



**RIDGEFIELD CITY COUNCIL
MEETING AGENDA**

**Thursday, August 22, 2024
RACC - Columbia Assembly Room
510 Pioneer Street, Ridgefield, WA 98642**

I. STUDY SESSION - 5:00 P.M.

1. **Work Session - 2025 Baseline Operating Budget - Kirk Johnson, Finance Director**

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

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

III. PUBLIC COMMENT

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

IV. CONSENT AGENDA

1. **Approval of Claims And/Or Payroll**
2. **Approval of Minutes from the August 8, 2024 Meeting**

V. PRESENTATION

1. **Clark County Commission on Aging Annual Report - Claire Lust, Community Development Director**
2. **2024 Engineering Standards Update - Chuck Green, Public Works Director**

VI. BUSINESS

1. **Motion: Approval of a Conservation Covenant with iQ Credit Union for Offsite Critical Area Mitigation on City of Ridgefield Property - Claire Lust, Community Development Director**

2. **Resolution No. 652: Approval of an Update to the Master Fee Schedule Establishing Expedited Review Fees for Commercial Tenant Improvements - Claire Lust, Community Development Director**
3. **First Reading of Ordinance Number 1429 - Ridgefield Municipal Code Updates for Planning Commission and Parks Board - Lee Knottnerus, Deputy City Manager**
4. **Motion - Approval of Purchase and Sale Agreement with Bart and Kathleen Arthur for Real Property Acquisition for the Pioneer Street at 50th Place Roundabout Project - Chuck Green, Public Works Director**

VII. PUBLIC COMMENT

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

VIII. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

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

IX. ADJOURN

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: August 22, 2024

AGENDA ITEM NAME: Work Session - 2025 Baseline Operating Budget

GOVERNING LEGISLATION

RCW 35A.33; Budgets in Code Cities, City of Ridgefield Financial Policy #07: Budget

PREVIOUS COUNCIL ACTION TAKEN:

The council adopts a budget annually. The most recent action was to adopt Resolution No 1415, 2024 Proposed Budget, on December 7, 2023.

SUMMARY/BACKGROUND:

Introduction to the baseline operating budget and budget assumptions.

BUDGET/FINANCIAL IMPACTS:

N/A – Presentation, discussion and Council direction.

RECOMMENDED ACTION OR MOTION:

No action is requested at this time.

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

1. 2025 Baseline Operating Budget



2025 Baseline Operating Budget

August 22, 2024
Work Session



Agenda

2025 Baseline Operating Budget

- Budget Calendar
- Key Assumptions
- Baseline Operating Budget
- Available Fund Balance
- Revenue Projection – Special Revenue and Capital Project Funds
- Next Steps



2025 Budget Calendar

Week of	May/June	July				Aug					Sept				Oct					Nov				Dec			
		1	8	15	22	29	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	2	9	16	23
City Council Goals/Retreat	5/6/2024																										
Management Initiatives/Goals Retreat	5/29/2024																										
Review Financial Sustainability Model (6 Year)																											
Review Budget and Financial Policies					25th																						
Review Economic Conditions/Budget to Actual							8th																				
Determine Baseline Assumptions																											
Develop Proposed Budget																											
Levels of Service																											
Baseline/Beginning Budget																											
New Programs or Initiatives																											
Update Indirect Cost Plan																											
Update Equipment Replacement Fund																											
Preliminary Budget																		24th									
Operating								22nd																			
Capital													26th														
Update Financial Forecast																											
Adopt Final Budget																											
Conduct Hearing on Revenue Sources																		7th									
Draft Final Budget																											
Adopt Property Tax Levy																		7th		21st							
Update Utility Rate Model																		7th		21st							
Final Budget and Conduct Hearings																				21st			5th				
Individual Department Budget Meetings																											
Executive Management Meetings (10am)							5th					9th				7th				If Needed							
Budget Advisory Committee Meetings								12th					16th				15th			If Needed							
City Council Work Sessions				25th					22nd					26th				24th			If Needed						

August 8 presentation - Economic forecast and potential policy updates

August 22 work session - Present baseline budget

September 26 work session - Present personnel, initiatives and capital budget requests

October 24 work session or presentation - Update revenue projections and present proposed budget

November 7 work session - Final touch on 2025 budget prior to public hearings - If needed



Key Assumptions

2025 Baseline Operating Budget

A baseline budget consists of the current years operating budget adjusted for inflation, contractual commitments, cost of living adjustments and population projections. The baseline assumes the City will maintain levels of service consistent with current operations.



Key Assumptions

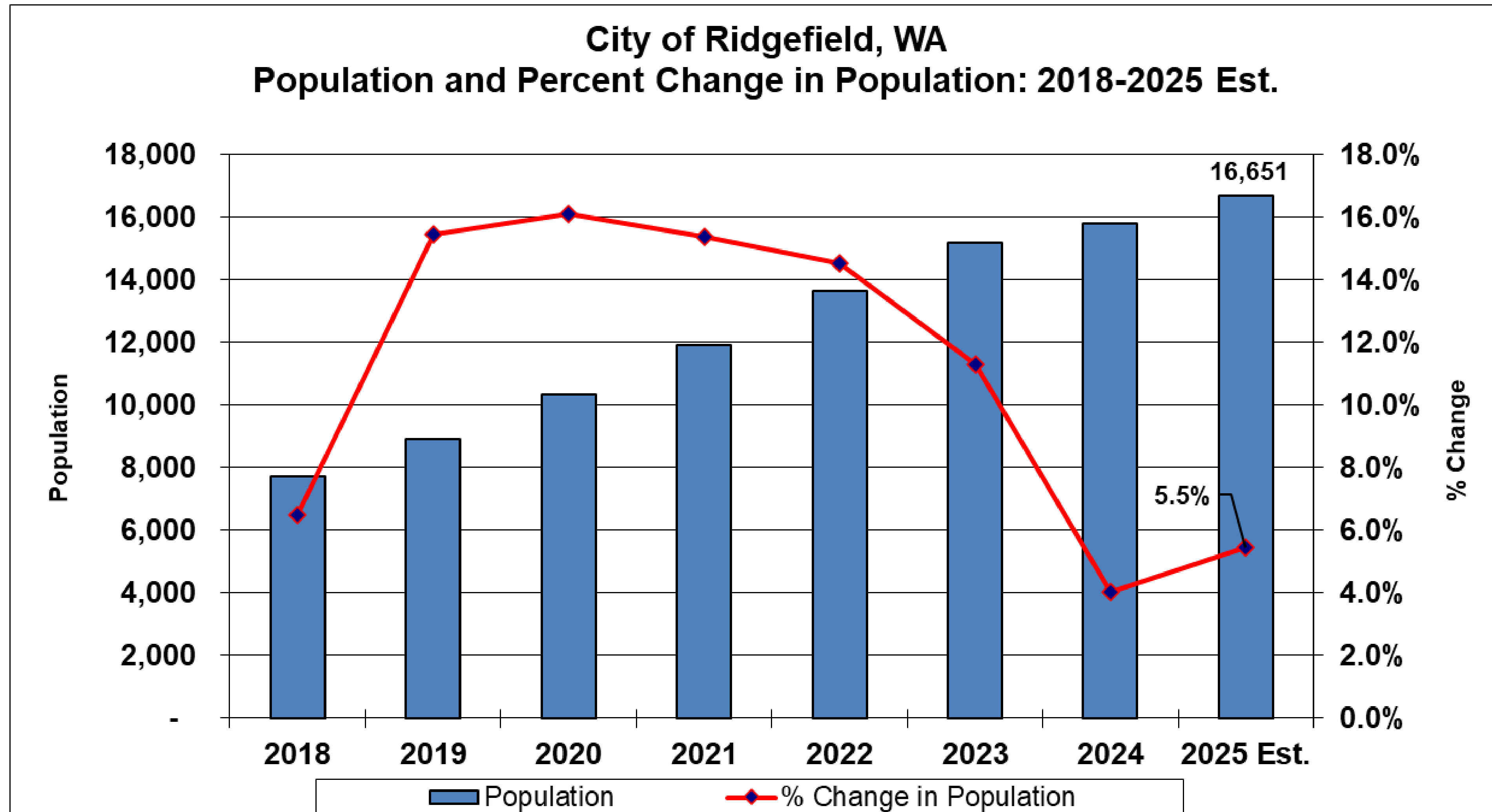
2025 Baseline Operating Budget

General		
Assumption	Source	Amount
Population April 1, 2024	State of Washington OFM	15,790
Population Change	Change 2024 compared to 2023 (15,180)	610
Population April 1, 2025	Estimated growth of 5.45% (2025 increase; avg since 2018 11.9%) 861 population increase	16,651
New Housing Units	Estimate using 2.88 persons per household (2024 avg. persons per household per OFM)	313
Total Housing Units	2024 household units per OFM	6,057
Housing Unit Increase	New household compared to 2023 OFM numbers (avg since 2018 13.5%)	5.45%
Inflationary Factor (indexing for impact fees. SDC needs to come to council for review)	West Region CPI-U (June released July 2024) all items.	2.8%



Key Assumptions

Population Growth Trends



Ridgefield Population Increased 231.5% since the 2010 census.



Key Assumptions

2025 Baseline Operating Budget

Facility Expense		
RACC Lease	Annual lease payment	\$114,875
RACC	Shared operating expenses	\$50,000
Public Safety Lease	Annual Lease Payment (Includes prorated tenant improvements)	\$395,500
Bluffs Community Space & Storage Lease	Annual	\$89,000
RORC	Operating expenses	\$75,000



Key Assumptions

2025 Baseline Operating Budget

Debt Service		
2017 LTGO Bonds (REET)	RORC principal and interest payments (matures 2047)	\$533,325
2018 LTGO Bonds (REET)	RORC principal and interest payments (matures 2038)	\$525,000
2020 LTGO Bonds (REET)	PW operations center principal and interest payment (matures 2035)	\$351,070
2024 LTGO Bonds (REET/TIA)	Pioneer Widening interest only payment (matures 2049)	\$1,399,250
Equipment Loan (Gen Fund)	Vacuum Excavation Truck (matures 2028)	\$75,230
Equipment Loan (Gen Fund)	Street Sweeper (matures 2029)	\$65,885
Public Works Trust Fund Loan (Storm Fund)	Design of downtown stormwater projects (matures 2039)	\$19,080
Public Works Trust Fund Loan (Storm Fund)	Construction of downtown stormwater projects (payments estimated to begin in 2026 - 20-year loan)	NA
Public Works Trust Fund Loan (Gen Fund/REET/TIF)	Design of Royle Rd 19 th to Hillhurst (payments estimated to begin in 2026 20-year loan)	NA



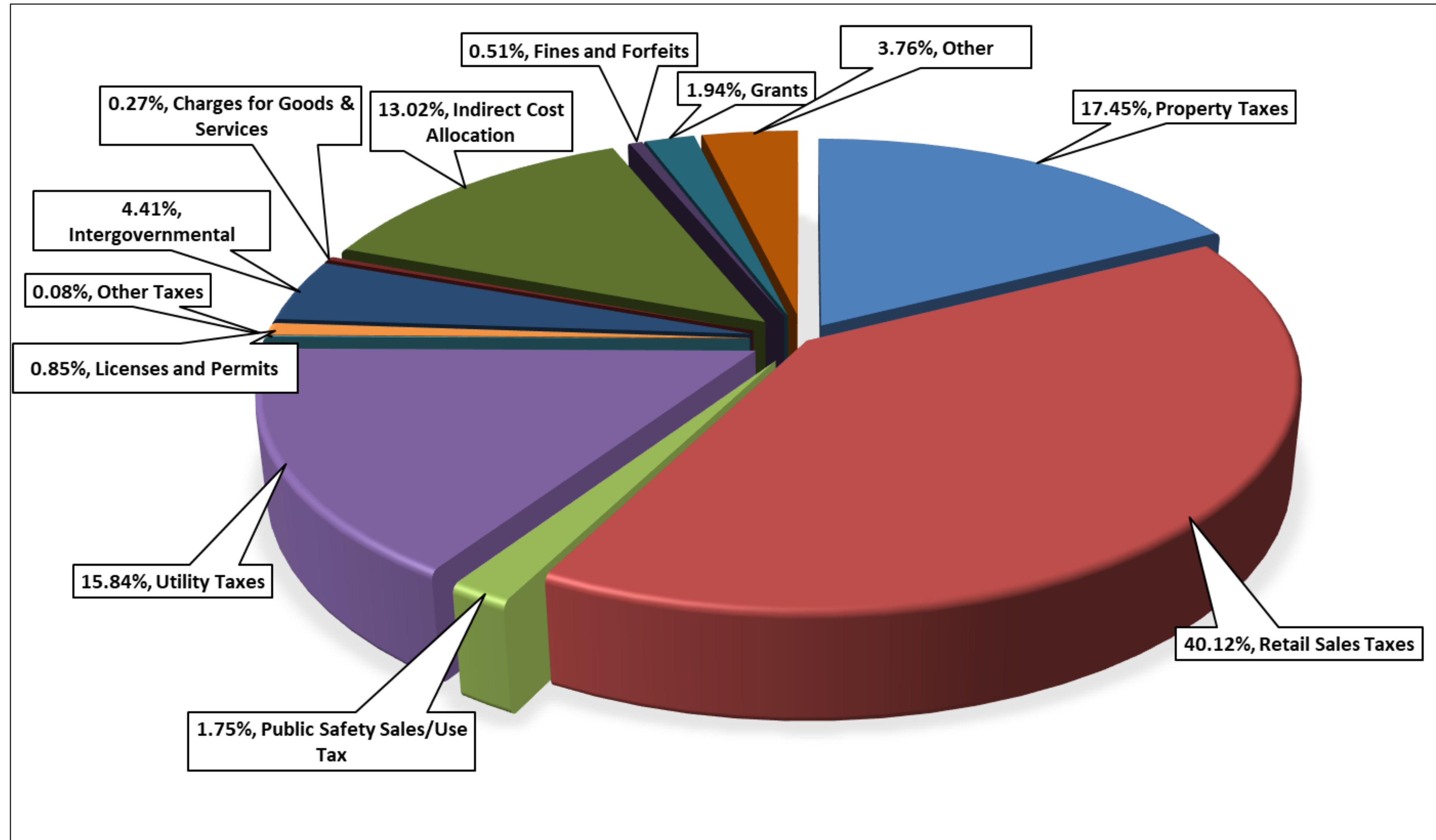
Key Assumptions

2025 Baseline Operating Budget

Revenue		
Revenue Source	Description	Amount +/-
Property Tax	Statutory increase 1%	\$23,320
Property Tax	New Construction estimate \$178 million assessed valuation	\$109,000
Property Tax	Annexation	\$5,740
Property Tax	2025 Levy Amount; Increase \$160,000	\$2,500,000
Sales/Use Tax	63% retail 37% construction; \$641 million in taxable sales, 10% increase over 2024 year-end	\$5,996,000
Utility Tax	9.1% increase from 2024 estimated year-end due to household/EDU growth	\$188,543
Utility Tax	General and Street Fund utility tax estimate	\$2,268,500
Indirect Allocation	Community Development (13% increase compared to 2024)	\$811,705
Indirect Allocation	Water Fund (40% increase compared to 2024)	\$566,500
Indirect Allocation	Storm Water Fund (60% increase compared to 2024)	\$379,580
State Shared Revenue	Per capita revenue MRSC estimate 5% increase due to population (5% overall General/Street Fund Rev.)	\$632,110

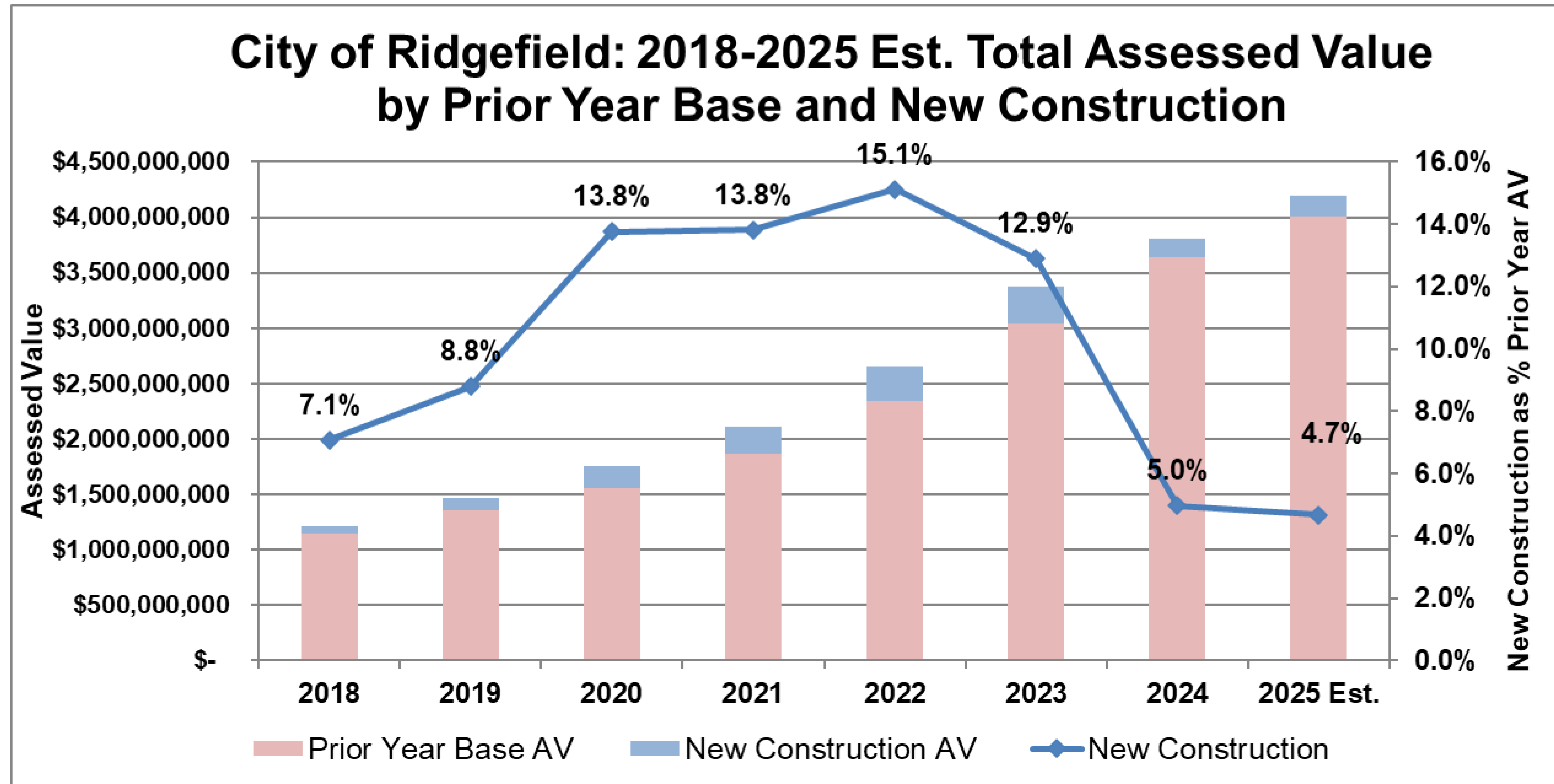


Key Assumptions General and Street Fund Revenue Structure 2025 Forecast



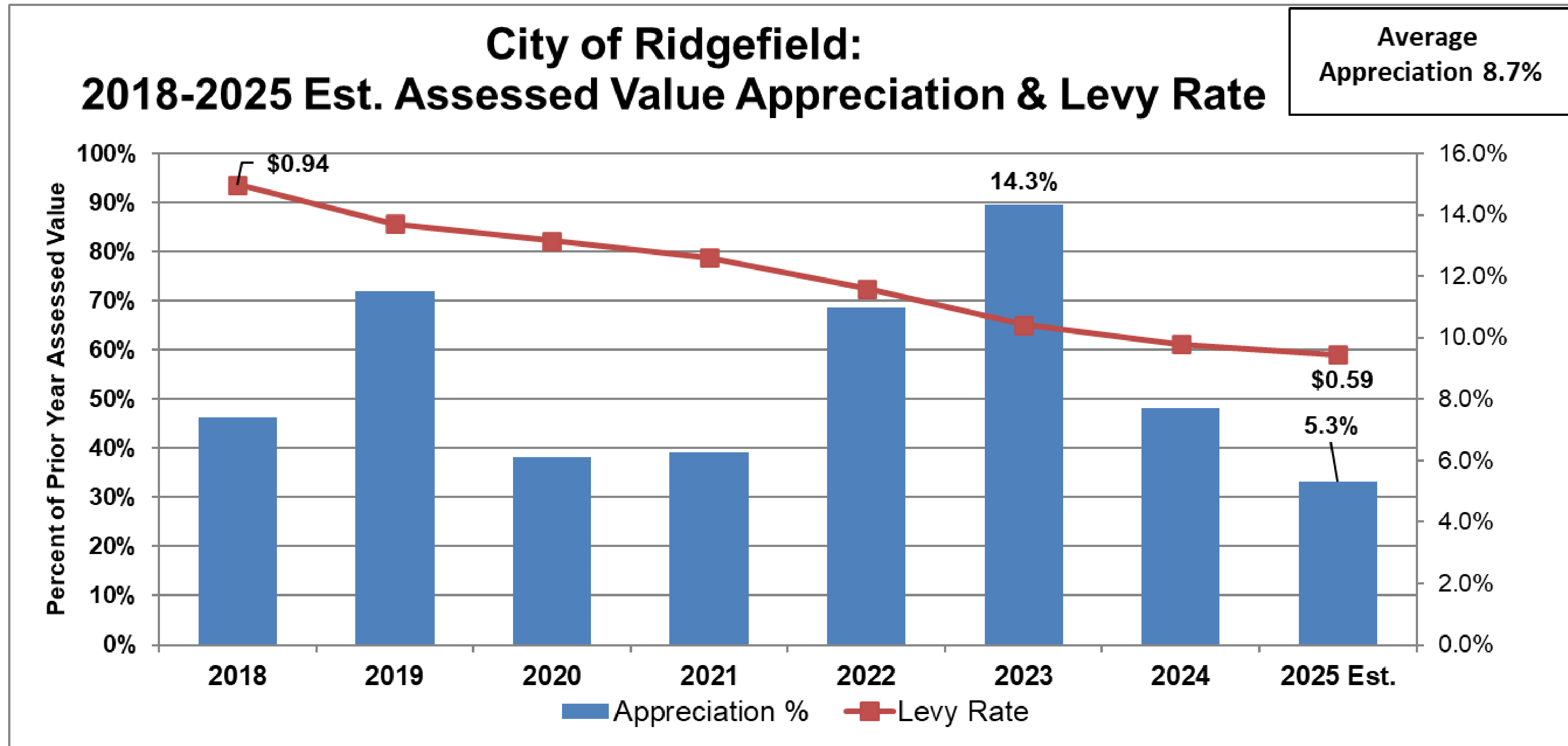
Key Assumptions

Property Tax New Construction



Key Assumptions

Assessed Value Appreciation and Levy Rate



Source: Clark County Assessors Office
City of Ridgefield Finance Department

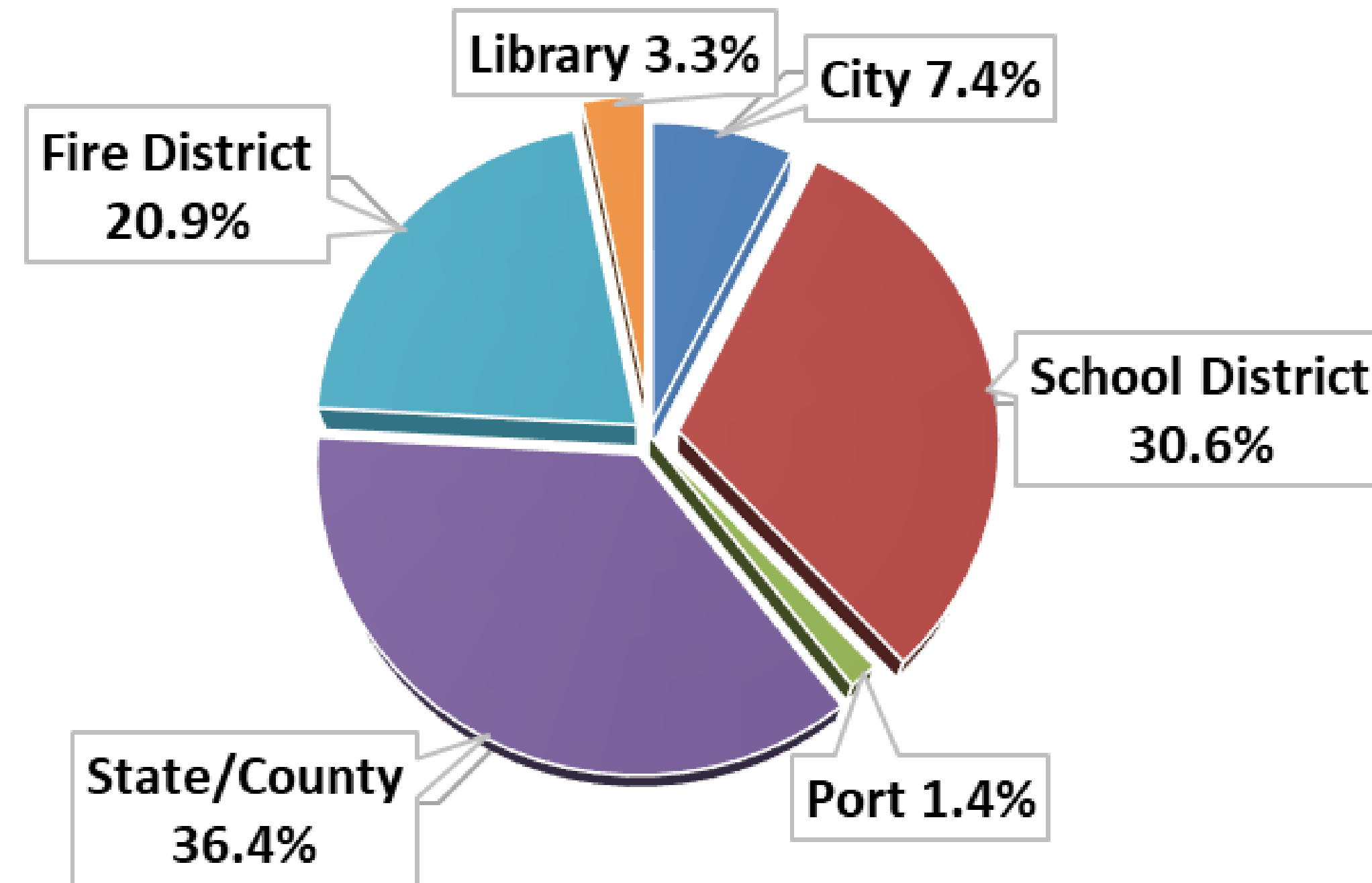


Key Assumptions

2024 City Property Tax Levy Rates

Total Property Tax Levy

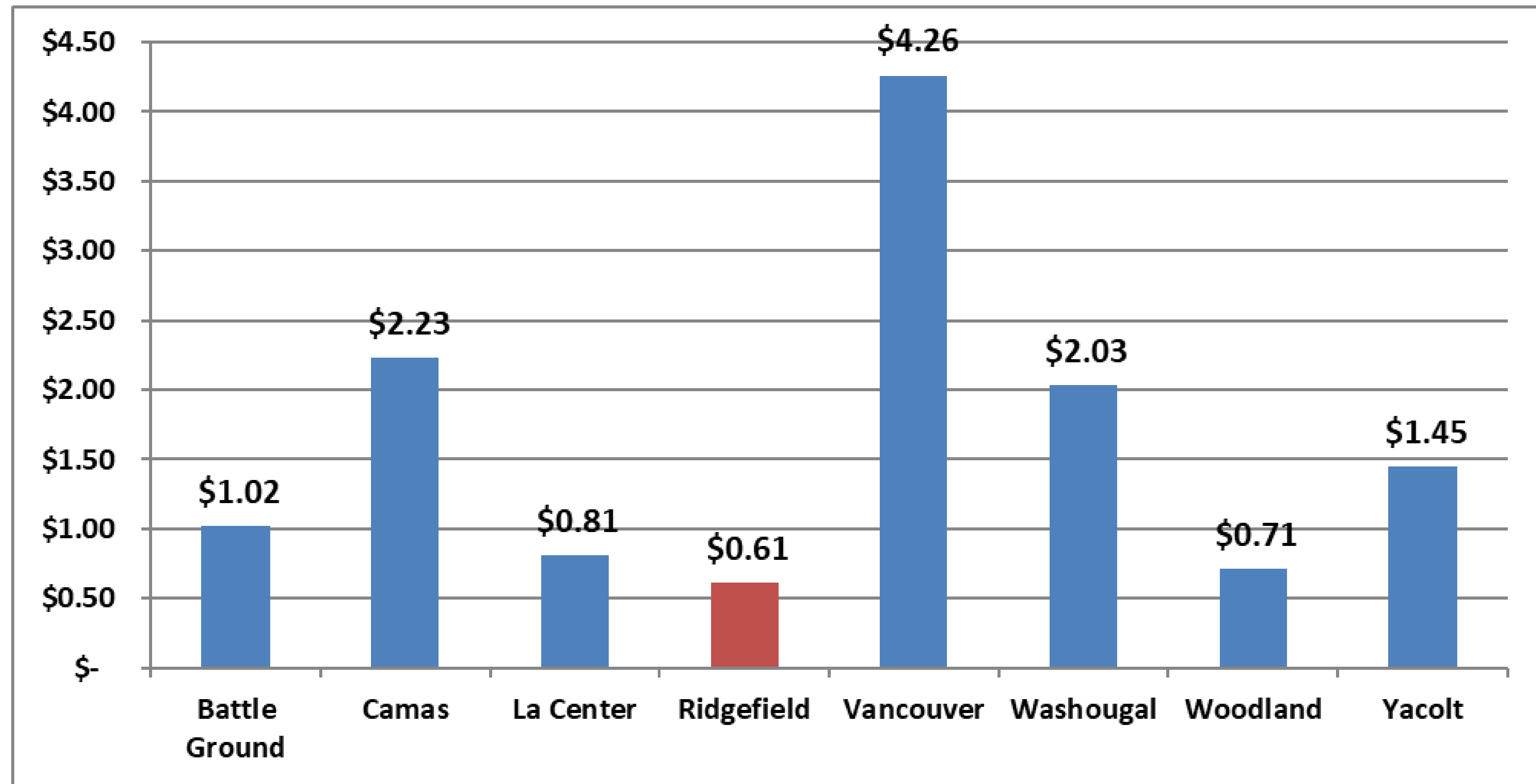
- City \$0.61
- School District \$2.54
- Port of Ridgefield \$0.12
- State/County \$3.02
- Fire District \$1.73
- Library \$0.27
- Total Levy \$8.29



Source: Clark County Assessors Office

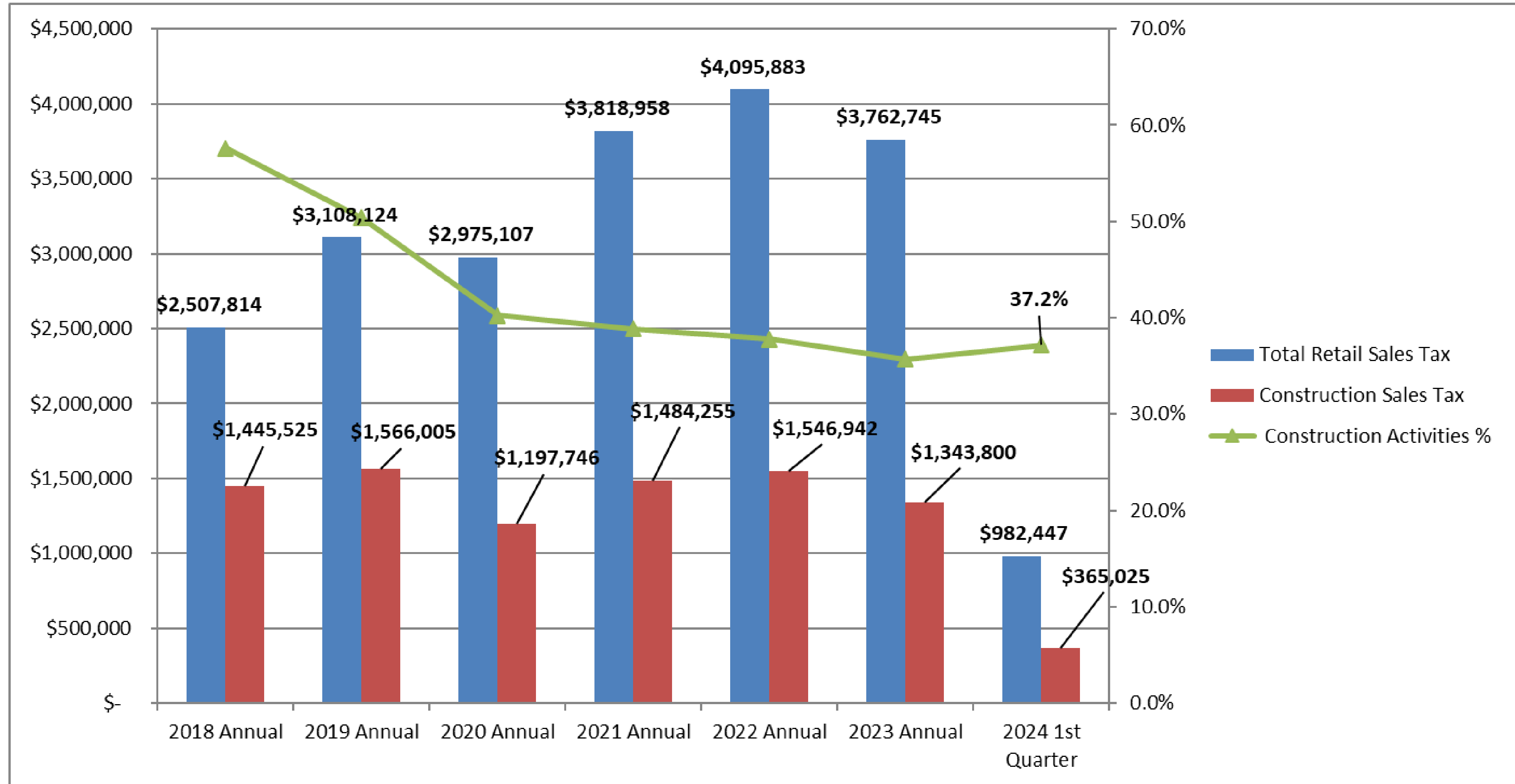
Key Assumptions

2024 Property Tax Levy Rate County Comparison



Key Assumptions

Retail Sales and Use Tax Trends

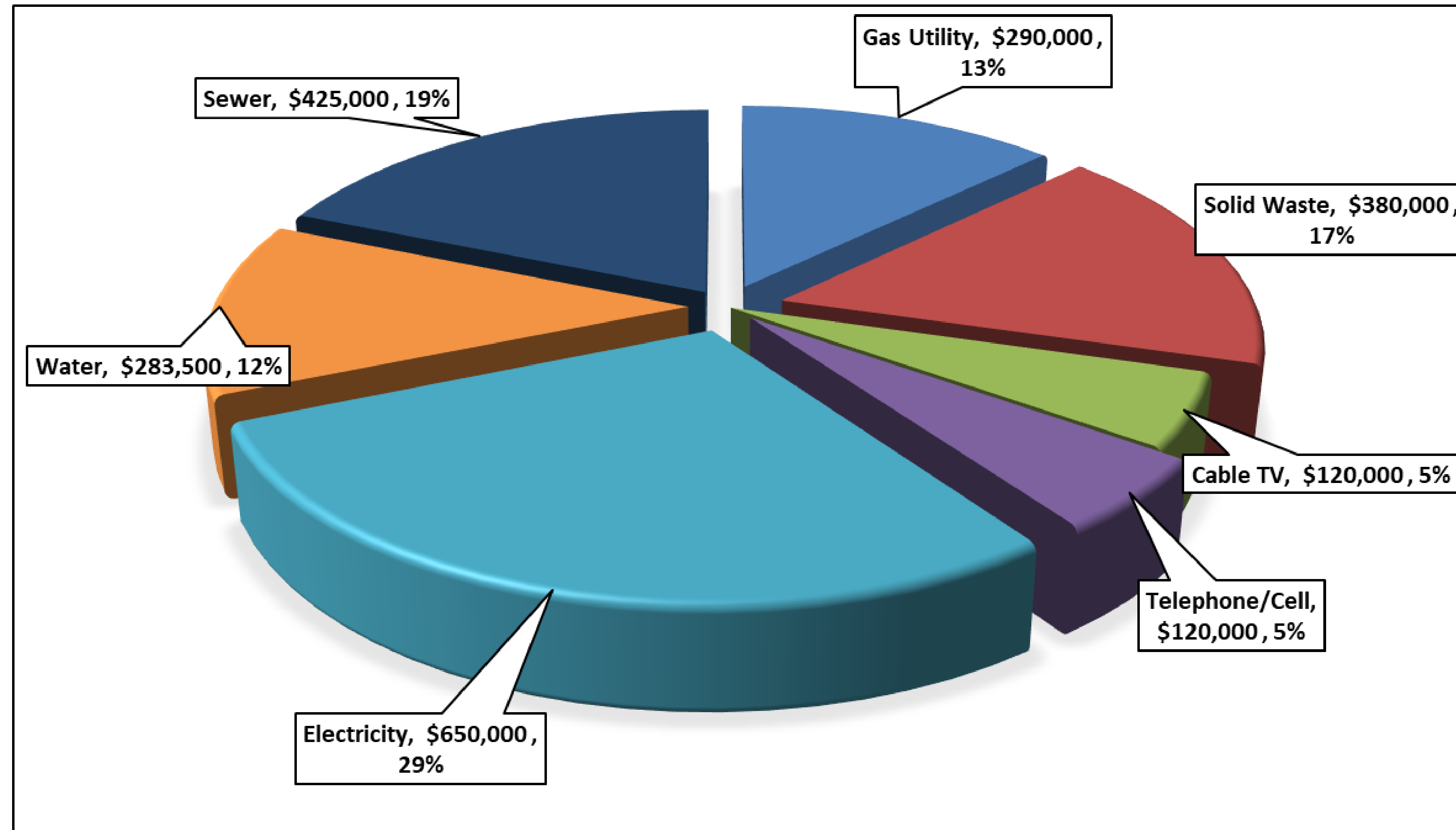


Source: Washington State Department of Revenue



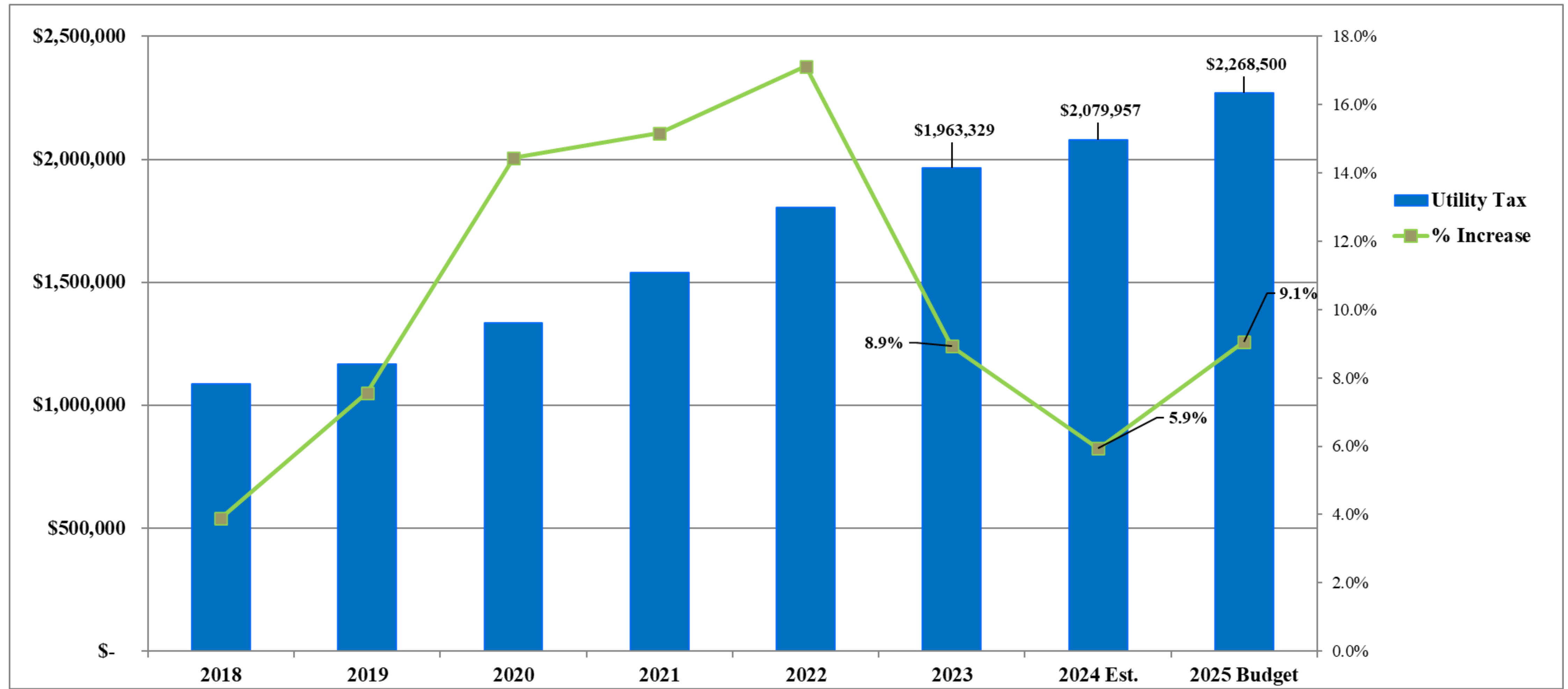
Key Assumptions

Utility Tax Revenue Structure 2025 Budget



Key Assumptions

Utility Tax Trends General and Street Funds



Source: City of Ridgefield Finance Department



Key Assumptions

2024 Baseline Operating Budget

Revenue		
Revenue Source	Description	Amount +/-
Water Rate	3% inflationary rate increase per rate model	\$3,652,000
Storm Water Rate	11% increase per rate model	\$2,250,000
Building Permits	250 permits avg 2,400 sq. ft. home w/1,000 sq. ft. garage/patio.	\$1,000,000
Commercial Permits	Permit Fees – Estimate 300,000 + sq. ft.	\$300,000
SFR Permits	Planning & Development	\$1,195,000
Development Revenue	Permits, Land Use and Engineering	\$2,512,000



Key Assumptions

Sewer Utility Rates

- Sewer utility rate trend
 - Sewer rate for 2025 – 1.29% increase for monthly sewer service

MONTHLY SEWER SERVICE	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Base Rate (Central Service Area)	\$ 36.00	\$ 37.00	\$ 38.00	\$ 38.00	\$ 38.00	\$ 39.00	\$ 40.00	\$ 41.00	\$ 42.00	\$ 43.50	\$ 45.00	\$ 46.50
System Integration Charge	19.00	18.80	18.50	17.70	17.00	16.60	15.60	13.80	11.60	10.00	9.40	8.60
Total Sewer Service Charge	55.00	55.80	56.50	55.70	55.00	55.60	55.60	54.80	53.60	53.50	54.40	55.10
City Operating Fee (10%)	5.50	5.58	5.65	5.57	5.50	5.56	5.56	5.48	5.36	5.35	5.44	5.51
TOTAL BILL PER ERU/MONTH	\$ 60.50	\$ 61.38	\$ 62.15	\$ 61.27	\$ 60.50	\$ 61.16	\$ 61.16	\$ 60.28	\$ 58.96	\$ 58.85	\$ 59.84	\$ 60.61

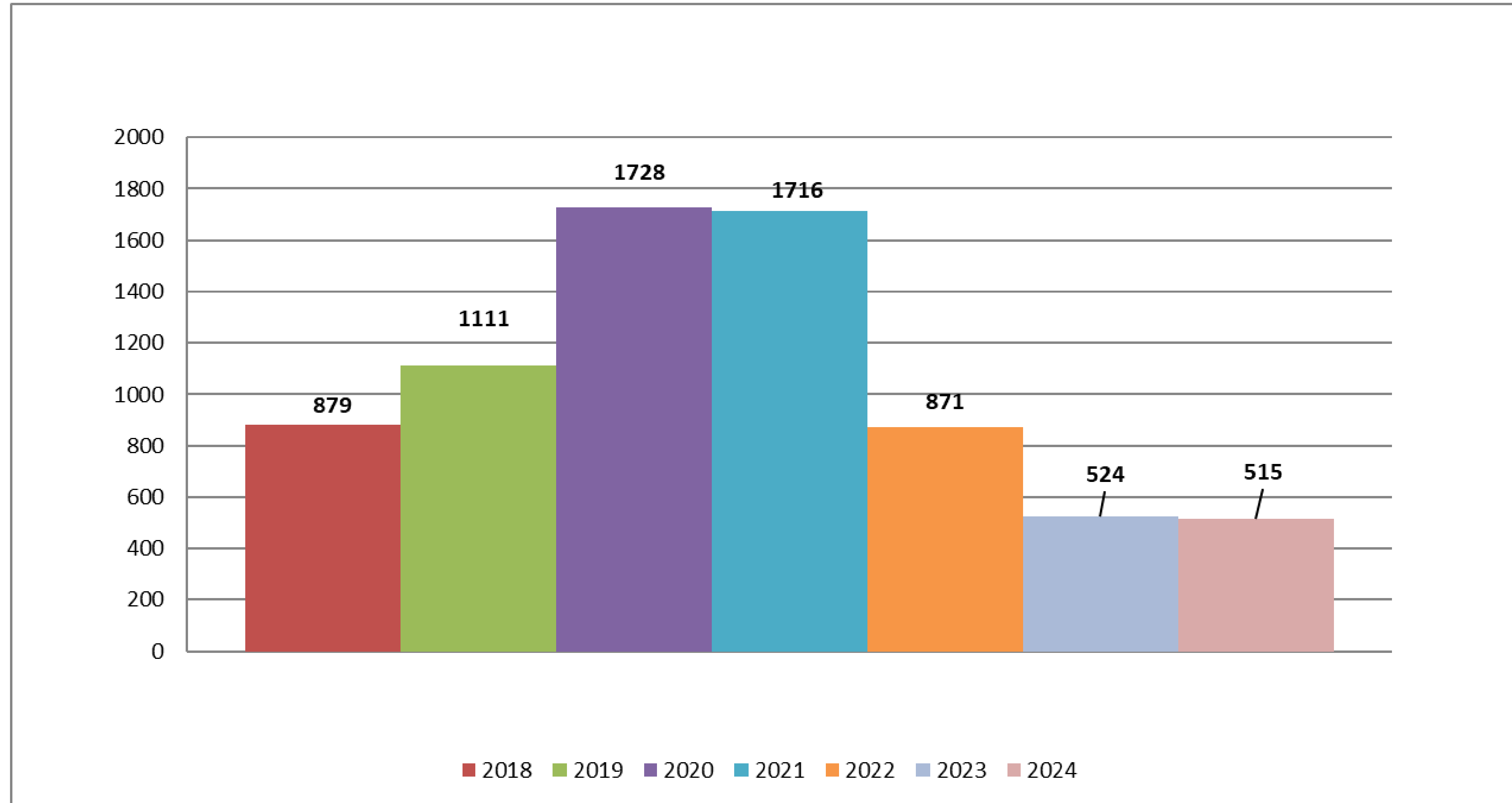
SYSTEM DEVELOPMENT CHARGES	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
SDC per ERU	\$7,550.00	\$7,550.00	\$7,550.00	\$7,550.00	\$7,550.00	\$7,950.00	\$8,350.00	\$8,750.00	\$8,750.00	\$9,450.00	\$10,112.00	\$10,819.00

Source: Clark Regional Wastewater District



Key Assumptions

Permits and Development Trends

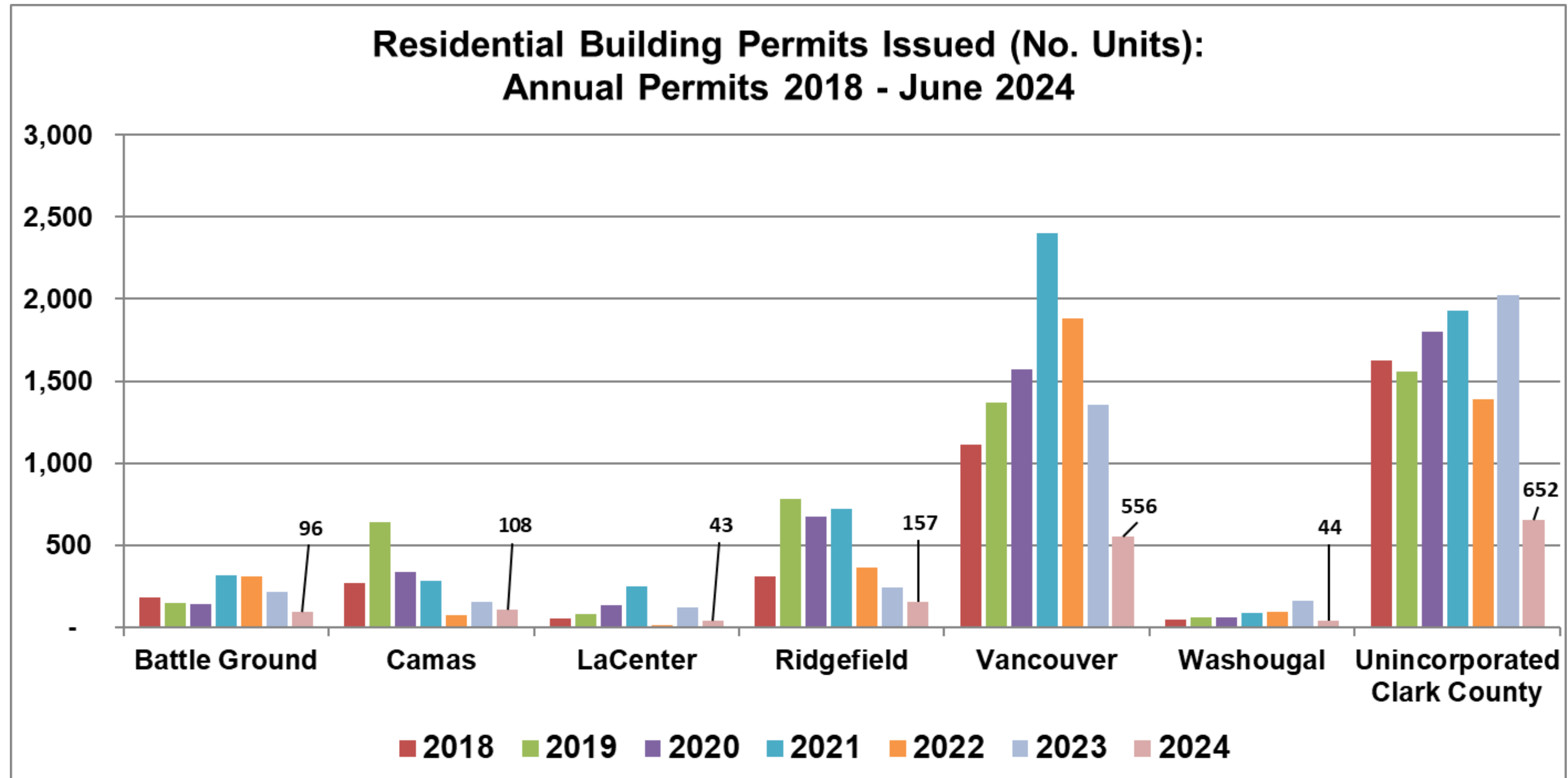


Source: City of Ridgefield Community Development Department



Key Assumptions

Permits and Development Trends



Source: US Department of Housing and Urban Development



Key Assumptions

Wages and Benefits

Expense		
Expense Appropriation	Description	Amount +/-
Personnel Expense	FTE analysis completed for PW allocations (Jan 2023 – June 2024 actual)	N/A
Personnel Expense	Wage adjustments (Cola/ step increases, taxes/ benefits/ health care) per labor agreement or policy (53% of operating budget)	+6.6%
Personnel Expense	Health care increase estimate	5%
PERS Contribution	Pension contribution (City share)	9.11%
Leoff Contribution	Pension contribution police officers (City share)	5.32%
Wellness	\$602 per regular employee 83 Employees;	\$50,000
Employee Relations	\$385 per regular employee 83 Employees;	\$32,000
Staff Retirements	Potential for retirements (PW and PD)	\$161,000



Key Assumptions

Wages and Benefits

Description	2022 Actual	2023 Actual	2024 Amended Budget	2024 Est. Year End	2025 Baseline
Personnel Expense					
General Fund					
City Council	61,147	68,437	71,900	68,950	75,850
Executive	277,665	298,506	333,050	351,557	372,800
Finance	624,894	724,286	851,250	848,222	876,000
Human Resources	287,043	349,614	370,500	383,490	392,350
Administrative	525,957	668,615	727,100	687,052	772,000
General Gov/Facilities	317,871	406,288	420,475	408,841	199,200
Public Safety	2,321,856	2,587,688	3,460,000	3,047,954	3,795,150
Cemetery	24,744	41,907	39,125	60,530	75,800
Community Development	-	-	-	-	222,750
Parks	462,988	635,444	749,165	721,842	885,500
General Fund Personnel Expense	4,904,165	5,780,785	7,022,565	6,578,438	7,667,400
Gen Fund Personnel % Change		17.9%	43.2%	34.1%	9.2%
Street Fund Personnel Expense	503,107	679,516	748,435	878,056	983,200
Street Fund Personnel % Change		35.1%	48.8%	74.5%	31.4%
Building/Permitting Personnel Expense	1,573,690	1,712,580	2,135,200	1,733,299	2,085,500
Building/Permitting Personnel % Change		8.8%	35.7%	10.1%	-2.3%
Water Fund Personnel Expense	772,167	910,593	990,900	987,049	1,081,450
Water Fund Personnel % Change		17.9%	28.3%	27.8%	9.1%
Storm Fund Personnel Expense	405,513	576,573	975,100	631,472	848,250
Storm Fund Personnel % Change		42.2%	140.5%	55.7%	-13.0%
Total Personnel Expense	8,158,642	9,660,047	11,872,200	10,808,314	12,665,800
% Change YoY		18.40%	22.90%	11.89%	6.68%
\$ Change YoY		1,501,405	11,872,200	1,148,267	793,600

Personnel expense is 52.7% of the baseline operating budget.



