



**RIDGEFIELD CITY COUNCIL
MEETING AGENDA**

**Thursday, August 25, 2022
RACC - Columbia Assembly Room
510 Pioneer Street, Ridgefield, WA 98642**

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

1. **2023 Introduction to Budget and Baseline Operating Budget - Kirk Johnson, Finance Director**

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

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

III. OATH OF OFFICE FOR SERGEANT DORAN - CHIEF BROOKS

IV. PUBLIC COMMENT

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

V. CONSENT AGENDA

1. **Approval of Claims And/Or Payroll**
2. **Approval of Minutes from the July 28, 2022 Meeting**
3. **Approval of Minutes from the August 11, 2022 Meeting**

VI. BUSINESS

1. **Motion - Approval of Developer Agreement with Clark Regional Wastewater District for Splashpad Connection - Brenda Howell, Public Works Director**
2. **Motion - Approval of Interlocal Agreement with Ridgefield School District-Union Ridge Elementary Swale - Brenda Howell, Public Works Director**
3. **Motion - Approval of Bid Award for N 8Th and Simons Street Project - Brenda Howell, Public Works Director**
4. **Motion - Approval of Bid Award for 2022 Roadway Striping Project - Brenda Howell, Public Works Director**

VII. PUBLIC HEARING/BUSINESS

1. **Public Hearing and First Reading of Ordinance No. 1371 – Haul Route Code - Brenda Howell, Public Works Director**
2. **Public Hearing and First Reading of Ordinance No. 1372 - Tree Protection Code - Claire Lust, Community Development Director**

VIII. PUBLIC COMMENT

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

IX. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

1. Council

2. Mayor

Executive Session - Acquisition of real estate pursuant to RCW 42.30.110(1)(b)

Executive Session - Discuss legal risks of proposed action with legal counsel pursuant to RCW 42.30.110(1)(i)

3. City Manager

X. 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: August 25, 2022

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

AGENDA ITEM TITLE: 2023 Introduction to Budget and Baseline Operating Budget

GOVERNING LEGISLATION:

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

PREVIOUS COUNCIL ACTION TAKEN:

Council adopts an annual budget. Resolution No 1355, 2022 Proposed Budget, was adopted on December 2, 2021

SUMMARY/BACKGROUND:

Introduction to the baseline operating budget and budget assumptions

BUDGET/FINANCIAL IMPACTS:

N/A – Presentation, discussion and Council direction

RECOMMENDED ACTION OR MOTION:

No action requested at this time

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS: 2022 Baseline Operating Budget(PDF)



2023 Baseline Operating Budget

August 25, 2022
Work Session



Agenda

2023 Baseline Operating Budget

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



2023 Budget Calendar

Week of	May/June	July					Aug					Sept				Oct					Nov				Dec			
		27	4	11	18	25	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12	19	26
City Council Goals/Retreat	3-May																											
Management Initiatives/Goals Retreat	Week of June 27																											
Review Financial Sustainability Model (6 Year)																												
Review Budget and Financial Policies					28th																							
Review Economic Conditions/Budget to Actual					28th																							
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									25th																			
Capital												22nd																
Update Financial Forecast																			3rd									
Adopt Final Budget																												
Conduct Hearing on Revenue Sources																			3rd									
Draft Final Budget																												
Adopt Property Tax Levy																			3rd		17th							
Update Utility Rate Model																			3rd		17th							
Final Budget and Conduct Hearings																					17th		1st					
Individual Department Budget Meetings																												
Executive Management Meetings (10 am)						9th				6th							4th											
Budget Advisory Committee Meetings								16th			8th						11th				If Needed							
City Council Work Sessions									25th			22nd					27th				If Needed							

July 28 work session or presentation - Economic Forecast

August 25 work session - Present baseline budget

September 22 work session - Present personnel, initiatives and capital budget requests

October 27 work session - Update revenue projections and present proposed budget

November 17 work session - Final touch on 2022 budget - If needed



Key Assumptions

2023 Baseline Operating Budget

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



Key Assumptions

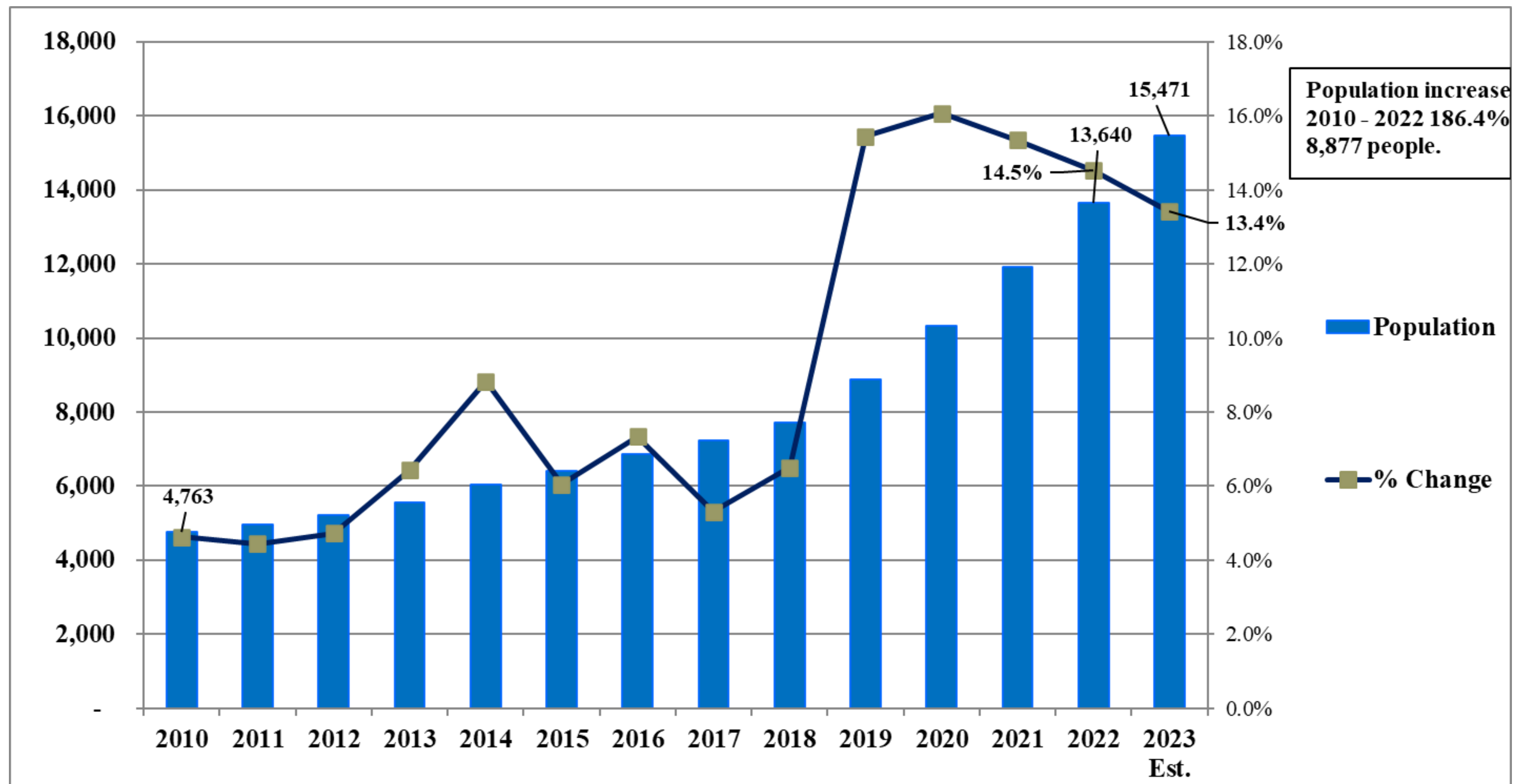
2023 Baseline Operating Budget

General		
Assumption	Source	Amount
Population April 1, 2022	State of Washington OFM	13,640
Population April 1, 2023	Estimated growth of 13.4% (2023 increase; avg since 2018 13.6%)	15,471
Population Change	Change 2022 – 2021	1,831
New Housing Units	Estimate using 2.98 persons per household (2022 avg. persons per household per OFM)	615
Total Housing Units	2022 household units per OFM plus estimated new housing units	5,760
Housing Unit Increase	New household compared to 2022 OFM numbers (avg since 2018 15.4%)	11.95%
Inflationary Factor (indexing for impact fees. SDC needs to come to council for review)	West Region CPI-U (June released July 2022) all items. May CPI.	8.8%



Key Assumptions

Population Growth Trends



Key Assumptions

2023 Baseline Operating Budget

Facility Expense		
RACC Lease	Annual lease payment	\$114,875
RACC	Shared operating expenses	\$35,000
Public Safety Lease	Annual Lease Payment	\$190,000
Public Works Operation Center	2023 Annual Bond Payments (Principal and Interest)	\$351,819
Ridgefield Outdoor Recreation Complex (RORC)	2023 Annual Bond Payments (Principal and Interest)	\$1,057,175
RORC	Operating expenses	\$75,000



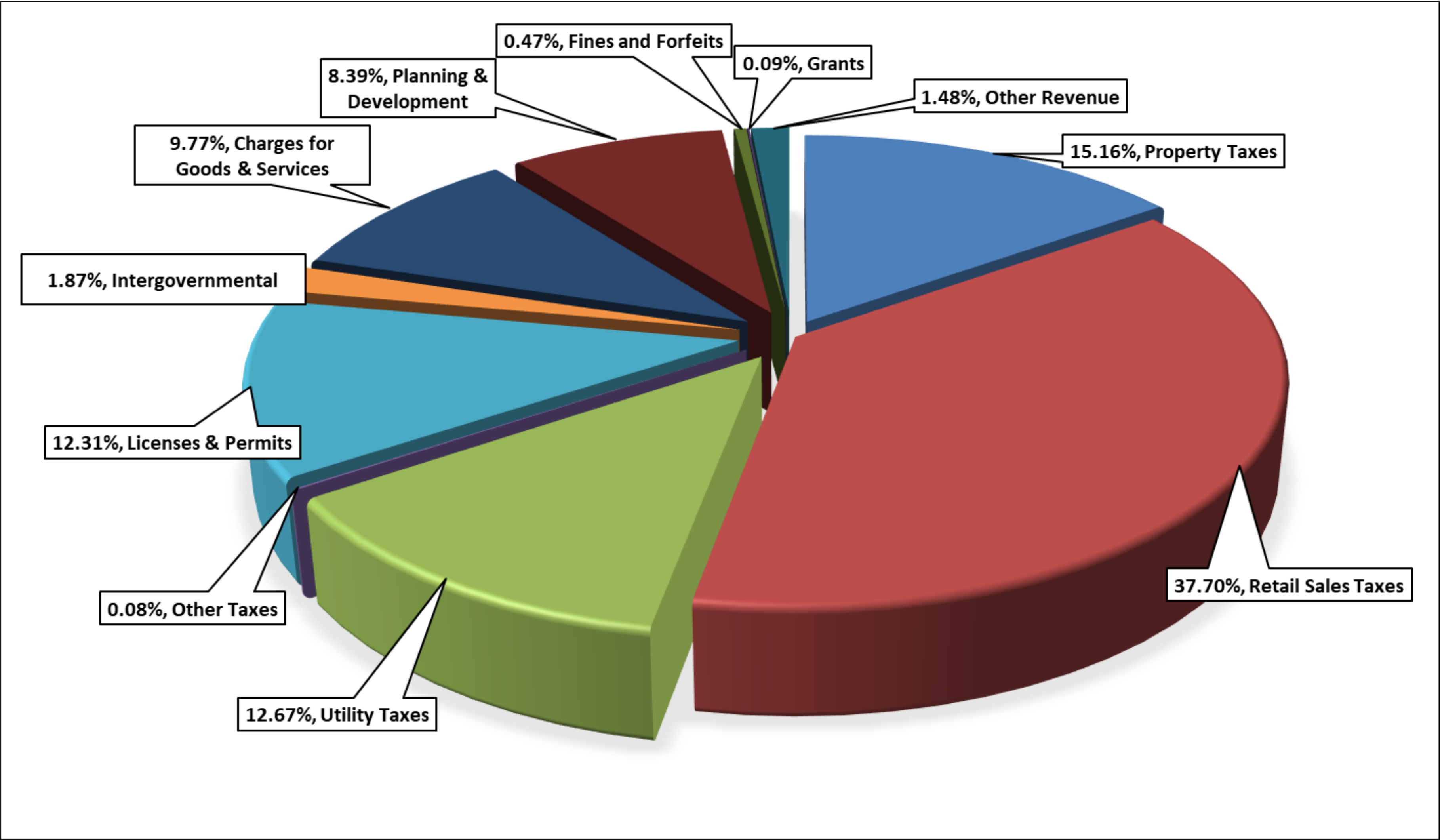
Key Assumptions

2023 Baseline Operating Budget

Revenue		
Revenue Source	Description	Amount +/-
Property Tax	Statutory increase 1%	\$19,241
Property Tax	New Construction estimate \$386 million assessed valuation	\$279,739
Property Tax	Annexation	\$725
Property Tax	2023 Levy Amount; Increase \$300,000	\$2,240,000
Sales/Use Tax	60% retail 40% construction; \$600 million in taxable sales, 12% increase over 2022 year-end	\$5,050,000
Utility Tax	Limited rate changes 13% increase from 2022 year-end due to household growth	\$212,700
Utility Tax	General Fund utility tax estimate	\$1,871,850
Indirect Allocation	Community Development (13% increase compared to 2022)	\$614,756
Indirect Allocation	Water Fund (9.5% increase compared to 2022)	\$463,370
Indirect Allocation	Storm Water Fund (44.7% increase compared to 2022)	\$283,486
State Shared Revenue	Per capita revenue MRSC estimate 17% increase due to population (4% overall General/Street Fund Rev.)	\$503,404



