



**RIDGEFIELD CITY COUNCIL  
MEETING AGENDA**

**Thursday, September 23, 2021  
RACC - Columbia Assembly Room  
510 Pioneer Street, Ridgefield, WA 98642**

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

- 1. 2022 Budget - Personnel, Initiatives and Capital Projects - 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 address. Comments are limited to three minutes. Written comments may be submitted to the City Clerk prior to the meeting.*

**IV. CONSENT AGENDA**

- 1. Approval of Claims And/Or Payroll**
- 2. Approval of Minutes from the September 9, 2021 Meeting**

**V. PRESENTATION**

- 1. Charter Review Commission 2021 Update**

**VI. BUSINESS**

- 1. Motion - Approval of Interlocal Agreement with Clark Regional Wastewater District - Bryan Kast, 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 address. Comments are limited to three minutes. Written comments may be submitted to the City Clerk prior to the meeting.*

**VIII. COUNCIL/PRESIDING OFFICER/STAFF REPORTS**

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

**IX. ADJOURN**

**City Council Agenda Packet is available at the following link:**  
**<http://ridgefieldwa.iqm2.com/Citizens/>**

**CITY OF RIDGEFIELD  
REQUEST FOR COUNCIL ACTION**

**MEETING DATE:** September 23, 2021  
**ITEM:** STUDY SESSION - 5:30 P.M.  
**AGENDA ITEM TITLE:** 2022 Budget - Personnel, Initiatives and Capital Projects

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**GOVERNING LEGISLATION:**

RCW 35A.33, City of Ridgefield Financial Policy #07: Budget

**PREVIOUS COUNCIL ACTION TAKEN:**

Council adopts an annual budget. Ordinance No. 1331 the 2021 annual budget was adopted December 3, 2020.

**SUMMARY/BACKGROUND:**

Introduction and discussion on the requested personnel requests, initiatives and capital projects for 2022.

**BUDGET/FINANCIAL IMPACTS:**

N/A – Presentation and Discussion/Direction

**RECOMMENDED ACTION OR MOTION:**

No action requested at this time

**STAFF CONTACT:** Kirk Johnson, Finance Director

**ATTACHMENTS:** 2022 Personnel Initiatives and Capital Budget (PDF)



# 2022 Budget Personnel, Initiatives and Capital Projects

September 23, 2021



# 2022 Budget Agenda

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- Budget Calendar
- No Changes to Revenue Forecast
- Available Fund Balance
- 2022 Personnel, Initiatives and Capital Project Requests
- Next Steps



# 2022 Budget Calendar

| Week of                                        | May/June  | July |   |    |      |     | Aug |      |    |      |      | Sept |    |      |    | Oct  |    |    |      | Nov       |           |      |     |    | Dec |    |    |    |
|------------------------------------------------|-----------|------|---|----|------|-----|-----|------|----|------|------|------|----|------|----|------|----|----|------|-----------|-----------|------|-----|----|-----|----|----|----|
|                                                |           | 28   | 5 | 12 | 19   | 26  | 2   | 9    | 16 | 23   | 30   | 6    | 13 | 20   | 27 | 4    | 11 | 18 | 25   | 1         | 8         | 15   | 22  | 29 | 6   | 13 | 20 | 27 |
| City Council Goals/Retreat                     | May 20th  |      |   |    |      |     |     |      |    |      |      |      |    |      |    |      |    |    |      |           |           |      |     |    |     |    |    |    |
| Management Initiatives/Goals Retreat           | June 15th |      |   |    |      |     |     |      |    |      |      |      |    |      |    |      |    |    |      |           |           |      |     |    |     |    |    |    |
| Review Financial Sustainability Model (6 Year) |           |      |   |    |      |     |     |      |    |      |      |      |    |      |    |      |    |    |      |           |           |      |     |    |     |    |    |    |
| Review Budget and Financial Policies           |           |      |   |    | 22nd |     |     |      |    |      |      |      |    |      |    |      |    |    |      |           |           |      |     |    |     |    |    |    |
| Review Economic Conditions/Budget to Actual    |           |      |   |    | 22nd |     |     |      |    |      |      |      |    |      |    |      |    |    |      |           |           |      |     |    |     |    |    |    |
| 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                             |           |      |   |    |      |     |     |      |    |      |      |      |    |      |    |      |    |    |      |           |           |      |     |    |     |    |    |    |
| Operating                                      |           |      |   |    |      |     |     |      |    |      |      |      |    |      |    |      |    |    |      |           |           |      |     |    |     |    |    |    |
| Capital                                        |           |      |   |    |      |     |     |      |    |      |      |      |    |      |    |      |    |    |      |           |           |      |     |    |     |    |    |    |
| Update Financial Forecast                      |           |      |   |    |      |     |     |      |    |      |      |      |    |      |    |      |    |    |      | 4th       |           |      |     |    |     |    |    |    |
| Adopt Final Budget                             |           |      |   |    |      |     |     |      |    |      |      |      |    |      |    |      |    |    |      |           |           |      |     |    |     |    |    |    |
| Conduct Hearing on Revenue Sources             |           |      |   |    |      |     |     |      |    |      |      |      |    |      |    |      |    |    |      | 4th       |           |      |     |    |     |    |    |    |
| Draft Final Budget                             |           |      |   |    |      |     |     |      |    |      |      |      |    |      |    |      |    |    |      |           |           |      |     |    |     |    |    |    |
| Adopt Property Tax Levy                        |           |      |   |    |      |     |     |      |    |      |      |      |    |      |    |      |    |    |      | 4th       |           | 18th |     |    |     |    |    |    |
| Update Utility Rate Model                      |           |      |   |    |      |     |     |      |    |      |      |      |    |      |    |      |    |    |      | 4th       |           | 18th |     |    |     |    |    |    |
| Final Budget and Conduct Hearings              |           |      |   |    |      |     |     |      |    |      |      |      |    |      |    |      |    |    |      |           | 18th      |      | 2nd |    |     |    |    |    |
| Individual Department Budget Meetings          |           |      |   |    |      |     |     |      |    |      |      |      |    |      |    |      |    |    |      |           |           |      |     |    |     |    |    |    |
| Executive Management Meetings (10 am)          |           |      |   |    |      | 5th |     |      |    |      | 9th  |      |    |      |    | 14th |    |    |      |           |           |      |     |    |     |    |    |    |
| Budget Advisory Committee Meetings             |           |      |   |    |      |     |     | 17th |    |      | 14th |      |    |      |    | TBD  |    |    |      | If Needed |           |      |     |    |     |    |    |    |
| City Council Work Sessions                     |           |      |   |    |      |     |     |      |    | 26th |      |      |    | 23rd |    |      |    |    | 28th |           | If Needed |      |     |    |     |    |    |    |

August 26 work session - Present baseline budget

September 23 work session - Present personnel, initiatives and capital budget requests

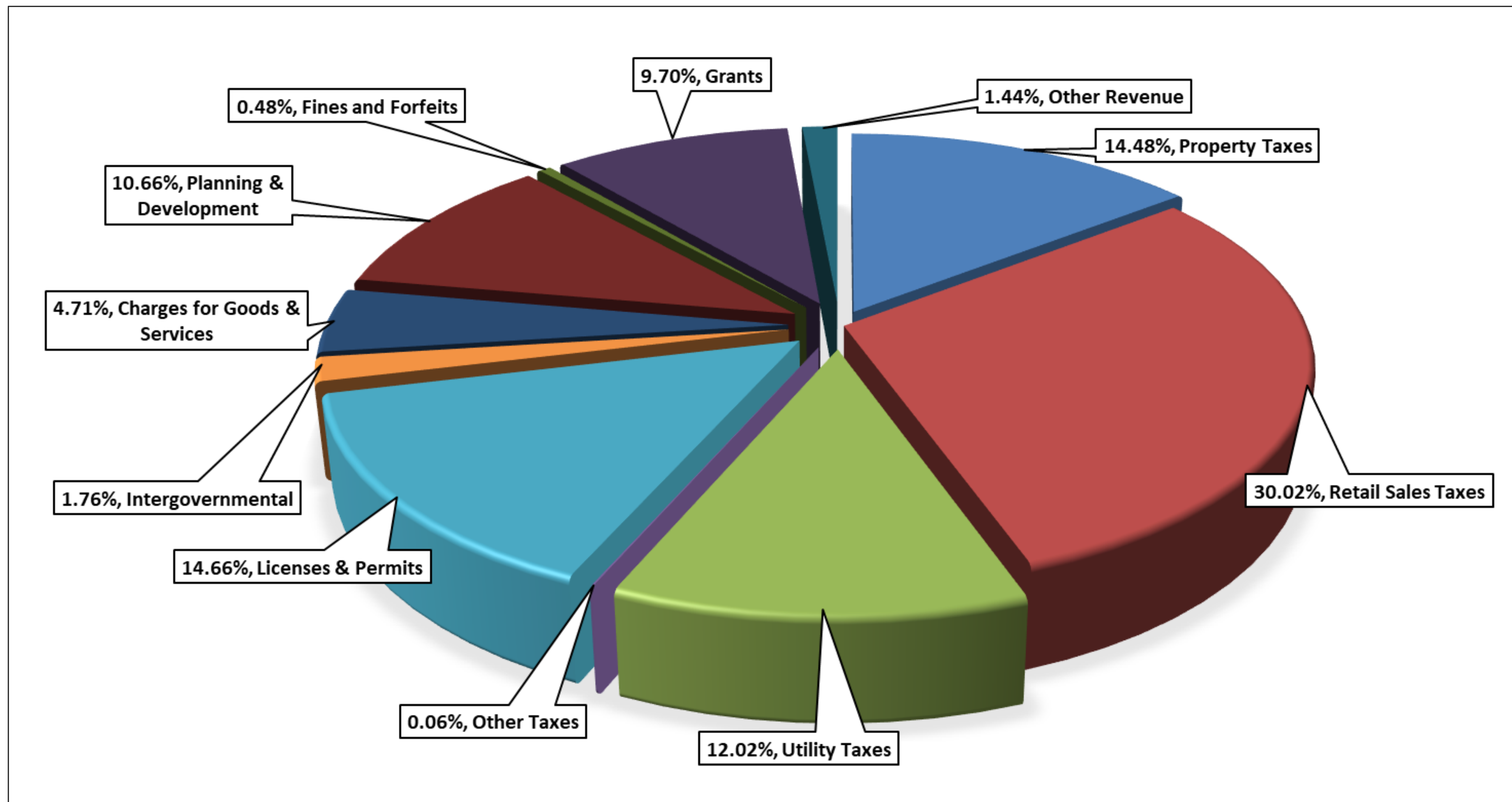
October 28 work session - Update revenue projections and present preliminary budget

November 18 work session - Final touch on 2022 budget - If needed



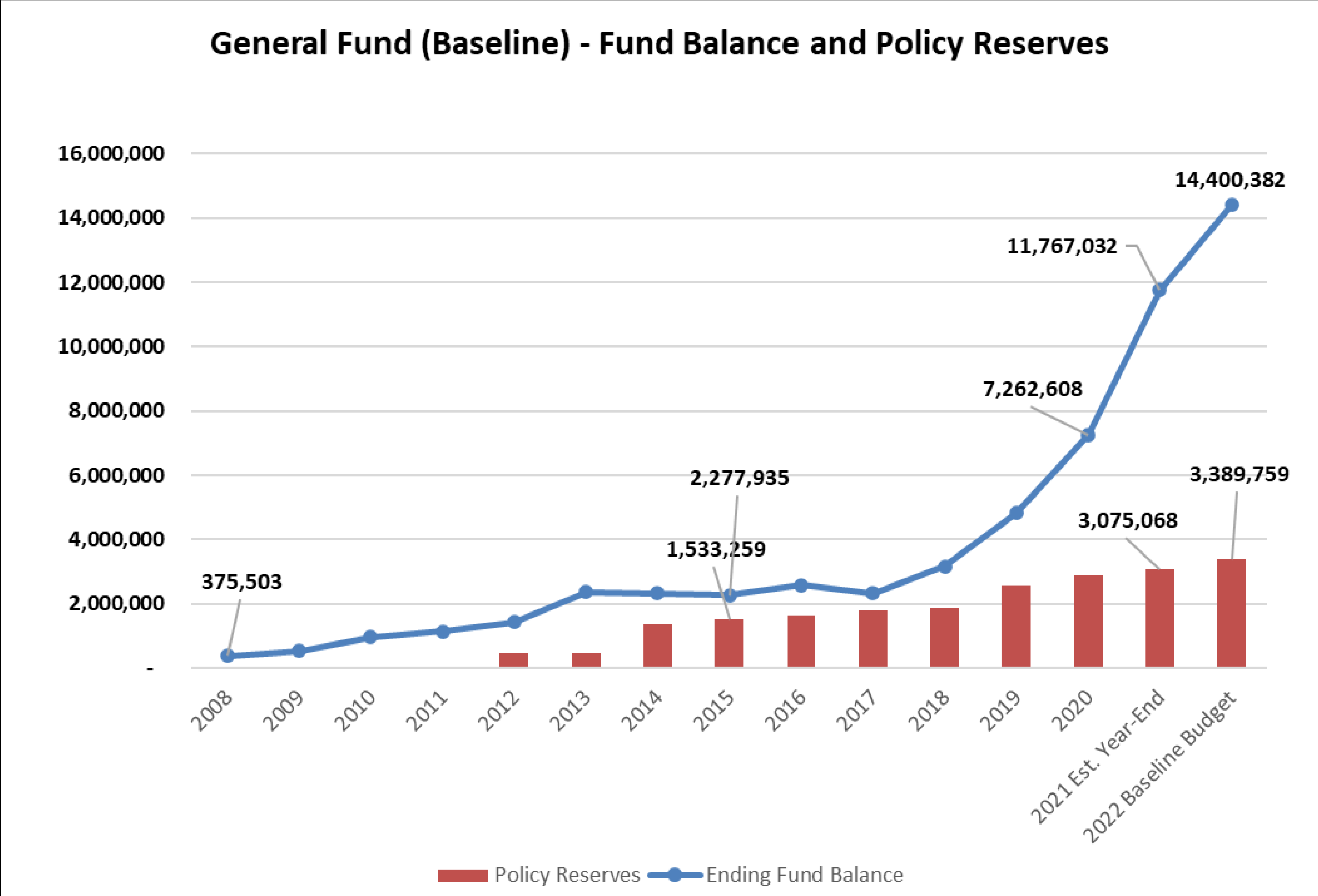
# 2022 Budget

## General Fund Revenue Structure



# 2021 Budget

## General Fund – Fund Balance and Policy Reserves



Attachment: 2022 Personnel Initiatives and Capital Budget (2022 Budget - Personnel, Initiatives and Capital Projects)



# 2022 General Fund Revenue Forecast Comparison to 2021 Amended Budget

| Description                 | 2021<br>Amended<br>Budget | 2022<br>Proposed<br>Budget | Percentage<br>Change |
|-----------------------------|---------------------------|----------------------------|----------------------|
| <b>001 General Fund</b>     |                           |                            |                      |
| <b>Revenue</b>              |                           |                            |                      |
| Property Tax                | 1,665,000                 | 1,925,000                  | 15.62%               |
| Retail Sales & Other Tax    | 2,765,025                 | 3,999,800                  | 44.66%               |
| Utility Taxes               | 1,353,890                 | 1,598,310                  | 18.05%               |
| License & Permits           | 1,359,860                 | 1,949,210                  | 43.34%               |
| Planning & Development      | 1,046,010                 | 1,417,400                  | 35.51%               |
| Fines & Forfeits            | 69,700                    | 64,000                     | -8.18%               |
| Charge for Goods & Services | 586,328                   | 626,280                    | 6.81%                |
| Intergovernmental/Grant     | 1,616,146                 | 1,523,494                  | -5.73%               |
| Other Revenue/Donations     | 462,800                   | 191,900                    | -58.54%              |
| Transfers In                | -                         | -                          | 0.00%                |
| <b>General Fund Revenue</b> | <b>10,924,759</b>         | <b>13,295,394</b>          | <b>21.70%</b>        |



# 2022 Street and Utility Fund Revenue Forecast Comparison to 2021 Amended Budget

| Description                            | 2021<br>Amended<br>Budget | 2022<br>Proposed<br>Budget | Percentage<br>Change |
|----------------------------------------|---------------------------|----------------------------|----------------------|
| <b>101 Street Fund</b>                 |                           |                            |                      |
| <b>Revenue</b>                         |                           |                            |                      |
| Utility Tax/Franchise Fee              | 95,491                    | 120,713                    | 26.41%               |
| Permits                                | 20,000                    | 20,000                     | 0.00%                |
| Intergovernmental                      | 220,610                   | 238,483                    | 8.10%                |
| Other Revenue                          | 1,025                     | 525                        | -48.78%              |
| Transfers In                           | 460,438                   | 562,240                    | 22.11%               |
| <b>Street Fund Revenue</b>             | <b>797,564</b>            | <b>941,961</b>             | <b>18.10%</b>        |
| <b>406 Water Utility Fund</b>          |                           |                            |                      |
| <b>Revenue</b>                         |                           |                            |                      |
| Charges for Goods and Services         | 2,248,635                 | 2,843,553                  | 26.46%               |
| Other Revenue                          | 10,000                    | 11,000                     | 10.00%               |
| Transfers In                           | 2,596,158                 | -                          | -100.00%             |
| <b>Water Utility Fund Revenue</b>      | <b>4,854,793</b>          | <b>2,854,553</b>           | <b>-41.20%</b>       |
| <b>408 Stormwater Utility Fund</b>     |                           |                            |                      |
| <b>Revenue</b>                         |                           |                            |                      |
| Charges for Goods and Services         | 947,920                   | 1,155,395                  | 21.89%               |
| Other Revenue                          | 3,000                     | 3,000                      | 0.00%                |
| <b>Stormwater Utility Fund Revenue</b> | <b>950,920</b>            | <b>1,158,395</b>           | <b>21.82%</b>        |

Water revenue reduced  
due to 2021 payoff of  
water loans



# 2022 Capital Project Fund Revenue Forecast Comparison to 2021 Amended Budget

| Description                                            | 2021<br>Amended<br>Budget | 2022<br>Proposed<br>Budget | Percentage<br>Change |
|--------------------------------------------------------|---------------------------|----------------------------|----------------------|
| <b>105 Real Estate Excise Tax (REET) Fund</b>          |                           |                            |                      |
| <b>Revenue</b>                                         |                           |                            |                      |
| Real Estate Excise Taxes                               | 1,500,000                 | 2,350,000                  | 56.67%               |
| Other Revenue                                          | 20,000                    | 20,000                     | 0.00%                |
| <b>REET Fund Revenue</b>                               | <b>1,520,000</b>          | <b>2,370,000</b>           | <b>55.92%</b>        |
| <b>114 Park Impact Fee (PIF) Fund</b>                  |                           |                            |                      |
| <b>Revenue</b>                                         |                           |                            |                      |
| Planning & Development                                 | 1,413,200                 | 1,856,535                  | 31.37%               |
| Other Revenue                                          | 250                       | 250                        | 0.00%                |
| <b>PIF Fund Revenue</b>                                | <b>1,413,450</b>          | <b>1,856,785</b>           | <b>31.37%</b>        |
| <b>115 Traffic Impact Fee (TIF) Fund</b>               |                           |                            |                      |
| <b>Revenue</b>                                         |                           |                            |                      |
| Planning & Development                                 | 2,557,612                 | 3,209,700                  | 25.50%               |
| Other Revenue                                          | 1,500                     | 3,000                      | 100.00%              |
| <b>TIF Fund Revenue</b>                                | <b>2,559,112</b>          | <b>3,212,700</b>           | <b>25.54%</b>        |
| <b>416 Water System Development Charge (WSDC) Fund</b> |                           |                            |                      |
| <b>Revenue</b>                                         |                           |                            |                      |
| Contributed Capital                                    | 1,818,375                 | 2,867,000                  | 57.67%               |
| Other Revenue                                          | 40,000                    | 50,000                     | 25.00%               |
| <b>WSDC Revenue</b>                                    | <b>1,858,375</b>          | <b>2,917,000</b>           | <b>56.97%</b>        |



# 2022 Special Revenue Fund Revenue Forecast Comparison to 2021 Amended Budget

| Description                                      | 2021<br>Amended<br>Budget | 2022<br>Proposed<br>Budget | Percentage<br>Change |
|--------------------------------------------------|---------------------------|----------------------------|----------------------|
| <b>111 Drug Fund</b>                             |                           |                            |                      |
| <b>Revenue</b>                                   |                           |                            |                      |
| Fines and Forfeits                               | 1,000                     | 750                        | -25.00%              |
| Other Revenue                                    | 10                        | 10                         | 0.00%                |
| <b>Drug Fund Revenue</b>                         | <b>1,010</b>              | <b>760</b>                 | <b>-24.75%</b>       |
| <b>140 Affordable Housing</b>                    |                           |                            |                      |
| <b>Revenue</b>                                   |                           |                            |                      |
| Retail Sales Tax                                 | 23,000                    | 31,025                     | 100.00%              |
| Other Revenue                                    | 35                        | -                          | 100.00%              |
| <b>Affordable Housing Fund Revenue</b>           | <b>23,035</b>             | <b>31,025</b>              | <b>100.00%</b>       |
| <b>150 Transportation Benefit District (TBD)</b> |                           |                            |                      |
| <b>Revenue</b>                                   |                           |                            |                      |
| Vehicle Licensing Fees                           | 153,410                   | 301,724                    | 96.68%               |
| Other Revenue                                    | 25                        | 25                         | 0.00%                |
| <b>TBD Fund Revenue</b>                          | <b>153,435</b>            | <b>301,749</b>             | <b>96.66%</b>        |



# 2022 Budget

## Available Fund Balance

| Operating Funds                 | Avail for Ongoing Initiatives | Avail for One-time Initiatives | Total Available Fund Balance |
|---------------------------------|-------------------------------|--------------------------------|------------------------------|
| General & Street Fund           | 940,496                       | 6,135,555                      | 7,076,051                    |
| Building Fund                   | 423,122                       | 3,559,718                      | 3,982,840                    |
| Water Operating                 | 744,326                       | 1,742,661                      | 2,486,987                    |
| Stormwater Operating            | 15,828                        | -                              | 15,828                       |
| Capital Project Funds           |                               |                                |                              |
| Real Estate Excise Tax (REET)   | -                             | 3,427,870                      | 3,427,870                    |
| Park Impact Fee (PIF)           | -                             | 5,198,723                      | 5,198,723                    |
| Traffic Impact Fee (TIF)        | -                             | 6,904,842                      | 6,904,842                    |
| Water Utility SDC               | -                             | 10,934,721                     | 10,934,721                   |
| Special Revenue Funds           |                               |                                |                              |
| Drug Fund                       | -                             | 6,164                          | 6,164                        |
| Affordable Housing              | -                             | 69,870                         | 69,870                       |
| Transportation Benefit District | -                             | 138,732                        | 138,732                      |
| Capital Funds                   |                               |                                |                              |
| Equipment Replacement           | -                             | 515,770                        | 515,770                      |
| Total Fund Balance              |                               |                                | 40,758,398                   |



# City Council Goals

## **Goal #1: Plan and Manage the Growth of the City**

The City should prepare for, plan and manage the expected growth and its impacts – so that Ridgefield is recognized for its livability, natural environment and innovative local economy.

## **Goal #2: Revitalize Downtown as a Destination Location**

Create a vibrant downtown destination location that provides quality merchandise, service, and activities within an ambience that is unique to Ridgefield and not readily available elsewhere including a walkable downtown, small town character and regularly scheduled social events.