Key Assumptions

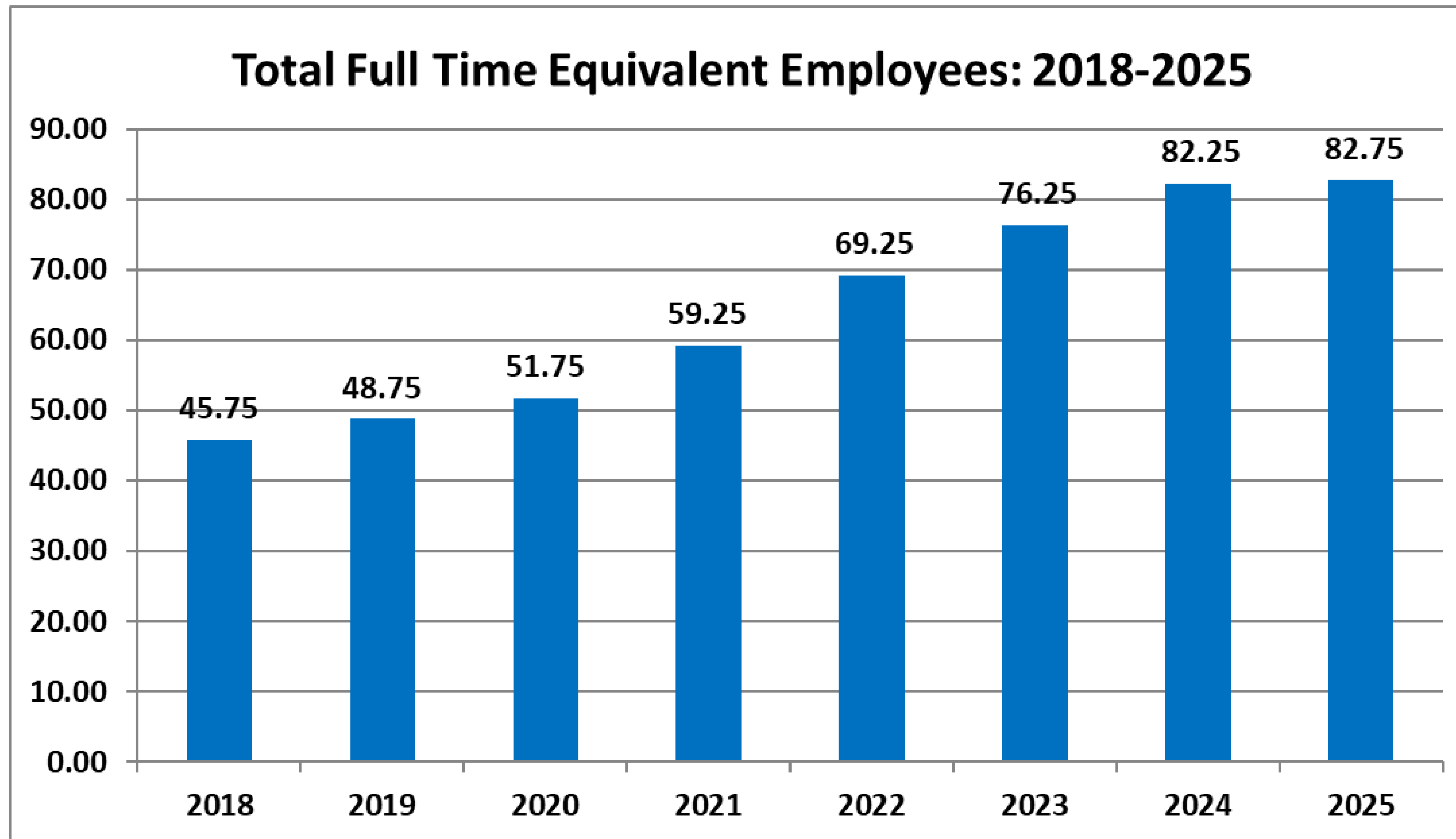
FTE Allocations

Personnel Schedule (Full-Time Equivalents)				
Job Title	2023 FTE Allocation	2024 FTE Allocation	2025 FTE Allocation	2025 FTE Percentage
Executive	1.00	1.00	1.00	1.21%
Total Finance	6.30	6.30	6.05	7.31%
Total Human Resources	2.40	2.40	2.40	2.90%
Total Administration	5.60	5.60	5.60	6.77%
Total General Government/Facilities	1.40	1.55	1.70	2.05%
Total Public Safety	19.00	21.00	21.00	25.38%
Total Cemetery	0.30	0.35	0.70	0.85%
Total Long Range Planning & Code Enforcement	1.50	1.50	1.50	1.81%
Total Parks	5.65	6.65	7.25	8.76%
Total Streets	6.10	6.90	6.95	8.40%
Total Building and Permitting	15.70	15.70	15.65	18.91%
Total Water Utility	7.00	7.00	7.45	9.00%
Total Stormwater Utility	4.30	6.30	5.50	6.65%
Total Full Time Equivalents	76.25	82.25	82.75	100.00%
Full-Time Staff				
Full-Time Employees	75.00	81.00	81.00	97.89%
Part-Time Staff				
Part-Time Employees	1.25	1.25	1.75	2.11%



Key Assumptions

Staffing Levels: Citywide Trend

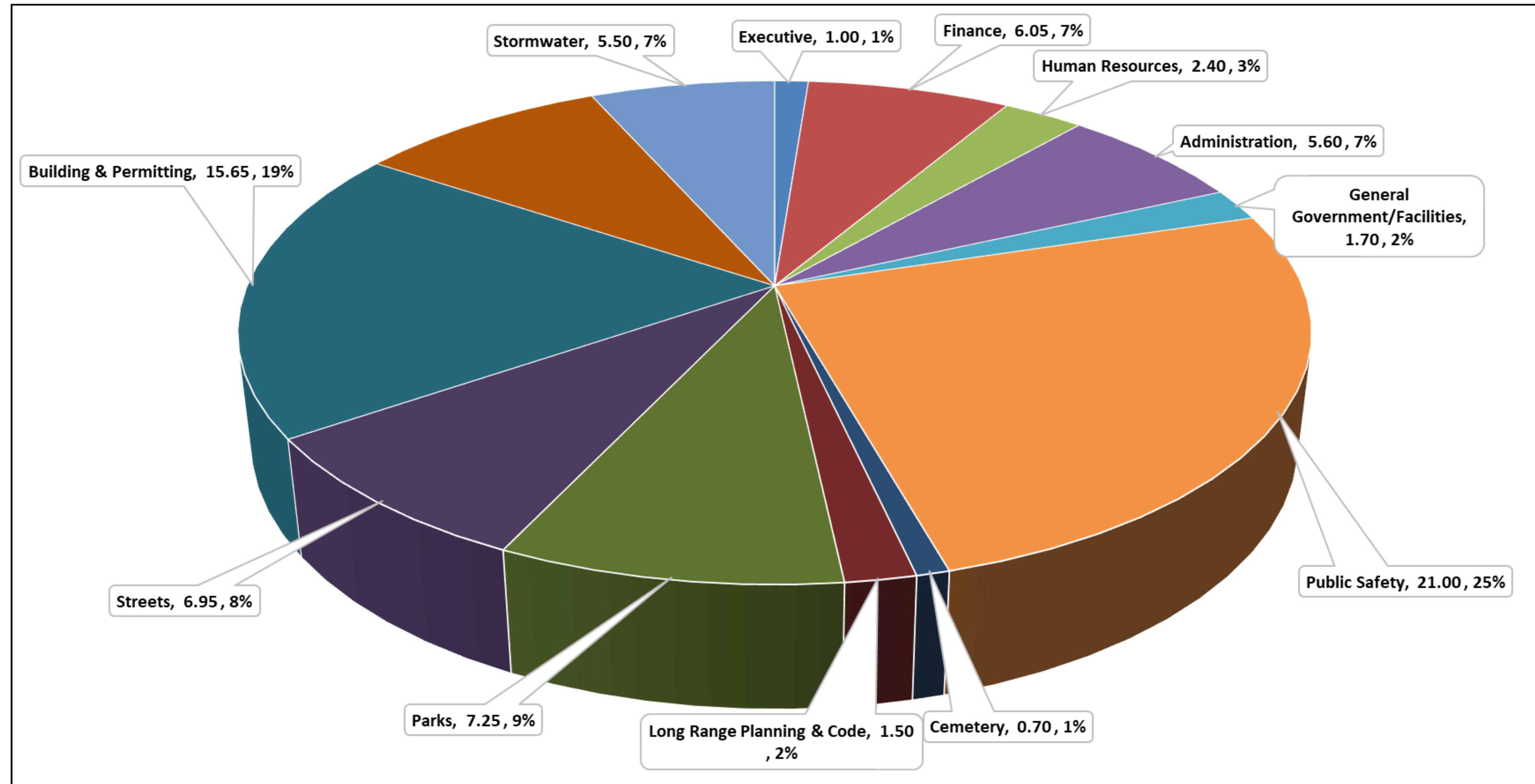


Source: City of Ridgefield Finance Department



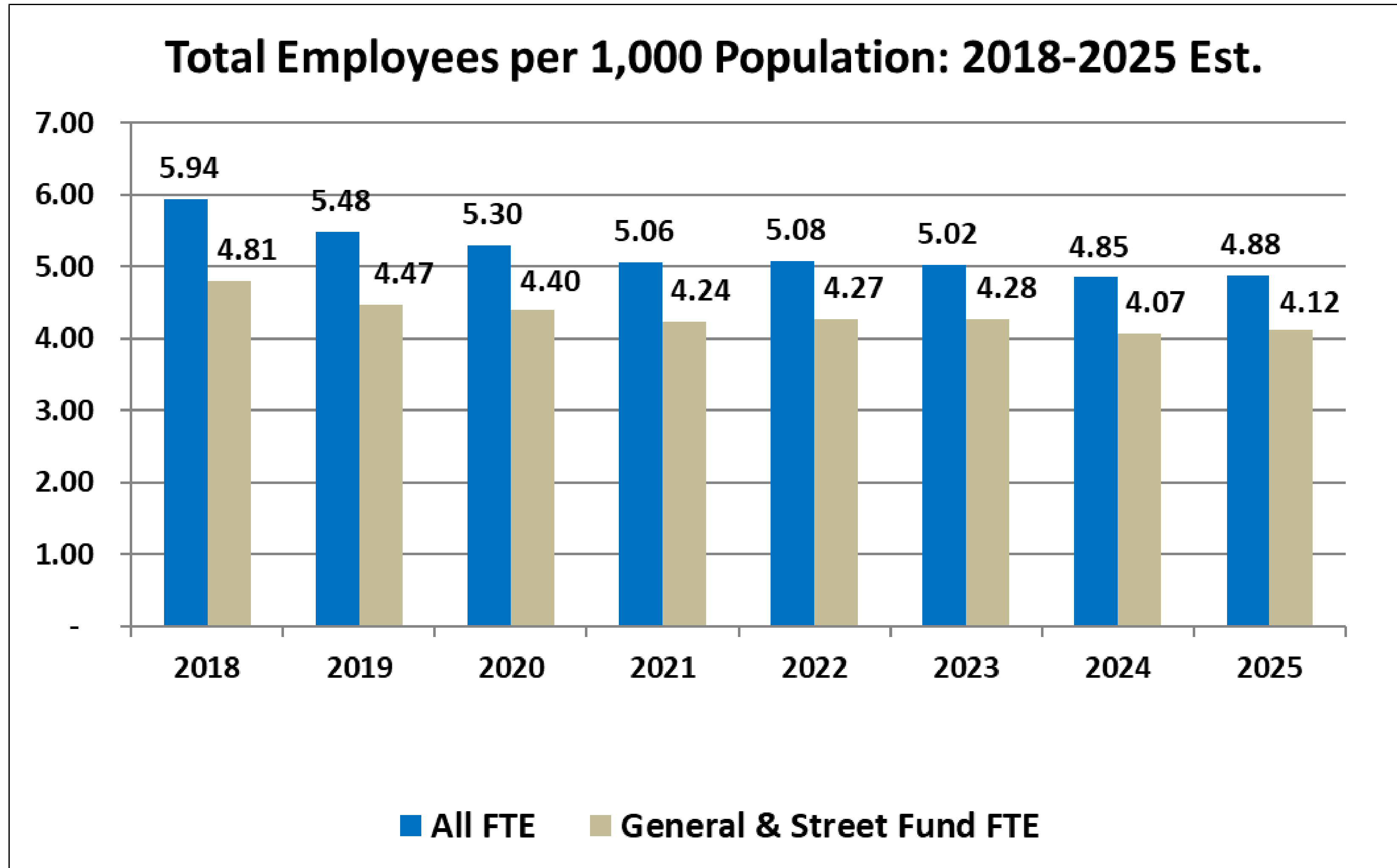
Key Assumptions

Staffing Levels: 2025 FTE Allocation



Key Assumptions

Staffing Levels: Per 1,000 Population



Key Assumptions Non-Personnel

Expense		
Expense Appropriation	Description	Amount +/-
Supply/Service Expense	3-year trend completed all line items	N/A
General Fund Transfer for Street Operations	General Fund contribution to street operations increase by 52.7%	\$1,130,000
Pavement and Sidewalk Preservation Program	Per preservation model. Funding from the Transportation Benefit District	\$620,000
Equipment Replacement Fund	Model updated in 2024. General Fund contribution included in baseline	\$160,000
Equipment Replacement Fund	Model updated in 2024. Community Development Department contribution included in baseline	\$25,600
Equipment Replacement Fund	Model updated in 2024. Street Fund contribution included in baseline	\$25,000
Equipment Replacement Fund	Model updated in 2024. Water Fund contribution included in baseline	\$40,500
Equipment Replacement Fund	Model updated in 2024. Stormwater Fund contribution included in baseline	\$33,000
Equipment Replacement Fund	Replacement expense. Will bring forward with initiatives and capital requests	\$112,500



Key Changes 2025 Baseline Operating Budget Compared to 2024 Baseline Budget

General Fund	
Revenue	
Total baseline revenue compared to 2024 baseline budget	+16.1%
Total Baseline Revenue	\$13,812,170
Expense	
Total expense compared to 2024 baseline budget	+16.5%
Total Baseline Expense	\$13,645,195
Net Total	\$166,975
Available fund balance ongoing expense	\$166,975
Available fund balance one-time expense.	\$2,483,325
Total available fund balance	\$2,650,300



Key Changes 2025 Baseline Operating Budget Compared to 2024 Baseline Budget

Street Fund	
Revenue	
Total revenue compared to 2024 baseline budget	+44.5%
Total Revenue	\$1,641,190
Expense	
Total expense compared to 2024 baseline budget	+31.8%
Total Expense	\$1,626,800
Net Total	\$14,390
Initiatives/Capital expense from General Fund contribution	



Key Changes 2025 Baseline Operating Budget Compared to 2024 Baseline Budget

Community Development (Building and Permitting)	
Revenue	
Total revenue compared to 2024 baseline budget	+37.9%
Total Revenue	\$2,512,000
Expense	
Total expense compared to 2024 baseline budget	+3.2%
Total Expense	\$3,684,955
Net Total	(\$1,172,955)
Available fund balance ongoing expense	\$0
Available fund balance one-time expense	\$0
Total available fund balance	(\$989,849)



Key Changes 2025 Baseline Operating Budget Compared to 2024 Baseline Budget

Water Fund	
Revenue	
Total revenue compared to 2024 baseline budget	+14.0%
Total Revenue	\$3,903,000
Expense	
Total expense compared to 2024 baseline budget	+18.7%
Total Expense	\$3,271,100
Net Total	\$631,900
Available fund balance ongoing expense	\$631,900
Available fund balance one-time or ongoing expense	\$2,290,584
Total available fund balance	\$2,922,484



Key Changes 2025 Baseline Operating Budget Compared to 2024 Baseline Budget

Storm Water Fund	
Revenue	
Total revenue compared to 2024 baseline budget	+38.6%
Total Revenue	\$2,276,500
Expense	
Total expense compared to 2024 baseline budget	+25.7%
Total Expense	\$1,763,930
Net Total	\$512,570
Available fund balance ongoing expense; or	\$512,570
Available fund balance one-time or ongoing expense	\$25,728
Total available fund balance	\$538,298



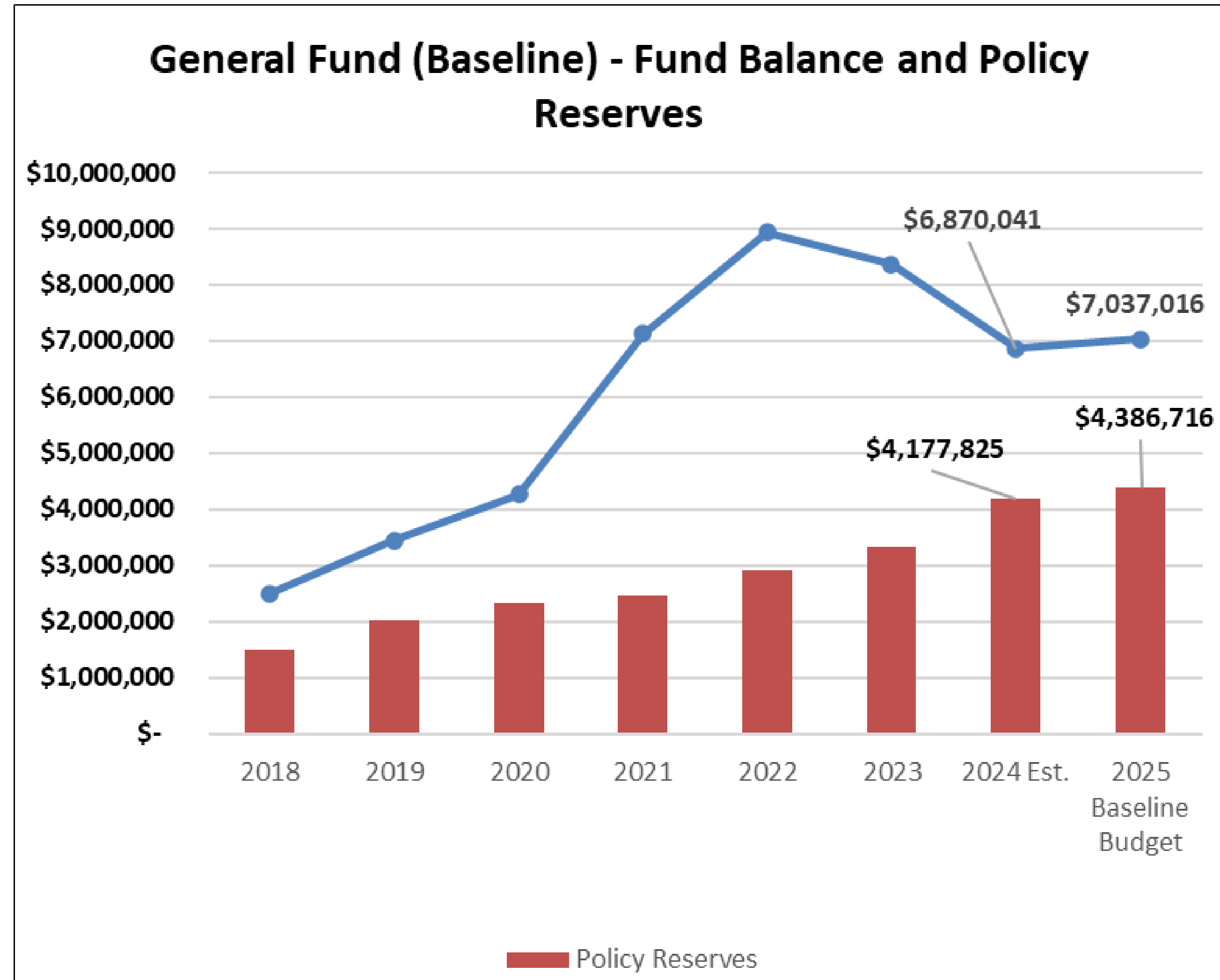
2024 Baseline Operating Budget

2025 Estimated Policy Reserve Balances

	2025 Est. Reserves	2024 Reserves	% Change
General Fund	4,386,716	4,177,825	5.00%
Community Development	737,200	749,600	-1.65%
Water Fund	1,794,912	1,631,738	10.00%
Storm Fund	843,652	766,956	10.00%
Total	7,762,480	7,326,119	5.96%



2025 Baseline Operating Budget Fund Balance and Policy Reserve Balances



Source: City of Ridgefield Finance Department



2025 Baseline Operating Budget

General Fund Revenues

Description	2024						
	2022 Actual	2023 Actual	Amended Budget	2024 Est. Year End	2025 Baseline	2025 Additions	2025 Budget
001 General Fund							
Revenue							
Property Tax	1,941,010	2,213,832	2,340,000	2,304,900	2,500,000	-	2,500,000
Retail Sales & Other Tax	4,389,184	4,098,461	4,517,000	5,246,628	5,758,000	-	5,758,000
Public Safety Sales/Use	-	230,760	230,000	235,429	250,000	-	250,000
Utility Taxes	1,695,920	1,838,309	2,052,500	1,941,352	2,110,000	-	2,110,000
License & Permits	80,897	88,782	97,180	113,393	102,240	-	102,240
Fines & Forfeits	55,507	61,009	72,000	75,462	73,000	-	73,000
Charge for Goods & Srvs	724,146	1,491,886	1,526,006	1,506,333	1,902,885	-	1,902,885
Intergovernmental/Grant	1,593,505	403,937	839,500	509,346	602,945	-	602,945
Other Rev/Donations	(56,880)	870,722	590,100	469,838	513,100	-	513,100
Total Revenue	10,423,289	11,297,698	12,264,286	12,402,681	13,812,170	-	13,812,170



2025 Baseline Operating Budget

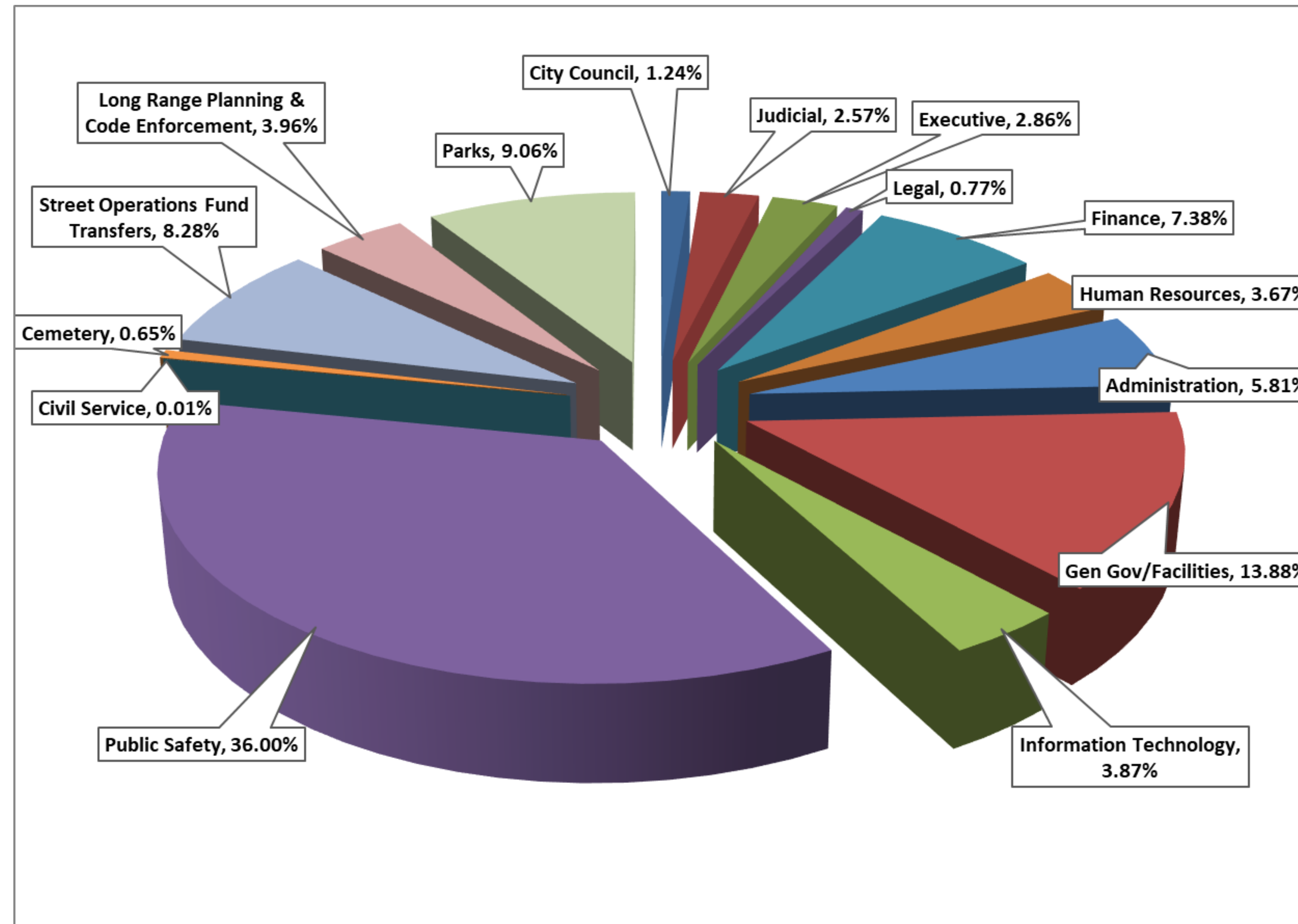
General Fund Expenditures by Department

Description	2024						
	2022 Actual	2023 Actual	Amended Budget	2024 Est. Year End	2025 Baseline	2025 Additions	2025 Budget
001 General Fund							
Expense							
City Council	98,185	122,602	135,000	130,013	168,950	-	168,950
Judicial	247,811	293,785	335,000	353,578	350,000	-	350,000
Executive	288,531	310,372	350,800	367,514	390,400	-	390,400
Legal	48,444	82,596	70,000	108,487	105,000	-	105,000
Finance	749,680	895,909	977,600	976,821	1,007,250	-	1,007,250
Human Resources	389,114	431,921	506,500	498,940	500,600	-	500,600
Administration	539,933	685,793	745,700	718,741	793,350	-	793,350
Gen Govt/Facilities	1,689,371	2,350,531	2,643,200	2,440,341	1,893,870	-	1,893,870
Information Tech	342,160	460,564	496,000	447,636	527,500	-	527,500
Public Safety	3,048,922	4,031,695	4,788,900	4,458,761	4,912,175	-	4,912,175
Civil Service	156	166	1,000	170	1,000	-	1,000
Cemetery	34,499	51,996	51,925	69,107	88,800	-	88,800
Transfers	894,889	978,169	1,710,185	1,710,185	1,130,000	-	1,130,000
Community Development	45,170	119,176	464,812	274,315	539,700	-	539,700
Parks	1,078,466	1,041,644	3,342,715	1,345,730	1,236,600	-	1,236,600
Total Expense	9,495,331	11,856,919	16,619,337	13,900,339	13,645,195	-	13,645,195
Net Total	927,958	(559,221)	(4,355,051)	(1,497,658)	166,975	-	166,975



2025 Baseline Operating Budget

General Fund Expenditures by Department



Source: City of Ridgefield Finance Department



2025 Baseline Operating Budget

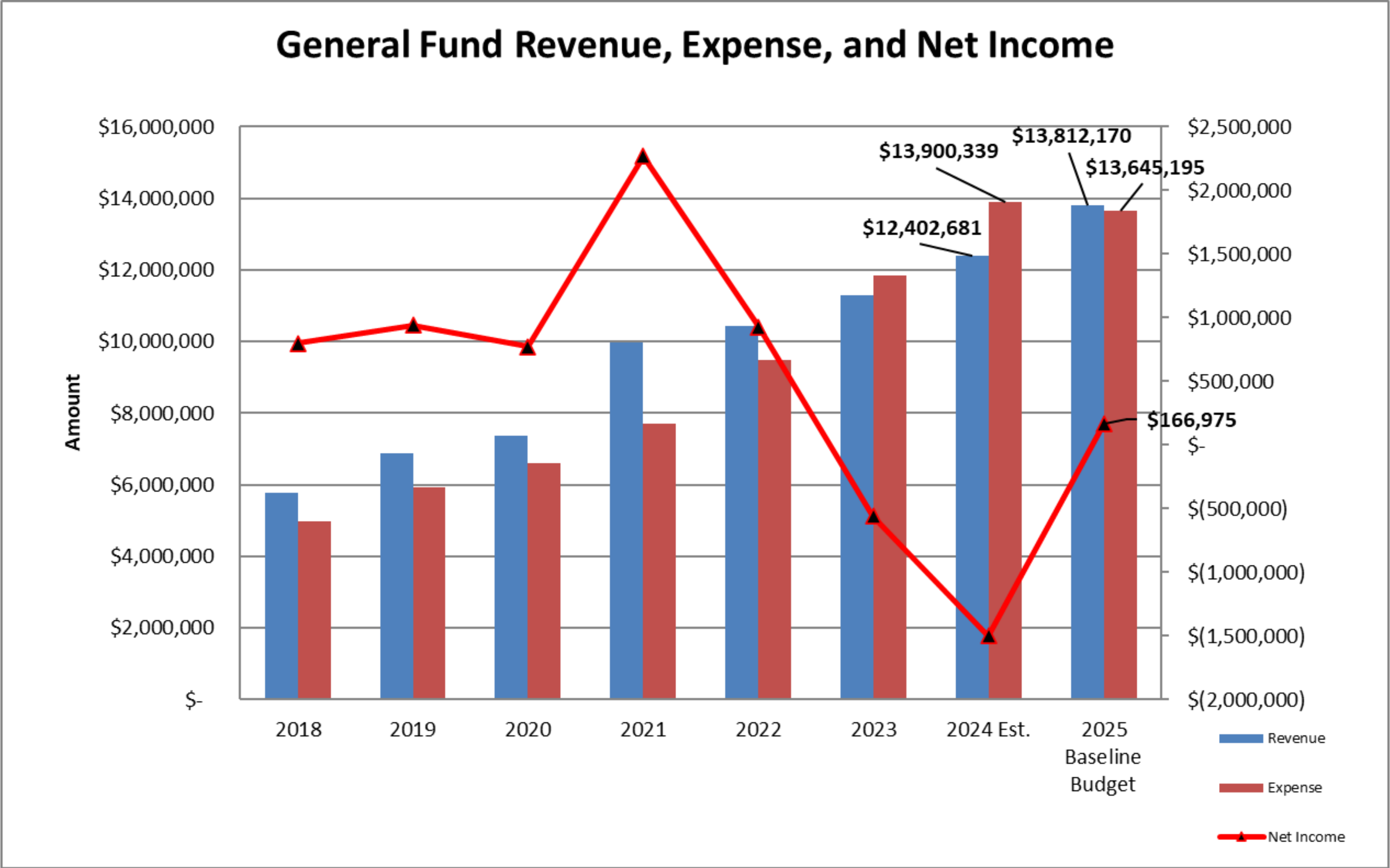
General Fund - Fund Balance

Description	2024						
	2022 Actual	2023 Actual	Amended Budget	2024 Est. Year End	2025 Baseline	2025 Additions	2025 Budget
001 General Fund							
Fund Balance							
Beginning Fund Balance	8,006,285	8,934,243	8,367,699	8,367,699	6,870,041	7,037,016	6,870,041
Ending Fund Balance	8,934,243	8,367,699	4,012,648	6,870,041	7,037,016	7,037,016	7,037,016
GF Policy Reserve Balance	2,921,178	3,327,969	4,177,825	4,177,825	4,386,716	4,386,716	4,386,716
Fund Balance Available	6,013,065	5,039,730	(165,177)	2,692,216	2,650,300	2,650,300	2,650,300



2025 Baseline Operating Budget

General Fund Net Revenue

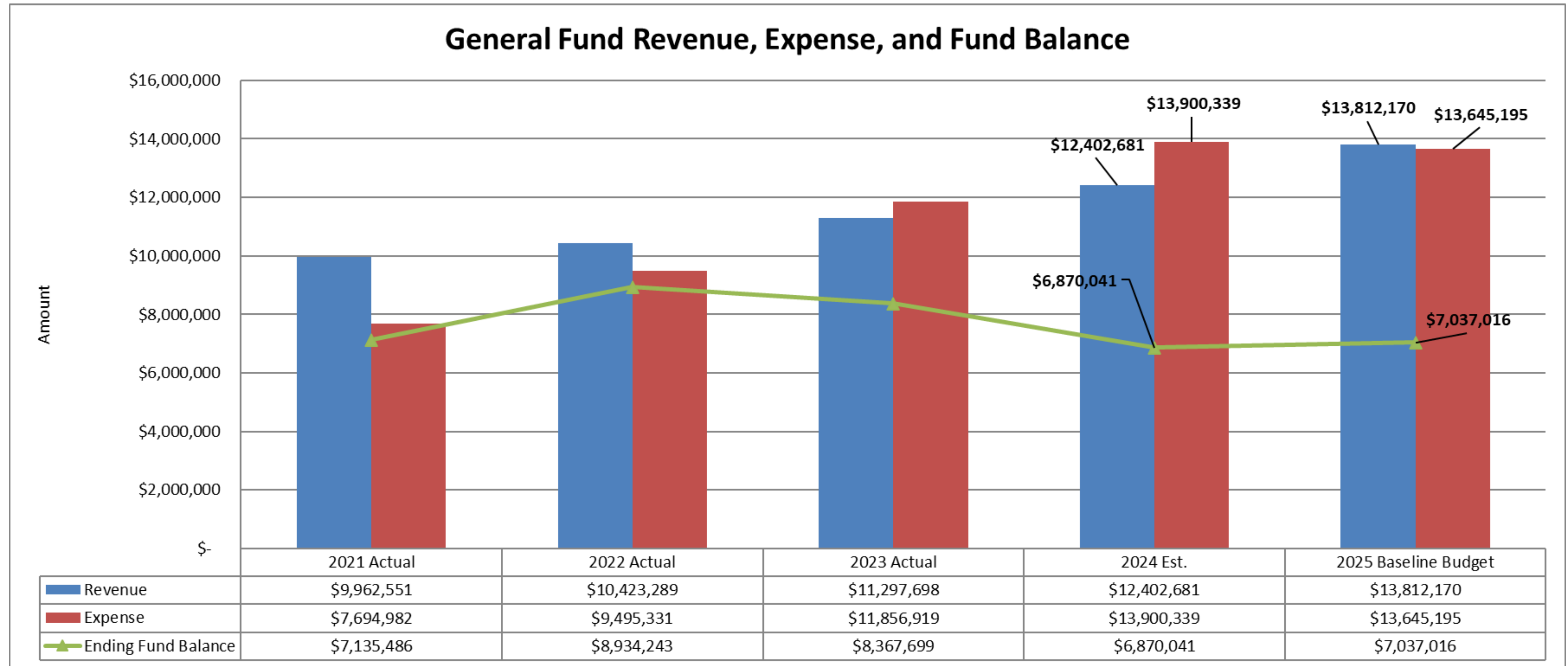


Source: City of Ridgefield Finance Department



2025 Baseline Operating Budget

General Fund Revenue, Expense and Fund Balance



Source: City of Ridgefield Finance Department



2025 Baseline Operating Budget Six-Year Forecast General Fund

Description	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	2026 Estimate	2027 Estimate	2028 Estimate	2029 Estimate
001 General Fund								
Revenue								
Property Tax	1,941,010	2,213,832	2,340,000	2,500,000	2,765,000	3,058,090	3,382,248	3,740,766
Retail Sales & Other Tax	4,389,185	4,098,461	4,517,000	5,758,000	6,048,150	6,349,654	6,666,229	6,998,629
Public Safety Sales/Use Tax	-	230,760	230,000	250,000	262,500	275,625	289,406	303,877
Utility Taxes	1,695,920	1,838,309	2,052,500	2,110,000	2,225,695	2,331,441	2,436,556	2,541,648
License & Permits	80,897	88,782	97,180	102,240	107,884	113,271	118,927	124,866
Fines & Forfeits	55,507	61,009	72,000	73,000	74,825	76,696	78,613	80,578
Charge for Goods & Svc	724,146	1,491,886	1,526,006	1,902,885	1,999,372	2,097,706	2,200,992	2,234,266
Intergovernmental/Grant	1,593,505	403,937	839,500	602,945	384,004	400,396	416,117	431,182
Other Revenue/Donations	(56,881)	870,722	590,100	513,100	281,850	284,988	288,209	291,518
Transfers In	-	-	-	-	-	-	-	-
Total Revenue	10,423,289	11,297,698	12,264,286	13,812,170	14,149,280	14,987,865	15,877,297	16,747,329
Expense								
City Council	98,185	122,602	135,000	168,950	172,116	175,372	178,721	182,166
Judicial	247,811	293,785	335,000	350,000	366,250	383,281	401,132	419,843
Executive	288,531	310,372	350,800	390,400	411,605	431,244	451,863	473,511
Legal	48,444	82,596	70,000	105,000	110,250	115,763	121,551	127,628
Finance	749,680	895,909	977,600	1,007,250	1,054,331	1,103,685	1,155,421	1,209,659
Human Resources	389,114	431,921	506,500	500,600	522,924	546,296	570,768	596,392
Administration	539,933	685,793	745,700	793,350	832,484	873,561	916,678	961,937
Gen Gov/Facilities	1,689,371	2,350,531	2,643,200	1,893,870	1,891,469	1,953,149	2,134,760	2,015,508
Information Tech	342,160	460,564	496,000	527,500	540,688	554,205	568,060	582,261
Public Safety	3,048,922	4,031,695	4,788,900	4,912,175	5,165,271	5,182,757	5,416,746	5,661,847
Civil Service	156	166	1,000	1,000	1,000	1,000	1,000	1,000
Cemetery	34,499	51,996	51,925	88,800	92,915	97,228	101,748	106,485
Street Transfers	894,889	978,169	1,710,185	1,130,000	1,155,635	1,200,951	1,249,286	1,300,463
Long Range Planning/Code	45,170	119,176	464,812	539,700	258,761	271,077	283,994	297,540
Parks	1,078,466	1,041,644	3,342,715	1,236,600	1,289,653	1,345,138	1,403,173	1,463,879
Total Expense	9,495,331	11,856,919	16,619,337	13,645,195	13,865,350	14,234,706	14,954,900	15,400,119
Net Total	927,958	(559,221)	(4,355,051)	166,975	283,930	753,159	922,397	1,347,210
Fund Balance								
Beginning Fund Balance	8,006,285	8,934,243	8,367,699	6,870,041	7,037,016	7,320,946	8,074,104	8,996,502
Ending Fund Balance	8,934,243	8,367,699	4,012,648	7,037,016	7,320,946	8,074,104	8,996,502	10,343,712
Gen Fund Reserve Bal	2,921,178	3,327,969	4,177,825	4,386,716	4,606,052	4,836,355	5,078,172	5,332,081
Fund Balance Available	6,013,065	5,039,730	(165,177)	2,650,300	2,714,894	3,237,750	3,918,329	5,011,631



2025 Baseline Operating Budget

Street Fund Revenues, Expenditures and Fund Balance

Description	2024						
	2022 Actual	2023 Actual	Amended Budget	2024 Est. Year End	2025 Baseline	2025 Additions	2025 Budget
101 Street Fund							
Revenue							
Utility Tax/Franchise Fee	106,449	125,020	149,000	138,605	158,500	-	158,500
Permits	13,537	17,187	20,000	19,500	20,000	-	20,000
Grants	-	-	56,000	56,000	-	-	-
Intergovernmental	240,338	274,279	296,500	282,903	307,165	-	307,165
Other Revenue	35,710	13,261	25,525	57,908	25,525	-	25,525
Transfers In	737,167	733,333	1,052,935	1,052,935	1,130,000	-	1,130,000
Total Revenue	1,133,201	1,163,080	1,599,960	1,607,851	1,641,190	-	1,641,190
Expense							
Streets	1,051,988	1,261,237	1,598,535	1,613,793	1,626,800	-	1,626,800
Total Expense	1,051,988	1,261,237	1,598,535	1,613,793	1,626,800	-	1,626,800
Net Total	81,213	(98,157)	1,425	(5,942)	14,390	-	14,390
Fund Balance							
Beg Fund Balance	52,507	133,720	35,563	35,563	29,621	44,011	29,621
Ending Fund Balance	133,720	35,563	36,988	29,621	44,011	44,011	44,011
Reserves Maintain in GF	-	-	-	-	-	-	-
Fund Balance Available	133,720	35,563	36,988	29,621	44,011	44,011	44,011



2025 Baseline Operating Budget

Six-Year Forecast Street Fund

	2022	2023	2024	2025	2026	2027	2028	2029
Description	Actual	Actual	Adopted Budget	Proposed Budget	Estimate	Estimate	Estimate	Estimate
101 Street Fund								
Revenue								
Utility Tax/Franchise Fee	106,449	125,020	149,000	158,500	169,792	182,283	195,577	209,789
Permits	13,537	17,187	20,000	20,000	20,000	20,000	20,000	20,000
Grants	-	-	56,000	-	-	-	-	-
Intergovernmental	240,339	274,279	296,500	307,165	341,073	356,435	371,153	385,227
Other Revenue	35,709	13,261	25,525	25,525	25,525	25,525	25,525	25,525
Transfers In	737,167	733,333	1,052,935	1,130,000	1,155,635	1,200,951	1,249,286	1,300,463
Total Revenue	1,133,201	1,163,080	1,599,960	1,641,190	1,712,025	1,785,195	1,861,541	1,941,004
Expense	1,051,988	1,261,237	1,598,535	1,626,800	1,702,025	1,775,195	1,851,541	1,931,004
Net Total	81,213	(98,157)	1,425	14,390	10,000	10,000	10,000	10,000
Fund Balance								
Beginning Fund Balance	52,507	133,720	35,563	36,987	44,011	54,011	64,011	74,011
Ending Fund Balance	133,720	35,562	36,987	51,376	54,011	64,011	74,011	84,011
Reserves in GF	-	-	-	-	-	-	-	-
Fund Balance Available	133,720	35,562	36,987	51,376	54,011	64,011	74,011	84,011



2025 Baseline Operating Budget

Community Development (Building & Permitting Activities)

Revenues, Expenditures and Fund Balance

Description	2024						
	2022 Actual	2023 Actual	Amended Budget	2024 Est. Year End	2025 Baseline	2025 Additions	2025 Budget
402 Building/Permitting							
Revenue							
Permits	1,278,922	1,085,069	872,000	1,481,062	1,302,000	-	1,302,000
Planning and Development	1,098,732	926,769	935,000	1,133,273	1,195,000	-	1,195,000
Other Revenue	12,600	10,410	15,000	13,905	15,000	-	15,000
Total Revenue	2,390,254	2,022,248	1,822,000	2,628,240	2,512,000	-	2,512,000
Expense							
Building/Permitting	2,795,970	3,210,213	3,688,404	3,531,386	3,684,955	-	3,684,955
Total Expense	2,795,970	3,210,213	3,688,404	3,531,386	3,684,955	-	3,684,955
Net Total	(405,716)	(1,187,965)	(1,866,404)	(903,146)	(1,172,955)	-	(1,172,955)
Fund Balance							
Beg Fund Balance	3,417,133	3,011,417	1,823,452	1,823,452	920,306	(252,649)	920,306
Ending Fund Balance	3,011,417	1,823,452	(42,952)	920,306	(252,649)	(252,649)	(252,649)
Policy Reserves	619,191	665,967	749,600	749,600	737,200	737,200	737,200
Fund Balance Available	2,392,226	1,157,485	(792,552)	170,706	(989,849)	(989,849)	(989,849)