Key Assumptions General and Street Fund Revenue Structure 2023 Estimate

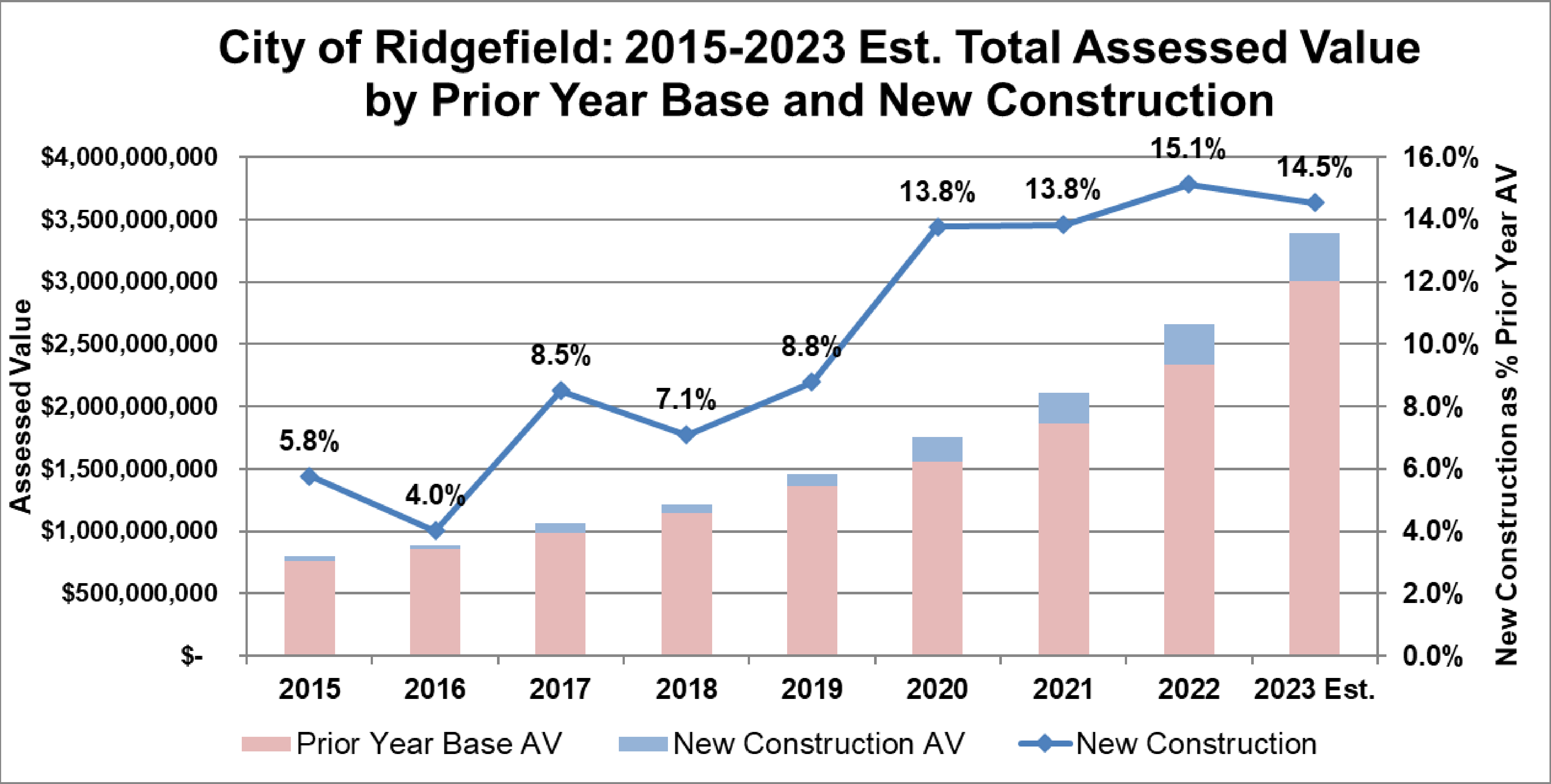


Source: City of Ridgefield Finance Department



Key Assumptions

Property Tax New Construction

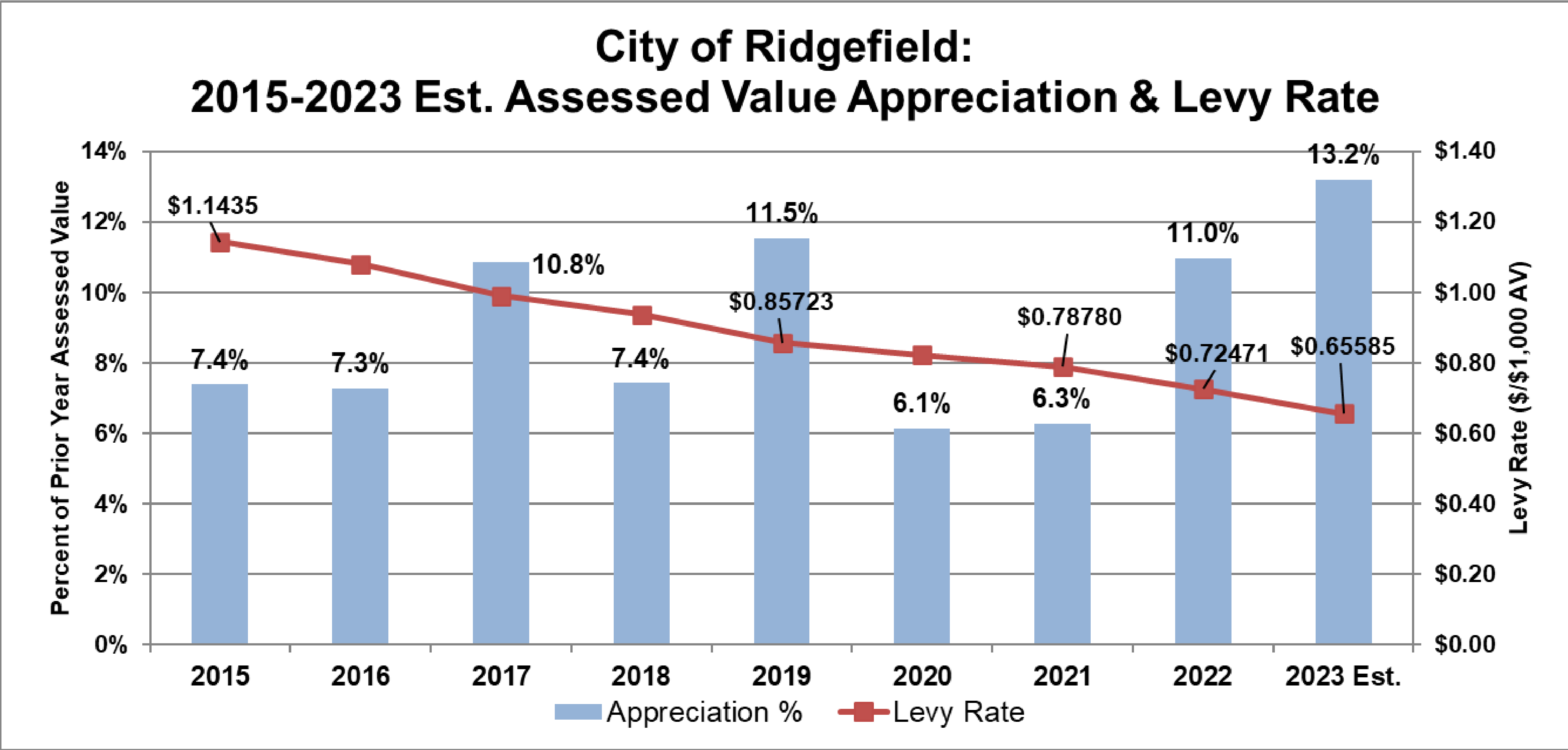


Attachment: 2022 Baseline Operating Budget (2023 Introduction to Budget and Baseline Operating Budget)



Key Assumptions

Assessed Value Appreciation and Levy Rate

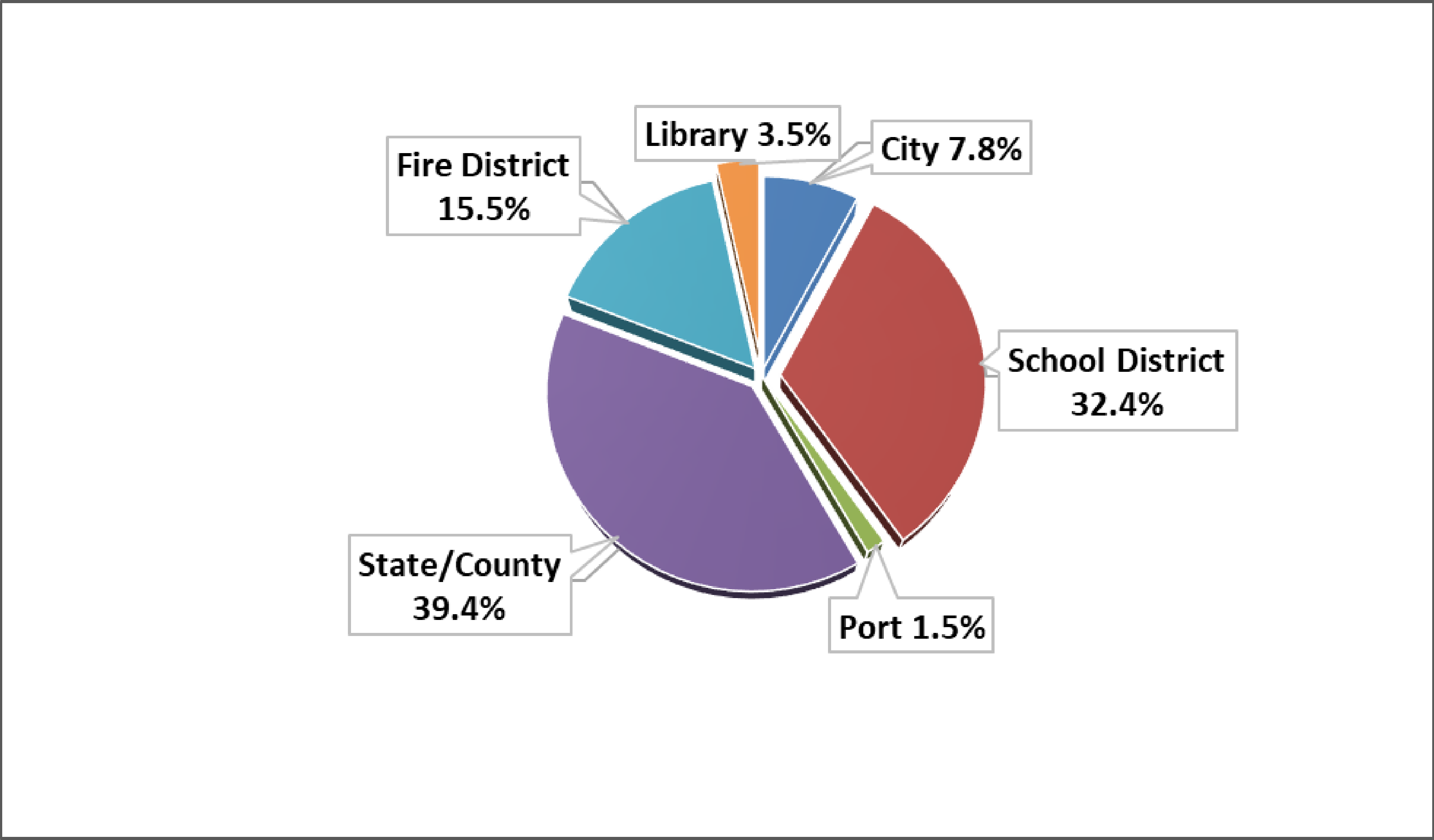


Key Assumptions

2022 City Property Tax Levy Rates

Total Property Tax Levy

- City \$0.72
- School District \$3.00
- Port of Ridgefield \$0.14
- State/County \$3.65
- Fire District \$1.44
- Library \$0.32
- Total Levy \$9.27

