23rd, 2024

RIDGEFIELD SCHOOL DISTRICT	0378	1002300096	Community Development	02.2024 RACC Operating Expense - Wastewater	39.65
				02.2024 RACC Operating Expense - Water	304.90
				02.2024 RACC Operating Expense - Security Monitoring	45.78
		1002300097	Genl Govt/Facilities	03.2024 RACC Operating Expense - Electricity	649.92
				03.2024 RACC Operating Expense - Janitorial	573.39
			Community Development	03.2024 RACC Operating Expense - Electricity	1,347.98
				03.2024 RACC Operating Expense - Janitorial	1,189.25
		1002300103	Genl Govt/Facilities	04.2024 RACC Operating Expense - Electricity	609.72
				04.2024 RACC Operating Expense - Water	166.11
				04.2024 RACC Operating Expense - Wastewater	40.56
				04.2024 RACC Operating Expense - Garbage	79.50
				04.2024 RACC Operating Expense - Janitorial	573.39
			Community Development	04.2024 RACC Operating Expense - Electricity	1,264.60
				04.2024 RACC Operating Expense - Water	344.53
				04.2024 RACC Operating Expense - Wastewater	84.13
				04.2024 RACC Operating Expense - Garbage	164.90
				04.2024 RACC Operating Expense - Janitorial	1,189.25
RIDGEFIELD SCHOOL DISTRICT Total					12,532.72
SEATTLE DAILY JOURNAL OF COMMERCE	3980	3399365	Public Works	Ad to Bid - Pioneer Widening Construction	989.40
SEATTLE DAILY JOURNAL OF COMMERCE Total					989.40
SIMPLOT AB RETAIL INC	3893	212127159	Genl Govt/Facilities	PWFAC Weed Control	18.10
			Public Works	PWFAC Weed Control	371.90
SIMPLOT AB RETAIL INC Total					390.00
SOLID WASTE SYSTEMS INC.	3826	2541190	#N/A	Rapid View Mainline Portable Inspection System	69,582.02
SOLID WASTE SYSTEMS INC. Total					69,582.02
SPRINGBROOK - GROUP EPAY	3544	240521926	Public Works	04.2024 UB Web Payments	83.45
SPRINGBROOK - GROUP EPAY Total					83.45
SPRINGBROOK SOFTWARE LLC	3444	INV-016811	Public Works	04.2024 Custermer Web Payments	600.96
SPRINGBROOK SOFTWARE LLC Total					600.96
STATE AUDITOR'S OFFICE	0524	L161082	Finance	04.2024 Audit Services	36,931.05
STATE AUDITOR'S OFFICE Total					36,931.05
STATE OF WA DEPARTMENT OF REVENUE - EPAY	0156	0-040-396-641	Genl Govt/Facilities	04.2024 B&O and Excise Tax	6,927.25
				04.2024 B&O and Excise Tax - Main Street Credit	(7,407.99)
			Public Works	04.2024 B&O and Excise Tax	7,407.99
STATE OF WA DEPARTMENT OF REVENUE - EPAY Total					6,927.25
STERICYCLE INC	2504	8007007215	Genl Govt/Facilities	04.2024 Secure Shredding - PW Ops	5.54
			Public Safety	04.2024 Secure Shredding - PD	94.34
			Public Works	04.2024 Secure Shredding - PW Ops	90.34
			Community Development	04.2024 Secure Shredding - PW Ops	11.45
		8007055790	Genl Govt/Facilities	04.2024 Secure Shredding - RACC	21.65
				04.2024 Secure Shredding - CH	56.18
			Community Development	04.2024 Secure Shredding - RACC	44.91
STERICYCLE INC Total					324.41
STERLING TALENT INC.	4017	4017-20240523	Genl Govt/Facilities	2024 Big Paddle Music Performance - Final Payment	900.00
STERLING TALENT INC. Total					900.00
STEVE STUART	2075	2075-20240523	Executive	City Council Retreat Mileage - Stuart	183.58
STEVE STUART Total					183.58

City of Ridgefield

Claims Payment Report

For Approval on:

May 23rd, 2024

TERESA D JOHNSON CPA INC.	0561	6839	Finance	04.2024 Accounting Services	6,427.98
TERESA D JOHNSON CPA INC. Total					6,427.98
THE MASTERS TOUCH LLC	1786	90699	Public Works	04.2024 Backflow Letters	375.42
		90247	Public Works	04.2024 UB Statements	1,286.55
		P90847	Public Works	04.2024 UB Final Bills - Postage	25.84
		P90247	Public Works	04.2024 UB Statements - Postage	1,921.72
		P90699	Public Works	04.2024 Backflow Letters - Postage	184.96
		90847	Public Works	04.2024 UB Final Bills	88.26
THE MASTERS TOUCH LLC Total					3,882.75
THE PARR COMPANY	0964	26696102	Public Works	Concrete Mix - Street Signs	5.21
THE PARR COMPANY Total					5.21
TOWNZEN & ASSOCIATES INC.	3450	24-065	Community Development	04.2024 Building Plan Review	5,124.32
TOWNZEN & ASSOCIATES INC. Total					5,124.32
TRAFFIC SAFETY SUPPLY	0432	INV069489	Genl Govt/Facilities	Pioneer & Royle Roundabout - Post Replacement	(218.80)
			Public Works	Pioneer & Royle Roundabout - Post Replacement	2,733.75
		INV069809	Genl Govt/Facilities	One Way - Left Arrow Sign	(8.22)
			Public Works	One Way - Left Arrow Sign	102.72
		INV069719	Genl Govt/Facilities	Streets Crosswalk Paint	(37.31)
			Public Works	Streets Crosswalk Paint	466.16
TRAFFIC SAFETY SUPPLY Total					3,038.30
TRI MOUNTAIN INVESTORS LLC	3866	2024-73	Genl Govt/Facilities	05.14.2024 Space Rental - All Hands/Leadership/Admin/Class & Com	250.00
TRI MOUNTAIN INVESTORS LLC Total					250.00
TRI-TECH FORENSICS INC	3056	01014509	Public Safety	DUI Blood Kits	64.68
TRI-TECH FORENSICS INC Total					64.68
UNIFIRST CORPORATION	3904	2240099153	Genl Govt/Facilities	04.30.2024 Floor Mats - CH	16.46
		2240101620	Genl Govt/Facilities	05.07.2024 Floor Mats - CH	16.46
		2240099155	Genl Govt/Facilities	04.30.2024 PW Ops Floor Mats	2.73
				04.30.2024 PWFAC Uniforms	12.37
			Public Works	04.30.2024 PW Ops Floor Mats	44.49
				04.30.2024 PWUTIL Uniforms	195.36
				04.30.2024 PWSTW Uniforms	58.50
				04.30.2024 PWFAC Uniforms	88.45
			Community Development	04.30.2024 PW Ops Floor Mats	5.64
		2240101622	Genl Govt/Facilities	05.07.2024 PW Ops Floor Mats	2.73
				05.07.2024 PWFAC Uniforms	12.73
			Public Works	05.07.2024 PW Ops Floor Mats	44.51
				05.07.2024 PWFAC Uniforms	90.99
				05.07.2024 PWSTW Uniforms	58.51
				05.07.2024 PWUTIL Uniforms	45.41
			Community Development	05.07.2024 PW Ops Floor Mats	5.64
		2240101619	Genl Govt/Facilities	05.07.2024 Floor Mats - RACC	3.41
			Community Development	05.07.2024 Floor Mats - RACC	7.08
		2240099152	Genl Govt/Facilities	04.30.2024 Floor Mats - RACC	3.41
			Community Development	04.30.2024 Floor Mats - RACC	7.08
		2240101621	Public Safety	05.07.2024 Floor Mats - PD	39.52
		2240099154	Public Safety	04.30.2024 Floor Mats - PD	39.52
UNIFIRST CORPORATION Total					801.00

City of Ridgefield

Claims Payment Report

For Approval on:

May 23rd, 2024

VAIRKKO TECHNOLOGIES LLC	3699	26946	Genl Govt/Facilities	05.2024 PD Scheduling Software	(12.39)	
			Public Safety	05.2024 PD Scheduling Software	154.79	
VAIRKKO TECHNOLOGIES LLC Total					142.40	
VERIZON WIRELESS - EPAY	0452	9962802781	Genl Govt/Facilities	General Cellphones	132.82	
				PW Cellphones	80.72	
			Public Safety	PD Cellphones	620.14	
			Public Works	PW Cellphones	1,292.70	
			Community Development	CDD Cellphones	575.87	
			Council	Council Cellphones	43.97	
			9962802779	Administration	Admin Cellphones	265.65
		Genl Govt/Facilities		PW iPad and Cellphones	35.97	
				General iPad and Cellphones	46.98	
		Public Safety		PD iPad and Cellphones	753.66	
		Public Works		PW iPad and Cellphones	576.47	
		Community Development		CDD iPad and Cellphones	282.72	
			9962802780	Council	Council iPad and Cellphones	518.19
		Executive		Executive iPad and Cellphones	46.99	
		Administration		Admin iPad and Cellphones	376.96	
		Finance		Finance iPad and Cellphones	46.99	
		Public Works		04.2024 Hillhurst Pedestrian Crossing	145.17	
		VERIZON WIRELESS - EPAY Total				
WA STATE DEPARTMENT OF TRANSPORTATION	0688	RE44JD17360L003	Public Works	SR501 Pioneer St Corridor Plan Reviews	418.76	
WA STATE DEPARTMENT OF TRANSPORTATION Total					418.76	
WALLIS ENGINEERING PLLC	0464	17438	Public Works	04.2024 Gee Creek Loop Improvements	12,782.57	
WALLIS ENGINEERING PLLC Total					12,782.57	
WALTER E. NELSON COMPANY	3553	1865611	Public Works	Parks Hand Soap	46.91	
		1867192	Public Safety	PD Paper Products	115.79	
WALTER E. NELSON COMPANY Total					162.70	
WAPITI NW LLC	2545	41189	Community Development	CDD 2017 Ford Escape 61298D - Oil Change & Other Maint.	343.82	
		41187	Community Development	CDD 2013 Ford Escape 48618D - Oil Change & Other Maint.	462.59	
WAPITI NW LLC Total					806.41	
WASHINGTON STATE PATROL	0463	I2405837	Genl Govt/Facilities	04.2024 Background Checks - CPL	106.00	
WASHINGTON STATE PATROL Total					106.00	
WASTE CONNECTIONS	0465	205050075010	Genl Govt/Facilities	Green & Clean Shred Event	900.00	
WASTE CONNECTIONS Total					900.00	
WELLS FARGO - EPAY	1681	202404-6996	Genl Govt/Facilities	Demoss Old Liberty Theater Gift Card To Fund CAPS Daycation Vide	20.00	
				Demoss Facebk State of the City Marketing	3.68	
				Demoss Facebk May And June First Saturday Event Marketing	22.79	
				Demoss El Rancho Viejo Gift Card To Fund CAPS Daycation Video	40.00	
				Demoss Usps Po Stamp Roll (Internal Machine Broke) - General Use	68.00	
				Demoss Jubilee Tea House Gift Card To Fund CAPS Daycation Video	40.00	
				Demoss The Sportsmans Gift Card To Fund CAPS Daycation Video	40.00	
				Demoss Sq Blue Star Drycleaners Table Linens Drycleaning - Event	224.24	
				Demoss The Columbian Circ 2 Newspaper Subscription - DeMoss	9.99	
				Demoss Authentic Development Leading The Way Training	149.00	
				Moore Amazon.Com Push Pins - PW OPS	0.50	
				Moore Amzn Mktp Us Helmet Storage Bags - PW FAC	2.00	
			202404-9687	Genl Govt/Facilities		

City of Ridgefield

Claims Payment Report

For Approval on:

May 23rd, 2024

WELLS FARGO - EPAY

1681

202404-9687

Genl Govt/Facilities

Moore Amzn Mktp Us Ready For Service Tags - PW FAC	7.46
Moore Amzn Mktp Us Printer Toner - PW OPS	18.50
Moore Amazon.Com Coffee - PW OPS	1.03
Moore Amzn Mktp Us Toilet Paper Holders - PW OPS	2.51
Moore Amzn Mktp Us Scanned Stamp 17.28 - PW OPS	0.89
Moore Amazon.Com Dry Erase Markers - PW OPS	1.15
Moore Amazon.Com Bluetooth Adapter - PW FAC	1.33
Moore Amzn Mktp Us Safety Helmet/Helmet Visors - PW Shop	26.33
Moore Amzn Mktp Us Soap Bottle/Paper Plates/Coffee - PW OPS	2.07
Moore Amzn Mktp Us Service Tags - PW FAC	2.35
Moore Amzn Mktp Us Coffee/Paper Plates/Clip Board - PW OPS	1.67
Moore Amazon.Com Kleenex - RACC	9.54
Moore Amzn Mktp Us Sponges/Soap Dispenser/Soap Brushes - PW SHOP	1.77
Moore Amzn Mktp Us Safety Vest/ Forks/Soap Items - PW OPS	4.40
Moore Amazon.Com Trailer Hitch - PW FAC	7.27
Moore Amzn Mktp Us Sponge holder/Soap Brush - PW SHOP	1.40
Moore Amzn Mktp Us Lock Box Key Labels - RACC	2.47
Moore Amzn Mktp Us Safety Helmet - PW FAC	9.34
Moore Amzn Mktp Us Trash Bags - CH	46.73
Moore Amzn Mktp Us Safety Vest/ Soap Dispenser Set - PW OPS	1.63
Moore Amzn Mktp Us Mousepad - PW FAC 25.96	3.19
Moore Amzn Mktp Us Push Pins -Refund Never Received - PW OPS	(0.44)
Moore Amzn Mktp Us Storage Crates/Push Pins - PW OPS	4.82
Moore Amzn Mktp Us Safety Vest - PW FAC	2.53
Moore Amzn Mktp Us Bungee Cords - Dragon Boats	9.23
Moore Amzn Mktp Us Boat Fender - Dragon Boats	126.07
Moore Amzn Mktp Us Soap Dispenser/Soap Brush - PW OPS	1.11
Moore Amzn Mktp Us Dock Line - Dragon Boats	30.43
Moore Amzn Mktp Us Pens - Claire	1.26
Moore Amzn Mktp Us Employee ID Hole Punch - City	48.89
Moore Amzn Mktp Us Two Desk Locks 13.36 - PW FAC	1.64
Moore Amzn Mktp Us Safety Gloves - Spring Clean Up Event	18.33
Moore Amzn Mktp Us Tape/Cardstock - CH	26.64
Moore Amazon.Com Kleenex - CH	30.81
Moore Amzn Mktp Us Safety Helmet Visor - PW FAC	2.93
Moore Amzn Mktp Us Clicker Counter - Spring Clean Up	10.64
Moore Amzn Mktp Us DIY Crafts/Colored Pencils - May FS	49.97
Moore Amzn Mktp Us Boat Rope Ladder - Dragon Boats	29.34
Moore Amzn Mktp Us Welcome Back Decor - CH	9.77
Moore Amzn Mktp Us Work Gloves - Spring Clean Up Event	54.99
Moore Amzn Mktp Us Pails And Lids - Spring Clean Up Event	121.72
Moore Amzn Mktp Us DIY Sticker Sheet/Mini Notebooks - May FS	56.28
Moore Amzn Mktp Us Photo Hooks - CH	10.32
Moore Amzn Mktp Us Hobble Restraints - PD	64.12
Moore Amzn Mktp Us Firearm Ammo/Drone Carrying Cart - PD	88.01
Moore Amzn Mktp Us Card Reader - PD	55.41
Moore Amzn Mktp Us SD Cards - PD	81.51

Public Safety

City of Ridgefield

Claims Payment Report

For Approval on:

May 23rd, 2024

WELLS FARGO - EPAY

1681

202404-9687

Public Safety

Public Works

Moore Amazon Notepads - PD	12.67
Moore Amazon.Com Copy Paper - PD	43.47
Moore Amzn Mktp Us Phone Charger - PD	16.29
Moore Amazon.Com Push Pins - PW OPS	8.18
Moore Amzn Mktp Us Helmet Storage Bags - PW FAC	14.29
Moore Amzn Mktp Us Ready For Service Tags - PW FAC	53.30
Moore Amzn Mktp Us Printer Toner - PW OPS	301.73
Moore Amazon.Com Coffee - PW OPS	16.82
Moore Amzn Mktp Us Toilet Paper Holders - PW OPS	40.89
Moore Amzn Mktp Us Scanned Stamp 17.28 - PW OPS	14.55
Moore Amazon.Com Dry Erase Markers - PW OPS	18.70
Moore Amazon.Com Bluetooth Adapter - PW FAC	9.51
Moore Amzn Mktp Us Safety Helmet/Helmet Visors - PW Shop	421.39
Moore Amzn Mktp Us Two Desk Locks - 13.36 - Kim	13.37
Moore Amzn Mktp Us Soap Bottle/Paper Plates/Coffee - PW OPS	33.73
Moore Amzn Mktp Us Service Tags - PW FAC	16.77
Moore Amzn Mktp Us Coffee/Paper Plates/Clip Board - PW OPS	27.27
Moore Amzn Mktp Us Sponges/Soap Dispenser/Soap Brushes - PW SHOP	28.38
Moore Amzn Mktp Us Safety Vest/ Forks/Soap Items - PW OPS	71.85
Moore Amazon.Com Paint Wands - Storm	78.22
Moore Amzn Mktp Us Safety Vest - Lisa Blake	20.64
Moore Amazon.Com Trailer Hitch - PW FAC	52.01
Moore Amzn Mktp Us Sponge holder/Soap Brush - PW SHOP	22.43
Moore Amzn Mktp Us Safety Vest Refund - Lisa Blake	(20.64)
Moore Amzn Mktp Us Safety Helmet - PW FAC	66.74
Moore Amzn Mktp Us Safety Vest/ Soap Dispenser Set - PW OPS	26.51
Moore Amzn Mktp Us Mousepad - PW FAC 25.96	22.77
Moore Amzn Mktp Us Trailer Racks - Trailer/Mower	298.28
Moore Amzn Mktp Us Garden Rake - Community Garden	32.60
Moore Amzn Mktp Us Push Pins -Refund Never Received - PW OPS	(7.21)
Moore Amzn Mktp Us White Board - Laura	75.30
Moore Amzn Mktp Us Desk Locks - Kim 7.60	0.38
Moore Amzn Mktp Us Cable Clips/Extension Cables - Laura	18.46
Moore Amzn Mktp Us Storage Crates/Push Pins - PW OPS	78.54
Moore Amzn Mktp Us Safety Vest - PW FAC	18.11
Moore Amzn Mktp Us Phone Charger - Laura	7.60
Moore Amzn Mktp Us Streetsweeper Brass Strainer - Storm/Streets	166.98
Moore Amzn Mktp Us Soap Dispenser/Soap Brush - PW OPS	18.10
Moore Amzn Mktp Us Light Bulbs 176.10 - Streetsweeper	176.10
Moore Amzn Mktp Us Garden Hoes - Community Garden	56.50
Moore Amzn Mktp Us Two Desk Locks 13.36 - PW FAC	11.71
Moore Amzn Mktp Us Safety Helmet Visor - PW FAC	20.97
Moore Amzn Mktp Us Cork Board/File Folder - Parks	87.01
Moore Amzn Mktp Us Desk Locks - Kim 7.60	7.22
Moore Amzn Mktp Us Light Bulbs Kyle J Van - Water	352.20
Moore Amzn Mktp Us Apple Pencil Holders - Storm	10.86
Moore Amzn Mktp Us Webcam - Laura	25.96