## **Goal #3: Create and Maintain Economic Stability for the City**

Provide for a “complete community” where people can live, work, shop and play. Build a robust economy that provides a wealth of living wage employment opportunities for residents.

## **Goal #4: Assure the City’s Infrastructure is able to Meet Growing Community Needs**

Plan for, manage and maintain the City’s infrastructure (access, streets, water/sewer, etc.), schools, transportation and City services to meet the population and business growth.

## **Goal #5: Retain Culture and History of Ridgefield**

Build upon the City’s friendly inviting small town atmosphere, existence and appearance of historic elements of the community, walkable main streets and animated storefronts by preserving and enhancing them in a way that recovers, uncovers and celebrates its history.

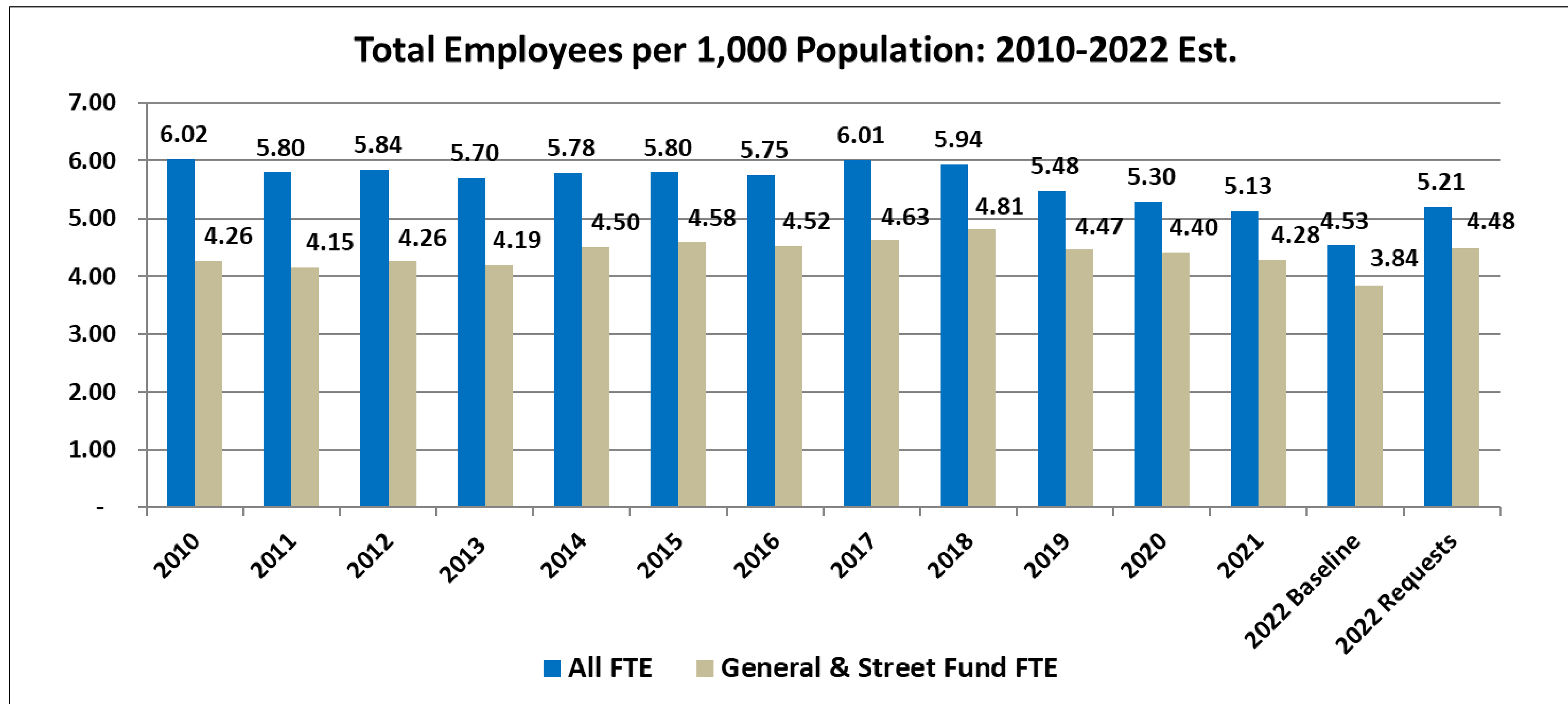
## **Goal #6: Maximize the City’s Natural Resources and Attractions**

Integrate the area’s natural resources such as the Wildlife Refuge, archeological resources, waterfront area, the Lewis & Clark and Native American connections and the building environments. Maintain a healthy environment with abundant opportunities for outdoor recreation and public access to the waterfront; and promote Ridgefield as a place to visit for outdoor recreation and appreciation of the area’s natural assets.



# Key Assumptions

## Staffing Levels: Per 1,000 Population



# 2022 Personnel Requests

## CITY OF RIDGEFIELD

### PROCESS PRIOR TO MAKING REQUEST FOR ADDITIONAL STAFFING

#### **Staff conducts the following analysis prior to requesting that a new FTE be included in the budget:**

1. Determine whether it is necessary that the work be performed and whether the work is consistent with Council goals.
2. Maximize efficiencies in how work is performed and services are provided through use of the lean process, technology upgrades, re-assigning duties, work-flows or other modifications.
3. Assure that work is being performed at appropriate level.
4. Review the ability to maintain a high level of customer service; earn and maintain trust of Ridgefield citizens and stakeholders with/without a new position.
5. Assure that there are resources and time for professional management that encourages a supportive work culture of innovation, collaboration and open communication.
6. Review options for providing the service and/or completing the work, e.g., hire a consultant, use of technology, add an FTE for a short or long term.
7. Determine the cost of adding a new position including the budget impact and ongoing need for work/service provided by a full time employee.

#### **Staff takes into account the following external influences, that cannot be controlled by City actions:**

1. Population growth and increased demand for City services.
2. Changing demand for City services: community engagement, reliance on technology (internet services, mobile phones)
  - Demand in 2015 – transparency.
  - Demand in 2019 – two-way communication (engagement).
  - Demand in 2020 – adapt working arrangements and services to demands of COVID, additional reliance on technology (may be unique to 1-2 years)
3. Securing sustainable revenue sources to maintain City services/unfunded mandates.
4. Increased workload: community demands and population growth will result in increased workload, staffing levels will not likely keep pace with the service demand.
5. Advances in technology.



# 2022 Personnel Requests

| <b>2022 Budget</b>                                |                            |                            |                            |                                |                            |
|---------------------------------------------------|----------------------------|----------------------------|----------------------------|--------------------------------|----------------------------|
| <b>Personnel Schedule (Full-Time Equivalents)</b> |                            |                            |                            |                                |                            |
| <b>Job Title</b>                                  | <b>2020 FTE Allocation</b> | <b>2021 FTE Allocation</b> | <b>2022 FTE Allocation</b> | <b>2022 Personnel Requests</b> | <b>2022 FTE Percentage</b> |
| <b>Executive</b>                                  | 1.00                       | 1.00                       | 1.000                      | 1.000                          | 1.66%                      |
| <b>Total Finance</b>                              | 4.30                       | 4.80                       | 4.800                      | 5.800                          | 7.97%                      |
| <b>Total Human Resources</b>                      | 1.30                       | 1.30                       | 1.300                      | 2.300                          | 2.16%                      |
| <b>Total Administration</b>                       | 3.70                       | 4.70                       | 4.700                      | 4.700                          | 7.80%                      |
| <b>Total General Government/Facilities</b>        | 1.54                       | 1.97                       | 2.045                      | 3.220                          | 3.39%                      |
| <b>Total Public Safety</b>                        | 12.00                      | 15.00                      | 15.000                     | 17.000                         | 24.90%                     |
| <b>Total Cemetery</b>                             | 0.24                       | 0.47                       | 0.445                      | 0.470                          | 0.74%                      |
| <b>Total Community Development</b>                | 11.72                      | 12.29                      | 13.270                     | 15.170                         | 22.02%                     |
| <b>Total Parks</b>                                | 3.80                       | 3.97                       | 3.950                      | 5.200                          | 6.56%                      |
| <b>Total Streets</b>                              | 3.42                       | 4.02                       | 4.575                      | 4.700                          | 7.59%                      |
| <b>Total Water Utility</b>                        | 6.22                       | 6.18                       | 5.820                      | 6.020                          | 9.66%                      |
| <b>Total Stormwater Utility</b>                   | 2.51                       | 3.55                       | 3.345                      | 3.670                          | 5.55%                      |
| <b>Total Full Time Equivalents</b>                | 51.75                      | 59.25                      | 60.25                      | 69.25                          | 100.00%                    |
| <b>Full-Time Staff</b>                            |                            |                            |                            |                                |                            |
| <b>Full-Time Employees</b>                        | 50.00                      | 58.00                      | 59.00                      | 68.00                          | 98.19%                     |
| <b>Part-Time Staff</b>                            |                            |                            |                            |                                |                            |
| <b>Part-Time Employees</b>                        | 1.75                       | 1.25                       | 1.25                       | 1.25                           | 1.81%                      |



# 2022 Personnel Requests

| Department                | Project                                                | One-Time or Ongoing | Funding Source                   | Total 2022 Requested Appropriation | Funded from Ongoing Revenues | 2021 One-Time Carry Forward | Grant/Loan Funding/ Developer Contributions/New Revenue | New 2022 One-Time Initiative Request | Description                                                                                                                                                                                                       | Council Goals Met |
|---------------------------|--------------------------------------------------------|---------------------|----------------------------------|------------------------------------|------------------------------|-----------------------------|---------------------------------------------------------|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Personnel Requests</b> |                                                        |                     |                                  |                                    |                              |                             |                                                         |                                      |                                                                                                                                                                                                                   |                   |
| Finance                   | New FTE Accounting/Utility Clerk 2-Year Sunset         | Ongoing             | General Fund                     | 88,000                             | 83,000                       | -                           | -                                                       | 5,000                                | Hire a two-year sunset position to assist accounting clerks and become backup to utility clerk. Review during 2024 budget for extension if needed. Use seasonal/intern funding to cover 30% of personnel expense. | 1, 3, 4           |
| Admin                     | New FTE HR Assistant                                   | Ongoing             | General Fund                     | 90,000                             | 85,000                       | -                           | -                                                       | 5,000                                | Hire a FTE position to assist with growth in HR duties. Position was included in the cities six-year business plan.                                                                                               | 1, 3, 4           |
| Admin                     | One-Year Admin Assistant FTE                           | One-time            | General Fund                     | -                                  | -                            | -                           | -                                                       | -                                    | Admin position set to sunset year-end 2021. Extend one-year in 2022. No addtl. Funding above baseline budget \$84,000.                                                                                            | 1, 3, 4           |
| CDD                       | Increase Admin Assistant from 0.5 FTE to 1.0 FTE       | Ongoing             | Building/ Permit Fees            | 49,600                             | 44,600                       | -                           | -                                                       | 5,000                                | Increase FTE from shared admin postition with Public Works to full FTE for CDD.                                                                                                                                   | 1, 3, 4           |
| Public Works              | Increase Admin Assistant from 0.5 FTE to 1.0 FTE       | Ongoing             | Gen Fund, Water Fund, Storm Fund | 44,600                             | 44,600                       | -                           | -                                                       | -                                    | Increase FTE from shared admin postition with CDD to full FTE for Public Works. 77.5% Gen/Street Fund, 20% Water Fund, 2.5% Storm Fund.                                                                           | 1, 3, 4           |
| CDD                       | Convert Sunset FTE Building Inspector to Permanent FTE | Ongoing             | Building/ Permit Fees            | -                                  | -                            | -                           | -                                                       | -                                    | Current building inspector FTE is set to sunset year-end 2021. Request to convert position from sunset to regular FTE. No addtl. Funding above baseline budget \$104,000.                                         | 1, 3, 4           |



# 2022 Personnel Requests

| Department                          | Project                                       | One-Time or Ongoing | Funding Source        | Total 2022 Requested Appropriation | Funded from Ongoing Revenues | 2021 One-Time Carry Forward | Grant/Loan Funding/ Developer Contributions/New Revenue | New 2022 One-Time Initiative Request | Description                                                                                                                                                                                      | Council Goals Met |
|-------------------------------------|-----------------------------------------------|---------------------|-----------------------|------------------------------------|------------------------------|-----------------------------|---------------------------------------------------------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Personnel Requests Continued</b> |                                               |                     |                       |                                    |                              |                             |                                                         |                                      |                                                                                                                                                                                                  |                   |
| CDD                                 | Convert Sunset FTE Planner 1 to Permanent FTE | Ongoing             | Building/ Permit Fees | -                                  | -                            | -                           | -                                                       | -                                    | Current planner 1 FTE is set to sunset year-end 2021. Request to convert position from sunset to regular FTE. No addtl. Funding above baseline budget \$109,100.                                 | 1, 3, 4           |
| CDD                                 | Code Enforcement Officer FTE - 2-Year Sunset  | Ongoing             | General Fund          | 132,600                            | 92,600                       | -                           | -                                                       | 40,000                               | New Code Enforcement Officer FTE. Hire as 2-year sunset position. Includes Ford Escape Hybrid and desk/computer setup.                                                                           | 1, 3, 4           |
| CDD                                 | Senior Planner FTE - 2-Year Sunset Position   | Ongoing             | Building/ Permit Fees | 125,600                            | 120,600                      | -                           | -                                                       | 5,000                                | Senior Planner FTE as a 2-year sunset position. Planner position needed to assist with GMA update beginning in 2022 and 2023 along w/current growth. Review for need during 2024 budget process. | 1, 3, 4           |
| Public Works                        | Engineering Tech FTE                          | Ongoing             | General Fund          | 107,600                            | 102,600                      | -                           | -                                                       | 5,000                                | New engineering tech FTE. Primarily working on NPDES permitting requirements for storm and engineering review. 40% permitting, 30% storm, 10% gen gov, 10% parks, 10% streets.                   | 1, 3, 4           |
| Public Works                        | Parks and Recreation Manager                  | Ongoing             | General Fund          | 115,000                            | 110,000                      | -                           | -                                                       | 5,000                                | Hire a new FTE to manage parks, trails and recreation programs. Includes planning, design, construction project management of new parks. Personnel expense and desk setup.                       | 1, 3, 4, 5, 6     |
| Public Safety                       | Police Officer                                | Ongoing             | General Fund          | 214,600                            | 114,600                      | -                           | -                                                       | 100,000                              | New FTE for police officer to assist with growth, call increases and complexity of calls.                                                                                                        | 1, 3, 4           |
| Public Safety                       | Police Officer                                | Ongoing             | General Fund          | 240,600                            | 140,600                      | -                           | -                                                       | 100,000                              | New FTE for police officer to assist complex calls and detective assignment.                                                                                                                     | 1, 3, 4           |
| Public Safety                       | Staffing Study                                | One-time            | General Fund          | 40,000                             | -                            | -                           | -                                                       | 40,000                               | Professional service expense to assist with study of staffing needs and modeling the needs specific to Ridgefield.                                                                               | 1, 3, 4           |
| <b>2022 Personnel Requests</b>      |                                               |                     |                       | <b>\$ 1,248,200</b>                | <b>\$ 938,200</b>            | <b>\$ -</b>                 | <b>\$ -</b>                                             | <b>\$ 310,000</b>                    |                                                                                                                                                                                                  |                   |



# 2022 Initiatives

## General Government

| Department                            | Project                 | One-Time or Ongoing | Funding Source | Total 2022 Requested Appropriation | Funded from Ongoing Revenues | 2021 One-Time Carry Forward | Grant/Loan Funding/ Developer Contributions/New Revenue | New 2022 One-Time Initiative Request | Description                                                                                                                    | Council Goals Met |
|---------------------------------------|-------------------------|---------------------|----------------|------------------------------------|------------------------------|-----------------------------|---------------------------------------------------------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>General Government Initiatives</b> |                         |                     |                |                                    |                              |                             |                                                         |                                      |                                                                                                                                |                   |
| Finance, Public Works                 | Six-Year Capital Budget | One-time            | General Fund   | 75,000                             | -                            | -                           | -                                                       | 75,000                               | Consultant expense to assist with preparation of 6-year capital budget to reflect priority projects in capital facility plans. | 1, 3, 4           |
| Finance, Executive                    | Community Survey        | One-time            | General Fund   | 15,000                             | -                            | -                           | -                                                       | 15,000                               | Conduct a new community survey 3rd - 4th quarter 2022. Release results late 2022 or early 2023.                                | 1, 2 3, 4, 5, 6   |
| <b>2022 General Gov Initiatives</b>   |                         |                     |                | <b>\$ 90,000</b>                   | <b>\$ -</b>                  | <b>\$ -</b>                 | <b>\$ -</b>                                             | <b>\$ 90,000</b>                     |                                                                                                                                |                   |



# 2022 Initiatives

## Technology

| Department                         | Project                   | One-Time or Ongoing | Funding Source      | Total 2022 Requested Appropriation | Funded from Ongoing Revenues | 2021 One-Time Carry Forward | Grant/Loan Funding/ Developer Contributions/New Revenue | New 2022 One-Time Initiative Request | Description                                                                                                                                                                                                                 | Council Goals Met |
|------------------------------------|---------------------------|---------------------|---------------------|------------------------------------|------------------------------|-----------------------------|---------------------------------------------------------|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Technology Initiatives</b>      |                           |                     |                     |                                    |                              |                             |                                                         |                                      |                                                                                                                                                                                                                             |                   |
| Finance                            | Budget Software           | One-time            | General Fund        | 10,000                             | -                            | -                           | -                                                       | 10,000                               | Investment in budgeting software to create more efficient and professional process.                                                                                                                                         | 1, 3, 4           |
| Admin                              | HRIS Software             | Ongoing             | General Fund        | 35,000                             | 15,000                       | -                           | -                                                       | 20,000                               | Implement a HR recruitment, onboarding and training program for staff and supervisors.                                                                                                                                      | 1, 3, 4           |
| Admin                              | Mass Communication System | Ongoing             | General Fund        | 4,200                              | 2,200                        | -                           | -                                                       | 2,000                                | Implement a mass communication system for efficiency in public engagement for multiple platforms and departments. Will reallocate current communication expense of \$1,000.                                                 | 1, 3, 4           |
| Admin                              | LaserFiche Public Portal  | Ongoing             | General Fund        | 30,000                             | 5,000                        | -                           | -                                                       | 25,000                               | Add public portal to current document management system to provide access to public documents for transparency & reduction in public records request.                                                                       | 1, 3, 4           |
| Admin                              | Video and Photo Library   | One-time            | General Fund        | 20,000                             | -                            | -                           | -                                                       | 20,000                               | Add informational web-based videos to highlight city services, facilities, etc. Would assist with community engagement and communications. Three year ask for \$20k annually.                                               | 1, 3, 4           |
| Admin                              | Ridgefield Soofa Signs    | One-time            | CLFRF, General Fund | 11,500                             | 2,000                        | -                           | -                                                       | 9,500                                | Add one Soofa sign wireless communication platform through wireless 4G. Advertising platform with potential for revenue to city. Advertising platform would increase annual expense to \$4,000 depending on revenue raised. | 1, 3, 4           |
| Public Works                       | GIS Updates               | One-time            | General Fund        | 25,000                             | -                            | -                           | -                                                       | 25,000                               | Update GIS development mapping for infrastructure.                                                                                                                                                                          | 1, 3, 4           |
| <b>2022 Technology Initiatives</b> |                           |                     |                     | <b>\$ 135,700</b>                  | <b>\$ 24,200</b>             | <b>\$ -</b>                 | <b>\$ -</b>                                             | <b>\$ 111,500</b>                    |                                                                                                                                                                                                                             |                   |



# 2022 Initiatives

## City Facilities

| Department                                    | Project                                  | One-Time or Ongoing | Funding Source                    | Total 2022 Requested Appropriation | Funded from Ongoing Revenues | 2021 One-Time Carry Forward | Grant/Loan Funding/ Developer Contributions/New Revenue | New 2022 One-Time Initiative Request | Description                                                                                                                 | Council Goals Met |
|-----------------------------------------------|------------------------------------------|---------------------|-----------------------------------|------------------------------------|------------------------------|-----------------------------|---------------------------------------------------------|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>City Facility Initiatives</b>              |                                          |                     |                                   |                                    |                              |                             |                                                         |                                      |                                                                                                                             |                   |
| Public Safety                                 | Police Facility                          | One-time            | General Fund, State Capital Grant | 225,000                            | -                            | 190,300                     | 120,280                                                 | 34,700                               | Tenant Improvements for new police facility. Includes State capital grant, \$70k in carry forward and \$34,700 new funding. | 1, 2, 3, 4        |
| Public Works                                  | PW Operations Center Tenant Improvements | One-Time            | Bond Funds                        | 150,000.00                         | -                            | 150,000.00                  | 150,000.00                                              | -                                    | Complete PW Ops Center tenant improvement. Renovation of breakroom and additional facility improvements.                    | 1, 3, 4,          |
| Public Works                                  | Bennett Hall Safety Upgrades             | One-Time            | General Fund                      | 40,000                             | -                            | 40,000                      | -                                                       | -                                    | Carry forward safety upgrade and fire suppression project for Bennett Hall.                                                 | 1, 2, 3, 4, 5, 6  |
| <b>2022 City Facility Initiative Requests</b> |                                          |                     |                                   | <b>\$ 415,000</b>                  | <b>\$ -</b>                  | <b>\$ 380,300</b>           | <b>\$ 270,280</b>                                       | <b>\$ 34,700</b>                     |                                                                                                                             |                   |



# 2022 Initiatives

## Vehicle and Equipment

| Department                               | Project                           | One-Time or Ongoing | Funding Source                   | Total 2022 Requested Appropriation | Funded from Ongoing Revenues | 2021 One-Time Carry Forward | Grant/Loan Funding/ Developer Contributions/New Revenue | New 2022 One-Time Initiative Request | Description                                                                                                                                                                                                      | Council Goals Met |
|------------------------------------------|-----------------------------------|---------------------|----------------------------------|------------------------------------|------------------------------|-----------------------------|---------------------------------------------------------|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Vehicle and Equipment Initiatives</b> |                                   |                     |                                  |                                    |                              |                             |                                                         |                                      |                                                                                                                                                                                                                  |                   |
| Public Works                             | 10k Capacity Dump Trailer         | One-time            | General Fund                     | 13,000                             | -                            | -                           | -                                                       | 13,000                               | Purchase dump trailer to reduce need for multiple vehicles at one job site. Would be able to tow w/existing fleet.                                                                                               | 1, 4              |
| Public Works                             | 7x12 Flatbed Trailer - Facilities | One-time            | General Fund                     | 5,000                              | -                            | -                           | -                                                       | 5,000                                | Purchase flat bed trailer for hauling tracked mowers for parks, trails and greenspace maintenance.                                                                                                               | 1, 4              |
| Public Works                             | Events Box Truck                  | One-Time            | General Fund                     | 30,000                             | -                            | -                           | -                                                       | 30,000                               | Purchase and equip a box truck for events. Truck would add efficiency to setup and tear down of events sponsored by city.                                                                                        | 1, 2, 3, 4, 5, 6  |
| Public Works                             | John Deere Gator                  | One-time            | General Fund                     | 30,000                             | -                            | -                           | -                                                       | 30,000                               | Purchase Gator for use in parks and trails maintenance and for use of PW staff at events.                                                                                                                        | 1, 4              |
| Public Works                             | Confined Space Entry Equipment    | One-time            | Storm Fund                       | 17,000                             | -                            | -                           | -                                                       | 17,000                               | Confined space safety equipment. Replaces equipment purchased in 1980's and 1990's.                                                                                                                              | 1, 3, 4           |
| Public Works                             | Equipment purchases               | One-time            | Storm Fund                       | 10,000                             | -                            | -                           | -                                                       | 10,000                               | One time addition to equipment budget to purchase additional tools for maintenance due to loss of Larch crew.                                                                                                    | 1, 4              |
| Public Works                             | Vac Truck                         | One-time            | Storm Fund, Gen Fund, Water Fund | 100,000                            | -                            | -                           | -                                                       | 100,000                              | Lease to own vac truck for storm maintenance, street maintenance and water line jetting. 6-year lease to own terms \$550k + tax total est. cost. 50% storm, 30% water, 20% gen fund. Fleet study recommendation. | 1, 4              |