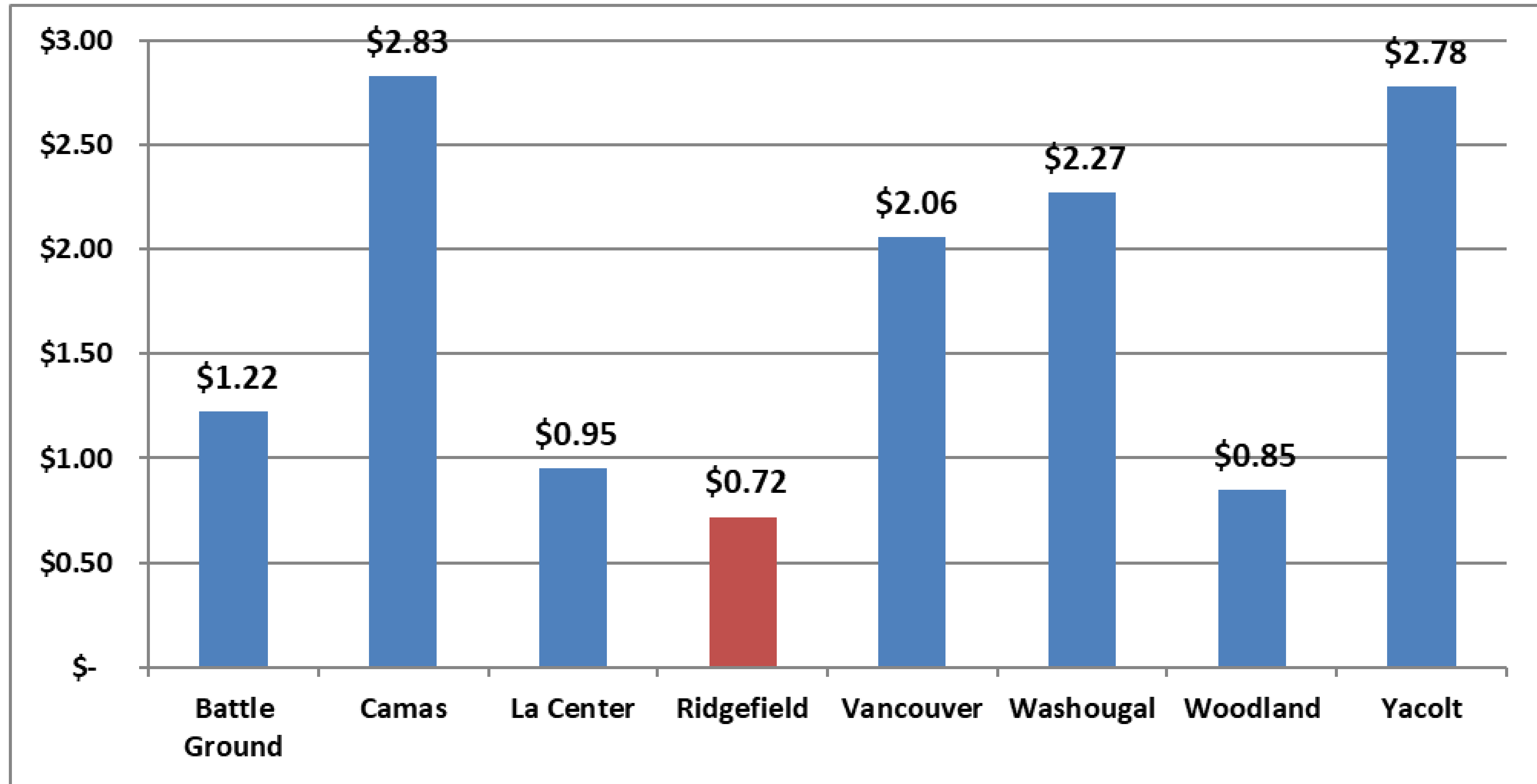


Source: Clark County Assessors Office



Key Assumptions

2022 Property Tax Levy Rate County Comparison

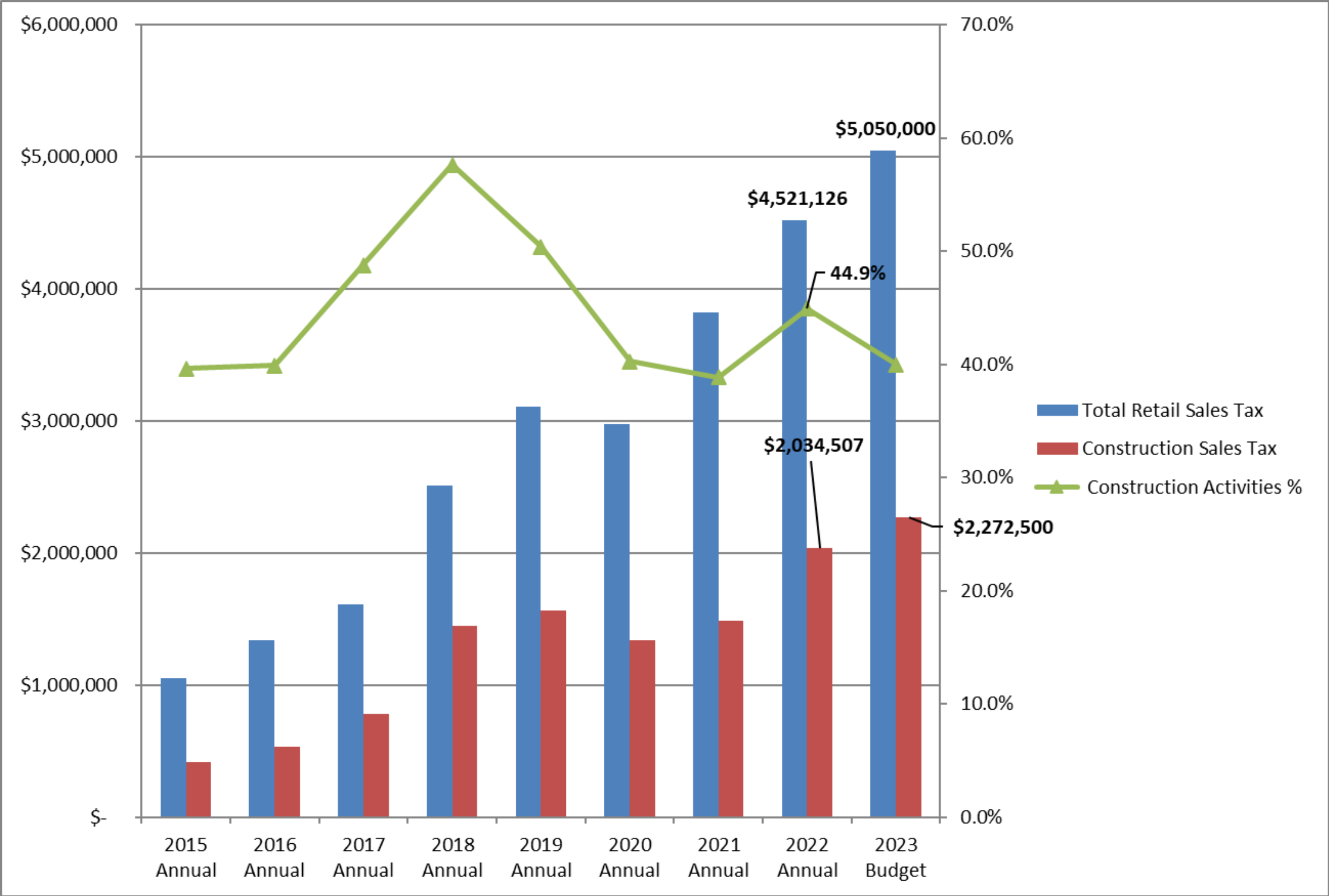


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Key Assumptions

Retail Sales and Use Tax Trends

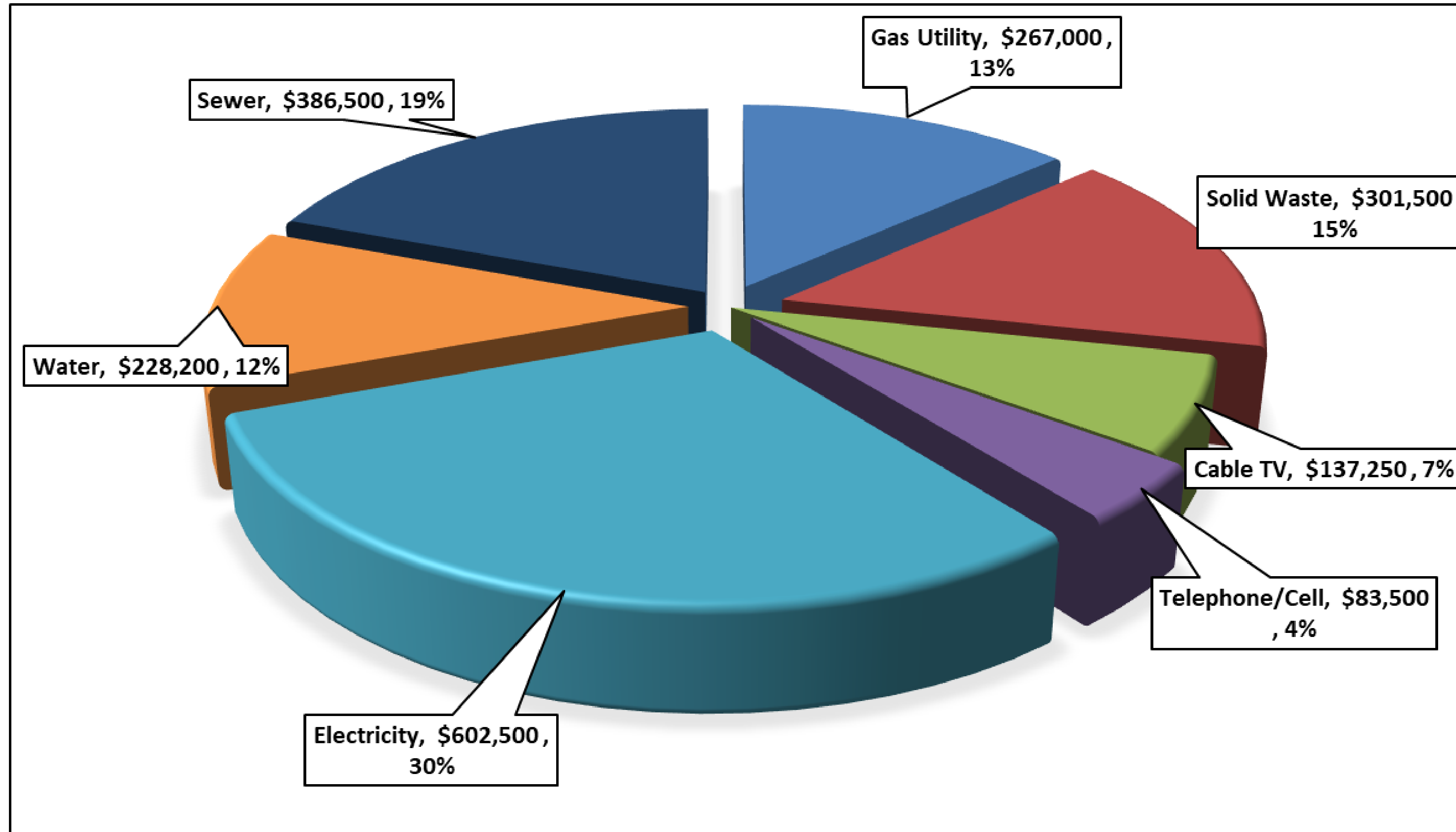


Source: City of Ridgefield Finance Department

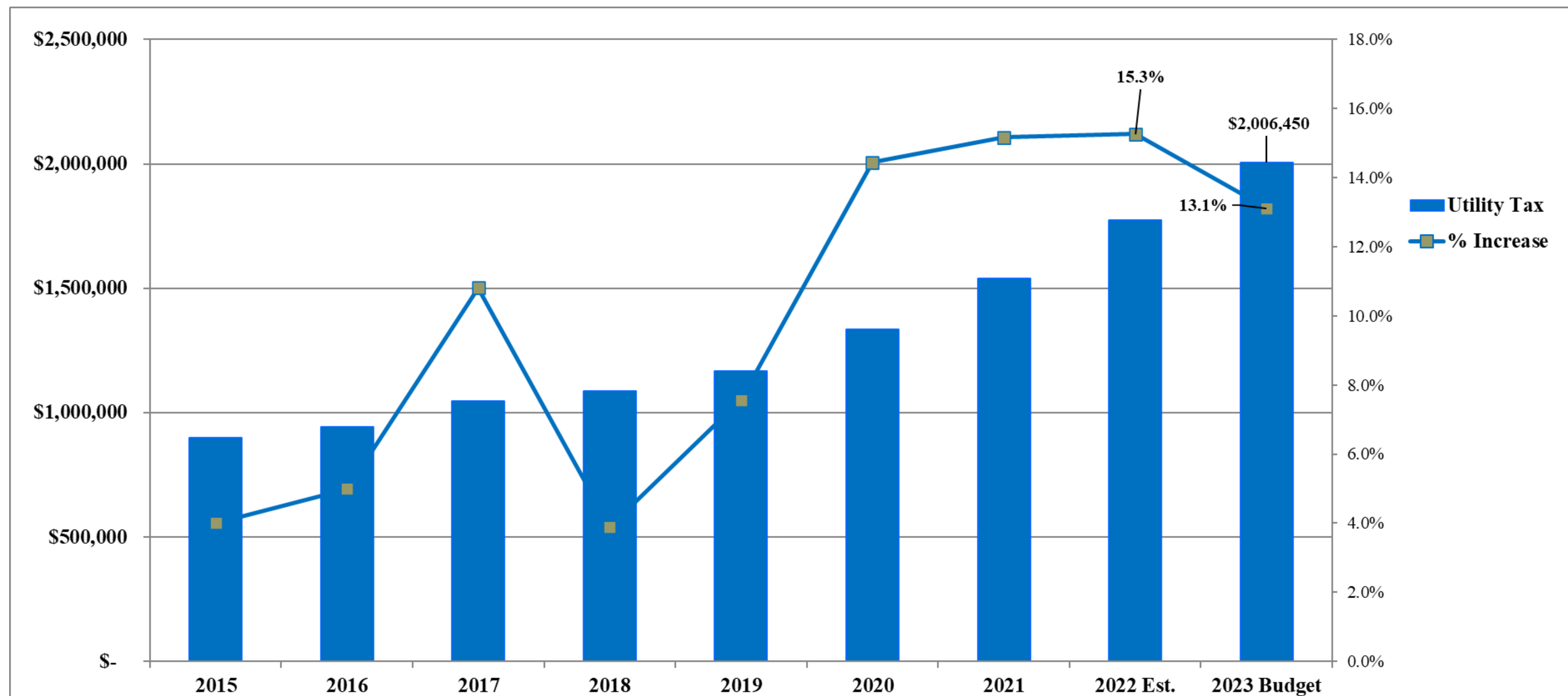


Key Assumptions

Utility Tax Revenue Structure



Key Assumptions Utility Tax Trends



Source: City of Ridgefield Finance Department



Key Assumptions

2023 Baseline Operating Budget

Revenue		
Revenue Source	Description	Amount +/-
Water Rate	3% rate increase to high usage tiers; 48% increase in accounts since January 2021 26% increase in consumption 2021 – 2020. 5% consumption decrease through June 2022	\$2,852,000
Storm Water Rate	3% rate increase; 32% increase in EDU's since January 2021	\$1,320,000