City of Ridgefield

Claims Payment Report

For Approval on:

May 23rd, 2024

WELLS FARGO - EPAY

1681

202404-9687

Community Development

Moore Amzn Mktp Us Printer Toner - PW OPS	38.25
Moore Amazon.Com Coffee - PW OPS	2.13
Moore Amzn Mktp Us Toilet Paper Holders - PW OPS	5.18
Moore Amzn Mktp Us Scanned Stamp 17.28 - PW OPS	1.84
Moore Amazon.Com Dry Erase Markers - PW OPS	2.37
Moore Amzn Mktp Us Soap Bottle/Paper Plates/Coffee - PW OPS	4.28
Moore Amzn Mktp Us Coffee/Paper Plates/Clip Board - PW OPS	3.46
Moore Amazon.Com Kleenex - RACC	19.80
Moore Amzn Mktp Us Safety Vest/ Forks/Soap Items - PW OPS	9.11
Moore Amzn Mktp Us Lock Box Key Labels - RACC	5.12
Moore Amazon.ComPush Pins - PW OPS	1.04
Moore Amzn Mktp Us Safety Vest/ Soap Dispenser Set - PW OPS	3.36
Moore Amzn Mktp Us Push Pins -Refund Never Received - PW OPS	(0.91)
Moore Amzn Mktp Us Storage Crates/Push Pins - PW OPS	9.96
Moore Amzn Mktp Us Soap Dispenser/Soap Brush - PW OPS	2.29
Moore Amzn Mktp Us Pens - Claire	5.04
Moore Amazon.Com Binder Dividers - CDD	14.05
Moore Amzn Mktp Us Laptop Charger - Council	54.11
Moore Amzn Mktp Us Drawstring Backpacks - Take Your Kid To Work	28.24
Moore Amzn Mktp Us Self Care Gift Card Sleeves - All Hands	6.51
Moore Amzn Mktp Us Bird House Kits - Take Your Kid To Work	136.94
Moore Amzn Mktp Us Kid Safety Vests - Take Your Kid To Work	27.04
Moore Amzn Mktp Us Easter Egg Toys - Take Your Kid To Work	36.94
Moore Amzn Mktp Us Fidget Toys -Take Your Kid To Work	41.28
Moore Amzn Mktp Us Kids Safety Vests - Take Your Kid To Work	81.48
Moore Amazon.Com Personal Water Filters - Take Your Kid To Work	549.01
202404-4252 Public Works	
Blake Cov Parking Paystation EOC Training at CRESA Office	4.40
202404-5756 Genl Govt/Facilities	
Rubio Primo Water FI PW Ops Water Delivery Service	7.50
Rubio Amazon Web Services Web Audio Backup WA Sales Tax	(0.05)
Rubio Mailchimp Social Media WA Sales Tax	(0.24)
Rubio Primo Water RACC Water Delivery Service	24.33
Rubio Primo Water RACC Water Delivery Service	3.09
Rubio Siptrunk Inc PD Communications Services	227.35
Rubio Primo Water FI PW Ops Water Delivery Service	122.33
Rubio Primo Water FI PW Ops Water Delivery Service	15.50
Rubio Primo Water RACC Water Delivery Service	56.89
Rubio Amazon Web Services Web Audio Backup	0.66
Rubio Zoom.Us Meeting Platform	60.86
Rubio Mailchimp Social Media	28.81
Rubio Spotify Usa CH Monthly Music	11.95
Rubio Dropbox File Sharing - Public Records	13.03
Rubio Adobe Adobe Software - Communications Specialist II	59.77
Rubio Uber Trip Hotel to Airpt Laserfiche Conf - Ferriss	11.74
Rubio Uber Trip Hotel to Airpt Laserfiche Conf - Allen	11.73
Rubio GFOA Membership Renewal - Rubio	150.00
Rubio Uber Trip Charged to Wrong Card - Invoiced Employee	48.91
Rubio MRSC Live Webinar Understanding How to Purchase	80.00

Council

Human Resources

Public Safety

Public Works

Community Development

Information Technology

Administration

Finance

City of Ridgefield

Claims Payment Report

For Approval on:

May 23rd, 2024

WELLS FARGO - EPAY

1681

202404-5756	Finance	Rubio Uber Trip Hotel to Airt Laserfiche Conf - Rubio	11.74
202404-0311	Genl Govt/Facilities	Freimuth NCourt Fraudulent Charge - Disputed	179.00
		Freimuth NCourt WAPierceDistrict Fraud Charge - Dispute	345.45
	Public Safety	Freimuth Holiday Inn Express De-Escalation Training - Debiak	243.90
		Freimuth Little Creek Casino Resort EVOG Course Hotel -Marvitz	588.50
		Freimuth Hilton Garden Inn De-Escalation Training Hotel - Debiak	1,753.29
		Freimuth Hilton Garden Inn Water Charge - Invoiced Debiak	1.50
		Freimuth Fairfield Inn & Suites FTO Training - King	731.25
		Freimuth Fairfield Inn & Suites Leadership Training - Gibson	754.75
		Freimuth Holiday Inn Express No Show Charge - Debiak Refunded	121.95
		Freimuth Best Western Plus FTO Academy Hotel Stay - Jensen	663.30
	Public Works	Freimuth Parksforclark.Org 2024 Parks Luncheon Ticket - Corwin	85.00
		Freimuth Washington Recreation/WPRA 2024 Conference - Crownhart	165.00
	Council	Freimuth AWC Conference - Council	3,000.00
		Freimuth Alderbrook Resort 2024 Council Retreat Deposit	1,500.00
	Executive	Freimuth AWC Conference - Stuart	500.00
	Human Resources	Freimuth Paypal AWC 5 Job Postings Pack	200.00
		Freimuth Bodywork Devine Day Self-Care Gift Cards - All Hands	480.00
		Freimuth APWA - Work Zone Project Manager (Capital) Job Posting	375.00
		Freimuth Yeti Water Bottles - Wellness	326.10
		Freimuth Societyforhumanresource Annual SHRM Membrshp - Freimuth	264.00
		Freimuth Starbucks Store Coffee - All Hands	65.22
		Freimuth Rosauers Food & Dru Take Your Kids to Work Day Food	116.83
	Administration	Freimuth Paypal 3CMA Registration Annual Conference - Sennett	760.00
		Freimuth Alaska Air 3CMA 2024 Conference Flights - Sennett	373.20
	Finance	Freimuth Alaska Air FHWA Contract Administration Flight - Irwin	516.20
202404-6939	Community Development	Lust The Columbian Circ 2 Newspaper Subscription - Lust	9.99
202404-9437	Public Safety	Steele-Hoots Tlo Transunion Background Investigations	98.70
		Steele-Hoots Bostec Inc Portable Breathalyzer Gas - PD	247.56
		Steele-Hoots Galls Service Pin - PD	31.78
		Steele-Hoots Rosauers Food & Dru Oral Board Raters Civil Service	73.47
		Steele-Hoots Www Costco Com Coffee/Paper Towels - PD	100.97
		Steele-Hoots Usps Po Mail Certified Letter - PD	5.08
		Steele-Hoots Odot Dmv2u Background Investigations	6.50
202404-1081	Genl Govt/Facilities	Irwin Pagefreezer.Com Carrier Archiver WA Sales Tax	(12.17)
	Public Works	Irwin FS Techsmith Snagit Renewal - UB Clerks	25.36
		Irwin Mojo Print Solutions WSDOT 2024 Standards Bk - Van Dyke	719.89
	Information Technology	Irwin Currency Bank Conversion Fee - Pagefreezer	1.40
		Irwin Pagefreezer.Com Carrier Archiver One Addtl Device	152.09
	Finance	Irwin GFOA Membership Renewal Fee - Schneider	150.00
202404-0745	Genl Govt/Facilities	Doriot Natw.Org 2024 NNO Banners WA Sales Tax	(28.19)
		Doriot Natw.Org 2024 NNO Banners	352.19
	Public Safety	Doriot Alien Gear 2X Holsters - Officer Erazo/ Lt. Andrews	343.23
		Doriot Calibre Press How To Talk To People Training - Fokin	209.00
202404-6189	Genl Govt/Facilities	Green Cameo Cafe Clark County PW Directors Meeting Lunch	4.02
	Public Works	Green Cameo Cafe Clark County PW Directors Meeting Lunch	14.73
	Community Development	Green Cameo Cafe Clark County PW Directors Meeting Lunch	8.03

City of Ridgefield

Claims Payment Report

For Approval on:

May 23rd, 2024

WELLS FARGO - EPAY

1681

202404-4870	Genl Govt/Facilities Finance	Johnson Usps Po RORC Project Certified Letter To Cowlitz Tribe	5.08
		Johnson The Columbian Circ 2 Monthly Columbian Subscription	9.99
202404-7051	Genl Govt/Facilities Public Works	Blehm NRPA Operating Playground Safety Book WA Sales Tax	(6.27)
		Blehm TrainHR Stress Management Webinar - Williams	145.00
		Blehm NRPA Operating Playground Safety Book - Crownhart	78.34
	Human Resources	Blehm International Public (PSHRA) HR Annual Membership	420.00
		Blehm Rosauers Food & Dru All Hands Meeting Breakfast	30.03
		Blehm Courses Golf & Grill All Employees Self Care Gift Cards	60.00
		Blehm Tour Firehouse Axes All Employees Selfcare Gift Cards	660.00
		Blehm Catering By Chucks Take Your Kid To Work Day Lunch	592.49
202404-9102	Genl Govt/Facilities	Allen Costco By In Car Spring Clean Up Snacks	63.92
		Allen Customsigns.Com Employee Nameplates - WA Sales Tax	(2.69)
		Allen Uline Dri-bags - Dragon Boats	259.38
	Public Works	Allen Customsigns.Com Thamert Nameplates	8.92
	Community Development	Allen Customsigns.Com Moore Nameplates	8.92
	Council	Allen Walgreens.Com Photo Mayor Onslows Photo - City Hall Wall	5.41
		Allen Customsigns.Com Favela Nameplate	8.92
	Human Resources	Allen Instacart April 2024 All Hands Meeting Breakfast	227.17
		Allen Instacart Take Your Kid To Work Day Breakfast & Snacks	113.23
		Allen Customsigns.Com Employee Nameplates	33.64
		Allen Costco By In Car Take Your Kid To Work Day Breakfast	304.13
		Allen Costco By In Car Wellness Snacks	1,707.08
202404-7189	Genl Govt/Facilities	Sennett Rosauers Spring Clean Up Event Ice/Plates/Napkins	40.90
		Sennett Starbucks Spring Clean Up Coffee - Volunteers	43.48
202404-7069	Genl Govt/Facilities Council	Ferriss USPS Postage for Property Acquisition Letter	8.73
		Ferriss ParksforClark Parks Fndn Luncheon - Councilor Chipman	85.00
		Ferriss AWC City Action Days Registration - Councilor Lindsay	200.00
		Ferriss ParksforClark Parks Fndn Luncheon - Mayor Onslow	85.00
	Information Technology	Ferriss Citrix Systems Inc. Sharefile Subscription	626.11
	Administration	Ferriss WMCA Annual Membership - Ferriss	100.00
202404-7739	Genl Govt/Facilities	Coleman Rosauers Food & Dru Spring Clean Up Volunteer Snacks	70.42
		Coleman Papa Petes Pizza Spring Clean Up Event Pizza - Volunteer	272.67
		Coleman El Rancho Viejo Community Events Meeting Snacks	26.06
202404-8375	Community Development	Curtis Iapmo 2021 Plumbing Code Books - CDD	162.68
		Curtis Intl Code Council Inc 2021 Code Bks and Code Check - CDD	1,932.31
202404-2114	Executive	Stuart Nest Restaurant Staffing Mtg With PW Director	44.38
		Stuart Northwood Public House SW WA City Manager's Monthly Mtg	36.78
		Stuart El Rancho Viejo Paradise Pointe Subdivision Meeting	24.54
		Stuart Rosauers Food City Councilors Mtg Re: City Agendas	14.89
		Stuart PDX Airport Parking Personal Exp - Invoiced Stuart	136.00
		Stuart WCMA WA City Manager's Association Annual Dues	365.00
		Stuart Margarita Factory Health Care Provider Mtg Re: Expansion	50.76
		Stuart Cov Parking Paystation Parking for Share House Event	3.50
		Stuart Nest Restaurant Commercial Dev Mtg For Hurley-Pietz Prj	20.88
		Stuart Nest Restaurant Park Laundry Downtown Brownfield Prj Mtg	20.88
202404-5997	Public Works	Sampson Van-Port Rigging Inc Lifting Rigging Straps - Storm	91.55
		Sampson Paypal Spray License Training	105.40

City of Ridgefield

Claims Payment Report

For Approval on:

May 23rd, 2024

WELLS FARGO - EPAY	1681	202404-5997	Public Works	Sampson Tractor Supply 2711 Adhesive/Wrench Set - Storm	40.20
		202404-0187	Public Works	Melroy Postal Annex Van Postage for Splash Pad Equipment Repair	180.72
		202404-3035	Public Works	Giles Amzn Mktp Us Pipe Inspection Camera	500.01
			Community Development	Giles Jacks Vip Auto Detail Truck Detail- 70424D - Dev Inspector	379.75
		202404-7002	Public Works	Thamert Country Cafe First Day Lunch w/Laura Loucks - Storm	54.27
WELLS FARGO - EPAY Total					33,713.92
WEST COAST EVENT PRODUCTIONS INC	3885	340951-1	Genl Govt/Facilities	2024 F2T Rentals - 50% Deposit	3,702.26
WEST COAST EVENT PRODUCTIONS INC Total					3,702.26
WESTERN UNITED CIVIL GROUP LLC	3743	23016-7	Public Works	04.16.24-05.03.24 Royle Rd 15th to 5th Way	113,694.51
WESTERN UNITED CIVIL GROUP LLC Total					113,694.51
WEX BANK - EPAY	3552	96733217	Genl Govt/Facilities	PW Fuel	367.46
				PWFAC Card Order Overnight Delivery Fee	1.50
			Public Safety	PD Fuel	3,323.84
				Public Works	PW Fuel
			Community Development	PWFAC Card Order Overnight Delivery Fee	8.25
				CDD Fuel	703.97
				Public Works	PWFAC Card Order Overnight Delivery Fee
WEX BANK - EPAY Total					10,302.77
WOODLAND SAW AND CYCLE INC.	2223	3491	Public Works	PWSTW Pole Chain Saw Repair	122.68
				PWSTW Safety Helmet - Venne	77.79
			Community Development	PWSTW Pole Chain Saw Repair	12.13
				PWSTW Safety Helmet - Venne	8.64
WOODLAND SAW AND CYCLE INC. Total					221.24
WSP USA INC.	3338	40025761	Community Development	03.2024 Comprehensive Plan and System Plan Updates	86,175.56
WSP USA INC. Total					86,175.56
YULIYA FERRISS	1050	1050-20240523	Administration	Laserfiche Conference Baggage Reimb. - Ferriss	70.00
YULIYA FERRISS Total					70.00
Grand Total					1,679,571.04

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: May 23, 2024

AGENDA ITEM NAME: Approval of Minutes from the May 2, 2024 & May 9, 2024, 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. 05-02-2024
2. 05-09-2024



**CITY OF RIDGEFIELD, WASHINGTON
CITY COUNCIL MEETING MINUTES
MAY 2, 2024**

Executive Session - 2:30 PM

I. EXECUTIVE SESSION - 2:30 P.M.

- 1. Pursuant to RCW 42.30.110(1)(i) - To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency**

2:38PM: City Council entered into Executive Session pursuant to RCW 42.30.110(1)(i). No action will be taken.

Attendees: City Council, Mayor, Deputy City Manager Lee Knottnerus, City Attorney Janean Parker, City Manager Steve Stuart.

II. ADJOURN

4:10PM

Julie Ferriss, City Clerk

Ron Onslow, Mayor



**CITY OF RIDGEFIELD, WASHINGTON
CITY COUNCIL MEETING MINUTES
MAY 9, 2024**

Regular Meeting - 6:30 PM

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

1. Flag Salute

2. Roll Call

Present:

Mayor Ron Onslow
Council Member Matt Cole
Council Member Lee Wells
Council Member Judy Chipman
Council Member Clyde Burkle
Council Member Katie Favela

Absent:

Mayor Pro Tem Jennifer Lindsay

MOTION: COUNCIL MEMBER COLE MOVED TO EXCUSE MAYOR PRO TEM LINDSAY FROM THE MEETING.
SECOND: COUNCIL MEMBER CHIPMAN.
MOTION PASSED.

3. Late changes to the agenda

II. PUBLIC COMMENT

Anyone requesting to speak to the Council regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

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

III. CONSENT AGENDA

MOTION TO APPROVE AS PRESENTED.

RESULT: (UNANIMOUS)

MOVER:	Council Member Clyde Burkle
SECONDER:	Council Member Lee Wells
AYES:	Mayor Onslow, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle, Council Member Favela

1. **Approval of Claims And/Or Payroll**
2. **Approval of Minutes from the April 25, 2024 Meeting**

IV. PRESENTATION

1. **CREDC Economic Development Update, 2024 - Kirk Johnson, Finance Director, Jennifer Baker, CREDC President**

V. BUSINESS

1. **Second Reading of Ordinance No. 1420 - Approval for the Issuance of Limited Tax General Obligation (LTGO) Bonds - Kirk Johnson, Finance Director**

The City is considering the issuance of Limited Tax General Obligation (LTGO) bonds to finance the construction and right of way acquisition of a major transportation project to expand Pioneer Street from S 56th Way to the east of Royle Road. The project will include a new roadway to the north to connect with an expanded Pioneer Canyon Drive and provide access to the Union Ridge Town Center. In addition, a new roundabout will be constructed on Pioneer at 50th Street to facilitate safe traffic flow to the north and south to accommodate additional commercial growth and access along the major arterial roadway into Ridgefield. The issuance of the LTGO bonds is estimated to be approximately \$30 million. The request is to provide the City Manager and Finance Director with the authority to issue up to \$32 million in LTGO bonds at a rate not to exceed 6% true interest cost, and a 25-year term. The bonds will be paid from the recently adopted Tax Increment Financing Plan through a tax increment area located along the east and west side of I-5 in a zone estimated to support significant commercial development. The project is estimated to help facilitate over \$700 million in private commercial development and bring 2,000 jobs to Ridgefield. In addition, the state and local jurisdictions will see an increase in retail sales tax of \$3.4 million at full build out. The Tax Increment Financing Plan is estimated to provide up to \$44 million in revenue to support the debt service on the LTGO bonds. Existing city resources will fund the balance of the debt service from a combination of property taxes, real estate excise taxes and sales tax revenues. The debt service forecast for this project is estimated to be between \$53 million and \$59 million over the 25-year period.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1420 - APPROVAL OF THE ISSUANCE OF LIMITED TAX OBLIGATION BONDS FOR THE PIONEER WIDENING PROJECT AND TAX INCREMENT AREA PROJECTS AS PRESENTED.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Lee Wells
SECONDER:	Council Member Matt Cole
AYES:	Mayor Onslow, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle, Council Member Favela

2. **Second Reading of Ordinance No. 1421 - Ridgefield Municipal Code Chapter 5.40 - Special Events - Steve Stuart, City Manager**

With the increased demand for use of City property and parks for private and public events and the

increased risk of activities, clarification is necessary in the City ordinance regarding Special Event permits and use of park property and facilities.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1421 AS PRESENTED.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Matt Cole
SECONDER:	Council Member Clyde Burkle
AYES:	Mayor Onslow, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle, Council Member Favela

3. Motion - Approval of Contract with Consor for Project Number P21005-2: Pioneer Widening Construction Management - Chuck Green, Public Works Director

The City of Ridgefield is preparing for one of its largest projects ever, the Pioneer Widening and 50th Avenue Roundabout Improvement Program. The project will construct roadway widening, joint utility and sanitary sewer improvements along Pioneer Street from east of Royle Road to 56th Avenue, a roundabout at Pioneer and 50th Avenue, 50th Avenue from Pioneer to Pioneer Canyon Drive, Pioneer Canyon Drive from 50th Avenue to Union Ridge Town Center/Costco. The project will have accelerated completion schedules for various phases to accommodate the planned opening of Costco and In-and-Out Burger, among other commercial projects. There are complex components which involve fish-passage culverts, a new fish passage channel, and road widening along Pioneer Street to complete it as a four-lane corridor from west of Royle Road to I-5. The new roundabout at Pioneer Street and 50th Avenue/Discovery Drive will be built in stages while keeping traffic moving along the corridor. Utilities will be combined into a joint utility trench. Underground water and sewer mains are also included. Other improvements include illumination, culverts and/or small bridges, a storm pond and retaining walls. Multi-use bicycle and pedestrian pathways will be built alongside both Pioneer Street and 50th Avenue/Pioneer Canyon Drive. New Rectangular Rapid Flashing Beacons will be installed at the new roundabout, the existing 56th Place roundabout at Pioneer Street, and at a crossing near the new 53rd Place. The construction management and inspection services work will consist of overseeing project tasks and coordination with City of Ridgefield, Clark Regional Wastewater District (CRWWD) and Washington State Department of Transportation (WSDOT) representatives to manage the scope, schedule and budget for the construction phase of the project. Also included will be special testing and inspection services. The City opened a Request for Qualifications process on March 8, 2024 seeking a consultant for these services. The process was closed on March 28 with submittals received from three teams. After the interview round, a composite score of the submittals and interviews resulted in Consor being the highest rated consultant. City staff negotiated with Consor which resulted in the scope and fee proposal for the contract award for consideration by Council.