2025 Baseline Operating Budget

Six-Year Forecast Building and Permitting Activities

	2022	2023	2024	2025	2026	2027	2028	2029
Description	Actual	Actual	Adopted Budget	Proposed Budget	Estimate	Estimate	Estimate	Estimate
402 Building and Permitting								
Revenue								
Permits	1,278,922	1,085,069	872,000	1,302,000	1,250,094	1,225,046	1,250,622	1,276,838
Planning and Develop	1,098,732	926,769	935,000	1,195,000	1,047,511	1,032,492	1,050,392	1,068,720
Other Revenue	12,600	10,410	15,000	15,000	15,000	15,000	15,000	15,000
Total Revenue	2,390,254	2,022,248	1,822,000	2,512,000	2,312,605	2,272,539	2,316,014	2,360,558
Expense	2,795,970	3,210,213	3,688,404	3,684,955	3,829,076	3,978,896	4,135,199	4,298,283
Net Total	(405,716)	(1,187,965)	(1,866,404)	(1,172,955)	(1,516,472)	(1,706,358)	(1,819,184)	(1,937,725)
Fund Balance								
Beginning Fund Balance	3,417,133	3,011,417	1,823,452	920,306	(252,649)	(1,769,121)	(3,475,478)	(5,294,663)
Ending Fund Balance	3,011,417	1,823,452	(42,952)	(252,649)	(1,769,121)	(3,475,478)	(5,294,663)	(7,232,387)
Reserves in GF	619,191	665,967	749,600	737,200	774,060	812,763	853,401	896,071
Fund Balance Available	2,392,226	1,157,485	(792,552)	(989,849)	(2,543,181)	(4,288,241)	(6,148,064)	(8,128,459)



2025 Baseline Operating Budget

Water Fund Revenues, Expenditures and Fund Balance

Description	2024						
	2022 Actual	2023 Actual	Amended Budget	2024 Est. Year End	2025 Baseline	2025 Additions	2025 Budget
406 Water Utility Fund							
Revenue							
Charge for Goods & Srvs	2,687,535	2,955,429	3,369,000	3,284,692	3,827,000	-	3,827,000
Grants	-	-	-	-	-	-	-
Other Revenue	(28,235)	116,213	53,500	85,440	76,000	-	76,000
Transfers In	-	-	-	-	-	-	-
Total Revenue	2,659,300	3,071,642	3,422,500	3,370,132	3,903,000	-	3,903,000
Expense							
Water Utility	2,413,945	2,488,677	3,032,973	2,487,937	3,271,100	-	3,271,100
Total Expense	2,413,945	2,488,677	3,032,973	2,487,937	3,271,100	-	3,271,100
Net Total	245,355	582,965	389,527	882,195	631,900	-	631,900
Fund Balance							
Beginning Fund Balance	2,374,981	2,620,336	3,203,301	3,203,301	4,085,496	4,717,396	4,085,496
Ending Fund Balance	2,620,336	3,203,301	3,592,828	4,085,496	4,717,396	4,717,396	4,717,396
Policy Reserve Balance	1,274,143	1,381,176	1,631,738	1,631,738	1,794,912	1,794,912	1,794,912
Fund Balance Available	1,346,193	1,822,125	1,961,090	2,453,758	2,922,484	2,922,484	2,922,484



2025 Baseline Operating Budget

Six-Year Forecast Water Fund

	2022	2023	2024	2025	2026	2027	2028	2029
Description	Actual	Actual	Adopted Budget	Proposed Budget	Estimate	Estimate	Estimate	Estimate
406 Water Utility Fund								
Revenue								
Charge for Goods and Srvcs	2,687,534	2,955,429	3,369,000	3,827,000	4,218,350	4,659,700	5,149,200	5,692,000
Grants	-	-	-	-	-	-	-	-
Other Revenue	(28,234)	116,213	53,500	76,000	36,000	36,000	36,000	36,000
Transfers In	-	-	-	-	-	-	-	-
Total Revenue	2,659,300	3,071,642	3,422,500	3,903,000	4,254,350	4,695,700	5,185,200	5,728,000
Expense	2,413,945	2,488,677	3,032,973	3,271,100	3,381,156	3,493,858	3,610,675	3,731,982
Net Total	245,355	582,965	389,527	631,900	873,194	1,201,842	1,574,525	1,996,018
Fund Balance								
Beginning Fund Balance	2,374,981	2,620,336	3,203,301	4,085,496	4,717,396	5,590,590	6,792,432	8,366,957
Ending Fund Balance	2,620,336	3,203,301	3,592,828	4,717,396	5,590,590	6,792,432	8,366,957	10,362,975
Reserves	1,274,143	1,381,176	1,631,738	1,794,912	1,884,658	1,978,890	2,077,835	2,181,727
Fund Balance Available	1,346,193	1,822,125	1,961,090	2,922,484	3,705,932	4,813,541	6,289,122	8,181,248



2025 Baseline Operating Budget

Storm Water Fund Revenues, Expenditures and Fund Balance

Description	2024						
	2022 Actual	2023 Actual	Amended Budget	2024 Est. Year End	2025 Baseline	2025 Additions	2025 Budget
408 Stormwater Utility Fund							
Revenue							
Charge for Goods & Srvs	1,132,722	1,224,811	1,642,200	1,543,144	2,265,000	-	2,265,000
Grants	-	-	130,000	130,000	-	-	-
Other Revenue	(14,925)	(11,898)	10,500	555	11,500	-	11,500
Transfer In	-	200,000	-	-	-	-	-
Total Revenue	1,117,797	1,412,913	1,782,700	1,673,699	2,276,500	-	2,276,500
Expense							
Stormwater Utility	1,007,757	1,409,017	1,759,967	1,463,164	1,763,930	-	1,763,930
Total Expense	1,007,757	1,409,017	1,759,967	1,463,164	1,763,930	-	1,763,930
Net Total	110,040	3,896	22,733	210,535	512,570	-	512,570
Fund Balance							
Beginning Fund Balance	544,909	654,949	658,845	658,845	869,380	1,381,950	869,380
Ending Fund Balance	654,949	658,845	681,578	869,380	1,381,950	1,381,950	1,381,950
Policy Reserve Balance	543,928	646,251	766,956	766,956	843,652	843,652	843,652
Fund Balance Available	111,021	12,594	(85,378)	102,424	538,298	538,298	538,298



2025 Baseline Operating Budget

Six-Year Forecast Storm Water Fund

Description	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	2026 Estimate	2027 Estimate	2028 Estimate	2029 Estimate
408 Stormwater Utility Fund								
Revenue								
Charge for Goods and Srvs	1,132,722	1,224,811	1,642,200	2,265,000	2,611,050	2,955,088	3,344,994	3,580,803
Grants	-	-	130,000	-	-	-	-	-
Other Revenue	(14,925)	(11,898)	10,500	11,500	6,000	6,500	7,050	7,655
Transfers In	-	200,000	-	-	-	-	-	-
Total Revenue	1,117,797	1,412,913	1,782,700	2,276,500	2,617,050	2,961,588	3,352,044	3,588,458
Expense	1,007,757	1,409,017	1,759,967	1,763,930	1,975,557	2,046,165	2,121,154	2,199,415
Net Total	110,040	3,896	22,733	512,570	641,493	915,422	1,230,891	1,389,042
Fund Balance								
Beginning Fund Balance	544,909	654,950	658,846	869,380	1,381,950	2,023,443	2,938,865	4,169,756
Ending Fund Balance	654,950	658,846	681,579	1,381,950	2,023,443	2,938,865	4,169,756	5,558,798
Reserves	543,928	646,251	766,956	843,652	885,835	930,126	976,633	1,025,464
Fund Balance Available	111,022	12,595	(85,377)	538,298	1,137,608	2,008,739	3,193,123	4,533,334



2025 Baseline Operating Budget

Special Revenue & Debt Service Fund Revenues and Expenditures

Description	2024						
	2022 Actual	2023 Actual	Amended Budget	2024 Est. Year End	2025 Baseline	2025 Additions	2025 Budget
111 Drug Fund							
Total Revenue	4,039		1,510	33	1,510	-	1,510
Total Expense	336		500	-	500	-	500
Net Total	3,703		1,010	33	1,010	-	1,010
Ending Fund Balance	9,189		10,688	9,711	10,721	10,721	10,721
140 Affordable Housing							
Total Revenue	24,204		25,000	22,930	25,000	-	25,000
Total Expense	-		-	-	-	-	-
Net Total	24,204		25,000	22,930	25,000	-	25,000
Ending Fund Balance	67,176		115,470	113,400	138,400	138,400	138,400
150 Transportation Benefit District							
Total Revenue	744,513		850,100	978,462	1,168,000	-	1,168,000
Total Expense	350,000		1,047,900	1,047,900	-	620,000	620,000
Net Total	394,513		(197,800)	(69,438)	1,168,000	(620,000)	548,000
Ending Fund Balance	586,915		191,888	320,250	1,488,250	868,250	868,250
200 Debt Service Fund							
Total Revenue	1,804,680		34,454,680	33,365,118	2,949,765	-	2,949,765
Total Expense	1,804,680		34,454,680	33,365,118	2,949,765	-	2,949,765
Net Total	-		-	-	-	-	-
Ending Fund Balance	-		-	-	-	-	-



2025 Baseline Operating Budget

Capital Project Fund Revenues Forecast

Description	2022 Actual	2023 Actual	2024 Amended Budget	2024 Est. Year End	2025 Baseline	2025 Additions	2025 Budget
105 Real Estate Excise Tax (REET) Fund							
Revenue							
Real Estate Excise Taxes	2,081,558		1,600,000	1,735,821	1,900,000	-	1,900,000
Other Revenue	(107,336)		125,000	151,814	140,000	-	140,000
Total Revenue	1,974,222		1,725,000	1,887,635	2,040,000	-	2,040,000
Expense							
Utility	4,798		-	-	-	-	-
General	-		-	-	-	-	-
Streets	-		-	-	-	-	-
Parks	-		225,000	225,000	-	-	-
Debt Service (GO Bonds)	1,414,003		2,063,555	1,992,689	2,808,645	-	2,808,645
Total Expense	1,418,801		2,288,555	2,217,689	2,808,645	-	2,808,645
Net Total	555,421		(563,555)	(330,054)	(768,645)	-	(768,645)
Fund Balance							
Beg Fund Balance	3,945,659		4,285,138	4,285,138	3,955,084	3,186,439	3,955,084
Ending Fund Balance	4,501,080		3,721,583	3,955,084	3,186,439	3,186,439	3,186,439
Debt Service Reserves	1,408,995		1,409,395	1,409,395	1,413,185	1,413,185	1,413,185
Fund Balance Available	3,092,085		2,312,188	2,545,689	1,773,254	1,773,254	1,773,254

416 Water Utility SDC Fund							
Revenue							
Contributed Capital	1,316,707		1,550,000	1,101,060	1,550,000	-	1,550,000
Other Revenue	(139,689)		200,000	268,451	200,000	-	200,000
Total Revenue	1,177,018		1,750,000	1,369,511	1,750,000	-	1,750,000
Expense							
Intergovernmental	23,042		40,000	23,935	40,000	-	40,000
Capital Outlay	-		-	-	-	-	-
Transfers Out	234,511		6,360,000	3,000,000	-	-	-
Total Expense	257,553		6,400,000	3,023,935	40,000	-	40,000
Net Total	919,465		(4,650,000)	(1,654,424)	1,710,000	-	1,710,000
Fund Balance							
Beg Fund Balance	8,299,333		8,010,425	8,010,425	6,356,001	8,066,001	6,356,001
Ending Fund Balance	9,218,798		3,360,425	6,356,001	8,066,001	8,066,001	8,066,001
Fund Balance Available	9,218,798		3,360,425	6,356,001	8,066,001	8,066,001	8,066,001



2025 Baseline Operating Budget

Capital Project Fund Revenues Forecast

Description	2022 Actual	2023 Actual	2024 Amended Budget	2024 Est. Year End	2025 Baseline	2025 Additions	2025 Budget
114 Park Impact Fee (PIF) Fund							
Revenue							
Planning & Development	694,209		251,000	351,712	215,000	-	215,000
Grants	-		-	-	-	-	-
Other Revenue	(48,790)		250	8,754	250	-	250
Total Revenue	645,419		251,250	360,466	215,250	-	215,250
Expense							
Park Impact Fee	1,413,416		827,000	827,000	-	-	-
Total Expense	1,413,416		827,000	827,000	-	-	-
Net Total	(767,997)		(575,750)	(466,534)	215,250	-	215,250
Fund Balance							
Beg Fund Balance	3,417,058		1,331,917	1,331,917	865,383	1,080,633	865,383
Ending Fund Balance	2,649,061		756,167	865,383	1,080,633	1,080,633	1,080,633
Fund Balance Available	2,649,061		756,167	865,383	1,080,633	1,080,633	1,080,633
115 Traffic Impact Fee (TIF) Fund							
Revenue							
Planning & Development	784,403		568,000	789,061	465,000	-	465,000
Other Revenue	(42,322)		250	18,610	250	-	250
Total Revenue	742,081		568,250	807,671	465,250	-	465,250
Expense							
Transp Impact Fee	2,393,455		1,716,000	1,716,000	-	-	-
Total Expense	2,393,455		1,716,000	1,716,000	-	-	-
Net Total	(1,651,374)		(1,147,750)	(908,329)	465,250	-	465,250
Fund Balance							
Beginning Fund Balance	3,959,377		885,341	885,341	(22,988)	442,262	(22,988)
Ending Fund Balance	2,308,003		(262,409)	(22,988)	442,262	442,262	442,262
Fund Balance Available	2,308,003		(262,409)	(22,988)	442,262	442,262	442,262



2025 Baseline Operating Budget

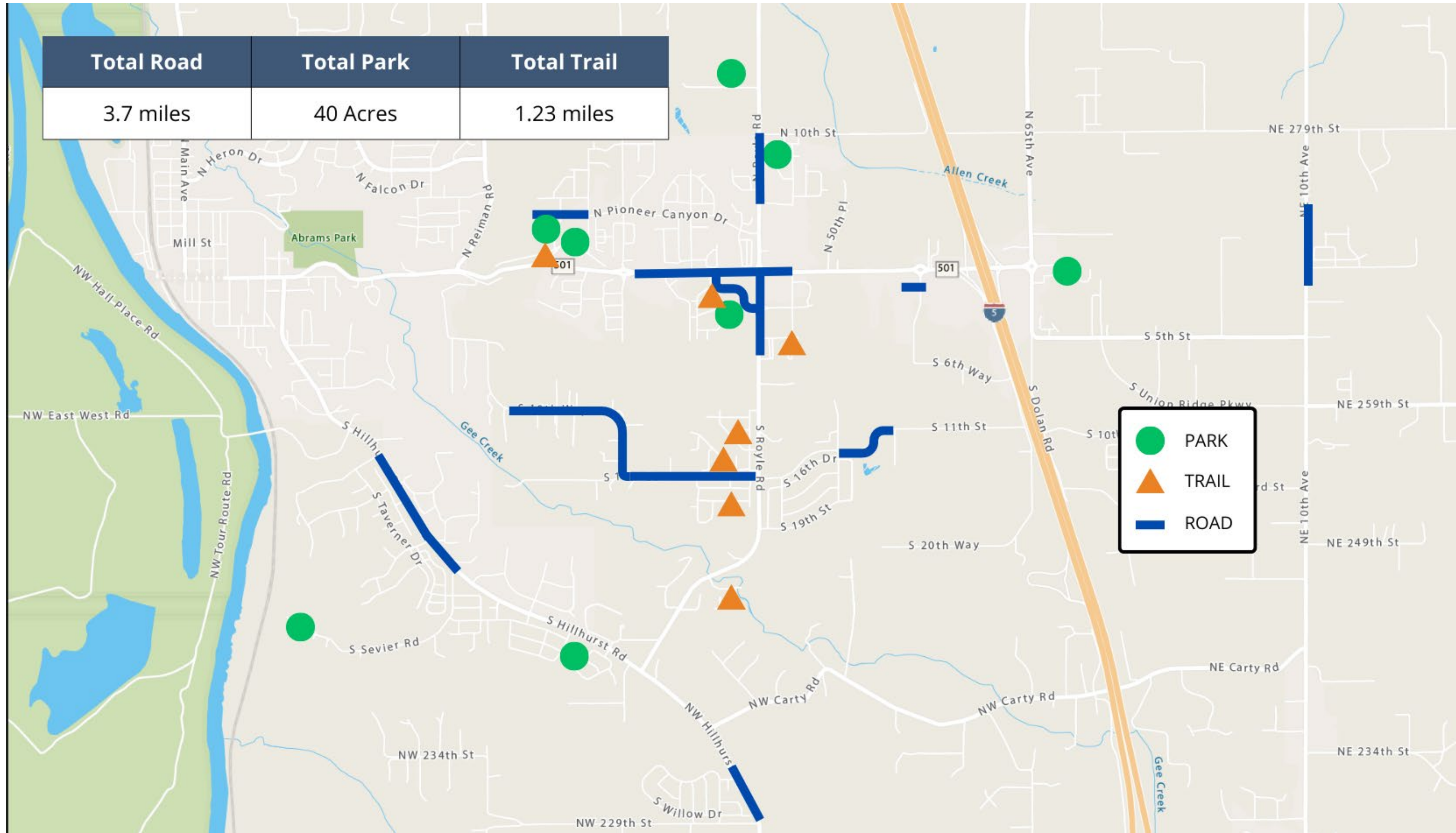
Impact Fee Credits

Impact Fee and System Development Charge Balances 8/14/2024					
	PIF		TIF		WSDC
Current Balance	\$	968,827	\$	2,702,950	\$ 158,917
Outstanding Issuance	\$	6,743,000	\$	2,472,000	\$ 31,697
Total Credits	\$	7,711,827	\$	5,174,950	\$ 190,614



2025 Baseline Operating Budget

Impact Fee Credits



Examples:
Horns Corner Park
Paradise Point Park and Road
Greely Farms Park
Pioneer Street
Settler Drive
Seven Wells Drive
Royle Road
S Hillhurst Road
Ridgefield Crossing
Teal Crest
DiMelo Park
Trail T-4 Cloverhill
Trail T-11 Cloverhill
Trail T-14 Legacy Trails
Trail T-24 Kemper Grove
Hillhurst Heights

2025 Baseline Operating Budget

Next Steps

- September
 - Budget Advisory Committee Meeting 9/16 4 PM
 - Updated revenue forecast
 - Review 2025 personnel, initiatives and capital project requests
 - Present proposed budget with initiatives
 - Council work session 9/26 5:00 PM
- October
 - Budget Advisory Committee Meeting 10/15 4 PM
 - Final revenue forecast
 - Preliminary budget and budget message
 - Council budget presentation 10/24 6:30 PM



2025 Baseline Operating Budget Next Steps

- November
 - Draft of proposed budget available to public
 - Public hearings on 2025 revenue sources 11/7 6:30 PM
 - Present property tax levy 11/7 and 11/21 6:30 PM
 - Present 2025 utility rates 11/7 and 11/21 6:30 PM
 - Conduct first public hearing on 2025 budget 11/21 6:30 PM
- December
 - Conduct final public hearing on 2025 budget 12/5 6:30 PM
 - Adopt 2025 operating and capital budget 12/5 6:30 PM
 - Transmit 2025 budget to MRSC and State Auditor





THANK YOU

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: August 22, 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. August 22, 2024 Claims Report - Updated JR

City of Ridgefield

Claims Payment Report

For Approval on:

August 22nd, 2024

Sum of Amount					
Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total
Adams Anthony & Shannon	UB*01032	(blank)	Genl Govt/Facilities	Refund Check 012097-000 2302 N 5th Way	59.91
Adams Anthony & Shannon Total					59.91
ADVENTIST HEALTH/OCCUPATIONAL MC	0865	100324	Public Safety	Pre Hire Medical Exam	993.00
ADVENTIST HEALTH/OCCUPATIONAL MC Total					993.00
ARBORSCAPE LTD INC	3562	24-72404	Public Works	4007 N 1st Way Tree Trimming	2,982.73
		24-72405	Public Works	1625 N Falcon Dr tree Removal	1,597.89
		24-73103	Public Works	955 Cementery Rd Oak Tree Trimming	2,769.68
		24-72406	Public Works	919 S 50th Ct Fir Tree Removal	1,384.84
		24-72402	Public Works	19 S Gee Creek Loop Oregon Ash Removal	3,408.83
ARBORSCAPE LTD INC Total					12,143.97
ASSOCIATED CONSULTANTS INC.	1030	24-138-02	Community Development	Pioneer Village Building 13	997.50
		24-153-02	Community Development	Dr. Kevin Smith Office - TI	475.00
		24-158-01	Community Development	Dr. Kevin Smith Office - Mech	190.00
		23-110-06	Community Development	Center Market Store Improvements	380.00
ASSOCIATED CONSULTANTS INC. Total					2,042.50
BACKWOOD BARK	3944	15138	Genl Govt/Facilities	07.2024 Yard Debris Removal	25.57
			Public Works	07.2024 Yard Debris Removal	1,322.31
BACKWOOD BARK Total					1,347.88
BLACKLINE INC.	3573	2024-23A	Genl Govt/Facilities	2024 Slurry Seal Street Work - Damage Repair - Retainage	(87.41)
			Public Works	2024 Slurry Seal Street Work - Damage Repair	1,748.25
		2024-23	Genl Govt/Facilities	2024 Slurry Seal Street Work - Retainage	(11,474.26)
			Public Works	2024 Slurry Seal Street Work	229,485.25
BLACKLINE INC. Total					219,671.83
BLUEFIN PAYMENT SYSTEMS - EPAY	2827	2827-202407B	Public Works	07.2024 Customer Web Payments	21.90
		2827-202407A	Public Works	07.2024 Customer Web Payments	5,946.54
BLUEFIN PAYMENT SYSTEMS - EPAY Total					5,968.44
Boudreaux Alex	UB*01029	(blank)	Genl Govt/Facilities	Refund Check 012866-000 35 N 42nd Pl	32.92
Boudreaux Alex Total					32.92
BRIDGETOWER OPCO LLC	3585	745717303	Public Works	Hall and Elm Preconstruction Design	643.70
BRIDGETOWER OPCO LLC Total					643.70
BSK ASSOCIATES	2119	VH02295	Public Works	07.2024 Coliform Testing	961.00
BSK ASSOCIATES Total					961.00
Carmen Corinia	UB*01024	(blank)	Genl Govt/Facilities	Refund Check 013671-000 1615 S 47th Pl	112.31
Carmen Corinia Total					112.31
CASCADE CENTERS INC.	3969	17028	Genl Govt/Facilities	08.2024 Employee Assistance Program	169.49
			Public Safety	08.2024 Employee Assistance Program	140.42
			Public Works	08.2024 Employee Assistance Program	135.09
			Community Development	08.2024 Employee Assistance Program	105.00
CASCADE CENTERS INC. Total					550.00
CFM STRATEGIC COMMUNICATIONS INC.	2551	28333	Genl Govt/Facilities	07.2024 Lobbyist	5,200.00
CFM STRATEGIC COMMUNICATIONS INC. Total					5,200.00
CINTAS CORPORATION NO 2	3497	5223534965	Genl Govt/Facilities	08.2024 First Aid Supplies - PW	30.32
			Public Works	08.2024 First Aid Supplies - PW	494.61

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CINTAS CORPORATION NO 2	3497	5223534965	Community Development	08.2024 First Aid Supplies - PW	62.70	
		5223534961	Genl Govt/Facilities	08.2024 First Aid Supplies - RACC	2.53	
			Community Development	08.2024 First Aid Supplies - RACC	5.24	
		5223534953	Public Safety	08.2024 First Aid Supplies - PD	61.39	
		5223534977	Genl Govt/Facilities	08.2024 Fist Aid Supplies - CH	35.39	
CINTAS CORPORATION NO 2 Total					692.18	
CITY OF BATTLE GROUND	0092	INV00481	Judicial	07.2024 Court Cost / Public Defender	28,100.25	
CITY OF BATTLE GROUND Total					28,100.25	
CITY OF WOODLAND	2708	2024-084-PW	Public Safety	2014 Ford Explorer 48616D	284.58	
CITY OF WOODLAND Total					284.58	
CLARK COUNTY	0102	CI066311	Public Safety	Q2.2024 Jail Beds	23,228.72	
CLARK COUNTY Total					23,228.72	
CLARK COUNTY SHERIFF'S OFFICE	4054	4054-20240822	Public Safety	SW WA Law Enforcement Leadership Dinner - Andrew	68.00	
				SW WA Law Enforcement Leadership Dinner - Doriot	68.00	
				SW WA Law Enforcement Leadership Dinner - Dowerman	68.00	
				SW WA Law Enforcement Leadership Dinner - Hoots	68.00	
CLARK COUNTY SHERIFF'S OFFICE Total					272.00	
CLARK COUNTY TREASURER - PROPERTY TAX	3819	986058665-2024	Genl Govt/Facilities	2021-2023 Property Taxes 986058665-2024	8,096.29	
CLARK COUNTY TREASURER - PROPERTY TAX Total					8,096.29	
CLARK COUNTY TREASURERS OFFICE	0554	SIF202407	Genl Govt/Facilities	School Impact Fees	202,560.00	
CLARK COUNTY TREASURERS OFFICE Total					202,560.00	
CLARK PUBLIC UTILITIES - EPAY	0110	7559-485-202407	Genl Govt/Facilities	487 S 56th Pl. - PW Ops Center	49.45	
				230 Pioneer St. City Hall	231.36	
				Public Safety	101 Mill St Ste B - Police Station	332.28
				Public Works	337 S Royal Rd.	119.57
					487 S 56th Pl.- PW Ops Center	220.44
					911 N 65th Ave Intertie 2 - Water	93.49
					N Abrams Park/E Division	245.49
					301 N 3rd Ave	164.25
					214 S Riverview Dr	351.71
					N 35th Ave and Pioneer St	59.88
					2300 N 3rd Way Bellwood Trail Lights	42.48
					400 N Abrams Park Rd	1,329.69
					Municipal Lighting Lease	10,924.92
					487 S 56th Pl. - PW Ops Center	575.06
					109 W Division St - Electricity	44.16
					SR/Pioneer St & S 56 PL	105.88
					SR/Pioneer ST & S 65 AVE	59.35
					3701 N 3rd Cir - Electricity	37.28
					S 5th St & S Union Ridge Pkwy	68.97
					535 N Abrams Park Rd.	20.24
					800 NE 264 St Intertie 1 - Water	39,775.39
					255 S 56th Pl - Electricity	3,259.32
					N 1st Cir & N 65th Ave - Park & Ride	61.91
					1504 NW Intertie 3 - Water	966.25
					Pioneer St. & Gee Creek Loop - Electricity	37.71
					City Park/Water Well	5,909.34

City of Ridgefield

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CLARK PUBLIC UTILITIES - EPAY	0110	7559-485-202407	Public Works	Overlook Park - Electricity	56.79
				512 N Allen Dr - Electricity	37.45
				Traffic Signal - Hillhurst/Royal Rd.	62.35
				101 S Main Ave - Overlook Park	176.34
			Community Development	487 S 56th Pl. - PW Ops Center	102.27
			Public Works	487 S 56th Pl. - PW Ops Center	11.21
CLARK PUBLIC UTILITIES - EPAY Total					65,532.28
CLARK REGIONAL WASTEWATER DISTRICT - EPAY	0741	0741-202407	Genl Govt/Facilities	487 S 56th Pl - PW Ops Center - Sewer	3.93
				230 Pioneer St City Hall - Sewer	117.89
				109 W Division WWTP - CRWWD Portion - Sewer	76.30
			Public Safety	116 N Main Ave PD - Sewer	53.26
				Public Works	101 S Main Ave - Overlook Park
			Abrams Park Kitchen - Sewer		48.47
			(blank)		119.68
			109 W Division WWTP - Sewer		76.29
			487 S 56th Pl - PW Ops Center - Sewer		63.07
			Abrams Park Concessions Sewer		43.68
			Abrams Park Restrooms - Sewer		86.17
			255 S 56th Pl Well & Reservoir - Sewer		38.90
			Community Development	487 S 56th Pl - PW Ops Center - Sewer	8.11
			Public Works	487 S 56th Pl - PW Ops Center - Sewer	0.89
			CLARK REGIONAL WASTEWATER DISTRICT - EPAY Total		
Clemeson Denise	UB*01027	(blank)	Genl Govt/Facilities	Refund Check 013142-000 266 N Green Gables Loop	86.95
Clemeson Denise Total					86.95
COLUMBIA RESOURCE COMPANY	0114	44105B051	Public Works	Bennett Hall Ovens Disposal	12.70
				Streets Road Kill Disposal	17.32
COLUMBIA RESOURCE COMPANY Total					30.02
COLUMBIAN PUBLISHING	0116	48134	Community Development	Carty Rd Subarea Development Code	73.80
		48258	Community Development	Raptors Park Annexation & Municipal Code Updates	97.20
		48373	Public Works	Hall and Elm Preconstruction Desing Services	475.20
		48158	Public Works	0116 - Stormwater Permit Notice of Intent	95.70
COLUMBIAN PUBLISHING Total					741.90
COMCAST - EPAY	2271	2271-202408	Genl Govt/Facilities	PW OPS Internet Services	10.40
				PW Ops Communications	13.76
				CH Communicatons	66.62
				RACC Internet Services	65.34
				CH Internet Services	409.26
			Public Safety	PD Communications-101 Mill	72.26
				Public Works	PW OPS Internet Services
			PW Ops Communications		224.04
			Community Development		PW OPS Internet Services
				PW Ops Communications	28.40
			RACC Internet Services	135.45	
COMCAST - EPAY Total					1,215.93
COMCAST BUSINESS - EPAY	1666	211692312	Genl Govt/Facilities	Communications - 487 S 56th Pl.	100.42
			Public Works	Communications - 487 S 56th Pl.	1,635.92
			Community Development	Communications - 487 S 56th Pl.	207.32

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COMCAST BUSINESS - EPAY	1666	211692325	Public Safety	07.2024 Communications - 101 Mill St PD	911.23
COMCAST BUSINESS - EPAY Total					2,854.89
CONTECH ENGINEERED SOLUTIONS LLC	3498	29636311	Public Works	86 Cedar Ridge Storm Filter Vault Replacement Cartridges	7,539.43
CONTECH ENGINEERED SOLUTIONS LLC Total					7,539.43
COOK SECURITY GROUP	2268	01124331	Genl Govt/Facilities	Alarm System Troubleshoot - CH	878.02
		01116900	Genl Govt/Facilities	Alarm Service Call - CH	366.86
COOK SECURITY GROUP Total					1,244.88
CT PUBLISHING LLC	3753	279885	Public Works	11th & Timm Rd Safety Improvements	1,236.90
		281172	Public Works	Hall and Elm Preconstruction Design Services	790.50
CT PUBLISHING LLC Total					2,027.40
DEPARTMENT OF LICENSING - EPAY	0154	0089408136	Public Works	Driving Record - Taylor	15.00
		RG0001677-2024	Genl Govt/Facilities	CPL Fees	18.00
		RG0001663-2024	Genl Govt/Facilities	CPL Fees	18.00
		RG0001674-2024	Genl Govt/Facilities	CPL Fees	18.00
		RG0001678-2024	Genl Govt/Facilities	CPL Fees	21.00
		RG0001680-2024	Genl Govt/Facilities	CPL Fees	18.00
		RG0001665-2024	Genl Govt/Facilities	CPL Fees	21.00
		RG0001679-2024	Genl Govt/Facilities	CPL Fees	18.00
		RG0001684-2024	Genl Govt/Facilities	CPL Fees	18.00
		RG0001664-2024	Genl Govt/Facilities	CPL Fees	21.00
		RG0001682-2024	Genl Govt/Facilities	CPL Fees	18.00
		RG0001683-2024	Genl Govt/Facilities	CPL Fees	18.00
		RG0001676-2024	Genl Govt/Facilities	CPL Fees	18.00
		RG0001673-2024	Genl Govt/Facilities	CPL Fees	18.00
		RG0001675-2024	Genl Govt/Facilities	CPL Fees	18.00
		RG0001685-2024	Genl Govt/Facilities	CPL Fees	18.00
DEPARTMENT OF LICENSING - EPAY Total					294.00
DICK'S TIRE FACTORY	0158	D4183	Public Safety	2013 Ford Taurus 48615D - Oil Change	87.26
		D4925	Public Safety	2018 Ford Explorer 63639D - Oil Change	62.26
DICK'S TIRE FACTORY Total					149.52
EAST FORK LEWIS MITIGATION PARTNERS LLC	3424	3424-20240805	Public Works	Pioneer St Widening - Mitigation Credits	227,250.00
EAST FORK LEWIS MITIGATION PARTNERS LLC Total					227,250.00
ELCOR INC	2081	17966	Public Works	Video Card - Schmidt	63.26
			Community Development	Video Card - Schmidt	189.78
		OCBF-17895	Public Safety	07.2024 GCC Monthly Billing	18.70
			Public Works	07.2024 GCC Monthly Billing	17.99
			Community Development	07.2024 GCC Monthly Billing	13.99
			Information Technology	07.2024 GCC Monthly Billing	22.58
		17967	Public Works	New Phone - Taylor	19.44
			Community Development	New Phone - Taylor	155.48
			Information Technology	New Phone - Taylor	19.44
		MSG-17894	Public Safety	07.2024 IT Services	6,274.02
			Public Works	07.2024 IT Services	6,035.65
			Community Development	07.2024 IT Services	4,691.38
			Information Technology	07.2024 IT Services	7,574.05
		17965	Public Works	Laptop & Monitor - Taylor	306.27
			Community Development	Laptop & Monitor - Taylor	2,450.15

City of Ridgefield

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ELCOR INC	2081	17965	Information Technology	Laptop & Monitor - Taylor	306.26
		17968	Community Development	Computer Monitor - Marmo	220.19
		17969	Community Development	Computer Monitor - Lazzarini	220.19
ELCOR INC Total					28,598.82
EMPIRE EWP LLC	3977	1942	Genl Govt/Facilities	06.2024 Kennedy Test Well	(1,684.25)
			Public Works	06.2024 Kennedy Test Well	36,615.60
EMPIRE EWP LLC Total					34,931.35
ENCORE ONE LLC	3890	(blank)	Genl Govt/Facilities	07.2024 Janitorial Services - PW Ops	35.28
				07.2024 Janitorial Services - CH	278.69
			Public Safety	07.2024 Janitorial Services - PD	687.71
			Public Works	07.2024 Janitorial Services - PW Ops	435.40
			Community Development	07.2024 Janitorial Services - PW Ops	72.97
			Public Works	07.2024 Janitorial Services - PW Ops	140.19
		579048	Genl Govt/Facilities	PW Ops Interior/Exterior Window Cleaning	21.68
			Public Works	PW Ops Interior/Exterior Window Cleaning	267.41
			Community Development	PW Ops Interior/Exterior Window Cleaning	44.81
			Public Works	PW Ops Interior/Exterior Window Cleaning	86.10
ENCORE ONE LLC Total					2,070.24
ERIC L EISEMANN	0485	0485-20240822	Community Development	07.2024 Planning Consulting Services	2,950.00
ERIC L EISEMANN Total					2,950.00
EVERGREEN SOLUTIONS LLC	3548	1340-3	Public Works	2024 Class and Comp Study	1,368.75
			Community Development	2024 Class and Comp Study	1,825.00
			Human Resources	2024 Class and Comp Study	5,931.25
EVERGREEN SOLUTIONS LLC Total					9,125.00
EXPRESS SERVICES INC.	4012	31096949	Public Works	07.22.2024-07.28.2024 PWFAC Temp Services - Bartroff	1,125.60
		31131291	Public Works	07.29.2024-08.04.2024 PWFAC Temp Services - Bartroff	1,125.60
		31096950	Public Works	07.22.2024-07.28.2024 PWSTW Temp Services - Smith	1,206.00
		31131293	Public Works	07.29.2024-08.04.2024 PWFAC Temp Services - Ward	1,125.60
		31096951	Public Works	07.22.2024-07.28.2024 PWFAC Temp Services - Ward	1,125.60
		31131292	Public Works	07.29.2024-08.04.2024 PWSTW Temp Services - Smith	1,206.00
EXPRESS SERVICES INC. Total					6,914.40
FERGUSON ENTERPRISES INC # 8423	0181	1274746	Public Works	PWUTIL CTS Polyethylene Pressure Pipe	381.92
		1274884	Public Works	PWUTIL Valve / Pipe Stiffener / Pipe Cutter	506.38
		1274869	Public Works	PWUTIL Double Strap Saddle	181.64
		1269707	Public Works	OMNI Water Meter	2,824.85
		1274742	Genl Govt/Facilities	PWUTIL Couplings/Bushings/Gaskets	(95.21)
			Public Works	PWUTIL Couplings/Bushings/Gaskets	1,189.59
FERGUSON ENTERPRISES INC # 8423 Total					4,989.17
GISI MARKETING GROUP	2811	283901	Genl Govt/Facilities	Business Cards - Van Dyke	7.94
			Public Works	Business Cards - Kristin Ashenfelter	151.31
				Business Cards - Van Dyke	135.37
			Community Development	Business Cards - Kristin Ashenfelter	7.96
				Business Cards - Van Dyke	15.93
		284120	Public Safety	Business Cards - Doriot/Hoots/Bowerman	388.06
GISI MARKETING GROUP Total					706.57
GLOBAL SECURITY & SAFETY COMMUNICATIONS INC	3447	4625806	Genl Govt/Facilities	08.2024 PW Ops Alarm Monitoring Services	6.62
			Public Works	08.2024 PW Ops Alarm Monitoring Services	107.86

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GLOBAL SECURITY & SAFETY COMMUNICATIONS INC.	3447	4625806	Community Development	08.2024 PW Ops Alarm Monitoring Services	13.67
GLOBAL SECURITY & SAFETY COMMUNICATIONS INC. Total					128.15
GRAYLING ENGINEERS PLLC	3877	1111	Public Works	07.2024 Water Main Replacement - Pioneer to Shorbert	972.50
GRAYLING ENGINEERS PLLC Total					972.50
H.D. FOWLER COMPANY	2036	16778067	Public Works	Water Line Repair Parts	517.02
H.D. FOWLER COMPANY Total					517.02
Hall Kelly & Charles Strehlow	UB*01021	(blank)	Genl Govt/Facilities	Refund Check 008182-000 1527 S Taverner Dr	2.47
Hall Kelly & Charles Strehlow Total					2.47
HARPER HOUF PETERSON RIGHELLIS INC.	1678	59156	Public Works	06.2024 51st Roundabout & Pioneer Widening	63,720.29
HARPER HOUF PETERSON RIGHELLIS INC. Total					63,720.29
HARRY'S LAWN AND POWER EQUIPMENT	0214	264293	Public Works	Parks Exmark Push Mower	2,119.60
		264828	Public Works	Parks Backpack Sprayer Repair	100.30
		264827	Public Works	Parks String Trimmer Repair	96.90
		264829	Public Works	Parks String Trimmer Parts	29.09
HARRY'S LAWN AND POWER EQUIPMENT Total					2,345.89
HD SUPPLY INC.	3886	INV00434884	Public Works	PWUTIL Marking Wand / Utility Pump / PVC Supplies	241.05
		INV00421598	Public Works	Water Testing Operational Supplies	422.76
		INV00435478	Public Works	PWUTIL Marking Wand	91.69
HD SUPPLY INC. Total					755.50
HONEY BUCKETS	0223	0554331901	Genl Govt/Facilities	City Days Port-a-Potty	355.00
HONEY BUCKETS Total					355.00
INTERMEDIA.NET INC.	3804	2408027111	Information Technology	07.2024 Voice Service Charges	95.56
INTERMEDIA.NET INC. Total					95.56
J&N TACTICAL	4051	24-00369	Genl Govt/Facilities	Firearm Parts	(17.84)
			Public Safety	Firearm Parts	222.84
J&N TACTICAL Total					205.00
J2 BLUE PRINT SUPPLY	0243	AR155640	Genl Govt/Facilities	2024 August Events Signage	1,348.97
J2 BLUE PRINT SUPPLY Total					1,348.97
JACOBS ENGINEERING GROUP INC.	3349	W3X87401-23	Public Works	07.2024 Screen Design/Engineering Services	1,612.17
JACOBS ENGINEERING GROUP INC. Total					1,612.17
JANEAN Z PARKER	2199	245	Public Works	07.2024 Legal Services	1,993.75
			Community Development	07.2024 Legal Services	2,064.50
			Legal	07.2024 Legal Services	4,656.25
JANEAN Z PARKER Total					8,714.50
Kee Jon & Sandra	UB*01025	(blank)	Genl Govt/Facilities	Refund Check 011793-000 1823 S Harrier Rd	86.70
Kee Jon & Sandra Total					86.70
KILLA BITES	3727	2771	Genl Govt/Facilities	2024 F2T Catering Services	17,365.91
KILLA BITES Total					17,365.91
L.N. CURTIS AND SONS	3075	INV852242	Public Safety	Short Sleeve Polo - Gibson	102.16
		INV852272	Public Safety	PD Uniform Patches - Hunt	53.06
		INV852540	Public Safety	Short Sleeve Polo & Patch - Hunt	78.05
		INV851860	Public Safety	PD Uniform - Hunt	1,224.37
L.N. CURTIS AND SONS Total					1,457.64
La Palm John	UB*01023	(blank)	Genl Govt/Facilities	Refund Check 010641-000 756 N 47th Ave	280.64
La Palm John Total					280.64
LANGUAGE LINE SERVICES INC.	3122	11369921	Judicial	07.2024 Interpreting Services - PD	11.47
LANGUAGE LINE SERVICES INC. Total					11.47

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MACKAY SPOSITO	899	51396	Public Works	06.28.2024 - 07.27.2024 Gee Creek Trail North Segment Progress #1	6,688.86
MACKAY SPOSITO Total					6,688.86
Magnum Power LLC	UB*01033	(blank)	Genl Govt/Facilities	Refund Check 014284-000 6024 N 10th St	14.60
Magnum Power LLC Total					14.60
MARIUS L MALATTIA	1817	183	Community Development	07.2024 Design Reviews	112.50
MARIUS L MALATTIA Total					112.50
MARTA L. OCHOA-RUTHERFORD	3396	624	Judicial	07.25.2024 Interpreting Services	86.66
		623	Judicial	07.18.2024 Interpreting Services	86.66
		625	Judicial	07.25.2024 Interpreting Services	130.00
MARTA L. OCHOA-RUTHERFORD Total					303.32
MATHER & SONS PUMP SERVICE INC	2907	0000042866	Public Works	Well 11 Pump and Sleeve Repairs	10,870.00
MATHER & SONS PUMP SERVICE INC Total					10,870.00
MAUL FOSTER ALONGI INC.	0834	62218	Public Works	07.2024 Park Laundry Site Cleanup and Environmental Services	37,846.19
MAUL FOSTER ALONGI INC. Total					37,846.19
MILORAD MIKETIC	3770	F0F08B44-0002	Genl Govt/Facilities	05.2024-05.2025 Event/Reservation Managing Software	(178.35)
			Information Technology	05.2024-05.2025 Event/Reservation Managing Software	2,228.35
MILORAD MIKETIC Total					2,050.00
NB ENGINEERING LLC	3933	1194	Public Works	07.2024 Phase II Storm Permit Support Services	6,331.80
NB ENGINEERING LLC Total					6,331.80
NEW DAY PEST MANAGEMENT LLC	4004	11552	Public Works	07.2024 Pest Control - Bennett Hall	107.61
NEW DAY PEST MANAGEMENT LLC Total					107.61
NORTHSTAR SOLAR	3948	RES-22-0158	Genl Govt/Facilities	RES-22-00158 Permit Refund	473.60
NORTHSTAR SOLAR Total					473.60
NORTHWEST NATURAL GAS - EPAY	0315	0315-202407	Genl Govt/Facilities	487 S 56th PW Ops #B - Natural Gas	2.09
				109 Division PW Shop - Natural Gas	1.69
				487 S 56th PW Ops #A - Natural Gas	1.21
				230 Pioneer St City Hall - Natural Gas	23.32
			Public Safety	101 Mill St Police Department - Natural Gas	67.61
			Public Works	487 S 56th PW Ops #B - Natural Gas	33.00
				109 Division PW Shop - Natural Gas	26.72
				487 S 56th PW Ops #A - Natural Gas	19.35
			Community Development	487 S 56th PW Ops #A - Natural Gas	2.49
			Public Works	487 S 56th PW Ops #B - Natural Gas	0.54
				109 Division PW Shop - Natural Gas	0.44
				487 S 56th PW Ops #A - Natural Gas	0.27
NORTHWEST NATURAL GAS - EPAY Total					178.73
NW Construction General Contracting	UB*00970	1	Genl Govt/Facilities	Refund Check 011346-001 Hydrant Meter S 15th & Royle Rd on West Side	146.43
NW Construction General Contracting Total					146.43
ONE CALL CONCEPTS	0326	4079103	Public Works	07.2024 Excavation Notifications/Modern Ticket Delivery	201.64
ONE CALL CONCEPTS Total					201.64
ON-HOLD CONCEPTS INC	2217	643027	Information Technology	08.2024 On Hold Music Services	24.95
ON-HOLD CONCEPTS INC Total					24.95
OTAK INC.	1787	000072400466	Community Development	06.2024 Commercial Project Management	5,664.00
OTAK INC. Total					5,664.00
PACIFIC OFFICE AUTOMATION	2710	407887	Genl Govt/Facilities	05.2024-07.2024 PW Ops Copier Usage	19.07
			Public Works	05.2024-07.2024 PW Ops Copier Usage	310.98
			Community Development	05.2024-07.2024 PW Ops Copier Usage	39.42

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PACIFIC OFFICE AUTOMATION Total					369.47
PACIFIC OFFICE AUTOMATION - LEASE	1564	588159524	Genl Govt/Facilities	08.2024 Copier Lease - CH	643.98
				08.2024 Copier Lease - RACC	209.49
			Public Safety	08.2024 Copier Lease - PD	596.24
			Public Works	08.2024 Copier Lease - PWUTIL	44.64
			Community Development	08.2024 Copier Lease - RACC	434.49
PACIFIC OFFICE AUTOMATION - LEASE Total					1,928.84
PACIFIC POWER GROUP LLC	0819	501445	Public Works	Junction Well Emergency Generator Service	2,110.80
		501514	Public Works	Abrams Park Well Emergency Generator Service	2,167.76
PACIFIC POWER GROUP LLC Total					4,278.56
PATRICK HILDRETH BRAND AND DESIGN	2372	2906	Genl Govt/Facilities	07.2024 General Graphic & Events Design	600.00
PATRICK HILDRETH BRAND AND DESIGN Total					600.00
PBS ENGINEERING AND ENVIRONMENTAL LLC	0342	0071543.000-40	Public Works	07.2024 Pioneer Street Extension	12,090.75
		0071069.009-30	Public Works	06.2024 S Royle Rd 15th to 5th Way	3,533.25
		0071543.000-37	Public Works	04.2024 Pioneer Street Extension	41,699.90
		0078346.000-1	Public Works	06.2024 Hillhurst School Zone Safety Design	31,039.33
		0078194.000-3	Public Works	06.2024 Systemic Horizontal Curve Safety Improvements	5,072.81
		0071543.000-39	Public Works	06.2024 Pioneer Street Extension	13,997.75
		0071543.000-38	Public Works	05.2024 Pioneer Street Extension	9,391.47
		0071272.001-16	Community Development	06.2024 Developer Plan Review	20,258.51
		0071402.000-12	Public Works	06.2024 S 35th Avenue Alternatives Analysis	8,046.00
		0071708.002-1	Public Works	06.2024 Overlook Park Construction Mgmt	7,500.00
PBS ENGINEERING AND ENVIRONMENTAL LLC Total					152,629.77
PHOENIX ASPHALT MAINTENANCE COMPANY INC.	4046	52264	Genl Govt/Facilities	Crack Sealant Equipment - Additional Rental	(18.32)
			Public Works	Crack Sealant Equipment - Additional Rental	2,211.94
PHOENIX ASPHALT MAINTENANCE COMPANY INC. Total					2,193.62
PITNEY BOWES - EPAY	0341	3319494301	Genl Govt/Facilities	Q3.2024 Postage Machine Lease	533.72
PITNEY BOWES - EPAY Total					533.72
PORTLAND ENGINEERING INC	2082	12539	Public Works	07.2024 AB006 Ridgefield Services	1,377.23
		12531	Public Works	07.2024 Q178V Ridgefield Cellular Telemetry	228.27
PORTLAND ENGINEERING INC Total					1,605.50
POSTMASTER	0348	0348-20240822	Genl Govt/Facilities	Postage Replenishment Parmit #40 - Community Events	2,280.00
POSTMASTER Total					2,280.00
Pursley Herb	UB*01030	(blank)	Genl Govt/Facilities	Refund Check 014253-000 7104 S 13th St	57.56
Pursley Herb Total					57.56
RIDGEFIELD HARDWARE	0376	0376-202407	Genl Govt/Facilities	07.2024 Operational Supplies & Vehicle Maint.	3.39
				07.2024 Events Supplies	51.54
			Public Safety	07.2024 PD Operational Supplies	2.44
			Public Works	07.2024 Operations Supplies & Vehicle Maint.	846.17
			Community Development	07.2024 Operations Supplies & Vehicle Maint.	0.99
RIDGEFIELD HARDWARE Total					904.53
RIDGEFIELD SCHOOL DISTRICT	0378	1002300136	Information Technology	CAR Conference Audio/Visual Upgrades	1,757.78
RIDGEFIELD SCHOOL DISTRICT Total					1,757.78
Ritola Daniel & Bonnie	UB*01031	(blank)	Genl Govt/Facilities	Refund Check 014228-001 5915 N 10th St	14.60
Ritola Daniel & Bonnie Total					14.60
Ronald Barbara	UB*01028	(blank)	Genl Govt/Facilities	Refund Check 008047-000 1208 S Great Blue Rd	40.93
Ronald Barbara Total					40.93