Key Assumptions

Sewer Utility Rates

- Sewer utility rate trend
 - Sewer rate for 2023 – 1.12% decrease for monthly sewer service

MONTHLY SEWER SERVICE	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Base Rate (Central Service Area)	\$ 36.00	\$ 37.00	\$ 38.00	\$ 38.00	\$ 38.00	\$ 39.00	\$ 40.00	\$ 41.00	\$ 42.00	\$ 43.00
System Integration Charge	19.00	18.80	18.50	17.70	17.00	16.60	15.60	13.80	11.60	10.00
Total Sewer Service Charge	55.00	55.80	56.50	55.70	55.00	55.60	55.60	54.80	53.60	53.00
City Operating Fee (10%)	5.50	5.58	5.65	5.57	5.50	5.56	5.56	5.48	5.36	5.30
TOTAL BILL PER ERU/MONTH	\$ 60.50	\$ 61.38	\$ 62.15	\$ 61.27	\$ 60.50	\$ 61.16	\$ 61.16	\$ 60.28	\$ 58.96	\$ 58.30

SYSTEM DEVELOPMENT CHARGES	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
SDC per ERU	\$7,550.00	\$7,550.00	\$7,550.00	\$7,550.00	\$7,550.00	\$7,950.00	\$8,350.00	\$8,750.00	\$8,750.00	\$9,100.00

Source: Clark Regional Wastewater District



Key Assumptions

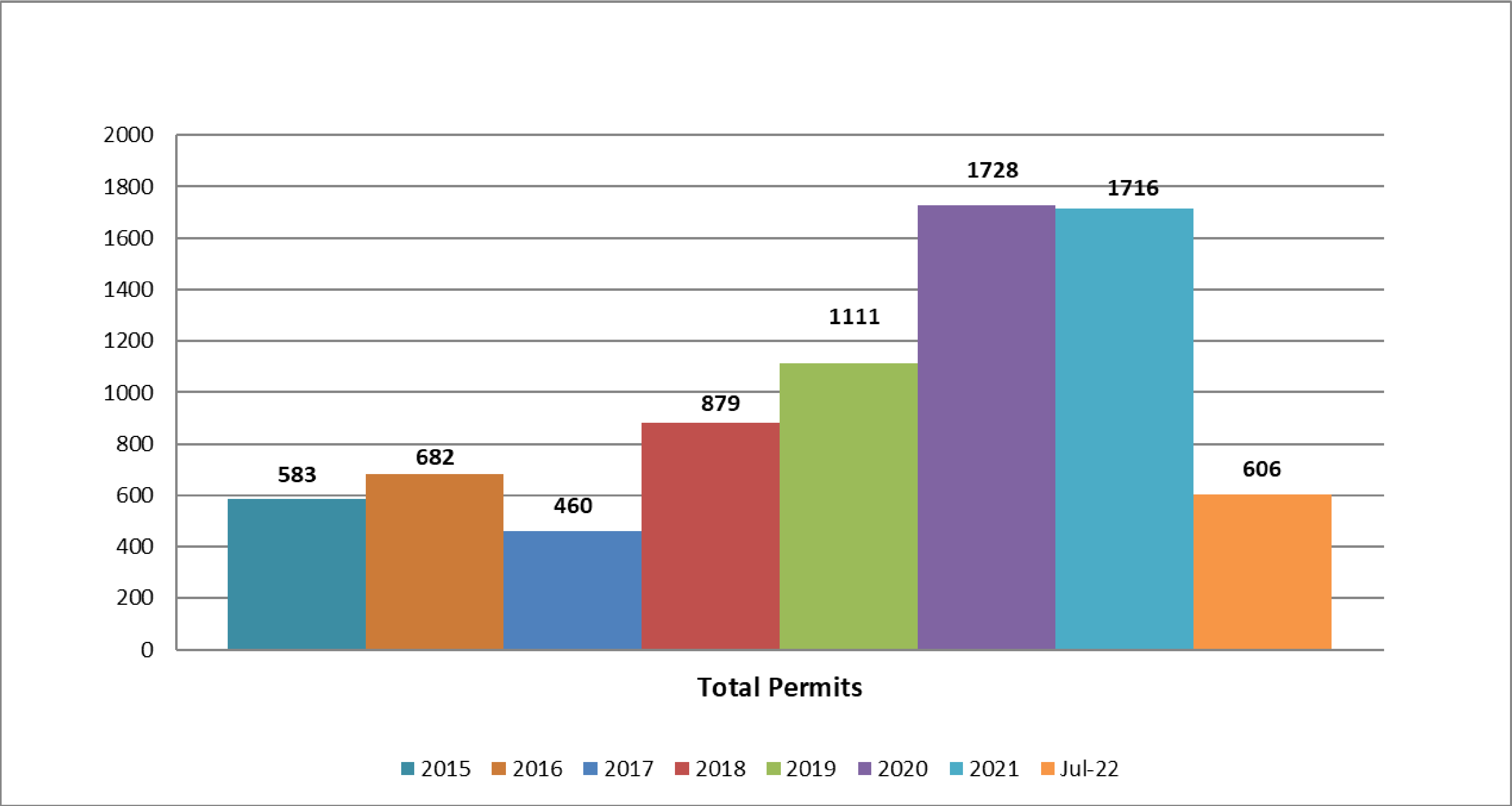
2023 Baseline Operating Budget

Revenue		
Revenue Source	Description	Amount +/-
SFR Permits	400 permits avg 2,400 sq. ft. home w/1,000 sq. ft. garage/patio	\$1,354,200
SFR Permits	Miscellaneous Sign, Plumbing and Mechanical Permits	\$42,000
SFR Permits	SFR Plan Check Fees	\$700,000
Commercial Permits	Permit Fees – Estimate 500,000 + sq. ft.	\$350,000
Commercial Permits	Plan Check Fees	\$230,000
Development Related Revenue	Engineering, Land Use, Environmental Review	\$310,000
Development Revenue	Permits, Land Use and Engineering	\$2,986,200



Key Assumptions

Permits and Development Trends



Key Assumptions

Wages and Benefits

Expense		
Expense Appropriation	Description	Amount +/-
Personnel Expense	FTE analysis completed for PW allocations (Jan 2021 – June 2022 actual)	N/A
Personnel Expense	Wage adjustments (Cola/ step increases, taxes/ benefits/ health care) per labor agreement or policy (54.3% of operating budget)	10%
Personnel Expense	Health care increase estimate	10%
PERS Contribution	Pension contribution (City share) No changes	10.25%
Leoff Contribution	Pension contribution police officers (City share) No changes	5.30%
Wellness	\$500 per regular employee 70 Employees; \$250 per intern/seasonal employee 8 intern/seasonal employees	\$37,000
Employee Relations	\$400 per regular employee 70 Employees; \$200 per intern/seasonal employee 8 intern/seasonal employees	\$29,600
Staff Retirements	Potential for retirements (Water and Storm Fund)	\$49,600



Key Assumptions

Wages and Benefits

Description	2020 Actual	2021 Actual	2022 Amended Budget	2022 Est. Year End	2023 Preliminary Budget
Personnel Expense					
General Fund Personnel Expense	4,738,941	5,362,370	6,857,149	6,268,793	7,400,500
<i>Gen Fund Personnel % Change</i>	11.4%	13.2%	44.7%	32.3%	7.9%
Street Fund Personnel Expense	363,922	499,622	522,041	487,303	632,400
<i>Street Fund Personnel % Change</i>	16.0%	37.3%	43.4%	33.9%	21.1%
Water Fund Personnel Expense	659,865	586,137	789,954	839,968	927,600
<i>Water Fund Personnel % Change</i>	-0.5%	-11.2%	19.7%	27.3%	17.4%
Storm Fund Personnel Expense	288,152	292,213	519,849	386,136	599,700
<i>Storm Fund Personnel % Change</i>	4.6%	1.4%	80.4%	34.0%	15.4%
Total Personnel Expense	6,050,880	6,740,342	8,688,993	7,982,200	9,560,200
% Change YoY	9.91%	11.39%	43.60%	31.92%	10.03%
\$ Change YoY	545,727		2,638,113	1,931,320	871,207



Key Assumptions

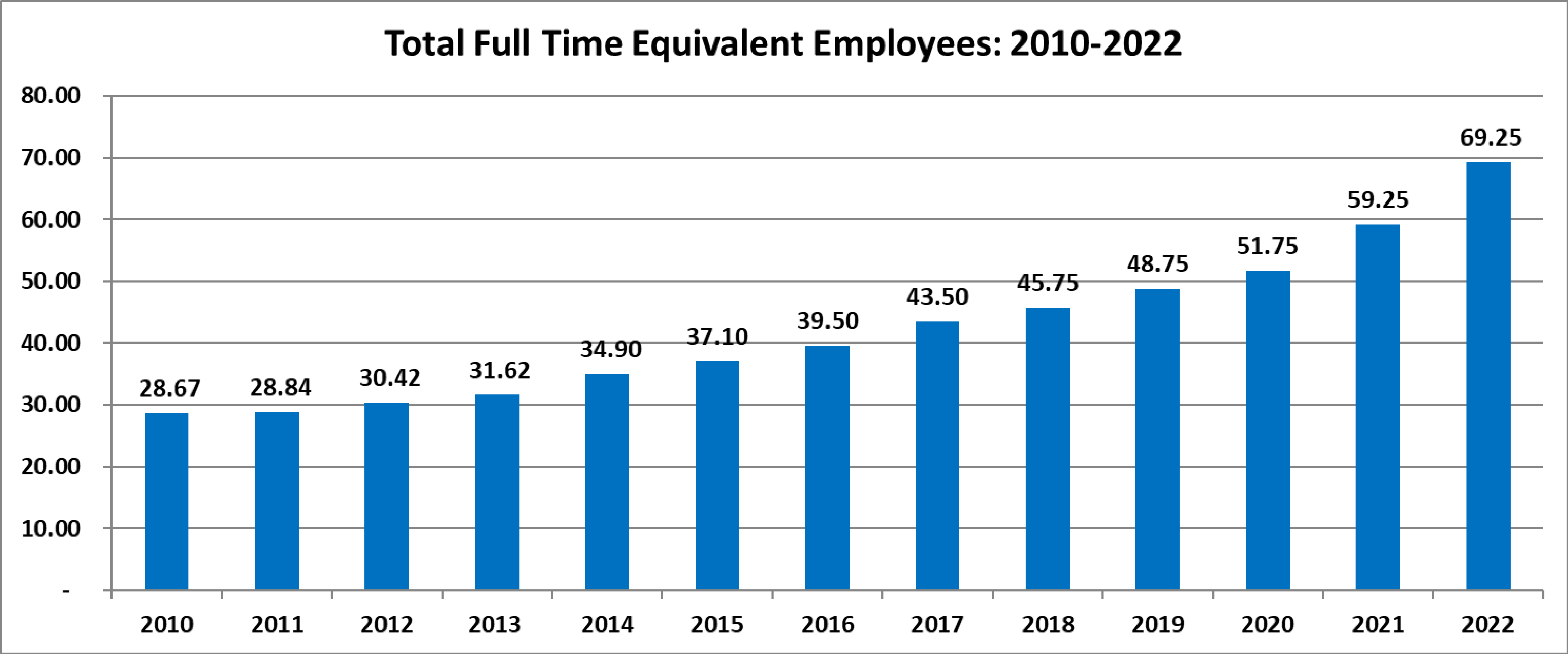
FTE Allocations

Personnel Schedule (Full-Time Equivalents)				
Job Title	2021 FTE Allocation	2022 FTE Allocation	2023 FTE Allocation	2023 FTE Percentage
Executive	1.0000	1.00	1.00	1.44%
Total Finance	4.8000	5.80	5.30	7.65%
Total Human Resources	1.3000	2.30	2.40	3.47%
Total Administration	4.7000	4.70	4.60	6.64%
Total General Government/Facilities	2.0450	3.22	2.70	3.90%
Total Public Safety	15.0000	17.00	17.00	24.55%
Total Cemetery	0.4450	0.47	0.30	0.43%
Total Community Development	13.2700	15.17	14.95	21.59%
Total Parks	3.9500	5.20	4.85	7.00%
Total Streets	4.5750	4.70	5.15	7.44%
Total Water Utility	5.8200	6.02	7.15	10.32%
Total Stormwater Utility	3.3450	3.67	3.85	5.56%
Total Full Time Equivalents	60.25	69.25	69.25	100.00%
Full-Time Staff				
Full-Time Employees	50.00	59.00	68.00	98.19%
Part-Time Staff				
Part-Time Employees	1.75	1.25	1.25	1.81%