MOTION: MOVED TO AWARD THE CONTRACT FOR THE PIONEER WIDENING AND 50TH AVENUE ROUNDABOUT CONSTRUCTION MANAGEMENT SERVICES TO CONSOR IN AN AMOUNT NOT TO EXCEED \$1,800,000, WHICH INCLUDES PROJECT CONTINGENCIES.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Clyde Burkle
SECONDER:	Council Member Judy Chipman
AYES:	Mayor Onslow, Council Member Cole, Council Member Wells, Council Member

4. Motion - Contract Amendment with I-5 Overpass Art Project Team (Aphidoidea and Atomic Arts) for Installation of Bird Art on both the I-5/Pioneer Street and Railroad Overpasses - Chuck Green, Public Works Director

Since the initial contract was signed with the artistic team and modified in early 2023, the cost of materials has escalated. The original contract assumed delivery of the art and affixing to the overpass fences in one location. However, as the Railroad Overpass fence is now in-place, affixing the art to that overpass will mean that the art installation will be in two different locations (the artist will assemble the art onto the I-5 overpass at a staging area adjacent to that project in conjunction with that contractor). The contract amendment requested is to add \$5,855 to the artistic contract, increasing the total to \$102,950. Because this contract value exceeds \$100,000, council action is requested on this item. It should be noted that for the art installation on the railroad overpass, the city will be responsible for providing traffic control (flagging, shoulder closures and signage) and coordination with the Port and with BNSF railway, either with City crews or contracted resources, to enable the artistic team to do their work. The cost for those services is not included in the artistic contract budget amendment request.

MOTION: MOVED TO APPROVE THE CONTRACT AMENDMENT REQUEST WITH APHIDOIDEA, LLC AND ATOMIC ARTS, FOR AN AMOUNT OF \$5,855 AND INCREASE THE CONTRACT TO AN AMOUNT NOT TO EXCEED \$102,950 FOR THE OVERPASS ART.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Clyde Burkle
SECONDER:	Council Member Katie Favela
AYES:	Mayor Onslow, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle, Council Member Favela

VI. PUBLIC COMMENT

Anyone requesting to speak to the Council regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

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

VII. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

1. Council

Council Member Burkle - Attended a Ribbon-Cutting Ceremony.

Council Member Wells - Attended Many Meetings and a Ribbon-Cutting Ceremony.

Council Member Cole - Attended City Council Retreat, Kudos to the Communications Team For all the Information they Share on the Roundtable Page.

Council Member Favela - Attended City Council Retreat, Mental Health Awareness Month.

Council Member Chipman - Attended Numerous Comprehensive Plan Engagement Meetings, Parks Foundation Luncheon, City Council Retreat, Ribbon-Cutting Ceremony.

2. Mayor

Attended City Council Retreat, Ribbon-Cutting Ceremony, First Saturday Event, Parks Foundation Luncheon.

3. City Manager

City Manager Steve Stuart - Work From Home Survey Update.

Public Works Director Chuck Green - Costco and Development Projects Update.

Community Development Director Claire Lust - Comprehensive Plan Update Provided.

VIII. ADJOURN

7:46PM

Julie Ferriss, City Clerk

Ron Onslow, Mayor

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: May 23, 2024

AGENDA ITEM NAME: Second Reading of Ordinance No. 1422 - Eminent Domain Action Including Declaration of Public Use and Necessity for a Property Acquisition for the Pioneer Widening and 50th Avenue Roundabout Project

GOVERNING LEGISLATION

Revised Code of Washington Title 35 – Cities and Towns
Chapter 8.12 RCW Eminent Domain by Cities

PREVIOUS COUNCIL ACTION TAKEN:

Public Hearing and First Reading on Ordinance Number 1422.

SUMMARY/BACKGROUND:

The Pioneer Widening and 50th Avenue Roundabout project is a critical transportation improvement being coordinated with several large economic development projects. It has been in the planning and design stages since 2022. The project would widen Pioneer Street to four lanes between Royle Road and I-5, build a roundabout at Pioneer Street and a new 50th Avenue/Discovery Drive arterial, build 50th Avenue north to a new extension of Pioneer Canyon Drive, and build Pioneer Canyon Drive west to serve the YMCA site as well as east to connect with the Pioneer Canyon Drive being built by Union Ridge Town Center and Costco.

Besides supporting long-term economic development of the City, it will complete a transportation network in the area, provide vehicular capacity; new sewer and water mains; a joint utility trench; as well as bicycle, pedestrian, and safety improvements. The project will be financed with a Long-Term General Obligation bond being taken out supported by the new Tax Increment Financing Area as well as water and sewer funds.

Right-of-way plans were completed in 2023 and right-of-way acquisition is now in process. With construction imminent, time is of the essence to complete right-of-way acquisition. For over a year, there has been substantial discussion with the owners of the subject property, the Arthurs. Right-of-way plans call for full acquisition of the property for road and stormwater improvements.

A consultant for the City (UFS) recently completed and transmitted to the Arthurs an appraisal conducted under best industry practices. The appraisal included a third party review to confirm the findings and valuation. The City considers the offer to be fair and equitable. However, UFS indicated they have received communication from the Arthurs confirming they received the City's offer, and within several emails there was a counteroffer which was quickly rescinded with the statement they are working on another counteroffer. UFS received communication from the Arthurs with screenshots from Redfin and Remax indicating they believe this shows a higher value for their property, but no official counter-appraisal.

The difference between the City's offer of \$1,020,000 and the Arthurs' counter offer of \$3,294,000 with a number of conditions attached is such that settling on the property sale price may take a substantial amount of time to resolve. The Arthurs did indicate they are requesting the City provide a copy of the City's record of necessity (possession and use). This item provides for the public use and necessity eminent domain action requested by the Arthurs.

Because the project is now out to bid, with construction expected to start in June, and needing to have control over the property before construction activities can occur at that location, staff is requesting commencing with eminent domain actions which includes the adoption of an ordinance constituting the City's Final Planned Action, declaring the public use and necessity for the property, and authorizing the City Attorney to commence legal proceedings. The City has issued notice via certified mail (which the City has received confirmation of receipt) to the Arthurs of the final planned action ordinance in accordance with the statute. A public hearing was held on April 25, 2024, along with the first reading of the eminent domain ordinance Number 1422. No public comment was received at the hearing.

Council is requested to conduct a second reading of the ordinance and take subsequent action, pursuant to RCW 8.12 and 8.25.290.

BUDGET/FINANCIAL IMPACTS:

Budget for Right-of-Way Acquisition for the Pioneer Widening and 50th Avenue Roundabout Project is included in the 2024 Capital Budget.

RECOMMENDED ACTION OR MOTION:

Staff is requesting council conduct a second reading of Ordinance Number 1422 and take action.

A suggested motion is:

"I move to adopt Ordinance Number 1422 as presented, and direct the City Attorney and staff to take appropriate actions as noted in the resolution for the purposes of acquiring this property as a public use and necessity for the Pioneer Widening and 50th Avenue Roundabout project."

STAFF CONTACT: Chuck Green, Public Works Director

ATTACHMENTS:

1. Arthur eminent domain ordinance 5-9-2024_Second Read_rev 5.23.2024

ORDINANCE NO. 1422

AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON RELATING TO THE ACQUISITION BY EMINENT DOMAIN OF CERTAIN PROPERTY IN THE CITY OF RIDGEFIELD FOR THE PIONEER STREET WIDENING AND 50TH AVENUE ROUNDABOUT IMPROVEMENT PROJECT; DECLARING PUBLIC USE AND NECESSITY FOR LAND AND PROPERTY TO BE ACQUIRED FOR THE CONSTRUCTION OF THE PROJECT; AUTHORIZING THE EMINENT DOMAIN PROCEEDINGS TO ACQUIRE THE PROPERTY; AUTHORIZING THE PAYMENT THEREFORE; AND AUTHORIZING THE CITY ATTORNEY TO PROSECUTE SUCH ACTION IN THE EVENT DIRECT PURCHASE EFFORTS ARE NOT SUCCESSFUL.

Whereas, the 50th Avenue Roundabout and Pioneer Street Widening Project is a transportation infrastructure improvement project that will widen Pioneer Street, construct a new roundabout at 50th Avenue, build 50th Avenue north to a new portion of Pioneer Canyon Drive and build a section of Pioneer Canyon Drive both east and west of 50th Avenue.

Whereas, the goals for this project include improving traffic flow, improved safety and mobility and providing access to new commercial development, and making the area more pedestrian and cyclist friendly.

Whereas, the Pioneer Street Widening and 50th Avenue Roundabout Improvement Project is included within the City's six-year capital facilities plan and Transportation Improvement Program; and

Whereas, the Pioneer Street Widening and 50th Avenue Roundabout Improvement Project is necessary to accommodate the current and future traffic flow in this area of the City, to provide improved safety and mobility, provide access to new commercial development, and make the area more pedestrian and cyclist friendly.

Whereas, the design of the project has been completed and the construction is estimated to begin in summer of 2024 and conclude by the first quarter of 2025.

Whereas, time is of the essence to acquire the property to meet the time limits mandated by the project funding, and the property is critical to the project and necessary for public safety, welfare, and multimodal transportation mobility and safety; and

Whereas, based on the foregoing, the City Council finds that it is necessary to acquire certain property by eminent domain; and

Whereas, the City held a public hearing on April 25, 2024 and considered the testimony presented;

Whereas, the City has provided notice of the planned final action described below, in the manner provided for in RCW 8.12.005 and 8.25.290;

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

Section 1. **Findings of Fact.** Each and every of the recitals contained in the 'whereas' clauses of the preamble to this ordinance are hereby adopted as findings of fact and incorporated herein fully by reference.

Section 2. **Public Interest.** The City Council for the City of Ridgefield, Washington finds, following a public hearing process, that it is in the public interest to acquire certain property described herein by eminent domain.

Section 3. **Declaration of Public Use and Necessity.** The design and construction of the Pioneer Street Widening and 50th Avenue Roundabout Improvement Project and the property necessary therefore are hereby declared to be a public use and necessary for public purposes, namely to improve the transportation infrastructure. The public use and necessity demands the acquisition of the property described in Section 4 for the construction of the Pioneer Street Widening and 50th Avenue Roundabout Improvement Project.

Section 4. **Eminent Domain Proceedings Authorized.** The City shall, after reasonable efforts at direct negotiation, file an eminent domain action for such portion of the following property in its entirety, Clark County Parcel No. 213983-000, having an address of 5078 Pioneer Street in Ridgefield, legally described in Exhibit A attached hereto and incorporated herein by this reference to obtain ownership and rights thereto, after just compensation having been first paid or paid into court for the owner in the manner prescribed by law.

Section 5. **Authorization of the City Attorney.** The City Attorney and/or designees are hereby authorized to commence eminent domain proceedings for the property described in Section 4, pursuant to law, to determine and make or pay just compensation, and to take such other steps as they deem necessary to complete acquisition of the property. The City Attorney is further authorized to adjust the extent of the property taken or acquired to facilitate implementation of this ordinance, provided that such adjustment shall not be inconsistent with the Pioneer Street Widening and 50th Avenue Roundabout Improvement Project.

Section 6. **Compensation.** Compensation to be paid to the owners of the property identified in Section 4, and all costs of litigation therefore, shall be paid from the City's Capital Project Fund of the City's General Fund.

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

Section 8. **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 9. **Effective Date.** This ordinance shall be in full force and effect thirty (30) calendar days after adoption and publication pursuant to law.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON
THIS 23rd DAY OF MAY 2024.

CITY OF RIDGEFIELD

Mayor, Ron Onslow

ATTEST:

Julie Ferriss
Deputy City Clerk

APPROVED AS TO FORM:

Janean Parker, City Attorney

Public Hearing: April 25, 2024
First reading: April 25, 2024
Second Reading/Passage: May 23, 2024
Date of Publication: May 29, 2024
Effective Date: June 27, 2024

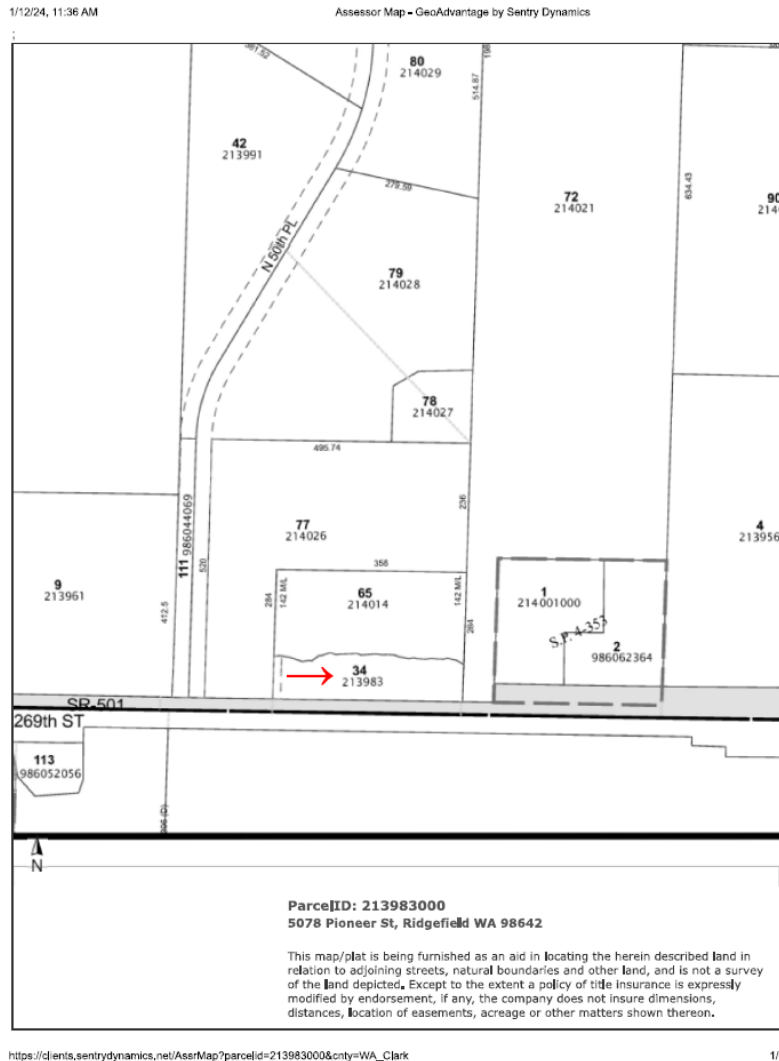
EXHIBIT "A"
Legal Description

For APN/Parcel ID(s): 213983-000

That portion of the Southeast quarter of the Northwest quarter of Section 21, Township 4 North, Range 1 East of the Willamette Meridian, described as follows:

BEGINNING AT A POINT 113 1/3 rods East of the Southwest corner of said Northwest quarter, said point being the Southwest corner of the tract conveyed to J.E. Hibbard by deed recorded in Volume 81 at Page North 291, records of Clark County, Washington; thence West 346 feet; thence North 142 feet, more or less, to the center of Allen Creek; thence Easterly, along the center line of said Creek to the West line of said Hibbard tract; thence South, along the West line of said Hibbard Tract of the point of beginning.

EXCEPT County or Public Roads.



**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: May 23, 2024

AGENDA ITEM NAME: First Reading of Ordinance No. 1424 - 2024 Budget Amendment

GOVERNING LEGISLATION

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

PREVIOUS COUNCIL ACTION TAKEN:

Council adopted Ordinance No. 1383 pertaining to the 2023 Budget on December 1, 2022.

SUMMARY/BACKGROUND:

The 2024 budget amendment includes \$9,359,200 in new and reappropriated expenditures and the recognition of issuance costs and a transfer from the Debt Service Fund to the General Capital Fund of up to \$32 million total for the 2024 LTGO Bond issuance that will support the tax increment area (TIA) projects. The budget request includes \$106,200 in ongoing expenses and the balance of the amendment is related to capital or one-time expenses.

The amendment includes the recognition of \$1.3 million in new grant funds and reappropriation of \$500k in grant funds that were not received in 2023. Additional revenue recognition of \$720k for work performed on joint projects is included in the amendment. The 2024 adopted budget included a bond issuance of \$28 million. The amendment includes an increase of \$4 million to a total bond issuance of up to \$32 million to fund the construction, construction management, professional service, and right of way acquisition for the Pioneer Widening project. Additional funding from the bond issuance will cover the acquisition of land and a regional storm water facility to support storm runoff in the TIA and the acquisition of land for a fire station up to \$2 million dollars that will be able to service the TIA as voluntary mitigation agreed to with Clark Cowlitz Fire Rescue.

The total fund balance impact for all funds is \$4,497,200, including operating funds. \$998,600 in the General Fund, \$33,100 in Community Development, \$187,500 in the Water Fund, and \$33,000 in the Storm Fund. The balance of the impact is from capital funds to fund new or existing capital projects and pay the initial debt service payment on the 2024 bond issuance.

Refer to the attached exhibit "A" for Ordinance No. 1424, for a list of revenue impacts and appropriation requests.

BUDGET/FINANCIAL IMPACTS:

Please refer to the included table and to Exhibit "A" attached to Ordinance No.1424

RECOMMENDED ACTION OR MOTION:

Staff requests the Council conduct the first reading of Ordinance No. 1424. No action is requested at this time.