# 2022 Initiatives

## Vehicle and Equipment

| Department                                            | Project                                   | One-Time or Ongoing | Funding Source             | Total 2022 Requested Appropriation | Funded from Ongoing Revenues | 2021 One-Time Carry Forward | Grant/Loan Funding/ Developer Contributions/New Revenue | New 2022 One-Time Initiative Request | Description                                                                                                                              | Council Goals Met |
|-------------------------------------------------------|-------------------------------------------|---------------------|----------------------------|------------------------------------|------------------------------|-----------------------------|---------------------------------------------------------|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Vehicle and Equipment Initiatives Continued</b>    |                                           |                     |                            |                                    |                              |                             |                                                         |                                      |                                                                                                                                          |                   |
| Public Works                                          | Utilities Pickup                          | One-time            | Water Fund                 | 45,000                             | -                            | -                           | -                                                       | 45,000                               | Replace utility supervisor pickup with hybrid and repurpose current truck for seasonal positions.                                        | 1, 3, 4           |
| Public Works                                          | Replace 2003 Ford F-150                   | One-time            | ERF - Storm Fund           | 48,000                             | -                            | -                           | -                                                       | 48,000                               | Replace 2003 F-150 with 165,000+ miles past useful life. Purchase new F150 hybrid. Fleet study recommendation.                           | 1, 3, 4           |
| Public Works                                          | Replace 1997 Ford Ranger                  | One-time            | ERF - Parks                | 30,000                             | -                            | -                           | -                                                       | 30,000                               | Replace 1997 Ford Ranger with John Deere Gator for Abrams Park caretaker. Fleet study recommendation.                                    | 1, 3, 4           |
| Public Works                                          | Replace 2001 Chevrolet K1500              | One-time            | ERF - Parks                | 43,500                             | -                            | -                           | -                                                       | 43,500                               | Replace 2001 Chev K1500 with 103,000+ miles and past useful life. Purchase new F150 hybrid. Fleet study recommendation.                  | 1, 3, 4           |
| Public Works                                          | Replace 1997 John Deere Riding Lawn Mower | One-time            | ERF - Parks                | 17,000                             | -                            | -                           | -                                                       | 17,000                               | Replace 1997 riding lawn mower past useful life. Mower used in Abrams Park. Fleet study recommendation.                                  | 1, 3, 4           |
| Public Works                                          | Replace 2005 Chevrolet 3500 - Stake Bed   | One-time            | ERF - Parks, ERF - Streets | 53,000                             | -                            | -                           | -                                                       | 53,000                               | Replace 2005 Chev 3500 with unknown mileage and past useful life. 50% parks, 50% streets. Replace with F350. Fleet study recommendation. | 1, 3, 4           |
| Public Works                                          | Replace 1998 Chevrolet K1500              | One-time            | ERF - Parks                | 43,500                             | -                            | -                           | -                                                       | 43,500                               | Replace 1998 Chev K1500 with unknown mileage and past useful life. Replace with F150 hybrid. Fleet study recommendation.                 | 1, 3, 4           |
| Public Safety                                         | Replace 2013 Ford Taurus                  | One-time            | ERF - Public Safety        | 74,000                             | -                            | -                           | -                                                       | 74,000                               | Replace 2013 Ford Taurus with 115,000+ miles and past useful life with hybrid Explorer. Fleet study recommendation.                      | 1, 3, 4           |
| <b>2022 Vehicle and Equipment Initiative Requests</b> |                                           |                     |                            | <b>\$ 559,000</b>                  | <b>\$ -</b>                  | <b>\$ -</b>                 | <b>\$ -</b>                                             | <b>\$ 559,000</b>                    |                                                                                                                                          |                   |



# 2022 Capital Projects

## Street and Multi Modal

| Department                                     | Project                                     | One-Time or Ongoing | Funding Source             | Total 2022 Requested Appropriation | Funded from Ongoing Revenues | 2021 One-Time Carry Forward | Grant/Loan Funding/ Developer Contributions/New Revenue | New 2022 One-Time Initiative Request | Description                                                                                                                                                                                              | Council Goals Met |
|------------------------------------------------|---------------------------------------------|---------------------|----------------------------|------------------------------------|------------------------------|-----------------------------|---------------------------------------------------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Street and Multi Modal Capital Projects</b> |                                             |                     |                            |                                    |                              |                             |                                                         |                                      |                                                                                                                                                                                                          |                   |
| Public Works                                   | Royle Road Final Design and ROW Acquisition | One-time            | TIF                        | 1,595,000                          | -                            | -                           | -                                                       | 1,595,000                            | Complete final design (current 60%) of remaining North/South sections. Project would be shovel ready and apply for construction grants.                                                                  | 1, 3, 4           |
| Public Works                                   | Royle Road Roundabout Construction          | One-time            | TIF                        | 2,800,000                          | -                            | 2,800,000                   | -                                                       | -                                    | Carry forward to complete construction on Royle Road and 15th/Wells Dr. roundabout and road improvements.                                                                                                | 1, 3, 4           |
| Public Works                                   | S 35th Ave Extension Alternatives Analysis  | One-time            | TIF                        | 99,000                             | -                            | -                           | 846,454                                                 | 99,000                               | Complete alternative analysis and preliminary design for S extension of 35th Ave from Cedar Ridge to Gee Creek Plateau. Will receive additional TIF fees from developer. City will pay for construction. | 1, 3, 4           |
| Public Works                                   | Pioneer Street East Extension Construction  | One-time            | Grant, TIF                 | 5,872,000                          | -                            | -                           | 5,812,000                                               | 5,872,000                            | Complete construction of roundabout and new roadway for Pioneer extension to Union Ridge Parkway. \$60k TIF.                                                                                             | 1, 3, 4           |
| Public Works                                   | N 8th Ave & Simons                          | One-time            | Gen Fund, CDBG Grant, WSDC | 511,000                            | -                            | 511,000                     | -                                                       | -                                    | Carry forward street, sidewalk, storm and water improvements for N 8th and Simons. \$41k Gen Fund, \$255k CDBG grant, \$215k WSDC.                                                                       | 1, 3, 4           |

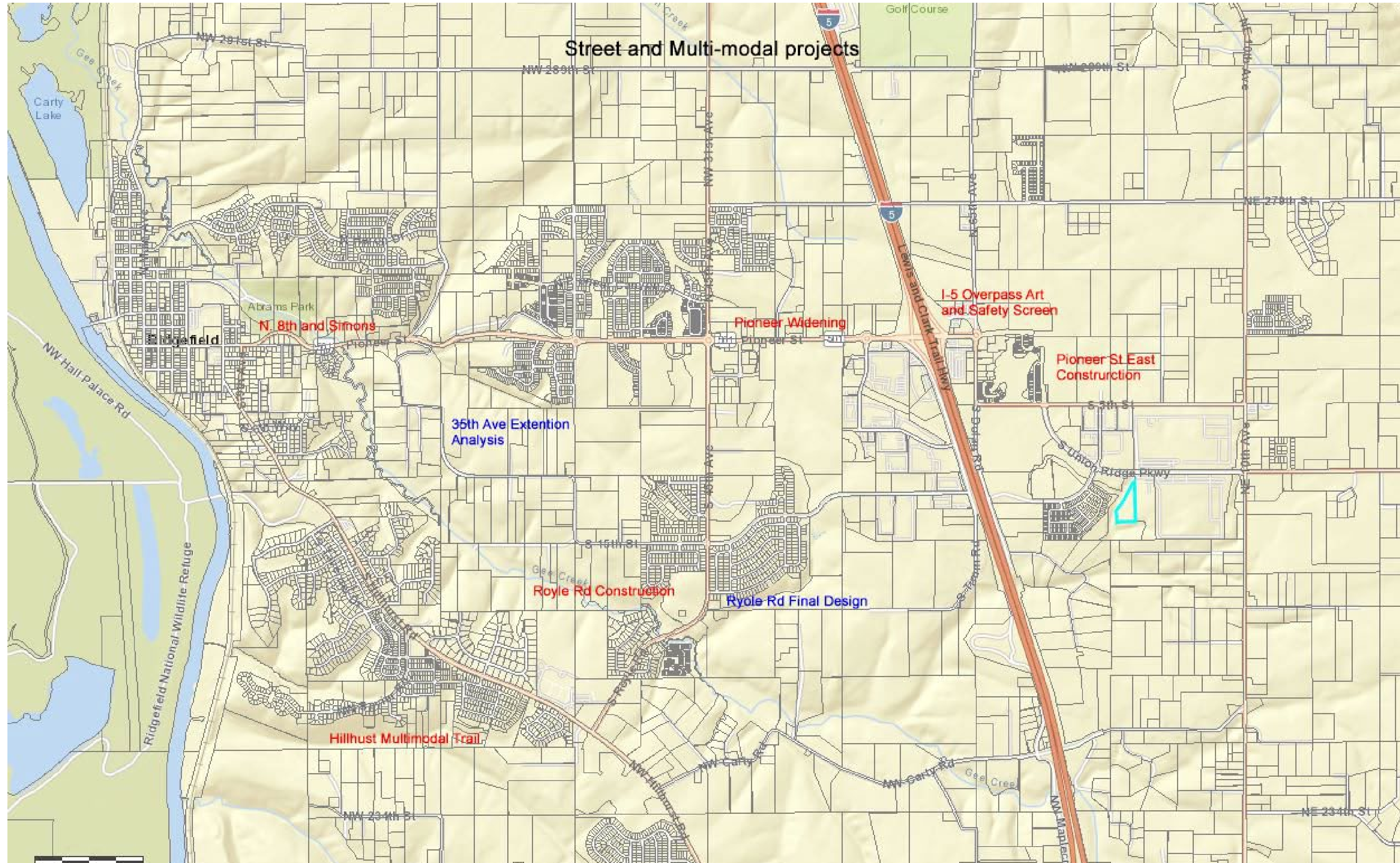


# 2022 Capital Projects

## Street and Multi Modal

| Department                                               | Project                                  | One-Time or Ongoing | Funding Source            | Total 2022 Requested Appropriation | Funded from Ongoing Revenues | 2021 One-Time Carry Forward | Grant/Loan Funding/ Developer Contributions/New Revenue | New 2022 One-Time Initiative Request | Description                                                                                                                                                                                                      | Council Goals Met |
|----------------------------------------------------------|------------------------------------------|---------------------|---------------------------|------------------------------------|------------------------------|-----------------------------|---------------------------------------------------------|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Street and Multi Modal Capital Projects Continued</b> |                                          |                     |                           |                                    |                              |                             |                                                         |                                      |                                                                                                                                                                                                                  |                   |
| Public Works                                             | Hillhurst Multi-Modal Trail Construction | One-time            | TIF                       | 275,000                            | -                            | 275,000                     | -                                                       | -                                    | Carry forward portion of design & construction funding to 2022 for multi-modal trail from Sevier Rd to RHS along Wishing Wells.                                                                                  | 1, 3, 4           |
| Public Works                                             | I-5 and Pioneer Overpass Art             | One-time            | Grant                     | 50,000                             | -                            | -                           | 50,000                                                  | 50,000                               | Art work design and fabrication for I-5 and port overpasses. Funded through grant from Cowlitz.                                                                                                                  | 1, 3, 4, 5, 6     |
| Public Works                                             | I-5 Safety Screen                        | One-time            | Grant                     | 250,000                            | -                            | -                           | 250,000                                                 | 250,000                              | Installation and construction of safety screens over I-5 overpass. Funded through State capital grant.                                                                                                           | 1, 3, 4, 5, 6     |
| Public Works                                             | Pioneer St Widening Construction         | One-time            | Debt funding, CLFRF Grant | 7,630,000                          | -                            | -                           | 7,630,000                                               | 7,630,000                            | Complete construction of 51st Roundabout and widening of Pioneer Street between Royle Rd and 56th Ave. Will help generate addtl. Retail sales tax. Use \$1.5 m in CLFRF funds and debt funding for construction. | 1, 3, 4           |
| <b>2022 Street and Multi Modal Capital Projects</b>      |                                          |                     |                           | <b>\$ 19,082,000</b>               | <b>\$ -</b>                  | <b>\$ 3,586,000</b>         | <b>\$ 14,588,454</b>                                    | <b>\$ 15,496,000</b>                 |                                                                                                                                                                                                                  |                   |





# 2022 Capital Projects

## Parks and Trails

| Department                                       | Project                                  | One-Time or Ongoing | Funding Source | Total 2022 Requested Appropriation | Funded from Ongoing Revenues | 2021 One-Time Carry Forward | Grant/Loan Funding/ Developer Contributions/New Revenue | New 2022 One-Time Initiative Request | Description                                                                                                                                                                                                                  | Council Goals Met |
|--------------------------------------------------|------------------------------------------|---------------------|----------------|------------------------------------|------------------------------|-----------------------------|---------------------------------------------------------|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Park and Trail Capital Projects Continued</b> |                                          |                     |                |                                    |                              |                             |                                                         |                                      |                                                                                                                                                                                                                              |                   |
| Public Works                                     | Overlook Park Splash Pad Construction    | One-Time            | PIF, Grants    | 375,000                            | -                            | -                           | -                                                       | 375,000                              | Construction of splash pad at Overlook Park Annex. Funded from PIF. Will research grant opportunities.                                                                                                                       | 1, 2, 4, 5, 6     |
| Public Works                                     | Horns Corner Park Ph 1                   | One-Time            | PIF, Grants    | 260,000                            | -                            | -                           | -                                                       | 260,000                              | Construction of phase 1. Wetland plantings, boardwalk and play structure. Funded from PIF. Will research grant opportunities.                                                                                                | 1, 2, 4, 5, 6     |
| Public Works                                     | Abrams Park Bridge Maintenance           | One-Time            | General Fund   | 20,000                             | -                            | -                           | -                                                       | 20,000                               | Maintenance identified during recent bridge inspection and report.                                                                                                                                                           | 1, 2, 3, 4, 5, 6  |
| Public Works                                     | Gee Creek Trail: Heron Drive to Main Ave | One-Time            | PIF            | 93,200                             | -                            | -                           | -                                                       | 93,200                               | Portion of match requirement for FLAP grant to complete Northern section of Gee Creek Trail. Funds will complete design and ROW. Complete construction in 2023. Total match \$193,200. Grant \$1.2 million for construction. | 1, 2, 3, 4, 5, 6  |
| Public Works                                     | Boyse Park Planning & Design             | One-Time            | PIF            | 165,000                            | -                            | -                           | -                                                       | 165,000                              | Professional service expense for master planning, survey and design of improvements at Boyse Park. Construction planned in 2023. Will research grant opportunities.                                                          | 1, 3, 4, 5, 6     |
| Public Works                                     | Smythe to Reiman Trail Construction      | One-Time            | PIF, Grants    | 775,000                            | -                            | -                           | -                                                       | 775,000                              | Final design, construction and ROW for Smythe Road trail. Trail will be from Reiman Rd East to the Kemper Grove subdivision.                                                                                                 | 1, 3, 4, 5, 6     |



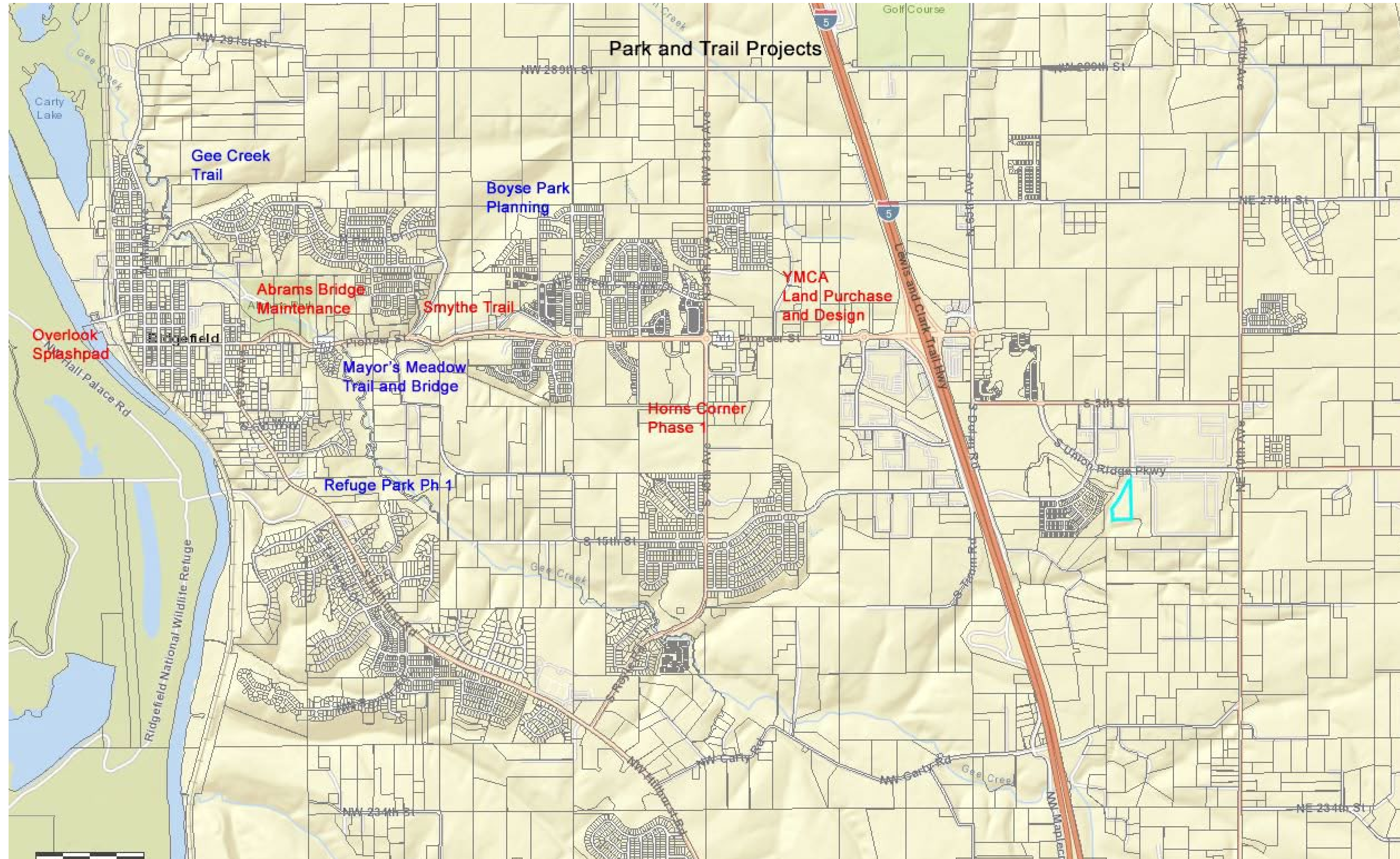
# 2022 Capital Projects

## Parks and Trails

| Department                                       | Project                                        | One-Time or Ongoing | Funding Source | Total 2022 Requested Appropriation | Funded from Ongoing Revenues | 2021 One-Time Carry Forward | Grant/Loan Funding/ Developer Contributions/New Revenue | New 2022 One-Time Initiative Request | Description                                                                                                                                                                      | Council Goals Met |
|--------------------------------------------------|------------------------------------------------|---------------------|----------------|------------------------------------|------------------------------|-----------------------------|---------------------------------------------------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Park and Trail Capital Projects Continued</b> |                                                |                     |                |                                    |                              |                             |                                                         |                                      |                                                                                                                                                                                  |                   |
| Public Works                                     | Parks Land Purchase                            | One-Time            | PIF            | 1,000,000                          | -                            | -                           | -                                                       | 1,000,000                            | Purchase of up to 1.5 acres for additional land for YMCA location.                                                                                                               | 1, 3, 4, 5, 6     |
| Public Works                                     | YMCA Site Plan and Design                      | One-Time            | PIF            | 120,000                            | -                            | 120,000                     | -                                                       | -                                    | Carry forward of remaining budget for final design and site plan for YMCA professional service funding.                                                                          | 1, 3, 4, 5, 6     |
| Public Works                                     | Mayor's Meadow Trail and Covered Bridge Design | One-time            | PIF            | 420,000                            | -                            | 120,000                     | -                                                       | 300,000                              | Carry forward of design funds for trail from Reiman Rd to Mayor's Meadow and add design of a covered pedestiran bridge over Gee Creek. \$120k carry forward, \$300k new funding. | 1, 3, 4, 5, 6     |
| Public Works                                     | Skate Park Alternatives Analysis               | One-time            | PIF            | 75,000                             | -                            | -                           | -                                                       | 75,000                               | Professional service funding for alternatives analysis on location and needs for new skate park.                                                                                 | 1, 3, 4, 5, 6     |
| Public Works                                     | Refuge Park Ph 1                               | One-Time            | PIF, Grants    | 225,000                            | -                            | -                           | -                                                       | 225,000                              | Construction of Ph 1. Trails, playground and picnic shelter. Funded from PIF. Will research grant opportunities.                                                                 | 1, 2, 4, 5, 6     |
| <b>2022 Park and Trail Capital Projects</b>      |                                                |                     |                | <b>\$ 3,528,200</b>                | <b>\$ -</b>                  | <b>\$ 240,000</b>           | <b>\$ -</b>                                             | <b>\$ 3,288,200</b>                  |                                                                                                                                                                                  |                   |



# 2022 Capital Projects Parks and Trails



# 2022 Capital Projects

## Water

| Department                         | Project                                          | One-Time or Ongoing | Funding Source | Total 2022 Requested Appropriation | Funded from Ongoing Revenues | 2021 One-Time Carry Forward | Grant/Loan Funding/ Developer Contributions/New Revenue | New 2022 One-Time Initiative Request | Description                                                                                                                                                                                                       | Council Goals Met |
|------------------------------------|--------------------------------------------------|---------------------|----------------|------------------------------------|------------------------------|-----------------------------|---------------------------------------------------------|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Water Capital Projects</b>      |                                                  |                     |                |                                    |                              |                             |                                                         |                                      |                                                                                                                                                                                                                   |                   |
| Public Works                       | Royle Road Water Main                            | One-Time            | WSDC           | 650,000                            | -                            | -                           | -                                                       | 650,000                              | Complete construction of 12" water main from Hillhurst to Pioneer Street for improved fire flow and reliability of water system.                                                                                  | 1, 3, 4           |
| Public Works                       | Hydrant Replacement Project                      | One-Time            | Water Fund     | 37,500                             | -                            | -                           | -                                                       | 37,500                               | Replace 5 outdated fire hydrants. Reduce maintenance time and increase reliability.                                                                                                                               | 1, 3, 4           |
| Public Works                       | DT Water Main Improvements Design & Construction | One-time            | WSDC           | 930,000                            | -                            | -                           | -                                                       | 930,000                              | Complete several small water line replacement projects from 2, 4 & 6" lines to 8" line for increased capacity and fire flow.                                                                                      | 1, 3, 4           |
| Public Works                       | Kennedy Well Field Construction                  | One-time            | WSDC           | 720,000                            | -                            | 720,000                     | -                                                       | -                                    | Carry forward for continued development of a new well field at Kennedy Farms. 2022 well drilling and testing and construction management. Well will be outfitted with pump and equipment in 2023 for \$2,000,000. | 1, 3, 4           |
| Public Works                       | Water Tower Ladder Replacement                   | One-time            | Water Fund     | 35,000                             | -                            | -                           | -                                                       | 35,000                               | Replace current ladder at S 56th settlement basin with new safety ladder with fall prevention devices.                                                                                                            | 1, 3, 4           |
| <b>2022 Water Capital Projects</b> |                                                  |                     |                | <b>\$ 2,372,500</b>                | <b>\$ -</b>                  | <b>\$ 720,000</b>           | <b>\$ -</b>                                             | <b>\$ 1,652,500</b>                  |                                                                                                                                                                                                                   |                   |