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SATARAKA GROUP LLC	4053	1210	Genl Govt/Facilities	08.2024 1SAT Token Reimbursement	978.30
SATARAKA GROUP LLC Total					978.30
Sedwick Jennifer	UB*01022	(blank)	Genl Govt/Facilities	Refund Check 015604-000 518 N Helens View Dr	80.18
Sedwick Jennifer Total					80.18
SIMPLOT AB RETAIL INC	3893	212129649	Public Works	Parks/Streets Weed Control	429.37
SIMPLOT AB RETAIL INC Total					429.37
SOUND UNIFORM SOLUTIONS INC.	3750	7799-3	Public Safety	Jumpsuit - Coblentz	659.27
		7672-3	Public Safety	Jumpsuit - Fokin	659.27
SOUND UNIFORM SOLUTIONS INC. Total					1,318.54
Speer Sabrina	UB*01026	(blank)	Genl Govt/Facilities	Refund Check 011993-000 3813 S Willow Dr	10.71
Speer Sabrina Total					10.71
SPRINGBROOK - GROUP EPAY	3544	240821926	Public Works	07.2024 UB Web Payments	961.71
SPRINGBROOK - GROUP EPAY Total					961.71
SPRINGBROOK SOFTWARE LLC	3444	INV-018017	Public Works	07.2024 Customer Web Payments	3,600.06
SPRINGBROOK SOFTWARE LLC Total					3,600.06
STATE OF WA DEPARTMENT OF REVENUE - EPAY	0156	0-041-988-330	Genl Govt/Facilities	07.2024 B&O and Excise Tax	4,694.16
			Public Works	07.2024 B&O and Excise Tax	25,474.80
STATE OF WA DEPARTMENT OF REVENUE - EPAY Total					30,168.96
STERICYCLE INC	2504	8007949207	Genl Govt/Facilities	07.2024 Secure Shredding - PW Ops	5.51
			Public Safety	07.2024 Secure Shredding - PD	47.59
			Public Works	07.2024 Secure Shredding - PW Ops	89.66
			Community Development	07.2024 Secure Shredding - PW Ops	11.36
		8008014189	Genl Govt/Facilities	07.2024 Secure Shredding - RACC	19.73
				07.2024 Secure Shredding - CH	33.28
			Community Development	07.2024 Secure Shredding - RACC	40.91
STERICYCLE INC Total					248.04
SYMBOLARTS LLC	1866	0499754	Public Safety	PD Badges	76.09
SYMBOLARTS LLC Total					76.09
THE MASTERS TOUCH LLC	1786	91940	Public Works	08.2024 UB Delinquent Notices	296.40
		P91929	Public Works	08.2024 UB Final Bills - Postage	38.23
		91929	Public Works	08.2024 UB Final Bills	89.96
		P91940	Public Works	08.2024 UB Delinquent Notices - Postage	447.67
THE MASTERS TOUCH LLC Total					872.26
THE PARR COMPANY	0964	26706808	Public Works	Lark Park Playground Repair	17.90
		26706932	Public Works	Streets Dirt Tamper	84.67
		26706800	Public Works	Lark Park Playground Repair	27.51
		26706662	Public Works	Lark Park Playground Lumber	153.27
THE PARR COMPANY Total					283.35
TLC TOWING AND RECOVERY INC	3940	167631	Public Works	N 43rd Pl Vehicle Towing - Slurry Seal	118.69
TLC TOWING AND RECOVERY INC Total					118.69
TRAFFIC SAFETY SUPPLY	0432	INV072211	Genl Govt/Facilities	Street Signs	(19.31)
			Public Works	Street Signs	241.31
TRAFFIC SAFETY SUPPLY Total					222.00
UNIFIRST CORPORATION	3904	2240121717	Genl Govt/Facilities	07.09.2024 PWFAC Uniforms	19.49
				07.09.2024 PW Ops Floor Mats	2.74
			Public Works	07.09.2024 PWFAC Uniforms	139.38
				07.09.2024 PWUTIL Uniforms	40.38

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UNIFIRST CORPORATION	3904	2240121717	Public Works	07.09.2024 PW Ops Floor Mats	44.49	
				07.09.2024 PWSTW Uniforms	58.65	
		2240128346	Community Development	07.09.2024 PW Ops Floor Mats	5.64	
			Genl Govt/Facilities	07.30.2024 PW Ops Floor Mats	2.74	
				07.30.2024 PWFAC Uniforms	8.54	
			Public Works	07.30.2024 PWUTIL Uniforms	40.55	
		2240130610			07.30.2024 PW Ops Floor Mats	44.51
					07.30.2024 PWFAC Uniforms	61.03
					07.30.2024 PWSTW Uniforms	59.02
			Community Development	07.30.2024 PW Ops Floor Mats	5.64	
			Genl Govt/Facilities	08.06.2024 PW Ops Floor Mats	2.74	
				08.06.2024 PWFAC Uniforms	10.86	
			Public Works	08.06.2024 PW Ops Floor Mats	44.51	
				08.06.2024 PWUTIL Uniforms	40.55	
				08.06.2024 PWFAC Uniforms	77.68	
				08.06.2024 PWSTW Uniforms	59.02	
		2240128343	Community Development	08.06.2024 PW Ops Floor Mats	5.64	
			Genl Govt/Facilities	07.30.2024 Floor Mats - RACC	3.41	
			Community Development	07.30.2024 Floor Mats - RACC	7.08	
		2240128345	Public Safety	07.30.2024 Floor Mats - PD	39.52	
		2240130609	Public Safety	08.06.2024 Floor Mats - PD	39.52	
		2240130607	Genl Govt/Facilities	08.06.2024 Floor Mats - RACC	3.41	
			Community Development	08.06.2024 Floor Mats - RACC	7.08	
		2240128344	Genl Govt/Facilities	07.30.2024 Floor Mats - CH	16.46	
		2240130608	Genl Govt/Facilities	08.06.2024 Floor Mats - CH	16.46	
UNIFIRST CORPORATION Total					906.74	
VAIRKKO TECHNOLOGIES LLC	3699	27862	Genl Govt/Facilities	08.2024 PD Scheduling Software	(15.49)	
			Public Safety	08.2024 PD Scheduling Software	193.49	
VAIRKKO TECHNOLOGIES LLC Total					178.00	
VANCOUVER BOLT AND SUPPLY	0447	438073	Public Works	Lark Park Playground Bolts	78.02	
VANCOUVER BOLT AND SUPPLY Total					78.02	
VERIZON WIRELESS - EPAY	0452	9970184466	Genl Govt/Facilities	PW iPad and Cellphones	44.85	
				General iPad and Cellphones	47.76	
			Public Safety	PD iPad and Cellphones	764.17	
			Public Works	PW iPad and Cellphones	719.32	
				Equipment - PW Engineering - Ashenfelter	478.27	
			Community Development	Equipment - PW Engineering - Ashenfelter	29.89	
				Equipment - PW WTR - Johnson	597.84	
				CDD iPad and Cellphones	286.56	
			Council	Council iPad and Cellphones	525.37	
			Information Technology	Equipment - PW Engineering - Ashenfelter	89.68	
			Administration	Admin iPad and Cellphones	382.08	
			Finance	Finance iPad and Cellphones	47.76	
			Executive	Executive iPad and Cellphones	47.76	
		9970184468	Genl Govt/Facilities	PW Cellphones	87.71	
				General Cellphones	144.61	
			Public Safety	PD Cellphones	674.87	

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VERIZON WIRELESS - EPAY	0452	9970184468	Public Works	PW Cellphones	1,406.64
			Community Development	CDD Cellphones	626.66
			Council	Council Cellphones	48.20
			Administration	Admin Cellphones	241.03
		9970184467	Public Works	07.2024 Hillhurst Pedestrian Crossing	145.17
VERIZON WIRELESS - EPAY Total					7,436.20
VERIZON WIRELESS SERVICES LLC	4050	9022363808	Public Safety	PD Phone Record Request Fee	75.00
VERIZON WIRELESS SERVICES LLC Total					75.00
WALTER E. NELSON COMPANY	3553	1886352	Genl Govt/Facilities	Paper Products - CH	183.26
		1883635	Public Works	Overlook Park Soap Dispenser	56.05
WALTER E. NELSON COMPANY Total					239.31
WASHINGTON STATE PATROL	0463	12500437	Genl Govt/Facilities	07.2024 Background Checks - CPL	145.75
WASHINGTON STATE PATROL Total					145.75
WELLS FARGO - EPAY	1681	202407-9687	Genl Govt/Facilities	Moore Amzn Mktp Us Fire Riser Room Signs - Pw Ops (Fire Reqmt)	3.47
				Moore Amazon Mktpl Ipad Keyboard Case - Pw Ops	4.49
				Moore Amazon Mktpl Desk Organizers - Pw Ops	1.11
				Moore Amazon Cardstock - Pw Ops	2.27
				Moore Amazon.Com Screwdriver Tool Sets - Pw Fac	21.14
				Moore Amazon.Com Hand Soap - Pw Ops	1.11
				Moore Amazon Mktpl Cardstock - CH Decor	14.12
				Moore Amazon.Com Packing Tape - Pw Ops	1.28
				Moore Amazon Mktpl Drink Dispenser/Paper Cups - Pw Ops	4.06
				Moore Amazon Mktpl Pencils - Pw Ops	0.63
				Moore Amazon Safety Glasses - Pw Shop	17.15
				Moore Amazon Mktpl Safety Face Shields - Pw Fac	10.68
				Moore Amazon Coffee - Pw Ops	1.44
				Moore Amazon.Com Wall Clock - Racc	14.85
				Moore Amazon Pens - Pw Ops	1.16
				Moore Amazon Mktpl Wall Clock - Pw Shop	5.74
				Moore Amazon.Com Coffee Machine - Pw Ops	28.04
				Moore Amazon Mktpl Activity Supplies - NNO/August 1Sat	308.33
				Moore Amazon Mktpl Easels - Events	99.12
				Moore Amazon Mktpl Mini Ducks - August 1Sat	19.52
				Moore Amzn Mktp Us Ppe Storage Locker Refund - Pw Shop	(12.56)
				Moore Amazon Binder Dividers - Ashenfelter	19.16
				Moore Amazon.Com Bluetooth Headset - Van Dyke	2.17
				Moore Amazon.Com Copy Paper - Pw Ops	7.87
				Moore Amazon Mktpl Pens/Folders/Ruler - Pw Ops	4.95
				Moore Amazon.Com Folders - Hr	33.75
				Moore Amazon Mktpl Stickers - August 1Sat	10.86
				Moore Amazon Mktpl White Board - Lust	15.05
				Moore Amazon Mktpl First Aid Kit/Dock Line - Dragon Boats	53.44
				Moore Amazon Mktpl Dock Line/Wine Bags - Dragon Boats/Roundabout	93.46
				Moore Amazon Mktplace Pmts Dock Line Refund - Dragon Boats	(53.87)
					Moore Amazon Mktpl Boat Fenders - Dragon Boats
			Public Safety	Moore Amazon Mktpl Phone Case - Pd	12.71
				Moore Amazon Mktpl Laser/Mount - Pd	143.44

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WELLS FARGO - EPAY

1681

202407-9687

Public Safety

Moore Amazon Mktpl Mag Pouch - Pd	18.49
Moore Amazon Mktpl Batteries - Pd	28.20
Moore Amazon Mount - Pd	70.64
Moore Amazon Mktpl Emergency Supplies/Gauze/Foil Blankets - PD	203.30
Moore Amazon Mktpl Cardstock - Pd	18.14
Moore Amazon.Com Hats - Pd	159.07
Moore Amzn Mktp Us Sling Mounts - Pd	187.89
Moore Amazon Mktpl Urinal Cakes/Rulers - Pd	43.58
Moore Amazon Mktpl Police Ducks - Pd	130.40
Moore Amzn Mktp Us Medical Fanny Packs - Pd	130.48
Moore Amazon Mktpl Disposable Gloves - Pd	9.75
Moore Amzn Mktp Emergency Nasal Treatment - Pd	546.00
Moore Amazon Mktpl Ziplocks - Pd	7.60
Moore Amazon Mktplace Pmts Mount Refund - Pd	(130.41)
Moore Amzn Mktp Us Garbage Bags - Pd	33.20
Moore Amazon Mktpl Ipad Screen Protector - K Johnson	4.13
Moore Amzn Mktp Us Office Chair - Ashenfelter	494.64
Moore Amzn Mktp Us Fire Riser Room Signs - Pw Ops (Fire Reqmt)	56.57
Moore Amazon Mktpl Measuring Wheel - Ashenfelter	41.26
Moore Amazon Mktpl Ipad Keyboard Case - Pw Ops	73.16
Moore Amazon Mktpl Desk Organizers - Pw Ops	18.19
Moore Amazon Cardstock - Pw Ops	37.02
Moore Amazon.Com Screwdriver Tool Sets - Pw Fac	151.15
Moore Amazon.Com Hand Soap - Pw Ops	18.08
Moore Amazon Mktpl Phone Cases - N Johnson	10.86
Moore Amazon.Com Packing Tape - Pw Ops	20.87
Moore Amazon Mktpl Drink Dispenser/Paper Cups - Pw Ops	66.26
Moore Amazon Mktpl Pencils - Pw Ops	10.23
Moore Amazon Mktpl Heater - Ashenfelter (Cap Projects)	29.34
Moore Amazon Safety Glasses - Pw Shop	274.52
Moore Amazon Mktpl Safety Face Shields - Pw Fac	76.40
Moore Amazon Coffee - Pw Ops	23.55
Moore Amazon Mktpl Ipad Screen Protector Ashenfelter	4.14
Moore Amazon Mktpl Tool Set - Bucket Truck	182.61
Moore Amazon Pens - Pw Ops	19.00
Moore Amazon Mktpl Phone Cases - Taylor	8.69
Moore Amazon Mktpl Wall Clock - Pw Shop	91.94
Moore Amazon.Com Coffee Machine - Pw Ops	457.42
Moore Amazon Mktpl Ipad Keyboard - K Johnson	103.24
Moore Amazon Mktpl Trailer Hitch - Bucket Truck	92.38
Moore Amazon Mktpl Cordless Water Pumps - Water	278.80
Moore Amzn Mktp Us Ppe Storage Locker Refund - Pw Shop	(201.07)
Moore Amazon.Com Bluetooth Headset - Van Dyke	36.92
Moore Amazon.Com Copy Paper - Pw Ops	128.45
Moore Amazon Mktpl Printer Ink - Thamert (Refund Issued)	120.94
Moore Amazon.Com Bluetooth Headset - Schmidt	10.86
Moore Amazon Mktpl Ipad Keyboard - Ashenfelter	86.94

Public Works

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WELLS FARGO - EPAY	1681	202407-9687	Public Works	Moore Amazon Mktpl White Board - Ashenfelter (Cap Projects)	43.04
				Moore Amazon Mktpl Pens/Folders/Ruler - Pw Ops	80.74
				Moore Amzn Mktp Us Printer Ink - Thamert	119.83
				Moore Amazon Mktpplace Printer Ink Refund - Thamert	(120.94)
				Moore Amzn Mktp Us Mower Fuel Jugs - Ventrac Mower	107.60
			Community Development	Moore Amazon Mktpl Ipad Screen Protector - K Johnson	0.22
				Moore Amzn Mktp Us Office Chair - Ashenfelter	26.03
				Moore Amzn Mktp Us Fire Riser Room Signs - Pw Ops (Fire Reqmt)	7.17
				Moore Amazon Mktpl Measuring Wheel - Ashenfelter	2.17
				Moore Amazon Mktpl Ipad Keyboard Case - Pw Ops	9.28
				Moore Amazon Mktpl Desk Organizers - Pw Ops	2.30
				Moore Amazon Bluetooth Headset - Marmo	43.43
				Moore Amazon Cardstock - Pw Ops	4.69
				Moore Amazon.Com Hand Soap - Pw Ops	2.29
				Moore Amazon.Com Packing Tape - Pw Ops	2.65
				Moore Amazon Mktpl Drink Dispenser/Paper Cups - Pw Ops	8.40
				Moore Amazon Mktpl Pencils - Pw Ops	1.30
				Moore Amazon Mktpl Heater - Ashenfelter (Cap Projects)	3.26
				Moore Amazon Coffee - Pw Ops	2.98
				Moore Amazon Mktpl Ipad Screen Protector Ashenfelter	0.22
				Moore Amazon.Com Wall Clock - Racc	30.80
				Moore Amazon Pens - Pw Ops	2.41
				Moore Amazon Mktpl Phone Cases - Taylor	2.17
				Moore Amazon.Com Coffee Machine - Pw Ops	57.99
				Moore Amazon Mktpl Ipad Keyboard - K Johnson	5.43
				Moore Amazon Mktpl Electronic Level - Cdd	372.88
				Moore Amazon.Com Bluetooth Headset - Van Dyke	4.34
				Moore Amazon.Com Copy Paper - Pw Ops	16.28
				Moore Amazon Mktpl Printer Ink - Thamert (Refund Issued)	21.34
				Moore Amazon.Com Bluetooth Headset - Schmidt	32.57
				Moore Amazon Mktpl Ipad Keyboard - Ashenfelter	5.43
				Moore Amazon Mktpl White Board - Ashenfelter (Cap Projects)	4.78
				Moore Amazon Mktpl Pens/Folders/Ruler - Pw Ops	10.24
				Moore Amzn Mktp Us Printer Ink - Thamert	21.15
				Moore Amazon Mktpplace Printer Ink Refund - Thamert	(21.34)
				Moore Amazon Mktpl White Board - Lust	60.22
				Moore Amazon Mktpl Ipad Keyboard - Ashenfelter	16.30
		202407-9437	Information Technology	Steele-Hoots North American Rescue Tourniquets - (NOW) Addtl Tax	(11.23)
				Steele-Hoots Galls Nameplate - Officer Steward	14.38
			Public Safety	Steele-Hoots Tlo Transunion Background Investigations - Pd	98.92
				Steele-Hoots On Sportswear Boots - Officer Erazo	239.14
				Steele-Hoots ODOT DMV Background Investigations - Pd	19.50
				Steele-Hoots Costco.Com Toilet Paper/Paper Towels/Coffee - Pd	114.05
				Steele-Hoots Rei.Com Boots - Officer Steward	239.14
				Steele-Hoots North American Rescue Tourniquets - Neighbors (NOW)	513.56
				Steele-Hoots Galls Serving Since Pin - Officer Steward	33.20
				Giles Rosauers Food & Dru Popsicles - Extreme Heat - PW Shop	2.09
		202407-3035	Genl Govt/Facilities		

City of Ridgefield

Claims Payment Report

For Approval on:

August 22nd, 2024

WELLS FARGO - EPAY	1681	202407-3035	Genl Govt/Facilities	Giles Tractor Supply Hitch Pin - Pw Fac	1.60
				Giles Wm Supercenter Sun Protection Hats - Pw Fac	18.51
				Giles Tractor Supply Duct Tape - Pw Fac	1.33
		Public Works	Giles Tractor Supply Hose - Streets	21.73	
				Giles Rosauers Food & Dru Popsicles - Extreme Heat - PW Shop	33.47
				Giles Rosauers Food & Dru Ice/Soap/Snacks - Crack Sealing	84.03
				Giles Tractor Supply Hitch Pin - Pw Fac	11.43
				Giles Wm Supercenter Sun Protection Hats - Pw Fac	132.33
				Giles Tractor Supply Duct Tape - Pw Fac	9.53
				Giles Rosauers Food & Dru Sunscreen/Gatorade/Ice - Crack Sealing	107.18
				Giles Tractor Supply Screws - Boyse Park Sign	7.59
		202407-6189	Genl Govt/Facilities	Green Cameo Cafe Pw Directors Mtg Lunch - Green	3.62
				Green El Rancho Viejo Quarterly Mtg (Waterfront/Capitol) - City	42.52
			Public Safety	Green El Rancho Viejo Quarterly Mtg (Waterfront/Capitol) - City	35.22
			Public Works	Green Cameo Cafe Pw Directors Mtg Lunch - Green	13.28
				Green El Rancho Viejo Quarterly Mtg (Waterfront/Capitol) - City	33.88
				Green Cameo Cafe Pw Directors Mtg Lunch - Green	7.24
				Green El Rancho Viejo Quarterly Mtg (Waterfront/Capitol) - City	26.33
		202407-9102	Genl Govt/Facilities	Allen Customsigns.Com Name Plates - WA Tax	(2.69)
				Allen Customsigns.Com Nameplates - Strickler/Taylor/PC Wa Tax	(2.70)
			Public Works	Allen Customsigns.Com Name Plates - Ashenfelter Incl WA Tax	10.64
				Allen Customsigns.Com Name Plates - Roundabout Includes Wa Tax	11.22
				Allen Customsigns.Com Nameplates - Taylor Incl Wa Tax	8.97
				Allen Customsigns.Com Nameplates - Strickler Incl Wa Tax	10.66
				Allen Customsigns.Com Name Plates - Parks Board Includes Wa Tax	11.22
			Community Development	Allen Customsigns.Com Name Plates - Ashenfelter Incl WA Tax	0.56
				Allen Customsigns.Com Nameplates - Taylor Incl Wa Tax	2.24
				Allen Customsigns.Com Nameplates - Strickler Incl Wa Tax	0.56
				Allen Customsigns.Com Nameplates - PC Incl Wa Tax	11.22
			Human Resources	Allen Costco By In Car Snacks - Wellness	818.01
				Allen Starbucks Leadership Meeting Coffee	21.74
		202407-0794	Public Safety	Knottnerus Icma Online Contract Negotiation Webinar - Chief Dori	74.50
			Human Resources	Knottnerus Icma Online Contract Negotiation Webinar - Knottnerus	29.80
				Knottnerus Wcma Wcma Conference Registration - Knottnerus	180.00
				Knottnerus Hotel Reservation Hotel Stay Wcma Conf - Knottnerus	377.05
				Knottnerus Www.Reservations.Com Hotel Service Fee (Wcma Conf)	36.10
				Knottnerus Washington Trust For Main St Conference - Knottnerus	81.95
			Administration	Knottnerus Icma Online Contract Negotiation Webinar - Knottnerus	44.70
				Knottnerus Wcma Wcma Conference Registration - Knottnerus	270.00
				Knottnerus Hotel Reservation Hotel Stay Wcma Conf - Knottnerus	565.57
				Knottnerus Www.Reservations.Com Hotel Service Fee (Wcma Conf)	54.14
				Knottnerus Washington Trust For Main St Conference - Knottnerus	122.92
		202407-0745	Genl Govt/Facilities	Doriot Clark County Public Health Health Permit - NNO	221.95
			Public Safety	Doriot Rosauers Food & Dru July 4th Cooling Towels - Pd	95.54
				Doriot Tuff Products Brand L Ammunition Carriers - Pd	650.80
				Doriot Alien Gear Holsters Holsters/Belt Expansions - Pd	776.78
				Doriot Center Market 7 July 4th Ice - Pd	29.88

City of Ridgefield

Claims Payment Report

For Approval on:

August 22nd, 2024

WELLS FARGO - EPAY	1681	202407-0745	Public Safety	Doriot Costco July 4th Gatorade/Water/Snacks - Pd	314.29
				Doriot Axon Taser Instructor Training - Officer Coblenz	495.00
				Doriot Mes/Warren Fire/Lawmen Name Patches - Steward/Erazo	28.81
		202407-7069	Council	Ferriss Killa Bites Catering 7/25/24 City Council Meeting Dinner	456.60
			Administration	Ferriss Wapro Membership (Public Records) - Ferriss	25.00
		202407-2114	Genl Govt/Facilities	Stuart Nest Restaurant And Bar 35Th Ave Extension Mtg - Green	3.33
				Stuart Center Market 7 Ice - July 4th Water Coolers	20.64
			Public Works	Stuart Amazon.Com Hedge Trimmers - Grapes 56th/65th Roundabouts	195.64
				Stuart Nest Restaurant And Bar 35Th Ave Extension Mtg - Green	12.20
			Community Development	Stuart Nest Restaurant And Bar 35Th Ave Extension Mtg - Green	6.66
			Council	Stuart Rosauers Food & Dru Councilors Mtg Breakfast City Agenda	29.26
				Stuart Nest Restaurant And Bar Councilors Mtg City Agenda/Issues	19.58
			Executive	Stuart Rosauers Food & Dru Councilors Mtg Breakfast City Agenda	7.06
				Stuart El Rancho Viejo Mgmt Team Performance Appraisals Mtg	20.20
				Stuart The Columbian Monthly Newspaper Subscription - Stuart	12.50
				Stuart Nest Restaurant And Bar Prep Meeting - 6/27 City Council	20.88
				Stuart Sushi Kato Mtg W/ Downtown Business Owner Ribbon Cutting	19.56
				Stuart Nest Restaurant And Bar 35Th Ave Extension Mtg - Stuart	22.19
				Stuart Nest Restaurant And Bar Councilors Mtg City Agenda/Issues	19.58
				Stuart Rosauers Food & Dru Councilors Mtg Breakfast City Agenda	7.57
		202407-5756	Genl Govt/Facilities	Rubioromero Primo Water Water Delivery Service - Racc	24.15
				Rubioromero Primo Water FI Water Delivery Service - Pw Ops	4.50
				Rubioromero Primo Water Water Delivery Service - Pw Ops	0.90
				Rubioromero Primo Water Water Delivery Service - RACC	3.09
				Rubioromero Mailchimp Social Media WA Sales Tax	(0.24)
				Rubioromero Amazon Web Services Web Audio Backup - WA Tax	(0.05)
			Public Safety	Rubioromero Siptrunk Inc Telephone Service - Pd	229.24
			Public Works	Rubioromero Primo Water FI Water Delivery Service - Pw Ops	73.45
				Rubioromero Primo Water Water Delivery Service - Pw Ops	14.61
			Community Development	Rubioromero Primo Water Water Delivery Service - Racc	50.09
				Rubioromero Primo Water FI Water Delivery Service - Pw Ops	9.31
				Rubioromero Primo Water Water Delivery Service - Pw Ops	1.85
				Rubioromero Primo Water Water Delivery Service - RACC	6.42
			Information Technology	Rubioromero Adobe Annual Software - Events Coordinator	107.79
				Rubioromero Zoom.Us Meeting Platform	60.86
				Rubioromero Spotify Monthly Music - Ch	13.03
				Rubioromero Amazon Web Services Web Audio Backup Incl WA Tax	0.65
				Rubioromero Adobe Software - Communications Specialist	59.77
				Rubioromero Mailchimp Social Media Incl WA Sales Tax	28.81
			Finance	Rubioromero GFOA Governmental Gaap Update - Rubio	135.00
		202407-2164	Genl Govt/Facilities	Giles Tractor Supply Grease Gun Coupler - Pw Shop	0.57
			Public Works	Giles Tractor Supply Grease Gun Coupler - Pw Shop	9.20
		202407-5997	Genl Govt/Facilities	Sampson Tractor Supply Portable Fans - Pw Shop	25.56
			Public Works	Sampson Tractor Supply Portable Fans - Pw Shop	409.21
				Sampson Rosauers Food & Dru Vegetable Oil (Weed Spray) - Storm	9.98
				Sampson Columbia Precast Products Catch Basins Heron Dr - Storm	1,285.20
				Sampson Ferguson Specialized Pipe Wrench - Storm	103.90

City of Ridgefield

Claims Payment Report

For Approval on:

August 22nd, 2024

WELLS FARGO - EPAY	1681	202407-5997	Public Works	Sampson Rosauers Food & Dru Distilled Water (Operations) - Water	3.78	
		202407-5484	Public Safety	Freimuth Homes To Suites By Hilton Patrol Tactics Hotel - Siem	615.45	
			Public Works	Freimuth Oxford Suites Spokane Water Training Hotel - Swarts	442.11	
			Human Resources	Freimuth CSF Backpack Cooler - Employee Gift	4,699.71	
			Administration	Freimuth Paypal 3Cma Pre-Conference Registration Refund - Sennet	(115.00)	
		202407-7739	Genl Govt/Facilities	Coleman Cleverwaiver Waiver Forms Software - Dragon Boats	29.99	
				Coleman Sticker Mule Custom Tshirt - National Night Out	20.65	
				Coleman 4 All Promos Fidget Spinners Refund - August 1Sat	(216.14)	
				Coleman Sticker Mule Custom Stickers - Aug 1Sat	105.44	
				Coleman Your Party And Event Light Poles - Farm To Table	532.63	
				Coleman 4 All Promos Fidget Spinners/Cooling Towels - Aug 1Sat	448.63	
				Coleman Bannerscom Street Banners - August 1Sat	727.31	
			202407-7051	Genl Govt/Facilities	Blehm Usps Stamps - City Hall	73.00
				Human Resources	Blehm Fred Meyer Snacks - Leadership Meeting	24.67
					Blehm Starbucks Coffee - Leadership Meeting	21.74
		202407-0187	Public Safety	Melroy Batteries Plus Backup Battery - Pd	54.24	
			Public Works	Melroy Rosauers Food & Dru Ice - Crack Sealing	57.36	
				Melroy Rosauers Food & Dru Watermelon - Crack Sealing	38.22	
				Melroy Keller Supply Pipe Cutter Tool - Parks	69.80	
		202407-7002	Genl Govt/Facilities	Thamert Awwa.Org Water/Utilities Textbooks - Wa Tax	(55.67)	
			Public Works	Thamert Awwa.Org Water/Utilities Textbooks - Water Incl Wa Tax	695.53	
				Thamert Usps Stormwater App/Notice Of Intent Postage - Storm	10.66	
				Thamert The Cary Company Water Treatment Portable Tanks	1,290.71	
				Thamert Tractor Supply Tools - N Johnson Truck (Water)	809.48	
			202407-6996	Genl Govt/Facilities	Demoss Facebk Facebook Marketing - July 1Sat	1.12
				Demoss Facebk Facebook Marketing - Aug 1Sat	1.51	
				Demoss Facebk Facebook Marketing - August 1Sat	13.59	
				Demoss Facebk Facebook Marketing - July 1Sat/Big Paddle	6.01	
		Community Development		Demoss Rosauers Food & Dru Gift Cards -WFH Survey Comp Plan	200.00	
		Administration		Demoss The Columbian Newspaper Subscription - Demoss	9.99	
		202407-7189		Genl Govt/Facilities	Sennett Sticker Mule Stickers - August 1Sat	848.40
				202407-4870	Finance	Johnson The Columbian Newspaper Subscription - Johnson
						Johnson Government Finance Office 2023 Pafr Award Submittal Fee
		202407-6939		Community Development	Lust The Columbian Newspaper Subscription - Cdd Director	9.99
WELLS FARGO - EPAY Total					28,816.96	
WESTERN EQUIPMENT	2363	INV033025	Genl Govt/Facilities	PWFAC Ventac Mower Oil Filter	11.18	
			Public Works	PWFAC Ventac Mower Oil Filter	79.88	
		INV034106	Genl Govt/Facilities	PWFAC Ventac Mower Air Filter	30.10	
			Public Works	PWFAC Ventac Mower Air Filter	215.15	
WESTERN EQUIPMENT Total					336.31	
WESTERN UNITED CIVIL GROUP LLC	3743	3743-20240822	Genl Govt/Facilities	2024 Asphalt Repairs - Retainage	(2,268.45)	
			Public Works	2024 Asphalt Repairs	45,368.90	
		23016-11	Public Works	07.15.2024-07.26.2024 Ryole Rd 15th to 5th Way	416,283.83	
WESTERN UNITED CIVIL GROUP LLC Total					459,384.28	
WEX BANK - EPAY	3552	98873639	Genl Govt/Facilities	PW Fuel	445.01	
			Public Safety	PD Fuel	4,992.56	
			Public Works	PW Fuel	7,136.08	

City of Ridgefield

Claims Payment Report

For Approval on:

August 22nd, 2024

WEX BANK - EPAY	3552	98873639	Public Works	Vehicle Equipment Maintenance - Streets	15.24
			Community Development	CDD Fuel	718.60
			Genl Govt/Facilities	PW Fuel	301.56
			Public Safety	PD Fuel	3,370.56
			Public Works	PW Fuel	4,835.74
			Community Development	CDD Fuel	588.92
WEX BANK - EPAY Total					22,404.27
WOODLAND SAW AND CYCLE INC.	2223	3656	Public Works	PWSTW Weedeater Repair	196.31
WOODLAND SAW AND CYCLE INC. Total					196.31
Grand Total					1,812,754.03

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: August 22, 2024

AGENDA ITEM NAME: Approval of Minutes from the August 8, 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. 08-08-2024



**CITY OF RIDGEFIELD, WASHINGTON
CITY COUNCIL MEETING MINUTES
AUGUST 8, 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
Mayor Pro Tem Jennifer Lindsay
Council Member Matt Cole
Council Member Lee Wells
Council Member Judy Chipman
Council Member Clyde Burkle
Council Member Katie Favela

- 3. Late changes to the agenda**

II. EMPLOYEE INTRODUCTION

- 1. Kristen Lashua, Grant Writer - Kirk Johnson, Finance Director**

III. PLANNING COMMISSION APPOINTMENT

- 1. Appointment of Planning Commission Member, Position No. 6**

Appointment of Richard Wolf to Planning Commission, Position No. 6.

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

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.

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

V. CONSENT AGENDA

MOTION TO APPROVE AS PRESENTED.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Judy Chipman
SECONDER:	Mayor Pro Tem Jennifer Lindsay
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, 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 July 25, 2024 Meeting**

VI. PRESENTATION

1. **1st Half 2024 Budget to Actual and Economic Forecast - Kirk Johnson, Finance Director**

VII. BUSINESS

1. **First Reading of Ordinance No. 1428 - 2024 Budget Amendment - Kirk Johnson, Finance Director**

The 2024 budget amendment 2 includes \$1,063,700 in new one-time expenditures and the recognition of \$239,870 in grant funding. The amendment includes a budget for completion of the Hall and Elm Street Improvement project. The project will be completed in coordination with a Port of Ridgefield project for efficiency and to limit impacts on neighboring residents. The project is partially funded with a Community Development Block Grant for \$232,470. Additional funding will come from Water SDC, Transportation Benefit District and General Funds. Additional projects included in the budget recognize additional change orders for the Royle Road Roundabout construction, and a bid increase for the Hillhurst School Zone Safety Crossing project. The remaining budget items include expenses from 2023 from a consultant working on the Garrison Ridge slide repair and the invoice being sent mid 2024, additional expenses for the Paradise Pointe Park Master Plan, and the S 35th Ave Alternatives Analysis. The final budget item is 100% paid by grant funding. The project is a partnership between the City and the Ridgefield Farmers Market to purchase safety equipment, banners and a canopy for the market and to enhance their website to assist with increasing traffic to the Farmers Market. The total fund balance impact for all funds is \$823,830, including operating funds. \$367,230 in the General Fund and \$20,000 in the Storm Fund. The balance of the impact is from capital funds to fund new or existing capital projects \$406,600 and \$30,000 in developer shares. The final funding is from two grants.

MOTION: MOVED TO WAIVE THE SECOND READING AND ADOPT ORDINANCE NO. 1428 AS PRESENTED.

RESULT:	(UNANIMOUS)
MOVER:	Mayor Pro Tem Jennifer Lindsay
SECONDER:	Council Member Matt Cole
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Cole, Council Member

2. Motion-Approval of a Purchase and Sale Agreement for Park Land in Abrams Park - Kirk Johnson, Finance Director

The city constructed the Onslow Nature Play Area in Abrams Park on land owned by the city. After reviewing the footprint of the park area, it was determined that a portion of the park encroached on a neighboring parcel owned by a resident. The City and the resident, the Sanfilippos, have agreed to transfer 894 square feet on completion of a boundary line adjustment to the city parcel. The city will pay all costs of the boundary line adjustment and closing costs in addition to a one-time payment to the Sanfilippos of \$11,207.09 after approval and execution of the purchase and sale agreement. In addition to the purchase and sale agreement, city staff is requesting approval of a settlement agreement between the city and the Sanfilippos per the terms outlined above. Staff will work with the Sanfilippos to complete the boundary line adjustment and purchase and sale of the portion of the Sanfilippo parcel through escrow.

MOTION: MOVED TO AUTHORIZE THE CITY MANAGER OR DESIGNEE TO SIGN A PURCHASE AND SALE AGREEMENT AND SETTLEMENT FOR THE ACQUISITION OF 894 SQUARE FEET AND COMPLETE A BOUNDARY LINE ADJUSTMENT TO CITY PARCEL 68372000.

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

VIII. 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>.

IX. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

1. Council

Council Member Wells Attended a Ribbon Cutting, First Saturday Event, National Night Out.
Council Member Burkle - Attended a Ribbon Cutting, First Saturday Event, National Night Out, City Manager Briefing, Clark County Fair Lions Booth Volunteering.
Council Member Wells - Clark County Fair Lions Booth Volunteering, Main Street Board Meeting, National Night Out.
Council Member Favela - Attended First Saturday Event, National Night Out.
Council Member Chipman - Attended a Ribbon Cutting, National Night Out, Main Street Meeting.
Mayor Pro Tem Lindsay - Attended National Night Out, Chamber of Commerce, Ribbon Cutting, ECHO Meeting.

2. Mayor

Attended Mayor's Dinner, National Night Out, Ribbon Cutting, Meeting with YMCA, First Saturday Event.

3. City Manager

City Manager Steve Stuart - Employee Kudos, Costco Update, Waterfront Development Update.
Public Works Director Chuck Green - Royle Road Update, Pioneer Widening Project Update.
Community Development Director Claire Lust - Welcome to New Planning Commission Member, Boat/RV
Complaint Update, September 10th Comp Plan Workshop.
Police Chief Cathy Doriot - Thank You for National Night Out Event.

X. ADJOURN

8:16PM

Julie Ferriss, City Clerk

Ron Onslow, Mayor

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: August 22, 2024

AGENDA ITEM NAME: Clark County Commission on Aging Annual Report

GOVERNING LEGISLATION

N/A

PREVIOUS COUNCIL ACTION TAKEN:

N/A

SUMMARY/BACKGROUND:

Representatives from the Clark County Commission on Aging will present their annual report, which is included as an attachment.

BUDGET/FINANCIAL IMPACTS:

N/A

RECOMMENDED ACTION OR MOTION:

N/A

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

1. Commission on Aging 2023 Report



2023 Annual Report

2023 Message from the Chair

Dear Community Members:

This is an exciting time for Clark County and the Commission on Aging. The Commission on Aging is entering its second decade of providing leadership, advocacy, developing community awareness, and spearheading positive change toward an all-age friendly, livable community.

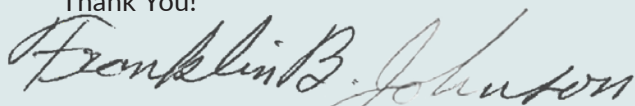
This annual report is focused on the Commission's work updating the 10-year-old Aging Readiness Plan. We held a series of "fireside chats" with experts from other cities that lead programs focused on aging populations. We learned about the creativity needed to connect meaningfully and effectively with aging adults and those with disabilities, their caregivers and their families. We also heard from our own Clark County community partners who provide critical day-to-day support to various segments of our aging community. We held several public workshops and community focus groups to solicit feedback from Clark County residents. We asked for your input on developing strategies that will help Clark County become an even more all-age friendly place to live. We also asked you which strategies should be given the highest priority to implement. This insight helped drive the innovative thinking and collaboration utilized during the Aging Readiness Plan update project.

Thank you, Clark County neighbors, for your participation in our 2021-22 Community Survey, as well as this year's public workshops and community focus groups. As a result of your participation and input, the updated Aging Readiness Plan has been reviewed and received approval from the Clark County Council and Planning Commission.

Looking forward to the upcoming year, the Commission on Aging will be concentrating on the new area of Emergency Preparedness and implementing the priority strategies in each of the existing chapters. We will continue to nurture our valued relationships with neighbors, community organizations that deliver critical services to our aging population and with county leadership.

During the challenging pandemic protocols, we were unable to gather and meet in person, Commission meetings were held virtually. As a result of lessons learned from the pandemic and its impacts, the monthly Commission meetings are now being held in a hybrid format. You now have the option to attend the meetings in person, virtually using your digital device, or by phone. We welcome you to attend our meetings in the format that works best for you, so we can continue to hear your voices and listen to your concerns and ideas.

Thank You!



Franklin B. Johnson, MPA, MPP, PMP.
Chair, Clark County Commission on Aging

The Commission on Aging was established on May 20, 2012, and is tasked with leading and managing the implementation of the Aging Readiness Plan and fostering countywide awareness, dialogue and insight into challenges and opportunities for residents of all ages, incomes and abilities. The commission is supported by volunteer members appointed by the Clark County Council. Commission members provide leadership, education, advocacy and community awareness and serve as community ambassadors, advising the County Council and other partners.

Our Mission

As community ambassadors, the Commission on Aging provides leadership, advocacy, community awareness and partnerships to initiate change toward an all-age friendly, livable community.

2023 Members

Sue Cameron

Dick Clairmont

Cass Freedland *Immediate past
Chair and current Vice Chair*

Chuck Green

Amy Gross

Franklin Johnson *Immediate past
Vice Chair and current Chair*

Ken Lund

Donna Mason

Meghan McCarthy

Ellen Rogers

Justin Ross

Mel Sanchez

Larry Smith

Tanya Stewart

Aging Readiness Plan Adoption

The original Aging Readiness Plan (ARP or plan) was adopted in 2012. The 10-year update of the ARP was adopted in September 2023 after a significant outreach program and approval from the County Council.

What is the Aging Readiness Plan (ARP)?

The 2023 Clark County Aging Readiness Plan (ARP or plan) is a long-range planning document that assesses the county's readiness to serve as a home for a growing number of older residents. The ARP addresses issues specific to healthy communities, housing, transportation/mobility, civic involvement and emergency preparedness. It includes 18 goals to be implemented through 67 strategies that are intended to improve the community's capacity to support its growing older population and ultimately benefit all ages. These goals and strategies were developed through a multi-pronged outreach approach that included a community and jurisdictional survey; "fireside chats;" community workshops and focus groups with local experts, agency professionals and interested individuals.



Aging Readiness Plan Chapter Summary

HEALTHY COMMUNITIES describes the current opportunities in Clark County for older adults to access healthy food, parks and recreation, and goods and services. The chapter includes strategies to improve and expand access to these resources by creating a welcoming and age-friendly built environment that serves all ages and abilities.

HOUSING provides strategies that address the various housing needs of older adults in Clark County. It summarizes housing types that are geared towards the needs of older adults, like accessory dwelling units and shared housing while also explaining ways that this demographic can better access these housing options including aging-in-place and community.

MOBILITY includes strategies based on the transportation and mobility needs of older adults. It outlines ways that older adults tend to travel and areas that could use improvement such as public transit, walkability, ADA accessibility and others.

CIVIC INVOLVEMENT includes strategies based on increasing older adults' civic involvement within the county. It reviews ways that older adults can engage with their communities like working, volunteering, attending community events, participating in local government, or advocacy work.

EMERGENCY PREPAREDNESS provides strategies that outline how older adults could be affected by natural and human-caused hazards and other ways the county can improve the health and safety of this demographic. It explains ways older adults could be impacted by communicable diseases, wildfires, flooding, extreme heat events, and geologic and seismic hazards, and ways to prepare older adults for these hazards.

Eighteen (18) of the 67 strategies outlined in the ARP were identified as priority strategies. Priority strategies are planned for early implementation because their importance was highlighted by the community and/or they lay the groundwork for supporting strategies. Two priority strategies were chosen by Commission members to focus on for 2023.

Commission 2023 Workplan

Commission members spent most of the year holding public events related to the update of the ARP. For the final four months, they chose to focus on community engagement and begin moving forward two priority strategies related to this topic. From the Healthy Communities chapter, the Commission chose strategy HC-4.4: Educate older adults and caregivers on information and resources provided by the Area Agency on Aging and Disabilities of Southwest Washington, or AAADSW. This strategy received the highest number of votes overall for the plan as a whole in the priority strategy workshop.

And, from the Civic Involvement chapter, the Commission chose strategy CI-1.1: Team with the Area Agency on Aging and Disabilities of Southwest Washington (AAADSW), Neighborhood Associations and other partner agencies to share and distribute best practices for reaching older adults.

The Commission partnered with AAADSW to implement its priority strategies this year. AAADSW is the area regional agency tasked with enhancing the lives of older adults and people with disabilities within the five Southwest Washington counties. Their purpose is to promote the independence, dignity, and well-being of people with disabilities and those over the age of 60 using a coordinated system of home- and community-based services.

Three interactive moderated "fireside chats" were conducted with community experts, including:

- A dialog featuring Christina Marneris from AAADSW. The discussion revolved around how AAADSW and the Commission on Aging can work together on community engagement.
- A discussion with Alan DeLaTorre from Portland State University, an area expert on aging, who shared his experience with effective community engagement.
- A talk with Laura Poskin, Executive Director, Age-Friendly Greater Pittsburgh to learn about the creative and wide range of initiatives this age-friendly organization has pursued.



Commission on Aging president Franklin B. Johnson presents 2023 Silver Citizen award to recipient Pat Suggs.

2023 Silver Citizen Recipient

PAT SUGGS

Clark County recognizes that older adults are valuable contributors to the vitality of this community. To encourage and support older adults for their contributions, the commission established a program to recognize older adults by means of an annual award which is known as the Silver Citizen Award program.

Pat's lifetime of service spans 47 years and includes volunteering at her church, in community education programs, scouting programs, the Drug Takeback Program, Children's Home Society of Washington and Two Rivers Heritage Museum. Her nomination states, "She unselfishly serves her community with great impact and noteworthy results."

2023 Aging Readiness Plan Implementation Progress

The Aging Readiness Plan (ARP) assesses the county's readiness to serve as a home for a growing number of older residents. It is divided into six (6) chapters focusing on healthy communities, housing, transportation/mobility, civic involvement, and emergency preparedness. The Plan includes 18 goals that support initiatives and are implemented through 67 associated strategies. This chart provides an "at-a-glance" road map of the ARP's goals and strategies and the progress Clark County made in 2023.

	2023 Goal Progress	Progress Examples and Implemented Strategy		2023 Goal Progress	Progress Examples and Implemented Strategy
HEALTHY COMMUNITIES Goal HC-1 Improve access to healthy food.	X	HC-1.1 Access to fresh foods was expanded in the City of Vancouver's downtown core through the construction and opening of New Seasons Market.	MOBILITY Goal M-1 Design transit options for people who are older & have a disability Goal M-2 Increase safe walking and rolling connections Goal M-3 Design communities for safe walking & rolling for a range of users & abilities. Goal M-4 Promote land use patterns & design standards that encourage walking, rolling & transit use.	X	M-1.2 In 2023, C-Tran expanded their on demand services to include a rideshare service called "The Current" that provides point-to-point service for the cost of a bus ride.
	X	HC-1.2 Access to farmers markets was improved as the Vancouver Farmers Market has been expanded for year-round retail service.		X	M-2.2 The CoA issued a letter of support for the Ridgefield ADA Mobility and Access Plan to support Ridgefield's systematic investment in ADA compliant walking and rolling connections.
	X	HC-2.2 Two parks construction projects were completed in Clark County, and two in the City of Vancouver. All parks incorporated accessible elements and included accessible walkways and bench seating.			M-2.3 Clark County continues interagency partnership through the Walkability Action Institute, a CDC and WA Department of Health program that encourages physical activity through non-motorized forms of transportation active.
	X	HC-3.1 The Clark County Parks Department began work on a new ADA transition plan that is intended to ensure access to County Parks for people of all abilities.			
	X	HC-4.4 The CoA moderated three "fireside chats" with experts in the field of aging. The first presentation provided by AAADSW staff. Additionally, CoA and county staff are preparing a plan for dispersal of AAADSW information throughout the county.			
Goal HC-2 Create safe and accessible parks, greenspaces, and community gather spaces.			CIVIC INVOLVEMENT Goal CI-1 Support the efforts of neighborhood associations & other volunteer groups to reach & engage older adults. Goal CI-2 Support cross-cultural & intergenerational community events. Goal CI-3 Continue to offer a variety of engagement opportunities in person & online.	X	CI-1.1 The CoA held "fireside chats" with renown experts on aging. The "chats" focused on effective community engagement.
Goal HC-3 Create a welcoming, age-friendly built environment.					
Goal HC-4 Develop local & community-based healthcare resources.					
Goal HC-5 Provide resources for caregivers.					
HOUSING Goal H-1 Provide a range of housing for multigenerational communities	X	H-1.1 Clark County is working on amendments to the zoning code that will remove barriers to co-housing in low-density residential (LDR) districts.	EMERGENCY PREPAREDNESS Goal EP-1 Mitigate the impacts of potential hazards before they occur. Goal EP-2 Prepare for natural hazards through education & improved communications Goal EP-3 Provide essential services during hazard events.		
	X	H-1.6 Many jurisdictions within the county are working together on housing initiatives to remove potential barriers to the development of smaller housing units suited to older adults, like ADUs.			
	X				
	X	H-3.1 The county's proposed middle housing zoning code revisions can allow higher densities in traditionally single-family residential areas.			
Goal H-2 Provide housing that enables people to age in place.					
Goal H-3 Support the development of more affordable housing.					