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

1. 2024 Budget Amendment Exhibit A

ORDINANCE NO. 1424

An Ordinance of the City of Ridgefield, Washington Amending Ordinance No. 1415 Pertaining to the 2024 Budget

WHEREAS, the Ridgefield City Council at its regular meeting on December 7, 2023 adopted Ordinance No. 1415 which adopted the City of Ridgefield 2024 budget; and

WHEREAS, the City of Ridgefield deems it necessary to adjust its forecast for revenue and appropriate additional expenditures in 2024 to the funds that are identified in the attached Exhibit "A" of the 2024 budget amendment; and

WHEREAS, these expenditures were not anticipated at the time of the adoption of the 2024 budget.

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 amend the 2024 budget to account for revenues and expenditures that were not anticipated at the time of adoption.

Section 2. Budget Amendment Adopted. Ordinance No. 1415 and the budget of the City of Ridgefield for fiscal year 2024 shall be amended to include the additional receipt and/or reduction of funds and the additional and/or reduction of expenditures addressing the funds shown in the attached Exhibit "A".

Section 3. 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 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 five (5) calendar days after adoption and publication pursuant to law.

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON ON THE 13th DAY OF JUNE, 2024.

Ron Onslow,
Mayor

ATTEST:

Julie Ferriss,
City Clerk

APPROVED AS TO FORM:

Janean Parker,
City Attorney

First Reading:	May 23, 2024
Second Reading	June 13, 2024
Date of Publication:	June 19, 2024
Effective Date:	June 25, 20244



2024 Budget Amendment #1

Ordinance #1424

Expense				Revenue						
Project	Current Budget	New Budget	Net Change	Current Budget	New Budget	Net Change	Fund	Impact	Funding Source	Description
Lead Engineer 0.5 FTE	-	66,200.00	66,200.00	-	-	-		(66,200.00)	General Fund, Permit Fees	New part-time lead engineer position to complete civil engineering review for development and and capital project engineering review. 50/50 Gen Fund and CDD.
iDesign Interactive Sign at Overlook Park	-	30,000.00	30,000.00	-	10,000.00	10,000.00		(20,000.00)	General Fund, Lumen Grant	Interactive sign installation at Overlook Park.
Property Lease - Bluffs	-	45,000.00	45,000.00	-	-	-		(45,000.00)	General Fund	Lease for 2,500 sq ft of additional space at Bluffs and space for a storage room in the garage. Full annual lease ~\$95k per year.
Liability Insurance	600,000.00	665,000.00	65,000.00	-	-	-		(65,000.00)	General Fund	Increased expense related to liability insurance above initial forecast.
All Terrain Vehicle (PD)	-	37,000.00	37,000.00	-	37,000.00	37,000.00		-	Grant	Purchase all terrain vehicle for PD. Grant contingent.
Comp Plan - Climate Action	-	300,000.00	300,000.00	-	300,000.00	300,000.00		-	Grant	Additional climate action work included in 2025 comp plan update. Received a \$300k grant to cover expense.
Comp Plan Periodic Update	150,000.00	150,000.00	-	100,000.00	125,000.00	25,000.00		25,000.00	Grant	Recognize additional grant funding for periodic update for the 2025 comp plan.
Street Fund Ops General Fund Transfer	739,935.00	839,935.00	100,000.00	-	-	-		(100,000.00)	General Fund	Increase General Fund transfer to support street operations and maintenance.
Roundabout Committee Funding	-	50,000.00	50,000.00	-	-	-		(50,000.00)	General Fund	Provide funding for the roundabout committee to complete planning on city roundabouts.



2024 Budget Amendment #1

Ordinance #1424

Expense				Revenue					
Streetlight Repair and Replacement	50,000.00	100,000.00	50,000.00	-	-	-	(50,000.00)	General Fund	Increase budget for streetlight repair and replacement. Pre-order light poles to have available for future replacements.
Water System Plan Update	-	112,500.00	112,500.00	-	-	-	(112,500.00)	Water Fund	Reappropriate \$100k budget from 2023 and add \$12,500 for amendment to complete water system plan update.
Well Pump Backup Pumps	50,000.00	125,000.00	75,000.00	-	-	-	(75,000.00)	Water Fund	Purchase backup pumps for wells 7, 8, 9, S 56th. Different HP for wells. Reduces downtime in event of failure. Best practice to have backup on hand.
Portable Inspection Camera	-	70,000.00	70,000.00	-	70,000.00	70,000.00	-	Grant	Purchase portable camera system to inspect storm pipes. Covered by Dept. of Ecology grant funding recognized in adopted budget.
4 Hybrid Ford Explorer Patrol Vehicles	-	300,000.00	300,000.00	-	-	-	(300,000.00)	General Fund, ERF	Reappropriate funding for orders placed 1+year ago. 50/50 funding from Gen Fund and ERF.
Debt Service 2024 LTGO Bond	-	650,000.00	650,000.00	-	-	-	(650,000.00)	REET	Interest only payment Dec 2024 for 2024 LTGO Bonds for TIA projects.
2024 LTGO Bond	-	-	-	28,000,000.00	31,335,000.00	3,335,000.00	3,335,000.00	2024 LTGO Bond	Increase to bond revenue line item in Debt Service Fund.
2024 LTGO Bond Issuance Costs	-	300,000.00	300,000.00	-	-	-	(300,000.00)	2024 LTGO Bond	Issuance costs for bond attorney, financial advisor, credit rating and underwriter fees.
2024 LTGO Bond Project Transfer (Road)	-	30,535,000.00	30,535,000.00	-	-	-	(30,535,000.00)	2024 LTGO Bond	Recognize project transfer budget from Debt Service fund to Gen Gov Capital Fund for Pioneer widening.
2024 LTGO Bond Project Transfer (Storm)	-	1,165,000.00	1,165,000.00	-	-	-	(1,165,000.00)	2024 LTGO Bond	Recognize project transfer budget from Debt Service fund to Storm Capital Fund for regional storm facility.



2024 Budget Amendment #1

Ordinance #1424

Expense			Revenue						
Regional Storm Facility	850,000.00	1,165,000.00	315,000.00	850,000.00	1,165,000.00	315,000.00	-	2024 LTGO Bond	Amendment for increased purchase price of parcel and storm facility.
Pioneer St ROW Acquisition	2,500,000.00	2,750,000.00	250,000.00	2,500,000.00	2,750,000.00	250,000.00	-	2024 LTGO Bond	Amendment for increased cost estimate for ROW acquisition for Pioneer widening project.
Pioneer Widening Design	166,000.00	266,000.00	100,000.00	166,000.00	266,000.00	100,000.00	-	2024 LTGO Bond	Amendment to increase budget to match work and contract for design work on Pioneer widening project.
Pioneer Widening - Sewer Work	-	700,000.00	700,000.00	-	700,000.00	700,000.00	-	CRWWD	Budget for sewer work included in the Pioneer widening project. Expense reimbursed by CRWWD.
Pioneer St Extension	420,000.00	920,000.00	500,000.00	420,000.00	920,000.00	500,000.00	-	Grant	Reappropriate funding from 2023 to complete Pioneer St extension work. Funded through Build grant.
Property Purchase 211 N Main Ave	-	190,000.00	190,000.00	-	-	-	(190,000.00)	General Fund	Purchase of land at 211 N Main Ave.
Commerce MLB Grant	-	-	-	257,500.00	450,000.00	192,500.00	192,500.00	Grant	Recognize additional grant funding from the Dept. of Commerce MLB grant. Funds field house and fields 4/5 lights.
YMCA Site Plan and Building Design	100,000.00	2,100,000.00	2,000,000.00	91,000.00	2,091,000.00	2,000,000.00	-	General Fund	Amendment to add funding to complete construction ready documents for YMCA and community room. Transfer funding included in adopted budget.
Pioneer Overpass Art & Safety Screen	378,300.00	553,300.00	175,000.00	-	-	-	(175,000.00)	General Fund	Increase funding for match requirements for overpass safety screen and art project.
Waterfront Park Master Plan	60,000.00	85,000.00	25,000.00	30,000.00	50,000.00	20,000.00	(5,000.00)	General Fund	Reappropriate 2023 funding to account for full contract for consultants. Increase Port of Ridgefield share to agreed 50/50 cost split.



2024 Budget Amendment #1

Ordinance #1424

Expense				Revenue					
Park Laundry Cleanup	2,050,000.00	2,300,000.00	250,000.00	1,880,000.00	2,265,000.00	385,000.00	135,000.00	Grant	Increase expense and grant funding amount to full estimate and award amounts.
Hillhurst School Zone & Safety	35,000.00	325,000.00	290,000.00	-	290,000.00	290,000.00	-	Grant, Developer Share	Increase expense to complete design and construction of new safety crossings near schools. Received Complete Streets grant and developer share to fund project. Initial \$35k included in adopted budget.
S Royle Rd 15th to 5th Way	4,500,000.00	4,750,000.00	250,000.00	-	-	-	(250,000.00)	TIF	Amendment to increase budget for quantity increase in sidewalk construction. Funding from TIF for project.
Stormwater System Plan	-	33,000.00	33,000.00	-	-	-	(33,000.00)	Stom Fund	Reappropriation of funding for capital facilities plan update.
Parks Plan	-	16,500.00	16,500.00	-	-	-	(16,500.00)	General Fund	Reappropriation of funding for capital facilities plan update.
Transportation Capital Facilities Plan	-	99,000.00	99,000.00	-	-	-	(99,000.00)	General Fund	Reappropriation of funding for capital facilities plan update. Includes \$33k amendment. Funding from Generla Fund transfer to Street Fund.
ADA Transition Plan	-	70,000.00	70,000.00	-	56,000.00	56,000.00	(14,000.00)	Grant, General Fund	Amendment to add funding for an ADA transition and mobility/access plan. Received funding from USDOT for \$56k .
Pioneer to Shobert Water Line Replacement	-	1,100,000.00	1,100,000.00	-	-	-	(1,100,000.00)	WSDC	Amendment to add funding for construction of water line improvements (4" to 8" lines) Pioneer to Shobert. Part of the downtown water line replacement program. Funding from WSDC due to increased capacity and fire flow.



2024 Budget Amendment #1

Ordinance #1424

Expense		Revenue							
Kennedy Well Water Rights and Well Project	145,000.00	1,260,000.00	1,115,000.00	-	-	-	(1,115,000.00)	WSDC	Amendment to increase consultant contract to obtain water rights and complete Kennedy well project. Funding from WSDC due to increases water capacity.
	12,794,235.00	54,223,435.00	41,429,200.00	34,294,500.00	42,880,000.00	8,585,500.00	(32,843,700.00)		

Fund	Beginning Fund		Ending Fund
	Balance	Impact	
General Fund	4,910,151	(1,012,600)	3,897,551
Building Fees	(19,255)	(33,100)	(52,355)
REET Fund	4,596,582	(650,000)	3,946,582
TIF Fund	332,959	(250,000)	82,959
Water Fund	4,083,587	(187,500)	3,896,087
Water SDC	5,575,425	(2,215,000)	3,360,425
Storm Fund	827,833	(33,000)	794,833
ERF	645,762	(150,000)	495,762
Fund Balance Impact		(4,531,200)	
2024 LTGO Bond		(28,665,000)	
Grants/Revenue Impact		352,500	
		(32,843,700)	

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: May 23, 2024

AGENDA ITEM NAME: Approval of Resolution No. 647 - Financial Policy #17 Apprenticeship Policy

GOVERNING LEGISLATION

HB 1050, RCW 49.04 Apprenticeship, RCW 39.04.320 Apprenticeship Training Programs - Public Works Contracts, Financial Policy #04: Procurement of Goods and Services

PREVIOUS COUNCIL ACTION TAKEN:

The council has approved multiple financial policies.

SUMMARY/BACKGROUND:

The Washington State Legislature adopted HB 1050 to expand apprenticeship utilization requirements on public works construction projects effective July 1, 2024. City staff have been working with other local agencies to identify the requirements and best practice policy for implementation of the apprenticeship utilization policy. Staff circulated the policy to other local agencies in SW Washington, the Labor Roundable group, local contractors and the Department of Labor and Industries for input on the policy.

The purpose of this policy is to create efficient policies and procedures for the City of Ridgefield's apprenticeship program. The program implements the requirements of The Washington State Apprenticeship and Training Council's (WSATC) established apprenticeship program standards.

The policy provided implements the utilization requirements in a tiered format to match the approved legislation. Beginning at a \$2 million threshold for requiring apprenticeship utilization on July 1, 2024, and ending with a \$1 million threshold ongoing beginning July 1, 2028. The policy and legislation require agencies to have a minimum 15% apprenticeship utilization threshold for all public works construction projects at or over these thresholds. To insure the requirements are met, the legislation includes the need for penalties to be assessed if the contractor does not meet the requirements of the policy. Staff have included incentives in the policy to incentivize the contractor to meet or exceed their 15% utilization requirements.

The policy includes an incentive for Disadvantaged Business Enterprises (DBE), Minority Business Enterprises (MBE), Women-Owned Business Enterprises (WBE), Veteran-Owned Businesses, contractors or subcontractors as certified by the Washington State Office of Minority & Women's Business Enterprises (OMWBE) to increase their incentive payout or reduce their penalty if applicable.

The policy also includes exceptions and waivers (Good Faith Effort) that could exempt a business from meeting the utilization threshold for specific documented reasons acceptable to the city.

BUDGET/FINANCIAL IMPACTS:

No significant budget impact is expected at this time.

RECOMMENDED ACTION OR MOTION:

If the Council chooses to adopt the Financial Policy #17: Apprenticeship Program, a motion would be:
"I move to adopt Resolution No. 647 - Financial Policy #17: Apprenticeship Program as presented."

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

1. Policy #17 Apprenticeship Program

RESOLUTION NO. 647

WHEREAS, the Washington State Legislature adopted HB 1050 expanding apprenticeship utilization requirements; and

WHEREAS, The City of Ridgefield deems it necessary to establish a detailed apprenticeship policy to outline the City of Ridgefield's Apprenticeship Program; and

WHEREAS, these policies provide clear guidelines on how the city will administer and monitor the apprenticeship utilization requirements; and

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

Section 1. The City Council of the City of Ridgefield adopts Financial Policy #17: Apprenticeship Program, a copy of which is attached and referenced as exhibit A.

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

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

ADOPTED AT A REGULAR SESSION BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON ON THE 23rd DAY OF MAY, 2024.

CITY OF RIDGEFIELD

Ron Onslow, Mayor

ATTEST:

Julie Ferriss, City Clerk

Financial Policy #17: Apprenticeship Program

Effective Date: July 1, 2024

Replaces and Cancels: New

References: HB 1050, RCW 49.04 Apprenticeship, RCW 39.04.320 Apprenticeship Training Programs – Public Works Contracts, Financial Policy #04: Procurement of Goods and Services

PURPOSE

The purpose of this policy is to create efficient policies and procedures for the City of Ridgefield's apprenticeship program. The program implements the requirements of The Washington State Apprenticeship and Training Council's (WSATC) established apprenticeship program standards.

DEFINITIONS

Apprentice: Means an apprentice enrolled in a WSATC approved apprenticeship training program.

Apprenticeship Program: Means a registered apprenticeship program approved by the WSATC.

Apprentice Training Agent: Means an employer registered with a WSATC approved apprenticeship training program.

Apprentice Utilization: Means the total number of apprentice hours worked during the duration of the project as reported on the Apprenticeship Utilization form.

Apprentice Utilization Requirement: Means the requirement established by this policy that no less than 15 percent of the total reported labor hours of a public works project are performed by an approved apprentice.

Bid Amount: Means the actual bid submitted by a contractor to perform a public work, including costs of materials, supplies, equipment, and labor.

Contractor (Prime Contractor): Means a person, corporation, partnership, limited liability company, or joint venture that enters into a contract with the City to construct a public works project.

Emergencies: Means any unforeseen circumstances beyond the control of the City that either:

1. Present a real, immediate threat to the proper performance of essential functions; or
2. Will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

Estimated Costs: Means the anticipated cost of a public work, as determined by the City, based upon the expected costs of materials, supplies, equipment, and labor.

Monthly Apprenticeship Labor Utilization: Means the total number of apprenticeship hours worked for one month as reported on the Monthly Utilization report.

Notice to Proceed: Means the written authorization to the contractor to commence work.

Public Work: Means all work, construction, alteration, repair, or improvement other than ordinary maintenance, projects executed at the cost of the City as defined in RCW 39.04.010, as now or hereafter amended.

Subcontractor: Means a person, corporation, partnership, limited liability company, or joint venture that has contracted with the prime contractor to perform all or part of the work to construct a public works project.

Total Labor Hours: The total hours of work performed by all workers (apprentice or journeyperson) receiving hourly wages on a public works project; this includes hours worked by the prime contractor and all subcontractors. Labor hours do not include hours performed by supervisors, superintendents, owners,

Financial Policy #17: Apprenticeship Program

Effective Date: July 1, 2024

Replaces and Cancels: New

References: HB 1050, RCW 49.04 Apprenticeship, RCW 39.04.320 Apprenticeship Training Programs – Public Works Contracts, Financial Policy #04: Procurement of Goods and Services

and workers who are not subject to prevailing wage requirements.

OVERVIEW

The City of Ridgefield recognizes that a well-trained construction work force is critical to the ability of constructing successful public works projects. Apprenticeship training programs are particularly effective in providing training and experience to individuals seeking to enter or advance in the work force. By providing for apprenticeship utilization on public works projects, the City can create opportunities for training and experience that will help assure to train and develop a skilled workforce through on-the-job training with an employer and classroom instruction. The programs are designed to develop the next generation of highly trained and knowledgeable professionals in skilled labor and trades.

PROGRAM REQUIREMENTS

All public works construction projects will require the contractor to utilize the following minimum apprenticeship utilization percentage of total labor hours of all workers, apprentice, or journeyperson, receiving an hourly wage on a public project. This includes the prime contractor and all subcontractors on the public works project. The minimum utilization will apply to the following projects per engineer estimates.

Dates	Engineer's Estimate	Required Minimum Labor Hours
Projects awarded after July 1, 2024 – June 30, 2026	\$2,000,000 or more	15%
Projects advertised after July 1, 2026 – June 30, 2028	\$1,500,000 or more	15%
Projects advertised after July 1, 2028 - Ongoing	\$1,000,000 or more	15%

Notice of apprenticeship requirements will be included in all bid documents and instructions to bidders for projects that meet the public works project thresholds identified in this policy.

ADMINISTRATION AND MONITORING

The City will ensure incentive and penalty information is included in the invitation to bid and all contracts subject to the bid limits in this policy. A statement referencing the 15% utilization goal will be included per RCW 39.04.320(4)(b)

Within ten (10) days of the Notice to Proceed the prime contractor will submit an apprentice utilization plan to identify the following:

1. List of all known apprentices at the time of submittal with documentation to certify they are in an approved apprenticeship program. For apprentices added during the project a list of apprentices and documentation to certify they are in a registered apprenticeship program shall be submitted prior to the next pay estimate that includes work completed by the apprentice.
2. A breakdown by work type, bid item, or by contractor and subcontractor, demonstrating that the estimated apprenticeship utilization complies with the requirements of this policy.

The prime contractor will be required to submit weekly certified payrolls to the Washington State Department of Labor & Industries to aid in the tracking of apprenticeship utilization. City procurement staff will review the monthly utilization of apprentices and perform regular check-ins with the contractor

Financial Policy #17: Apprenticeship Program

Effective Date: July 1, 2024

Replaces and Cancels: New

References: HB 1050, RCW 49.04 Apprenticeship, RCW 39.04.320 Apprenticeship Training Programs – Public Works Contracts, Financial Policy #04: Procurement of Goods and Services

to ensure the apprenticeship utilization requirements are being met. In the event the contractor is not meeting the thresholds identified in this policy, the contractor will be required to submit a forecast and action plan on how they will meet the apprenticeship utilization requirements to become compliant with this policy by the end of the project. The check-ins will be completed at the following intervals.