Key Assumptions

Staffing Levels: Citywide Trend



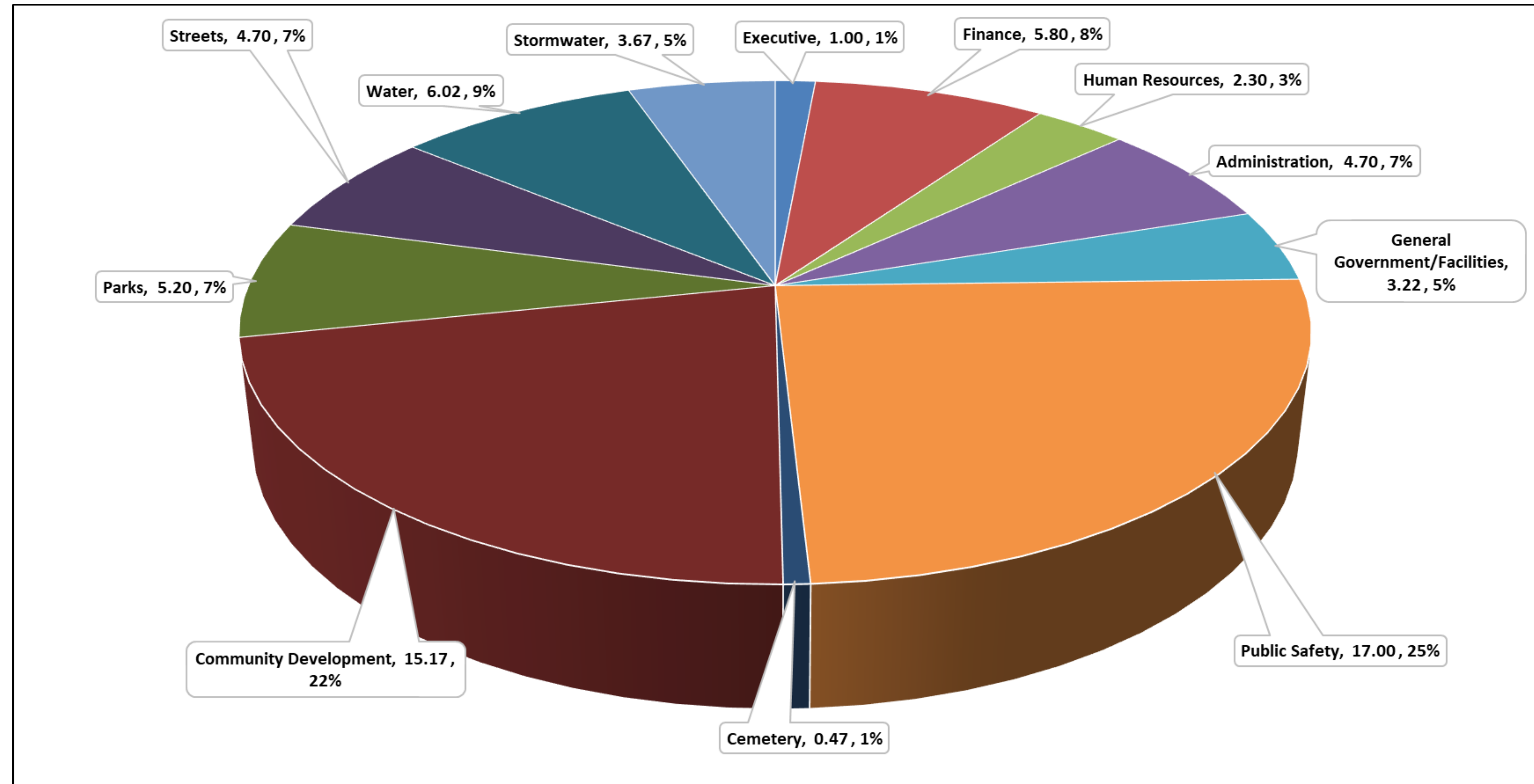
Source: City of Ridgefield Finance Department

Attachment: 2022 Baseline Operating Budget (2023 Introduction to Budget and Baseline Operating Budget)



Key Assumptions

Staffing Levels: 2022 FTE Allocation

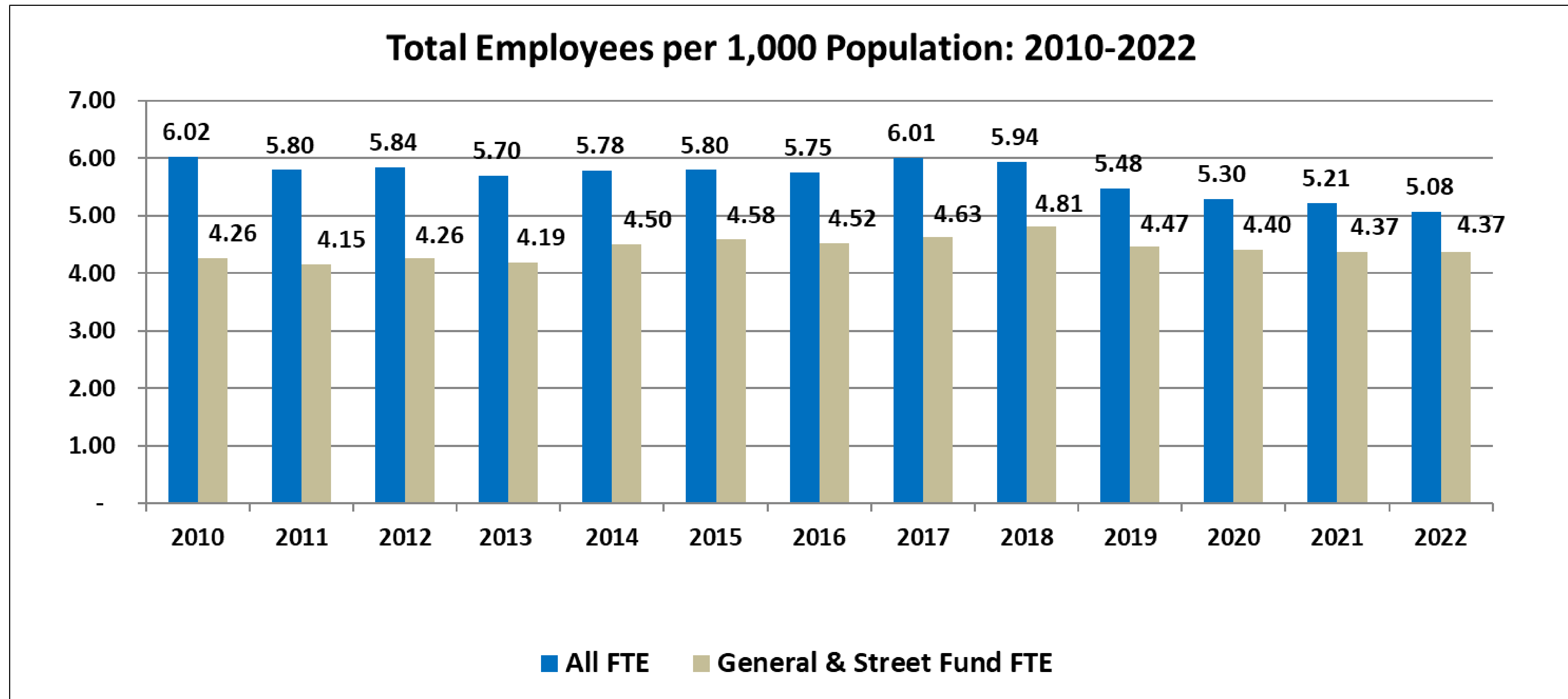


Source: City of Ridgefield Finance Department



Key Assumptions

Staffing Levels: Per 1,000 Population



Source: City of Ridgefield Finance Department



Key Assumptions Non-Personnel

Expense		
Expense Appropriation	Description	Amount +/-
Supply/Service Expense	3-year trend completed all line items	N/A
General Fund Transfer for Street Operations	General Fund contribution to street operations decrease 2%	\$721,000
Pavement Preservation Program	Per preservation model. Funding from the Transportation Benefit District	\$600,000
Equipment Replacement Fund	Model updated in 2022. General Fund contribution included in baseline	\$269,500
Equipment Replacement Fund	Model updated in 2022. Community Development Department contribution included in baseline	\$30,600
Equipment Replacement Fund	Model updated in 2022. Street Fund contribution included in baseline	\$51,000
Equipment Replacement Fund	Model updated in 2022. Water Fund contribution included in baseline	\$41,900
Equipment Replacement Fund	Model updated in 2022. Stormwater Fund contribution included in baseline	\$40,600
Equipment Replacement Fund	Replacement expense. Will bring forward with initiatives and capital requests	\$344,600



Key Changes 2023 Baseline Operating Budget Compared to 2022 Adopted Budget

General Fund	
Revenue	
Total baseline revenue compared to 2022 amended budget	+13.8%
Total baseline revenue compared to 2022 estimated year-end revenue	+6.5%
Total Baseline Revenue	\$11,786,942
Expense	
Total expense compared to 2022 amended budget	-10.5%
Total expense compared to 2022 baseline operating budget	+24.4%
Total Baseline Expense	\$10,009,100
Net Total	\$1,470,486
Available fund balance ongoing expense	\$1,017,586
Available fund balance one-time expense. Includes \$2.4 million in ARPA funding.	\$7,197,791



Key Changes 2023 Baseline Operating Budget Compared to 2022 Adopted Budget

Community Development	
Revenue	
Total revenue compared to 2022 amended budget	-10.0%
Total baseline revenue compared to 2022 estimated year-end revenue	+16%
Total Revenue	\$2,986,200
Expense	
Total expense compared to 2022 amended budget	+2.6%
Total expense compared to 2022 baseline operating budget	+11.3%
Total Expense	\$3,293,556
Net Total	(\$307,356)
Available fund balance ongoing expense	\$0
Available fund balance one-time expense	\$2,267,501



Key Changes 2023 Baseline Operating Budget Compared to 2022 Adopted Budget

Street Fund	
Revenue	
Total revenue compared to 2022 amended budget	+ 1.4%
Total baseline revenue compared to 2022 estimated year-end revenue	+3.8%
Total Revenue	\$1,182,655
Expense	
Total expense compared to 2022 amended budget	+0.3%
Total expense compared to 2022 baseline operating budget	+24.3%
Total Expense	\$1,160,825
Net Total	\$21,830
Initiatives/Capital expense from General Fund contribution	



Key Changes 2023 Baseline Operating Budget Compared to 2022 Adopted Budget

Water Fund	
Revenue	
Total revenue compared to 2022 amended budget	+9.8%
Total baseline revenue compared to 2022 estimated year-end revenue	+14.8%
Total Revenue	\$3,134,000
Expense	
Total expense compared to 2022 amended budget	+5.6%
Total expense compared to 2022 baseline operating budget	+13.9%
Total Expense	\$2,540,170
Net Total	\$593,830
Available fund balance ongoing expense	\$593,830
Available fund balance one-time expense	\$1,713,170



Options for Water Conservation Rates and Education

Scenarios and Options for Usage Reduction

- Rate increase that target higher usage accounts.
- Add a commercial tier for irrigation meters and add a new rate category. Currently commercial accounts and irrigation accounts are charged the same base and usage charges.
- Offer a low water usage credit or rate program accessible to all residential accounts.
 - Set an incentive level during the high usage cycles where a residential customer can earn incentives or credits for reduction in usage.
 - Provide an incentive to decrease usage by a certain percentage compared to the prior year.
- Offer an in-person irrigation education program at no charge. A city staff member visits residents to help educate them on proper watering and shows them how to set an irrigation timer to reduce water loss.
 - Highlight model homes through social media etc. for sustainable landscaping.
 - Engage the HOA's to promote water conservation and have city staff discuss irrigation education at monthly meetings.
 - Review HOA CC&R's to see if irrigation is required to keep lawns green.
- Offer a rain barrel rebate program. If a residential or commercial account implements a rain barrel program, they can get an account credit.

Additional staff research

- Research how many accounts are high usage accounts. 5,000+ cf usage.
- Check with states in drought areas to see what they are doing for conservation and incentives to reduce usage.
- Provide examples of other water purveyor rate models.
- Research code changes for sustainable landscaping options.
- Research methods to address peak time water usage.