# 2022 Capital Projects

## Storm Water

| Department                                                 | Project                                     | One-Time or Ongoing | Funding Source    | Total 2022 Requested Appropriation | Funded from Ongoing Revenues | 2021 One-Time Carry Forward | Grant/Loan Funding/ Developer Contributions/New Revenue | New 2022 One-Time Initiative Request | Description                                                                                                                                                              | Council Goals Met |
|------------------------------------------------------------|---------------------------------------------|---------------------|-------------------|------------------------------------|------------------------------|-----------------------------|---------------------------------------------------------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Storm Water Capital Projects</b>                        |                                             |                     |                   |                                    |                              |                             |                                                         |                                      |                                                                                                                                                                          |                   |
| Public Works                                               | Ridgefield Junction Regional Storm Facility | One-time            | CLFRF grant funds | 850,000                            | -                            | -                           | 850,000                                                 | 850,000                              | Construction of regional storm facility west of I-5 and north of Pioneer to assist in attracting sales tax revenue producing development. Funded with CLFRF grant funds. | 1, 3, 4           |
| <b>2022 Storm Water Capital Projects</b>                   |                                             |                     |                   | <b>\$ 850,000</b>                  | <b>\$ -</b>                  | <b>\$ -</b>                 | <b>\$ 850,000</b>                                       | <b>\$ 850,000</b>                    |                                                                                                                                                                          |                   |
| <b>Total 2022 Initiatives and Capital Project Requests</b> |                                             |                     |                   | <b>\$ 28,280,600</b>               | <b>\$ 962,400</b>            | <b>\$ 4,926,300</b>         | <b>\$ 15,708,734</b>                                    | <b>\$ 22,391,900</b>                 |                                                                                                                                                                          |                   |



# 2022 Initiatives

## Summary by Category

| <b>Summary of Personnel, Initiatives and Capital Projects for Consideration</b> |                      |                       |                       |                         |                        |
|---------------------------------------------------------------------------------|----------------------|-----------------------|-----------------------|-------------------------|------------------------|
|                                                                                 | 2022 Appropriation   | 2022 Ongoing Requests | 2021 Carry Forward    | 2022 Grant/Loan Funding | 2022 One-Time Requests |
| <b>Personnel Initiatives</b>                                                    | <b>1,248,200</b>     | <b>938,200</b>        | <b>-</b>              | <b>-</b>                | <b>310,000</b>         |
| <b>General Government Initiatives</b>                                           | <b>90,000</b>        | <b>-</b>              | <b>-</b>              | <b>-</b>                | <b>90,000</b>          |
| <b>Technology Initiatives</b>                                                   | <b>135,700</b>       | <b>24,200</b>         | <b>-</b>              | <b>-</b>                | <b>111,500</b>         |
| <b>City Facility Initiatives</b>                                                | <b>415,000</b>       | <b>-</b>              | <b>380,300</b>        | <b>270,280</b>          | <b>34,700</b>          |
| <b>Vehicle and Equipment Initiatives</b>                                        | <b>559,000</b>       | <b>-</b>              | <b>-</b>              | <b>-</b>                | <b>559,000</b>         |
| <b>Street and Multi Modal Projects</b>                                          | <b>19,082,000</b>    | <b>-</b>              | <b>3,586,000</b>      | <b>14,096,000</b>       | <b>15,496,000</b>      |
| <b>Parks and Trails Projects</b>                                                | <b>3,528,200</b>     | <b>-</b>              | <b>240,000</b>        | <b>-</b>                | <b>3,288,200</b>       |
| <b>Water Projects</b>                                                           | <b>2,372,500</b>     | <b>-</b>              | <b>720,000</b>        | <b>-</b>                | <b>1,652,500</b>       |
| <b>Storm Water Projects</b>                                                     | <b>850,000</b>       | <b>-</b>              | <b>-</b>              | <b>850,000</b>          | <b>850,000</b>         |
| <b>Project/Initiative Requests</b>                                              | <b>\$ 28,280,600</b> | <b>\$ 962,400</b>     | <b>\$ 4,926,300</b>   | <b>\$ 15,216,280</b>    | <b>\$ 22,391,900</b>   |
| <b>Total Ongoing</b>                                                            |                      | <b>\$ 962,400</b>     | <b>Total One-Time</b> |                         | <b>\$ 27,318,200</b>   |



# 2022 Budget

## Submitted Initiatives – Fund Balance Impact

| <b>Fund Impact - Initiatives and Capital Projects</b>      |                         |                               |                          |                              |                                   |
|------------------------------------------------------------|-------------------------|-------------------------------|--------------------------|------------------------------|-----------------------------------|
| <b>Fund</b>                                                | <b>2022<br/>Ongoing</b> | <b>2021<br/>Carry Forward</b> | <b>2022<br/>One-time</b> | <b>Total Fund<br/>Impact</b> | <b>Remaining Fund<br/>Balance</b> |
| <b>Operating Funds</b>                                     |                         |                               |                          |                              |                                   |
| General & Street Fund Operations                           | \$ 715,345              | \$ 151,020                    | \$ 650,700               | \$ (1,517,065)               | \$ 5,558,986                      |
| General Fund - Building Fees                               | \$ 206,240              | \$ -                          | \$ 12,000                | \$ (218,240)                 | 3,764,600                         |
| Water Operating Fund                                       | \$ 8,920                | \$ -                          | \$ 147,500               | \$ (156,420)                 | 2,330,567                         |
| Storm Water Operating Fund                                 | \$ 31,895               | \$ -                          | \$ 78,500                | \$ (110,395)                 | (94,567)                          |
| <b>Capital Project Funds</b>                               |                         |                               |                          |                              |                                   |
| Real Estate Excise Tax (REET)                              | \$ -                    | \$ -                          | \$ -                     | \$ -                         | 3,427,870                         |
| Park Impact Fee (PIF)                                      | \$ -                    | \$ 240,000                    | \$ 3,268,200             | \$ (3,508,200)               | 1,690,523                         |
| Transportation Impact Fee (TIF)                            | \$ -                    | \$ 3,075,000                  | \$ 1,655,000             | \$ (4,730,000)               | 2,174,842                         |
| Water System Development Charges (WSDC)                    | \$ -                    | \$ 935,000                    | \$ 1,580,000             | \$ (2,515,000)               | 8,419,721                         |
| <b>Special Revenue Funds</b>                               |                         |                               |                          |                              |                                   |
| Drug Fund                                                  | \$ -                    | \$ -                          | \$ -                     | \$ -                         | 6,164                             |
| Affordable Housing                                         | \$ -                    | \$ -                          | \$ -                     | \$ -                         | 69,870                            |
| Transportation Benefit District                            | \$ -                    | \$ -                          | \$ -                     | \$ -                         | 138,732                           |
| <b>Capital Funds</b>                                       |                         |                               |                          |                              |                                   |
| Equipment Replacement Funds                                | \$ -                    | \$ -                          | \$ 309,000               | \$ (309,000)                 | 206,770                           |
| <b>Total Fund Impact</b>                                   | <b>\$ 962,400</b>       | <b>\$ 4,401,020</b>           | <b>\$ 7,700,900</b>      | <b>\$ (13,064,320)</b>       | <b>\$ 27,694,078</b>              |
| <b>Expense related to Grant/Loan Funding - New Revenue</b> | <b>\$ -</b>             | <b>\$ 525,280</b>             | <b>\$ 14,691,000</b>     | <b>\$ (15,216,280)</b>       | <b>-</b>                          |
| <b>Total Funding Sources</b>                               |                         |                               |                          | <b>\$ (28,280,600)</b>       | <b>\$ 27,694,078</b>              |



# 2022 Operating and Capital Budget

## Next Steps

---

- October
  - Budget Advisory Committee meeting week of 10/18 time TBD
  - Updated revenue forecast
  - Proposed budget and budget message
  - Council presentation 10/28 6:30 PM
- November
  - Final draft of budget available to public
  - Conduct public hearing on revenue sources 11/4 6:30 PM
  - Property tax levy and utility rates 1<sup>st</sup> reading 11/4 6:30 PM
  - Property tax levy and utility rates 2<sup>nd</sup> reading 11/18 6:30 PM
  - Conduct public hearing and 1<sup>st</sup> reading on budget 11/18 6:30 PM
- December
  - Conduct public hearing and 2<sup>nd</sup> reading on budget 12/2 6:30 PM
  - Adopt 2022 Operating and Capital Budget
  - Transmit 2022 budget to MRSC and State Auditor



THANK YOU

**CITY OF RIDGEFIELD  
REQUEST FOR COUNCIL ACTION**

**MEETING DATE:** September 23, 2021  
**ITEM:** CONSENT AGENDA  
**AGENDA ITEM TITLE:** Approval of Claims And/Or Payroll

---

**GOVERNING LEGISLATION:**

Revised Code of Washington Title 35A

**PREVIOUS COUNCIL ACTION TAKEN:**

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

**BACKGROUND:**

Vendor claims

**BUDGET/FINANCIAL IMPACTS:**

See vendor detail attached

**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:** September 23, 2021 - Claims Report (PDF)

**City of Ridgefield**  
**Claims Payment Report**  
**For Approval on: September 23, 2021**

| Sum of Amount                  |               |                |                       |                                               |                                 |         |
|--------------------------------|---------------|----------------|-----------------------|-----------------------------------------------|---------------------------------|---------|
| Vendor Name                    | Vendor Number | Invoice Number | Resp. Department      | Description                                   | Total                           |         |
| AMAZON BUSINESS                | 3485          | 1YNG-WT6T-TJQ9 | Public Safety         | PD Supplies                                   | 30.34                           |         |
|                                |               | 1PCQ-PNQK-3KYN | Public Works          | Truck Light Bar - Williams                    | 13.28                           |         |
|                                |               |                | Community Development | Truck Light Bar - Williams                    | 39.83                           |         |
|                                |               | 1LG4-WLX1-KGW9 | Genl Govt/Facilities  | Dusten Supplies                               | 2.01                            |         |
|                                |               |                |                       | RACC Supplies                                 | 3.72                            |         |
|                                |               |                |                       | RACC Office Supplies                          | 6.56                            |         |
|                                |               |                | Public Works          | Dusten Supplies                               | 10.06                           |         |
|                                |               |                |                       | RACC Supplies                                 | 55.49                           |         |
|                                |               |                |                       | Grant Vehicle Supplies                        | 13.29                           |         |
|                                |               |                |                       | RACC Office Supplies                          | 97.80                           |         |
|                                |               |                | Community Development | Dusten Supplies                               | 28.17                           |         |
|                                |               |                |                       | RACC Supplies                                 | 59.23                           |         |
|                                |               |                |                       | Grant Vehicle Supplies                        | 39.83                           |         |
|                                |               |                |                       | RACC Office Supplies                          | 104.34                          |         |
|                                |               |                | 1KJR-LG1K-TC3W        | Public Works                                  | Earbuds - Thamert               | 69.37   |
|                                |               |                | 177R-7Y39-Q4YP        | Public Safety                                 | PD Supplies                     | 184.03  |
|                                |               |                | 131Y-WTMN-1L13        | Public Safety                                 | Trail Cams - PD                 | 418.96  |
|                                |               |                | 1PL3-Y496-G73M        | Genl Govt/Facilities                          | Events Supplies                 | 13.00   |
|                                |               |                | 1LG4-WLX1-JKVD        | Genl Govt/Facilities                          | Events Supplies                 | 45.42   |
|                                |               |                | 1PJC-HMMM-H19Q        | Information Technology                        | PD Computer Keyboard            | 72.61   |
|                                |               |                | 1MQY-PYVJ-G996        | Information Technology                        | Returned PD External DVD Drive  | (24.70) |
|                                |               |                | 17JK-9HJD-YDTK        | Genl Govt/Facilities                          | Running Boards - 2012 F550      | 13.30   |
|                                |               |                |                       | Public Works                                  | Running Boards - 2012 F550      | 198.07  |
|                                |               |                | 17VD-YRTF-HPGX        | Public Safety                                 | PD Office Organizer             | 38.68   |
|                                |               |                | 1TMJ-L6P1-9FPT        | Genl Govt/Facilities                          | Events Coolers                  | 143.72  |
|                                |               |                | 19QJ-CKF9-73HT        | Public Works                                  | Skate Park Security Dome Camera | 10.83   |
|                                |               |                | 1L73-3YRL-Q7RT        | Public Works                                  | Basketball Net                  | 32.10   |
|                                |               |                | 1TVW-TGWK-GXYQ        | Information Technology                        | Returned PD External DVD Drive  | (24.70) |
| AMAZON BUSINESS Total          |               |                |                       |                                               | 1,694.64                        |         |
| ARAMARK UNIFORM SERVICES       | 32            | 5.29E+11       | Genl Govt/Facilities  | PW Floor Mats                                 | 1.75                            |         |
|                                |               |                |                       | PW Uniforms                                   | 0.68                            |         |
|                                |               |                | Public Works          | PW Floor Mats                                 | 25.98                           |         |
|                                |               |                |                       | PW Uniforms                                   | 16.53                           |         |
|                                |               | 5.29E+11       | Genl Govt/Facilities  | PW Floor Mats                                 | 1.75                            |         |
|                                |               |                |                       | PW Uniforms                                   | 0.68                            |         |
|                                |               |                | Public Works          | PW Floor Mats                                 | 25.98                           |         |
|                                |               |                |                       | PW Uniforms                                   | 16.53                           |         |
| ARAMARK UNIFORM SERVICES Total |               |                |                       |                                               | 89.88                           |         |
| ASSOCIATED CONSULTANTS INC.    | 1030          | 21-180-02      | Community Development | Fiberglass Systems - Bridge Crane Plan Review | 1,116.25                        |         |
|                                |               | 20-194A-01     | Community Development | Wisdom Ridge South Building Plan Review       | 356.25                          |         |
|                                |               | 21-196-02      | Community Development | Union Ridge ES Modular Building Plan Review   | 285.00                          |         |
|                                |               | 21-185b-02     | Community Development | Trademark Shop Mezzanine Addition Plan Review | 285.00                          |         |
|                                |               | 21-176-02      | Community Development | Ridgefield Industrial Center Plan Review      | 1,377.50                        |         |

Attachment: September 23, 2021 - Claims Report (Approval of Claims And/Or Payroll)

**City of Ridgefield**  
**Claims Payment Report**  
**For Approval on: September 23, 2021**

|                                                         |          |                                                                                                                                                    |                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                         |
|---------------------------------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| ASSOCIATED CONSULTANTS INC.                             | 1030     | 21-202-02<br>21-185a-02<br>21-203-02                                                                                                               | Community Development<br>Community Development<br>Community Development                                                          | Simonds International TI - Equipment Plan Review<br>Trademark Shop Outdoor Storage Addition Plan Review<br>Wsidom Ridge School TI & Future 2nd Floor Plan Review                                                                                                                                                                                                                                                                                                                                  | 570.00<br>285.00<br>522.50                                                                                                                              |
| <b>ASSOCIATED CONSULTANTS INC. Total</b>                |          |                                                                                                                                                    |                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>4,797.50</b>                                                                                                                                         |
| BLACKLINE INC.                                          | 3573     | 3573-1                                                                                                                                             | Genl Govt/Facilities<br>Public Works                                                                                             | 5% Retainage for Slurry Seal Project<br>Slurry Seal Work for Ops Center Parking Lot<br>Slurry Seal Work for Various Streets                                                                                                                                                                                                                                                                                                                                                                       | (3,604.56)<br>13,012.47<br>60,087.04                                                                                                                    |
| <b>BLACKLINE INC. Total</b>                             |          |                                                                                                                                                    |                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>69,494.95</b>                                                                                                                                        |
| Blackline Inc                                           | UB*00605 | (blank)                                                                                                                                            | Genl Govt/Facilities                                                                                                             | Refund Check 014244-000 Hydrant Meter S 101 Mill St                                                                                                                                                                                                                                                                                                                                                                                                                                               | 397.30                                                                                                                                                  |
| <b>Blackline Inc Total</b>                              |          |                                                                                                                                                    |                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>397.30</b>                                                                                                                                           |
| BLUEFIN PAYMENT SYSTEMS - EPAY                          | 2827     | 2827-202108A<br>2827-202108B                                                                                                                       | Public Works<br>Public Works                                                                                                     | Customer Web Payments - Aug 2021<br>Customer Web Payments - Aug 2021                                                                                                                                                                                                                                                                                                                                                                                                                              | 618.15<br>21.90                                                                                                                                         |
| <b>BLUEFIN PAYMENT SYSTEMS - EPAY Total</b>             |          |                                                                                                                                                    |                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>640.05</b>                                                                                                                                           |
| BREANNA HODGE                                           | 3627     | ENG-21-0086                                                                                                                                        | Genl Govt/Facilities                                                                                                             | Refund ENG-21-0086                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 125.00                                                                                                                                                  |
| <b>BREANNA HODGE Total</b>                              |          |                                                                                                                                                    |                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>125.00</b>                                                                                                                                           |
| BRENT DOUGLAS & SAMANTHA NADEEN WILSON                  | 3632     | RES-21-0047<br>PLM-21-0269                                                                                                                         | Genl Govt/Facilities<br>Genl Govt/Facilities                                                                                     | Refund RES-21-0047<br>Refund PLM-21-0269                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 189.60<br>80.00                                                                                                                                         |
| <b>BRENT DOUGLAS &amp; SAMANTHA NADEEN WILSON Total</b> |          |                                                                                                                                                    |                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>269.60</b>                                                                                                                                           |
| BSK ASSOCIATES                                          | 2119     | VE02618                                                                                                                                            | Public Works                                                                                                                     | Coliform Testing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 357.50                                                                                                                                                  |
| <b>BSK ASSOCIATES Total</b>                             |          |                                                                                                                                                    |                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>357.50</b>                                                                                                                                           |
| Carr Thomas & Linda                                     | UB*00602 | (blank)                                                                                                                                            | Genl Govt/Facilities                                                                                                             | Refund Check 012129-000 3730 S Willow Dr                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 205.66                                                                                                                                                  |
| <b>Carr Thomas &amp; Linda Total</b>                    |          |                                                                                                                                                    |                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>205.66</b>                                                                                                                                           |
| CFM STRATEGIC COMMUNICATIONS INC.                       | 2551     | 26190                                                                                                                                              | Genl Govt/Facilities                                                                                                             | Lobbyist - August 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 5,200.00                                                                                                                                                |
| <b>CFM STRATEGIC COMMUNICATIONS INC. Total</b>          |          |                                                                                                                                                    |                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>5,200.00</b>                                                                                                                                         |
| Christie Stephen                                        | UB*00579 | (blank)                                                                                                                                            | Genl Govt/Facilities                                                                                                             | Refund Check 009455-000 2300 S Nisqually Ave                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 61.22                                                                                                                                                   |
| <b>Christie Stephen Total</b>                           |          |                                                                                                                                                    |                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>61.22</b>                                                                                                                                            |
| CINTAS                                                  | 2003     | 8405321488<br>8405321487                                                                                                                           | Genl Govt/Facilities<br>Public Safety                                                                                            | First Aid Supplies - CH<br>First Aid Supplies - PD                                                                                                                                                                                                                                                                                                                                                                                                                                                | 26.76<br>27.45                                                                                                                                          |
| <b>CINTAS Total</b>                                     |          |                                                                                                                                                    |                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>54.21</b>                                                                                                                                            |
| CITY OF BATTLE GROUND                                   | 92       | INV00351                                                                                                                                           | Judicial                                                                                                                         | Court Costs/Public Defender - August 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 15,907.58                                                                                                                                               |
| <b>CITY OF BATTLE GROUND Total</b>                      |          |                                                                                                                                                    |                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>15,907.58</b>                                                                                                                                        |
| CITY OF RIDGEFIELD WATER & STORM - EPAY                 | 96       | 006419-000-0921<br><br><br><br><br>005806-000-0921<br>005032-000-0921<br><br><br><br><br>009787-004-0921<br>009272-000-0921<br><br>005810-000-0921 | Public Works<br><br><br><br><br>Public Works<br>Genl Govt/Facilities<br><br><br><br><br>Public Works<br><br><br><br>Public Works | 301 N 3rd Ave CDD - Storm<br>301 N 3rd Ave CDD - Water<br>301 N 3rd Ave CDD - Storm<br>301 N 3rd Ave CDD - Water<br>Abrams Soccer Field<br>109 W Division WWTP-Storm / CRWWD Portion<br>101 S Main - Water<br>101 S Main -Storm<br>109 W Division WWTP-Storm<br>Abrams Park Kitchen - Storm<br>109 W Division - WWTP<br>Abrams Park Restrooms - Storm<br>Green Gables Tract-C Irrigation M<br>1308 N Heron Dr Hayden Park - Storm<br>1308 N Heron Dr Hayden Park - Water<br>Abrams Park Standpipe | 19.65<br>23.90<br>19.65<br>23.90<br>3,303.22<br>412.65<br>890.21<br>58.95<br>412.64<br>412.65<br>127.60<br>19.65<br>686.69<br>19.65<br>336.13<br>138.99 |