Additional 2023 Achievements

The Commission on Aging is authorized by the Clark County Council to endorse efforts that support livable communities in Clark County for all ages. This year, the commission offered the following:

- Letters of support for: Ridgefield ADA Mobility and Access Plan and the Felida Park Senior Housing + Pace Project
- Proclamations: Older American's Month and National Caregivers Month
- Creation of a one-page summary resource document outlining the work of the Commission on Aging distributed at community events and presentations.
- Presentations: Commission members and staff gave presentations at thirteen (13) local community meetings in 2023, which included local city council meetings and neighborhood groups.



COMMUNITY PLANNING

1300 Franklin Street • PO Box 9810

Vancouver, WA 98666-9810

564.397.2280

comm-aging@clark.wa.gov

www.clark.wa.gov/aging

For other formats, contact the Clark County ADA Office

Voice 564.397.2322 Relay 711 or 800.833.6388

Email ada@clark.wa.gov

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: August 22, 2024

AGENDA ITEM NAME: 2024 Engineering Standards Update

GOVERNING LEGISLATION

None

PREVIOUS COUNCIL ACTION TAKEN:

Approval of 2017 Engineering Standards Update

SUMMARY/BACKGROUND:

The City's Engineering Standards provide guidance for the design and construction of public and private development projects. The current standards were adopted in 2017 and consist of two volumes:

- Volume 1: Engineering and Planning Standards
- Volume 2: Construction Specifications and Standard Details and Drawings.

The 2024 update will also include a future Volume 3, Parks and Trail Standards, that is anticipated to be reviewed later this fall.

The proposed 2024 revisions have been in the works for most of 2024, and have included several opportunities for vetting and review with the design and construction community.

The major changes proposed in the 2024 Engineering Standards update include:

- Roads and streets
- Street trees
- Downtown mailbox permits
- Stormwater
- Water
- Street lights
- Construction
- Development Review and Inspection Procedures.

BUDGET/FINANCIAL IMPACTS:

N/A

RECOMMENDED ACTION OR MOTION:

Action on the proposed engineering standards updates will be requested at the September 12, 2024 council meeting.

STAFF CONTACT: Chuck Green, Public Works Director

ATTACHMENTS:

1. Engineering Standards Update_Council_8-22-24_final



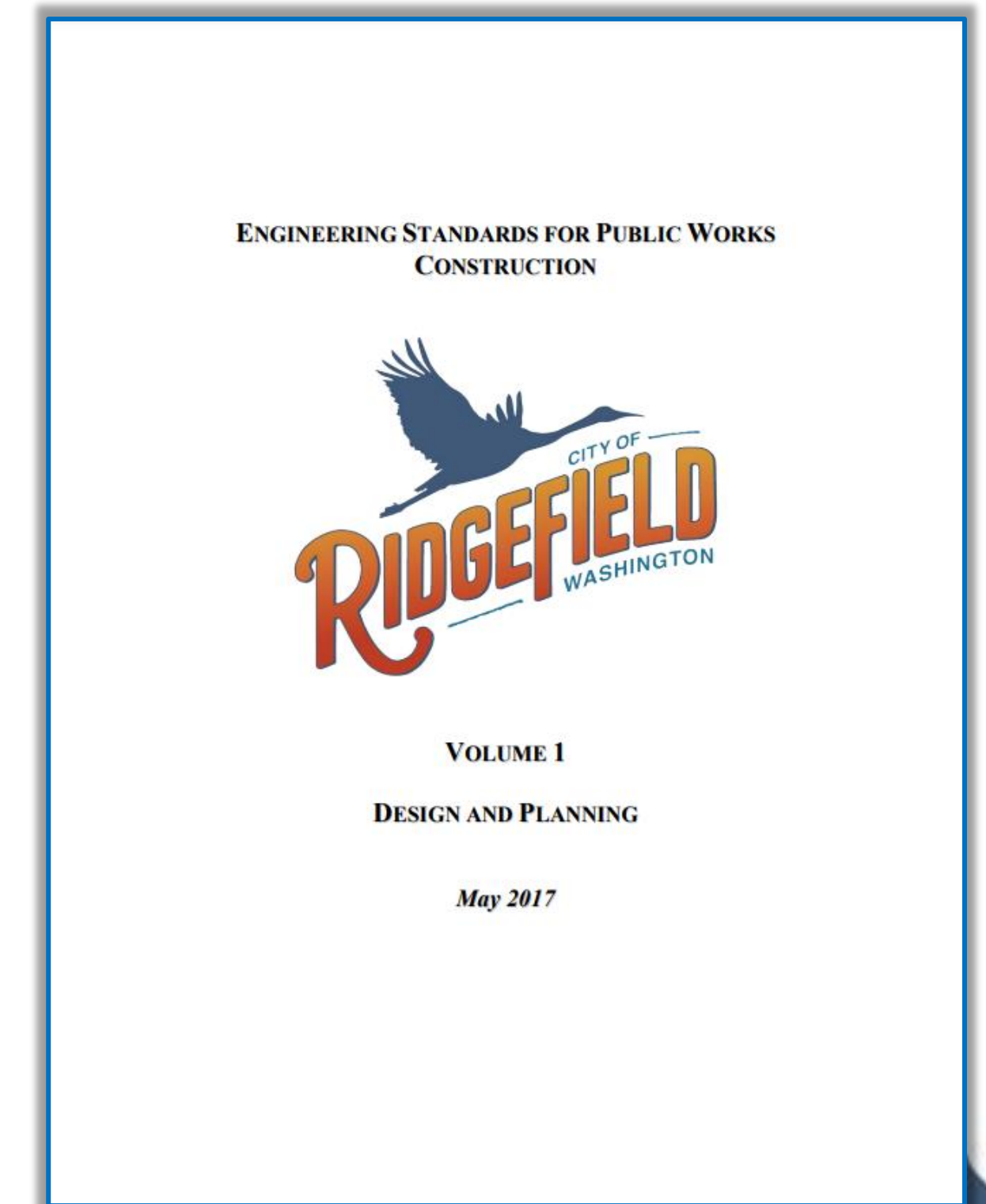
Engineering Standards Proposed 2024 Updates



Ridgefield City Council | August 22, 2024

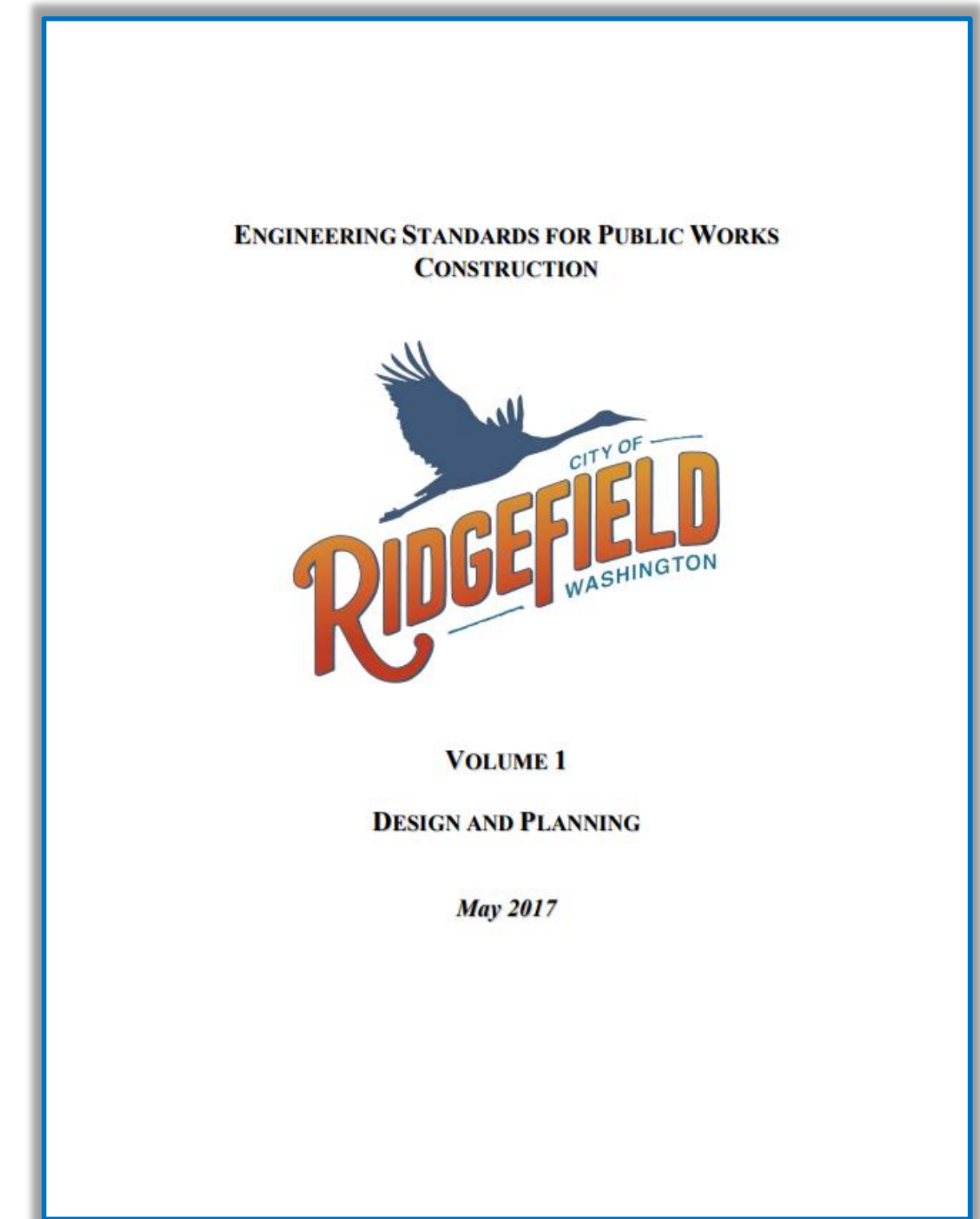
What Does this Update Cover?

- Roads and streets
- Street trees
- Downtown mailbox permits
- Stormwater
- Water
- Street lights
- Construction
- Development Review and Inspection Procedures
- Maintenance bonds/warranties



Why Are We Doing this Now?

- Last update was in 2017
- Reflects changed industry standards over past seven years
- New pavement standards extend pavement life
- New, night-sky friendly street light technology
- Begin phase-in of stormwater requirements under Phase II permit
- Incorporates changed procedures, “lessons learned” from past seven years



How Have We Vetted the Proposed Changes?

- Open House (January 2024, contractors, consultants, others)
- Building Industry Association (February)
- Engineering community in general
- Industry associations
- Other Public Works departments around the county.



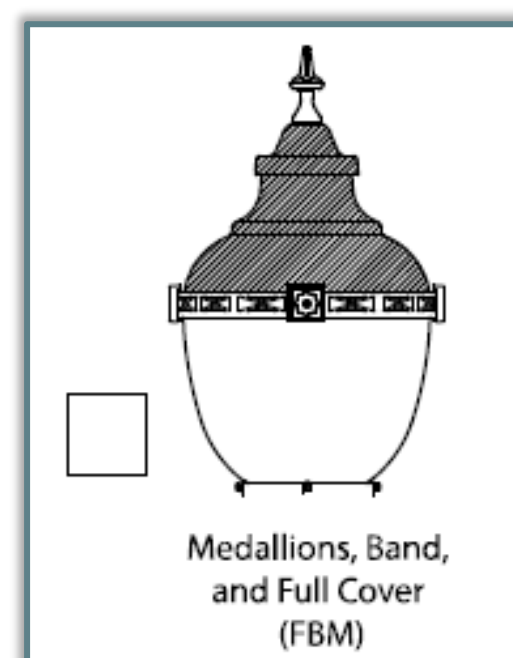
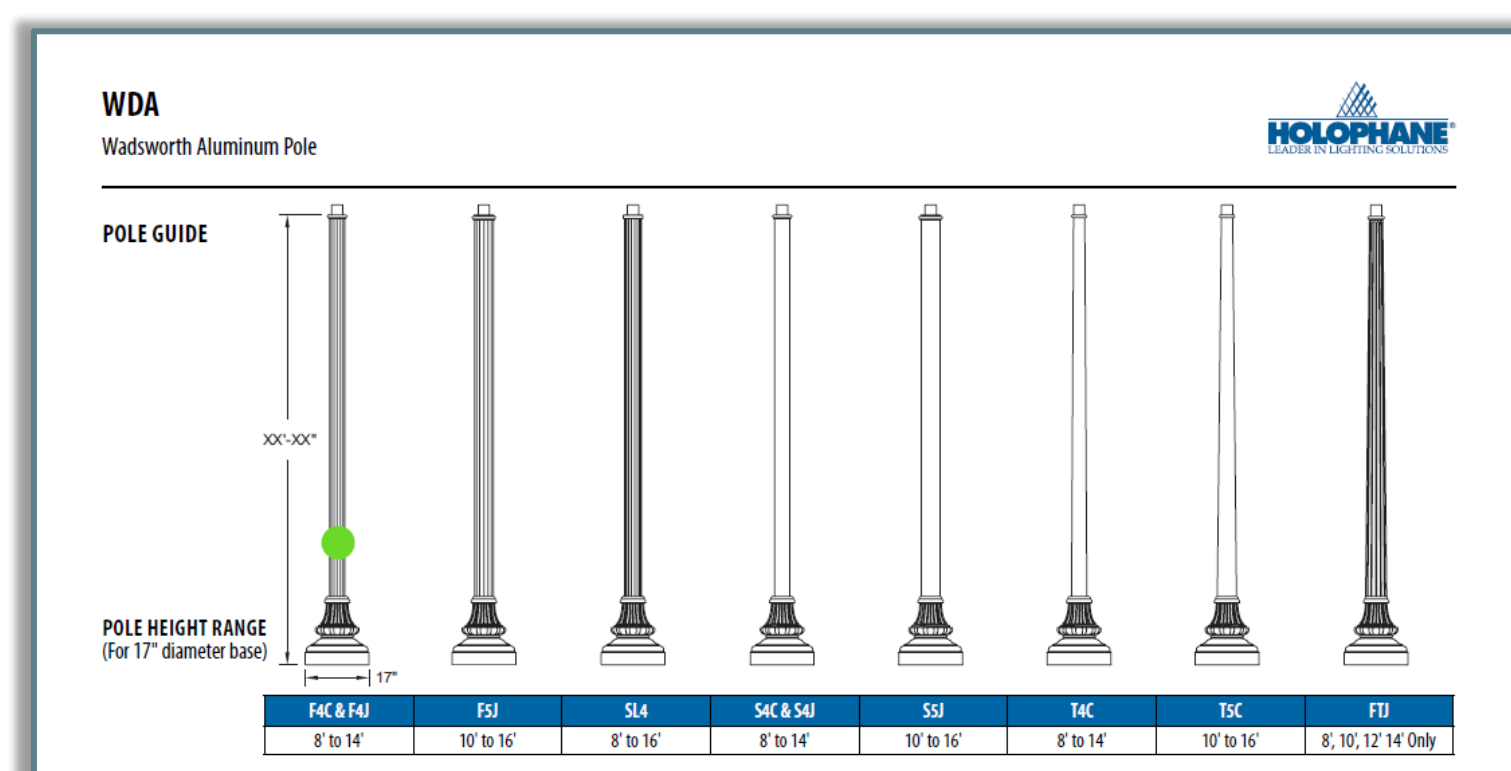
Roads and Streets

- Modified pavement sections & compaction requirements (extends pavement life)
- Standards and details on concrete treated base
- Transportation Impact Studies
- Traffic control plans
- Driveway modification requests
- Street name signs (details)
- Street trees
 - Updates street tree list for narrow landscape strips
 - Also to avoid blockage of traffic control signs
- New: Downtown mailbox permits



Streetlights

- Updated specifications and details
- “Night Sky Friendly” products
- Streetlight qualified products list
- Approval process to add approved equal to qualified products list



Storm Drainage

- Phased-in compliance with Phase II MS4 Municipal Discharge Permit
- New stormwater details (current there are no City standard drawings)
- Erosion control plans
- Updates to minimum pipe sizing
- Laterals.



Water

- Updates to details and standard drawings
- Removes proprietary materials where possible (specifications rather than specific manufacturers and models)
- Allowance for submitting alternate products to match specifications



Construction

- Updated inspection procedures
 - Includes development construction inspection checklist
- Updated cross-connection control and backflow guidance
- Maintenance bonds/ warranties
- New:
 - Utility cut moratorium (new pavement surfaces <5 years old): future code amendment
 - Restoration tolerances for utility cuts/trenches



How Do Ridgefield’s Local Street Standards Compare to Others in Clark County?

Component	Ridgefield	Battle Ground	Clark County	La Center
Right-of-Way Width	48’-60’	40’-48’	46’ – 54’	50’-54’
Curb-to-Curb Pavement	28’ (Local) 36’ (Residential)	22’ (Local) 32’ (Neighborhood Collector)	28’ (Local) 36’ (Neighborhood Circulator)	32’ (Local) 36’ (Neighborhood)
Parking	1 side (Local) 2 sides (Residential)	1 side (Local) 2 sides (Neighborhood Collector)	Both sides	Both sides
Planter Strips/ Street Trees (Width)	Both sides (5-7’)	Both sides (4’)	Both sides (7’)	None
Sidewalks	Both sides	Both sides	Both sides	Both sides
Design speed (mph)	25	25	25	25



Proposed Change Items for Council Discussion

- Maintainability review step for all new plans (public and private)
- Warranty/maintenance period (Currently two years, except 3-year landscaping):
 - Most others around the county are at two years.
 - Transfers warranty to HOAs for those items they will maintain
 - Contractor warranty of private items
 - Extend warranty period up to five (5) years for multi-phases developments where all construction must use same access street
- Adds model home permit requirements to standards
- Update specific certificate of occupancy requirements
 - Water, stormwater, construction acceptance
 - Based on experience over past 3-4 years
- Includes required inspection checklist;
 - Requires minimum two (2) business day notice for inspection requests
- Modifies transportation/traffic impact analysis procedures
 - Streamline process with Master Plans or Planned Unit Developments
 - Easier tracking of vested trips



Proposed Change Items for Council Discussion (Continued)

- Design speed considerations to include land use context
 - Local Access “A”: 20-25 mph
 - Primitive Roads (unimproved, <500 ADT): 20-25 mph
 - Scenic Collectors: 25-35 mph
- New: Commercial cross circulation
 - Includes requirement for adjacent commercial developments to provide access between sites
- New: Roundabout standards
 - Protective “knee” wall
 - Refers to Roundabout Committee process for center of roundabout design
- Includes street cut restrictions for new pavement (may require update to City Code as well)



What is Next?

A “revisions mode” set of Engineering Standards updates included with the September 12 council packet.

Staff will return to seek Council action at the September 12 Council meeting.

Future: Parks and trail standards: new Volume 3 will include new standards for public and private parks and trails



Keep in Touch



Chuck Green, Public
Works Director
Direct: (360) 857-5022



Chuck Green: chuck.green@ridgefieldwa.us



487 S. 56th Place | PO Box 608
Ridgefield, WA 98642



www.ridgefieldwa.us



**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: August 22, 2024

AGENDA ITEM NAME: Motion: Approval of a Conservation Covenant with iQ Credit Union for Offsite Critical Area Mitigation on City of Ridgefield Property

GOVERNING LEGISLATION

RMC Chapter 18.280 - Critical Areas Protection

PREVIOUS COUNCIL ACTION TAKEN:

None.

SUMMARY/BACKGROUND:

On September 25, 2023, iQ Credit Union (represented by Otak, Inc.) applied for site plan, critical areas, and State Environmental Policy Act (SEPA) review for a new development at 5304 Pioneer Street. On October 13, 2023, City staff completed their first review of the application package and requested new and revised materials in a report to the applicant. The applicant resubmitted on February 5, 2024. Staff completed their second review and found the application package to be sufficiently complete and compliant with the Ridgefield Development Code (RDC) on February 20, 2024. The mandatory 14-day combined land use and SEPA public comment period ran from February 21, 2024 through March 6, 2024.

During the public comment period, Washington Department of Fish and Wildlife (WDFW) submitted new findings showing that riparian buffers extended farther into the iQ Credit Union site than previously determined. Therefore, as designed, the project would have greater impacts on critical areas and require more mitigation to comply with RDC 18.280, Critical Areas Protection. On March 15, 2024, the application process was placed on hold to resolve mitigation and monitoring of these unanticipated additional critical area impacts.

Staff subsequently worked with the applicant to determine a strategy to appropriately define and mitigate the unanticipated additional critical area impacts. On June 24, 2024, the applicant submitted an updated critical areas report and mitigation plan reflecting WDFW's findings, attached hereto as Exhibit A. The first component of the mitigation strategy is to maximize onsite buffer enhancements, as shown in the critical areas report. For the second component of the mitigation strategy, staff identified an opportunity for offsite riparian buffer enhancement on two City parcels located just west of the iQ Credit Union site in the same drainage basin (Parcels #214014000 and #214026000; site map attached). The proposal under this covenant is for iQ Credit Union to install native species and remove invasive species in the riparian buffer area on the City parcels. Staff finds that this mitigation activity will provide increased forage and refuge opportunities for wildlife for an overall functional lift.

Under the proposed conservation covenant, iQ Credit Union's obligations are as follows:

A. Develop the mitigation project on the City parcels in accordance with the project specifications set forth in the critical areas report and mitigation plan.

- B. Perform all maintenance and restoration of the mitigation project as required in the critical areas report and mitigation plan, including the removal of invasive and non-native species and the replanting of any dead, dying or diseased plants for a period of 7 years from the date of the completion and City acceptance of the mitigation project as complete.
- C. Provide monitoring and submit annual reports to the City.
- D. Provide a bond in an amount of \$125,040.00 or 120% of the cost estimate for the mitigation project set forth in Exhibit B to guarantee the performance of all maintenance, restoration and monitoring.
- E. iQ Credit Union shall not have the rights to use the City parcels for any other purpose.

BUDGET/FINANCIAL IMPACTS:

None.

RECOMMENDED ACTION OR MOTION:

To approve the conservation covenant:

"I move to approve the Conservation Covenant and Agreement for Wetland Mitigation as presented."

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

1. 46D357902-Conservation Covenant for Offsite Wetland Mitigation on City Property 7-19-24 (003)
2. iQCU Conservation Covenant Parcel Map
3. Exhibit A 2370.01_01_iQ_PioneerStreet_2024.06.24_FinalSubmitted
4. Exhibit B Seven Year Mitigation Estimate 2024.06.20_FinalSubmitted
5. Exhibit C Legal Descriptions

When recorded return to:

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

Conservation Covenant and Agreement for Critical Area Mitigation

Grantor: City of Ridgefield, a Municipal Corporation
Grantee: iQ Credit Union
Abbr.
Legal Description: #65 and #77 SEC 21 T4N R1EWM
Parcel No.: 214014000 and 214026000

This Conservation Covenant and Agreement for Critical Area Mitigation (Covenant Agreement) is entered into between the, City of Ridgefield, a municipal corporation, (Grantor) and iQ Credit Union, (Grantee).

Recitals

Whereas the Grantor is the owner of certain real property located in Clark County, Washington that is currently vacant (“City Property”) and is located nearby to certain property owned by Grantee that is being developed as iQ Credit Union under permit no. PLZ-23-0074 – PLZ-24-0078 (Master File PLZ-23-0049); and

Whereas, Grantee is responsible to provide certain offsite mitigation under permit no. PLZ-23-0074 – PLZ-24-0078 including, off-site planting and monitoring for mitigation for unintended impacts to a riparian buffer;

Whereas, a tributary of Allen Creek crosses the City Property and is in the same drainage basin and in close proximity to Grantee’s development which has created the need for the offsite mitigation; and

Whereas, the City finds that Grantee’s installation of native species and removal of invasive species on the City Property will provide increased forage and refuge opportunities for wildlife for an overall functional lift. The section of Stream A riparian buffer to be enhanced will provide more functions overall, as the stream is not encumbered by roads and surrounding development; and

Whereas, the Washington Department of Fish and Wildlife (WDFW) has requested an enhanced mitigation strategy that requires Grantor to provide certain offsite critical area mitigation in the same vicinity and Grantor wishes to provide mitigation on the same City Property, which when combined with the Grantee’s offsite mitigation will provide a substantial benefit of enhancing the riparian buffer to provide a functional lift for water quality through promoting infiltration of surface runoff; the benefits of the combined mitigation is greater than each mitigation project

could accomplish separately. Impacts to water quality functions, habitat functions, and hydrologic functions will be restored through mitigation implementation due to vegetation reestablishment; and

Whereas, the Grantor wishes to allow Grantee to provide the required offsite mitigation on the City Property; and

Whereas, Grantor's property will be benefitted by the Grantee's work under this Agreement and the critical area mitigation activity will be in the public interest; and

Whereas, the Grantor wishes to create a permanent conservation covenant on the City Property to preserve the tributary to Allen Creek stream banks and associated critical area buffers;

Agreement

Now Therefore, in consideration of the foregoing recitals and for other good and valuable consideration, the Grantor and Grantee agree as follows:

1. Rights Granted.

- A. The Grantor hereby grants to Grantee the right to develop a Mitigation Project as defined and described in Critical Areas Report and Mitigation Plan, dated June 24, 2024, Exhibit A which is attached hereto and incorporated herein by this reference, on a portion of the City Property, including the right of the Grantee and its employees, agents, and contractors to access the City Property to develop the Mitigation Project and to operate, maintain, and monitor the Mitigation Project as required by Exhibit A
- B. The Grantor does hereby declare and grant a conservation covenant as set forth herein to the Grantee on behalf Grantor and Grantor's heirs, assigns, and successors in interest for the purpose of development of the Mitigation Project and for the ongoing protection, inspection, and maintenance of the tributary to Allen Creek and critical areas on the City Property.
- C. The Parties acknowledge that the City will also provide further enhanced mitigation within the same City Property as a part of its own mitigation project associated with the City's Pioneer Street widening project. The Grantor and Grantee agree to cooperate as may be necessary in the coordination of the two mitigation efforts to assure that the City Property provides increased functional lift for water quality.

2. Property.

The City Property is comprised of Clark County Tax Parcels 214014000 and 214026000 and is legally described in Exhibit C which is attached hereto and incorporated by this reference.

3. Restrictions on use.

Subject to any existing deed restrictions or encumbrances, the Grantor shall not engage in any use or activity or permit any third party to do the same, on the City Property that will preclude or impair the Grantee's Mitigation Project.

4. Grantee Obligations.

- A. The Grantee shall develop the Mitigation Project on City Property in accordance with the Mitigation Project specifications as set forth in Exhibit A and the Ridgefield Municipal Code.
- B. The Grantee shall perform all maintenance and restoration of the Mitigation Project as required by Exhibit A, including the removal of invasive and non-native species and the replanting of any dead, dying or diseased plants for a period of 7 years from the date of the completion and City acceptance of the Mitigation Project as complete.
- C. The Grantee shall provide monitoring and shall submit annual reports to the City by the 31st day of December each year on the condition of the Mitigation Project and the identification and correction of any deficiencies.
- D. The Grantee shall provide a maintenance bond, or other financial guarantee acceptable to the City in an amount of \$125,040.00 or 120% of the cost estimate set forth in Exhibit B to guarantee the performance of all maintenance, restoration, and monitoring.
- E. The Grantee shall not have the rights to use the City Property for any other purpose.

5. Indemnification.

Grantee shall indemnify, defend, and hold harmless the Grantor against any and all claims, injuries, damages, losses or suits, including attorney fees, arising out of or in connection with the performance of the development, maintenance, restoration, or monitoring of the Mitigation Project (collectively, "Claims"), except to the extent such Claims are caused by the negligence or willful misconduct of the Grantor or by Grantor's performance of its own mitigation project.

6. Miscellaneous Provisions.

- A. Authorization. The persons executing this Conservation Agreement on behalf of the Parties are authorized to do so and, upon execution, this Conservation Agreement will be a valid and binding obligation in accordance with its terms.
- B. Run with the Land. This Conservation Agreement will run with the land and be binding upon and inure to the benefit of the Parties and their respective heirs, assigns, and successors in interest.
- C. No Third-Party Beneficiaries. The Parties are the only parties to this Agreement and are the only parties entitled to enforce its terms. There are no third-party beneficiaries.
- D. Venue and Applicable Law. The Parties agree to venue for any disputes arising out of this Agreement shall be in Clark County Superior Court. This Covenant Agreement shall be construed in accordance with and governed by the laws of the state of Washington.
- E. Entire Agreement. This Covenant Agreement constitutes the entire agreement between the Parties as to the subject matter of the agreement.

Grantee
iQ Credit Union

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

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

Grantor
City of Ridgefield

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

ATTEST:
By: _____
Name: Julie Ferriss
Title: City Clerk

APPROVED AS TO FORM:
By: _____
Name: Janean Parker
Title: City Attorney

STATE OF WASHINGTON)
) ss.
County of Clark)

I certify that I know or have satisfactory evidence that **Steve Stuart** is the individual who appeared before me, and acknowledged that **he**/she/they signed this instrument, on oath stated that **he**/she/they was authorized to execute the instrument and acknowledged it, as the **City Manager** of the **City of Ridgefield** to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: _____, 2024.

NOTARY PUBLIC in and for the State of
Washington, residing at _____

My appointment expires: _____

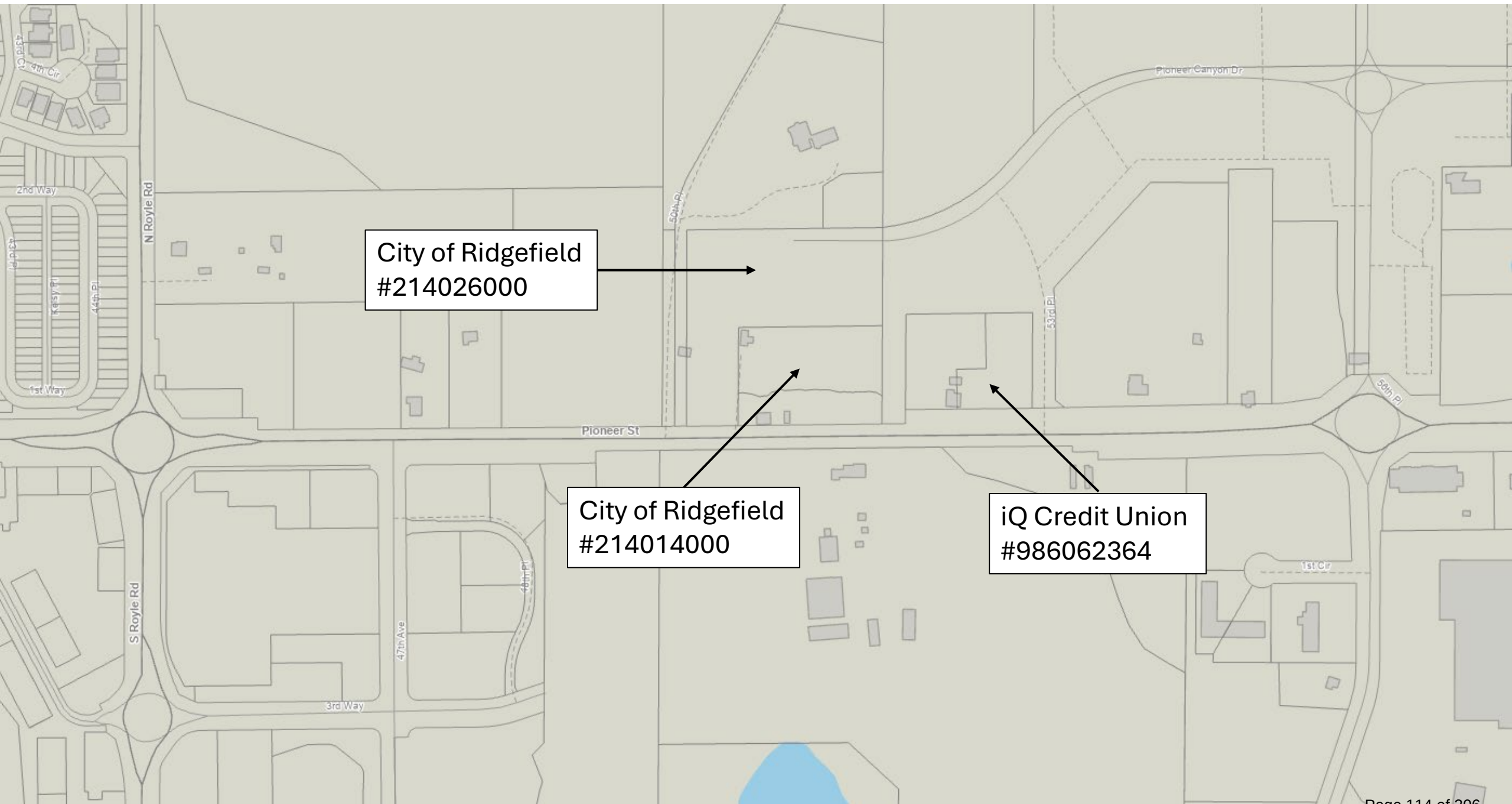
STATE OF WASHINGTON)
) ss.
County of Clark)

I certify that I know or have satisfactory evidence that _____
is the individual who appeared before me, and acknowledged that he/she/they signed this
instrument, on oath stated that he/she/they was authorized to execute the instrument and
acknowledged it, as the _____ of _____ to be the free and voluntary
act of such party for the uses and purposes mentioned in the instrument.

Dated: _____, 2024.

NOTARY PUBLIC in and for the State of
Washington, residing at _____

My appointment expires: _____



City of Ridgefield
#214026000

City of Ridgefield
#214014000

iQ Credit Union
#986062364

June 24, 2024



iQ Pioneer Street
Ridgefield, WA

Prepared for:

iQ Credit Union
c/o Kari Stansberry
PO Box 1739
Vancouver, WA 98668
(360) 695-3441

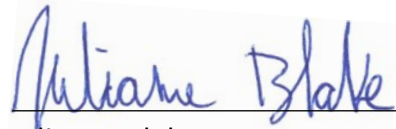
Prepared by

Ecological Land Services

1157 3rd Avenue, Suite 220A • Longview, WA 98632
(360) 578-1371 • Project Number 2370.01_01

SIGNATURE PAGE

The information in this report was compiled and prepared under the supervision and direction of the undersigned.



Julianne Blake
Biologist III

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Appendix A – Routine Determination Method and Plant Indicator Rating Definitions
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INTRODUCTION

Ecological Land Services, Inc. (ELS) has completed this critical areas report and mitigation plan on behalf of iQ Credit Union (iQ) on a property in Ridgefield, Washington for future development. The approximately 0.83-acre study area consists of Clark County Tax Parcel 986062364 located at 5304 Pioneer Street, within Section 21, Township 4 North, and Range 1 East of the Willamette Meridian in Ridgefield, Washington (Figure 1).

PROJECT HISTORY

As part of this project, the subject parcel (site) was subdivided from its parent parcel 214001000. ELS completed a *Critical Areas Determination and Mitigation Plan for Mountain View Dental*, dated May 5, 2022, that addressed critical areas on the parent parcel. The ELS report identified a Type F (fish-bearing) stream with a 150-foot buffer in the southwest corner of the parent parcel and a roadside ditch along the southern property boundary. No other critical areas were identified onsite. Minor revisions to the planting plan were completed based on site constraints discovered during construction¹, but ultimately the project received all necessary permits and construction proceeded.

After the parent parcel was subdivided, the new eastern parcel was assigned the parcel number 986062364, which was then sold to iQ Credit Union (iQ) in June 2023. The May 2022 report addressed the widening of Pioneer Street and associated roadside culvert and stormwater system modifications to be completed by the City of Ridgefield (City). This report was submitted as part of iQ's land use application. During the permit process for the Pioneer Street Widening project, the Washington Department of Fish and Wildlife (WDFW), Department of Ecology (Ecology), and Yakama Tribe visited the site to verify conditions. WDFW determined the roadside ditch that ELS identified along the southern property boundary should be considered a Type F (fish-bearing) stream rather than a ditch. This report summarizes the requested change, identifies critical areas in the project vicinity, and provides a mitigation plan for project impacts in accordance with City of Ridgefield Municipal Code (RMC) *Chapter 18.280, Critical Areas Protection* (RMC 2024).

Delineation information contained in this report for Stream A and AKS Wetland B is summarized from the *50th Ave Roundabout and Pioneer St Widening Wetland Report* completed by HHPR in December 2023. The 2023 HHPR report refers to the *Union Ridge Critical Areas Assessment* completed by AKS in July 2021 for information regarding AKS Wetland B (AKS 2021).

SITE DESCRIPTION

The 0.83-acre parcel (site) is zoned as Commercial Regional Business (CRB) and consists of a commercial development in progress. The site has been graded and prepared for construction but does not currently contain any permanent structures. The site was historically used as a single-family residence. Prior to the start of construction, vegetation in the southeast corner of

¹Ecological Land Services, Inc. (ELS). 2024. *Mountain View Dental Mitigation Plan Amendment*, Ridgefield, WA. March 1, 2024.

the site contained coniferous and deciduous trees, woody shrubs, and herbaceous plants while the rest of the site consisted primarily of regularly mowed lawn. Prior to grading, topography was generally flat with a slope downward toward the Type F stream (Stream A) in the southeast corner of the site. Stream A begins offsite to the east where it flows westerly through a segmented wetland, flows westerly along the southern property boundary, and continues offsite to the northwest. The site is bordered to the north, east, and west by commercial developments in progress and to the south by Pioneer Street. A wetland delineated by AKS Engineering & Forestry, identified as Wetland B, is located offsite to the east that occurs in two segments connected by Stream A. AKS Wetland B is a Category IV, slope, scrub-shrub and emergent wetland totaling 1.75 acres offsite (HHPR 2023).

METHODOLOGY

Delineated wetlands were evaluated using the Routine Determination Method according to the U.S. Army Corps of Engineers' 1987 *Wetland Delineation Manual* and the *Regional Supplement to the Corps of Engineers' Wetland Delineation Manual* (Environmental Laboratory 1987); *Western Mountains, Valleys, and Coast Region (Version 2.0)* (Corps 2010). Delineated wetlands were rated according to the *Washington State Wetland Rating System for Western Washington: 2014 Update* (Rating System, Hruby 2014). The ordinary high water mark (OHWM) delineation was based on characteristics described in the 2005 United States Army Corps of Engineers (USACE) Regulatory Guidance Letter No. 05-05, including changes in topography, soils, and vegetation and the presence of watermarks in the culvert. Wetlands are regulated as "Waters of the United States" by the U.S. Army Corps of Engineers (Corps) and as "Waters of the State" by the Washington Department of Ecology (Ecology), and locally by the City of Ridgefield.

For more information on the methodology used to identify and delineate critical areas in the project vicinity, see *50th Ave Roundabout and Pioneer St Widening Wetland Report* (HHPR 2023).

VEGETATION, SOILS, AND HYDROLOGY

VEGETATION

Below, the plant indicator statuses following each plant scientific name is defined by the *National Wetland Plant List Indicator Rating Definitions* (Corps 2012) and can be found in Appendix A. For information regarding offsite wetland vegetation, see the 2021 AKS delineation report.

According to the 2023 HHPR report, riparian vegetation consisted of a mixture of horticultural trees such as Lombardy poplar (*Populus nigra*) and domestic apple (*Malus domestica*), suggesting the area was once landscaped. Riparian vegetation consisted of **trees**: Oregon ash (*Fraxinus latifolia*, FACW), beaked hazelnut (*Corylus cornuta*, FACU), vine maple (*Acer circinatum*, FAC), English holly (*Ilex aquifolium*, FACU), **shrubs**: Himalayan blackberry (*Rubus armeniacus*, FAC), Pacific blackberry (*Rubus ursinus*, FACU), common snowberry (*Symphoricarpos albus*, FACU), and **herbs**: western swordfern (*Polystichum munitum*, FACU). Vegetation in the stream channel consisted of reed canarygrass (*Phalaris arundinacea*, FACW) and small-fruited bulrush (*Scirpus microcarpus*, OBL).

SOILS

For information regarding offsite wetland soils, see the 2021 AKS delineation report. The Natural Resource Conservation Service (NRCS) lists soils onsite as Gee silt loam, 0 to 8 percent slopes (GeB) and Cove silty clay loam, 0 to 3 percent slopes (CvA) (Figure 5, NRCS 2024a). Gee silt loam is characterized as moderately well drained, formed from alluvium, and is found on terraces. This soil type is not listed as hydric on the NRCS hydric soils list (NRCS 2024b). Cove silty clay loam is characterized as very poorly drained and found in flood plains. This soil type is listed as hydric per the NRCS hydric soils list (NRCS 2024b). Mapped hydric soils do not necessarily mean that an area is or is not a wetland—hydrology, hydrophytic wetland vegetation, and hydric soils must all be present to classify an area as a wetland.

HYDROLOGY

For information regarding offsite wetland hydrology, see the 2021 AKS delineation report. Stream A, delineated by HHPR on September 28, 2021, flows west for 125 feet along the north side of Pioneer Street from an outfall from the offsite AKS Wetland B to a driveway culvert that discharges to a relic stormwater feature to the west of the site (Figure 2). According to the 2023 HHPR report, the stream channel is a shallow, broad ditch, that contained approximately 3 to 4 inches of flowing water at the time of the site visit.

CRITICAL AREA INVENTORIES

NATIONAL WETLANDS INVENTORY

The National Wetlands Inventory (NWI) map indicates a PFO1A (palustrine, broad leaf deciduous forested, temporarily flooded) wetland offsite to the east and R3UBF (riverine, upper perennial, unconsolidated bottom, semi-permanently flooded) habitat offsite to the south and west. ELS agrees with the NWI, as the NWI mapped locations correspond to Stream A and the offsite AKS Wetland B locations (Figure 6).

CLARK COUNTY CRITICAL AREA INVENTORY

The Clark County Critical Area Inventory (CCCA) map indicates widespread wetlands, hydric soils, and riparian habitat area within and surrounding the study area (Figure 7). ELS agrees with the CCCA as the mapped critical area locations correspond to Stream A and the offsite AKS Wetland B locations.

PRIORITY HABITATS AND SPECIES

The Washington Department of Fish and Wildlife (WDFW) Priority Habitats and Species (PHS) maps indicate freshwater wetlands to the east of the study area (Figure 8). ELS agrees with PHS as the mapped wetland location corresponds to the offsite AKS Wetland B location.

WASHINGTON DEPARTMENT OF NATURAL RESOURCES STREAM TYPE

The Washington Department of Natural Resources (WDNR) Stream Type Map (Figure 9, WDNR 2024) depicts a Type F (fish-bearing) stream offsite to the east and a Type F stream offsite to the south and west. ELS partially agrees with the WDNR mapping, as Stream A was mapped offsite to the east and west. However, ELS disagrees with the extent of the WDNR mapping, as the onsite

portion of Stream A follows the north side of Pioneer Street and crosses under a gravel driveway, where it discharges to another Type F stream that crosses beneath Pioneer Street to the west of the site.

Critical area inventory maps are typically used to gather general information about a region and due to the large scale necessary for regional mapping, are limited in accuracy for localized analyses.

CRITICAL AREAS SUMMARY

One offsite wetland and one stream were mapped in the project vicinity and are summarized below. See Table 1 for a summary of critical areas onsite.

STREAM A

Stream A is a Type F stream that flows west for 125 feet along the north side of Pioneer Street from an outfall from the offsite AKS Wetland B to a driveway culvert that discharges to a relic stormwater feature to the west of the site (Figure 2). According to the 2023 HHPR report, the stream channel is a shallow, broad ditch, that contained approximately 3 to 4 inches of flowing water at the time of the site visit. Riparian vegetation consisted of a mixture of horticultural trees such as Lombardy poplar and domestic apple, suggesting the area was once landscaped. Riparian vegetation consisted of Oregon ash, beaked hazelnut, vine maple, English holly, Himalayan blackberry, Pacific blackberry, common snowberry, and western sword fern. Vegetation in the stream channel consisted of reed canarygrass and small-fruited bulrush.

OFFSITE AKS WETLAND B

Offsite AKS Wetland B is a Category IV, slope, scrub-shrub, emergent wetland totaling approximately 1.75-acres offsite to the east. The wetland occurs in two segments connected by Stream A and drains via a storm pipe into Stream A. According to the 2023 HHPR report, this wetland was delineated by AKS Engineering and Forestry (AKS) in 2021, confirmed in the field by USACE Senior Project Manager James Carsner, and verified via a letter dated November 16, 2021 (NWS-2021-991). The wetland was assigned a 50-foot buffer width, and the buffer does not extend onsite.

Table 1. Critical Areas Summary

Name	Size	Classification ^{1,2}	Category ³	Buffer Width ^{4,5}
AKS Wetland B	1.75 ac. offsite	Slope	IV	50 ft.
Stream A	--	Type F	--	150 ft.

¹NRCS 2008, ²WDNR 2024, ³Hruby 2014, ⁴RMC Table 18.280.150-6, ⁵RMC Table 18.280.110-1.

PROJECT DESCRIPTION

The City of Ridgefield (City) will be widening Pioneer Street in conjunction with the proposed project, which will include modifying existing roadside culvert and stormwater systems (to include Stream A re-routing), construction of a sidewalk, roundabout, and intersection improvements. The proposed project will consist of constructing an office building with drive-through service and a parking lot (Figure 3). Stormwater and roof runoff will be directed into bioswales in the parking lot with any overflow being directed into the City's municipal system. Grading and site prep has begun onsite, resulting in 0.51 acres (22,049 sq. ft.) of permanent riparian buffer impacts and 0.07 acres (3,148 sq. ft.) of temporary buffer impacts. Temporary buffer impacts shall be mitigated onsite by incorporating native plants into the landscaping design. Permanent buffer impacts shall be mitigated offsite directly to the northwest of the site at a City owned property. Mitigation plantings will occur within the vicinity of Stream A to ensure no net loss of ecological functions. In-water impacts caused by Stream A re-routing are covered under a separate application.

IMPACTS AND PROPOSED MITIGATION

IMPACT SUMMARY

Grading and site prep have resulted in 0.51 acres (22,049 sq. ft.) of permanent riparian buffer impacts and 0.07 acres (3,148 sq. ft.) of temporary riparian buffer impacts (Figure 3). Temporary buffer impacts shall be mitigated onsite by incorporating native plants into the landscaping design within the stream buffer of Stream A. Permanent buffer impacts shall be mitigated offsite to the northwest at a City owned property. Impacts to the riparian buffer area include loss of habitat due to vegetation removal and a decrease in water quality and hydrologic functions due to vegetation removal and soil disturbance.

MITIGATION STRATEGY

Onsite mitigation shall consist of incorporating native plants into the landscape design within the riparian buffer and maintaining and monitoring the mitigation area for five years. Mitigation plantings shall also serve to meet other RMC regulations, such as providing screening for the credit union drive through, which will influence species selections. Actual plant stock and species used may vary depending on nursery availability. Alternatives may be used, provided the replacement is native to the region. Offsite mitigation shall consist of enhancing the riparian buffer of Stream A on an adjacent City-owned property through the installation of native species and the removal of invasive species to provide increased forage and refuge opportunities for wildlife for an overall functional lift. The section of Stream A riparian buffer to be enhanced will provide more functions overall, as the stream is not encumbered by roads and surrounding development. There is more habitat connectivity and availability for terrestrial species in the vicinity, and enhancing the riparian buffer will result in a functional lift for water quality through promoting infiltration of surface runoff. Impacts to water quality functions, habitat functions, and hydrologic functions will be restored through mitigation implementation due to vegetation reestablishment. Table 2 summarizes critical area impacts and proposed mitigation.