Key Changes 2023 Baseline Operating Budget Compared to 2022 Adopted Budget

Storm Water Fund	
Revenue	
Total revenue compared to 2022 amended budget	+14.9%
Total baseline revenue compared to 2022 estimated year-end revenue	+20.7%
Total Revenue	\$1,330,500
Expense	
Total expense compared to 2022 amended budget	+6.4%
Total expense compared to 2022 baseline operating budget	+20.4%
Total Expense	\$1,240,786
Net Total	\$89,714
Available fund balance ongoing expense; or	\$29,597
Available fund balance one-time expense	\$29,597



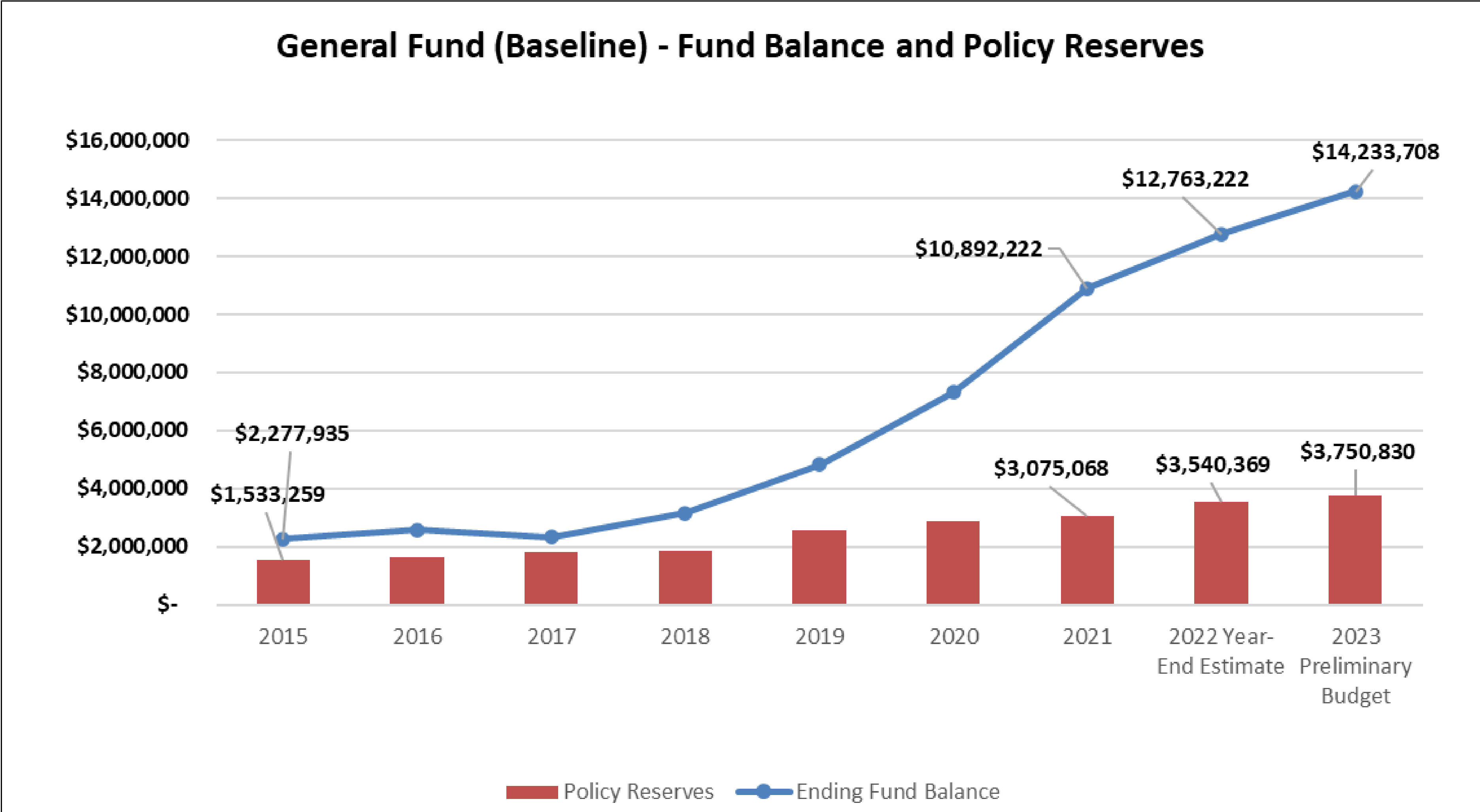
2023 Baseline Operating Budget

2023 Estimated Policy Reserve Balances

	O&M	Revenue Stab.	Debt Service	Separation	Capital	Capital Repair & Replacement	2023 Est. Reserves	2022 Reserves	% Change
General Fund	1,188,687	937,511	-	125,251	845,811	-	3,097,260	2,921,178	6.03%
Community Development	363,132	263,907	-	26,531	-	-	653,570	619,191	5.55%
Water Fund	486,832	-	-	29,936	223,406	634,799	1,374,973	1,274,143	7.91%
Storm Fund	144,222	-	-	17,024	193,731	260,378	615,355	543,928	13.13%
Total	2,182,873	1,201,418	-	198,742	1,262,948	895,177	5,741,158	5,358,440	7.14%



2023 Baseline Operating Budget Fund Balance and Policy Reserve Balances



Attachment: 2022 Baseline Operating Budget (2023 Introduction to Budget and Baseline Operating Budget)



2023 Baseline Operating Budget

General Fund Revenues

Description	2022						
	2020 Actual	2021 Actual	Amended Budget	2022 Est. Year End	2023 Baseline	2023 Additions	2023 Budget
001 General Fund							
Revenue							
Property Tax	1,472,230	1,721,326	1,940,000	1,930,300	2,240,000	-	2,240,000
Retail Sales & Other Tax	3,151,630	4,056,066	4,232,050	4,789,564	5,581,146	-	5,581,146
Utility Taxes	1,244,333	1,442,496	1,589,810	1,659,177	1,871,850	-	1,871,850
License & Permits	2,116,847	2,033,468	1,950,710	1,467,214	1,818,760	-	1,818,760
Planning & Development	1,299,777	1,101,623	1,417,400	1,178,445	1,240,000	-	1,240,000
Fines & Forfeits	57,825	67,879	64,000	55,945	69,000	-	69,000
Charge for Goods & Srvc	503,187	635,041	644,030	658,595	1,443,412	-	1,443,412
Intergovernmental/Grant	601,388	1,603,224	1,643,785	1,663,668	290,374	-	290,374
Other Rev/Donations	307,619	397,305	191,900	236,600	218,600	-	218,600
Total Revenue	10,754,836	13,058,428	13,673,685	13,639,508	14,773,142	-	14,773,142



2023 Baseline Operating Budget

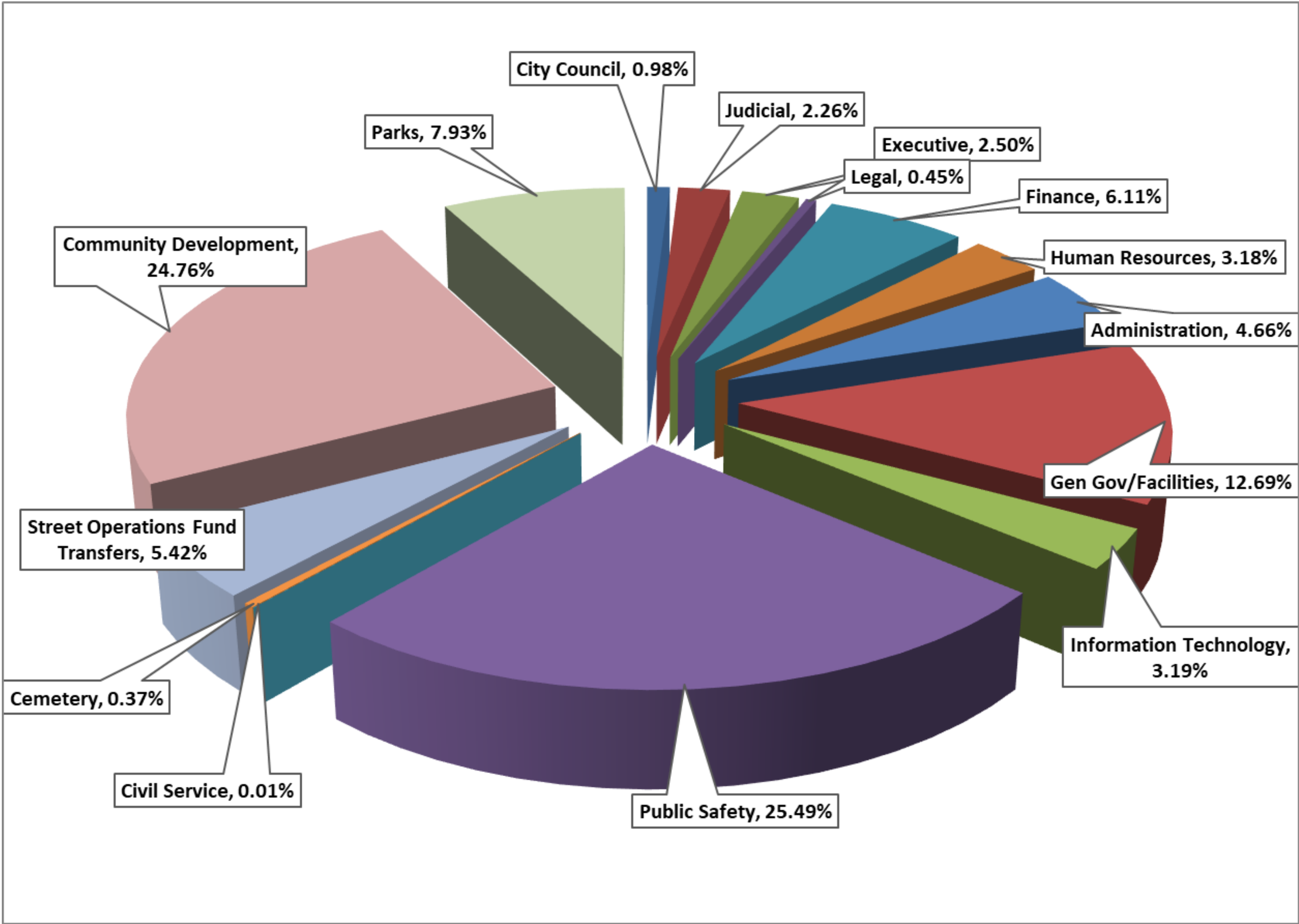
General Fund Expenditures by Department

Description	2022						
	2020 Actual	2021 Actual	Amended Budget	2022 Est. Year End	2023 Baseline	2023 Additions	2023 Budget
001 General Fund							
Expense							
City Council	78,521	81,687	113,511	102,322	130,000	-	130,000
Judicial	169,244	199,456	263,000	250,545	300,000	-	300,000
Executive	267,035	268,955	315,829	292,041	332,800	-	332,800
Legal	38,472	34,641	50,000	47,750	60,000	-	60,000
Finance	608,409	652,656	865,966	715,270	813,350	-	813,350
Human Resources	208,857	283,452	356,261	340,394	422,600	-	422,600
Administration	433,497	530,582	577,951	530,645	619,300	-	619,300
Gen Govt/Facilities	1,237,389	1,535,475	4,101,248	1,694,838	1,688,200	-	1,688,200
Information Tech	193,338	214,757	433,200	351,975	425,000	-	425,000
Public Safety	2,036,241	2,363,468	3,470,267	3,380,104	3,390,850	-	3,390,850
Civil Service	92	118	1,000	156	1,000	-	1,000
Cemetery	47,751	30,720	61,655	26,944	49,650	-	49,650
Transfers	616,751	927,006	1,183,167	963,167	721,000	-	721,000
Community Development	1,841,175	1,831,794	2,666,385	2,189,821	3,293,556	-	3,293,556
Parks	541,698	518,688	1,048,646	882,536	1,055,350	-	1,055,350
Total Expense	8,318,470	9,473,455	15,508,086	11,768,508	13,302,656	-	13,302,656
Net Total	2,436,366	3,584,973	(1,834,401)	1,871,000	1,470,486	-	1,470,486



2023 Baseline Operating Budget

General Fund Expenditures by Department



Source: City of Ridgefield Finance Department



2023 Baseline Operating Budget

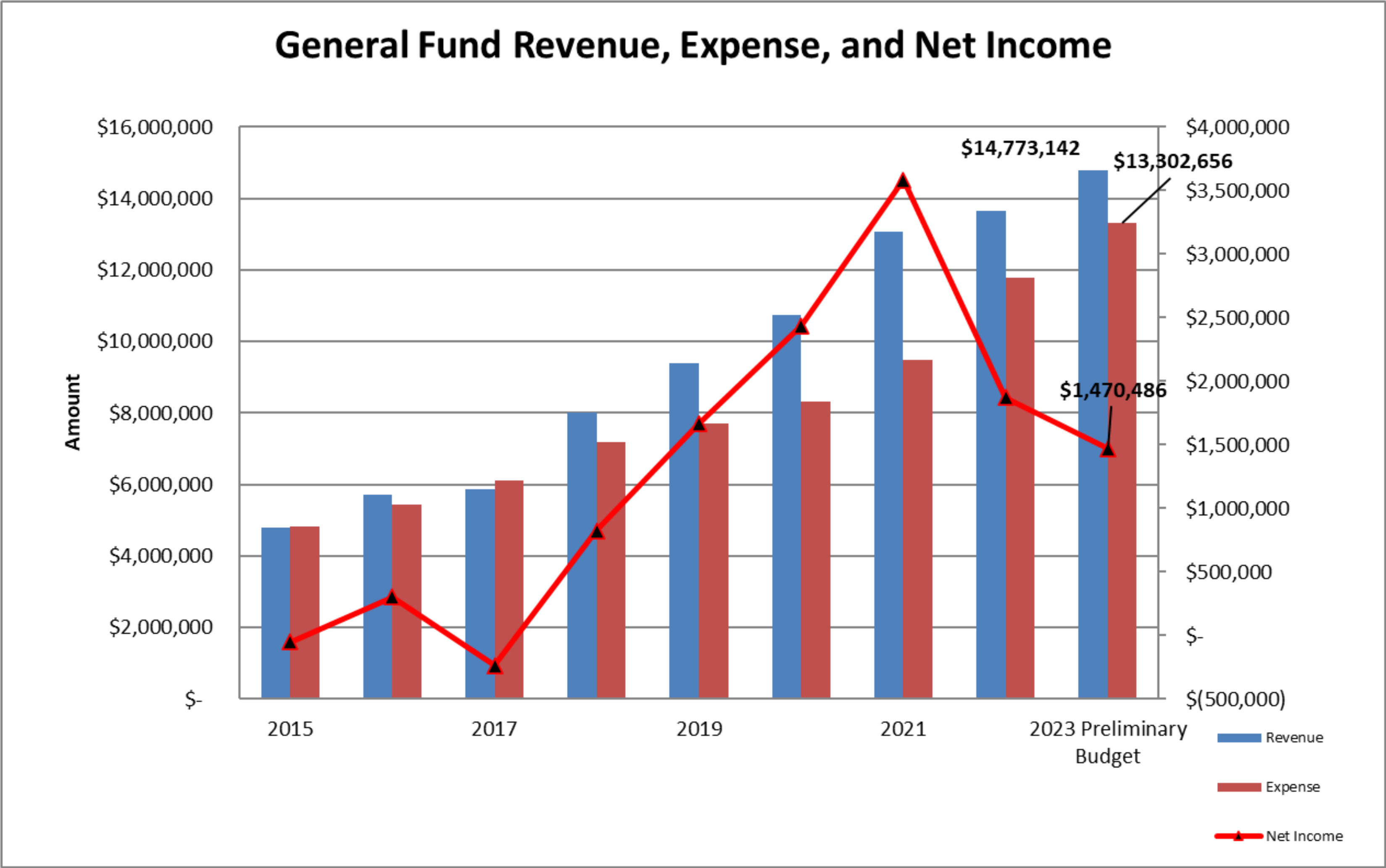
General Fund: Available Fund Balance

Description	2022						
	2020 Actual	2021 Actual	Amended Budget	2022 Est. Year End	2023 Baseline	2023 Additions	2023 Budget
001 General Fund							
Fund Balance							
Beginning Fund Balance	4,870,883	7,307,249	10,892,222	10,892,222	12,763,222	14,233,708	12,763,222
Ending Fund Balance	7,307,249	10,892,222	9,057,821	12,763,222	14,233,708	14,233,708	14,233,708
GF Policy Reserve Balance	2,331,040	2,462,776	2,921,178	2,921,178	3,097,260	3,097,260	3,097,260
Building Policy Reserve Bal	538,567	612,292	619,191	619,191	653,570	653,570	653,570
Restricted for Building	1,896,096	2,671,781	2,839,683	2,574,236	2,267,501	2,267,501	2,267,501
Fund Balance Available	2,541,546	5,145,373	2,677,769	6,648,617	8,215,377	8,215,377	8,215,377