**City of Ridgefield**  
**Claims Payment Report**  
**For Approval on: September 23, 2021**

|                                               |     |                   |                       |                                              |           |
|-----------------------------------------------|-----|-------------------|-----------------------|----------------------------------------------|-----------|
| CITY OF RIDGEFIELD WATER & STORM - EPAY       | 96  | 005807-000-0921   | Public Works          | Abrams Park Restrooms - Water                | 181.06    |
|                                               |     | 009787-007-0921   | Public Works          | 1101 S Hillhurst Rd - Storm                  | 19.65     |
|                                               |     |                   |                       | 1101 S Hillhurst Rd - Water                  | 69.61     |
|                                               |     | 006405-000-0921   | Public Works          | 119 N 3rd Ave Community Park - Water         | 325.99    |
|                                               |     |                   |                       | 119 N 3rd Ave Community Park - Storm         | 39.30     |
|                                               |     | 009787-008-0921   | Public Works          | IRR Seven Wells PH3 Tract H                  | 661.25    |
|                                               |     | 007097-000-0921   | Public Works          | 2311 N 5th Way Crow's Nest Park - Storm      | 39.30     |
|                                               |     |                   |                       | 2311 N 5th Way Crow's Nest Park - Water      | 239.58    |
|                                               |     | 007183-000-0921   | Public Works          | 618 Lark Dr Lark Park - Water                | 384.40    |
|                                               |     |                   |                       | 618 Lark Dr Lark Park - Storm                | 19.65     |
|                                               |     | 008428-000-0921   | Public Works          | Cedar Ridge Park - Water                     | 337.08    |
|                                               |     |                   |                       | Cedar Ridge Park - Storm                     | 19.65     |
|                                               |     | 006420-000-0921   | Public Works          | 315 N 3rd Ave Davis Park                     | 1,404.00  |
|                                               |     | 005811-000-0921   | Public Works          | Abrams Park Kitchen & Irrigation - Water     | 218.38    |
|                                               |     | 009787-000-0921   | Public Works          | Green Gables Tract-Q Irrigation M            | 303.83    |
|                                               |     | 005436-009-0921   | Public Works          | 6007 N Ridgefield Woods Dr - Irrigation      | 250.29    |
|                                               |     | 005207-000-0921   | Public Works          | Blue Heron Community Garden                  | 112.17    |
|                                               |     | 006404-000-0921   | Genl Govt/Facilities  | 230 Pioneer St City Hall - Storm             | 137.55    |
|                                               |     |                   |                       | 230 Pioneer St City Hall - Water             | 282.53    |
|                                               |     | 009787-002-0921   | Public Works          | Green Gables Tract-D Irrigation M            | 818.16    |
|                                               |     | 005436-010-0921   | Public Works          | 5054 Pioneer Street                          | 19.65     |
|                                               |     | 010821-000-0921   | Public Works          | Water Tower (Cemetery)                       | 58.95     |
|                                               |     | 009787-003-0921   | Public Works          | Green Gables Tract-D Irrigation MET          | 515.27    |
|                                               |     | 009787-006-0921   | Public Works          | Roundabout 45th & 3rd                        | 1,123.88  |
|                                               |     | 010889-000-0921   | Public Works          | Junction Well & Reservoir                    | 137.55    |
|                                               |     | 009427-000-0921   | Public Works          | Columbia Hills Irrigation-Tract B Wind River | 559.18    |
|                                               |     | 005488-000-0921   | Public Works          | Cemetery Water Spigots                       | 47.44     |
|                                               |     | 009787-005-0921   | Public Works          | Park & Ride Lot                              | 216.15    |
|                                               |     | 005812-001-0921   | Public Works          | Abrams Park Chlorine Injector - Storm        | 19.65     |
|                                               |     | 010935-000-0921   | Public Works          | Cedar Creek Irrigation Tract-B               | 307.68    |
|                                               |     | 005815-000-0921   | Genl Govt/Facilities  | 109 W Division - WWTP/ CRWWD Portion         | 127.60    |
|                                               |     | 012825-000-0921   | Public Works          | IRR West End S Sevier Rd                     | 1,213.15  |
|                                               |     | 006398-000-0921   | Public Safety         | 116 N Main Ave PD - Water                    | 67.68     |
|                                               |     |                   |                       | 116 N Main Ave PD - Storm                    | 78.60     |
|                                               |     | 005436-005-0921   | Public Works          | I-5/SR501 NW Interchange Irrigation          | 94.88     |
|                                               |     | 009457-000-0921   | Public Works          | Columbia Hills Irrigation-Tract D Cispus Way | 673.88    |
|                                               |     | 005436-001-0921   | Public Works          | I-5/SR501 NE Interchange Irrigation          | 94.88     |
| CITY OF RIDGEFIELD WATER & STORM - EPAY Total |     |                   |                       |                                              | 18,125.63 |
| CLARK REGIONAL WASTEWATER DISTRICT - EPAY     | 741 | 032899-000-202108 | Public Works          | Abrams Park Former Mgr House - Sewer         | 42.20     |
|                                               |     | 032894-000-202108 | Public Works          | Abrams Park Kitchen - Sewer                  | 41.59     |
|                                               |     | 032695-000-202108 | Genl Govt/Facilities  | 109 W Division WWTP - CRWWD Portion - Sewer  | 77.76     |
|                                               |     |                   | Public Works          | 109 W Division WWTP - Sewer                  | 77.76     |
|                                               |     | 032712-000-202108 | Public Safety         | 116 N Main Ave PD - Sewer                    | 45.81     |
|                                               |     | 032752-000-202108 | Genl Govt/Facilities  | 230 Pioneer St City Hall - Sewer             | 367.10    |
|                                               |     | 032345-000-202108 | Public Works          | 301 N 3RD AVE - SEWER                        | 15.78     |
|                                               |     |                   | Community Development | 301 N 3RD AVE - SEWER                        | 15.78     |
|                                               |     | 032895-000-202108 | Public Works          | Abrams Park Restrooms - Sewer                | 80.17     |
|                                               |     |                   |                       |                                              |           |

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|                                                        |          |                   |                        |                                         |                  |
|--------------------------------------------------------|----------|-------------------|------------------------|-----------------------------------------|------------------|
| CLARK REGIONAL WASTEWATER DISTRICT - EPAY              | 741      | 035480-000-202108 | Public Works           | 255 S 56th Pl Well & Reservoir - Sewer  | 39.18            |
| <b>CLARK REGIONAL WASTEWATER DISTRICT - EPAY Total</b> |          |                   |                        |                                         | <b>803.13</b>    |
| CLAYTON C KNIGHT                                       | 3622     | 3622-20210923     | Genl Govt/Facilities   | BF Performance                          | 200.00           |
| <b>CLAYTON C KNIGHT Total</b>                          |          |                   |                        |                                         | <b>200.00</b>    |
| CLEAN WORLD MAINTENANCE INC                            | 3105     | 46704             | Genl Govt/Facilities   | Window Cleaning - CH/PD                 | 250.75           |
|                                                        |          |                   | Public Safety          | Window Cleaning - CH/PD                 | 75.00            |
| <b>CLEAN WORLD MAINTENANCE INC Total</b>               |          |                   |                        |                                         | <b>325.75</b>    |
| COLUMBIA CASCADE COMPANY                               | 1151     | 49896-06          | Public Works           | Parks Playground Parts                  | 493.22           |
| <b>COLUMBIA CASCADE COMPANY Total</b>                  |          |                   |                        |                                         | <b>493.22</b>    |
| COLUMBIAN PUBLISHING                                   | 116      | 31419             | Community Development  | Ordinance 1347/1348                     | 54.00            |
|                                                        |          |                   | Finance                | Ordinance 1347/1348                     | 45.00            |
| <b>COLUMBIAN PUBLISHING Total</b>                      |          |                   |                        |                                         | <b>99.00</b>     |
| COMCAST - EPAY                                         | 2271     | 2271-202109-109   | Genl Govt/Facilities   | PW Shop Communications                  | 28.12            |
|                                                        |          | 2271-202109-116   | Public Works           | PW Shop Communications                  | 418.89           |
|                                                        |          | 2271-202109-230   | Public Safety          | PD Communications                       | 350.41           |
|                                                        |          |                   | Genl Govt/Facilities   | Internet Services - CH                  | 466.95           |
| <b>COMCAST - EPAY Total</b>                            |          |                   |                        |                                         | <b>1,264.37</b>  |
| COMDATA NETWORK INC.                                   | 1101     | 20352324          | Genl Govt/Facilities   | Fuel PW - XN173                         | 96.43            |
|                                                        |          |                   | Public Works           | Fuel PW - XN173                         | 1,436.66         |
|                                                        |          |                   | Community Development  | Fuel CDD - XN173                        | 217.95           |
| <b>COMDATA NETWORK INC. Total</b>                      |          |                   |                        |                                         | <b>1,751.04</b>  |
| CONTECH ENGINEERED SOLUTIONS LLC                       | 3498     | 23400211          | Public Works           | Cedar Ridge Filter Vault Maint          | 3,739.80         |
| <b>CONTECH ENGINEERED SOLUTIONS LLC Total</b>          |          |                   |                        |                                         | <b>3,739.80</b>  |
| COOK SECURITY GROUP                                    | 2268     | 853465            | Genl Govt/Facilities   | City Hall Alarm Management              | 268.83           |
| <b>COOK SECURITY GROUP Total</b>                       |          |                   |                        |                                         | <b>268.83</b>    |
| CORE & MAIN LP                                         | 2906     | P460990           | Public Works           | Safety Flag                             | 426.58           |
|                                                        |          | P466996           | Public Works           | Safety Flag                             | 853.17           |
| <b>CORE &amp; MAIN LP Total</b>                        |          |                   |                        |                                         | <b>1,279.75</b>  |
| DARRELL D JOHNSON                                      | 3630     | 3630-20210923     | Genl Govt/Facilities   | BF Performance                          | 400.00           |
| <b>DARRELL D JOHNSON Total</b>                         |          |                   |                        |                                         | <b>400.00</b>    |
| Dee Tiffany                                            | UB*00603 | (blank)           | Genl Govt/Facilities   | Refund Check 011573-000 100 N 44th Pl   | 178.15           |
| <b>Dee Tiffany Total</b>                               |          |                   |                        |                                         | <b>178.15</b>    |
| DEPARTMENT OF LICENSING - CPL EPAY                     | 154      | RG0000781-2021    | Genl Govt/Facilities   | CPL Fees - Dumas                        | 18.00            |
| <b>DEPARTMENT OF LICENSING - CPL EPAY Total</b>        |          |                   |                        |                                         | <b>18.00</b>     |
| DICK'S TIRE FACTORY                                    | 158      | D4501             | Public Works           | Street Sweeper Maint                    | 67.00            |
| <b>DICK'S TIRE FACTORY Total</b>                       |          |                   |                        |                                         | <b>67.00</b>     |
| E2 LAND USE PLANNING SERVICES LLC                      | 485      | 0485-202108       | Community Development  | Planning Consulting Services - Aug 2021 | 4,112.50         |
| <b>E2 LAND USE PLANNING SERVICES LLC Total</b>         |          |                   |                        |                                         | <b>4,112.50</b>  |
| ELCOR INC                                              | 2081     | MSP-13935         | Public Safety          | IT Services - August 2021               | 3,414.76         |
|                                                        |          |                   | Public Works           | IT Services - August 2021               | 2,956.57         |
|                                                        |          |                   | Community Development  | IT Services - August 2021               | 3,035.33         |
|                                                        |          |                   | Information Technology | IT Services - August 2021               | 6,528.87         |
|                                                        |          | 14002             | Public Safety          | PD Dual Radio                           | 195.12           |
|                                                        |          |                   | Public Works           | PW Op's Center Cameras                  | 1,899.36         |
|                                                        |          |                   | Information Technology | SSL VPN Sonicwall Netextender           | 176.89           |
| <b>ELCOR INC Total</b>                                 |          |                   |                        |                                         | <b>18,206.90</b> |
| EWING VANCOUVER                                        | 2374     | 15100602          | Public Works           | Sprinkler Repair Supplies               | 201.08           |

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|---------------------------------------|----------|------------------|------------------------|----------------------------------------|------------|
| EWING VANCOUVER Total                 |          |                  |                        |                                        | 201.08     |
| FERGUSON ENTERPRISES INC # 8423       | 181      | 1026505          | Genl Govt/Facilities   | Water Meters                           | (286.56)   |
|                                       |          |                  | Public Works           | Water Meters                           | 3,698.02   |
|                                       |          | 1024675          | Public Works           | Water Meters                           | 7,076.35   |
| FERGUSON ENTERPRISES INC # 8423 Total |          |                  |                        |                                        | 10,487.81  |
| Flynn David                           | UB*00563 | (blank)          | Genl Govt/Facilities   | Refund Check 013096-000 1820 S 51st Pl | 85.71      |
| Flynn David Total                     |          |                  |                        |                                        | 85.71      |
| GISI MARKETING GROUP                  | 2811     | CREDIT0000009076 | Administration         | Business Cards Credit - DeMoss         | (129.86)   |
|                                       |          | 259307           | Administration         | Business Cards - DeMoss                | 129.86     |
|                                       |          | 259939           | Genl Govt/Facilities   | 2021 Newsletter #3                     | 2,148.37   |
| GISI MARKETING GROUP Total            |          |                  |                        |                                        | 2,148.37   |
| GSI WATER SOLUTIONS INC.              | 2971     | 0727.001-35      | Public Works           | Hydrological Study                     | 630.00     |
| GSI WATER SOLUTIONS INC. Total        |          |                  |                        |                                        | 630.00     |
| H.D. FOWLER COMPANY                   | 2036     | I5899150         | Public Works           | Water Supplies                         | 310.46     |
|                                       |          | C534862          | Public Works           | Clamp Return                           | (184.60)   |
|                                       |          | I5891555         | Public Works           | Water Meters                           | 1,307.46   |
| H.D. FOWLER COMPANY Total             |          |                  |                        |                                        | 1,433.32   |
| INSTANT IMPRINTS CASCADE PARK         | 2371     | 51901            | Council                | Council Shirt Embroidery               | 290.19     |
| INSTANT IMPRINTS CASCADE PARK Total   |          |                  |                        |                                        | 290.19     |
| INTERMEDIA.NET INC                    | 2187     | 2109018977       | Information Technology | Voice Service Charges - August 2021    | 86.58      |
| INTERMEDIA.NET INC Total              |          |                  |                        |                                        | 86.58      |
| J.L. STOREDAHL AND SONS               | 558      | 340000           | Public Works           | 3/4" Crushed Rock                      | 223.15     |
| J.L. STOREDAHL AND SONS Total         |          |                  |                        |                                        | 223.15     |
| J2 BLUE PRINT SUPPLY                  | 243      | AR107948         | Genl Govt/Facilities   | 1Sat Info Banner                       | 99.73      |
|                                       |          | AR107849         | Genl Govt/Facilities   | MTC Banner                             | 327.91     |
| J2 BLUE PRINT SUPPLY Total            |          |                  |                        |                                        | 427.64     |
| JANEAN Z PARKER                       | 2199     | 128              | Community Development  | Legal Services - Aug 2021              | 500.00     |
|                                       |          |                  | Legal                  | Legal Services - Aug 2021              | 1,937.50   |
| JANEAN Z PARKER Total                 |          |                  |                        |                                        | 2,437.50   |
| JASON HATTRICK                        | 3377     | 9                | Public Safety          | Kindness 911 Annual Fee - 2021-2022    | 2,500.00   |
| JASON HATTRICK Total                  |          |                  |                        |                                        | 2,500.00   |
| JEFFREY W LIMBAUGH                    | 3616     | 1                | Genl Govt/Facilities   | BF Performance                         | 200.00     |
| JEFFREY W LIMBAUGH Total              |          |                  |                        |                                        | 200.00     |
| JET CONSTRUCTION NW LLC               | 3613     | 3613-2           | Public Works           | South Hillhurst Overlay                | 380,652.25 |
|                                       |          | 1005             | Public Works           | Guardrail Attenuator Replacement       | 33,820.80  |
| JET CONSTRUCTION NW LLC Total         |          |                  |                        |                                        | 414,473.05 |
| JOE TURNER P.C.                       | 1437     | 1116             | Public Safety          | Dangerous Dog Hearing                  | 740.00     |
|                                       |          | 1117             | Community Development  | Hearings Examiner                      | 580.00     |
| JOE TURNER P.C. Total                 |          |                  |                        |                                        | 1,320.00   |
| JOHN WILSON                           | 2959     | 2959-20210923    | Community Development  | Car Wash Reimb - Wilson                | 140.00     |
| JOHN WILSON Total                     |          |                  |                        |                                        | 140.00     |
| JOSHUA NATHAN                         | 3629     | 3629-20210923    | Genl Govt/Facilities   | Welding Certificate Reimb - Nathan     | 8.25       |
|                                       |          |                  | Public Works           | Welding Certificate Reimb - Nathan     | 46.75      |
| JOSHUA NATHAN Total                   |          |                  |                        |                                        | 55.00      |
| KEYSTONE CONTRACTING                  | 2657     | 2657-1           | Public Works           | Storm Facility Rehab                   | 156,698.79 |
| KEYSTONE CONTRACTING Total            |          |                  |                        |                                        | 156,698.79 |
| LINKO TECHNOLOGY INC.                 | 3337     | 8713             | Genl Govt/Facilities   | Web Tests - August 2021                | (19.32)    |

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|-----------------------------------------------|----------|----------------|------------------------|----------------------------------------------------|-----------|
| LINKO TECHNOLOGY INC.                         | 3337     | 8713           | Public Works           | Web Tests - August 2021                            | 249.32    |
| LINKO TECHNOLOGY INC. Total                   |          |                |                        |                                                    | 230.00    |
| MARIUS L MALATTIA                             | 1817     | 152            | Community Development  | Design Reviews - August 2021                       | 2,470.00  |
| MARIUS L MALATTIA Total                       |          |                |                        |                                                    | 2,470.00  |
| MERCURY ASSOCIATES INC.                       | 3547     | Ridgefld-07    | Genl Govt/Facilities   | Fleet Management Study                             | 1,141.36  |
| MERCURY ASSOCIATES INC. Total                 |          |                |                        |                                                    | 1,141.36  |
| Morris Jason & Emily                          | UB*00606 | (blank)        | Genl Govt/Facilities   | Refund Check 012465-001 504 N Horns Corner Dr      | 10.80     |
| Morris Jason & Emily Total                    |          |                |                        |                                                    | 10.80     |
| MOUNTAIN VIEW DENTAL                          | 3633     | PLZ-21-0067    | Genl Govt/Facilities   | Refund PLZ-21-0067                                 | 1,250.00  |
| MOUNTAIN VIEW DENTAL Total                    |          |                |                        |                                                    | 1,250.00  |
| Mueller Matthias                              | UB*00604 | (blank)        | Genl Govt/Facilities   | Refund Check 007443-000 2405 N 9th Cir             | 34.26     |
| Mueller Matthias Total                        |          |                |                        |                                                    | 34.26     |
| MUNICIPAL CODE CORP.                          | 1185     | 362845         | Genl Govt/Facilities   | Codification                                       | 1,275.15  |
| MUNICIPAL CODE CORP. Total                    |          |                |                        |                                                    | 1,275.15  |
| NORTHSIDE FORD TRUCK SALES INC                | 3281     | 10197          | Community Development  | 2021 Ford Escape 1FMCU9BZ8MUA83463                 | 29,895.22 |
| NORTHSIDE FORD TRUCK SALES INC Total          |          |                |                        |                                                    | 29,895.22 |
| NORTHWEST STAFFING                            | 522      | 4119498        | Community Development  | Temp Services - Cleary                             | 497.20    |
|                                               |          | 4119357        | Community Development  | Temp Services - Cleary                             | 497.20    |
| NORTHWEST STAFFING Total                      |          |                |                        |                                                    | 994.40    |
| ONE CALL CONCEPTS                             | 326      | 1089096        | Public Works           | Excavatoir Notif./Modem Ticket Delivery - Aug 2021 | 261.36    |
| ONE CALL CONCEPTS Total                       |          |                |                        |                                                    | 261.36    |
| ON-HOLD CONCEPTS INC                          | 2217     | 549879         | Information Technology | On Hold Music Service - Sept 2021                  | 24.95     |
| ON-HOLD CONCEPTS INC Total                    |          |                |                        |                                                    | 24.95     |
| PATRICK CONNELL                               | 3631     | 3631-20210923  | Genl Govt/Facilities   | BF Performance                                     | 300.00    |
| PATRICK CONNELL Total                         |          |                |                        |                                                    | 300.00    |
| PATRICK HILDRETH BRAND AND DESIGN             | 2372     | 2045           | Genl Govt/Facilities   | Professional Design/Web Maint                      | 300.00    |
| PATRICK HILDRETH BRAND AND DESIGN Total       |          |                |                        |                                                    | 300.00    |
| PBS ENGINEERING AND ENVIRONMENTAL             | 342      | 0071069.003-2  | Public Works           | Sanitary Force Main - Pioneer St Extention         | 1,652.50  |
|                                               |          | 0071069.004-3  | Public Works           | Royle Rd & 15th Roundabout                         | 44,387.72 |
|                                               |          | 0071272.000-28 | Public Works           | Royle Rd Project                                   | 10,687.50 |
|                                               |          | 0071543.000-8  | Public Works           | Pioneer Street Extention                           | 4,817.50  |
| PBS ENGINEERING AND ENVIRONMENTAL Total       |          |                |                        |                                                    | 61,545.22 |
| PITNEY BOWES                                  | 341      | 1018695297     | Genl Govt/Facilities   | Postage Machine E-Z Seal                           | 70.02     |
|                                               |          | 3314116000     | Genl Govt/Facilities   | Postage Machine Lease - Q3.2021                    | 505.98    |
| PITNEY BOWES Total                            |          |                |                        |                                                    | 576.00    |
| PORTLAND ENGINEERING INC                      | 2082     | 10573          | Public Works           | Verizon Data- Telemetry                            | 195.12    |
| PORTLAND ENGINEERING INC Total                |          |                |                        |                                                    | 195.12    |
| POSTMASTER                                    | 348      | 0348-20210923  | Public Safety          | PD Post Office Box #546                            | 166.00    |
| POSTMASTER Total                              |          |                |                        |                                                    | 166.00    |
| PROVIDENCE HEALTH & SERVICES OREGON           | 3530     | 16506          | Genl Govt/Facilities   | DOT Physical Exams                                 | 9.50      |
|                                               |          |                | Public Works           | DOT Physical Exams                                 | 275.50    |
| PROVIDENCE HEALTH & SERVICES OREGON Total     |          |                |                        |                                                    | 285.00    |
| PURCOR PEST SOLUTIONS OF WASHINGTON LLC       | 3606     | 468715         | Public Safety          | Pest Control - PD                                  | 107.32    |
| PURCOR PEST SOLUTIONS OF WASHINGTON LLC Total |          |                |                        |                                                    | 107.32    |
| RIDGEFIELD ART ASSOCIATION                    | 2501     | 20211          | Genl Govt/Facilities   | Musicians in the Park                              | 1,200.00  |
|                                               |          | 20212          | Genl Govt/Facilities   | F2T Token Service                                  | 1,504.00  |
| RIDGEFIELD ART ASSOCIATION Total              |          |                |                        |                                                    | 2,704.00  |