Table 2. Impacts and Proposed Mitigation Summary

Location	Area	Impact Type	Mitigation Ratio	Proposed Mitigation
Stream A Buffer	3,148 sq. ft.	Temporary	1:1	Enhance 3,148 sq. ft. of onsite riparian buffer through native plant installation.
	22,049 sq. ft.	Permanent	1:1	Enhance 22,049 sq. ft. of offsite riparian buffer through native plant installation and invasive plant removal.

ONSITE MITIGATION PLAN

OBJECTIVES AND PERFORMANCE STANDARDS

The following objectives and performance standards will ensure the riparian buffer enhancement will achieve an overall no net loss of function. Invasive species control shall occur prior to installing any plants to ensure plant success and avoid over-crowding.

Objective 1. Control non-native and invasive plant species including, but not limited to, English ivy, Himalayan blackberry, reed canarygrass, and Canada thistle throughout the onsite mitigation area.

Performance Standard 1a: Remove existing invasive species in onsite mitigation area. Document the removal of invasive plants within the enhancement areas in the as-built report.

Performance Standard 1b: In all years, invasive plant species will not exceed 20 percent aerial cover within the buffer enhancement areas.

Objective 2. Enhance 3,148 sq. ft. of onsite riparian buffer with native trees, shrubs, and groundcover.

Performance Standard 2a: Native trees and shrubs will be installed at spacing intervals of 10-foot and 5-foot centers, respectively. Native seed will be broadcast by hand at a seeding rate of one pound per 1,000 square feet. Document plant installation in an as-built report.

Performance Standard 2b: In Year 1, planted woody species will achieve 90 percent survival and native groundcover species will achieve 30 percent aerial cover. If dead plants are replaced, this performance standard will be met. Document survival in annual monitoring report.

Performance Standard 2c: In Year 2, planted woody species will achieve 85 percent survival and native groundcover species will achieve 35 percent aerial cover. If dead plants are replaced, this performance standard will be met. Document survival in annual monitoring report.

Performance Standard 2d: In Year 3, planted woody species will achieve 80 percent survival and native groundcover species will achieve 40 percent aerial cover. If dead plants are replaced, this performance standard will be met.

Performance Standard 2e: In Year 5, planted woody species will achieve 35 percent aerial cover and native groundcover species will achieve 50 percent aerial cover. If dead plants are replaced, this performance standard will be met.

Objective 3. Provide long-term protection for the enhancement area.

Performance Standard 3a: Record a conservation covenant with Clark County protecting the onsite mitigation area in perpetuity. This performance standard will be met when the conservation covenant is recorded at the County and a copy will be provided in the as-built report.

Performance Standard 3b: Permanent fencing will be installed along the boundary of the enhancement area. This performance standard will be met when fencing is reported to be in place in the final monitoring report.

Performance Standard 3c: Restrictive signage reading, "The area beyond this sign is a fish and wildlife habitat conservation area. Alteration or disturbance is prohibited by law. Please call the City of Ridgefield for more information" will be posted every 30 feet along the fencing and will remain in legible condition. They will be replaced if they become missing or illegible. This performance standard will be met when signs are reported to be in place in the final monitoring report.

PLANT MATERIAL AND PLANTING SPECIFICATIONS

Plants specified for mitigation are designed to provide cover, forage, and diversify the existing wildlife habitat as well as provide headlight screening for the credit union drive through and meet other RMC landscaping requirements (Table 3, Table 4). Plantings will be installed the following late fall to early spring (October through March) after project construction when the plants are dormant, and the soil moisture conditions are favorable for planting. Actual planting locations will be determined in the field, with consideration to the listed spacing and density to produce the most natural appearance possible while meeting project goals. Prior to planting, site preparation will include removing invasive species. Where plantings will be installed in existing herbaceous vegetation, herbicide will be applied in a 2-foot area at each plant location followed by plant installation within the sprayed areas after spray has taken effect (approximately 2 weeks). After plants are installed in the open area, mulch will be applied in a 1-foot diameter circle around the plant to suppress growth of competing grasses and help discourage vole predation. Mulch will be applied to all bare ground in the planting area to discourage establishment of grasses for maintenance purposes.

Table 3. Onsite Planting Specifications (3,148 sq. ft.)

Species	Stock	Spacing	Quantity
Trees			
Bitter cherry (<i>Prunus emarginata</i>) ¹	6-foot-tall	Field determined	3
Pacific yew (<i>Taxus brevifolia</i>)	6-foot-tall	Field determined	2
Total Trees			5
Shrubs			
Oregon grape (<i>Mahonia aquifolium</i>)	3-foot-tall	5-foot centers	10
Salal (<i>Gaultheria shallon</i>)	3-foot-tall	5-foot centers	10
Redosier dogwood (<i>Cornus sericea</i>)	3-foot-tall	5-foot centers	10
Evergreen huckleberry (<i>Vaccinium ovatum</i>)	3-foot-tall	5-foot centers	10
Nootka rose (<i>Rosa nutkana</i>)	3-foot-tall	5-foot centers	10
Woods' rose (<i>Rosa woodsii</i>)	3-foot-tall	5-foot centers	10
Hairy Manzanita (<i>Arctostaphylos columbiana</i>)	3-foot-tall	5-foot centers	10
Pacific rhododendron (<i>Rhododendron macrophyllum</i>)	3-foot-tall	5-foot centers	10
Snowberry (<i>Symphoricarpos albus</i>)	3-foot-tall	5-foot centers	10
Total Shrubs			90
Total Woody Plants			95
Herbaceous and Groundcover			
Beach strawberry (<i>Fragaria chiloensis</i>)	1-Gallon, seed, or plugs	2-foot centers ³	TBD
Kinnick-kinnick (<i>Arctostaphylos uva-ursi</i>) ²	1-Gallon, seed, or plugs	2-foot centers ³	TBD

¹Alternative tree suggestions include Pacific crabapple (*Malus fusca*) and Cascara (*Frangula purshiana*). ²Kinnick-kinnick has a woody shrub growth pattern but produces a low-growing groundcover. ³If seed is used, broadcast seed throughout the mitigation area.

*Actual planting locations will be determined in the field to best meet site constraints. Plant species and stock may be adjusted depending on nursery availability, provided all replacement species are native.

Table 4. Onsite Seed Mix Specifications (3,148 sq. ft.)

Sunmark Seeds International, Inc. Native Pollinator Mix			
Species	Percent by Weight	Seeding Rate	Quantity Needed
Baby blue eyes (<i>Nemophila menziesii</i>)	20	1 Pound per 1,000 sq. ft.	3 Pounds (rounded)
Meadow barley (<i>Hordeum brachyantherum</i>)	18.5		
Blanketflower (<i>Gaillardia aristata</i>)	18		
Coastal tidytops (<i>Layia platyglossa</i>)	13		
Riverbank lupine (<i>Lupinus rivularis</i>)	10		
Small Camas (<i>Camassia quamash</i>)	7		
Tufted hairgrass (<i>Deschampsia cespitosa</i>)	4.5		
Black-eyed Susan (<i>Rudbeckia hirta</i>)	3.5		
Sweet alyssum (<i>Lobularia maritima</i>)	2		
Common Yarrow (<i>Achillea millifolium</i>)	1.75		
Aspen fleabane (<i>Erigeron speciosus</i>)	1.25		
Oceanspray (<i>Holodiscus discolor</i>)	0.5		

PLANTING PLAN

- Stake or flag the enhancement area boundaries.
- Install silt fencing at the edge of disturbance.
- Investigate for and remove invasive species by spraying or by hand.
- Install native plantings according to plant specifications.
- Install mulch.
- Remove silt fencing once bare area has been stabilized.
- Install permanent fencing and signage.

PLANTING IMPLEMENTATION

- Plant the specified trees and shrubs in the fall (October- March) at the intervals listed in Table 3. Space the plants somewhat irregularly and in groups to create heterogeneity in the density and appearance of the enhancement areas. Plant the container stock with a tree shovel or comparable tool.
- Place the plants in the planting holes so that their roots can extend down entirely and do not bend upward or circle inside the hole (no “J” or “U” roots).
- Position the root crowns so that they are at or slightly above the level of the surrounding soil.
- Compact the soil around the planted species to eliminate air spaces.
- Irrigate all newly installed plants as site and weather conditions warrant.

POTTED STOCK

- Potted species will be purchased from a native plant nursery.
- Potted plants will be a minimum size of three feet tall to meet RMC screening requirements.
- Potted stock will be kept cool and moist prior to being planted.
- Potted stock will have well-developed roots and sturdy stems, with an appropriate root-to-shoot ratio.
- Unplanted potted stock will be properly stored at the end of each day.
- The planting technician will be responsible for inspecting potted plant stock prior to and during planting, culling unacceptable plant materials.

SEED MIXES AND INDIVIDUAL SEED

- Seed mixes will contain native seed only and will be purchased from a native seed retailer.
- Seed mixes and individual seed will be broadcast by hand at a seeding rate of 1 pound per 1,000 square feet, or as otherwise specified by the seed mix retailer (Table 4).

FENCING SPECIFICATIONS

According to *RMC 18.280.110(D)(3)*, the outer boundary of fish and wildlife habitat conservation areas and associated buffers must be permanently physically demarcated, and that demarcation must be maintained. Such demarcation may consist of fencing, hedging, or other prominent physical marking that allows wildlife passage, blends with the natural environment, and is approved by the community development director.

Typically, ELS recommends fencing consisting of approximately four-foot-tall, wooden split-rail fencing along outer mitigation area boundaries. Because the project consists of constructing a bank and associated drive-through, there are additional considerations including visibility, security, and safety of bank customers and vehicles entering, exiting, and using the drive-through. Prior to finalization of the engineering plans, iQ will coordinate with the City to determine the proposed fencing meets RMC requirements. Proposed fencing shall deter foot and pet traffic while allowing wildlife passage and protection of the mitigation area. To ensure wildlife can still pass through the mitigation site, ELS recommends that fencing is no taller than 3 feet and a gap is present at the bottom at least 1-foot off the ground. This will allow for small mammals to pass through, as well as for larger animals such as deer to cross. Fencing material is also recommended to be made from wood so it will blend in with the natural environment. Also, ELS recommends that critical areas signage should be installed at a minimum of one sign every 30 feet, and that plants specified in the mitigation plan that have thorns or are more robust should be installed along the fence border. Both features will notify and prevent pedestrians from entering the mitigation site.

OFFSITE MITIGATION PLAN

The City owns property adjacent to the project site and will allow a portion of this property to be used for iQ Credit Union offsite mitigation requirements in conjunction with required mitigation for impacts caused by City improvements to Pioneer Street. In an email dated June 18, 2024, Eric Eisemann, the consulting land use planner for the City, states that Washington Department of Fish and Wildlife (WDFW) has requested an enhanced mitigation strategy. To satisfy WDFW requests, a seven-year maintenance and monitoring term is proposed. Mitigation activities for permanent riparian buffer impacts resulting from this iQ development will take place on 22,049 square feet of Clark County Tax Parcels 214014000 and 214026000 within the riparian buffer area of Stream A (Figure 4). Actual mitigation planting locations will be coordinated with the City and determined prior to plant installation to ensure the greatest ecological lift and success of mitigation plantings. iQ Credit Union will pay a fee to the City in-lieu of assuming responsibility for the offsite mitigation area. The fee will be based on total estimated cost of mitigation, monitoring, and maintenance for the entire seven-year term and will incorporate prevailing wage. This information is provided in a letter from ELS, *iQ Credit Union – Seven-Year Mitigation Estimate*, dated June 20, 2024.

OBJECTIVES AND PERFORMANCE STANDARDS

The following objectives and performance standards will ensure the offsite mitigation area will achieve an overall no net loss of function. Invasive species control shall occur prior to installing any plants to ensure plant success and avoid over-crowding.

Objective 1. Control non-native and invasive plant species including, but not limited to, English ivy, Himalayan blackberry, reed canarygrass, and Canada thistle throughout the offsite mitigation area.

Performance Standard 1a: Remove existing invasive species in offsite mitigation area. Document the removal of invasive plants within the enhancement areas in the as-built report.

Performance Standard 1b: In all years, invasive plant species will not exceed 20 percent aerial cover within the buffer enhancement areas.

Objective 2. Enhance 22,049 sq. ft. of offsite riparian buffer with native trees and shrubs.

Performance Standard 2a: Native trees and shrubs will be installed at spacing intervals of 10-foot and 6-foot centers, respectively. Document plant installation in an as-built report.

Performance Standard 2b: In Year 1, planted species will achieve 90 percent survival. If dead plants are replaced, this performance standard will be met. Document survival in annual monitoring report.

Performance Standard 2c: In Year 2, planted species will achieve 85 percent survival. If dead plants are replaced, this performance standard will be met. Document survival in annual monitoring report.

Performance Standard 2d: In Year 3, planted species will achieve 80 percent survival. If dead plants are replaced, this performance standard will be met.

Performance Standard 2e: In Year 5, planted species will achieve 35 percent aerial cover. If dead plants are replaced, this performance standard will be met.

Performance Standard 2f: In Year 7, planted species will achieve 40 percent aerial cover. If dead plants are replaced, this performance standard will be met.

Objective 3. Provide long-term protection for the enhancement area.

Performance Standard 3a: Record a conservation covenant with Clark County protecting the enhancement area in perpetuity. The covenant shall allow use of City property for iQ Credit Union mitigation purposes. This performance standard will be met when the conservation covenant is recorded at the County and a copy will be provided in the as-built report.

Performance Standard 3b: Permanent fencing will be installed along the boundary of the enhancement area. This performance standard will be met when fencing is reported to be in place in the final monitoring report.

Performance Standard 3c: Restrictive signage reading, "The area beyond this sign is a fish and wildlife habitat conservation area. Alteration or disturbance is prohibited by law. Please call the City of Ridgefield for more information" will be posted every 100 feet along the fencing and will remain in legible condition. They will be replaced if they become missing or illegible. This performance standard will be met when signs are reported to be in place in the final monitoring report.

PLANT MATERIAL AND PLANTING SPECIFICATIONS

Plants specified for mitigation are designed to provide cover, forage, and diversify the existing wildlife habitat (Table 5). Plantings will be installed in Spring 2025 in conjunction with mitigation plantings for impacts caused by City improvements to Pioneer Street. Actual planting locations will be determined in the field, with consideration to the listed spacing and density to produce the most natural appearance possible. Prior to planting, site preparation will include applying

herbicide to blackberry infested areas then mechanically removing invasive species. Where plantings will be installed in existing herbaceous vegetation, herbicide will be applied in a 2-foot area at each plant location followed by plant installation within the sprayed areas after spray has taken effect (approximately 2 weeks). After plants are installed in the open area, mulch will be applied in a 1-foot diameter circle around the plant to suppress growth of competing grasses and help discourage vole predation. Mulch will be applied to all bare ground in the planting area to discourage establishment of grasses for maintenance purposes.

Table 5. Offsite Planting Specifications (22,049 sq. ft.)

Species	Stock	Spacing	Quantity
Trees			
Douglas fir (<i>Pseudotsuga menziesii</i>)	5-Gallon	10-foot centers	20
Big leaf maple (<i>Acer macrophyllum</i>)	5-Gallon	10-foot centers	20
Vine maple (<i>Acer circinatum</i>)	5-Gallon	10-foot centers	15
Total Trees			55
Shrubs			
Redosier dogwood (<i>Cornus sericea</i>)	1-Gallon	6-foot centers	55
Red flowering currant (<i>Ribes sanguineum</i>)	1-Gallon	6-foot centers	55
Oregon grape (<i>Mahonia aquifolium</i>)	1-Gallon	6-foot centers	50
Nootka rose (<i>Rosa nutkana</i>)	1-Gallon	6-foot centers	50
Mock orange (<i>Philadelphus lewisii</i>)	1-Gallon	6-foot centers	50
Snowberry (<i>Symphoricarpos albus</i>)	1-Gallon	6-foot centers	50
Serviceberry (<i>Amelanchier alnifolia</i>)	1-Gallon	6-foot centers	50
Black-cap raspberry (<i>Rubus occidentalis</i>)	1-Gallon	6-foot centers	50
Oso-berry (<i>Oemleria cerasiformis</i>)	1-Gallon	6-foot centers	50
Total Shrubs			460
Total Plants			515

**Actual planting locations will be determined in the field to best meet site constraints. Plant species and stock may be adjusted depending on nursery availability, provided all replacement species are native.*

PLANTING PLAN

- Stake or flag the enhancement area boundaries.
- Install silt fencing at the edge of disturbance.
- Investigate for and remove invasive species by spraying or by hand.
- Install native plantings according to plant specifications.
- Install mulch.
- Remove silt fencing once bare area has been stabilized.
- Install permanent fencing and signage.

PLANTING IMPLEMENTATION

- Plant the specified trees and shrubs in Spring 2025 at the intervals listed in Table 2. Space the plants somewhat irregularly and in groups to create heterogeneity in the density and appearance of the enhancement areas. Plant the bare root stock with a tree shovel or comparable tool.
- Place the plants in the planting holes so that their roots can extend down entirely and do not bend upward or circle inside the hole (no “J” or “U” roots).
- Position the root crowns so that they are at or slightly above the level of the surrounding soil.
- Compact the soil around the planted species to eliminate air spaces.
- Irrigate all newly installed plants as site and weather conditions warrant.

POTTED STOCK

- Potted species will be purchased from a native plant nursery.
- Potted plants will be a minimum size of three feet tall to meet RMC screening requirements.
- Potted stock will be kept cool and moist prior to being planted.
- Potted stock will have well-developed roots and sturdy stems, with an appropriate root-to-shoot ratio.
- Unplanted potted stock will be properly stored at the end of each day.
- The planting technician will be responsible for inspecting potted plant stock prior to and during planting, culling unacceptable plant materials.

BARE ROOT STOCK

- If potted stock is replaced with bare roots, bare root species will be purchased from a native plant nursery.
- Plants will be protected until installation by being refrigerated, covered with damp burlap, and placed in moist sand, peat, or other method of keeping the roots cool and moist.
- Plants will have well-developed roots and sturdy stems, with an appropriate root-to-shoot ratio.
- No damaged or desiccated roots or diseased plants will be accepted. In particular, bare root trees must not have damaged or “J-rooted” taproots.
- All bare root stock must be kept cool and moist prior to installation.
- Unused bare root stock must be properly stored at the end of each planting day to prevent the roots from desiccating.
- The planting technician will be responsible for inspecting the bare root stock prior to and during planting; unacceptable plant materials will not be planted.

MONITORING, MAINTENANCE, AND CONTINGENCY MEASURES

ONSITE MITIGATION AREA

Monitoring and maintenance of the onsite mitigation area will occur for a 5-year period with annual monitoring and reporting occurring in Years 1, 2, 3, and 5. Monitoring will be conducted by the applicant unless otherwise assigned. Plant counts will be conducted annually to determine survival percent of installed species and percent of aerial cover will be determined using visual estimation. Native volunteers may be included. At least two monitoring plots will be established during as-built activities to assess performance standards. Additionally, at least two photo stations will be established to photo-document vegetation establishment. Photostation locations and the direction in which the picture is taken will also be recorded in the as-built report.

OFFSITE MITIGATION AREA

Monitoring and maintenance of the offsite mitigation area will occur for a 7-year period with annual monitoring and reporting occurring in Years 1, 2, 3, 5, and 7. Monitoring will be conducted by the City unless otherwise assigned. Plant counts will be conducted annually to determine survival percent of installed species. Native tree or shrub volunteers may be included. At least five monitoring plots will be established during as-built activities to assess performance standards. Additionally, at least five photo stations will be established to photo-document vegetation establishment. Photostation locations and the direction in which the picture is taken will also be recorded in the as-built report.

MONITORING

The goal of monitoring will be to determine if the previously stated performance standards are met. A monitoring report for the onsite mitigation area, and a monitoring report for the offsite mitigation area, will be submitted to the City of Ridgefield by December 31st of each monitoring year. At minimum, the following items will be included in the report:

- Location map and as-built drawing, including any changes.
- Plant count of native tree and shrub species and percent cover of native groundcover.
- Assessment of non-native, invasive plant species and recommendations for management.
- Photographs from established photopoints.
- Statement as to whether performance standards have been achieved.
- Summary of maintenance and contingency measures completed for the past year and proposed for the next year.

MAINTENANCE

Maintenance will occur during the growing season and will include the following:

- Irrigating planting areas every other week or as needed in the dry season for the first three years. Taper watering in Years 2 and 3, watering approximately every 3 to 4 weeks in the dry season, or as needed.
- Remove competing herbaceous species at least three times yearly within a 3-foot radius of planted trees and shrubs as needed.
- Weed-eat, spray, or mow invasive species as needed during the growing season.

- Replace dead or failed plants as described for the original installation to meet the minimum performance standards.

CONTINGENCY PLAN

If the performance criteria are not met, steps will be taken to correct the situation in a timely manner. The following steps will be implemented when an area is identified as failing or potentially failing:

- Identify the cause(s) of the failure or potential failure.
- Identify the extent of the failure or potential failure.
- Implement corrective actions such as irrigating, fertilizing, and replanting.
- Document the activities and include this data in the monitoring reports.
- In the event that a routine corrective action will not correct the problem, immediately consult with the appropriate agencies.
- Evaluate recommendations from resource agency staff and implement recommendations in a timely manner.

Funding for corrective actions will be the responsibility of the applicant for onsite mitigation and the City for offsite mitigation.

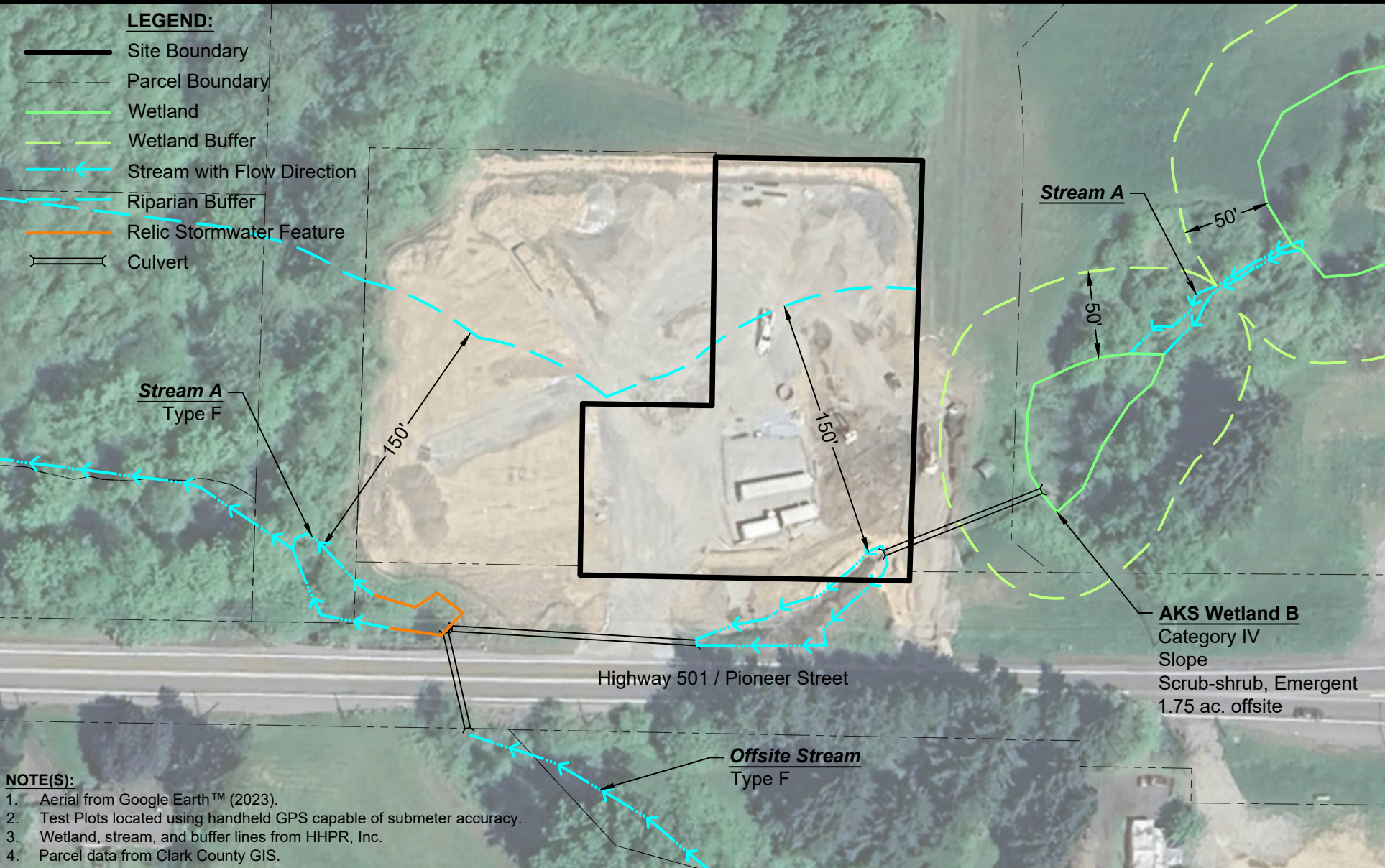
LIMITATIONS

ELS bases this report's determinations on standard scientific methodology and best professional judgment. In our opinion, local, state, and federal regulatory agencies should agree with our determinations. However, the information contained in this report should be considered preliminary and used at your own risk until it has been approved in writing by the appropriate regulatory agencies. ELS is not responsible for the impacts of any changes in environmental standards, practices, or regulations after the date of this report.

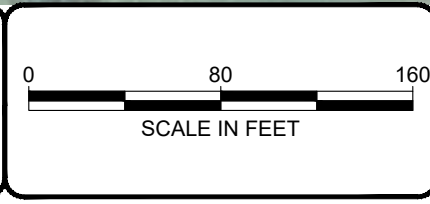
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FIGURES







SCALE IN FEET



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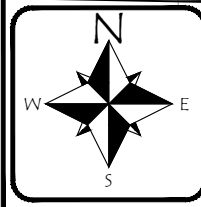
DATE: 6/21/24
DWN: CB
REQ. BY: JB
PRJ. MGR: JB
CHK:
PROJECT NO:
2370.01_01

Figure 2
EXISTING CONDITIONS
iQ Pioneer Street Mitigation
iQ Credit Union
City of Ridgefield, Clark County, Washington
Section 21, Township 4N, Range 1E, W.M.

Species	Stock	Spacing	Quantity
Trees			
Bitter cherry (<i>Prunus emarginata</i>) ¹	6-foot-tall	Field determined	3
Pacific yew (<i>Taxus brevifolia</i>)	6-foot-tall	Field determined	2
Total Trees			5
Shrubs			
Oregon grape (<i>Mahonia aquifolium</i>)	3-foot-tall	5-foot centers	10
Salal (<i>Gaultheria shallon</i>)	3-foot-tall	5-foot centers	10
Redosier dogwood (<i>Cornus sericea</i>)	3-foot-tall	5-foot centers	10
Evergreen huckleberry (<i>Vaccinium ovatum</i>)	3-foot-tall	5-foot centers	10
Nootka rose (<i>Rosa nutkana</i>)	3-foot-tall	5-foot centers	10
Woods' rose (<i>Rosa woodsii</i>)	3-foot-tall	5-foot centers	10
Hairy Manzanita (<i>Arctostaphylos columbiana</i>)	3-foot-tall	5-foot centers	10
Pacific rhododendron (<i>Rhododendron macrophyllum</i>)	3-foot-tall	5-foot centers	10
Snowberry (<i>Symphoricarpos albus</i>)	3-foot-tall	5-foot centers	10
Total Shrubs			90
Total Woody Plants			95
Herbaceous and Groundcover			
Beach strawberry (<i>Fragaria chiloensis</i>)	1-Gallon, seed, or plugs	2-foot centers ³	TBD
Kinnick-kinnick (<i>Arctostaphylos uva-ursi</i>) ²	1-Gallon, seed, or plugs	2-foot centers ³	TBD

Onsite Seed Mix Specifications (3,148 sq. ft.)

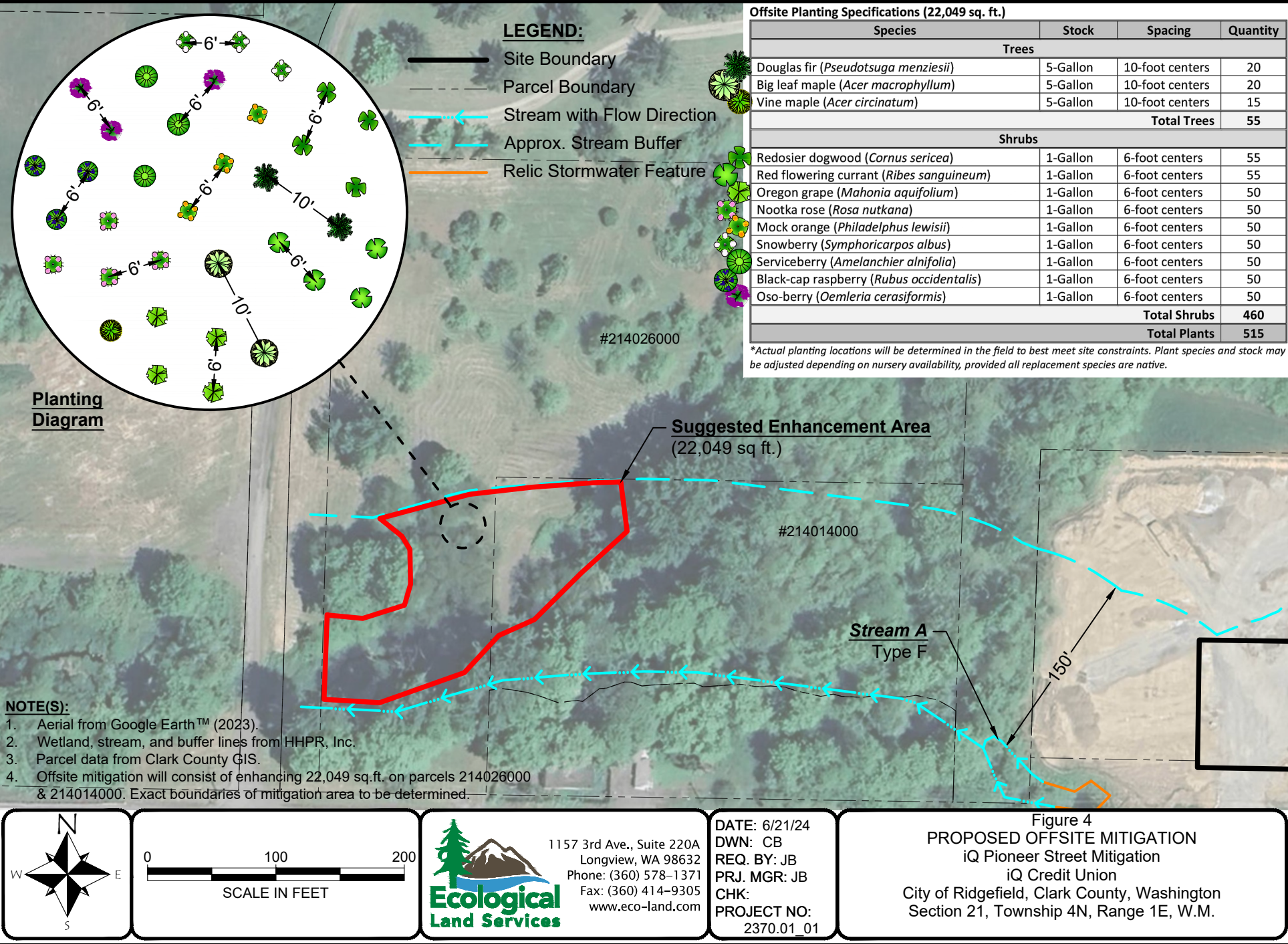
Sunmark Seeds International, Inc. Native Pollinator Mix			
Species	Percent by Weight	Seeding Rate	Quantity Needed
Baby blue eyes (<i>Nemophila menziesii</i>)	20	1 Pound per 1,000 sq. ft.	3 Pounds (rounded)
Meadow barley (<i>Hordeum brachyantherum</i>)	18.5		
Blanketflower (<i>Gaillardia aristata</i>)	18		
Coastal tidytips (<i>Layia platyglossa</i>)	13		
Riverbank lupine (<i>Lupinus rivularis</i>)	10		
Small Camas (<i>Camassia quamash</i>)	7		
Tufted hairgrass (<i>Deschampsia cespitosa</i>)	4.5		
Black-eyed Susan (<i>Rudbeckia hirta</i>)	3.5		
Sweet alyssum (<i>Lobularia maritima</i>)	2		
Common Yarrow (<i>Achillea millifolium</i>)	1.75		
Aspen fleabane (<i>Erigeron speciosus</i>)	1.25		
Oceanspray (<i>Holodiscus discolor</i>)	0.5		

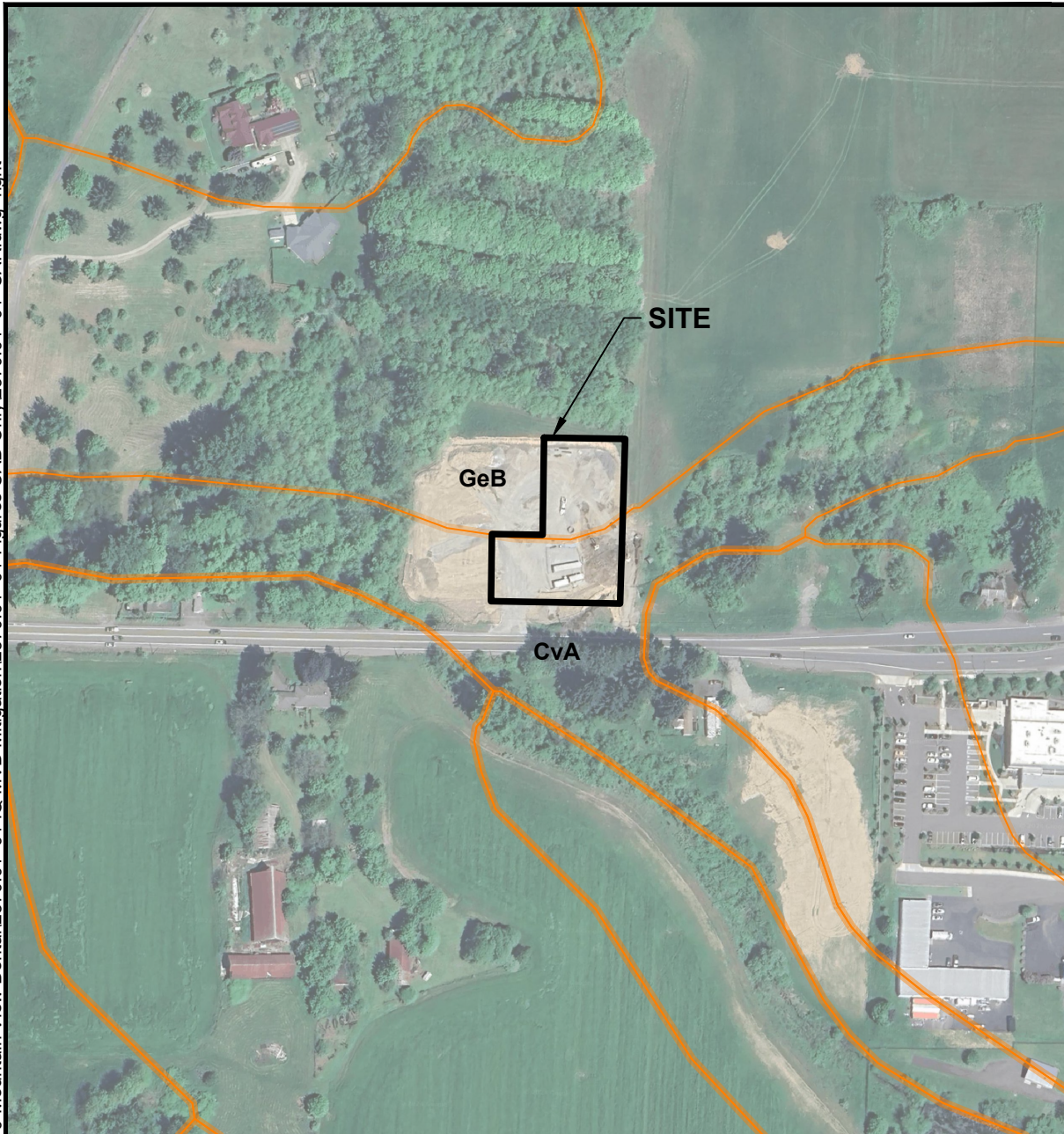


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Figure 3
PROPOSED CONDITIONS AND ONSITE MITIGATION PLAN
iQ Pioneer Street Mitigation
iQ Credit Union
City of Ridgefield, Clark County, Washington
Section 21, Township 4N, Range 1E, W.M.





LEGEND:

- Site Boundary
- NRCS Soil Boundary
- CvA** Cove silty clay loam, 0 to 3 percent slopes. **Hydric.**
- GeB** Gee silt loam, 0 to 8 percent slopes. Not hydric.

NOTE(S):

1. Map provided on-line by NRCS at web address:
<http://websoilsurvey.nrcs.usda.gov/app/>

Figure 5
NRCS SOIL SURVEY
iQ Pioneer Street Mitigation
iQ Credit Union
City of Ridgefield, Clark County, Washington
Section 21, Township 4N, Range 1E, W.M.

DATE: 6/21/24
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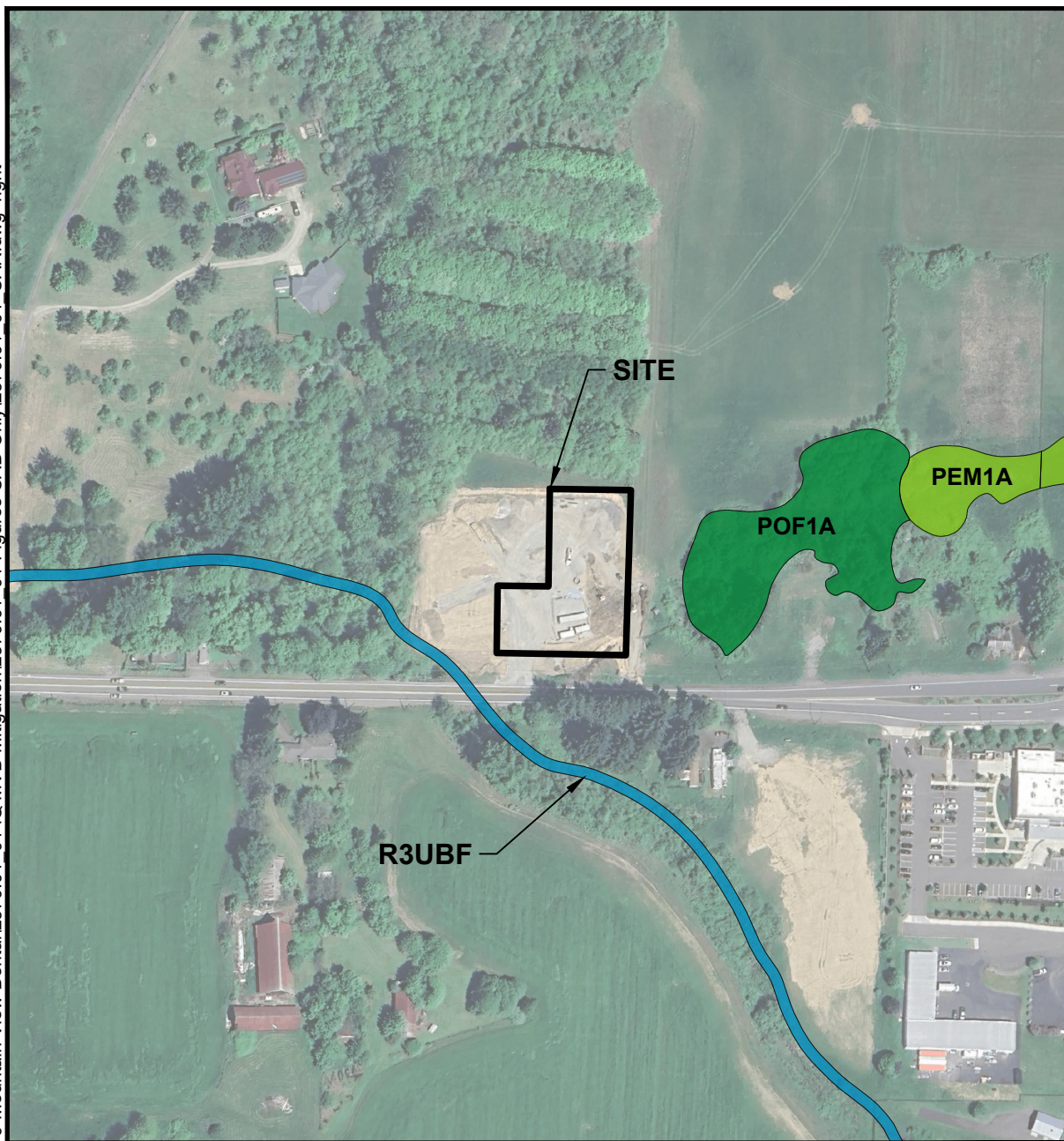
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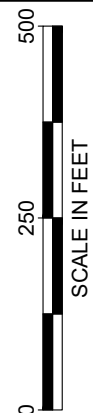
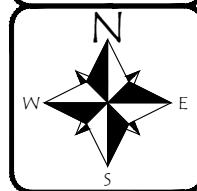
LEGEND:

- Site Boundary
- Wetlands**
- Riverine
- Freshwater Emergent Wetland
- Freshwater Forested/Shrub Wetland

- PEM1A** Paulustrine, emergent, persistent, temporarily flooded.
- POF1A** Paulustrine, forested, persistent, temporarily flooded.
- R3UBF** Riverine, upper perennial, unconsolidated bottom, semipermanently flooded.

NOTE(S):

1. Map provided on-line by US Fish & Wildlife Service at web address:
<https://www.fws.gov/program/national-wetlands-inventory/wetlands-mapper>

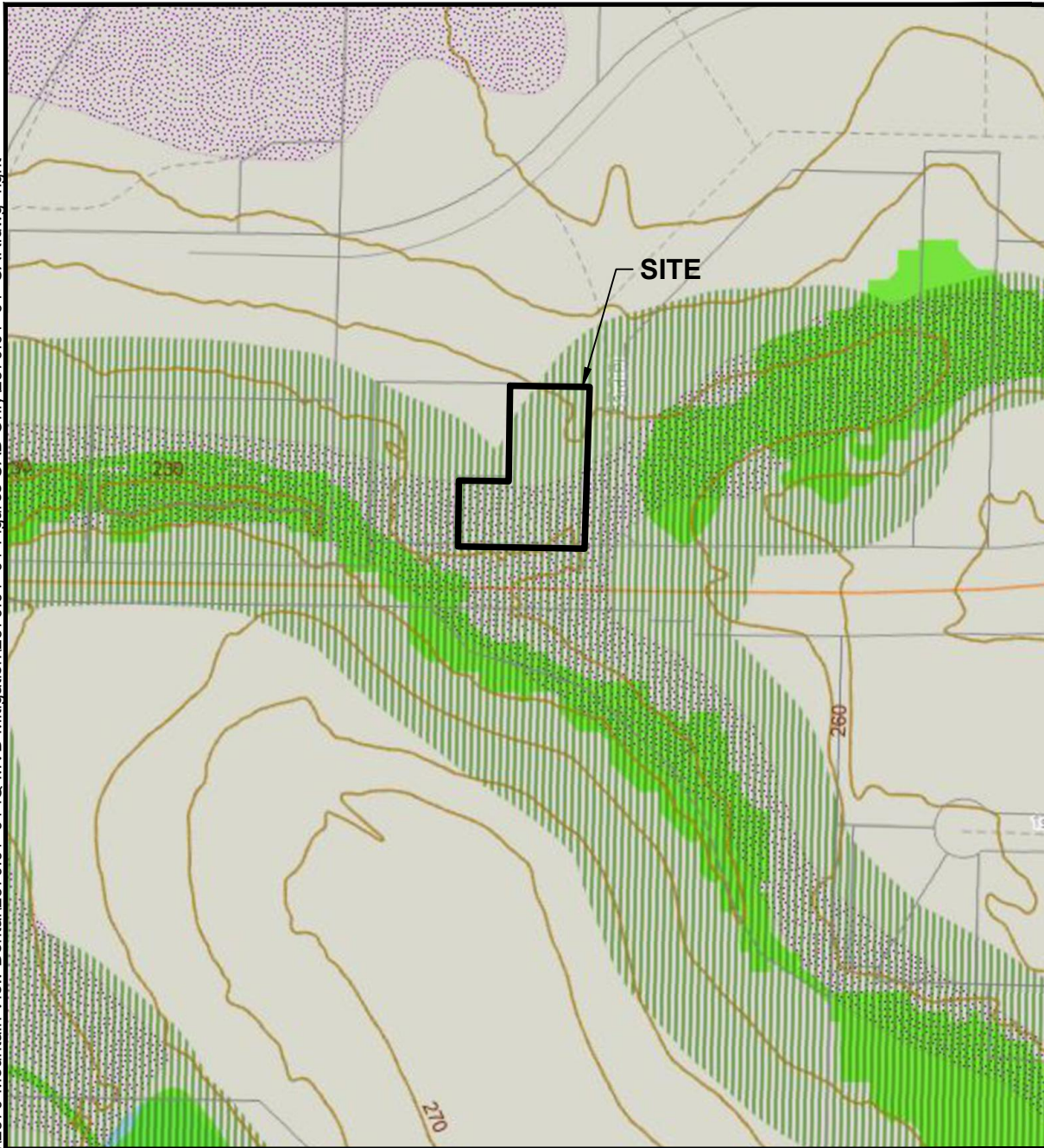


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Figure 6

USFWS NATIONAL WETLANDS INVENTORY
iQ Pioneer Street Mitigation
iQ Credit Union
City of Ridgefield, Clark County, Washington
Section 21, Township 4N, Range 1E, W.M.



LEGEND:

— Site Boundary

Environmental

Priority Habitats and Species Group

Riparian Habitat

▨▨▨▨ Riparian Habitat Area

Slopes and Geologic Hazards Group

Contour Lines

— Contour Lines - 10 ft

Soils and Wetlands Inventory

▨▨▨▨ Hydric Soils

▨▨▨▨ Potential Wetlands Presence

▨▨▨▨ Permitted Wetland

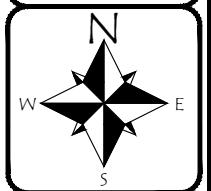
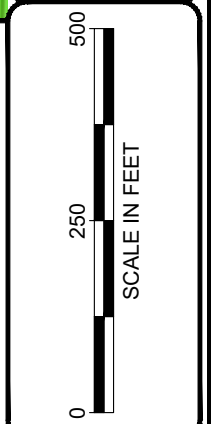
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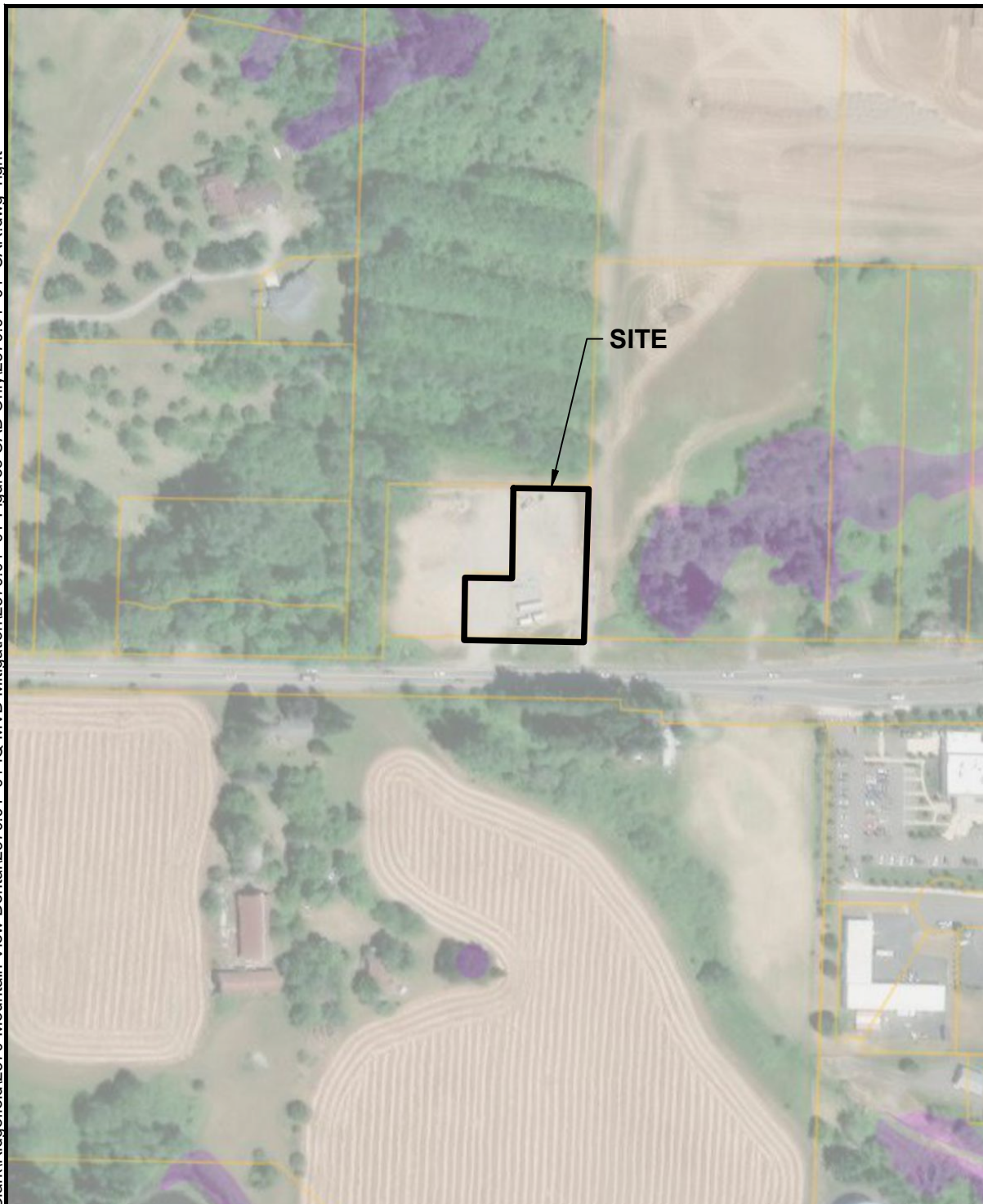
1. Map provided on-line by Clark County at web address: <https://gis.clark.wa.gov/maponline/index.cfm?site=Environmental>

Figure 7
CLARK COUNTY CRITICAL AREAS
iQ Pioneer Street Mitigation
iQ Credit Union
City of Ridgefield, Clark County, Washington
Section 21, Township 4N, Range 1E, W.M.