1. 25% of project completion.
2. 50% of project completion.
3. 75% of project completion.

The contractor will be responsible for submitting updated apprenticeship roster information when changes occur during the project timeline.

Prior to payment of a final pay estimate the contractor and all subcontractors will be required to file the affidavit of wages paid for the project and all applicable certified payrolls. The information will aid City staff to verify the contractor has met program requirements.

INCENTIVES AND PENALTIES

The City supports increased equity in the workforce and will provide an additional 25 percent (15 minutes) credit for every apprenticeship hour worked on the project (1 hour and 15 minutes, for 1 hour worked). The equity credit does not reduce the 15% apprenticeship utilization requirement. The credit will reduce the amount of penalty and/or increase the incentive payout at project closeout. Use of apprentices from the following qualifies for the credit:

1. Disadvantaged Business Enterprises (DBE), Minority Business Enterprises (MBE), and Women-Owned Business Enterprises (WBE) contractors or subcontractors as certified by the Washington State Office of Minority & Women's Business Enterprises (OMWBE).
2. Contractors or subcontractors certified as Veteran-Owned businesses.

At physical completion of the public works project the contractor shall complete an Apprentice Utilization form to document apprenticeship hours worked. The form must be completed and remitted as part of the project close out prior to payment of the final pay estimate. The following provisions will apply to the final Apprenticeship Utilization when compared to the required minimum goal:

1. If the contractor meets the minimum apprenticeship goal for this project, there will be no incentive pay nor penalty assessed to the final pay estimate.
2. If the contractor exceeds the apprenticeship goal for this project, the contractor will qualify for a \$50 incentive for every hour exceeding the goal up to a maximum amount of \$5,000.
3. If the contractor does not meet the minimum apprenticeship goal for this project, a \$50 per hour penalty will be assessed up to a maximum of 2.5% of the total contract amount and deducted from any amounts due to the contractor from the final pay estimate unless a Good Faith Effort Waiver has been submitted and approved.

Financial Policy #17: Apprenticeship Program

Effective Date: July 1, 2024

Replaces and Cancels: New

References: HB 1050, RCW 49.04 Apprenticeship, RCW 39.04.320 Apprenticeship Training Programs – Public Works Contracts, Financial Policy #04: Procurement of Goods and Services

EXCEPTIONS AND WAIVERS (GOOD FAITH EFFORT)

During a public works project subject to the apprenticeship requirements identified in this policy, the procurement staff may recommend to the Finance Director and Public Works Director a reduction and/or waiver of the apprenticeship labor goals upon a determination that:

1. The contractor has demonstrated and documented that it has utilized best efforts to meet the established percentage requirement but remains unable to fulfill the goal.
2. The contractor has demonstrated and documented that insufficient apprentices are available to meet the apprentice utilization goals.
3. The reasonable and necessary requirements of the contract render apprentice utilization infeasible at the required levels.
4. There exists a disproportionately high ratio of material costs to labor hours, which does not make feasible the required minimum level of apprentice participation.
5. To the extent that apprentice labor hour goals are in conflict with funding agreements in place in connection with the public work.
6. For reasons deemed appropriate by the Public Works Director and Finance Director not inconsistent with the purpose and goals of this chapter.

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: May 23, 2024

AGENDA ITEM NAME: Approval of Resolution No. 649 - Designation of the Official Newspaper

GOVERNING LEGISLATION

RCW 35A.21.230, RCW 35A.12.160; RCW 35A.33.060, RCW 65.16

PREVIOUS COUNCIL ACTION TAKEN:

The council designates the official newspaper annually. Most recently they designated the official newspaper by adoption of Resolution No. 628 on May 25, 2023.

SUMMARY/BACKGROUND:

RCW 35A.21.230 provides that "Each code city shall designate an official newspaper by resolution. The newspaper shall be of general circulation in the city and have the qualifications prescribed by chapter 65.16 RCW". City procurement policy requires services, including selection of the official newspaper, to be obtained using due diligence for both price and quality.

Therefore, the city must have one official newspaper that it should contract with based on an annual bid process. The city may, of course, publish notices in newspapers in addition to the official newspaper.

A request for bids was published in the Reflector and the Columbian with a deadline for submission no later than 2:00 PM on May 9, 2024. The bid is for publication during the period of June 1, 2024, through May 31, 2025.

The staff received two bids from the Columbian (the current official newspaper) and the Reflector. The bid price for both is below.

Newspaper	Price - First Insertion Per Inch	Each Subsequent Insertion	Width of Column in Inches
Columbian	\$18.00	\$15.00	1.56"
Reflector	\$17.00	\$14.00	1.347"

The requirement for the selection of the official newspaper is on both price and quality. This includes circulation area and size of the newspaper, the flexibility of how often the newspaper is published and any additional benefits.

The Columbian has the highest penetration of any daily or weekly newspaper in Clark County. They run 6 days a week compared with 1 day a week for the Reflector and have an online presence that allows the required notification to be published in the print and online version of the newspaper 6 days a week. The Columbian's publishing schedule for notice requirements is a significant advantage over the Reflector and will add needed flexibility for any notice requirements for public hearings as the official newspaper.

The city does use both newspapers for select advertisements. Staff requests council consideration of the circulation size, publishing 6 days a week, and the online presence to award the official newspaper. The bid from the Columbian matches the current rates charged to the city.

BUDGET/FINANCIAL IMPACTS:

There are no significant changes to advertising costs expected in 2024-2025..

RECOMMENDED ACTION OR MOTION:

A motion to approve the Official Newspaper would be:

"I move to approve Resolution No. 649 designating the Columbian as the Official Newspaper for the City of Ridgefield for the period June 1, 2024, through May 31, 2025, as presented."

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

None

RESOLUTION NO. 649

DESIGNATION OF THE OFFICIAL NEWSPAPER

WHEREAS, the Columbian submitted a bid for publication of any official notices that the City is required to publish during the period from June 1, 2024, through May 31, 2025, and

WHEREAS, the Columbian is a newspaper of general circulation in the City and has the qualifications prescribed by RCW 65.16.020, as amended.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON, AS FOLLOWS:

Section 1. The Columbian is designated to be the official newspaper for the City of Ridgefield for publication of all official notices which the City is required to publish.

Section 2. This resolution shall be effective immediately upon passage and signatures hereto.

PASSED BY THE CITY COUNCIL AT ITS REGULAR MEETING HELD ON THE 23rd DAY OF MAY, 2024.

CITY OF RIDGEFIELD

Ron Onslow, Mayor

ATTEST/AUTHENTICATED:

Julie Ferriss, City Clerk

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: May 23, 2024

AGENDA ITEM NAME: Approval of Resolution No. 648 - Golden Acres Intent to Annex

GOVERNING LEGISLATION

RCW 35A.14 - Annexation by Code Cities

PREVIOUS COUNCIL ACTION TAKEN:

None.

SUMMARY/BACKGROUND:

See attached staff report.

BUDGET/FINANCIAL IMPACTS:

None.

RECOMMENDED ACTION OR MOTION:

To adopt the intent to annex:

"I move to adopt Resolution No. 648 as presented."

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

1. Staff Report

RESOLUTION NO. 648

A RESOLUTION ACCEPTING A NOTICE OF INTENT TO ANNEX APPROXIMATELY 9.75 ACRES IDENTIFIED AS THE GOLDEN ACRES ANNEXATION AREA LOCATED ADJACENT TO THE BORDER OF THE CITY OF RIDGEFIELD.

WHEREAS, a Notice of Intent to Annex was filed with the City of Ridgefield on April 18, 2024 containing signatures representing owners of 100 percent of the assessed valuation of the property in accordance with §35A.14.120 of the Revised Code of Washington; and

WHEREAS, the City Council of the City of Ridgefield has considered a Notice of Intent and 10% petition to annex approximately 9.75 acres consisting of Clark County Assessor's Parcel No. 216700000 located near NW Carty Road (referred to as the Golden Acres annexation area) into the City of Ridgefield; and

WHEREAS, the Golden Acres annexation area is designated Urban Low (UL) with an Urban Holding (UH) overlay in the 2016 Ridgefield Urban Area Comprehensive Plan; and

WHEREAS, RDC 18.210.015.A states that the RLD-4, RLD-6, and RLD-8 zoning districts shall implement the UL comprehensive plan designation; and

WHEREAS, the City Council of the City of Ridgefield adopted the Carty Road Subarea Plan including the Golden Acres annexation area on July 28, 2022; and

WHEREAS, the Golden Acres annexation area is designated RLD-4 in the adopted Carty Road Subarea Plan; and

WHEREAS, the City Council of the City of Ridgefield has reviewed said annexation request, and has considered whether to authorize the circulation of a petition for annexation, and, if so, upon what terms; and

WHEREAS, authorizing the circulation of a petition does not bind the City to approve the annexation.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON, AS FOLLOWS:

Section 1. The City Council hereby authorizes the circulation of a petition for annexation for the Golden Acres annexation area.

Section 2. All property within the territory hereby sought to annexed shall assume its proportionate share of the City's indebtedness existing as of the date of annexation and as modified in the future and shall be assessed and taxed at the same rate and at the same basis as property within the City of Ridgefield.

ADOPTED AT THE REGULAR SESSION OF THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS 23rd DAY OF MAY, 2024.

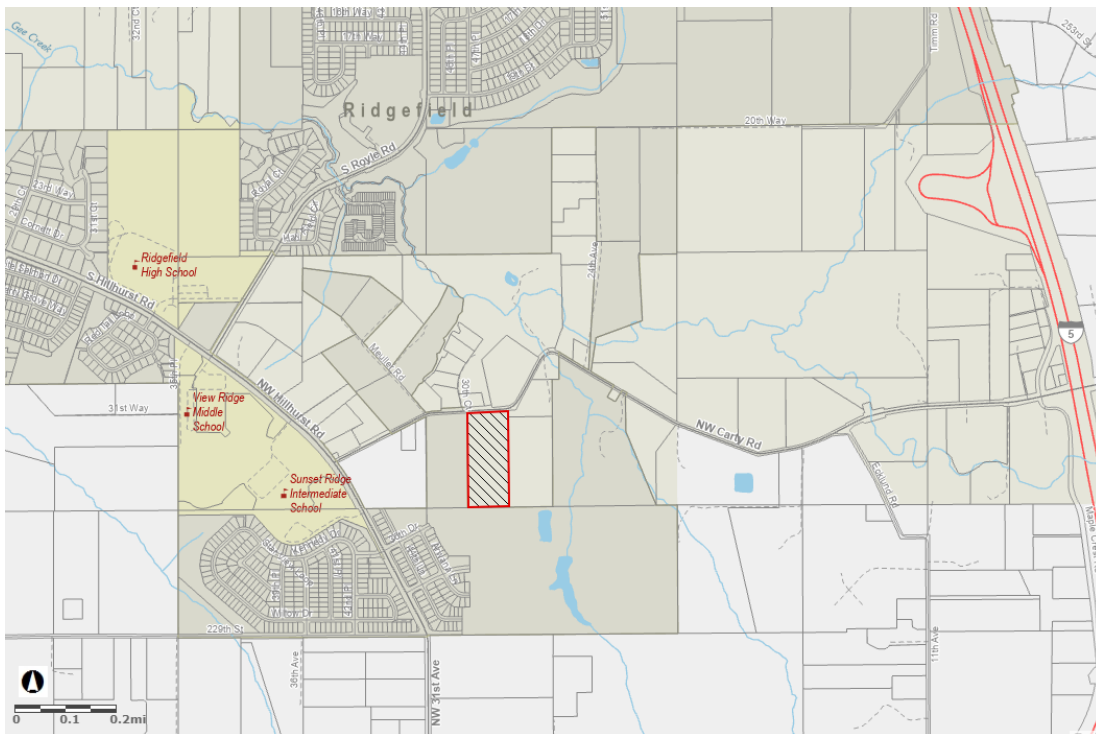
CITY OF RIDGEFIELD

Ron Onslow, Mayor

ATTEST/AUTHENTICATED:

Julie Ferriss
City Clerk

Attachment A: Golden Acres Annexation Area





COMMUNITY DEVELOPMENT DEPARTMENT

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

Resolution No. 648: Golden Acres Intent to Annex Staff Report

Files No. MASTER-24-0020, PLZ-24-0018

May 15, 2024

I. Basic Facts

Council date: May 23, 2024

Action requested: Golden Acres Notice of Intent to Annex and Council determination whether to proceed with annexation.

Application date: On April 18, 2024 the City received the Golden Acres Intent to Annex application. On April 23, 2024 staff found the application technically complete.

Applicant: Anthony G. Golden. 2825 NW Carty Road / Ridgefield, WA 98642. Contact: 360-737-9152, goldenexpedite@gmail.com

Applicant's Representative: Same as applicant.

Owner: Same as applicant.

Property Information: 2825 NW Carty Road / Ridgefield, WA 98642. #31 S33 T4N R1E WM, Assessor's #216700000, 9.75 acres.

County Zoning: Single Family Residential (R1-10), Urban Holding 10 (UH-10) Overlay

Comprehensive Plan Designation: Urban Low (UL)

Carty Road Subarea Plan Zoning: Residential Low Density 4 (RLD-4)

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

II. Documents Received

- A. Master land use application
- B. Notice of intent to annex application
- C. Declaration of intent to annex
- D. Narrative
- E. Vicinity map

III. Property Information

The Intent to Annex includes one parcel off NW Carty Road. The parcel is in the Ridgefield Urban Growth Area (UGA) and is contiguous with the existing Ridgefield City limits on three sides. Therefore, the parcel is eligible for annexation. The property information is as follows:

Property Owner	Legal	Square Feet	Acres	2023 Assessed Taxable Property Value for 2024 Taxes	Site Address
GOLDEN ANTHONY G	#31 S33 T4N R1E WM, Assessor's #216700000	424,710	9.75	\$893,461.00	2825 NW Carty Rd

Figure 1. Vicinity Map

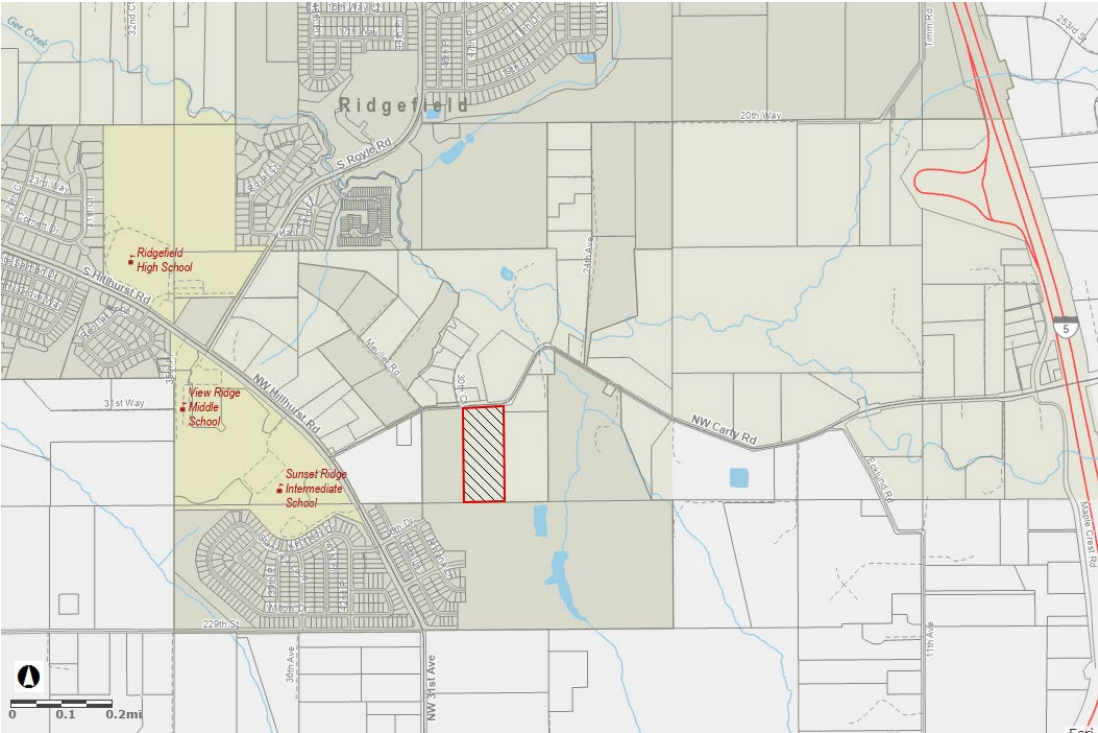


Figure 2. Site Map



IV. Zoning and Development

The comprehensive plan designation on the site is Urban Low (UL). The current Clark County zoning is Single Family Residential (R1-10), with the Urban Holding – 10 (UH-10) overlay. RDC 18.210.015.A states that the city shall designate all newly annexed lands designated for urban low density residential as Residential Low Density 4, 6, or 8. Under the adopted Carty Road Subarea Plan, the zoning designation is RLD-4.

Per the applicant's introductory statement, they intend to develop the parcel with housing following annexation.

The adopting ordinance for annexation would limit the ability to subdivide the parcel and lift Urban Holding until development code provisions implementing the goals of the Carty Road Subarea Plan are adopted.

V. Direct Petition Method

The direct petition method of annexation (RCW 35A.14.120-150) requires that owners of 10% or more of the land value of the proposed annexation area must sign the Notice of Intent to Annex. Road values are not included in this calculation. The signatures on the Notice of Intent to Annex represent 100% ownership, exceeding the 10% threshold of the Notice of Intent to Annex.

VI. Procedure

At this meeting, City Council will determine:

- **Whether the city will accept or reject the Golden Acres Notice of Intent to Annex;**
 - With an intent to annex, Council also has the option to geographically modify the annexation area. The annexation area Council defines through the intent to annex process may be reduced but not increased through the subsequent petition to annex process.
- Whether the city will require the simultaneous adoption of a proposed zoning regulation, if such a proposal has been prepared and filed (as provided for in RCW 35A.14.330 and RCW 35A.14.340);
- Whether the property, if annexed, will be consistent with the 2016 Ridgefield Urban Area Comprehensive Plan (RUACP);
- Whether the property, if annexed, will be required to assume all or any portion of the city's existing general indebtedness; and
- Whether the property, if annexed, will be supported by the city's Capital Facilities Plan.

Should the Council accept the Notice of Intent to Annex, the Council authorizes the Notice of Petition to Annex to be circulated. The Petition to Annex process is:

- 60% Notice of Petition to Annex: The applicant shall secure the signatures of the property owners holding a minimum of 60% of the total value of the area proposed for annexation;
- Petition to Annex Application: The applicant shall submit a complete Petition to Annex application to the city;
 - Public Services: In the application, the applicant shall demonstrate that there are adequate public services available to serve the annexation area;
 - Survey: In the application, the applicant shall include a survey map and legal description of the entire annexation area including adjacent right-of-way not yet in the City limits.
- Certification of Sufficiency: The City shall send the 60% petition to Clark County for review of legal description and to obtain a Certification of Sufficiency;
- SEPA: The city shall prepare and circulate a SEPA DNS for rezoning the properties consistent with the RUACP;
- Council Hearing: City Council shall conduct a public hearing on the Notice of Petition to Annex;
- Council 2nd reading: City Council shall hold a 2nd reading to determine whether the city will accept or reject the Notice of Petition to Annex;
- Ordinances: The city shall adopt an ordinance annexing certain lands, adopt a zoning ordinance for the annexed area, and forward the ordinance(s) to the Clark County Assessor's Office, State Department of Revenue, State Department of Commerce, and State Office of Financial Management; and
- Census: The City Clerk shall report population increases to census reporting agencies.