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|-----------------------------------------|----------|-------------|------------------------|----------------------------------------------|----------------------------------------------|-------------------------------------|----------------------|-----------------------------------------|----------|
| RIDGEFIELD HARDWARE                     | 376      | 0376-202108 | Genl Govt/Facilities   | Oper Supp - PW's                             | 10.97                                        |                                     |                      |                                         |          |
|                                         |          |             |                        | Oper Supp - Events                           | 278.82                                       |                                     |                      |                                         |          |
|                                         |          |             |                        | Public Safety                                | Oper Supp - PD                               | 78.44                               |                      |                                         |          |
|                                         |          |             |                        | Public Works                                 | Oper Supp - PW's                             | 163.42                              |                      |                                         |          |
|                                         |          |             |                        | Oper Supp - Water                            | 155.66                                       |                                     |                      |                                         |          |
|                                         |          |             |                        | Oper Supp - Parks                            | 340.72                                       |                                     |                      |                                         |          |
|                                         |          |             |                        | Small Tools - Parks                          | 16.59                                        |                                     |                      |                                         |          |
|                                         |          |             |                        | Oper Supp - Stormwater                       | 108.28                                       |                                     |                      |                                         |          |
|                                         |          |             |                        | Oper Supp - Streets                          | 118.67                                       |                                     |                      |                                         |          |
|                                         |          |             |                        | RIDGEFIELD HARDWARE Total                    |                                              |                                     |                      |                                         | 1,271.57 |
| RIDGEFIELD SCHOOL DISTRICT              | 378      | 1002100006  | Genl Govt/Facilities   | RACC Operating Expense - Wastewater          | 9.05                                         |                                     |                      |                                         |          |
|                                         |          |             |                        | RACC Operating Expense - Janitorial          | 229.80                                       |                                     |                      |                                         |          |
|                                         |          |             |                        | RACC Operating Expense - Water               | 76.16                                        |                                     |                      |                                         |          |
|                                         |          |             |                        | RACC Operating Expense - Garbage             | 18.91                                        |                                     |                      |                                         |          |
|                                         |          |             |                        | RACC Operating Expense - Electricity         | 523.84                                       |                                     |                      |                                         |          |
|                                         |          |             |                        | RACC Operating Expense - Security Monitoring | 11.13                                        |                                     |                      |                                         |          |
|                                         |          |             |                        | Public Works                                 | RACC Operating Expense - Wastewater          | 7.79                                |                      |                                         |          |
|                                         |          |             |                        |                                              | RACC Operating Expense - Janitorial          | 197.85                              |                      |                                         |          |
|                                         |          |             |                        |                                              | RACC Operating Expense - Water               | 65.57                               |                      |                                         |          |
|                                         |          |             |                        |                                              | RACC Operating Expense - Garbage             | 16.28                               |                      |                                         |          |
|                                         |          |             |                        |                                              | RACC Operating Expense - Electricity         | 451.01                              |                      |                                         |          |
|                                         |          |             |                        |                                              | RACC Operating Expense - Security Monitoring | 9.58                                |                      |                                         |          |
|                                         |          |             |                        |                                              | Community Development                        | RACC Operating Expense - Wastewater | 32.70                |                                         |          |
|                                         |          |             |                        |                                              |                                              | RACC Operating Expense - Janitorial | 830.15               |                                         |          |
|                                         |          |             |                        |                                              |                                              | RACC Operating Expense - Water      | 275.12               |                                         |          |
|                                         |          |             |                        |                                              |                                              | RACC Operating Expense - Garbage    | 68.31                |                                         |          |
|                                         |          |             |                        | RACC Operating Expense - Electricity         |                                              | 1,892.34                            |                      |                                         |          |
|                                         |          |             |                        | RACC Operating Expense - Security Monitoring |                                              | 40.19                               |                      |                                         |          |
|                                         |          |             |                        | RIDGEFIELD SCHOOL DISTRICT Total             |                                              |                                     |                      |                                         | 4,755.78 |
|                                         |          |             |                        | Schellentrager James                         | UB*00587                                     | (blank)                             | Genl Govt/Facilities | Refund Check 012835-000 4942 S 12th Cir | 134.27   |
| Schellentrager James Total              |          |             |                        |                                              | 134.27                                       |                                     |                      |                                         |          |
| Serface Brian                           | UB*00503 | (blank)     | Genl Govt/Facilities   | Refund Check 007692-000 2037 N 8th Way       | 41.93                                        |                                     |                      |                                         |          |
| Serface Brian Total                     |          |             |                        |                                              | 41.93                                        |                                     |                      |                                         |          |
| SPRINGBROOK - GROUP EPAY                | 3544     | 210921926   | Public Works           | Customer Web Payments - August 2021          | 99.32                                        |                                     |                      |                                         |          |
| SPRINGBROOK - GROUP EPAY Total          |          |             |                        |                                              | 99.32                                        |                                     |                      |                                         |          |
| SPRINGBROOK SOFTWARE LLC                | 3444     | INV-007195  | Public Works           | Customer Web Payments - August 2021          | 395.43                                       |                                     |                      |                                         |          |
| SPRINGBROOK SOFTWARE LLC Total          |          |             |                        |                                              | 395.43                                       |                                     |                      |                                         |          |
| STAPLES CONTRACT & COMMERCIAL INC       | 2884     | 8063430705  | Genl Govt/Facilities   | RACC Oper Supp                               | 0.17                                         |                                     |                      |                                         |          |
|                                         |          |             | Public Works           | RACC Oper Supp                               | 2.32                                         |                                     |                      |                                         |          |
|                                         |          |             |                        | Comp Keyboard - Blake                        | 57.87                                        |                                     |                      |                                         |          |
|                                         |          |             | Community Development  | RACC Oper Supp                               | 2.48                                         |                                     |                      |                                         |          |
|                                         |          |             |                        | Oper Supp - CDD                              | 126.34                                       |                                     |                      |                                         |          |
|                                         |          |             |                        | Office Supp - CDD                            | 31.79                                        |                                     |                      |                                         |          |
|                                         |          |             | Information Technology | Comp Keyboard - Blake                        | 7.15                                         |                                     |                      |                                         |          |
| STAPLES CONTRACT & COMMERCIAL INC Total |          |             |                        |                                              | 228.12                                       |                                     |                      |                                         |          |
| TENNESSE CABLE SERVICES INC             | 3626     | ENG-21-0084 | Genl Govt/Facilities   | Refund ENG-21-0084                           | 125.00                                       |                                     |                      |                                         |          |
| TENNESSE CABLE SERVICES INC Total       |          |             |                        |                                              | 125.00                                       |                                     |                      |                                         |          |

**City of Ridgefield**  
**Claims Payment Report**  
For Approval on: September 23, 2021

4.1.a

|                                                    |      |                 |                       |                                          |                  |
|----------------------------------------------------|------|-----------------|-----------------------|------------------------------------------|------------------|
| THE GUNTER GROUP LLC                               | 3493 | 4028            | Community Development | SmartGov Consulting Services             | 260.00           |
| <b>THE GUNTER GROUP LLC Total</b>                  |      |                 |                       |                                          | <b>260.00</b>    |
| THE MASTERS TOUCH LLC                              | 1786 | P77253          | Public Works          | Final Utility Bill Statements - Postage  | 33.75            |
|                                                    |      | 77253           | Public Works          | Final Utility Billing Statements         | 23.79            |
|                                                    |      | P77334          | Public Works          | August 2021 Utility Statements - Postage | 1,359.29         |
|                                                    |      | 77059           | Finance               | Pandemic Relief Letter Mailing Services  | 287.26           |
|                                                    |      | 77334           | Public Works          | August 2021 Utilty Statements            | 995.01           |
|                                                    |      | P77059          | Finance               | Pandemic Relief Letters - Postage        | 93.84            |
|                                                    |      | 77094           | Public Works          | Backflow Letters - August 2021           | 335.39           |
|                                                    |      | P77094          | Public Works          | Backflow Letters Postage - August 2021   | 120.05           |
| <b>THE MASTERS TOUCH LLC Total</b>                 |      |                 |                       |                                          | <b>3,248.38</b>  |
| TIREHUB LLC                                        | 3067 | 18937826        | Public Safety         | PD Tires                                 | 1,274.11         |
| <b>TIREHUB LLC Total</b>                           |      |                 |                       |                                          | <b>1,274.11</b>  |
| TRJ PLANNING INC                                   | 3575 | 49              | Community Development | Residentail Permit Design Reviews        | 5,842.03         |
| <b>TRJ PLANNING INC Total</b>                      |      |                 |                       |                                          | <b>5,842.03</b>  |
| VERIZON WIRELESS - EPAY                            | 452  | 9887274483      | Genl Govt/Facilities  | PW Director iPad                         | 7.91             |
|                                                    |      |                 |                       | PW Cell Phones & 2 iPads                 | 27.61            |
|                                                    |      |                 |                       | Julie iPad                               | 52.59            |
|                                                    |      |                 | Public Safety         | PD Cell Phones                           | 732.94           |
|                                                    |      |                 |                       | PD Chief iPad                            | 52.60            |
|                                                    |      |                 | Public Works          | PW Director iPad                         | 34.05            |
|                                                    |      |                 |                       | PW Cell Phones & 2 iPads                 | 411.30           |
|                                                    |      |                 | Community Development | PW Director iPad                         | 10.53            |
|                                                    |      |                 |                       | CDD Cell Phones                          | 215.57           |
|                                                    |      |                 |                       | CDD Director iPad                        | 52.59            |
|                                                    |      |                 | Council               | Council iPads                            | 603.71           |
|                                                    |      |                 | Administration        | Deputy City Manager iPad                 | 52.60            |
|                                                    |      |                 | Finance               | Finance Director iPad                    | 52.59            |
|                                                    |      |                 | Executive             | City Manager iPad                        | 52.59            |
|                                                    |      | 9887274485      | Genl Govt/Facilities  | PW Cell Phones & 2 iPads                 | 56.35            |
|                                                    |      |                 |                       | PW/CDD Cell                              | 5.58             |
|                                                    |      |                 | Public Safety         | PD Cell Phones                           | 548.32           |
|                                                    |      |                 |                       | ADMIN Cell Phones                        | 106.54           |
|                                                    |      |                 | Public Works          | PW Cell Phones & 2 iPads                 | 839.40           |
|                                                    |      |                 |                       | PW/CDD Cell                              | 13.01            |
|                                                    |      |                 | Community Development | PW/CDD Cell                              | 18.59            |
|                                                    |      |                 |                       | CDD Cell Phones                          | 410.29           |
|                                                    |      |                 | Finance               | FIN Cell Phones                          | 37.18            |
|                                                    |      | 9887274484      | Public Works          | Hillhurst Ped Crossing - Aug 2021        | 105.16           |
| <b>VERIZON WIRELESS - EPAY Total</b>               |      |                 |                       |                                          | <b>4,499.60</b>  |
| WA STATE DEPARTMENT OF TRANSPORTATION              | 688  | 313-ATB10816135 | Public Works          | Gee Creek Trail Const. Mgmt.             | 36.90            |
| <b>WA STATE DEPARTMENT OF TRANSPORTATION Total</b> |      |                 |                       |                                          | <b>36.90</b>     |
| WALLIS ENGINEERING                                 | 464  | 16114           | Public Works          | Downtown Stormwater Enhancements         | 56,547.03        |
| <b>WALLIS ENGINEERING Total</b>                    |      |                 |                       |                                          | <b>56,547.03</b> |
| WASHINGTON STATE PATROL                            | 463  | I22001181       | Genl Govt/Facilities  | Background Checks - CPL                  | 362.25           |
| <b>WASHINGTON STATE PATROL Total</b>               |      |                 |                       |                                          | <b>362.25</b>    |
| WELLS FARGO - EPAY                                 | 1681 | 202108-0187     | Genl Govt/Facilities  | Melroy Chevron 0203556 Uhaul Rental Fuel | 5.40             |

**City of Ridgefield**  
**Claims Payment Report**  
**For Approval on: September 23, 2021**

**WELLS FARGO - EPAY**

|      |             |                               |                                                                  |          |
|------|-------------|-------------------------------|------------------------------------------------------------------|----------|
| 1681 | 202108-0187 | <b>Genl Govt/Facilities</b>   | Melroy Craft Warehouse -15 Farm to table supplies                | 384.95   |
|      |             |                               | Melroy Costco Whse #0772 Farm to table supplies - Card on loan t | 569.50   |
|      |             | <b>Public Works</b>           | Melroy Chevron 0203556 Uhaul Rental Fuel                         | 80.48    |
|      |             |                               | Melroy U-Haul Storage Of Hazel D Rental for furniture move publi | 155.89   |
|      |             |                               | Melroy U-Haul Storage Of Hazel D Rental to move furniture for pu | 32.47    |
|      | 202108-6947 | <b>Genl Govt/Facilities</b>   | Kipp Smart Foodservice 566 Cooking utensils nno                  | 31.01    |
|      |             |                               | Kipp Customink Llc Aprons for servers at F2T                     | 1,186.98 |
|      |             |                               | Kipp Homegoods # 0696 Candles lighting and table decor for F2T   | 212.90   |
|      |             |                               | Kipp Hobby-Lobby #930 Rug for the stage and table decor for F2T  | 175.74   |
|      |             |                               | Kipp Royal Rest (1 Of 1 Pa Restroom rentals F2T                  | 850.00   |
|      |             |                               | Kipp Dollar Tree NNO cleaning supplies/Decor for police tent     | 10.84    |
|      |             | <b>Human Resources</b>        | Kipp Costco By Instacart Wellness snacks                         | 445.81   |
|      |             |                               | Kipp Costco By Instacart Wellness snacks                         | 206.57   |
|      | 202108-0760 | <b>Genl Govt/Facilities</b>   | Kipp Cross Border Trans Fee Fraud                                | 0.89     |
|      |             |                               | Kipp Wager Audi P160525453 Sound equipment rental for MCFestiva  | 213.75   |
|      |             |                               | Kipp Smart Foodservice 566 breakfast snacks for volunteers and d | 74.76    |
|      |             |                               | Kipp Musinsa Fraud                                               | 88.64    |
|      | 202108-7002 | <b>Public Works</b>           | Thamert Ridgefield Pioneer water for crew                        | 8.63     |
|      |             |                               | Thamert Staples Direct memo pads files accordion file post it    | 251.55   |
|      |             |                               | Thamert Chevron 0203556 bags of ice for crew on hot day          | 9.96     |
|      |             |                               | Thamert Grainger wasp spray dust mop hard hat rack building w    | 251.14   |
|      | 202108-5756 | <b>Public Works</b>           | Rubio Romero Southwest Clean Air Agenc 301 N 3rd Ave Asbestos an | 66.00    |
|      |             | <b>Information Technology</b> | Rubio Romero Apple.Com/Bill Comm Events IPAD Music               | 14.08    |
|      |             |                               | Rubio Romero Dropbox Gr1c71527rr5 File Sharing Software          | 21.67    |
|      |             |                               | Rubio Romero Adobe Creative Cloud Software - DeMoss              | 57.44    |
|      |             |                               | Rubio Romero Mailchimp Misc Social Media and Email Marketing     | 22.61    |
|      |             |                               | Rubio Romero Eclinchier Social Media Publishing and Analytics    | 49.00    |
|      |             |                               | Rubio Romero Zoom.Us 888-799-9666 Meeting Platform               | 59.60    |
|      |             |                               | Rubio Romero Amazon Web Services Web Audio Backup                | 1.04     |
|      |             |                               | Rubio Romero Txtsignal.Com Text Message Software                 | 39.00    |
|      |             |                               | Rubio Romero Apple.Com/Bill CH Ipad Music                        | 10.83    |
|      | 202108-7051 | <b>Human Resources</b>        | Blehm Ipma-Hr Membership fee                                     | 114.00   |
|      |             | <b>Council</b>                | Blehm Alaska Air 0272111967038 Council travel                    | 12.99    |
|      |             |                               | Blehm Alaska Air 0272111955291 Council travel                    | 12.99    |
|      |             |                               | Blehm Carl'S Golfand Inc Council clothing                        | 112.72   |
|      |             | <b>Administration</b>         | Blehm Office Depot #2542 Printer ink/laminating sheets           | 125.70   |
|      | 202108-6970 | <b>Finance</b>                | Johnson Sq Teriyaki Thai E Working meeting with CRWWD to discus  | 41.26    |
|      |             |                               | Johnson Sq Sugars Barbecue Lunch for procurement coordinator in  | 86.02    |
|      | 202108-6996 | <b>Genl Govt/Facilities</b>   | Demoss Facebk Ecmqt8x6m2 Facebook Ads for NNO                    | 6.01     |
|      |             |                               | Demoss Facebk Ecmqt8x6m2 Facebook Ads for 1Sat                   | 3.99     |
|      |             |                               | Demoss Facebk W7q6w5p7m2 Facebook Ads for NNO                    | 8.30     |
|      |             |                               | Demoss Facebk 79ttx6t6m2 Facebook Ads for 1Sat                   | 14.46    |
|      |             |                               | Demoss Facebk W7q6w5p7m2 Facebook Ads for 1Sat                   | 1.70     |
|      |             |                               | Demoss Facebk Yvuff7f7m2 Facebook Ads for NNO                    | 6.09     |
|      |             |                               | Demoss Facebk Kuugz5p7m2 Facebook Ads for NNO                    | 9.06     |
|      |             |                               | Demoss Linkit Media Group 2021 Events Advertising Sportsmans Scr | 990.00   |
|      |             |                               | Demoss Facebk DlpY88f7m2 MTC Facebook Marketing                  | 50.00    |

Attachment: September 23, 2021 - Claims Report (Approval of Claims And/Or Payroll)

**City of Ridgefield**  
**Claims Payment Report**  
**For Approval on: September 23, 2021**

|                    |      |             |                               |                                                                  |          |
|--------------------|------|-------------|-------------------------------|------------------------------------------------------------------|----------|
| WELLS FARGO - EPAY | 1681 | 202108-6996 | <b>Genl Govt/Facilities</b>   | Demoss Facebk Kuugz5p7m2 Facebook Ads 1Sat                       | 5.94     |
|                    |      |             |                               | Demoss Canva 103159-26135704 Community Equity/Inclusion Survey   | 28.00    |
|                    |      |             |                               | Demoss Facebk 6pzy58f7m2 MTC Facebook Marketing                  | 35.00    |
|                    |      |             |                               | Demoss Facebk 79ttx6t6m2 Facebook Ads for NNO                    | 0.54     |
|                    |      |             |                               | Demoss Facebk V5zqe7t6m2 MTC Facebook Marketing                  | 25.00    |
|                    |      |             |                               | Demoss Facebk Rkfgj9x6m2 MTC Facebook Marketing                  | 6.66     |
|                    |      |             |                               | Demoss Facebk Yvuff7f7m2 Facebook Ads for 1Sat                   | 3.91     |
|                    |      |             |                               | Demoss Customink Llc MTC Volunteer T-Shirts                      | 442.38   |
|                    |      |             |                               | Demoss Sticker Mule MTC Buttons                                  | 60.70    |
|                    |      |             | <b>Human Resources</b>        | Demoss Rosauers Food & Dru Ice cream for employees on group pict | 25.98    |
|                    |      |             | <b>Information Technology</b> | Demoss Airtable.Com/Bill Online organizational tool              | 24.00    |
|                    |      |             | <b>Administration</b>         | Demoss Elgl Annual Conference Online Conference admission for De | 160.00   |
|                    |      | 202108-9437 | <b>Genl Govt/Facilities</b>   | Hoots Orion Safety Products 4 BOXES OF FLARES FOR POLICE CARS    | (10.33)  |
|                    |      |             |                               | Hoots Ridgefield Pioneer 60 BAGS OF ICE FOR NATIONAL NIGHT OUT   | 119.40   |
|                    |      |             | <b>Public Safety</b>          | Hoots Www Costco Com Paper Towels for PD                         | 59.01    |
|                    |      |             |                               | Hoots Orion Safety Products 4 BOXES OF FLARES FOR POLICE CARS    | 133.33   |
|                    |      |             |                               | Hoots Afp&Cc/Nacop 2 LIFETIME AWARDS                             | 90.00    |
|                    |      |             |                               | Hoots Odot Dmv2u CRIME INVESTIGATIONS                            | 4.00     |
|                    |      |             |                               | Hoots Tlo Transunion BACKGROUND INVESTIGATIONS                   | 105.37   |
|                    |      |             |                               | Hoots Usps Po 5471680444 CD MAILED TO PROSECUTOR - 5 SHEETS OF S | 56.40    |
|                    |      |             |                               | Hoots Usps Po 5471680444 MAIL PATCHES TO THE UNIFORM SHOP        | 1.60     |
|                    |      |             |                               | Hoots Galls UNIFORM PIN FOR MARVITZ                              | 28.02    |
|                    |      |             |                               | Hoots Alien Gear Holsters GUN HOLSTER FOR JEFF                   | 179.81   |
|                    |      |             |                               | Hoots Www Costco Com Coffee for PD                               | 37.99    |
|                    |      |             |                               | Hoots Chevron 0212723 GAS RECEIPT FOR GIBSON WHILE HE WAS WAITIN | 46.39    |
|                    |      |             |                               | Hoots Usps Po 5471680444 USPS - MAILED ENVELOPE TO DAVID BONE -  | 4.00     |
|                    |      | 202108-0711 | <b>Genl Govt/Facilities</b>   | Kast Cross Border Trans Fee Fraud                                | 0.79     |
|                    |      |             |                               | Kast Musinsa Fraud                                               | 79.33    |
|                    |      |             | <b>Public Works</b>           | Kast Parkrose Hrdwre - 6004 Shade Sails for Overlook Park        | 327.04   |
|                    |      |             |                               | Kast Parr Lumber Co - 26 Garden Shears for Grapes                | 83.96    |
|                    |      | 202108-6988 | <b>Human Resources</b>        | Knottnerus Indeed Job Recruitment                                | 379.40   |
|                    |      |             |                               | Knottnerus Semiahmoo Resort Hotel Professional Conference - Lodg | 388.09   |
|                    |      |             | <b>Administration</b>         | Knottnerus Semiahmoo Resort Hotel Professional Conference - Lodg | 582.14   |
|                    |      | 202108-7069 | <b>Genl Govt/Facilities</b>   | Ferriss Otc Brands Inc Events Purchase                           | 233.56   |
|                    |      |             | <b>Information Technology</b> | Ferriss Cdw Govt #H683006 Adobe license addition                 | 250.40   |
|                    |      | 202108-0794 | <b>Genl Govt/Facilities</b>   | Knottnerus Musinsa FRAUD - Disputed                              | 95.78    |
|                    |      |             |                               | Knottnerus Cross Border Trans Fee FRAUD - Disputed               | 0.96     |
|                    |      | 202108-0810 | <b>Public Works</b>           | Johnson Wa Dol Lic & Reg 51307 Hook Truck Registration           | 63.50    |
|                    |      |             | <b>Finance</b>                | Johnson El Rancho Viejo Goodbye Lunch for Brandan                | 49.14    |
|                    |      | 202108-6921 | <b>Genl Govt/Facilities</b>   | Doriot Rosauers Food & Dru Blocks of ice for National Night Out  | 29.79    |
|                    |      |             |                               | Doriot Dawson Precision Sights for new Optics put on handguns    | (5.46)   |
|                    |      |             |                               | Doriot C H Precision Weapons LI Plates for Glock Handguns for O  | (17.88)  |
|                    |      |             |                               | Doriot Costco Whse #0772 Three six foot tables for NNO And other | 178.99   |
|                    |      |             |                               | Doriot Costco Whse #0772 Chips paper towels and Clorox wipes NN  | 225.13   |
|                    |      |             | <b>Public Safety</b>          | Doriot Dawson Precision Sights for new Optics put on handguns    | 70.41    |
|                    |      |             |                               | Doriot C H Precision Weapons LI Plates for Glock Handguns for O  | 230.72   |
|                    |      | 202108-7028 | <b>Public Works</b>           | Brunson Ebac Industrial Products Dehumidifier                    | 1,073.95 |

Attachment: September 23, 2021 - Claims Report (Approval of Claims And/Or Payroll)