DATE: 6/21/24
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Ecological Land Services



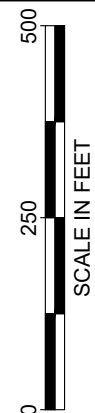
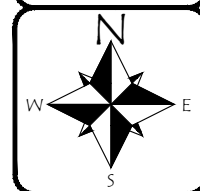


No mapped priority habitats or species indicated onsite by the Washington State Department of Fish & Wildlife (WDFW).

LEGEND:

-  Site Boundary
-  Parcel Boundary
-  Offsite Freshwater Forested/Shrub Wetland

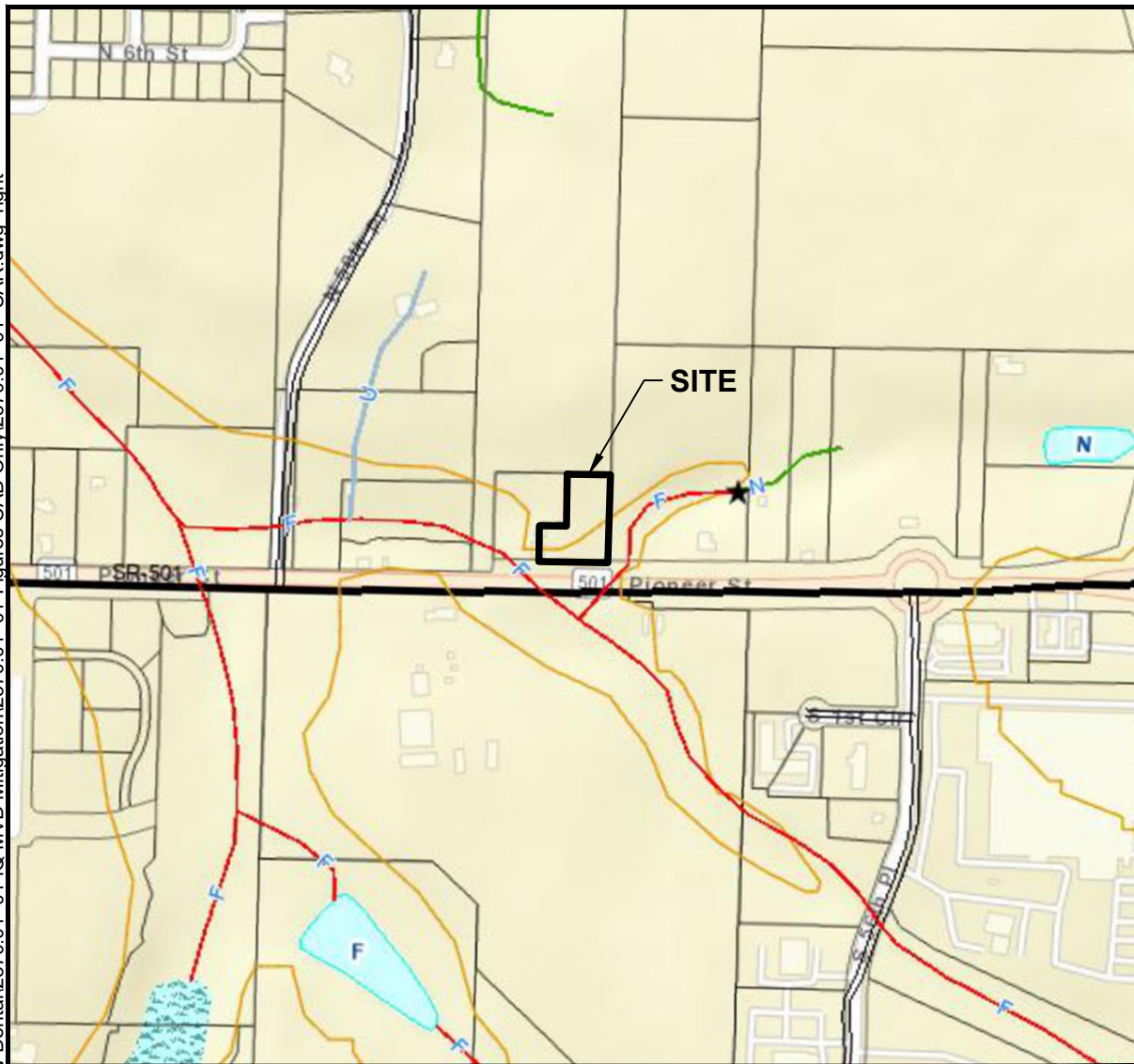
NOTE: Map provided on-line by Washington State Department of Fish & Wildlife at web address:
<http://apps.wdfw.wa.gov/phsontheweb/>




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Figure 8
WDFW PRIORITY HABITATS AND SPECIES
 iQ Pioneer Street Mitigation
 iQ Credit Union
 City of Ridgefield, Clark County, Washington
 Section 21, Township 4N, Range 1E, W.M.



LEGEND:

— Site Boundary

40-foot Contours

— 40 ft. Contours

Fire Shutdown Zones

□ Fire Shutdown Zones

Water Bodies (FP)

□ Other Impoundments

□ Open Freshwater

□ Subject to Inundation

□ Glacier / Snowfield

□ Wet Area

□ Open Saltwater

□ Artificial Feature

SOSEA Boundaries

□ SOSEA Boundaries

Water Courses (FP)

— Type S

— Type F

— Type N, Np, Ns

— U, unknown

— X, non-typed per WAC 222-16

WRIA Boundaries

□ WRIA Boundaries

WAUs

□ WAUs

Trails & Railroads (FP)

— Trail

— Railroad

— Railroad Grade

DNR Roads

— Paved Road

— Unpaved Road/Surface Unknown

Unpaved Road/Surface Unknown

★ Water Type Breaks (FP)

Public Land Survey Sections

□ Public Land Survey Sections

Public Land Survey Townships

□ Public Land Survey Townships



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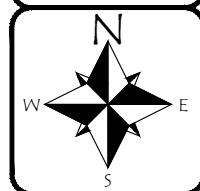
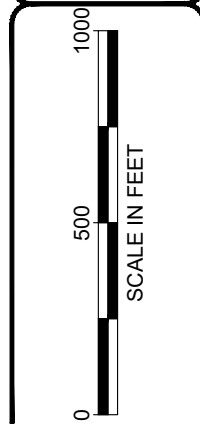


Figure 9

WDNR STREAM TYPE MAP
iQ Pioneer Street Mitigation
iQ Credit Union

City of Ridgefield, Clark County, Washington
Section 21, Township 4N, Range 1E, W.M.

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NOTE: Map provided on-line by Washington State
Department of Natural Resources at web address:
<http://fortress.wa.gov/dnr/app1/Fpars/viewer.htm>

APPENDIX A

ROUTINE DETERMINATION METHOD AND PLANT INDICATOR RATING DEFINITIONS

ROUTINE DETERMINATION METHOD

The Routine Determination Method is defined according to the U.S. Army Corps of Engineers' 1987 *Wetland Delineation Manual* and the *Regional Supplement to the Corps of Engineers' Wetland Delineation Manual* (Environmental Laboratory 1987); *Western Mountains, Valleys, and Coast Region (Version 2.0)* (Corps 2010). The Routine Determination Method examines three parameters – vegetation, soils, and hydrology – to determine if wetlands exist in a given area. Hydrology is critical in determining what is a wetland, but is often difficult to assess because hydrologic conditions can change periodically (hourly, daily, or seasonally). Consequently, it is necessary to determine if hydrophytic vegetation and hydric soils are present, which would indicate that water is present for a long enough duration to support a wetland plant community. By definition, wetlands are those areas that are inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions.

VEGETATION INDICATOR STATUS

The indicator status, following the scientific names of plant species, indicates the likelihood of the species to be found in wetlands according to the *National Wetland Plant List Indicator Rating Definitions* (Corps 2012). Listed from most likely to least likely to be found in wetlands, the indicator status categories are:

- **OBL** (obligate wetland) - occur almost always under natural conditions in wetlands.
- **FACW** (facultative wetland) - usually occur in wetlands, but occasionally found in non-wetlands.
- **FAC** (facultative) - equally likely to occur in wetlands or non-wetlands.
- **FACU** (facultative upland) - usually occur in non-wetlands, but occasionally found in wetlands.
- **UPL** (obligate upland) - occur almost always under natural conditions in non-wetlands.
- **NI** (no indicator) - insufficient data to assign to an indicator category

June 20, 2024

iQ Credit Union
Attention: Kari Stansberry
PO Box 1739
Vancouver, WA 98668-1739

To whom it may concern,

Ecological Land Services Inc. (ELS) has prepared this estimate for services related to mitigation installation and Year 1 – Year 7 maintenance and monitoring activities for the iQ Credit Union development on Pioneer Street in Ridgefield, Washington. This estimate is in relation to the offsite mitigation plantings to be installed on City of Ridgefield owned parcel numbers 214014000 and 214026000.

Task 1: Site Preparation

Includes the following:

- Remove invasive species from offsite mitigation area to prepare the area for plant installation
- Purchase equipment and herbicide
- Travel time and mobilization
- Estimate generated using prevailing wage and tax included where necessary

Estimate: \$4,300

Task 2: Plant Installation

Includes the following:

- Purchase and install 515 container plants
- Purchase and install rigid plant protectors, bamboo stakes, mulch, and other equipment
- Travel time and mobilization
- Estimate generated using prevailing wage and tax included where necessary

Estimate: \$13,500

Task 3: Irrigation – Three Years

Includes the following:

- Purchase necessary water and equipment
- Conduct five irrigation visits per year for the first three years of the monitoring term
- Travel time and mobilization
- Estimate generated using prevailing wage and tax included where necessary

Estimate: \$9,900

Task 4: Maintenance – Seven Years

Includes the following:

- Purchase equipment and herbicide
- Conduct four maintenance visits per year for seven years
 - Maintenance to include physical and chemical removal of invasive and competing species
- Travel time and mobilization
- Estimate generated using prevailing wage and tax included where necessary
- Biologist coordination and site visit as needed during non-monitoring years (Year 4 and Year 6)

Estimate: \$45,000

Task 5: Yearly Monitoring

Includes the following:

- Conduct one site visit in Years 1, 2, 3, 5, and 7 to collect monitoring information
- Complete yearly monitoring reports and associated graphics in Years 1, 2, 3, 5, and 7
- Coordinate with maintenance contractor regarding site maintenance activities
- Project management, coordination, and correspondence with client, project team, and agencies
- Site visit with agencies for end of monitoring term release (*if needed*)

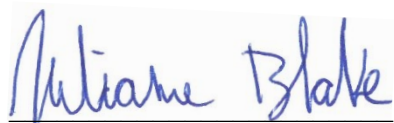
Estimate: \$31,500

Task 1:	\$ 4,300
Task 2:	\$ 13,500
Task 3:	\$ 9,900
Task 4:	\$ 45,000
Task 5:	\$ 31,500

Total Estimate: \$ 104,200

If you have any questions or need additional information, please call me at (360) 578-1371 or email me at Julianne@eco-land.com.

Sincerely,



Julianne Blake
Biologist III



AKS ENGINEERING & FORESTRY

9600 NE 126th Avenue, Suite 2520, Vancouver, WA 98682

P: (360) 882-0419 F: (360) 882-0426

AKS Job #8098

OFFICES IN: BEND, OR | KEIZER, OR | THE DALLES, OR | TUALATIN, OR | VANCOUVER, WA | WHITE SALMON, WA

LEGAL DESCRIPTION BOUNDARY LINE ADJUSTMENT

ADJUSTED PARCEL NO. 214026-000

A tract of land in the Northwest Quarter of Section 21, Township 4 North, Range 1 East, Willamette Meridian, City of Ridgefield, Clark County, Washington, described as follows:

COMMENCING at the southwest corner of the Northwest Quarter of Section 21; thence along the south line of said Northwest Quarter South 89°05'39" East 1870.12 feet; thence leaving said south line North 01°50'25" East 24.99 feet to the north right-of-way line of Pioneer Street (30.00 feet from centerline) and **POINT OF BEGINNING**; thence leaving said north right-of-way line along the west line of Auditor's File Number 6076866 North 01°50'25" East 494.58 feet; thence leaving said west line along a non-tangent curve to the left (Radial: North 00°30'31" East) with a Radius of 395.00 feet, a Delta of 34°52'49", a Length of 240.47 feet, and a Chord of North 73°04'06" East 236.77 feet; thence South 34°22'18" East 78.92 feet; thence South 80°19'26" East 36.50 feet; thence along a non-tangent curve to the right (Radial: South 56°23'00" West) with a Radius of 400.73 feet, a Delta of 34°03'52", a Length of 238.25 feet, and a Chord of South 16°29'39" East 234.76 feet to the northeast corner of Lot 2 of the "Crusan Short Plat" (4-353); thence along the north line of Lots 2 and 1 of said "Crusan Short Plat" (4-353) North 89°05'39" West 320.86 feet to the northwest corner thereof; thence along the west line of Lot 1 of said "Crusan Short Plat" (4-353) South 01°50'25" West 273.25 feet to the north right-of-way line of Pioneer Street (30.00 feet from centerline); thence along said north right-of-way line (30.00 feet from centerline) North 88°55'19" West 60.00 feet to the **POINT OF BEGINNING**.

ALSO that portion of the East Half of the Northwest Quarter of Section 21, Township 4 North, Range 1 East of the Willamette Meridian in Clark County, Washington, described as follows:

BEGINNING at the southwest corner of the East Half of the Northwest Quarter of said Section 21; thence East along the south line of said East Half of the Northwest Quarter, 60.00 feet to the **TRUE POINT OF BEGINNING**; thence North, parallel with and 60.00 feet distant from the west line of said East Half of the Northwest Quarter, 520.00 feet; thence East parallel with the south line of said East Half of the Northwest Quarter, 490.00 feet, more or less, to the east line of the "Rich Tract", as described under Auditor's File No. G 422564;



AKS ENGINEERING & FORESTRY

9600 NE 126th Avenue, Suite 2520, Vancouver, WA 98682

P: (360) 882-0419 F: (360) 882-0426

AKS Job #8098

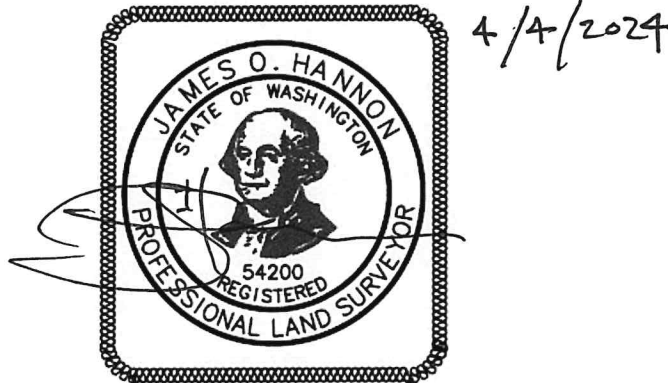
OFFICES IN: BEND, OR | KEIZER, OR | THE DALLES, OR | TUALATIN, OR | VANCOUVER, WA | WHITE SALMON, WA

thence South along said east line, a distance of 236 feet, to the northeast corner of the "Rich Tract" as described under Auditor's File No. 7804210069; thence West along the north line of said "Rich Tract", a distance of 358 feet to the northwest corner thereof; thence South along the west line of said "Rich Tract" and southerly extension thereof, a distance of 284 feet to the south line of the Northwest Quarter of said Section 21; thence West along the south line of the Northwest Quarter of said Section 21 a distance of 132 feet to the **TRUE POINT OF BEGINNING**.

Except that portion thereof, lying within NW 269th Street.

Contains approximately 5.6 acres.

Together with and subject to easements and restrictions of record.



PARCEL NO. 214014000

PARCEL 1

THAT PORTION OF THE EAST HALF OF THE NORTHWEST QUARTER OF SECTION 21, TOWNSHIP 4 NORTH, RANGE 1 EAST OF THE WILLAMETTE MERIDIAN IN CLARK COUNTY, WASHINGTON,

PARCEL 2

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 THAT IS 284.00 FEET NORTH AND 192.00 FEET, MORE OR LESS, EAST OF THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION; SAID POINT BEING AN INNER CORNER OF THAT CERTAIN TRACT BEING CONVEYED TO BENJAMIN A. RICH, ET UX, BY INSTRUMENT RECORDED UNDER AUDITOR'S FILE NO. G 422564; THENCE SOUTH ALONG AN EASTERLY LINE OF SAID RICH TRACT, A DISTANCE OF 142.00 FEET, MORE OR LESS, TO THE CENTER OF ALLEN CREEK; THENCE EASTERLY, TRACING THE MEANDERS OF SAID CREEK TO THE WESTLINE OF THAT CERTAIN TRACT CONVEYED TO J. N. HIBBARD, BY DEED RECORDED IN BOOK 81, PAGE 291, RECORDS OF CLARK COUNTY, WASHINGTON; THENCE NORTH ALONG SAID WEST LINE, A DISTANCE OF 142.00 FEET, MORE OR LESS, TO THE SOUTH LINE OF THE ABOVE DESCRIBED RICH TRACT; THENCE WEST ALONG SAID SOUTH LINE A DISTANCE OF 358.00 FEET TO THE POINT OF BEGINNING.

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: August 22, 2024

AGENDA ITEM NAME: Resolution No. 652: Approval of an Update to the Master Fee Schedule
Establishing Expedited Review Fees for Commercial Tenant Improvements

GOVERNING LEGISLATION

RMC Chapter 3.70 - Fees for Services

PREVIOUS COUNCIL ACTION TAKEN:

Council adopted Resolution No. 624 (Fee Schedule Update for Code Enforcement) on February 22, 2024.

Council adopted Resolution No. 620 (Annual Fee Schedule Update Effective January 1, 2024) on December 1, 2023.

SUMMARY/BACKGROUND:

An ongoing priority of City staff is to identify and implement process improvements that improve our efficiency and customer service. To this end, Community Development and Public Works staff engaged in a lean process improvement training focused on commercial development review in 2023. Additionally, Community Development staff have led two roundtable conversations with builders and developers to discuss the lean training findings and identify other areas for improvement in our commercial and residential development review processes.

One resulting action item is to implement an expedited review process for commercial tenant improvement (TI) building permits meeting certain criteria. Staff created a proposal based on a similar program in Kennewick, WA. A comparison between the Kennewick program and the Ridgefield proposal is attached. The Ridgefield proposal has received the support of local developers with experience using Kennewick's program. Staff also spoke with the Kennewick program manager as we developed the proposal.

A key component of the program is a convenience fee the applicant would pay in exchange for expedited review timelines and frequent access to the Building Official to discuss and solve any issues immediately as they arise. The proposed rate is 25 percent of the building permit fee or \$300.00, whichever is greater. Resolution No. 652 would update the Master Fee Schedule to include this rate as a line item in Section D - Building Permits. Upon adoption by Council, staff would set up the convenience fee in our permitting software, update the Commercial TI application checklist to add the option for expedited review, message the program to the development community, partner agencies, and on the Community Development web page, and then go live. Our intent would be to go live when the resolution goes into effect 30 days after adoption.

BUDGET/FINANCIAL IMPACTS:

Enables collection of a convenience fee for expedited review of commercial tenant improvement

applications at a rate of 25 percent of the building permit fee or \$300.00, whichever is greater.

RECOMMENDED ACTION OR MOTION:

To adopt the fee schedule update enabling collection of a convenience fee for expedited commercial tenant improvement review:

"I move to adopt Resolution No. 652 as presented."

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

1. 2024 Master Fee Schedule_Expedited Commercial TI
2. Expedited Commercial TI Review_Kennewick Comparison

RESOLUTION NO. 652

A RESOLUTION OF THE CITY OF RIDGEFIELD, WASHINGTON AMENDING AND SUPERSEDING RESOLUTION NO. 642 (MASTER FEE SCHEDULE)

WHEREAS, it is the general policy of the City of Ridgefield (City) to establish fees that reflect the cost of services provided by the City; and

WHEREAS, the Ridgefield City Council approved Resolution No. 299 at a regular meeting held on August 2, 2005 establishing a Master Fee Schedule to provide cost recovery for the provision of various municipal services; and

WHEREAS, the Ridgefield City Council approved additional resolutions after this time period that added services, delegated authority, and modified and/or updated fees; and

WHEREAS, the Ridgefield City Council approved Resolution No. 642 as the most recent update to the Master Fee Schedule of February 22, 2024; and

WHEREAS, the Ridgefield City Council also desires to add new fees to the Master Fee Schedule for expedited building permit review for commercial tenant improvements meeting certain criteria; and

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

Section 1. Public Interest. The City Council for the City of Ridgefield, Washington finds that it is in the public interest to amend and supersede the previously approved Master Fee Schedule to enumerate expedited building permit fees for commercial tenant improvements meeting certain criteria.

Section 2. Supersede Previous Resolutions. This Resolution inclusive of Exhibit "A" attached hereto shall supersede in its entirety Resolution No. 642 previously passed by the Ridgefield City Council.

Section 3. Adjustments. The Ridgefield City Council amends the Master Fee Schedule to include the revisions in Exhibit "A".

Section 4. Effective Date. This Resolution shall be in full force and effect 30 days after the date of adoption.

ADOPTED AT THE REGULAR SESSION OF THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON
THIS 22nd DAY OF AUGUST, 2024.

CITY OF RIDGEFIELD

Ron Onslow, Mayor

ATTEST/AUTHENTICATED:

Julie Ferriss
City Clerk

Attachment A – Revised Master Fee Schedule

City of Ridgefield, Washington
Master Fee Schedule
Effective Date: February 22, 2024



A. City Personnel Costs (hourly rate)	
Building Official	\$90.00
Building Inspector	\$75.00
Public Safety	\$100.00
Public Works	
Facilities Maintenance Worker (Parks and Streets)	\$75.00
Water Maintenance Worker	\$90.00
Stormwater Maintenance Worker	\$90.00
Park Caretaker	\$50.00
All Other City Personnel	Actual Cost + 10%
B. Land Use Planning Permits	
Payment. All fees are due at the time an application is submitted.	
Simultaneous Development Permit Submittal. Applicants may submit for Land Use, Public Works/Engineering and Building permits simultaneously. Public Works/Engineering and Building permits shall not be issued until final Land Use permits have been issued	
Refunds. The Community Development Director (Director) shall refund the full amount of any fee paid hereunder which was erroneously paid or collected. The Director may authorize refunding of not more than 80 percent of a fee paid when an application has been withdrawn or canceled before any work has been done under an application review or before any plan reviewing has been done, All refund requests must be submitted in writing by the original applicant, or include an authorization from the original applicant, within 180 days from the date of application.	
Annexation:	
Notice of Intent	\$450.00
Notice of Petition to Annex	\$2,000.00
Appeal:	
Review by recognized City Neighborhood Organization or HOA	\$250.00

City of Ridgefield, Washington
Master Fee Schedule
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Appeal involving an individual single-family residence or duplex	\$350.00
All land use appeals to Hearing Examiner	\$2,000.00
Archaeological Pre-Determination Review	\$350.00
Boundary Line Adjustment	\$400.00
Comprehensive Plan Amendment/Zone Change Request	\$350.00
Comprehensive Plan	\$3,000.00
Zone Change Request	\$3,750.00
Conditional Use Permit:	
New Use	\$3,750.00
Existing Use – Minor Alteration	\$450.00
Existing Use – Major Alteration	\$2,000.00
Covenant Release: Full or Partial	\$1,000.00
Critical or Sensitive Area Review (Fee for Each Required Review)	
Fish & Wildlife Habitat Conservation Areas	\$600.00
Frequently Flooded Areas	\$600.00
Geologic Hazard Areas	\$600.00
Wetlands	\$600.00
Critical Aquifer Recharge Areas	\$600.00
Minor Exception Request	\$600.00
Reasonable Use Exception Request	\$600.00
Development Agreement	\$1,000.00
Development Agreement – Amendment	\$750.00
Director's Interpretation	\$350.00

City of Ridgefield, Washington
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Effective Date: February 22, 2024



Extensions of Land Use Approval:	
Preliminary PUD or Preliminary Plat	\$350.00
All Others	\$150.00
Final Plat:	
Final Subdivision Plat	\$2,000.00
Final Short Plat	\$500.00
Final Large Lot Plat	\$500.00
Final Binding Site Plan	\$500.00
Map of Dedication:	
Map of Dedication (not part of another land use application)	\$500.00
Amendment to a Map of Dedication Type 1 and Type II	\$500.00
Amendment to a Map of Dedication Type III	\$2,000.00
Home Occupation	\$150.00
Large Lot Plat (Preliminary)	\$1,500.00
Legal Lot Determination:	
Up to Two Lots	\$450.00
Plus Fee-per-lot for Each Lot Over 2	\$50.00
Legislative Text Amendment	\$3,000.00
Master Planned/Mixed Use Development	\$3,000.00
(Plus Corresponding PUD or Subdivision Fee)	
Nonconforming Situations:	
Type I Alteration of Nonconforming Situation	\$150.00
Type II Alteration of Nonconforming Situation	\$450.00
Type III Alteration of Nonconforming Situation	\$3,250.00

City of Ridgefield, Washington
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Type II Determination or Discontinuance of Nonconforming Situation	\$150.00
Type II Reconstruction of a Nonconforming Situation	\$450.00
Planned Residential Development (PUD):	
10 – 25 Lots	\$4,000.00
26 – 50 Lots	\$5,500.00
51 Lots or More	\$5,500.00
(Plus Fee-per-lot for Each Lot Over 50)	\$25.00
Modification of Preliminary PUD (plus applicable Map of Dedication fee)	
Minor Modification	\$650.00
Major Modification	\$2,000.00
Plat Alteration or Vacation	\$2,000.00
Plat Modification (plus applicable Map of Dedication fee)	\$2,000.00
Post-Decision Review:	
Type I	\$150.00
Type II	\$2,500.00
Type III	\$3,250.00
Pre-Application Conference:	\$1,250.00
If Development Permit Application Submitted within 6 Months	\$500 Credit
Pre-Application Waiver	\$65.00
SEPA Review:	
SEPA Review	\$500.00
SEPA Review for One Single Family Residence	\$150.00
Shoreline Permit:	
Shoreline Statement of Exemption	\$150.00

City of Ridgefield, Washington
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Shoreline Substantial Development Permit	\$2,100.00
Shoreline Conditional Use Permit	\$3,000.00
Shoreline Variance	\$3,000.00
Sign Permit:	
Sandwich Board or "A" Frame	\$50.00
Permanent (Plus Applicable Building and Land Use Permit Fees in Section "B and D")	\$100.00
Master Sign Plan	\$250.00
Site Plan Review:	
Minor Site Plan	\$150.00
Basic Site Plan	\$2,500.00
Major Site Plan	\$3,500.00
Preliminary Binding Site Plan	\$4,000.00
Short Plat (Preliminary)	\$1,500.00
Subdivision (Preliminary):	
10 – 25 Lots	\$4,000.00
26 – 50 Lots	\$5,500.00
51 Lots or More	\$5,500.00
(Plus Fee-per-lot for Each Lot Over 50)	\$25.00
Temporary Use Permit:	
Type I	\$150.00
Type II	\$450.00
Type I Review (All Others)	\$150.00
Type II Review (All Others)	\$450.00
Type III Review (All Others)	\$3,250.00

City of Ridgefield, Washington
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Variance/Administrative Adjustment	
Type I Administrative Adjustment	\$150.00
Type II Administrative Adjustment	\$450.00
Variance	\$3,250.00
Variance Filed in Conjunction with Another Type III Application	\$1,050.00
Zoning Confirmation Letter	\$150.00
C. Public Works Permits	
Payment. All fees are due at the time an application is submitted. Any additional charges shall be paid prior to receipt of a Final Decision, Final Plat Approval or Statement of Completion as applicable.	
Simultaneous Development Permit Submittal. Applicants may submit for Land Use, Public Works/Engineering and Building permits simultaneously. Public Works/Engineering and Building permits shall not be issued until final Land Use permits have been issued.	
Refunds. The Community Development Director (Director) shall refund the full amount of any fee paid hereunder which was erroneously paid or collected. The Director may authorize refunding of not more than 80 percent of a fee paid when an application has been withdrawn or canceled before any work has been done under an application review or before any plan reviewing has been done. All refund requests must be submitted in writing by the original applicant, or include an authorization from the original applicant, within 180 days from the date of application.	
Right of Way/Road Encroachment Permit:	
Right of Way/Road Blocking Only	\$125.00
1-200 Linear Feet of Pavement Disturbed	\$300.00
Over 200 Linear Feet of Pavement Disturbed	\$300.00
(Plus Fee Per Linear Foot over 200)	\$0.75
Extension (90 Day)	\$75.00
Grading Permit:	
Under 50 Cubic Yards of Total Cut and Fill	No Fee
50-100 Cubic Yards of Total Cut and Fill	\$50.00

City of Ridgefield, Washington

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101-500 Cubic Yards of Total Cut and Fill	\$200.00
501-1,000 Cubic Yards of Total Cut and Fill	\$500.00
1,001-10,000 Cubic Yards of Total Cut and Fill	\$750.00
10,001-50,000 Cubic Yards of Total Cut and Fill	\$1,000.00
50,001-100,000 Cubic Yards of Total Cut and Fill	\$1,500.00
100,001-200,000 Cubic Yards of Total Cut and Fill	\$2,500.00
Over 200,000 Cubic Yards of Total Cut and Fill	\$5,000.00
Grading Permit Extension (12 Months)	50% of Original Fee
Street Tree Removal (Permit Required):	
Fee will be waived with proof street tree is purchased	\$150.00
Water Utility Fees:	
Administrative Termination	\$50.00
Hydrant Meter Rental Deposit	\$500.00
Meter Accuracy Testing (One Free Test per 12 Month Period)	\$60.00
Utility Account Set Up	\$10.00
Service Call	\$15.00
Water Meter Installation Fee	
5/8-3/4 Inch Meter	\$480.00
1.0 Inch Meter	\$580.00
1.5 Inch Meter	Time & Materials
2.0 Inch Meter	Time & Materials
3.0 Inch Meter	Time & Materials
4.0 Inch Meter	Time & Materials
6.0 Inch Meter	Time & Materials



8.0 Inch Meter	Time & Materials
Water Service Installation	Time & Materials
Water Utility Availability Determination	\$25.00
Engineering Review:	
Engineering Site Plan	\$8,000.00
Engineering Site Plan with Off-site Infrastructure	\$12,000.00
Engineering Short Plat (2-9 Lots)	\$10,000.00
Engineering Subdivision/PUD (More than 9 Lots)	\$10,000.00
(Plus Fee Per Lot)	\$100.00
Fee for Each City Plan Review in Excess of 3	\$500.00

D. Building Permits

Payment. All plan review fees are due at the time an application is submitted. All building permit fees are due when the permit is picked up by the applicant. Any additional charges shall be paid prior to the issuance of a building permit.

*** Use of Outside Professional Consultants.** The City reserves the right to use the services of outside professional consultants.

Simultaneous Development Permit Submittal. Applicants may submit for Land Use, Public Works/Engineering and Building permits simultaneously. Public Works/Engineering and Building permits shall not be issued until final Land Use permits have been issued.

Building Valuation. Building Valuation shall be calculated by the Building Official based on the cost of the construction as stated by the applicant and/or by utilizing the square footage of the proposed construction and valuation data published by the International Code Council. Valuation data shall be updated annually on January 1 using the most recent release of the ICC Building Valuation Data. (ex. January 1, 2023 using ICC Building Valuation Data released August 2022).

City of Ridgefield, Washington

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Refunds. The Community Development Director (Director) shall refund the full amount of any fee paid hereunder which was erroneously paid or collected. The Director may authorize refunding of not more than 80 percent of a fee paid when an application has been withdrawn or canceled before any work has been done under an application review or before any plan reviewing has been done. All refund requests must be submitted in writing by the original applicant, or include an authorization from the original applicant, within 180 days from the date of application.

Building Plan Review:

65% of Building Permit Fee

Minimum Plan Review Fee

\$25.00

Maximum Plan Review Fee

\$32,500.00

Outside Structural Plan Review: Exception Only (ex: Hospitals)

* City Cost

Fee for Each Building Plan Review in Excess of 3

\$500.00

Changes or Additions to Approved Plans that Require Additional Review –
Fee per Hour

\$75.00

Changes or Additions to Approved Plans that Require Additional Review –
Administrative Fee

\$58.00

Re-Activation of 180-Day Plan Approval Fee

\$250.00

Plot Plan Review Fee

\$58.00

Fee for Each Plot Plan Review in Excess of 2

\$58.00

Changes or Additions to Approved Plot Plan that Require Additional Review

\$58.00

Architectural Design Review Fee

\$75.00

Fee for Each Architectural Design Review in Excess of 2

\$75.00

Changes or Additions to Approved Elevations that Require Additional
Architectural Design Review

\$75.00

Building Permit:

Valuation per International Code Council

\$1-\$500 (Minimum)

\$25.00

\$501-\$2,000

\$50.00

\$2,001 - \$25,000 Base

\$50.00

Plus \$/\$1,000 Over \$2,000 (and Any Fraction Thereof)

\$14.00

Resolution No. 642

Effective February 22, 2024

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\$25,001 - \$50,000 Base	\$372.00
Plus \$/\$1,000 Over \$25,000 (and Any Fraction Thereof)	\$10.00
\$50,001 - \$100,000 Base	\$622.00
Plus \$/\$1,000 Over \$50,000 (and Any Fraction Thereof)	\$7.00
\$100,001 - \$500,000 Base	\$1,022.00
Plus \$/\$1,000 Over \$100,000 (and Any Fraction Thereof)	\$5.00
\$500,001 - \$1,000,000 Base	\$3,400.00
Plus \$/\$1,000 Over \$500,000 (and Any Fraction Thereof)	\$4.00
Over \$1,000,000 Base	\$7,375.00
Plus \$/\$1,000 Over \$1,000,000 (and Any Fraction Thereof)	\$4.00
Maximum Building Permit Fee	\$50,000.00
Work Commencing Before Permit Issuance (RMC 14.03.020)	100% of Building Permit Fee
Foundation Permit/Early Start At-Risk Agreement:	\$250.00
<u>Expedited Review Fees:</u>	
<u>Expedited Building Permit Review for Commercial Tenant Improvements Meeting Program Requirements</u>	<u>25% of Building Permit Fee or \$300.00, whichever is greater</u>
Inspection Fees:	
Base Inspection Cost per Hour	\$75.00
Inspections Outside of Normal Business Hours	4 Hour Minimum
Re-Inspection Fees (Applicable After Two Inspections)	1 Hour minimum
Adult Family Home	2 hour minimum
Special Occupancies	2 hour minimum
Special Inspections Requested by the Applicant	2 hour minimum
Special Investigation of Work Commencing Before Permit Issuance (RMC 14.03.020(109.4))	2 hour minimum

City of Ridgefield, Washington

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Other Inspections (If Separate Inspection Fee is Applicable)	1 Hour minimum
Mechanical & Plumbing Combined Permit Fee for New SFR	25% pf Building Permit Fee (plus any applicable
Mechanical Plan Review Fees:	25% of Mechanical Permit Fee
Mechanical Permit Fees:	
Permit Issuance	\$65.00
Supplemental Permit (Original Permit Not Expired)	\$15.00
<u>Furnaces</u>	
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h (29.3 kW)	\$18.00
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance over 100,000 Btu/h (29.3 kW)	\$20.00
For the installation or relocation of each floor furnace, including vent	\$15.00
For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater	\$15.00
<u>Heat Pumps/AC</u>	
Heat Pump/AC 0-3	\$12.00
Heat Pump/AC 3-15	\$20.00
Heat Pump/AC 15-30	\$25.00
Heat Pump/AC 30-50	\$35.00
Heat Pump/AC >50	\$60.00
<u>Wood/Pellet/Gas Stoves</u>	
Wood/Pellet/Gas Stove Insert	\$58.00
Wood/Pellet/Gas Stove Free Standing	\$58.00
<u>Gas Piping Systems</u>	
For each gas piping system of one to five outlets	\$7.00
For each additional outlet over five, each	\$2.00

Resolution No. 642

Effective February 22, 2024

City of Ridgefield, Washington**Master Fee Schedule****Effective Date: February 22, 2024**

<u>Appliance Vents</u>	
For the installation, relocation, or replacement of each appliance vent installed and not included in an appliance permit	\$8.00
<u>Repairs or Additions</u>	
For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code	\$14.00
<u>Boilers, Compressors, and Absorption Systems</u>	
For the installation or relocation of each boiler or compressor to and including 3 horsepower (10.6 kW), or each absorption system to and including 100,000 Btu/h (29.3 kW)	\$15.00
For the installation or relocation of each boiler or compressor over 3 horsepower (10.6 kW) to and including 15 horsepower (52.7 kW), or each absorption system over 100,000 Btu/h (29.3 kW) to and including 500,000 Btu/h (146.6 kW)	\$30.00
For the installation or relocation of each boiler or compressor over 15 horsepower (52.7 kW) to and including 30 horsepower (105.5 kW), or each absorption system over 500,000 Btu/h (146.6 kW) to and including 1,000,000 Btu/h (293.1 kW)	\$40.00
For the installation or relocation of each boiler or compressor over 30 horsepower (105.5 kW) to and including 50 horsepower (176 kW), or each absorption system over 1,000,000 Btu/h (293.1 kW) to and including 1,750,000 Btu/h (512.9 kW)	\$55.00
For the installation or relocation of each boiler or compressor over 50 horsepower (176 kW), or each absorption system over 1,750,000 Btu/h (512.9 kW)	\$95.00
<u>Air Handlers</u>	
For each air-handling unit to and including 10,000 cubic feet per minute (cfm) (4719 L/s), including ducts attached thereto	\$15.00
Note: This fee does not apply to an air handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code	
For each air-handling unit over 10,000 cfm (4719 L/s)	\$20.00
<u>Evaporative Coolers</u>	
For each evaporative cooler other than portable type	\$15.00

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<u>Commercial Ducts</u>	
For each duct	\$9.00
<u>Ventilation and Exhaust</u>	
For each ventilation fan connected to a single duct	\$8.00
For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit	\$15.00
For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood	\$15.00
<u>Incinerators</u>	
For the installation or relocation of each domestic-type incinerator	\$20.00
For the installation or relocation of each commercial or industrial-type incinerator	\$15.00
<u>Miscellaneous</u>	
For each appliance or piece of equipment regulated by the Mechanical Code but not classified in other appliance categories, or for which no other fee is listed in the table	\$15.00
Plumbing Plan Review Fees	25% of Plumbing Permit Fee
Plumbing Permit Fees:	
Permit Issuance	\$65.00
Supplemental Permit (Original Permit Not Expired)	\$15.00
<u>Fixtures and Vents</u>	
For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping and backflow prevention thereof)	\$10.00
For repair or alteration of drainage or vent piping, each fixture	\$7.00
<u>Industrial Waste and Rainwater Systems</u>	
For each industrial waste pretreatment interceptor, including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps	\$20.00
Rainwater systems – per drain inside building	\$10.00
<u>Water Piping and Water Heaters</u>	

City of Ridgefield, Washington**Master Fee Schedule****Effective Date: February 22, 2024**

For installation, alteration, or repair of water piping or water-treatment equipment, or both, each	\$7.00
For each water heater including vent (for vents only, see Mechanical Permit Fee Table)	\$15.00
<u>Gas Piping Systems</u>	
For each gas piping system of one to five outlets	\$7.00
For each additional outlet over five, each	\$2.00
<u>Lawn Sprinklers, Vacuum Breakers and Backflow Protection Devices</u>	
For each lawn sprinkler system on any one meter, including backflow protection devices thereof	\$15.00
For atmospheric-type vacuum breakers or backflow protection devices not included above:	
1 to 5 devices	\$15.00
Over 5 devices, each	\$3.00
For each backflow-protection device other than atmospheric-type vacuum breakers:	
2 inches (50.8 mm) and smaller	\$15.00
Over 2 inches (50.8 mm)	\$25.00
<u>Swimming Pools</u>	
For each swimming pool or spa (in addition to other permits/fees):	
Public Pool	\$95.00
Public Spa	\$65.00
Private Pool	\$65.00
Private Spa	\$35.00
Pools over 5,000 gallons	\$100.00
<u>Miscellaneous</u>	
For each appliance or piece of equipment regulated by the Plumbing Code but not listed in other appliance categories, or for which no other fee is	\$10.00
Mobile Home Permit Fees:	

City of Ridgefield, Washington
Master Fee Schedule
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Placement of a Temporary Mobile Home/Trailer	\$100.00
Manufactured Home Inspection	\$100.00
Temporary Storage of a Mobile Home	\$100.00
Other Building Permit and Inspection Fees:	
Accessibility Review	\$100.00
Change of Occupancy	\$100.00
Change of Use	\$100.00
Demolition Permit	\$100.00
Energy/Indoor Air Quality	\$100.00
Moving Permit	\$100.00
Re-Roof Permit (Residential):	\$100.00
Siding Permit (Residential):	
Full Tear Off (With or Without Sheathing Replaced)	\$100.00
Temporary Certificate of Occupancy	
Temporary Revocable Commercial Certificate of Occupancy	
0-90 Days	\$250.00
91 Days and Over	\$500.00
Temporary Tents, Canopies, and Air Supported Structures	
For public use, inclusive of all tents for a single event	\$100.00
Not applicable to tents less than 200 sq. ft., canopies less than 400 sq. ft., or tents used for non-commercial events	
Washington State Building Code Council (W.S.B.C.C.) Surcharge:	
Commercial	\$25.00
First Living Unit	\$6.50
Each Additional Unit (In a Multi-Family Project)	\$2.00

City of Ridgefield, Washington
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Collected on each permit that is issued in accordance with the Ridgefield Building Code

Systems Development Charges and Impact Fees (See Notes):

Traffic Impact Fees (1)(5)

Single Family (Per Dwelling Unit)	\$5,081.06
Multi Family (Per Dwelling Unit)	\$3,111.28
Commercial (Per Average Daily Trip)	\$530.94

Park Impact Fees (2)(5)

Single Family (Per Dwelling Unit)	\$4,181.22
Multi Family (Per Dwelling Unit)	\$4,181.22

School Impact Fees (3)(6)

Single Family (Per Dwelling Unit)	\$16,880.00
Multi Family (Per Dwelling Unit)	\$10,233.59

Water System Development Charge (4)(7)

5/8"-3/4" Meter	\$4,440.26
1" Meter	\$11,100.65
1.5" Meter	\$22,201.29
2" Meter	\$35,522.07
3" Meter	\$66,603.88
4" Meter	\$111,006.47
6" Meter	\$222,012.95
8" Meter	\$355,220.71
Outside City Limits	1.5x In-City SDC

Notes:



1. Traffic Impact Fees charged are based upon average daily trip (ADT) generation of the proposed use.
2. Park Impact Fees reflect a mix of acquisition and development. Trail cost estimates make allowance for required compliance with the Americans with Disabilities Act. Development costs can be significantly reduced by calculating deductions made for other exactions, e.g. dedication of a public easement through an open space corridor earmarked for trail or park development.
3. School Impact Fees are based on the improvement cost of needed school facilities identified in the most current Ridgefield School District Capital Facility Plan.
4. Water System Development Charges are based upon meter equivalent size (M.E.S.).
5. Per Ridgefield Municipal Code 18.070.080-18.070.090, the planning director shall calculate annual inflation adjustments in the Traffic Impact Fee rate and the Park Impact Fee rate. The annual inflation adjustment shall be effective January 1 and will be equal to the change in the West Region All Urban Consumer Price Index (CPI-U) for the first half of the previous year (Ex: January 1, 2023 impact fee increase to reflect the increase in the CPI-U index from the first half of 2021 to the first half of 2022).
6. Per Ridgefield Municipal Code 18.070.100, the planning director shall calculate annual inflation adjustments in the School Impact Fee rate. The annual inflation adjustment shall be effective January 1 and will be equal to the change in the Rider Levett Bucknall Construction Cost Index (RLB) for the first half of the previous year (Ex: January 1, 2023 impact fee increase to reflect the increase in the RLB index from the 2nd quarter publication of the 2022 RLB index).
7. Per Ridgefield Municipal Code 13.30.010 Water System Development Charges are set forth in the Master Fee Schedule. The Public Works Director shall calculate annual inflation adjustments in the Water System Development Charges. The annual inflation adjustment shall be effective January 1 and will be equal to the change in the West Region All Urban Consumer Price Index (CPI-U) for the first half of the previous year (Ex: January 1, 2023 system development charge increase to reflect the increase in the CPI-U index from the first half of 2021 to the first half of 2022).



8. System Development Charges and non-residential Impact Fees are due at the time of building permit issuance. Residential Impact Fees are due at the time of final occupancy. Per Ridgefield Municipal Code 13.30.020 meter size 3" and larger or single family residential homes moving from well source to municipal water source may be eligible for payment plans.