VII. Motion:

To accept the Intent to Annex: "I move to adopt Resolution No. 648 as presented."

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: May 23, 2024

AGENDA ITEM NAME: Motion - Approval of the Bylaws for the Planning Commission, Parks Advisory Board, and Roundabout Committee

GOVERNING LEGISLATION

RCW 35.63 – Planning Commissions; RMC 2.12 – Planning Commission; RMC 2.56 – Parks Board; RCW 35.18.060 – Authority to appoint boards and commissions.

PREVIOUS COUNCIL ACTION TAKEN:

Planning Commission Established 1966; Parks Board of Commissioners established 2008; Roundabout Committee established 2023.

SUMMARY/BACKGROUND:

The Rules of Procedure for the Planning Commission and Parks Board were adopted at the time the Commission and Board were established. The Rules have not been reviewed and updated by City Council for 12+ years. The Roundabout Committee was established in 2023, and Rules of Procedure have not yet been approved by Council.

The proposed Rules of Procedure are before Council for the following reasons:

1. To create uniform Rules and processes across City boards and commissions where feasible and practicable.
2. To assure Rules are consistent with Ridgefield Municipal Code and Washington State Law.
3. To update Rules for compliance with changes in practice, community expectations and applicable laws.
4. To assure clarity in the meaning and language of the Rules.

The proposed Rules are organized as and include the following content:

Title/Contents	Significant Proposed Changes OR Requires Modifications to RMC
Authority & Purpose • Purpose of the PC and Parks Board as defined in RCW and RMC; and purpose of the Roundabout Committee as authorized by Council. • Clarifies use of Robert’s Rules of Order.	None

Membership & Organization • Qualifications: within City limits and an elector for PC. • Term of office as defined by RCW and RMC: 4 years for PC; 3 years for Parks and 2 years for Roundabout. • Procedure for resignation: Letter to Mayor. • Authority for removal from office: inefficiency, neglect of duty, malfeasance in office, no longer meeting qualification requirements or three unexcused absences. • Procedure for vacancy: same as for original appointment = appointed by Mayor and confirmed by Council for unexpired term. • Members are selected without respect to political affiliation; members are volunteers and do not receive compensation.	Qualifications: Current RMC qualifications for Parks: “Eligible members shall include residents, property owners and business owners within the urban growth area of the city and citizens residing within the boundaries of the Ridgefield school district.” Removal from office: Current RMC and Rules allow for removal from office for three <u>consecutive</u> unexcused absences.
Officers & Elections • Chair and Vice Chair appointed biannually in January for PC and annually in January for Parks and Roundabout. • Clarifies that Chair is presiding officer at meetings, or Vice Chair if Chair not in attendance. • Duties of Presiding Officer: to run orderly meetings.	Appointment: Current RMC and Rules for Parks Board require annual appointment of officers in <u>December</u>.
Duties & Responsibilities • Outline duties and authority as defined in RCW, RMC and as authorized by Council. • Clarification that all Boards and Commissions are advisory.	None
Meetings • Describes day/time for meetings as outlined in RCW, RMC and as authorized by Council.	Public Comment: • Limits public comment to a total of 30 minutes.

• Defines a consistent meeting agenda for all Boards and Commissions. • Outlines types of meetings: regular, special and work sessions. • Requires compliance with Open Public Meetings Act. • Outlines rules for public comment. • Clarifies decorum for audience members.	• Restricts individuals to speaking only once on the same item. Decorum for audience: • Defines “disruptive” behavior and potential consequences for engaging in this type of behavior.
Public Hearings • Defines procedural and legal requirements for public hearings.	Clarification but no significant changes from current Rules.
Rules of Meetings • Defines attendance requirements and procedure for excusing an absence from a meeting. • Allows remote attendance at a meeting if a member is otherwise unable to attend. • Outlines procedure for voting and defines quorum.	NEW: Remote attendance authorized in certain circumstances.
Code of Ethics & Decorum • Requires members to comply with the RCW Code of Ethics and the Ridgefield City Council Code of Conduct. • Defines “conflict of interest” and procedure of a member has a conflict: notify and recuse from discussion. • Clarifies when a member may and may not speak on behalf of the Board or Commission.	NEW: Current Rules do not include a Code of Conduct.
Conflicts & Amendments • Clarifies that Rules supplement and do not replace state law or the RMC. • Requires that amendments to the Rules be reviewed the Board or Commission and	Clarifies procedure for amending Rules.

approved by City Council.	
---------------------------	--

The Planning Commission, Parks Board and Roundabout Committee have reviewed and discussed the proposed Rules. All recommended modifications have been incorporated. Therefore, the Rules are recommended for adoption.

BUDGET/FINANCIAL IMPACTS:

None.

RECOMMENDED ACTION OR MOTION:

If the Council chooses to adopt the proposed bylaws, the motion would be:
“I move to adopt the Rules of Procedure for Planning Commission, Parks Board and the Roundabout Committee as presented.”

STAFF CONTACT: Lee Knottnerus, Deputy City Manager

ATTACHMENTS:

1. Planning Commission.Proposed Rules.May 2024
2. Parks Board Rules.Proposed.May 2024
3. RoundaboutCommittee.Proposed Rules.May 2024

RIDGEFIELD PLANNING COMMISSION

RULES OF PROCEDURE

Last Update: [date]

1. AUTHORITY AND PURPOSE

The Ridgefield Planning Commission ("Commission") was established under the provisions of RCW 35.63 and the Ridgefield Municipal Code ("RMC") Chapter 2.12. The Commission has the duty, responsibility, and authority to act as the research and fact-finding agency of the municipality. The Commission has all authority as set forth in RCW 35.63.060.

These bylaws constitute the official rules of procedure for the Planning Commission. Where rules of procedure are not addressed in these bylaws, the Commission shall be governed by the Ridgefield Municipal Code and/or by Robert's Rules of Order, Newly Revised.

2. MEMBERSHIP AND ORGANIZATION

The Commission will be made up of seven (7) members appointed by the Mayor and confirmed by City Council.

2.1 Qualifications: All members of the Commission must reside within the corporate limits of the city. They must be qualified to be electors in the city but need not be so registered.

2.2 Term of Office: The term of office for each appointive member shall be four years.

2.3 Resignation: If a member is unable to complete their term of service, a letter of resignation shall be sent to the Mayor indicating the effective date of the resignation.

2.4 Removal or Forfeiture of Office: Members may be removed by the city manager, with the approval of the council, for inefficiency, neglect of duty, malfeasance in office, no longer meeting the qualification requirements, or three unexcused absences from meetings of the Commission.

2.5 Vacancies: Vacancies occurring otherwise than through the expiration of terms shall be filled for the unexpired term by the City Council in the same manner as for appointments.

2.6 Political Affiliation and Compensation: The members shall be selected without respect to political affiliations, and they shall serve without compensation.

3. OFFICERS AND ELECTIONS

The officers of the Commission shall consist of a Chair and Vice-Chair elected from the members of the Commission and such other officers as the Commission may, by majority vote, approve and appoint.

The election of officers shall take place biennially at a meeting in January of each even-numbered calendar year. The term of each officer shall run until a subsequent election of officers.

3.1 Duties of the Officers

The Chair shall be the Presiding Officer for Commission meetings. In the event that the Chair is not in attendance, the Vice-Chair shall be the Presiding Officer.

The Presiding Officer's duties include:

1. Call the meeting to order.
2. Keep the meeting to its order of business.
3. Control the discussion in an orderly manner.
 - Introduce the agenda topic, provide for staff presentation and questions from the Commission, and call for discussion among members.
 - Give every Commission member who wishes an opportunity to speak.
 - Permit audience participation at the appropriate times.
 - Require all speakers to speak to the question and to observe the rules of order.
 - Guide the Commission in providing direction to staff and making recommendations to City Council.
4. State each motion before it is discussed and before it is voted on.
5. Put motions to a vote and announce the outcome or summarize consensus direction achieved by the Commission.
6. Decide all questions of order.

4. DUTIES AND RESPONSIBILITIES

The authority of the Commission is limited to those specific functions set forth in the RMC. The purpose of the Commission is advisory to the City Council.

As an advisory body, the Commission does not have the authority to take binding action on behalf of the City. Recommendations shall be made to Council as follows:

1. The Commission shall vote on business issues before them at regular and/or special meetings.
2. Copies of minutes of all meetings shall be provided to City Council.
3. The vote shall be reported to City Council or in written and verbal staff reports at a regular or special meeting for consideration in the final decision-making on the issue.

4.1 Duties of the Commission

The Commission acts as the research and fact-finding agency for Ridgefield. To that end it may conduct surveys, analyses, research and reports as are generally authorized or requested by City Council, or by the state with the approval of its council.

The Commission will prepare a coordinated plan for the physical development of Ridgefield within the areas set forth by RCW Sections 35.63.080, 35.63.090, 35.63.100 and 35.63.110.

4.2 Responsibilities of the members:

The members of the Commission accept the responsibility of the office and declare their intention to execute the duties defined under the State law and the RMC to the best of their ability and to respect and observe the requirements established by the Ridgefield City Council.

5. MEETINGS

Public notice of meetings or of public hearings before the Commission shall be provided as required by law.

5.1 Regular Meetings

The Commission shall hold at least one regular meeting in each month for not less than nine months in each year. Meetings shall be held on the first Wednesday of each month at 6:30PM and shall be open to the public.

No meetings shall be permitted to continue beyond 10PM without approval of a majority of the members present.

When a regular meeting falls on a legal holiday, the regular meeting shall occur on the next Wednesday following the scheduled meeting date unless otherwise designated by the Chair.

If no matters over which the Commission has jurisdiction are pending upon its calendar, a meeting may be cancelled by notice of the Chair or designee.

5.2 Order of Business: An agenda shall be prepared for each regular meeting consisting of the following order of business:

1. General Session Call to Order
 - Flag Salute
 - Roll Call – Request by Presiding Officer for verbal identification of member attendance.
 - Late Changes – Request by Presiding Officer for verbal identification of any late changes to the agenda.
2. Public Comment
3. Consent Agenda
 - Approval of Minutes – Request by Presiding Officer for motion to approve the minutes of a previous meeting(s).
4. Presentation
5. Business
6. Public Hearing/Business
7. Public Comment
8. Staff Reports
9. From the Commission
10. Adjourn

5.3 Special Meetings

Special meetings shall be at the call of the Chair or by request of another member and approved by the chair. Special meetings require a minimum of a 24-hour notice. Special meetings shall follow the same order of business as for Regular meetings.

5.4 Work-Study Sessions

Work study sessions may be held on an as-needed basis at the call of the Chair. No action of the Commission will be taken during work-study sessions.

5.5 Record of Meetings: All regular and special meetings shall be recorded, and summary minutes produced including resolutions, transactions, findings and determinations.

Public hearings shall be recorded, and such recordings shall be a part of the official record.

Work-study sessions may be recorded but no written record of the sessions will be created.

All recordings, video and audio, and summary minutes are a public record.

5.6 Public Comment and Testimony

Planning Commission regular meetings may allow the public to express its views during Public Comment. The total time allowed for public comment is 30 minutes at each public comment period, unless extended by the Presiding Officer.

1. During Public Comment, the Commission will provide members of the public the opportunity to speak on issues not subject to a specific public hearing on the agenda for the meeting being held.
2. Individuals may speak for three (3) consecutive minutes or less.
3. An individual may only speak once on an item or subject unless the Presiding Officer authorizes otherwise. Time cannot be donated by one speaker to another.
4. Speakers appearing in person are asked to come to the podium to have their testimony or comments heard. Speakers appearing virtually are asked to raise their hand and unmute to have their testimony or comments heard. Each speaker must begin by clearly stating their first and last name, city of residence, and if applicable, the organization they are representing.

5.7 Decorum for Audience Members

Persons attending and/or participating in Commission meetings must not engage in speech or conduct that disrupts, disturbs or otherwise impedes the orderly conduct of any meeting.

Disruptions may include but are not limited to:

1. Addressing the Commission while the Commission is in session without the permission of the Presiding Officer.
2. Failure of a speaker to comply with the rules concerning public comment.
3. Whistling, hand clapping, stomping of feet, shouting or other outbursts.
4. Approaching Commission members or city employees who are staffing the meeting while the Commission meeting is in progress, unless authorized to do so by the Presiding Officer.
5. Threat of violence that place a person in fear of harm; use of obscene language or gestures or assault or attempt assault.

Repeated disruptions may result in the person being reprimanded by Presiding Officer, excluded from participation in public comment or from attendance at one or more future Commission or other public City meetings.

6. PUBLIC HEARINGS

The purpose of a public hearing is to gather information and obtain public input on a specific subject the Commission is studying. Public hearings are required by state law when a city addresses such matters as comprehensive land use plans.

6.1 Staff Reports for Public Hearings

Staff reports to the Commission shall contain the following minimum information:

1. Background information identifying the issues or issues for consideration inclusive of key dates, concerns, and procedural information.
2. Identification of the Commission's options for making recommendations to the City Council.
3. The result of the determination pursuant to the State Environmental Policy Act, if applicable.
4. Exhibits containing written and/or plan information necessary to assist the Commission in developing recommendations.

The staff report shall be distributed to the Commission and parties of record no less than three calendar days prior to the scheduled hearing and made available to the public as required by RMC and state law.

6.2 Order of Business

Public hearings will be scheduled during regularly scheduled meetings.

Prior to the start of the public hearing, the Presiding Officer will state the purpose of and process for the hearing and request that staff provide an introductory staff report.

The process for a public hearing shall be:

1. The presiding officer identifies the topic of the public hearing and declares the public hearing open.
2. The presiding officer will call for public testimony.
3. During public testimony, there is no interaction or questions between the speaker(s) and Councilmembers. For public testimony:
 - Persons wishing to speak, either in-person or through remote participation, shall sign in and will be called to speak in the order in which they signed. The presiding officer will then call for any additional speakers.
 - No specific time limits are placed on the length of public hearings.
 - Speakers appearing in person are asked to come to the podium to have their testimony or comments heard. Speakers appearing virtually are asked to raise their hand and unmute to have their testimony or comments heard. Comments shall not be made from any other location. Each speaker must begin by clearly stating their first and last name, city of residence, and if applicable, the organization they are representing.
 - Individuals may speak for three (3) consecutive minutes or less.
 - Speakers are encouraged to indicate support for or opposition to previous comments rather than repeating prior testimony.
 - There will be no demonstrations, applause or other audience participation, before, during or at the conclusion of anyone's presentation. Such expressions are disruptive and take time away from the speakers.

These rules are intended to promote an orderly system of holding a public hearing, to give persons an opportunity to be heard and to ensure that individuals are not embarrassed by exercising their right of free speech.

4. Following all public testimony, the presiding officer declares the public hearing closed.
5. The Presiding Officer returns the subject to the Commission for discussion and/or motion. All motions are to be in the form of an affirmative motion. If Commission members have questions of any of the speakers or staff. If any Commissioner has questions of a speaker, the appropriate individual will be recalled to the podium.
6. All motions shall require a majority vote of the quorum to be approved.

6.3 Continuation of a Public Hearing

If, in the opinion of the Commission, more information is necessary to make a recommendation or decision, the Commission may continue the hearing to a time and date certain upon vote of the Commission. Additional information for a continued hearing may be submitted by an interested party or city staff prior to the continued hearing date, provided such information shall be submitted to the City and distributed to the Commission a minimum of three calendar days before the date of the continued public hearing.

6.4 Hearing Record:

All written material provided before or during the hearing will be included in the hearing record.

6.5 Recommendations and Decisions.

All legislative matters before the Commission shall be reviewed by the Commission, and a recommendation developed on the proposed action to the City Council. Staff shall, in their staff report to the City Council, report on the recommendation of the Commission. A recommendation to the City Council shall be forwarded from the

Commission for City Council consideration at a regular or special meeting and shall contain the complete record of the proceeding before the Commission.

7. RULES OF MEETINGS

7.1 Attendance

Attendance is expected of each member at all regular and special meetings. In the event that a member must miss a meeting, that member must notify the Clerk for the Commission as soon as reasonably possible prior to the meeting.

The Commission members in attendance may vote to excuse the member for missing the meeting.

If a member fails to provide the required notice or the Commission does not vote to excuse the absence, the absence will be considered unexcused. The unexcused absence of a member from more than three (3) meetings may be cause for removal.

7.2 Remote participation

Members are expected to attend Commission meetings in person whenever possible. However, if remote participation is available in the meeting, remote attendance will be considered as an alternative and infrequently used method for participation by a member, subject to the member providing sufficient advance notice and demonstrating that satisfactory equipment will be available for their participation.

Commission meetings may be held remotely in the following circumstances:

1. Due to fire, flood, earthquake or other emergency and there is a pressing need for action by the Commission to address the emergency; or
2. There is a pressing need for action and a physically present quorum of members is prevented but can be obtained through remote means.

Approved remote participation will be considered attendance at the meeting and shall be counted toward determination of a quorum.

7.3 Open Public Meetings

Members shall fully comply with RCW 42.30, Open Public Meetings Act, including RCW 42.30.205 which requires training on the OPMA's requirements.

All meetings of the Commission shall be open to the public; provided, the Commission may hold Executive Sessions as permitted by law.

7.4 Rules of Procedure

Except as modified by these rules of procedure, Robert's Rules of Order, newly revised, shall govern the conduct of the meetings.

7.5 Quorum

A majority of the members shall constitute a quorum and is required for transaction of all Commission business and the taking of official action. The Chair or Vice-Chair need not be present to constitute a quorum.

7.6 Voting

Each member shall have one vote. Only members present at a meeting, either in-person or virtually, may vote. No vote may be cast by proxy. The Chair may vote on any issue. A majority vote shall carry, and minority opinions shall be formally registered in the summary minutes.

All votes shall be taken by voice. At the request of a member, a roll call vote may be taken.

If a member is silent on a vote, it shall be recorded as an affirmative vote. If a member abstains, it shall be recorded as an abstention and not included in the vote tally.

The Commission can transact all necessary business whenever a quorum is present. All formal actions of the Commission shall require a majority vote of the quorum to be approved.

8. CODE OF ETHICS AND DECORUM

A Commission member is a representative of the City of Ridgefield and, therefore, a member's actions should reflect that representation.

8.1 Code of Ethics

Members shall fully comply with RCW 42.23, Code of Ethics for Municipal Officers, and the most current version of the City of Ridgefield Code of Conduct, as adopted by the City Council.

8.2 Meeting Decorum

While a Commission meeting is in session, a member shall neither, by conversation or otherwise, delay or interrupt the meeting or the peace of the Commission, nor disrupt any member while speaking nor refuse to obey the orders of the Chair.

8.3 Conflict of Interest

To preserve the integrity of the Commission, if a member reasonably believes that he/she has a conflict of interest in regard to a matter before the Commission, the member should recuse themselves from discussion or vote on the matter and shall leave the meeting room while the matter is under consideration. A member may seek advice from the City Attorney in making this determination.

8.4 Ex Parte Communication

All ex parte communication by any member of the Commission shall be disclosed at the beginning of a public hearing or discussion of the topic during a meeting. The Presiding Officer in consultation with the members may direct that the member disclosing ex parte communication be excused from participation in the proceedings.