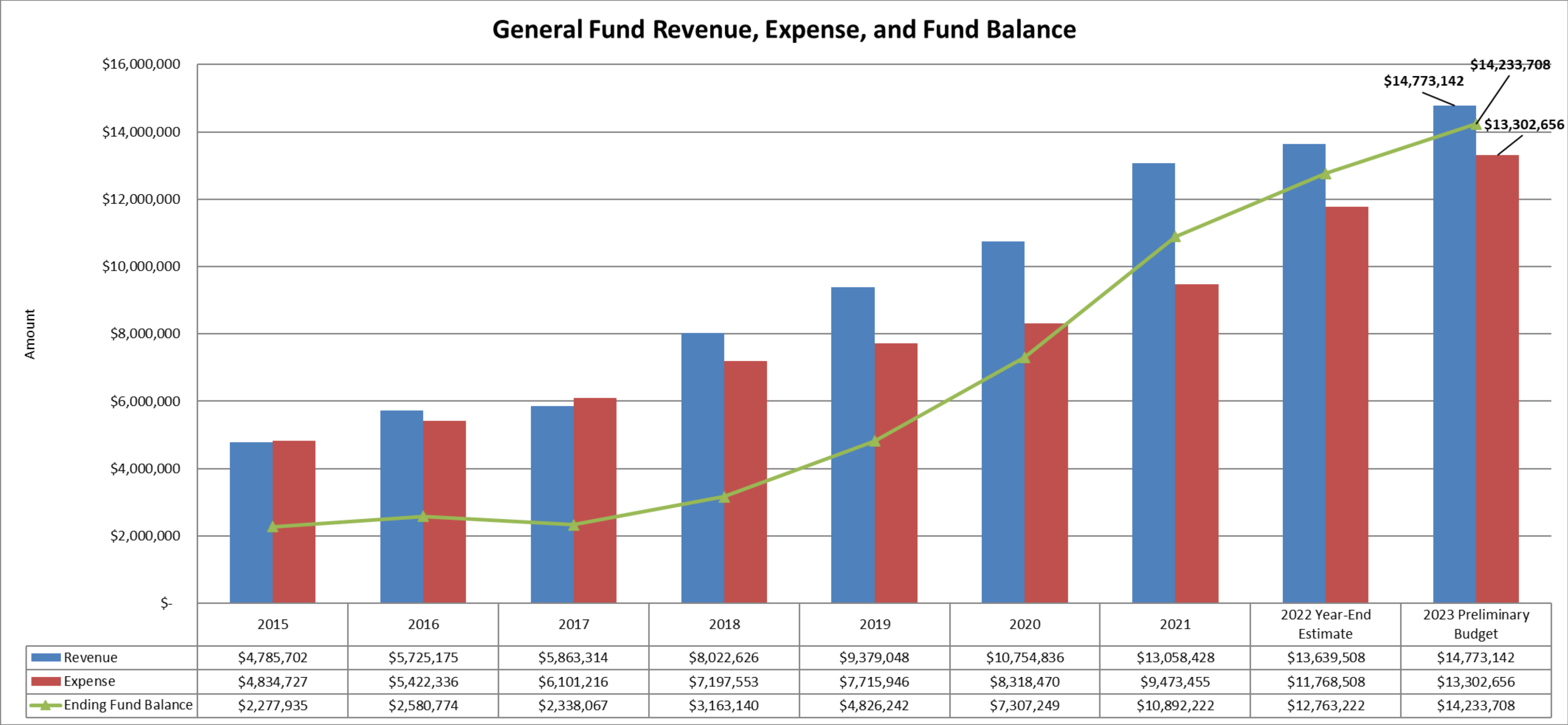
2022 Baseline Operating Budget

General Fund Net Revenue



2023 Baseline Operating Budget

General Fund Revenue, Expense and Fund Balance



Attachment: 2022 Baseline Operating Budget (2023 Introduction to Budget and Baseline Operating Budget)



2023 Baseline Operating Budget

Street Fund Revenues, Expenditures and Fund Balance

Description	2022						
	2020 Actual	2021 Actual	Amended Budget	2022 Est. Year End	2023 Baseline	2023 Additions	2023 Budget
101 Street Fund							
Revenue							
Utility Tax/Franchise Fee	91,842	96,393	120,715	121,678	134,600	-	134,600
Permits	21,297	13,360	20,000	13,349	20,000	-	20,000
Grants	15,711	-	-	-	-	-	-
Intergovernmental	174,043	210,743	238,485	233,613	281,530	-	281,530
Other Revenue	3	75	50,525	33,448	25,525	-	25,525
Transfers In	401,850	624,438	737,168	737,168	721,000	-	721,000
Total Revenue	704,746	945,009	1,166,893	1,139,256	1,182,655	-	1,182,655
Expense							
Streets	693,579	856,257	1,156,891	1,064,571	1,160,825	-	1,160,825
Total Expense	693,579	856,257	1,156,891	1,064,571	1,160,825	-	1,160,825
Net Total	11,167	88,752	10,002	74,685	21,830	-	21,830
Fund Balance							
Beg Fund Balance	(47,414)	(36,247)	52,505	52,505	127,190	149,020	127,190
Ending Fund Balance	(36,247)	52,505	62,507	127,190	149,020	149,020	149,020
Reserves Maintain in GF	-	-	-	-	-	-	-
Fund Balance Available	(36,247)	52,505	62,507	127,190	149,020	149,020	149,020



2023 Baseline Operating Budget

Water Fund Revenues, Expenditures and Fund Balance

Description	2022				2023	2023	2023
	2020 Actual	2021 Actual	Amended Budget	2022 Est. Year End	Baseline	Additions	Budget
406 Water Utility Fund							
Revenue							
Charge for Goods & Srvs	2,285,249	2,744,740	2,843,555	2,719,527	3,122,000	-	3,122,000
Grants	22,056	-	-	-	-	-	-
Other Revenue	4,995	(2,743)	11,000	10,797	12,000	-	12,000
Transfers In	198,530	2,564,193	-	-	-	-	-
Total Revenue	2,510,830	5,306,190	2,854,555	2,730,324	3,134,000	-	3,134,000
Expense							
Water Utility	2,000,215	4,681,105	2,406,015	2,100,633	2,540,170	-	2,540,170
Total Expense	2,000,215	4,681,105	2,406,015	2,100,633	2,540,170	-	2,540,170
Net Total	510,615	625,085	448,540	629,691	593,830	-	593,830
Fund Balance							
Beginning Fund Balance	1,322,752	1,833,367	2,458,452	2,458,452	3,088,143	3,681,973	3,088,143
Ending Fund Balance	1,833,367	2,458,452	2,906,992	3,088,143	3,681,973	3,681,973	3,681,973
Policy Reserve Balance	881,874	1,077,370	1,274,143	1,274,143	1,374,973	1,374,973	1,374,973
Fund Balance Available	951,493	1,381,082	1,632,849	1,814,000	2,307,000	2,307,000	2,307,000



2023 Baseline Operating Budget

Storm Water Fund Revenues, Expenditures and Fund Balance

Description	2022						
	2020 Actual	2021 Actual	Amended Budget	2022 Est. Year End	2023 Baseline	2023 Additions	2023 Budget
408 Stormwater Utility Fund							
Revenue							
Charge for Goods & Srvs	849,327	977,261	1,155,395	1,100,433	1,327,500	-	1,327,500
Grants	15,731	-	-	-	-	-	-
Other Revenue	4,022	(5,588)	3,000	1,923	3,000	-	3,000
Total Revenue	869,080	971,673	1,158,395	1,102,356	1,330,500	-	1,330,500
Expense							
Stormwater Utility	619,740	959,666	1,166,623	996,048	1,240,786	-	1,240,786
Total Expense	619,740	959,666	1,166,623	996,048	1,240,786	-	1,240,786
Net Total	249,340	12,007	(8,228)	106,308	89,714	-	89,714
Fund Balance							
Beginning Fund Balance	187,583	436,923	448,930	448,930	555,238	644,952	555,238
Ending Fund Balance	436,923	448,930	440,702	555,238	644,952	644,952	644,952
Policy Reserve Balance	398,183	497,449	543,928	543,928	615,355	615,355	615,355
Fund Balance Available	38,740	(48,519)	(103,226)	11,310	29,597	29,597	29,597



2023 Baseline Operating Budget

Special Revenue & Debt Service Fund Revenues and Expenditures

Description	2022						
	2020 Actual	2021 Actual	Amended Budget	2022 Est. Year End	2023 Baseline	2023 Additions	2023 Budget
111 Drug Fund							
Total Revenue	425	275	760	809	1,510	-	1,510
Total Expense	-	-	-	60	500	-	500
Net Total	425	275	760	749	1,010	-	1,010
Ending Fund Balance	5,211	5,486	5,971	5,960	6,970	6,970	6,970
140 Affordable Housing							
Total Revenue	10,232	32,740	31,025	2,177	33,000	-	33,000
Total Expense	-	-	-	-	-	-	-
Net Total	10,232	32,740	31,025	2,177	33,000	-	33,000
Ending Fund Balance	10,232	42,972	41,257	12,409	45,409	45,409	45,409
150 Transportation Benefit District							
Total Revenue	153,814	167,611	301,750	623,361	900,025	-	900,025
Total Expense	-	175,000	350,000	350,000	600,000	-	600,000
Net Total	153,814	(7,389)	(48,250)	273,361	300,025	-	300,025
Ending Fund Balance	199,791	192,402	151,541	473,152	773,177	773,177	773,177
200 Debt Service Fund							
Total Revenue	4,689,259	1,407,997	1,414,003	1,414,003	1,408,995	-	1,408,995
Total Expense	4,689,259	1,407,997	1,414,003	1,414,003	1,408,995	-	1,408,995
Net Total	-	-	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-	-	-



2023 Baseline Operating Budget

Capital Project Fund Revenues Forecast

Description	2022						
	2020 Actual	2021 Actual	Amended Budget	2022 Est. Year End	2023 Baseline	2023 Additions	2023 Budget
105 Real Estate Excise Tax (REET) Fund							
Revenue							
Real Estate Excise Taxes	1,778,422	3,221,297	2,350,000	2,345,742	2,675,000	-	2,675,000
Other Revenue	36,194	(4,251)	20,000	33,534	30,000	-	30,000
Total Revenue	1,814,616	3,217,046	2,370,000	2,379,276	2,705,000	-	2,705,000
114 Park Impact Fee (PIF) Fund							
Revenue							
Planning & Development	1,908,172	1,974,646	1,856,535	718,721	970,000	-	970,000
Other Revenue	83	2,982	250	5,536	2,750	-	2,750
Total Revenue	1,908,255	1,977,628	1,856,785	724,257	972,750	-	972,750
115 Traffic Impact Fee (TIF) Fund							
Revenue							
Planning & Development	1,676,355	1,851,735	3,209,700	746,022	983,000	-	983,000
Other Revenue	23,154	(1,856)	3,000	6,695	5,250	-	5,250
Total Revenue	1,699,509	1,849,879	3,212,700	752,717	988,250	-	988,250
416 Water Utility SDC Fund							
Revenue							
Contributed Capital	2,823,471	2,743,528	2,867,000	1,492,219	2,000,000	-	2,000,000
Other Revenue	65,508	(1,264)	50,000	31,850	50,000	-	50,000
Total Revenue	2,888,979	2,742,264	2,917,000	1,524,069	2,050,000	-	2,050,000



2023 Baseline Operating Budget

Next Steps

- September
 - Budget Advisory Committee Meeting 9/8 2 PM
 - Updated revenue forecast
 - Review 2023 personnel, initiatives and capital project requests
 - Present proposed budget with initiatives
 - Council work session 9/22 5:30 PM
- October
 - Budget Advisory Committee Meeting 10/11 2 PM
 - Final revenue forecast
 - Preliminary budget and budget message
 - Council presentation on options for water conservation 10/13 6:30 pm
 - Council work session 10/27 5:30 PM



2022 Baseline Budget Next Steps

- November
 - Draft of proposed budget available to public
 - Public hearings on 2023 revenue sources 11/3 6:30 PM
 - Present property tax levy 11/3 and 11/17 6:30 PM
 - Present 2023 utility rates 11/3 and 11/17 6:30 PM
 - Conduct first public hearing on 2023 budget 11/17 6:30 PM
- December
 - Conduct final public hearing on 2023 budget 12/1 6:30 PM
 - Adopt 2023 operating and capital budget 12/1 6:30 PM
 - Transmit 2023 budget to MRSC and State Auditor