E. Code Enforcement

RMC Chapter 8.04 - Debris Removal

First Violation	\$250.00
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Second Violation	\$500.00
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Subsequent Violations	\$1,000.00
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RMC Chapter 8.12 - Garbage Collection

First Violation	\$250.00
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Second Violation	\$500.00
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Subsequent Violations	\$1,000.00
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RMC Chapter 8.13 - Collection of Recyclable Materials

First Violation	\$250.00
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Second Violation	\$500.00
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Subsequent Violations	\$1,000.00
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RMC Chapter 12.04 - Sidewalk Construction Maintenance Repair and Reconstruction

First Violation	\$250.00
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Second Violation	\$500.00
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Subsequent Violations	\$1,000.00
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RMC Chapter 12.12 - Trees

First Violation	\$250.00
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Second Violation	\$500.00
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Subsequent Violations	\$1,000.00
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RMC Chapter 12.15 - Street Excavations	
First Violation	\$250.00
Second Violation	\$500.00
Subsequent Violations	\$1,000.00
RMC Chapter 13.15 - Sewer Service	
First Violation	\$250.00
Second Violation	\$500.00
Subsequent Violations	\$1,000.00
RMC Chapter 13.20 - Water Service	
First Violation	\$250.00
Second Violation	\$500.00
Subsequent Violations	\$1,000.00
RMC Chapter 13.50 - Meters	
First Violation	\$250.00
Second Violation	\$500.00
Subsequent Violations	\$1,000.00
RMC Chapter 13.55 - Backflow Cross-Connection Regulations	
First Violation	\$250.00
Second Violation	\$500.00
Subsequent Violations	\$1,000.00
RMC Chapter 13.80 - Illicit Discharge	
First Violation	\$500.00
Second Violation	\$1,000.00
Subsequent Violations	\$2,000.00

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RMC Chapter 14 - Buildings and Construction	
First Violation	\$250.00
Second Violation	\$500.00
Subsequent Violations	\$1,000.00
RMC Chapter 15 - Abatement of Public Nuisances	
First Violation	\$250.00
Second Violation	\$500.00
Subsequent Violations	\$1,000.00
RMC Chapter 18 - Development Code	
First Violation	\$250.00
Second Violation	\$500.00
Subsequent Violations	\$1,000.00
RMC Chapter 18.755.080 - Erosion Control	
First Violation	\$500.00
Second Violation	\$1,000.00
Subsequent Violations	\$2,000.00
RMC Chapter 18.810.235 - Critical Areas	
First Violation	\$500.00
Second Violation	\$1,000.00
Subsequent Violations	\$2,000.00
Violation of Stop Work Order	
First Violation	\$5,000.00
Second Violation	\$10,000.00
Subsequent Violations	\$15,000.00



Any activity requiring land use or engineering approval without having obtained permits	
First Violation	\$5,000.00
Second Violation	\$10,000.00
Subsequent Violations	\$15,000.00
F. Park Rental & Special Events	
Special Events. Request for City Services such as Police and Public Works labor are available by request. Refer to Special Event Fees for more information.	
Definitions:	
Half Day Park Rental (4 hours and under)	
All Day Park Rental (4+ hours)	
Abram's Park Rentals	
Bennett Kitchen, Hall and Plaza:	
Half Day	\$100.00
All Day	\$150.00
Refundable Deposit	\$150.00
Abrams Park - Entire Park Kitchen, Hall, Plaza Adjacent Grassy Area, and Parking (if necessary):	Bennett
Half Day	\$200.00
All Day	\$300.00
Refundable Deposit	\$300.00
Abrams Park Sports Fields *	
Grassy Field or T-Ball Field (per hour)	\$15.00
Softball or Baseball Field (per hour)	\$25.00
* Contractual agreement with an athletic/sports club supersedes the fee schedule.	
Overlook Park Rentals:	

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Overlook Park – Entire Park, Stage, Plaza, and Upper Grassy Areas:	
Half Day	\$200.00
All Day	\$300.00
Refundable Deposit	\$300.00
All other City Parks are available to the public on a first come, first served basis. Reservations are not accepted.	No Charge
Special Events:	
Special Event Permit Application	No Charge
City Personnel Costs	Refer to page 1.A
City Services (Cost + Admin Fee of \$30.00)	Actual Cost
G. Other Fees and Permits	
Business License Fees:	
Annual Resident Business License	\$50.00
Annual Non-Resident Business License	\$50.00
Annual Peddler and Solicitors License	\$50.00
(Plus One-Time Background Check)	\$40.00
Copy/Record Duplication Fees:	
Copy of audio tapes, video tapes, photos, maps or other records needing reproduction	Actual City Cost
Black & White 8.5x11.0 Inch	\$0.15 per page
Black & White 8.5x14.0 Inch	\$0.35 per page
Black & White 11.0x17.0 Inch	\$0.40 per page
Color 8.5x11.0 Inch	\$1.00 per page
Color 8.5x14.0 Inch	\$1.00 per page
Color 11.0x17.0 Inch	\$1.50 per page
Records scanned into electronic format	\$0.10 per page

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Electronic files uploaded to email, cloud storage service, or other electronic delivery system	\$0.05 every four files
Transmission of electronic records	\$0.10 per gigabyte
Hiring information technology expertise – external	Actual City Cost w/10% deposit
Annual Budget (Bound Copy)	\$30.00
Annual Comprehensive Financial Report (Bound Copy)	\$30.00
City Comprehensive Plan (Bound Copy)	\$30.00
Park & Recreation Comprehensive Plan (Bound Copy)	\$30.00
City Engineering Standards (Bound Copy)	\$30.00
Administrative Processing Fee:	
Fee Added to Each Billing/Invoice for Reimbursable Costs	\$30.00
Fee Added to Each Remittance for Impact Fees or SDCs	\$30.00
Fee Added to Each Remittance for Fire Code Fees	\$30.00
Unclaimed Property Processing Fee	\$5.00
Administrative Fees:	
NSF Check	\$35.00
Cemetery Lot – Purchase	\$600.00
Cemetery Lot – Marking	\$25.00
Notary Fee	\$5.00
Latecomer Agreement Application	\$500.00
Latecomer Agreement Processing	\$125.00
Latecomer Agreement Appeal	\$250.00
Administrative Billing Late Fee (After 60 Days Past Due)	1% Per Month
Police Department Fees:	
Fingerprint Card	\$20.00

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Release of Property to Finder Fee	*\$10.00
Neighborhood Electric Vehicle/Golf Cart Registration (One Time)	\$30.00

<u>Concealed Weapon Permit</u>	
Concealed Weapon Permit Application (Good for 5 Years)	\$49.25
Concealed Weapon Permit Renewal	\$32.00
Late Renewal Penalty	\$42.00
Replacement Permit	\$10.00
<u>Dog Licenses</u>	
Spayed or Neutered – Annual Fee	\$20.00
Not Spayed or Neutered – Annual Fee	\$30.00
Lifetime Dog License (Altered or Unaltered) Non-Transferrable	\$50.00
Hobby Kennels (5-10 Dogs)	\$50.00
Commercial Kennels (11+ Dogs)	\$100.00
*Plus Actual Cost of Publication of Notice (RCW 63.21.030)	

Proposal: Expedited Building Permit Review for Commercial Tenant Improvement (TI) Applications

Comparison to existing Kennewick, WA program

	Kennewick Program	Ridgefield Proposal
Qualifications	• Commercial TI projects with a work area of less than 4,000 sf; or • Commercial Tis up to 10,000 sf with no change in occupancy type.	• Commercial TI projects with a work area of 5,000 sf or less; and • No structural review required.
Manager	Express Permitting Program Manager	Building Official
Review	• 72 hours • Staff will contact the applicant as they perform the plan review with any questions, re-submittal needs, or to solve code compliance issues.	• 1 calendar week • Staff will contact the applicant as they perform the plan review with any questions, re-submittal needs, or to solve code compliance issues.
Convenience fee	30% of permit fee or \$400, whichever is greater	25% of permit fee or \$300, whichever is greater
Notice to applicant	Quality of plans submitted and code compliance can alter this time frame.	Quality of plans submitted and code compliance can alter this time frame. Expedited review pertains to City permits only.

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: August 22, 2024

AGENDA ITEM NAME: First Reading of Ordinance Number 1429 - Ridgefield Municipal Code Updates for Planning Commission and Parks Board

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; Rules of Procedure for Planning Commission, Parks Board and Roundabout Committee were modified on May 23, 2024.

SUMMARY/BACKGROUND:

Modifications to the Rules of Procedure (“Bylaws”) for the Ridgefield Planning Commission, Parks Board and Roundabout Committee were adopted at the Council Meeting on May 23, 2024. The Rules were updated to:

1. Create uniform Rules and processes across City board and commissions were feasible and practicable.
2. Assure Rules are consistent with Washington State Law.
3. Update Rules for compliance with changes in practice, community expectations and applicable laws.
4. Assure clarity in the meaning and language of the Rules.

Several adopted Rules are inconsistent with the current Ridgefield Municipal Code. To provide consistency and resulting effectiveness of the bylaws, the following modifications to RMC are proposed:

Current RMC Section	Current RMC language	Adopted Bylaws
RMC 2.56.020 Qualifications for Parks Board	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. At least four members of the board shall be residents.	Reside within the corporate limits of the city and qualified to be electors in the city.
RMC 2.12.040 Removal from office for Planning Commission	Members may be removed for inefficiency, neglect of duty, malfeasance in office or three consecutive unexcused absences from meetings.	Members may be removed by the city

RMC 2.56.050 Removal from office for Parks Board	Members may be removed for moving outside the boundaries of the Ridgefield School District, or moving outside the Ridgefield urban growth area, or discontinuing their business within the city urban growth area; for being convicted of a felony or misdemeanor, for three consecutive unexcused absences, or for failing to perform the duties and maintain the qualifications for the Parks Board.	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 or commission within a one year period.
RMC 2.56.040A Appointment of officers	Chair and Vice-Chair serve for a period of one year; appointed at the last regularly scheduled meeting in December.	Officers serve for a one year period; appointed annually at a meeting in January of each even-numbered calendar year.
RMC 2.56.040D Not included in RMC Planning Commission Reviewing and amending Rules	The board shall adopt rules of procedures in a form approved by the city council. The board shall review the Rules a minimum of every three years.	City Council adopts bylaws with recommendation from the board or commission. Bylaws are reviewed on or about every five (5) years, or as recommended by the board or commission.
RMC 2.56.040C, F Procedures – Notice and Canceling of meetings.	Meetings can be cancelled for lack of a quorum. Meeting agendas shall be prepared by the chair and distributed by staff one week in advance of a	Meetings can be cancelled for lack of a quorum or if there is no

	regularly scheduled meeting.	business. Notices of meetings shall be provided as required by law.
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BUDGET/FINANCIAL IMPACTS:

None.

RECOMMENDED ACTION OR MOTION:

No action required. First Reading.

STAFF CONTACT: Lee Knottnerus, Deputy City Manager

ATTACHMENTS:

1. RMC 2.12.modifications 2024
2. RMC 2.56.modifications 2024

ORDINANCE NO. 1429

An ordinance of the City of Ridgefield, Washington amending rules related to the Ridgefield Planning Commission and Parks Board.

WHEREAS, the Ridgefield Planning Commission was established in 1966 and the Parks Board of Commissioners was established in 2008 to act as advisory boards for the Ridgefield City Council; and

WHEREAS, the Rules of Procedure for the Parks Board and Planning Commission were created at the time each advisory board was established and revisions to the Rules were adopted on May 23, 2024 to provide clarity and provide for compliance with changes in practice, community expectations and applicable laws; and

WHEREAS, sections of the revisions were not consistent with the provisions of the Ridgefield Municipal Code; and

WHEREAS, the Rules of Procedure that are inconsistent with the RMC are not effective and cannot be applied absent modifications to the RMC to create consistency.

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

Section 1. **Public Interest.** It is the public interest to provide current, consistent and agreed-upon Rules of Procedure to define structure, ensure stability, help boards and commissions to operate smoothly and efficiently, ensure consistent voting and decision-making procedures, and to help assure that all voices are considered.

Section 2. **Amending RMC Chapters 2.12 and 2.56.** The Ridgefield City Council hereby amends certain sections of Ridgefield Municipal Code Chapters, 2.12 – Planning Commission and 2.56 – Parks Board, as set forth in Exhibit A, attached hereto and incorporated by reference, to create consistency with the previously adopted Rules of Procedure.

Section 3. **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 4. **Severability.** If any section, subsection, sentence, clause, phrase or other portion of this Ordinance, or its application to or any other person or circumstance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Ordinance. The City Council hereby declares that it would have passed this Ordinance and each section, subsection or portion thereof, irrespective of the fact that any one or more of the other portions be declared invalid or unconstitutional.

Section 5. **Effective Date.** This ordinance shall be in full force and effect thirty (30) calendar days after adoption and publication pursuant to law.

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS _____ DAY OF _____, 2024.

Ron Onslow, Mayor

ATTEST/AUTHENTICATED:

Julie Ferriss, City Clerk

APPROVED AS TO FORM:

Janean Parker, City Attorney

First Reading:

Second Reading/Passage:

Date of Publication:

Effective Date:

Chapter 2.12 PLANNING COMMISSION

2.12.010 Established.

The city council has had under study for a considerable period of time, the problems that have arisen in the growth and planning for growth of the city, as well as the problems that have arisen and will arise concerning subdivision, zoning, building codes, recreation, city streets, general health, safety and welfare of the community, and all of the other problems interrelated and connected to this general area of municipal concern. After continual discussion and thought concerning these problems, the city council believes that it would be in the best interest of the health, welfare and safety of the city that a city planning commission be established under the provisions of RCW 35.63.

(Ord. 216 § 1, 1966).

2.12.020 Created—Membership.

Pursuant to the policy in Section 2.12.010, there is created a city planning commission consisting of seven members to be appointed by the mayor and confirmed by the council.

(Ord. 769 § 1, 2000: Ord. 216 § 2, 1966).

2.12.030 Qualifications.

All members of the planning 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.

(Ord. 645 § 1, 1994: Ord. 216 § 3, 1966).

2.12.040 Positions—Term—Vacancies.

- A. There are created seven positions upon the city planning commission. These positions are numbered one through seven consecutively. The term of office for each appointive member shall be four years. The present terms are as follows:
1. Position one expires December 31, 2002;
 2. Positions two and three expire December 31, 2001;
 3. Positions four and five expire December 31, 2003;
 4. Positions six and seven expire December 31, 2004.
- B. Vacancies occurring otherwise than through the expiration of terms shall be filled for the unexpired term. Members may be removed, ~~after public hearing~~, by the city manager, with the approval of the council, for inefficiency, neglect of duty, malfeasance in office, no longer meeting the qualification requirements of planning commission members, or ~~or three consecutive~~ unexcused absences from meetings of the planning commission within a one-year period.

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- C. The members shall be selected without respect to political affiliations and they shall serve without compensation.
 - D. Prior to taking office, the members shall be sworn to uphold the laws of the state of Washington and the city of Ridgefield.

(Ord. 769 § 2, 2000: Ord. 645 § 2, 1994: Ord. 216 § 4, 1966).

(Ord. No. 1054, § 1, 5-27-2010)

2.12.050 Duties.

The officers of the commission shall consist of a Chair and Vice-Chair elected from the members of the commission by majority vote. The commission shall biennially elect its ~~own~~ chairman and vice-chair at a meeting in January of each even-numbered calendar year. ~~and create and fill such other offices as it may determine it requires.~~ The commission shall hold at least one regular meeting in each month for not less than nine months in each year. It shall adopt Robert's Rules of Order, and shall keep a written record of its meetings, resolutions, transactions, findings and determinations, which records shall be a public record, the original of which shall be kept at the clerk's office in City Hall.

(Ord. 645 § 3, 1994: Ord. 216 § 5, 1966).

Rules of Procedure will be developed and maintained for planning commission. City Council will review these Rules of Procedure on or about every five (5) years or at any time recommended by the commission or city staff. The procedure for review and amendment is:

1. Review by the commission with a recommendation to City Council for any or no proposed amendments by a vote of the commission, and
2. Approval of proposed or other amendments by City Council.

2.12.060 Expenditures.

The expenditures of the city planning commission authorized and established under this chapter, or under RCW 35.63, exclusive of gifts, shall be within the amounts appropriated for the purpose by the council. Within such limits, the commission may employ such employees and expert consultants as are deemed necessary for its work.

(Ord. 216 § 6, 1966).

2.12.070 Powers.

The commission is given the duty, responsibility and authority to act as a research and fact finding agency of the municipality. The commission is granted all of the powers set forth in RCW 35.63.060, the provisions of which are herein adopted by reference.

(Ord. 216 § 7, 1966).

2.12.080 Coordinated plan—Preparation.

The city planning commission is directed to prepare a coordinated plan for the physical development of the municipality. The city council states that it is specifically interested in legislating within the areas set forth by RCW Sections 35.63.080, 35.63.090, 35.63.100 and 35.63.110, which sections are specifically incorporated herein by reference. Because of this intent, the city planning commission is directed and authorized to at once commence making the studies and formulating recommendations and plans to accomplish those sections.

(Ord. 216 § 8, 1966).

2.12.090 Benefits—Authorization.

The city planning commission is expressly authorized to avail itself of the benefits authorized to it by RCW 35.63.070, which section is incorporated herein by reference.

(Ord. 216 § 9, 1966).

2.12.100 Rights reserved.

In enacting the ordinance codified in this chapter, the council expressly reserves unto itself the right to exercise the powers and authorities set forth in RCW 35.63.120, which section is incorporated herein by reference.

(Ord. 216 § 10, 1966).

Chapter 2.56 RIDGEFIELD PARKS BOARD*

2.56.010 Establishment and purpose.

The Ridgefield parks board of commissioners is established to provide advisory assistance and recommendations to the city manager and city council on parks planning, parks acquisition, and parks operations and maintenance within the current and future city limits of the city of Ridgefield.

(Ord. 1001 § 1 (part), 2008).

2.56.020 Membership.

The parks board shall consist of seven members appointed by the mayor. Each board member shall be confirmed by a majority vote of the city council. Eligible members shall reside within the corporate limits of the city. They must be qualified to be electors in the city, but need not be so registered.

~~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. At all times, at least four members of the board shall be residents of the city of Ridgefield.~~ Terms shall be for three years and shall be staggered so as to ensure a consistent membership base.

(Ord. 1001 § 1 (part), 2008).

2.56.030 Functions.

A. The board shall have the following functions:

1. Review whether the lands being used for park purposes are adequate and recommend to the city manager what additional lands and grounds shall be acquired and used for park and recreation purposes;
2. Participate in an advisory capacity in the planning and design of new parks and park facilities;
3. Provide advisory recommendations to the city manager and public works director on parks operations and maintenance including, but not limited to, physical improvements, design and beautification of all public squares and parks of the city and all city recreation facilities;
4. Participate in an advisory capacity in citywide, area and site-specific park planning projects;
5. Make recommendations on the parks and recreation element of the city's comprehensive plan.

(Ord. 1001 § 1 (part), 2008).

2.56.040 Procedures.

- A. The officers of the board shall consist of a Chair and Vice-Chair elected from the members of the board by majority vote.

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.

~~The board shall elect a chairperson and a vice-chairperson who shall serve for a period of one year each. Election of the chairperson and vice-chairperson shall occur at the last regularly scheduled meeting in December of every calendar year. Persons elected to be chairperson and vice-chairperson shall begin their service at the first meeting in January of every calendar year.~~

- B. The board shall serve the city council as an advisory body with power to recommend policy to the council. The board shall not take binding action on behalf of the city. All board recommendations shall be in the form of a voted-on motion.
- C. The board shall hold a minimum of one meeting per month, unless canceled by the board chairperson for lack of a quorum or board business. Special meetings of the board shall occur upon prior authorization of the city manager or designated staff person.

D. Rules of Procedure will be developed and maintained for the parks board. City Council will review these Rules of Procedure on or about every five (5) years or at any time recommended by the board or city staff. The procedure for review and amendment is:

1. Review by the board with a recommendation to City Council for any or no proposed amendments by a vote of the commission, and
2. Approval of proposed or other amendments by City Council.

~~The board shall adopt rules of procedures in a form approved by the city council to guide the board in the conduct of meetings and member actions. The board shall review the rules of procedures a minimum of every three years and shall update them as necessary.~~

- E. A minimum of four members shall constitute a quorum for the conduct of the board business. Meetings where less than four members are in attendance shall be canceled by the chairperson. Any action taken by a quorum of those present at a legal meeting shall be deemed an action of the board.
- F. Meeting agendas shall be prepared by the chairperson and the designated staff person and shall be distributed by city staff one week in advance of the board's regularly scheduled meeting. Notice of regular or special meetings shall be provided as required by law. Meeting minutes will be produced by city staff and shall be presented to the board for review and approval.

(Ord. 1001 § 1 (part), 2008).

2.56.050 Removal and filling of vacancies.

- A. Any board member may be removed by the city manager with the approval of the city council for ~~moving outside the boundaries of the Ridgefield school district, or moving outside the city of Ridgefield urban growth area, or discontinuing their business within the city of Ridgefield urban growth area; for being convicted of a felony or misdemeanor, or for failing to perform the duties~~ inefficiency, neglect of duty, malfeasance in office, and maintain no longer meeting the qualifications of the parks board members or three unexcused absences from meetings of the board within a one-year period.
- B. ~~The city manager with the approval of the city council shall remove a member who has had three consecutive unexcused absences.~~

C. Vacancies occurring otherwise than by expiration of the term of office shall be filled for the unexpired term in the same manner as regular appointments are made.

(Ord. 1001 § 1 (part), 2008).

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: August 22, 2024

AGENDA ITEM NAME: Motion - Approval of Purchase and Sale Agreement with Bart and Kathleen Arthur for Real Property Acquisition for the Pioneer Street at 50th Place Roundabout Project

GOVERNING LEGISLATION

Chapter 35 RCW, Cities and Towns

RCW 35.86.030 - Acquisition and disposition of real property

City Procurement Policy #04: Procurement of Goods and Services.

PREVIOUS COUNCIL ACTION TAKEN:

Approval of 2024 Capital Budget and Supplemental Budget Amendment

Approval of LTGO bond issuance to finance the Pioneer Widening and 50th Place Roundabout project

Ordinance No. 1422: Approval of Possession and Use Agreement with Bart and Kathleen Arthur.

SUMMARY/BACKGROUND:

Right-of-way acquisition has been underway to secure rights-of-way and temporary construction easements for the Pioneer Widening and 50th Place roundabout project. As agreements are negotiated with prospective sellers of real property and easements, individual Purchase and Sale Agreements will be brought to Council for action. All appraisals, negotiations and agreements have been conducted consistent with state and federal acquisition regulations.

As negotiations had not been successful by the time that construction was nearing initiation, in May, Council approved 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, for the Arthur property. This allowed the City and its contractor to begin construction work on the Pioneer Widening project, noting that negotiations with the Arthurs were continuing. The City has already paid the Arthurs the \$1,020,000 identified for the Possession and Use of the property.

After a series of negotiation discussions, the City and Arthurs reached an agreement for the City to purchase the full property for an amount of \$1,220,000.. The City would also cover closing costs. This agreement avoids the legal and court costs and time delays of having to pursue the completion of the acquisition through eminent domain actions in Superior Court.

A Purchase and Sale Agreement, attached to this staff report, has been prepared and sent to the Arthurs for their signatures. To fully execute the Purchase and Sale Agreement, Council action is requested.

BUDGET/FINANCIAL IMPACTS:

The \$1,220,000 cost of this acquisition (plus closing costs) is included in the \$4,000,000 for right-of-way

acquisition on this project.

RECOMMENDED ACTION OR MOTION:

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

"I move to authorize the City Manager or designee to execute the Purchase and Sale Agreement with Bart and Kathleen Arthur for an amount not to exceed \$1,220,000 plus closing costs."

STAFF CONTACT: Chuck Green, Public Works Director

ATTACHMENTS:

1. Arthur Purchase agreement Final

**AGREEMENT FOR PURCHASE AND SALE AND
JOINT ESCROW INSTRUCTIONS**

This AGREEMENT OF PURCHASE AND SALE AND JOINT ESCROW INSTRUCTIONS (“Agreement”) is entered into by and between the **CITY OF RIDGEFIELD, a municipal corporation** (“Buyer”) and **Kathleen and Bart Arthur** (“Seller”). Buyer and Seller are sometimes individually referred to herein as “Party” and collectively as “Parties.” The Parties hereto have executed this Agreement on the dates set forth below next to their respective signatures. This Agreement shall be effective as of the date, following all legally required notices and hearings, that this Agreement has been approved by Buyer’s governing body or its delegated representative and signed by all Parties (“Effective Date”).

RECITALS

A. Seller is the owner in fee of certain real property located at **5078 Pioneer Street**, having tax parcel number 213983000 and legally described in the attached **Exhibit A**, in the City of Ridgefield, County of Clark, State of Washington, (“Property”). Reference herein to “Property” shall include all of Seller’s rights, title, and interest in and to any and all improvements, fixtures, rights-of-way, utility rights, entitlements, claims, easements or other benefits in any way connected with the Property.

B. Buyer is constructing the 50th Avenue Roundabout and Pioneer Street widening project (“Project”). Buyer has identified the Seller’s Property as necessary for the Project.

C. Buyer and Seller have entered into a Possession and Use Agreement related to the Project under which the City paid to the Seller a portion of the Purchase Price for the Property in the amount of One Million Twenty Thousand Dollars (\$1,020,000.00) through escrow with Fidelity National Title.

D. Buyer desires to purchase the Property from Seller and Seller desires to sell the Property to Buyer, upon the terms and provisions set forth herein

NOW, THEREFORE, in consideration of the above facts and for the covenants and agreements contained herein, the Parties hereto agree as follows:

TERMS

1. PURCHASE AND SALE.

1.1 Property. Seller agrees to sell the Property to Buyer, and Buyer agrees to purchase the Property from Seller, upon the terms and conditions set forth herein. Except as expressly provided in this Agreement, the Seller is selling and the Buyer is buying the Property “AS IS” and Buyer has made an inspection of the property and has reached buyers own conclusion as to the acceptability of the Property.

1.2 Purchase Price. The total purchase price for the Property is **One Million Two Hundred and Twenty Thousand Dollars (\$1,220,000.00)** (“Purchase Price”), which includes, without limitation, full payment of just compensation, claims for inverse condemnation

or unreasonable precondemnation conduct, attorneys' fees, costs and interest in complete settlement of all claims (known and unknown), causes of action and demands of Seller against the Buyer because of Buyer's purchase of the Property, and for any and all claims (known and unknown) arising from or relating to the purchase and sale which is the subject of this Agreement.

1.3 Deposit. Buyer has not paid any refundable deposit to Seller.

1.4 Possession and Use Payment. Buyer has paid **One Million Twenty Thousand Dollars (\$1,020,000.00)** to Seller pursuant to a Possession and Use Agreement for the purchase of the Property

1.5 Payment of Purchase Price. At Close of Escrow (defined below), Buyer shall pay to Seller through escrow the remainder of the Purchase Price, in the amount of **Two Hundred Thousand Dollars (\$200,000.00)** payable in cash, by cashier's or certified check or by wire transfer.

2. ESCROW.

2.1 Opening of Escrow. Within ten (10) business days following the Effective Date, Seller and Buyer shall open an escrow ("Escrow") for the conveyance of the Property with Fidelity National Title ("Escrow Holder"). For purposes of this Agreement, the Escrow shall be deemed open on the date Escrow Holder shall have received either an original or a copy, at Escrow Holder's discretion, of this Agreement, fully executed by the Parties ("Opening of Escrow"). Escrow Holder shall notify Buyer and Seller, in writing, of the date Escrow is opened.

2.2 Escrow Instructions. This Agreement constitutes the joint basic escrow instructions of Buyer and Seller for the conveyance of the Property. Either an original or a copy, at Escrow Holder's discretion, of this Agreement, fully executed by the Parties, shall be delivered to Escrow Holder. Buyer and Seller shall execute, deliver and be bound by any reasonable or customary supplemental or additional escrow instructions ("Additional Instructions") of Escrow Holder or other instruments as may be reasonably required by Escrow Holder in order to consummate the transaction contemplated by this Agreement. Any such Additional Instructions shall not conflict with, amend or supersede any portions of this Agreement unless expressly consented or agreed to in writing by Seller and Buyer. In the event of any conflict or any inconsistency between this Agreement and such Additional Instructions, this Agreement shall govern unless otherwise specifically agreed to in writing by the Parties.

2.3 Close of Escrow. For purposes of this Agreement, "Close of Escrow" or "Closing" means the recordation of the Warranty Deed conveying the Property to Buyer ("Warranty Deed") in the Official Records of Clark County, Washington and the disbursement of funds and distribution of any other documents by Escrow Holder, all as described herein. **Close of Escrow shall occur on September 30, 2024** ("Closing Date"), provided that Seller and Buyer may, but shall not be obligated to, close the Escrow upon such earlier date as the Seller and Buyer mutually agree to in writing. Buyer and Seller may mutually agree to change the Closing Date by joint written notice to Escrow Holder. The Closing shall be conditioned upon satisfaction, or waiver by the Party for whose benefit the condition exists, of all conditions precedent thereto. In the event the Escrow is not in a condition to close by the Closing Date, or the "Extended Closing

Date”, if any, for any reason other than the uncured breach of either Buyer or Seller, then Escrow Holder is instructed to proceed with Close of Escrow as soon as possible.

2.4 Costs of Escrow. Buyer shall pay all of the escrow fees and all costs of the Title Policy (defined below), recording fees and notary fees attributable to the conveyance of the Property (collectively “Title and Escrow Costs”). Escrow Holder shall provide an estimated closing costs statement to Buyer and Seller at least three (3) days prior to the Closing Date, or Extended Closing Date, if any. Each Party shall be responsible for payment of its own attorneys’ fees with respect to the negotiation and preparation of this Agreement.

2.5 Property Taxes and Assessments. Escrow Holder is authorized and instructed to comply with the following tax adjustment procedure:

2.5.1 Pay and charge Seller for any unpaid delinquent taxes and/or penalties and interest thereon, and for any delinquent or non-delinquent assessments or bonds against the property;

2.5.2 Any taxes which have been paid by Seller, prior to Opening of Escrow, shall not be prorated between buyer and Seller, but Seller shall have the sole right, after Close of Escrow, to apply to the County Tax Collector of said county for refund.

2.6 Buyer’s Conditions Precedent to Close of Escrow. The Close of Escrow and Buyer’s obligation to accept title to the Property and pay the Purchase Price are subject to the satisfaction of the following-described conditions for Buyer’s benefit (or Buyer’s waiver thereof, it being agreed that Buyer may waive any or all of such conditions) on or prior to the Closing Date, or Extended Closing Date, if any:

2.6.1 Seller shall have tendered into Escrow all payments and documents required of it pursuant to this Agreement.

2.6.2 Seller shall have completed in a timely fashion all of its obligations that are to be completed prior to the Close of Escrow as provided in this Agreement.

2.6.3 Escrow Holder shall have received an irrevocable commitment from the Title Company to issue the Title Policy required pursuant to this Agreement, subject only to the Permitted Exceptions, as set forth in more detail in Article 3.

2.6.4 All representations and warranties of the Seller hereunder shall be true as of the Effective Date and as of the Close of Escrow and shall continue thereafter for the full statutory period.

2.6.5 All property taxes and assessments attributable to the Property shall have been paid by Seller before delinquency and shall be current as of Close of Escrow.

2.6.6 Buyer shall have approved Escrow Holder’s estimated closing costs statement.

2.7 Seller's Conditions Precedent to Close of Escrow. The Close of Escrow and Seller's obligation to convey the Property are subject to the satisfaction of the following-described conditions for Seller's benefit (or Seller's waiver thereof, it being agreed that Seller may waive any or all of such conditions) on or prior to the Closing Date, or Extended Closing Date, if any:

2.7.1 Ratification of this Agreement by Seller's governing body as set forth in this agreement.

2.7.2 Buyer shall have tendered into Escrow all payments and documents required of it pursuant to this Agreement.

2.7.3 Buyer shall have completed in a timely fashion all of its obligations which are to be completed prior to the Close of Escrow as provided in this Agreement.

2.7.4 All representations and warranties of the Buyer hereunder shall be true as of the Effective Date and as of the Close of Escrow and shall continue for the full statutory period.

2.7.5 Seller shall have approved Escrow Holder's estimated closing costs statement.

2.8 Buyer's Payments and Documents. No less than one (1) day prior to Closing, Buyer shall pay or tender (as applicable) to the Escrow Holder the following-described funds and documents (in recordable form, as necessary):

2.8.1 The Purchase Price, less the Possession and Use Payment, that has previously been paid by Buyer to Seller.

2.8.2 Funds required to pay costs of the Title and Escrow Costs payable by Buyer.

2.8.3 Funds required to pay all sales or brokerage commissions and finder's fees payable by Buyer, if any, with respect the transaction which is the subject of this Agreement.

2.8.4 Such other documents and funds required of Buyer under this Agreement and by Escrow Holder in the performance of its contractual or statutory obligations.

2.9 Seller's Payments and Documents. No less than one (1) day prior to Closing, Seller shall pay or tender (as applicable) to the Escrow Holder the following-described funds and documents (in recordable form, as necessary):

2.9.1 Funds required to pay all sales or brokerage commissions and finder's fees payable by Seller, if any, with respect the transaction which is the subject of this Agreement.

2.9.2 The fully executed and acknowledged Warranty Deed.

2.9.3 Such other documents and funds required of Seller under this Agreement and by Escrow Holder in the performance of its contractual or statutory obligations.

2.10 Escrow Holder Responsibilities. Upon the Closing, Escrow Holder is authorized and instructed to:

2.10.1 Cause the satisfaction and removal of all exceptions to title to the Property representing monetary liens or encumbrances from funds otherwise payable to Seller at Close of Escrow, including, without limitation all unpaid taxes and assessments respecting the Property which became due and payable prior to Close of Escrow and all penalties and interest, if any, thereon. Before such payments or charges are made, Escrow Holder shall notify Seller of the sums necessary to satisfy and remove such monetary liens or encumbrances.

2.10.2 Prorate real property taxes and assessments, crediting and debiting the parties as appropriate, all as set forth in Section 2.5 above and as disclosed in Escrow Holder's estimated closing statement.

2.10.3 Record the Warranty Deed and any other instruments, as appropriate, delivered through Escrow.

2.10.4 Disburse such other funds and deliver such other documents to the Parties entitled thereto.

2.10.5 Cause the Title Policy to be issued.

2.11 Notices. All communications from Escrow Holder to either Buyer or Seller shall be directed to the addresses and in the manner established in Section 9.1 herein for notices, demands and communications between the Buyer and Seller.

2.12 Facsimile/Counterpart Documents. In the event Buyer or Seller utilizes "facsimile" transmitted signed documents, the Parties hereby agree to accept and instruct Escrow Holder to rely upon such documents as if they bore original signatures. Buyer and Seller hereby acknowledge and agree to provide to Escrow Holder, within seventy-two (72) hours after transmission, such documents bearing the original signatures. Buyer and Seller further acknowledge and agree that facsimile documents bearing non-original signatures will not be accepted for recording and that the Parties will provide originally executed documents to Escrow Holder for such purpose. Escrow Holder is authorized to utilize documents which have been signed by Buyer and Seller in counterparts.

3. TITLE.

3.1 Condition of Title; Title Policy. It is a condition to the Close of Escrow for Buyer's benefit that fee title to the Property and the right to possession to any portion of the Property conveyed to Buyer pursuant to this Agreement shall be subject only to the Permitted Exceptions (defined below), as evidenced by the receipt by Escrow Holder of an irrevocable commitment from Fidelity National Title ("Title Company") to issue to Buyer upon Close of Escrow its Standard Owner's Form Policy of Title Insurance ("Title Policy") in an amount equal to the Purchase Price, as adjusted, if applicable, showing title to the Property vested in Buyer,

subject only to the Permitted Exceptions. The Parties shall cause the Title Company to issue the Title Policy to Buyer upon Close of Escrow.

3.2 Permitted Exceptions. The term “Permitted Exceptions” as used herein shall mean the following-described conditions and exceptions to title or possession:

3.2.1 A lien to secure payment of general and special real property taxes and assessments, not delinquent.

3.2.2 Matters affecting the condition of title created by or with the consent of Buyer.

3.2.3 Other exceptions to title disclosed by the Title Report (defined below) which have been approved in writing by Buyer prior to the Close of Escrow.

Notwithstanding any other provision(s) in this Agreement, any exceptions to title to the Property representing monetary liens or encumbrances are hereby disapproved and deemed a Disapproved Matter, and Escrow Holder is hereby authorized and instructed to cause at Close of Escrow the satisfaction and removal of any such monetary exceptions from funds otherwise payable to Seller at Close of Escrow.

4. SELLER’S ACKNOWLEDGMENT AND GENERAL RELEASE.

4.1 Full Satisfaction. Seller acknowledges that, in accordance with applicable provisions of Washington State law, Seller may otherwise be entitled to the payment of inverse condemnation, unlawful pre-condemnation conduct, and other benefits and claims other than those expressly provided for in this Agreement (collectively, “Claims”) in connection with Buyer’s acquisition of the Property. Seller, on behalf of itself and its heirs, executors, administrators, successors and assigns, acknowledges that Buyer’s performance under this Agreement constitutes full and complete satisfaction of Buyer’s obligations to Seller as with respect to those claims.

4.2 Waivers and Releases. Seller hereby waives, to the maximum legal extent, any and all claims, remedies and causes of action for damages, liabilities, losses or injuries related to Buyer’s acquisition of the Property, whether known or unknown, foreseeable or unforeseeable. Seller, on behalf of himself and his heirs, executors, administrators, successors and assigns, hereby fully releases Buyer, its successors, agents, representatives and assigns, and all other persons and associations, known and unknown, from all claims and causes of action by reason of any damage which has been sustained, or may be sustained, as a result of Buyer’s purchase of the Property or any preliminary steps thereto.

5. TERMINATION, DEFAULTS AND REMEDIES.

5.1 Exercise of Right to Terminate. In the event Buyer elects to exercise its rights to terminate this Agreement and the Escrow, Buyer may do so by providing written notice of such termination to Seller and Escrow Holder prior to Close of Escrow. In such event, Buyer shall pay all Escrow Holder and Title Company termination fees and charges (collectively, “Termination Costs”). Upon such termination, all obligations and liabilities of the Parties under

this Agreement, excepting for the obligation of Party so terminating to pay Termination Costs as provided herein, shall cease and terminate.

5.2 Buyer's Default. In the event all of the conditions precedent to Buyer's obligations hereunder have been satisfied or waived and Buyer has not elected to terminate in accordance with any rights described above, and in the further event that Buyer is materially in default and fails to cure such default within a commercially reasonable period of time following written notice from Seller, Seller may elect to terminate this Agreement and the Escrow by written notice to Buyer and Escrow Holder. In such event, Buyer shall pay all Termination Costs and any Deposit will be paid to Seller. Upon such termination, all obligations and liabilities of the Parties hereunder shall terminate, except for Buyer's obligations with respect to the payment of Termination Costs and Escrow Holder's release of the Deposit, as described above.

5.3 Seller's Default. In the event Seller breaches any obligation hereunder which Seller is to perform prior to the Close of Escrow, and fails to cure such breach within a reasonable period of time determined at the sole discretion of Buyer, then, in addition to pursuing any other rights or remedies which Buyer may have at law or in equity, Buyer may, at Buyer's option, (i) terminate this Agreement and the Escrow by giving notice, in writing, prior to Close of Escrow, of such termination to Seller and Escrow Holder; or (ii) initiate an action for specific performance of this Agreement. Should Buyer elect to terminate this Agreement and the Escrow as provided herein, then Seller shall pay all Termination Costs and upon such termination and payment, all obligations and liabilities of the Parties under this Agreement, excepting for Seller's obligation to pay Termination Costs as provided herein, shall cease and terminate.

5.4 Return of Funds and Documents; Disbursement of Deposit; Release of Liability as to Escrow Holder. In the event Escrow Holder receives a notice, in writing, prior to Close of Escrow, from Buyer or Seller of its election to terminate the Escrow, then Escrow Holder shall promptly terminate the Escrow and return all funds, less Termination Costs, as appropriate, and documents to the Party depositing the same. Notwithstanding the foregoing, (i) upon such termination of the Escrow, Escrow Holder shall disburse to Seller the Deposit, if any, less any Termination Costs payable by Seller pursuant to this Agreement; and (ii) upon such termination of the Escrow pursuant to Section 5.3 herein, Escrow Holder shall disburse to Buyer the Deposit, if any. The Parties hereby release Escrow Holder, and shall hold Escrow Holder free and harmless, from all liabilities associated with such termination excepting for Escrow Holder's obligations to return funds and documents and disburse the Deposit, if any, as provided herein.

6. REPRESENTATIONS AND WARRANTIES.

6.1 Seller's Representations and Warranties. Seller hereby represents and warrants to Buyer that the following statements are true and correct as of the Effective Date, and shall be true and correct as of Close of Escrow, and the truth and accuracy of such statements shall constitute a condition precedent to all of Buyer's obligations under this Agreement:

6.1.1 Authority. Seller has full power and authority to own, sell and convey the Property to Buyer and to perform its obligations pursuant to this Agreement. This Agreement and all other documents delivered by Seller to Buyer now or at Close of Escrow have been or will be duly executed and delivered by Seller and are or will be legal, valid and binding

obligations of Seller, sufficient to convey to Buyer good and marketable title to the Property and are enforceable in accordance with their respective terms.

6.1.2 No Unrecorded Possessory Interests; No Agreements or Undertakings. To Seller's current actual knowledge, there are no agreements for occupancy in effect for the Property (other than the Tenant Leases, if any) and no unrecorded possessory interests or unrecorded agreements that would adversely affect Buyer's title to or use of the Property. Seller will not enter into any agreements or undertake any obligations prior to Close of Escrow which will in any way burden, encumber or otherwise affect the Property without the prior written consent of Buyer, including, without limitation, any agreements for occupancy for the Property.

6.1.3 Hazardous Materials. Seller hereby confirms to Buyer that to the best of Seller's knowledge, no release of Hazardous Materials (as defined below) has come to be located upon or under the Property. Seller further warrants to Buyer that to the best of Seller's knowledge, the Property and any contiguous real property owned by Seller is not in violation of any federal, state or local statute, regulation or ordinance relating to industrial hygiene or to environmental conditions on, under or about the Property, including, without limitation, soil and groundwater conditions underlying the Property. Neither Seller nor any other person or predecessor in interest has used, generated, manufactured, stored or disposed of on, under or about the Property or transported to or from the Property any "Hazardous Materials" as defined in any state, federal or local statute, ordinances, rules or regulation applicable to the Property, including without limitation any flammable materials, explosives, radioactive materials, hazardous or contaminated materials or substances, toxic or noxious materials, substances or related materials or substances.

6.1.4 Litigation. Except for the Buyer's threatened condemnation of the Property for the Project as set forth in the Possession and Use Agreement, there are no claims, actions, suits or proceedings continuing, pending or threatened against or affecting Seller or the Property, or involving the validity or enforceability of this Agreement or of any other documents or instruments to be delivered by Seller at Close of Escrow, at law or in equity, or before or by any federal, state, municipal or other governmental department, board, commission, bureau, Buyer or instrumentality. Seller is not subject to or in default under any notice, order, writ, injunction, decree or demand of any court or any governmental department, board, commission, bureau, Buyer or instrumentality.

6.1.5 No Breach. The execution and delivery of this Agreement and the consummation of the transaction contemplated hereby will not violate or result in any breach of or constitute a default under or conflict with or cause any acceleration of any obligation with respect to any provision or restriction of any lien, lease, agreement, contract, instrument, or, according to Seller's knowledge, any order, judgment, award, decree, statute, regulation or ordinance, or any other restriction of any kind or character to which Seller is a party or by which Seller or the Property are bound.

6.1.6 No Condemnation or Other Proceedings. Seller is unaware of any contemplated condemnation of the Property or any portion thereof by any public entity, except the Buyer.

6.2 Survival of Representations and Warranties. The covenants, representations and warranties of Seller under this Agreement shall be true on and as of the Close of Escrow and shall survive the recordation of the Warranty Deed and the Close of Escrow. Seller shall defend, indemnify and hold Buyer harmless from and against any and all claims, liabilities, obligations, losses, damages, costs and expenses, including, without limitation, reasonable attorney's fees, court costs and litigation expenses, which Buyer may reasonably incur or sustain by reason of or in connection with any misrepresentation made by Seller.

6.3 The Buyer accepts the property "AS IS WITH ALL FAULTS", without any representations or warranties by Seller, expressed or implied, except as set forth in this Paragraph 6. Buyer acknowledges that Buyer has ascertained for itself the value and condition of the Property and Buyer is not relying on any representation of Seller. Buyer waives and releases any rights Buyer might have regarding any form or warranty relating to the Property EXCEPT for Seller's warranties as set forth in this Paragraph 6.

7. OTHER.

7.1 Notices and Demands. All notices or other communications required or permitted between the Parties hereunder shall be in writing, and shall be (i) personally delivered, (ii) sent by United States registered or certified mail, postage prepaid, return receipt requested, (iii) sent by facsimile transmission with confirmation of receipt, or (iv) sent by nationally recognized overnight courier service (e.g., Federal Express or United Parcel Service), addressed to the Party to whom the notice is given at the addresses provided below, subject to the right of any Party to designate a different address for itself by notice similarly given. Any notice so given by registered or certified United States mail shall be deemed to have been given on the third business day after the same is deposited in the United States mail. Any notice not so given by registered or certified mail, such as notices delivered by personal delivery, facsimile transmission or courier service, shall be deemed given upon receipt, rejection or refusal of the same by the Party to whom the notice is given. Rejection or other refusal to accept or the inability to deliver because of changed address of which no notice was given shall be deemed to constitute receipt of the notice or other communication sent.

To Buyer: CITY OF RIDGEFIELD
Attn: Steve Stuart
230 Pioneer Street
PO Box 608
Ridgefield, WA 98642
Telephone: (360) 887-3557
Facsimile: (360) 887-0861

To Seller: Kathleen Arthur
Bart Arthur
PO Box 945
Washougal, WA 98671
Telephone: (541) 220-6571

To Escrow Holder: Fidelity National Title

Attn: Melissa A. Miller
Senior Escrow Officer
655 West Columbia Way, Suite 200
Vancouver, WA 98660
Telephone: (360) 750-3686

To Title Company: Fidelity National Title
Attn: Melissa A. Miller
Senior Escrow Officer
655 West Columbia Way, Suite 200
Vancouver, WA 98660
Telephone: (360) 750-3686

7.2 Possession; Risk of Loss. Buyer shall be entitled to sole possession of the Property immediately upon Close of Escrow, subject to any Tenant Leases accepted by Buyer. All risk of loss or damage to the Property will pass from the Seller to the Buyer at the Close of Escrow. In the event that material loss or damage occurs to the Property prior to the Close of Escrow, Buyer may terminate this Agreement as provided herein.

8. MISCELLANEOUS.

8.1 Survival of Covenants. The covenants, representations and warranties of both Buyer and Seller set forth in this Agreement shall survive the recordation of the Warranty Deed and the Close of Escrow.

8.2 Required Actions of Buyer and Seller. Buyer and Seller agree to execute such instruments and documents and to diligently undertake such actions as may be required in order to consummate the purchase and sale herein contemplated and shall use their best efforts to accomplish the Close of Escrow in accordance with the provisions hereof.

8.3 Time of Essence. Time is of the essence of each and every term, condition, obligation and provision hereof.

8.4 Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one and the same instrument.

8.5 Captions. Any captions to, or headings of, the paragraphs or subparagraphs of this Agreement are solely for the convenience of the Parties, are not a part of this Agreement, and shall not be used for the interpretation or determination of the validity of this Agreement or any provision hereof.

8.6 No Obligations to Third Parties. Except as otherwise expressly provided herein, the execution and delivery of this Agreement shall not be deemed to confer any rights upon, nor obligate any of the Parties to, any person or entity other than the Parties.

8.7 Waiver. The waiver or failure to enforce any provision of this Agreement shall not operate as a waiver of any future breach of any such provision or any other provision hereof.

8.8 Applicable Law. All questions with respect to this Agreement, and the rights and liabilities of the Parties and venue hereto, shall be governed by the laws of the State of Washington. Any and all legal actions sought to enforce the terms and provisions of the Agreement shall be brought in the courts of the County of Clark.

8.9 Assignment. Buyer shall have the right, in its sole discretion, to assign this Agreement, and any right or obligation herein, to any party of its choice without the prior consent or approval of Seller. Seller shall not assign this Agreement, or any right or obligation herein, to any party without the prior written consent of Buyer, which consent may be given or withheld in Buyer's sole discretion.

8.10 Successors and Assigns. This Agreement shall be binding upon and shall inure to the benefit of the successors and assigns of the Parties hereto.

8.11 Ratification. Buyer's obligation to accept title to the Property and pay the Purchase Price as provided herein are subject to the approval and ratification of this Agreement by the Buyer's governing body on or before the Closing Date, or Extended Closing Date, if any. In the event the Buyer's governing body fails to ratify this Agreement prior to the Closing Date, or Extended Closing Date, if any, then Buyer may terminate this Agreement and the Escrow as provided herein.

8.12 Severability. If any term or provision of this Agreement shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected.

8.13 Construction. This Agreement will be liberally construed to effectuate the intention of the Parties with respect to the transaction described herein. In determining the meaning of, or resolving any ambiguity with respect to, any word, phrase or provision of this Agreement, neither this Agreement nor any uncertainty or ambiguity herein will be construed or resolved against either Party (including the Party primarily responsible for drafting and preparation of this Agreement), under any rule of construction or otherwise, it being expressly understood and agreed that the Parties have participated equally or have had an equal opportunity to participate in the drafting thereof.

8.14 Legal Fees. Each Party shall be responsible for payment of its own attorney's fees with respect to the negotiation and preparation of this Agreement and processing of the escrow. In the event of the bringing of any action or proceeding to enforce or construe any of the provisions of this Agreement, the prevailing Party in such action or proceeding, whether by final judgment or out of court settlement, shall be entitled to have and recover of and from the other Party all costs and expenses of suit, including actual attorney's fees.

8.15 Fees and Other Expenses. Except as otherwise provided herein, each of the Parties shall pay its own fees and expenses in connection with this Agreement.

8.16 Entire Agreement. This Agreement supersedes any prior agreements, negotiations and communications, oral or written, and contains the entire agreement between Buyer and Seller as to the subject matter hereof. No subsequent agreement, representation, or promise made by either Party hereto, or by or to an employee, officer, agent or representative of either Party, shall be of any effect unless it is in writing and executed by the Party to be bound thereby.

8.17 Amendment to this Agreement. The terms of this Agreement may not be modified or amended except by an instrument in writing executed by each of the Parties hereto.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date(s) set forth below next to their respective signatures.

[Signatures on the following pages]

SIGNATURE PAGE TO
AGREEMENT OF PURCHASE AND SALE
AND JOINT ESCROW INSTRUCTIONS

BUYER:

CITY OF RIDGEFIELD, a municipal
corporation

By: _____

STEVE STUART

Its: City Manager

Date: _____

SELLER:

Kathleen and Bart Arthur

By: _____

Name: Kathleen Arthur

Date: _____

By: _____

Name: Bart Arthur

Date: _____