8.5 Representing the City

The members shall not speak for or advocate on behalf of the City or Commission, or act in a manner that may be construed as representing the City, unless specifically authorized to do so by the City Council. Similarly, a member not authorized to speak for the Commission unless specifically authorized by the Commission.

If a member is meeting with, speaking to, or otherwise appearing before a member of the public, group or other governmental agency, the member shall clearly state that their statement reflects their personal opinion if it is not the official position of the Commission.

9. CONFLICTS AND AMENDMENTS

These rules are intended to supplement and not supplant the requirements set forth in state statutes and/or requirements found in the RMC. In the event of a conflict between these rules and requirements of state law and/or RMC, the state law or RMC will prevail.

Proposed amendments to these bylaws may be approved by a vote of the Commission, as defined in these Rules. The amendments must be approved by City Council prior to taking effect.

DRAFT

PARKS BOARD OF COMMISSIONERS

RULES OF PROCEDURE

Last Adopted: [DATE]

1. AUTHORITY AND PURPOSE

The Parks Board of Commissioners ("Board" or "Parks Board") was established under the provisions of the Ridgefield Municipal Code ("RMC") Chapter 2.56. The Board is established to provide advisory assistance and recommendations to the city manager and city council on park planning, park acquisition, and park operations and maintenance within the current and future city limits of the city of Ridgefield.

These bylaws constitute the official rules of procedure for the Parks Board. Where rules of procedure are not addressed in these bylaws, the Board shall be governed by the Ridgefield Municipal Code and Robert's Rules of Order, Newly Revised.

2. MEMBERSHIP AND ORGANIZATION

The Board will consist of seven (7) members appointed by the Mayor and confirmed by the City Council.

2.1 Qualifications: All members of the Board must reside within the corporate limits of the city. They must be qualified to be electors in the city but need not be so registered.

2.2 Term of Office: The term of office for each appointive member shall be three years.

2.3 Resignation: If a member is unable to complete their term of service, a letter of resignation shall be sent to the Mayor indicating the effective date of the resignation.

2.4 Removal or Forfeiture of Office: Members may be removed by the city manager, with the approval of the council, for inefficiency, neglect of duty, malfeasance in office, no longer meeting the qualification requirements, or three unexcused absences from meetings of the Board.

2.5 Vacancies: Vacancies occurring otherwise than through the expiration of terms shall be filled for the unexpired term by the City Council in the same manner as for appointments.

2.6 Political Affiliation and Compensation: The members shall be selected without regard to political affiliations and serve without compensation.

3. OFFICERS AND ELECTIONS

The officers of the Parks Board shall consist of a Chair and Vice-Chair elected from the members of the Board and such other officers as the Board may, by majority vote, approve and appoint.

The election of officers shall take place annually at a meeting in January. The term of office of each officer shall run until a subsequent election of officers.

3.1 Duties of the Officers

The Chair shall be the Presiding Officer for Board meetings. In the event the Chair is not in attendance, the Vice-Chair shall be the Presiding Officer.

The Presiding Officer's duties include:

1. Call the meeting to order.

2. Keep the meeting to its order of business.
3. Control the discussion in an orderly manner.
 - Introduce the agenda topic, provide for staff presentation and questions from the Board, and call for discussion among members.
 - Give every Board member who wishes an opportunity to speak.
 - Permit audience participation at the appropriate times.
 - Require all speakers to speak to the question and to observe the rules of order.
 - Guide the Board in providing direction to staff and making recommendations to the City Council.
4. State each motion before it is discussed and voted on.
5. Put motions to a vote and announce the outcome or summarize the consensus direction achieved by the Board.
6. Decide all questions of order.

4. DUTIES AND RESPONSIBILITIES

The authority of the Board is limited to those specific functions set forth in the RMC. The purpose of the Board is to advise the City Council.

As an advisory body, the Board does not have the authority to take binding action on behalf of the City. Recommendations shall be made to the City Council as follows:

1. The Board shall vote on business issues before them at regular and special meetings.
2. Copies of minutes of all meetings shall be provided to the City Council.
3. The vote shall be reported to the City Council or in written and verbal staff reports at a regular or special meeting for consideration in the final decision-making on the issue.

4.1 Duties of the Parks Board

The Board acts as the research and fact-finding agency for Ridgefield. To that end, it may conduct surveys, analyses, research, and reports as are generally authorized or requested by the City Council or by the state with the approval of its council.

4.2 Responsibilities of the members:

The Board members accept the office's responsibility and declare their intention to execute the duties defined under the State law and the RMC to the best of their ability and to respect and observe the requirements established by the City Council.

5. MEETINGS

Public notice of meetings or public hearings before the Board shall be provided as required by law.

5.1 Regular Meetings

The Board shall hold at least one regular meeting each month. Meetings shall be held on the second Wednesday of each month at 6:30 PM and shall be open to the public. No meetings shall be permitted to continue beyond 10:00 PM without the approval of a majority of the members present.

When a regular meeting falls on a legal holiday, the regular meeting shall occur seven days following the scheduled meeting date unless otherwise designated by the Chair.

If no matters over which the Board has jurisdiction are pending upon its calendar or a quorum will not be in attendance, a meeting may be canceled by notice of the Chair or designee.

5.2 Order of Business: An agenda shall be prepared for each regular meeting consisting of the following order of business:

1. General Session Call to Order
 - Flag Salute
 - Roll Call – Request by the Presiding Officer for verbal identification of member attendance.
 - Late Changes – Request by the Presiding Officer for verbal identification of any late changes to the agenda.
2. Public Comment
3. Consent Agenda
 - Approval of Minutes – Request by the Presiding Officer for motion to approve the minutes of a previous meeting(s).
4. Presentation
5. Business
6. Public Hearing/Business
7. Public Comment
8. Staff Reports
9. From the Board
10. Adjourn

5.3 Special Meetings

Special meetings shall be at the call of the Chair or by request of another member and approved by the Chairperson. Special meetings require a minimum of a 24-hour notice. Special meetings shall follow the same order of business as Regular meetings.

5.4 Work-Study Sessions

Work study sessions may be held on an as-needed basis at the Chair's call. No action of the Board will be taken during work study sessions.

5.5 Record of Meetings: All regular and special meetings shall be recorded, and summary minutes produced, including resolutions, transactions, findings, and determinations.

Public hearings shall be recorded, and such recordings shall be a part of the official record.

Work-study sessions may be recorded, but no written record will be created.

All recordings, video and audio, and summary minutes are public records.

5.6 Public Comment and Testimony

Parks Board regular meetings may allow the public to express its views during Public Comment. The total time allowed for public comment is thirty (30) minutes at each Public Comment period, unless extended by the Presiding Officer.

1. During Public Comment, the Board will allow members of the public to speak on issues not subject to a specific public hearing on the agenda for the meeting being held.
2. Individuals may speak for three (3) consecutive minutes or less.
3. An individual may only speak once on an item or subject unless the Presiding Officer authorizes otherwise. One speaker may not donate time to another.
4. Speakers appearing in person are asked to come to the podium to share their testimony or comments. Speakers appearing virtually are asked to raise their hand and unmute to have their testimony or comments

heard. Each speaker must begin by clearly stating their first and last name, city of residence, and, if applicable, the organization they are representing.

5.7 Decorum for Audience Members

Persons attending or participating in Board meetings must not engage in speech or conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting.

Disruptions may include but are not limited to:

1. Addressing the Parks Board while the Board is in session without the permission of the Presiding Officer.
2. Failure of a speaker to comply with the rules concerning public comment.
3. Whistling, hand clapping, stomping of feet, shouting, or other outbursts.
4. Approaching Board members or city employees who are staffing the meeting while the Board meeting is in progress unless authorized by the Presiding Officer.
5. Threat of violence that places a person in fear of harm, use of obscene language or gestures, or assault or attempt assault.

Repeated disruptions may result in the person being remanded by the Presiding Officer, excluded from participation in public comment or attendance at one or more future Board or other public City meetings.

6. **PUBLIC HEARINGS**

The purpose of a public hearing is to gather information and obtain public input on a specific subject the Board is studying. Public hearings are required by state law when a city addresses such matters as comprehensive land use plans.

6.1 Staff Reports for Public Hearings

Staff reports to the Board shall contain the following minimum information:

1. Background information identifying the issues or issues for consideration, including key dates, concerns, and procedural information.
2. Identification of the Board's options for making recommendations to the City Council.
3. The result of the determination pursuant to the State Environmental Policy Act, if applicable.
4. Exhibits containing written or plan information necessary to assist the Board in developing recommendations.

The staff report shall be distributed to the Board and parties of record no less than three calendar days prior to the scheduled hearing and made available to the public as required by RMC and state law.

6.2 Order of Business

Public hearings will be scheduled during regularly scheduled meetings.

Prior to the start of the public hearing, the Presiding Officer will state the purpose of and process for the hearing and request that staff provide an introductory staff report.

The process for a public hearing shall be:

1. The presiding officer identifies the topic of the public hearing and declares the public hearing open.
2. The presiding officer will call for public testimony.
3. During public testimony, there is no interaction or questions between the speaker(s) and members. For public testimony:
 - Persons wishing to speak, either in person or through remote participation, shall sign in and be called to speak in the order they signed. The presiding officer will then call for any additional speakers.
 - No specific time limits are placed on the length of public hearings.

- Speakers appearing in person are asked to come to the podium to have their testimony or comments heard. Speakers appearing virtually are asked to raise their hand and unmute to have their testimony or comments heard. Comments shall not be made from any other location. Each speaker must begin by clearly stating their first and last name, city of residence, and, if applicable, the organization they are representing.
 - Individuals may speak for three (3) consecutive minutes or less.
 - Speakers are encouraged to indicate support for or opposition to previous comments rather than repeating prior testimony.
 - There will be no demonstrations, applause, or other audience participation before, during, or at the conclusion of any presentation. Such expressions are disruptive and take time away from the speakers.
 - These rules are intended to promote an orderly system of holding a public hearing, to give persons an opportunity to be heard, and to ensure that individuals are not embarrassed by exercising their right to free speech.
4. Following all public testimony, the presiding officer declares the public hearing closed.
 5. The Presiding Officer returns the subject to the Board for discussion or motion. All motions are to be in the form of an affirmative motion. If Board members have questions for any of the speakers or staff, the appropriate individual will be recalled to the podium.
 6. All motions require a majority vote of the quorum to be approved.

6.3 Continuation of a Public Hearing

If, in the opinion of the Board, more information is necessary to make a recommendation or decision, the Board may continue the hearing to a time and date certain upon vote of the Board. Additional information for a continued hearing may be submitted by an interested party or city staff prior to the continued hearing date, provided such information shall be submitted to the City and distributed to the Board a minimum of three calendar days before the date of the continued public hearing.

6.4 Hearing Record:

All written material provided before or during the hearing will be included in the hearing record.

6.5 Recommendations and Decisions.

All legislative matters before the Board shall be reviewed by the Board, and a recommendation shall be developed on the proposed action to the City Council. In their staff report to the City Council, staff shall report on the recommendation of the Board. A recommendation to the City Council shall be forwarded from the Board for City Council consideration at a regular or special meeting and shall contain the complete record of the proceeding before the Board.

7. **RULES OF MEETINGS**

7.1 Attendance

Attendance is expected of all members at all regular and special meetings. In the event that a member must miss a meeting, that member must notify the Clerk for the Board as soon as reasonably possible prior to the meeting.

The Board members in attendance may vote to excuse the member for missing the meeting.

The absence will be considered unexcused if a member fails to provide the required notice or the Board does not vote to excuse the absence. The unexcused absence of a member from more than three (3) meetings may be cause for removal.

7.2 Remote participation

Members are expected to attend Board meetings in person whenever possible. Remote attendance will be considered an alternative and infrequent method for participation by a member, subject to the member providing sufficient advance notice and demonstrating that satisfactory equipment will be available.

Board meetings may be held remotely in the following circumstances:

1. Due to fire, flood, earthquake, or other emergency and there is a pressing need for action by the Board to address the emergency; or
2. There is a pressing need for action and a physically present quorum of members is prevented but can be obtained through remote means.

Approved remote participation will be considered attendance at the meeting and shall be counted toward the determination of a quorum.

7.3 Open Public Meetings

Members shall fully comply with RCW 42.30, Open Public Meetings Act (OPMA), including RCW 42.30.205, which requires training on the OPMA's requirements.

All meetings of the Board shall be open to the public. The Board may hold Executive Sessions as permitted by law.

7.4 Rules of Procedure

Except as modified by these rules of procedure, Robert's Rules of Order, newly revised, shall govern the conduct of the meetings.

7.5 Quorum

A majority of the members shall constitute a quorum and is required for the transaction of all Board business and the taking of official action. The Chair or Vice-Chair need not be present to constitute a quorum.

7.6 Voting

Each member shall have one vote. Only members present at a meeting, in-person or virtually, may vote. No vote may be cast by proxy. The Chair may vote on any issue. A majority vote shall carry, and minority opinions shall be formally registered in the summary minutes.

All votes shall be taken by voice. At the request of any member, a roll call vote may be taken.

If a member is silent on a vote, it shall be recorded as an affirmative vote. If a member abstains, it shall be recorded as an abstention and not included in the vote tally.

The Board can transact all necessary business whenever a quorum is present. All formal actions of the Board shall require a majority vote of the quorum to be approved.

8. CODE OF ETHICS AND DECORUM

A Board member is a representative of the City of Ridgefield; therefore, a member's actions should reflect that representation.

8.1 Code of Ethics

Members shall fully comply with RCW 42.23, Code of Ethics for Municipal Officers, and the most current version of the City of Ridgefield Code of Conduct, as adopted by the City Council.

8.2 Meeting Decorum

While a Board meeting is in session, a member shall neither, by conversation or otherwise, delay or interrupt the meeting or the peace of the Board, disrupt any member while speaking, or refuse to obey the orders of the Chair.

8.3 Conflict of Interest

To preserve the integrity of the Board, if a member reasonably believes they have a conflict of interest regarding a matter before the Board, the member should recuse themselves from discussion or vote on the matter and shall leave the meeting room while the matter is under consideration. A member may seek advice from the City Attorney in making this determination.

8.4 Ex Parte Communication

All ex parte communication by any member of the Board shall be disclosed at the beginning of a public hearing or discussion of the topic during a meeting. The Presiding Officer, in consultation with the members, may direct that the member disclosing ex parte communication be excused from participation in the proceedings.

8.5 Representing the City.

The members shall not speak for or advocate on behalf of the City or Board, or act in a manner that may be construed as representing the City, unless specifically authorized to do so by the City Council. Similarly, a member is not authorized to speak for the Board unless specifically authorized by the Board.

If a member is meeting with, speaking to, or otherwise appearing before a member of the public, group, or other governmental agency, the member shall clearly state that their statement reflects their personal opinion if it is not the official position of the Board.

9. **CONFLICTS AND AMENDMENTS**

These rules are intended to supplement, not supplant, the requirements set forth in state statutes or the RMC. In the event of a conflict between these rules and the requirements of state law or the RMC, the state law or RMC will prevail.

Proposed amendments to these bylaws may be approved by a vote of the Board, as defined in these Rules. The amendments must be approved by the City Council prior to taking effect.

ROUNABOUT COMMITTEE

RULES OF PROCEDURE

Last Update: [date]

1. AUTHORITY AND PURPOSE

The Roundabout Committee ("Committee") was established by Ridgefield City Council in November 2023. The Committee researches concept designs for the central island of Ridgefield's roundabouts as assigned by Council and makes recommendations to City Council.

These bylaws constitute the official rules of procedure for the Committee. Where rules of procedure are not addressed in these bylaws, the Committee shall be governed by the Ridgefield Municipal Code and/or by Robert's Rules of Order, Newly Revised.

2. MEMBERSHIP AND ORGANIZATION

The Committee will be made up of five (5) members appointed by the Mayor and confirmed by City Council.

2.1 Qualifications: All members of the Committee must reside within the corporate limits of the city.

2.2 Term of Office: The term of office for each appointive member shall be two years.

2.3 Resignation: If a member is unable to complete their term of service, a letter of resignation shall be sent to the City Clerk indicating the effective date of the resignation.

2.4 Removal or Forfeiture of Office: Members may be removed by the city manager, with the approval of the council, for inefficiency, neglect of duty, malfeasance in office, no longer meeting the qualification requirements or three unexcused absences from meetings of the Committee.

2.5 Vacancies: Vacancies occurring otherwise than through the expiration of terms shall be filled for the unexpired term by the City Council in the same manner as for appointments.

2.6 Political Affiliation and Compensation: The members shall be selected without respect to political affiliations, and they shall serve without compensation.

3. OFFICERS AND ELECTIONS

The officers of the Committee shall consist of a Chair, and Vice-Chair elected from the members of the Committee and such other officers as the Committee may, by majority vote, approve and appoint.

The election of officers shall take place annually at a meeting in January. The term of each officer shall run until a subsequent election of officers.

3.1 Duties of the Officers

The Chair shall be the Presiding Officer for Committee meetings. In the event that the Chair is not in attendance, the Vice-Chair shall be the Presiding Officer.

The Presiding Officer's duties include:

1. Call the meeting to order.
2. Keep the meeting to its order of business.
3. Control the discussion in an orderly manner.
 - Introduce the agenda topic, provide for staff presentation and questions from the Committee, and call for discussion among members.
 - Give every Committee member who wishes an opportunity to speak.
 - Permit audience participation at the appropriate times.
 - Require all speakers to speak to the question and to observe the rules of order.
 - Guide the Committee in providing direction to staff and making recommendations to City Council.
4. State each motion before it is discussed and before it is voted on.
5. Put motions to a vote and announce the outcome or summarize consensus direction achieved by the Committee.
6. Decide all questions of order.

4. DUTIES AND RESPONSIBILITIES

The authority of the Committee is limited to those specific functions delegated by City Council. The purpose of the Board is advisory to the City Council.

4.1 Advisory Board

As an advisory body, the Committee does not have the authority to take binding action on behalf of the City. Recommendations shall be made to Council as follows:

1. The Committee shall vote on business issues before them at scheduled meetings.
2. Copies of minutes of all meetings shall be provided to City Council.
3. The vote shall be reported to City Council or in written and verbal staff reports at a regular or special meeting for consideration in the final decision-making on the issue.

4.2 Committee Duties

The scope of committee as defined by City Council are as follows:

1. The City Council will select one specific roundabout for a concept plan.
2. City Council will assign the roundabout to the Roundabout Committee to research and recommend an aesthetic design.
3. City Council will provide ideas, concepts and guidelines for each roundabout.
4. The Committee will:
 - Solicit and review alternative design concepts.
 - Review information from City staff regarding costs and resources to build and maintain, constructability and sustainability.
 - Recommend alternative concepts to City Council.
 - Make any revisions to the concept(s) as requested by City Council.
5. City Council will make final decisions regarding the concept plan and ideas for all roundabouts.

6. MEETINGS

Public notice of meetings before the Committee shall be provided as required by law.

5.1 Regular Meetings

The Committee shall schedule meetings as needed to perform its duties. hold at least one regular meeting in each month for not less than nine months in each year. Meetings shall be held at 6:30PM and shall be open to the public. No meetings shall be permitted to continue beyond 10PM without approval of a majority of the members present.