**City of Ridgefield**  
**Claims Payment Report**  
**For Approval on: September 23, 2021**

|                                      |          |                                     |                       |                                                                  |            |
|--------------------------------------|----------|-------------------------------------|-----------------------|------------------------------------------------------------------|------------|
| WELLS FARGO - EPAY                   | 1681     | 202108-7028                         | Public Works          | Brunson The Home Depot 4718 Water Tools                          | 552.37     |
|                                      |          |                                     |                       | Brunson Rosauers Food & Dru Water for testing                    | 4.65       |
|                                      |          | 202108-6913                         | Genl Govt/Facilities  | Kast Usps Po 5488220361 TIB grant application for Royle Rd       | 2.20       |
|                                      |          | 202108-7036                         | Executive             | Stuart Pioneer Street Cafe Mtng w/City Councilors re upcoming C  | 58.78      |
|                                      |          |                                     |                       | Stuart Cke Fuel Bistro & Wi 109 Mtng w/Port of Ridgefield re sha | 46.75      |
|                                      |          |                                     |                       | Stuart Billygans Roadhouse Mtng w/residential developer re curre | 20.24      |
|                                      |          |                                     |                       | Stuart Line And Lure 51331007 Lunch w/City Councilors at Memoria | 118.01     |
|                                      |          |                                     |                       | Stuart Taps Beer Reserve Mtng w/City Councilors re upcoming Ci   | 59.83      |
|                                      |          |                                     |                       | Stuart El Rancho Viejo Mtng w/commercial developer re downtown p | 18.09      |
|                                      |          |                                     |                       | Stuart Semiahmoo Resort Hotel Lodging for WA City Manager Annual | 1,145.16   |
|                                      |          |                                     |                       | Stuart Alaska Air 0272111695493 Change in fare when changing fl  | 13.00      |
|                                      |          |                                     |                       | Stuart The Sportsmans Ridgefield Main Street monthly community m | 13.84      |
|                                      |          | 202108-0745                         | Genl Govt/Facilities  | Doriot Musinsa This is a fraudulent charge. No receipt.          | 88.64      |
|                                      |          | 202108-0729                         | Genl Govt/Facilities  | Doriot Cross Border Trans Fee These are fraudulent charges. No   | 0.89       |
|                                      |          | Brooks Cross Border Trans Fee Fraud | 0.89                  |                                                                  |            |
|                                      |          | Brooks Musinsa FRAUD - Disputed     | 88.64                 |                                                                  |            |
|                                      |          | 202108-6954                         | Public Safety         | Brooks Sq Fbi National Academy Tuition for FBI Training Confere  | 275.00     |
| WELLS FARGO - EPAY Total             |          |                                     |                       |                                                                  | 15,684.24  |
| WEX BANK - EPAY                      | 3552     | 73674958                            | Genl Govt/Facilities  | August 2021 Fuel                                                 | 345.68     |
|                                      |          |                                     |                       | August 2021 Overnight Postage                                    | 14.00      |
|                                      |          |                                     | Public Safety         | August 2021 Fuel                                                 | 2,675.67   |
|                                      |          |                                     | Public Works          | August 2021 Fuel                                                 | 5,150.09   |
|                                      |          |                                     | Community Development | August 2021 Fuel                                                 | 486.90     |
| WEX BANK - EPAY Total                |          |                                     |                       |                                                                  | 8,672.34   |
| WILCO FARM STORE                     | 655      | 717633/6                            | Public Works          | Storm Uniforms                                                   | 124.65     |
| WILCO FARM STORE Total               |          |                                     |                       |                                                                  | 124.65     |
| WILE E INC                           | 3634     | 502294517                           | Genl Govt/Facilities  | Business License Refund - Wile E Inc.                            | 50.00      |
| WILE E INC Total                     |          |                                     |                       |                                                                  | 50.00      |
| Wilson Shannon & Jonathan            | UB*00601 | (blank)                             | Genl Govt/Facilities  | Refund Check 012008-000 2033 S Sevier Rd                         | 122.79     |
| Wilson Shannon & Jonathan Total      |          |                                     |                       |                                                                  | 122.79     |
| ZENNER PERFORMANCE METERS INC.       | 3354     | 006188-IN                           | Public Works          | Water Meters                                                     | 5,197.31   |
| ZENNER PERFORMANCE METERS INC. Total |          |                                     |                       |                                                                  | 5,197.31   |
| Grand Total                          |          |                                     |                       |                                                                  | 957,205.56 |

Attachment: September 23, 2021 - Claims Report (Approval of Claims And/Or Payroll)

**CITY OF RIDGEFIELD  
REQUEST FOR COUNCIL ACTION**

**MEETING DATE:** September 23, 2021

**ITEM:**

**AGENDA ITEM TITLE:** Approval of Minutes from the September 9, 2021 Meeting

---

**AGENDA ITEM TITLE:**

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

**GOVERNING LEGISLATION:**

Not applicable

**PREVIOUS COUNCIL ACTION TAKEN:**

Not applicable

**SUMMARY/BACKGROUND:**

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

**BUDGET/FINANCIAL IMPACTS:**

Not applicable

**ACTION OR MOTION:**

Approve the minutes by making the following motion:

**1. "I move to approve the consent agenda"**

**STAFF CONTACT:** Julie Ferriss, City Clerk

**ATTACHMENTS:** 09-09-2021 (PDF)



## CITY OF RIDGEFIELD, WASHINGTON

### City Council MEETING MINUTES

September 9, 2021

Regular Meeting - 6:30 PM

#### GENERAL SESSION CALL TO ORDER - 6:30 PM

#### FLAG SALUTE

#### ROLL CALL

| Attendee Name | Title     | Status  | Arrived |
|---------------|-----------|---------|---------|
| Ron Onslow    | Councilor | Present |         |
| Lee Wells     | Councilor | Present |         |
| Don Stose     | Mayor     | Absent  |         |
| Jen Lindsay   | Councilor | Present |         |
| Rob Aichele   | Councilor | Present |         |
| Judy Chipman  | Councilor | Present |         |
| Rachel Coker  | Councilor | Present |         |

MOTION: Council Member Onslow moved to excuse Mayor Stose from the meeting.

SECOND: Council Member Lindsay.

Motion passed.

#### LATE CHANGES TO THE AGENDA

#### PROCLAMATION

#### 20th Anniversary Commemoration of 9/11

#### PUBLIC COMMENT

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

#### CONSENT AGENDA - MOTION TO APPROVE AS PRESENTED.

|                  |                                                 |
|------------------|-------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                      |
| <b>MOVER:</b>    | Ron Onslow, Councilor                           |
| <b>SECONDER:</b> | Rachel Coker, Councilor                         |
| <b>AYES:</b>     | Onslow, Wells, Lindsay, Aichele, Chipman, Coker |
| <b>ABSENT:</b>   | Stose                                           |

1. Approval of Claims And/Or Payroll
2. Approval of Minutes from August 26, 2021 Meeting

## BUSINESS

### 1. Motion - Approval of Bid Award for Royle Road

The City's Transportation Capital Facilities Plan includes improvements to Royal Road including widening to a 2-lane roadway with a planted center median, a roundabout at Wells Drive/S.15<sup>th</sup> St and pedestrian facilities. Developments along the Pioneer Street Corridor have been paying a pro-rata share for these Improvements and the City will be taking the lead on construction, beginning with the roundabout and widening work south to S. 19th. In 2017 the City contracted with a team of design consultants headed up by PBS Engineering and Environmental to complete design of the project. In 2019 PBS Engineering completed design of the entire corridor to the 90-percent level which would allow for a private developer to complete the work. This year PBS completed final design of the project including bid documents, specifications, and utility coordination so that the City could bid and construct the project.

The bid schedule for the project is separate into 3 schedules. Schedule A is for the roadway work, sidewalk along the east side of the road and stormwater facilities, schedule B is for the water line, and schedule C is for sewer and will be reimbursed by Clark Regional Wastewater District. The Bid also includes two alternates, one for construction of sidewalk along the west side of the roadway, and one for completion of the project by the end of the year.

City Council conducted discussion on the presented bids.

MOTION: MOVE TO AWARD THE CONSTRUCTION CONTRACT TO NW CONSTRUCTION INCLUDING ADDITIVE A & B IN THE AMOUNT OF \$ \$3,006,130.15.

|                  |                                                 |
|------------------|-------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                      |
| <b>MOVER:</b>    | Ron Onslow, Councilor                           |
| <b>SECONDER:</b> | Rachel Coker, Councilor                         |
| <b>AYES:</b>     | Onslow, Wells, Lindsay, Aichele, Chipman, Coker |
| <b>ABSENT:</b>   | Stose                                           |

### 2. Motion - Approval of Amendment to Continuing Operations Plan

Effective, January 11, 2021, the State of Washington launched Healthy Washington - Roadmap to Recovery which outlined a phased recovery and re-opening plan. Beginning June 30 all industry sectors covered by the Roadmap to Recovery returned to usual capacity and operations under the Washington Ready proclamation. The Delta variant of COVID-19 was identified in December 2020 and it became the predominant strain of the virus in the United States in approximately June 2021. Because of a severe increase in COVID cases and hospitalizations due to the Delta variant, the State of Washington reinstated the requirement that all people wear a mask when inside public buildings including employees. The requirement became effective August 23, 2021. The COOP Plan is being revised to assure current and future compliance with the Washington Ready plan and state regulations regarding masks, and to encourage actions to prevent transmission of the disease.

MOTION: MOVED TO APPROVE THE AMENDMENT TO THE CONTINUING OPERATIONS PLAN AS PRESENTED.

|                  |                                                 |
|------------------|-------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                      |
| <b>MOVER:</b>    | Rachel Coker, Councilor                         |
| <b>SECONDER:</b> | Rob Aichele, Councilor                          |
| <b>AYES:</b>     | Onslow, Wells, Lindsay, Aichele, Chipman, Coker |
| <b>ABSENT:</b>   | Stose                                           |

## PUBLIC COMMENT

None

## COUNCIL/PRESIDING OFFICER/STAFF REPORTS

### Council

Council Member Chipman - Attended First Saturday event.

Council Member Lindsay - Attended First Saturday event, AWC priorities committee, Octoberfest planning meeting, Legacy Trails Apartments ribbon cutting.

Council Member Aichele - Attended Port of Ridgefield meeting, roundabout grapes update.

Council Meeting Coker - Attended Legacy Trails Apartment ribbon cutting.

Council Member Onslow - Attended First Saturday event, RTC meeting, City Manager briefing, Legacy Trails Apartment ribbon cutting, prep for Nature Park.

### Mayor Pro Tem

Attended City Manager briefing, Port of Ridgefield meeting, Legacy Trails Apartment ribbon cutting.

### City Manager

City Manager Steve Stuart - Octoberfest is this Saturday, overpass project update, business growth update.

Public Works Director Bryan Kast - Pavement presentation project completion update.

Deputy City Manager Lee Kottnerus - Community experience survey update.

Community Development Director Claire Lust - Community Development report update.

Finance Director Kirk Johnson - 2022 Budget update.

**ADJOURN** - [7:34 PM](#)

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Julie Ferriss, City Clerk

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Don Stose, Mayor

Attachment: 09-09-2021 (Approval of Minutes)

**CITY OF RIDGEFIELD  
REQUEST FOR COUNCIL ACTION**

**MEETING DATE:** September 23, 2021

**ITEM:**

**AGENDA ITEM TITLE:** Charter Review Commission 2021 Update

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**Charter Review Commission 2021 Update**

**STAFF CONTACT:** Julie Ferriss, City Clerk

**ATTACHMENTS:** CharterAmendments2021\_RidgefieldCityCouncil\_Presentation\_092321  
(PDF)

# Charter Review Commission 2021

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## Presentation to the Ridgefield City Council

Chuck Green, Charter Review Commission Co-Chair

Terri Niles, Charter Review Commissioner

September 23, 2021



# What We Will Cover

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- Introducing Ourselves and the Charter Review Commission
- Quick Background of the Clark County Home Rule Charter
- What is a Charter Review?
- Review of Proposed Amendments
  1. Nonpartisan County Executive Elected Offices
  2. Nonpartisan County Councilor Offices
  3. Five-District County Council
  4. Charter Review Frequency & Commissioner Terms
  5. Ethics Oversight
  6. Diversity, Equity & Inclusion Oversight
  7. Technical Edits and Minor Corrections in the Charter
  8. Clarifying Initiative, Mini-Initiative and Referendum filing procedures (County Council)
  9. Filing, Signing Petitions and Voting on Measures Applying only to Unincorporated Areas (County Council)
- Questions



# What is the County Charter?

**A Home Rule Charter  
by and for the People  
of  
Clark County, Washington**



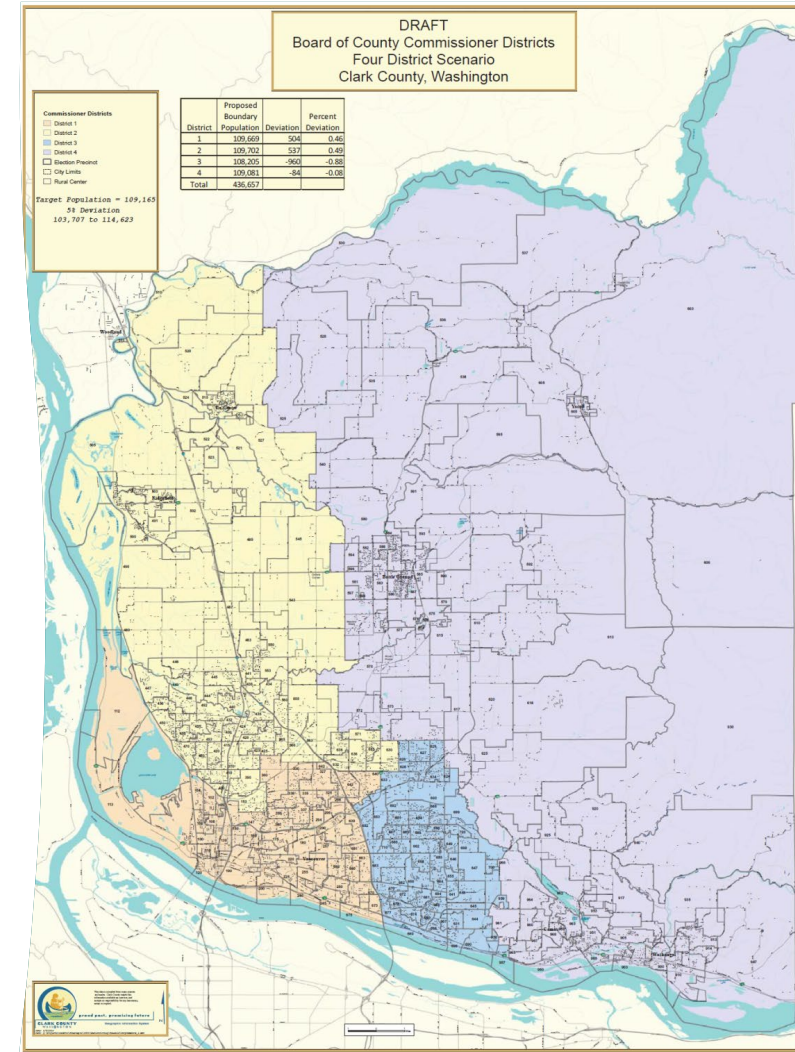
Adopted by the Clark County Board of Freeholders  
May 27, 2014

- “Constitution and structure” of county government
- Spells out the powers, duties and relationships of government
- Strengthens the rights of citizens
- Defines representation and elections
- Provides for direct role of citizens in county government



# County Charter Key Items

- **Separation of Powers:** Executive vs. Legislative Branches
  - Section 2.6A, Non-interference clause
  - Section 7.5, Recall
- **Power to the People:** Initiative, Referendum, Mini-Initiative
- **Direct Representation:** Four districts nominated & elected by district, plus at-large Chair (countywide), all partisan
- Chair serves on any board with 2 or more council members (RTC, C-TRAN, others)



July 27, 2021

# What is a Charter Review?



- **Charter Review Commission:** 15 members, 3 for each Council position, 1-year terms
- **Review:** first review after 5 years (this one), then every 10 years
- **Vote:** Charter Review Commission refers amendment proposals to voters, November ballot
- **Note:** the Charter also allows for amendment proposals from the public (a form of initiative) and county council (minimum of four yes votes).



# 2021 Charter Review Commission Amendment Measures

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*General Election: November 2, 2021*

Resolutions passed by the Charter Review Commission at the July 7, 2021 Meeting

<https://clark.wa.gov/county-manager/2021-amendment-measures>



# 1. Nonpartisan Executive County Offices (Assessor, Auditor, Clerk, Prosecuting Attorney, Sheriff, Treasurer)

**Current:** Clark County Executive Elected positions are currently partisan (i.e. Republican, Democrat, "No party preference", etc.).

**Proposed amendment:** Should County Executive Elected offices (Assessor, Auditor, Clerk, Prosecuting Attorney, Sheriff, Treasurer) become nonpartisan?

## Current: All Partisan



## Proposed: Nonpartisan

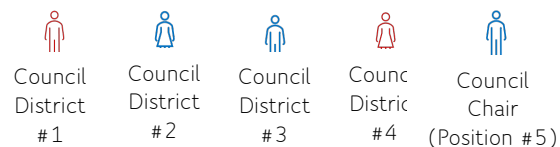


## 2. Nonpartisan County Councilor Offices

**Current:** Clark County Councilor positions are currently partisan (i.e. Republican, Democrat, “No party preference”, etc.).

**Proposed amendment:**  
Should County Councilor offices become nonpartisan?

### Current: All Partisan



### Proposed: Nonpartisan



### 3. Five-District County Council composition, Redefine Council Chair appointment and function

5.1.a

2021 Ballot

**Current:** the county council is comprised of four district representatives, each elected by voters in their districts, plus one at-large council charge, elected countywide.

#### Proposed amendment:

- Replace the countywide chair position with a fifth district councilor
- Revise the four-district map to five districts (see maps, next two slides)
- Revise the Charter related to council composition and Council Chair accordingly
- Change the Council Chair to be appointed each year from and by the five councilors
- Change the composition of future Charter Review Commissions would be modified accordingly.



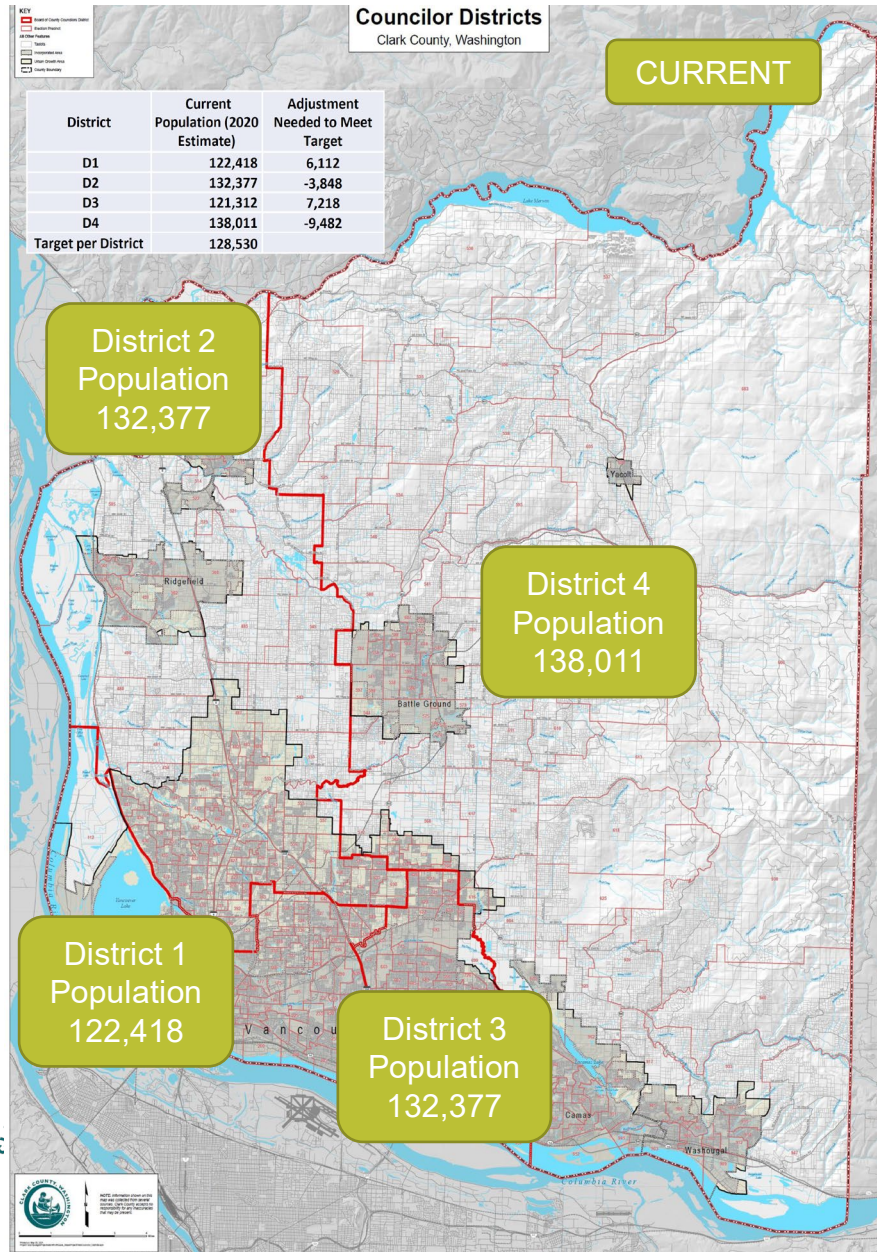
July 27, 2021

Clark County Charter Review Commission 2021

Packet Pg. 63

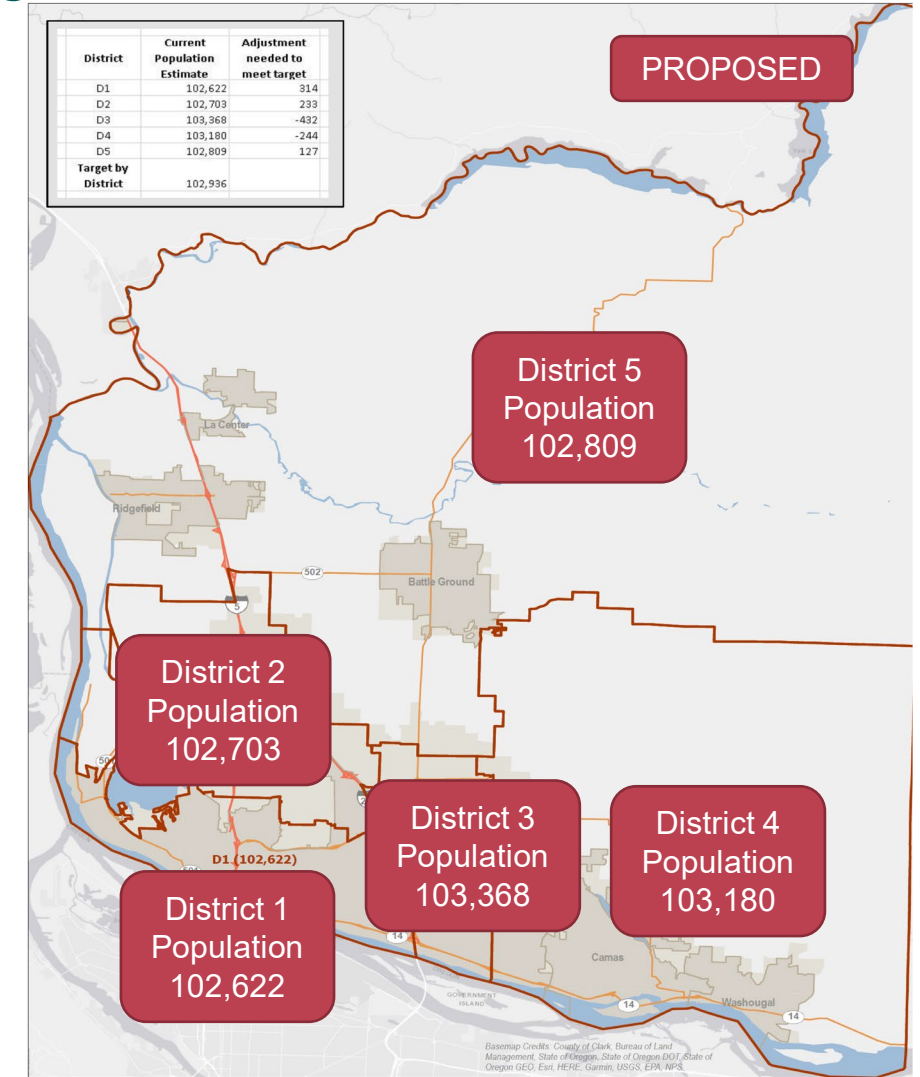
# Current and Proposed District Maps

2021 Ballot 5.1.a



| Current District | Transitional District | Next Election |
|------------------|-----------------------|---------------|
| Council Chair    | District 5            | 2022          |
| District 1       | District 1            | 2022          |
| District 2       | District 2            | 2022          |
| District 3       | District 3            | 2024          |
| District 4       | District 4            | 2024          |

| District           | Current Population | Adjustment to meet Target |
|--------------------|--------------------|---------------------------|
| District 1         | 102,622            | 314                       |
| District 2         | 102,703            | 233                       |
| District 3         | 103,368            | -432                      |
| District 4         | 103,180            | -244                      |
| District 5         | 102,809            | 127                       |
| Target by District | 102,936            |                           |



Five District Map - May 27, 2021



NOTE: Information shown on this map was collected from several sources. Clark County accepts no responsibility for any inaccuracies that may be present.

| Current Charter District | Transitional District | Next Election |
|--------------------------|-----------------------|---------------|
| Council Chair            | District 5            | 2022          |
| District 1               | District 1            | 2022          |
| District 2               | District 2            | 2022          |
| District 3               | District 3            | 2024          |
| District 4               | District 4            | 2024          |

Packet Pg. 64

## 4. Charter Review Frequency & Commissioner Terms

**Current:** the Charter calls for future reviews to be at least every ten (10) years, and for the terms of the Charter Review Commissioners to be one year or until their work is completed, whichever occurs sooner.

**Proposed amendment:** Should the frequency of future Charter reviews be at least every five (5) years, and the terms of the Charter Review Commissioners be up to two years or until their work is completed, whichever occurs sooner?



## 5. Adopt Ethics Code by Ordinance and an Autonomous Ethics Review Process

5.1.a

2021 Ballot

**Current:** there is no formal Code of Ethics nor autonomous ethics review process in place. The county council's Rules of Procedure has an ethical practice provision which includes council appointing two sitting councilors to review ethics complaints against other councilor(s).

**Proposed amendment:** Should there be a formal Code of Ethics and an autonomous ethics review process and complaint hotline? This amendment would

- ☐ Require Code of Ethics to be adopted by County Council ordinance by July 31, 2022
- ☐ Establish an autonomous Ethics Review Commission and Ethics Oversight office
- ☐ The Ethics Oversight Office would have a complaint hotline and process ethics complaints.



July 27, 2021

Clark County Charter Review Commission 2021

Packet Pg. 66

## 6. Diversity, Equity & Inclusion Office & Commission

**Current:** Clark County government has neither a current Office of nor Commission on Diversity, Equity and Inclusion.

**Proposed amendment:** Upon adoption by voters of this amendment, the county manager's office would begin the process to establishing a new Office or Department of Diversity, Equity and Inclusion as well as establish a new Commission on Diversity, Equity and Inclusion within a certain time frame.



## 7. Clarity/Consistency/Administrative Clean-up Provisions

### Proposed amendment:

- Provides for minor corrections and technical clarifications to the Charter.
- Directs the county's Redistricting Committee to avoid splitting of precincts by district boundaries in crafting the Redistricting Plan which occurs with each ten-year census.



# 2021 County Council Amendment Measures

---

*General Election: November 2, 2021*

Resolutions passed by the County Council at their July 20, 2021 Meeting



## 8. Clarify language regarding procedures for processing initiative, mini-initiative and referendum petitions

5.1.a

2021 Ballot

If approved by the voters, the amendment would:

- Specify that the petition proposal must be filed with the Auditor;
- Clarify certain terms, such as “petition;”
- Specify when certain deadlines are triggered;
- Detail procedures for the Auditor to verify and canvass the names of the legal voters on the petition.



July 27, 2021

## 9. Change charter language regarding circumstances in which a proposed initiative or referendum applies exclusively to unincorporated Clark County

### Specifically:

- The individual filing the initiative or referendum must be a registered voter residing in unincorporated Clark County.
- Signatures gathered in support of the initiative or referendum must be from registered voters residing in Clark County.
- Only those registered voters residing in unincorporated Clark County would be eligible to vote on the initiative or referendum.



# Thank you!

## Comments and questions

Clark County Charter Review Commission

<https://clark.wa.gov/county-manager/charter-review-commission-overview>

Clark County Public Service Center

1300 Franklin Street • PO Box 5000

Vancouver, WA 98666-5000



**CITY OF RIDGEFIELD  
REQUEST FOR COUNCIL ACTION**

**MEETING DATE:** September 23, 2021

**ITEM:**

**AGENDA ITEM TITLE:** Motion - Approval of Interlocal Agreement with Clark Regional Wastewater District

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**GOVERNING LEGISLATION:** Revised Code of Washington (RCW) Chapter 39.34.080, Interlocal Cooperation Act

**PREVIOUS COUNCIL ACTION TAKEN:** Award of Construction Contract on September 9<sup>th</sup>, 2021

**SUMMARY/BACKGROUND:** Revised Code of Washington (RCW) Chapter 39.34 allows for governmental agencies to enter into interlocal agreements whereby each party can utilize the other party's services when it is determined to be in the best interest of both parties.

The City of Ridgefield is beginning construction of improvements to Royle Road between Wells Drive and S. 19<sup>th</sup> Court, and has awarded the Construction Contract to NW Construction. Schedule C of the work is related to adjustment of the sanitary sewer force main within the project area. This interlocal agreement will provide a mechanism to allow the City to complete this work and for the District to reimburse the City for the costs associated with this work.

**BUDGET/FINANCIAL IMPACTS:** None. The City will be reimbursed by the district for the actual cost of the work plus a 0.5% fee for construction services. The sewer work was bid at \$45,040.20.

**RECOMMENDED ACTION OR MOTION:** Staff recommends approval of the interlocal agreement via the following motion:

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**“I move to authorize the City Manager to execute an interlocal agreement between the City of Ridgefield and Clark Regional Wastewater District for the Royle Road Improvement Project as presented.”**

**STAFF CONTACT:** Bryan Kast, Public Works Director

**ATTACHMENTS:** DRAFT RF Royle Rd Improvement ILA\_Clean (DOCX)  
Cost Estimate (XLSX)

**INTERLOCAL AGREEMENT**  
**BETWEEN THE CITY OF RIDGEFIELD**  
**AND CLARK REGIONAL WASTEWATER DISTRICT**  
**FOR PIPE PROTECTION AND VALVE RELOCATION CONSTRUCTION**

THIS IS AN INTERLOCAL AGREEMENT for pipe protection and valve relocation construction entered into under the authority of the Interlocal Cooperation Act, Chapter 39.34 RCW, between the **Clark Regional Wastewater District**, a special purpose district providing wastewater services within Clark County, Washington (the “District”), and the **City of Ridgefield**, a municipal corporation and charter city of the second class in the State of Washington (the “City”).

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

WHEREAS, the City is planning construction of the Royle Road S 19<sup>th</sup> to 460 LF N of S 15<sup>th</sup> Project and the District owns sewer facilities that require relocation to facilitate the construction; and

WHEREAS, it is in the public interest for the City and the District to include the protection and relocation of sewer facilities within the City’s Royle Road project;

NOW, THEREFORE, pursuant to Chapter 39.34 RCW and in consideration of the terms, conditions, covenants, and performances contained herein, as well as the attached Exhibits which are incorporated and made a part hereof,

**The parties agree as follows:**

1. PURPOSE. The purpose of this Agreement is to provide for construction of the District Work (as defined below) as part of the City Project (as defined below).
2. RECITALS ADOPTED. The recitals set forth above are hereby adopted as the factual basis for this Agreement.
3. DEFINITIONS. Unless otherwise indicated in this Agreement, the following terms are defined as set forth below:

“Agreement” means this document and its terms, conditions, covenants, and performances as well as the attached Exhibits, which are incorporated herein and made a part hereof.

“City Project” means a project specified in a bid package generated by the City for the purpose of hiring a contractor to construct the Royle Road S 19<sup>th</sup> to 460 LF N of S 15<sup>th</sup> St Project.

“District Work” means protection and relocation of District sewer facilities as shown and described on Exhibit A, attached hereto and incorporated by this reference.

“Punch list” means a list of tasks to be completed in order for the District Work to be accepted by the District.

“Working days” means Monday through Friday, excluding Washington State holidays per RCW 1.16.050.

4. RESPONSIBILITIES OF PARTIES.

4.1. The City is responsible to contract for performance of the District Work as required by

this Agreement.

4.2. The District is responsible to pay the City as required under this Agreement for the District Work.

5. TERM. The term of this Agreement is from date of execution through December 31, 2022.

6. TERMINATION. Prior to award of the bid for the City Project, this Agreement may be terminated based on the mutual agreement of the parties. After award of the bid, either party may terminate this Agreement only if the other party is in default under this Agreement and the default has not been corrected within a reasonable period of time, in light of the default, after notice of default.

6.1. Before or after paying reimbursement pursuant to this Agreement, the District has the right to seek any and all remedies available at law, in contract or in equity, singly or in combination, in a court of competent jurisdiction.

## 7. CONSTRUCTION AND BID DOCUMENTS.

7.1. The City, acting on behalf of the District, shall contract for construction of the District Work, in accordance with this Section.

7.2. The bid documents must include construction of the District Work per the District's plans, special provisions and standard specifications, per the 2020 Washington State Standard Specifications for Road, Bridge, and Municipal Construction, and per any other District standards and requirements ("District Plans").

7.3. The District shall ensure that all District standards and requirements are set forth in the adopted bid documents, and that it has supplied the City with all applicable standards, codes, regulations, or any other requirements that the District must meet in order for the

District Work to be included in the bid documents.

7.4. If the Agreement is terminated before the bid is awarded, the City shall delete the District Work from the City Project. The District agrees to reimburse the City for engineering costs and direct and related indirect costs incurred by the City for deleting the District Work from the City Project, and to pay such costs in accordance with Section 10 (Billing Method and Process).

#### 8. CONSTRUCTION, INSPECTION, AND ACCEPTANCE.

8.1. The City agrees to administer the District Work on behalf of the District.

8.2. All materials removed by the City shall be reclaimed or disposed of by the City and shall become the property of the City or the Contractor if so designated in the bid documents.

8.3. All contact between the District and the City's contractor shall be through the City's representatives. However, a District inspector will be allowed on the District Work project site to observe the construction of District Work and verify that the City's contractor is complying with the District Plans.

8.4. The City shall promptly notify the District in writing when the District Work is completed.

8.5. Upon completion of the District Work, and at the request of the District, the City will provide the District with inspection documentation, including but not limited to inspection reports, compaction test results and material submittals.

8.6. The District shall, within twenty (20) calendar days of being notified that the District Work is completed: (a) deliver a written letter of acceptance to the City, or (b) deliver to the City a written explanation in punch list format detailing the reasons why the District Work does

not comply with the District Plans. The District agrees to work diligently and in good faith with the City to resolve any issues relating to the District Work so as not to delay the City Project. If issues raised by the District are resolved, the District agrees to deliver to the City the letter of acceptance.

- 8.7. If the District does not respond within twenty (20) calendar days as provided in Section - 8.6, the District Work and the administration thereof will be deemed accepted by the District, and the City shall be released from all future claims and demands.
- 8.8. Upon completion and acceptance of the District Work pursuant to Sections 8.6 and 8.7, the District agrees that it shall be solely responsible for all future ownership, operation and maintenance costs of the District Work , without City liability or expense; provided, that the District shall not be responsible for any repair and maintenance costs that are the responsibility of the City's Contractor.
- 8.9. The City will prepare the final construction documentation, including the District Work, in general conformance with the City's construction practices. The City will maintain one set of plans as the official "as-built" set, then make notations in red of all plan revisions typically recorded per standard City practice. Once the District has accepted the District Work per Sections 8.6 or 8.7, the City upon request by the District will provide one copy of the record drawings to the District in PDF format.
9. COST OF WORK. The District agrees that it shall be responsible for the actual direct and related indirect costs of the District Work, including but not limited to mobilization, construction engineering, survey, contract administration, and overhead costs. The estimated cost of the District Work is forty-five thousand and forty-one dollars (\$45,041) plus a 0.5% fee for construction services (totaling \$226) plus a 20% contingency (totaling \$9,054) ("Cost

Estimate”). An itemized estimate of the District’s responsibility for costs of the District Work to be performed by the City on behalf of the District is included in Exhibit B-Schedule C, attached hereto and incorporated by this reference. The parties agree that the Cost Estimate is provided only for informational purposes, and that the District’s total financial responsibility may be more or less than the amount indicated in the Cost Estimate, dependent upon the actual costs of the District Work.

#### 10. BILLING METHOD AND PROCESS.

10.1. Should the District fail to make payment according to the terms of this Agreement, the City shall have the right to terminate this Agreement, charging the District for the City’s associated costs of termination including non-cancellable items, City costs resulting from a delay due to the termination, and unpaid contractor charges for the District Work.

10.2. The District, in consideration of the District Work to be done by the City, agrees to pay the City for the actual direct and related indirect cost of all District Work for which the District is responsible, including mobilization, construction engineering, survey, construction administration, and overhead costs. The City shall invoice the District, providing with the invoice sufficient documentation and information to justify the costs. The District agrees to pay the City within thirty (30) calendar days of receipt of an invoice; provided, that if the District disagrees with all or part of an invoice, the District shall notify the City of the disagreement within twenty (20) calendar days of receipt of an invoice. The notice shall include an explanation of the disagreement and supporting documentation and information, if any. The District shall pay all parts of an invoice that are not contested within the thirty-day period. The District shall pay a contested portion of an invoice within thirty (30) calendar days after the parties resolve the disagreement.

10.3. Billing for services will be monthly after commencement of construction until the City Project is complete.

10.4. Payments that are not paid within the applicable periods in Section 10.2 shall be considered delinquent. Delinquent charges shall accrue interest from the date of delinquency until paid, at an interest rate of one percent (1%) per month, and shall be assessed a twenty-five dollar (\$25.00) late charge each month that the amount is delinquent.

10.5. Payments will be remitted to the following address:

City of Ridgefield  
Finance Department  
PO Box 608  
Ridgefield, WA 98642

## 11. CHANGE IN WORK OR COST INCREASE.

11.1. If unforeseen conditions cause the estimate of the District Work to exceed the Cost Estimate (including sales tax, engineering, and contingencies) as shown on Exhibit B by more than ten percent (10%), the City will notify the District of such increase within five (5) working days of the date the City receives information concerning such cost increase.

11.2. If the City desires to add to or change the District Work, it shall give notice to the District, except as provided in Section 11.3 below. The District shall respond to the City request within five (5) working days of receipt of the request. The City cannot proceed with the addition or change to the District Work unless the District approves the addition or change in writing. If the District fails to respond to the City's request, the District shall be deemed to have denied the request. The District agrees to pay all costs associated with any District-approved addition or change to the District Work, as well as the costs of City

Project or District Work delays and/or City- approved contractor claims associated with the District's failure to respond timely.

- 11.3. When the City determines that a change in the District Work is required to mitigate a City Project emergency or safety threat to the traveling public, the City will direct the change without the District's prior approval. The City will notify the District of such change in writing and the basis for the emergency or safety threat as soon as possible thereafter.
- 11.4. The District may request in writing additions to the District Work. The City shall respond to the District request within five (5) working days of receipt of the request. The City will implement the requested changes as "elective changes," as long as the change does not negatively impact the City's Project and complies with the bid documents, City Project permits, applicable laws, rules and regulations, and/or City policies, and does not unreasonably delay critically scheduled City Project activities.
- 11.5. The District agrees to pay for the increases in City Project cost, if any, for elective changes approved under Section 11.4 in accordance with Section 10 (Billing Method and Process).
- 11.6. The City will make available to the District all change order documentation related to the District Work.
- 11.7. Any contractor request submitted to the City for permission to use different materials or structures for the District Work will be provided to the District for immediate review. The District will have five (5) working days to advise the City as to whether it accepts the different material or structure. If no response is made within the five (5) working days by the District, the City contract manager designated under Section 12 will

be allowed to make a determination on the District's behalf.

12. ADMINISTRATION/COMMUNICATIONS. Contract managers designated by the District General Manager and the City Manager shall administer this Agreement, monitor service level and budget provisions of this Agreement, communicate via telephone or e-mail to relay information, answer questions, or raise concerns.

13. DISPUTE RESOLUTION. In the event of a dispute between the District and the City which cannot be resolved by the contract managers, the District General Manager and the City Manager or their designated representatives shall review such dispute and may attempt to resolve the dispute.

13.1. Any controversy or claim arising out of or relating to this Agreement or the alleged breach of this Agreement that cannot be resolved by the District General Manager and the City Manager may be submitted to mediation.

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

14. INDEPENDENT CONTRACTOR. Both Parties shall be deemed independent contractors for all purposes, and the employees of each Party and any of its contractors, subcontractors, consultants, and the employees thereof, shall not in any manner be deemed to be the employees of the other Party. The City shall retain all authority for provision of services, standards of performance, discipline and control of personnel, and other matters incident to its performance of services pursuant to this Agreement. Nothing in this Agreement shall make any employee

of the District an employee of the City or any employee of the City an employee of the District for any purpose, including but not limited to, withholding of taxes, payment of benefits, workers' compensation pursuant to Title 51 RCW, or any other rights or privileges accorded their respective employees by virtue of their employment.

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

15.1. In the event that any suit based on such a claim, demand, loss, damage, cost, or cause of action is brought against either party, each party retains the right to participate in said suit if any principle of public law is involved.

15.2. This indemnity and hold harmless provision shall include any claim made against either Party by an employee, officer, contractor, subcontractor or agent of the other Party,

even if the other Party is thus otherwise immune from liability pursuant to the workers' compensation statute, Title 51 RCW, except to the extent that such liability arises from the sole negligence of the first Party. Both Parties specifically acknowledge that the provisions contained herein have been mutually negotiated by the Parties and it is the intent of the Parties that each party provide the other Party with the broadest scope of indemnity permitted by RCW 4.24.115.

16. ATTORNEYS FEES AND COSTS. The Parties shall bear their own costs of enforcing the rights and responsibilities under this Agreement.

17. NO THIRD PARTY BENEFICIARY. The District does not intend by this Agreement to assume any contractual obligations to anyone other than the City. The City does not intend by this Agreement to assume any contractual obligations to anyone other than the District. The District and City do not intend there be any third-party beneficiary to this Agreement.

18. NOTICE. Any notices to be given under this Agreement shall at minimum be delivered, postage prepaid and addressed to:

To the City:

CITY OF RIDGEFIELD  
P.O. Box 608  
Ridgefield, Washington 98642  
Attention: City Manager

To the District:

CLARK REGIONAL WASTEWATER DISTRICT  
PO Box 8979  
Vancouver, WA 98668-8979  
Attention: General Manager

The name and address to which notices shall be directed may be changed by either Party giving the other notice of such change to the other as provided in this section.

19. **WAIVER.** No waiver by either Party of any term or condition of this Agreement shall be deemed or construed to constitute a waiver of any other term or condition or of any subsequent breach, whether of the same or different provision.
20. **INTERLOCAL COOPERATION ACT COMPLIANCE.** This is an Agreement entered into pursuant to Chapter 39.34 RCW. Its purpose is as set forth in Section 1. Its duration is as specified in Section 5 (Term). Its method of termination is set forth in Section 6. Its manner of financing and of establishing and maintaining a budget therefor is described in Sections 9 (Cost of Work) and 10 (Billing Method and Process). No property shall be acquired pursuant to this Agreement which will need to be disposed of upon partial or complete termination of this Agreement.
21. **ENTIRE AGREEMENT.** This Agreement contains all of the agreements of the Parties with respect to the subject matter covered or mentioned therein, and no prior Agreements shall be effective to the contrary.
22. **AMENDMENT.** The provisions of this Agreement may be amended with the mutual consent of the Parties. No additions to, or alterations of, the terms of this Agreement shall be valid unless made in writing and formally approved and executed by the duly authorized agents of both Parties, except as provided in previous sections.
23. **AUDIT AND RECORDS.** During the progress of the District Work and for a period of not less than three (3) years from the date of final payment, both Parties shall maintain the records and accounts pertaining to the District Work and shall make them available during normal business hours and as often as necessary, for inspection and audit by the other Party, State of Washington, and/or Federal Government, and copies of all records, accounts, documents or

other data pertaining to the District Work will be furnished upon request. The requesting Party shall pay the cost of copies produced. If any litigation, claim or audits are commenced, the records and accounts along with supporting documentation shall be retained until any litigation, claim or audit finding has been resolved even though such litigation, claim or audit continues past the three-year retention period.

24. DOCUMENT EXECUTION AND FILING. The District and the City agree that there shall be two (2) duplicate originals of this Agreement procured and distributed for signature by the necessary officials of the District and the City. Upon execution, one executed original of this Agreement shall be retained by the Ridgefield City Clerk and one shall be retained by the District. The Ridgefield City Clerk shall cause a copy of this Agreement to be posted on the City website pursuant to RCW 39.34.040. Upon execution of the originals and posting of a copy on the City website, each such duplicate original shall constitute an agreement binding upon the Parties. One each of the duplicate originals shall be distributed to the designated agents of the Parties, named as follows:

Bryan Kast, P.E.  
City of Ridgefield, Public Works Director  
P.O. Box 608  
Vancouver, Washington 98642

Heath Henderson, P.E.  
Clark Regional Wastewater District, District Engineer  
PO Box 8979  
Vancouver, WA 98668-8979

25. RATIFICATION. Acts taken in conformity with this Agreement prior to its execution are hereby ratified and affirmed.

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

IN WITNESS WHEREOF, the District and City have caused this Agreement to be executed in their respective names by their duly authorized officers and have caused this Agreement to be dated as of the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

CLARK REGIONAL WASTEWATER DISTRICT

By: \_\_\_\_\_  
John Peterson, General Manager

CITY OF RIDGEFIELD, a municipal corporation

By: \_\_\_\_\_  
Steve Stuart, City Manager

ATTACHMENTS:  
EXHIBIT "A"  
EXHIBIT "B"

## EXHIBIT B - COST ESTIMATE

| SCHEDULE C - SANITARY SEWER |                 |      |                                       |                  |           |
|-----------------------------|-----------------|------|---------------------------------------|------------------|-----------|
| Item No.                    | Apprx. Quantity | Unit | Description                           | Unit Price       | Total     |
| 85                          | 1               | LS   | Mobilization                          | \$ 2,500         | \$ 2,500  |
| 86                          | 3               | EA   | Adjust Locate Station                 | \$ 250           | \$ 750    |
| 87                          | 1               | EA   | Adjust Cleanout                       | \$ 250           | \$ 250    |
| 88                          | 70              | CY   | Sanitary Force Main Protection Cap    | \$ 365           | \$ 25,550 |
| 89                          | 1               | EA   | Sanitary Force Main Air Release Valve | \$ 12,500        | \$ 12,500 |
|                             |                 |      |                                       | Subtotal         | \$ 41,550 |
|                             |                 |      |                                       | Tax (8.4%)       | \$ 3,490  |
|                             |                 |      |                                       | Schedule C Total | \$ 45,040 |

|                                    |           |                  |
|------------------------------------|-----------|------------------|
| District Work =                    | \$        | 45,040.20        |
| Construction Services Fee (0.5%) = | \$        | 225.20           |
| Subtotal =                         | \$        | 45,265.40        |
| Contingency (20%) =                | \$        | 9,053.08         |
| <b>TOTAL =</b>                     | <b>\$</b> | <b>54,318.48</b> |

Attachment: Cost Estimate (Interlocal Agreement with Clark Regional Wastewater District)