5.2 Order of Business: An agenda shall be prepared for each regular meeting consisting of the following order of business:

1. General Session Call to Order
 - Flag Salute
 - Roll Call – Request by Presiding Officer for verbal identification of member attendance.
 - Late Changes – Request by Presiding Officer for verbal identification of any late changes to the agenda.
2. Public Comment
3. Consent Agenda
 - Approval of Minutes – Request by Presiding Officer for motion to approve the minutes of a previous meeting(s);
4. Presentation
5. Business
6. Public Comment
7. Staff Reports
8. From the Committee
9. Adjourn

5.3 Work-Study Sessions

Work study sessions may be held on an as-needed basis at the call of City Staff and the Chair. No action of the Committee will be taken during work-study sessions.

5.4 Record of Meetings: All meetings shall be recorded and summary minutes produced including resolutions, transactions, findings and determinations.

Work-study sessions may be recorded but no written record of the sessions will be created.

All recordings, video and audio, and summary minutes are a public record.

5.5 Public Comment

Committee meetings will allow the public to express its views during Public Comment. The time allowed for public comment is 30 minutes at each public comment period, unless extended by the Presiding Officer.

1. During Public Comment, the Committee will provide members of the public the opportunity to speak issues whether or not they are on the current agenda.
2. Individuals may speak for three (3) consecutive minutes or less.
3. An individual may only speak once on an item or subject unless the Presiding Officer authorizes otherwise. Time cannot be donated by one speaker to another.

4. In all cases, speakers are asked to come to the podium for their comments. Each speaker must begin by clearly stating their first and last name, city of residence, and if applicable, the organization they are representing.

5.6 Decorum for Audience Members

Persons attending and/or participating in Committee meetings must not engage in speech or conduct that disrupts, disturbs or otherwise impedes the orderly conduct of any meeting.

Disruptions may include but are not limited to:

1. Addressing the Committee members while the Committee is in session without the permission of the Presiding Officer.
2. Failure of a speaker to comply with the rules concerning public comment.
3. Whistling, hand clapping, stomping of feet, shouting or other outbursts.
4. Approaching Committee members or city employees who are staffing the meeting while the meeting is in progress, unless authorized to do so by the Presiding Officer.
5. Threat of violence that place a person in fear of harm; use of obscene language or gestures or assault or attempt assault.

Repeated disruptions may result in the person being excluded from participation in public comment or from attendance at one or more future Committee or other public City meetings.

6. RULES OF MEETINGS

6.1 Attendance

Attendance is expected of each member at all scheduled meetings. In the event that a member must miss a meeting, that member must notify the Clerk for the Committee as soon as reasonably possible prior to the meeting.

The Committee members in attendance may vote to excuse the member for missing the meeting.

If a member fails to provide the required notice or the Committee does not vote to excuse the absence, the absence will be considered unexcused. The unexcused absence of a member from more than three (3) meetings may be cause for removal.

6.2 Remote participation

Members are expected to attend Committee meetings in person whenever possible. However, if remote participation is available in the meeting, remote attendance will be considered as an alternative and infrequently used method for participation by a member, subject to the member providing sufficient advance notice and demonstrating that satisfactory equipment will be available for their participation.

Committee meetings may be held remotely in the following circumstances:

1. Due to fire, flood, earthquake or other emergency and there is a pressing need for action by the Committee to address the emergency; or
2. There is a pressing need for action and a physically present quorum of members is prevented but can be obtained through remote means.

Approved remote participation will be considered attendance at the meeting and shall be counted toward determination of a quorum.

6.3 Open Public Meetings

Members shall fully comply with RCW 42.30, Open Public Meetings Act, including RCW 42.30.205 which requires training on the OPMA's requirements.

All meetings of the Committee shall be open to the public; provided, the Committee may hold Executive Sessions as permitted by law.

6.4 Rules of Procedure

Except as modified by these rules of procedure, Robert's Rules of Order, newly revised, shall govern the conduct of the meetings.

6.5 Quorum

A majority of the members shall constitute a quorum and is required for transaction of all Committee business and the taking of official action.. The Chair or Vice-Chair need not be present to constitute a quorum.

6.6 Voting

Each member shall have one vote. Only members present at a meeting, either in-person or virtually, may vote. No vote may be cast by proxy. The Chair may vote on any issue. A majority vote shall carry, and minority opinions shall be formally registered in the summary minutes.

All votes shall be taken by voice. At the request of a member, a roll call vote may be taken.

If a member is silent on a vote, it shall be recorded as an affirmative vote. If a member abstains, it shall be recorded as an abstention and not included in the vote tally.

The Committee can transact all necessary business whenever a quorum is present. All formal actions of the Committee shall require a majority vote of the quorum to be approved.

7. CODE OF ETHICS AND DECORUM

A Committee member is a representative of the City of Ridgefield and, therefore, a member's actions should reflect that representation.

7.1 Code of Ethics

Members shall fully comply with RCW 42.23, Code of Ethics for Municipal Officers, and the most current version of the City of Ridgefield Code of Conduct, as adopted by the City Council.

7.2 Meeting Decorum

While a Committee meeting is in session, a member shall neither, by conversation or otherwise, delay or interrupt the meeting or the peace of the Committee, nor disrupt any member while speaking nor refuse to obey the orders of the Chair.

7.3 Conflict of Interest

To preserve the integrity of the Committee, if a member reasonably believes that he/she has a conflict of interest in regard to a matter before the Committee, the member should recuse themselves from discussion or vote on the matter and shall leave the meeting room while the matter is under consideration. A member may seek advice from the City Attorney in making this determination.

7.4 Ex Parte Communication

All ex parte communication by any member of the Committee shall be disclosed at the beginning of discussion of the topic during a meeting. The Presiding Officer in consultation with the members may direct that the member disclosing ex parte communication be excused from participation in the proceedings.

7.5 Representing the City.

The members shall not speak for or advocate on behalf of the City or Committee, or act in a manner that may be construed as representing the City, unless specifically authorized to do so by the City Council. Similarly, a member not authorized to speak for the Committee unless specifically authorized by the Committee.

If a member is meeting with, speaking to, or otherwise appearing before a member of the public, group or other governmental agency, the member shall clearly state that their statement reflects their personal opinion if it is not the official position of the Committee.

8. CONFLICTS AND AMENDMENTS

These rules are intended to supplement and not supplant the requirements set forth in state statutes and/or requirements found in the RMC. In the event of a conflict between these rules and requirements of state law and/or RMC, the state law or RMC will prevail.

Proposed amendments to these bylaws may be approved by a vote of the Committee, as defined in these Rules. The amendments must be approved by City Council prior to taking effect.

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: May 23, 2024

AGENDA ITEM NAME: Motion - Approval of Contract Amendment with Aetta Architects for Design and Permitting for the Ridgefield Community and Recreation Center Project

GOVERNING LEGISLATION

Chapter 35 RCW: Cities and Towns

City Procurement Policy #04: Procurement of Goods And Services

PREVIOUS COUNCIL ACTION TAKEN:

Awarded original contract to Johansson Wing Architects (now “Aetta”) In April 2021 to perform design and permitting services for a property owned by the City of Ridgefield with the intent of preparing the site for a community and recreation center.

March 28, 2024, at Council Study Session City Council gave staff direction to proceed with design and permitting necessary to prepare construction documents, finance plan, and legal agreements for community and recreation center project.

SUMMARY/BACKGROUND:

HISTORY

In April 2021, the City engaged Aetta to create a site plan for a community and recreation center in Ridgefield. Due to delays associated with lack of agreement between the City of Ridgefield and the YMCA on the overall square footage of the building, the design of the separate SR 501 (Pioneer Street) right-of-way project needed to coordinate the YMCA site design, and costs associated with different project designs, that work has yet to be completed.

To date, \$340,645.66 of the original \$392,500 contract (including previous amendments) has been spent to complete multiple iterations of draft site plan (accounting for different building envelopes and road connections), environmental delineations, civil work, and LEED assessment. However, for the project team to complete site plan and permitting by the end of 2024 (as is included in the most recent project schedule), work on the site plan must be completed including additional architectural, geotechnical, environmental, civil engineering, and permitting. The additional fees and costs related to the services of those disciplines are detailed in the proposed contract amendment (04-R).

The contract amendment request with Aetta is to increase their contract amount by \$146,000 to a total not to exceed \$538,500.

BUDGET/FINANCIAL IMPACTS:

The additional budget for this work is included in the \$2.0 million budget amendment in the May 2024

Budget Amendment being considered by City Council 5/23/24.

RECOMMENDED ACTION OR MOTION:

Council action is requested on this item. A suggested motion is:

"I move to approve the contract amendment with Aetta for additional professional services for the Ridgefield community and recreation center project in the amount \$146,000 and increase their contract budget to an amount not to exceed \$538,500."

STAFF CONTACT: Steve Stuart, City Manager

ATTACHMENTS:

1. 5_23_24 Aetta K Amendment

Additional Services Proposal- 04R

Date: May 7, 2024

To: Steve Stuart
City Manager
City of Ridgefield 230 Pioneer Street
Ridgefield, WA 98642

Subject: Additional Services Proposal- 04R
YMCA Site Plan
Johansson Wing Architects Project # 21001

Steve,

Thank you and the City for requesting updated fees related to extending the project completion dates to December 31, 2024, due to the delays associated with the following:

- The lack of agreement between the City of Ridgefield and the YMCA on the overall square footage of the building
- The design of the separate SR 501 (Pioneer Street) right-of-way project needed to coordinate the YMCA site design.
- Design efforts to resume and change due to revised road and access multiple designs

As discussed previously, we have been working to do what we can to keep the processes moving forward, and as you know, the more detailed building and site design and engineering work cannot continue properly without an agreed-upon building size / layout. Therefore, the requested additional fees and costs related to the services of a few of the disciplines (identified herein) necessary to accommodate the remaining work for this project as described below:

PROJECT ASSUMPTIONS:

The project team has made the following assumptions to develop the scope of services, limitations of scope, and associated fees for this project.

- The City will provide copies of available drawings and other relevant information including plans for the existing utilities, designs and studies of Discovery Drive, and wetland studies.
- Wetland permits will be submitted but are not anticipated to be approved before December 31, 2024. Approval is not required for Land use approval but will be necessary for final engineering approval in a subsequent phase.
- Public information is limited to information sharing on the City website. A formal public involvement program is not included in this scope.
- All Agency review and/or permit fees, purchase of mitigation bank credits, etc. will be paid by the City of Ridgefield.

Architectural – JWA

Continue to provide overall project management and coordination of the site design, permitting, schedules and cost estimating for the entire project. Conduct meetings with the project team, Stakeholder meetings with the City, YMCA and Developer for input to determine the preferred layout, and work with PBS to assist with other tasks and activities with the City for permitting. In addition, JWA will work with PBS and the separate SR 501 (Pioneer Street) right-of-way project team (HHPR) for coordination meetings (we will budget for 4 meetings) and information sharing as necessary to assist in the development of the YMCA site plan and documents, and how the two projects are to integrate. It is anticipated there will be a maximum of four (4) Stakeholder meetings.

Civil Engineering - PBS

30% Design (Site Layout): Coordinate with the design team and owner to determine the site layout (site plan) for the project.

60% Design (Preliminary Land Use Submittal): Prepare preliminary engineering submittals to be included as part of the land use submittal. These items will include preliminary grading, street and utility plans, and preliminary stormwater report. Drawings to incorporate Pre-Application conference notes, in coordination with the Client, for submittal to the City with the Land Use application.

Civil Engineering Assumptions:

- Civil engineering design will be completed to the 60% design development level and will be submitted with the land use submittal to the City.
- Assumptions will be made for the size of water and fire services as part of the preliminary design. These assumptions will require confirmation by Mechanical, Electrical and Plumbing Engineers during final engineering (potential Phase 2).
- Final engineering design is not included as part of this scope.
- No off-site public sanitary sewer and water design will be required.
- Dry utility design is not included as part of this scope.
- Clark Regional Wastewater District is the sewer purveyor for the project and will be contacted to coordinate sanitary design.
- It is assumed there is adequate capacity for sanitary and water services for the proposed project.
- Pump station design will not be included as part of this scope.
- Retaining wall design is not included as part of this scope.
- Stormwater management facilities will be modeled using City design standards.
- Stormwater facilities will be sized for this development only. Any future site expansion or frontage road improvements will not be included as part of this scope.
- Assume that treated stormwater runoff can drain to the existing on-site wetlands, stream or roadside ditches.
- A National Pollution Discharge Elimination System (NPDES) permit will not be included as part of this scope.
- A Stormwater Pollution Prevention Plan (SWPPP) will not be included as part of this scope.

Land Use Planning - PBS

Site Plan Review: Assemble and submit the Type II Site Plan Application to the City including SEPA threshold determination and SEPA checklist, provide staff report to City and project team and review to coordinate project elements and conditions of approval, and be the main point of contact throughout the process.

Land Use Planning Assumptions:

- The City will provide an updated Title Report for the site, current within 30 days of the date of land use application submittal.
- No neighborhood meetings will be required to be held as part of the land use application.

Landscape Architecture - PBS

30% Design (Pre-Application Submittal): Coordinate with the design team and owner to assist in site layout development, and Schematic Plant Palette Exhibit (tree and shrub species with graphic illustration).

60% Design (Preliminary Land Use Submittal): Coordinate and prepare preliminary landscape plans to include location, species, and size of existing plant material to be removed and retained, planting and spacing of proposed street tree material, and tree calculations.

Landscape Architecture Assumptions:

- No work related to plazas, courtyards, landscape lighting, decorative concrete or pavers are included with the first land use submittal.
- Irrigation plans will be design/build and will only be shown as conceptual for the 60% submittal.
- A certified arborist assessment is not required per City code. If the City deems this to be a required task for the land use application, this service can be provided on an additional time and material basis.
- City standard details will be utilized as applicable.

Natural Resources - PBS

Wetland Delineation/ Critical Areas Report: Conduct a wetland delineation and assessment within the project area. In addition to wetlands, the ordinary high-water mark of the onsite stream will be identified and recorded. The conditions of the riparian buffer will also be formally determined and mapped. Provide a wetland delineation report that will include wetland rating forms, data sheets, and attendant graphics in a format suitable to all necessary regulating agencies.

Meetings, Site Design, Consultation: Evaluate different wetland and buffer impact options, and consult with the Client and consultants. This task also includes time for consultation with City permit review staff to vet individual mitigation scenarios that may not be clearly permissible given gaps in the City of Ridgefield Critical Area Ordinance. As a large portion of the site is encumbered with wetland and riparian habitat, significant consultation will be necessary in order to manipulate natural resource-related encumbrances in a manner to facilitate the needs of the proposed development.

Wetland Bank Use Plan: Following planning, consultation, and site planning activities, a wetland bank use plan will be prepared that reflects the changes to the site plan and critical

area impacts. The bank use plan will be submitted to the United States Army Corps of Engineers (USACE) and Washington State Department of Ecology (Ecology) for eventual receipt of a Nationwide Permit and 401 Water Quality Certification. The wetland bank use plan will include baseline conditions, impact avoidance and minimization details, wetland bank credit transfer calculations, and on-site riparian buffer mitigation measures. The wetland bank use plan will include the required information to satisfy all federal, state, and local regulations.

Permit Applications and Tracking: Prepare, submit, and track the applicable permit applications for federal, state, and local permits that will be required. These include a City critical areas permit application and a Joint Aquatic Resources Permit Application (JARPA) for the USACE and Ecology. This task also includes continued tracking of permit applications and addressing comments and providing any additional information requested by the above-listed authorities.

Natural Resources Assumptions:

- A total of 3 separate site plans and natural resources (NR) impact options will be completed.
- Wetland impacts will be mitigated through the purchase of mitigation bank credits.
- The YMCA project will not include the replacement, removal, or extension of culverts on the site.

Geotechnical Engineering – PBS

PBS has completed the geotechnical engineering report for the project. However, since the final development plans for the project had not been completed when the geotechnical engineering report was completed. PBS to provide geotechnical engineering consultation to the design to clarify recommendations provided in the geotechnical engineering report, attend project design team meetings, and review the project plans and specifications for the project before they are finalized to verify that the recommendations and concerns have been adequately addressed in the design.

Traffic Engineering - PBS

Coordinate and prepare the traffic impact analysis in support of the land use application including traffic impact analysis scoping, prepare a scoping letter and follow-up with a meeting to verify the proposed traffic impact analysis (TIA) scope meets the City and WSDOT interests and concerns, collect intersection turning movement count data during the AM and PM peak periods at two existing intersections, estimate future volumes by relying significantly on the Union Ridge Town Center and Ridgefield Costco TIA conducted by Kittelson & Associates, dated March 2023, and the studies prepared with design of the Discovery Drive (51st Avenue) / Pioneer Street roundabout, with the addition of in-process projects approved since those study dates, evaluate pedestrian, bicycle, and transit network connectivity.

On-Site Photometrics Plans: Select and place light fixtures appropriately to illuminate parking lot and pedestrian areas and provide required photometrics plans.

Traffic Engineering Assumptions:

- The traffic study scope will not change significantly after the scoping meeting with City of Ridgefield staff.
- Recently completed intersection analysis of Ridgefield intersections verified adequate capacity at most intersections in the vicinity.
- Street lighting design is not included. If desired, PBS can provide this service with a contract amendment.

SCHEDULE:

The revised potential completion date for Phase 1 is currently anticipated to be near the end of December 2024, and is dependent upon approval of the YMCA building footprint and current preliminary site redesign, and factors outside the Project team's control. Please note the timeliness of Agencies reviews/approvals are not controlled by the project team and may vary.

COMPENSATION:

Basic Services are provided on a Lump Sum Fee basis. Please note that the costs identified below indicate the amount of fee necessary to finish the project and do not include fees already used from the original scope and agreements.

Service	Consultant	Fee
Architectural Design/Project Management	JWA	\$28,800
Civil Engineering/Project Management	PBS	\$81,290
Land Use Planning	PBS	\$13,800
Landscape Architecture	PBS	\$1,120
Natural Resources	PBS	\$4,270
Geotechnical Engineering	PBS	\$5,520
Traffic Engineering/Site Lighting	PBS	<u>\$11,300</u>
	TOTAL:	\$146,000

Subsequent Agreement: The services will be provided pursuant to the terms and conditions in the final Owner-Architect Agreement.

If you agree with this proposal, please sign below and return one (1) copy to our office. Should you have any questions, or need further clarification, please do not hesitate to contact us.

Sincerely,



Don Luthardt, AIA Principal

ACCEPTANCE OF PROPOSAL:

CITY OF RIDGEFIELD

Signature

Date

Printed Name

Copy: Karl Johansson Project
File

21001 - Ridgefield Community and Recreation Center

	Task Name	Start	Finish	2024				2025				2026			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1	+ City Council Approval	02/01/24	05/02/24												
8	+ Agreements for SD-Permitting with City	05/03/24	05/24/24												
12	+ NEW SCHEMATIC DESIGN	05/28/24	07/31/24												
29	+ DESIGN DEVELOPMENT	07/30/24	10/30/24												
63	+ Agreements for RFP-CA with Blue Rock	10/31/24	11/15/24												
66	+ CONSTRUCTION DOCUMENTS	10/31/24	02/26/25												
95	+ LAND-USE AND BUILDING PERMITTING	06/25/24	04/21/25												
147	+ CONTRACTOR PROCUREMENT (RFP)	11/22/24	02/17/25												
151	+ CONSTRUCTION	02/25/25	07/31/26												
165	+ FINAL COMPLETION AND CLOSE-OUT	07/22/26	09/09/26												
181	+ MOVE-IN	07/22/26	08/11/26												
184															
185	+ Pioneer/50th Anticipated Construction	05/31/24	06/10/25												