THANK YOU

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: August 25, 2022

ITEM:

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: August 25, 2022 Claims Report (PDF)

City of Ridgefield

Claims Payment Report

For Approval on:

August 25th, 2022

Sum of Amount						
Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total	
ADVANCED ELECTRIC SIGNS	3291	214986	Public Works	Abrams Park Well Pump Repair	5,413.94	
		214972	Public Works	Abram Park Well Pump Repair	958.23	
		214968	Public Works	Abrams Park Well Pump Repair	861.99	
		ADVANCED ELECTRIC SIGNS Total				7,234.16
ARAMARK UNIFORM SERVICES	32	5291059684	Genl Govt/Facilities	08.2022 Floor Mats - City Hall/RACC/PD	9.18	
			Public Safety	08.2022 Floor Mats - City Hall/RACC/PD	4.47	
			Community Development	08.2022 Floor Mats - City Hall/RACC/PD	5.78	
		5291055709	Genl Govt/Facilities	08.2022 Floor Mats - City Hall/RACC/PD	9.18	
			Public Safety	08.2022 Floor Mats - City Hall/RACC/PD	4.47	
			Community Development	08.2022 Floor Mats - City Hall/RACC/PD	5.78	
		5291055698	Genl Govt/Facilities	08.2022 Foor Mats - PW Ops	1.24	
			Public Works	08.2022 Foor Mats - PW Ops	16.79	
			Community Development	08.2022 Foor Mats - PW Ops	2.61	
		5291059675	Genl Govt/Facilities	08.2022 Floor Mats - PW Ops	1.24	
			Public Works	08.2022 Floor Mats - PW Ops	16.79	
			Community Development	08.2022 Floor Mats - PW Ops	2.61	
			ARAMARK UNIFORM SERVICES Total			
		BLACKLINE INC.	3573	3573-3	Genl Govt/Facilities	2021 Slurry Seal - Retainage
2022-24	Genl Govt/Facilities			2022 Slurry Seal - Retainage	(3,173.44)	
	Public Works			2022 Slurry Seal	63,468.75	
3573-2	Genl Govt/Facilities			2021 Slurry Seal - Retainage	(149.18)	
	Public Works			2021 Slurry Seal	2,983.68	
BLACKLINE INC. Total				66,883.55		
BLUEFIN PAYMENT SYSTEMS - EPAY	2827	2827-202208B	Public Works	07.2022 Customer Web Payments	4,555.96	
		2827-202208A	Public Works	07.2022 Customer Web Payments	21.90	
BLUEFIN PAYMENT SYSTEMS - EPAY Total				4,577.86		
BRENDA HOWELL	2875	2875-20220825	Genl Govt/Facilities	Employee Reimb. - Howell	2.17	
			Public Works	Employee Reimb. - Howell	25.97	
			Community Development	Employee Reimb. - Howell	80.11	
BRENDA HOWELL Total				108.25		
CASCADE APPRAISAL GROUP INC.	3795	22-1216	Genl Govt/Facilities	Appraisal 111 S 3rd Ave	695.00	
CASCADE APPRAISAL GROUP INC. Total				695.00		
CFM STRATEGIC COMMUNICATIONS INC.	2551	26748	Genl Govt/Facilities	07.2022 Lobbyist	5,200.00	
CFM STRATEGIC COMMUNICATIONS INC. Total				5,200.00		
CHALEA JOHNSTON	3599	3599-20220825	Genl Govt/Facilities	Employee Reimb - Johnston	6.83	
			Public Works	Employee Reimb - Johnston	38.71	
CHALEA JOHNSTON Total				45.54		
CINTAS CORPORATION NO 2	3497	5119574604	Genl Govt/Facilities	08.2022 First Aid Supplies - PW Shop	9.46	
			Public Works	08.2022 First Aid Supplies - PW Shop	127.48	
		5120272570	Genl Govt/Facilities	08.2022 Fist Aid Supplies PW Ops	37.10	
			Public Works	08.2022 Fist Aid Supplies PW Ops	500.26	
			Community Development	08.2022 Fist Aid Supplies PW Ops	77.75	
		5119574652	Genl Govt/Facilities	08.2022 First Aid Supplies - PW Ops	7.84	

Attachment: August 25, 2022 Claims Report (Approval of Claims And/Or Payroll)

City of Ridgefield

Claims Payment Report

For Approval on:

August 25th, 2022

CINTAS CORPORATION NO 2	3497	5119574652	Public Works	08.2022 First Aid Supplies - PW Ops	105.70	
			Community Development	08.2022 First Aid Supplies - PW Ops	16.43	
		5119574622	Genl Govt/Facilities	08.2022 First Aid Supplies - RACC	12.42	
			Community Development	08.2022 First Aid Supplies - RACC	34.78	
		5119574629	Public Safety	08.2022 First Aid Supplies	47.20	
		5119574664	Genl Govt/Facilities	08.2022 First Aid Supplies - CH	49.42	
CINTAS CORPORATION NO 2 Total					1,025.84	
CITIES DIGITAL INC.	3382	55130	Genl Govt/Facilities	11.2022-10.2023 LF Weblink Licensing & Support	(1,440.50)	
			Information Technology	11.2022-10.2023 LF Weblink Licensing & Support	18,190.50	
		55171	Information Technology	Laserfiche Licensing - Canterini	1,046.87	
CITIES DIGITAL INC. Total					17,796.87	
CITY OF BATTLE GROUND	92	INV00393	Judicial	07.2022 Court Costs / Public Defender	18,173.42	
CITY OF BATTLE GROUND Total					18,173.42	
CITY OF RIDGEFIELD - EPAY PERMITS	95	COM-22-0081	Public Works	Overlook Park Splash Pad Permits	19,390.45	
		PLM-22-0294	Public Works	Overlook Park Splash Pad	177.00	
CITY OF RIDGEFIELD - EPAY PERMITS Total					19,567.45	
CLARK COUNTY	102	CI042197	Judicial	06.2022 Pretrial Investigations / Supervision	1,118.89	
CLARK COUNTY Total					1,118.89	
CLARK PUBLIC UTILITIES - EPAY	110	7559-485-202207	Genl Govt/Facilities	487 S 56th Pl.	46.95	
				230 Pioneer Ave	228.92	
			Public Safety	116 N Main Avenue	219.45	
			Public Works	N 1st Cir & N 65th Ave - Park & Ride	54.98	
				2300 N 3rd Way Bellwood Trail Lights	33.11	
				SR/Pioneer St & S 56 PL	84.37	
				109 W Division St - Electricity	124.44	
				Municipal Lighting Lease	8,609.00	
				214 S Riverview Dr	358.61	
				337 S Royal Rd.	26.50	
				3701 N 3rd Cir - Electricity	26.99	
				N Abrams Park/E Division	238.71	
				255 S 56th Pl - Electricity	2,979.42	
				487 S 56th Pl.	616.75	
				400 N Abrams Park Rd	1,196.95	
				Overlook Park - Electricity	52.22	
				911 N 65th Ave Intertie 2 - Water	99.38	
				Traffic Signal - Hillhurst/Royal Rd.	53.11	
				800 NE 264 St Intertie 1 - Water	719.55	
				1504 NW Intertie 3 - Water	1,023.60	
				N 35th Ave and Pioneer St	50.41	
				512 N Allen Dr - Electricity	26.83	
				City Park/Water Well	5,231.28	
				535 N Abrams Park Rd.	46.45	
				SR/Pioneer ST & S 65 AVE	51.40	
				Pioneer St. & Gee Creek Loop - Electricity	27.16	
				Community Development	487 S 56th Pl.	98.27
				Public Works	487 S 56th Pl.	15.47
CLARK PUBLIC UTILITIES - EPAY Total					22,340.28	

Attachment: August 25, 2022 Claims Report (Approval of Claims And/Or Payroll)

City of Ridgefield

Claims Payment Report

For Approval on:

August 25th, 2022

CLARK REGIONAL WASTEWATER DISTRICT	3600	2022.08.12	Public Works	Overlook Park Splash Pad - Plan Review Fees	525.00
CLARK REGIONAL WASTEWATER DISTRICT Total					525.00
CLARK REGIONAL WASTEWATER DISTRICT - EPAY	741	202207	Genl Govt/Facilities	109 W Division WWTP - CRWWD Portion - Sewer	75.47
				487 S 56th Pl - Sewer	3.98
				230 Pioneer St City Hall - Sewer	70.75
			Public Safety	116 N Main Ave PD - Sewer	47.76
			Public Works	109 W Division WWTP - Sewer	75.47
				Abrams Park Restrooms - Sewer	80.77
				Abrams Park Former Mgr House - Sewer	47.76
				Abrams Park Kitchen - Sewer	43.04
				487 S 56th Pl - Sewer	52.38
				255 S 56th Pl Well & Reservoir - Sewer	38.32
			Community Development	487 S 56th Pl - Sewer	8.35
			Public Works	487 S 56th Pl - Sewer	1.32
CLARK REGIONAL WASTEWATER DISTRICT - EPAY Total					545.37
COLUMBIAN PUBLISHING	116	37752	Community Development	Ordinance No. 1369 - Carty Rd Subarea Plan	46.80
COLUMBIAN PUBLISHING Total					46.80
COMCAST - EPAY	2271	2271-202207	Genl Govt/Facilities	RACC Internet Services	26.35
				PW Shop Communications	25.11
				PW Ops Communications	21.38
				CH Internet Services	407.96
				CH Communicatons	66.41
			Public Safety	PD Communications	350.59
			Public Works	PW Shop Communications	337.70
				PW Ops Communications	244.48
			Community Development	RACC Internet Services	73.77
COMCAST - EPAY Total					1,553.75
COMCAST BUSINESS - EPAY	1666	152474280	Genl Govt/Facilities	PW Ops - Communications	6.95
			Public Works	PW Ops - Communications	93.55
			Community Development	PW Ops - Communications	14.54
		150783337	Genl Govt/Facilities	CH Communications	383.92
COMCAST BUSINESS - EPAY Total					498.96
DANIEL HARRIGSTAD	3794	808202201	Genl Govt/Facilities	F2T 2022 - Musical Entertainment	1,000.00
DANIEL HARRIGSTAD Total					1,000.00
DEPARTMENT OF LICENSING - EPAY	154	RG0001035-2022	Genl Govt/Facilities	CPL Fees - Groth	18.00
		RG0001041-2022	Genl Govt/Facilities	CPL Fees - Freund	18.00
		RG0001033-2022	Genl Govt/Facilities	CPL Fees - Craft	18.00
		61683680	Genl Govt/Facilities	Driving Records - Canterini	1.30
			Public Works	Driving Records - Canterini	6.50
			Community Development	Driving Records - Canterini	5.20
		RG0001042-2022	Genl Govt/Facilities	CPL Fees - Pitner	18.00
		RG0001034-2022	Genl Govt/Facilities	CPL Fees - Shell	18.00
		RG0001030-2022	Genl Govt/Facilities	CPL Fees - Ilyushchenko	18.00
		RG0001037-2022	Genl Govt/Facilities	CPL Fees - Freund	18.00
		RG0001040-2022	Genl Govt/Facilities	CPL Fees - Urban	18.00
		RG0001038-2022	Genl Govt/Facilities	CPL Fees - Knoblock	18.00
		RG0001036-2022	Genl Govt/Facilities	CPL Fees - Ruelas	18.00

City of Ridgefield

Claims Payment Report

For Approval on:

August 25th, 2022

DEPARTMENT OF LICENSING - EPAY	154	RG0001025-2022	Genl Govt/Facilities	CPL Fees - La Palm	18.00
		RG0001029-2022	Genl Govt/Facilities	CPL Fees - Wall	18.00
		RG0001031-2022	Genl Govt/Facilities	CPL Fees - Ilyushchenko	18.00
		RG0001026-2022	Genl Govt/Facilities	CPL Fees - Woodworth	18.00
		RG0001039-2022	Genl Govt/Facilities	CPL Fees - Urban	18.00
		RG0001028-2022	Genl Govt/Facilities	CPL Fees - Chatman	18.00
		RG0001032-2022	Genl Govt/Facilities	CPL Fees - Michaelson	18.00
DEPARTMENT OF LICENSING - EPAY Total					319.00
DEREK SMITH	3797	3797-20220825	Genl Govt/Facilities	CDL plus Tanker Endorsement Reimb. - Smith	10.20
			Public Works	CDL plus Tanker Endorsement Reimb. - Smith	91.80
DEREK SMITH Total					102.00
DICK'S TIRE FACTORY	158	D36081	Public Safety	PD Vehicle Maint - 594461D	52.25
DICK'S TIRE FACTORY Total					52.25
E2 LAND USE PLANNING SERVICES LLC	485	0485-202207	Community Development	07.2022 Planning Consulting Services	4,050.00
E2 LAND USE PLANNING SERVICES LLC Total					4,050.00
EASTSIDE STEEL INC.	3134	2-283239	Genl Govt/Facilities	Water Operational Supplies	(0.12)
			Public Works	Water Operational Supplies	120.44
		2-283235	Genl Govt/Facilities	Water Operational Supplies	(0.10)
			Public Works	Water Operational Supplies	112.84
EASTSIDE STEEL INC. Total					233.06
ELCOR INC	2081	15153	Public Safety	Computer Equipment - PD phones	646.17
			Public Works	Computer Equipment - Canterini	1,076.28
			Community Development	Computer Equipment - Canterini	1,076.29
				Computer Equipment - Lazzarini	2,061.81
				Computer Equipment - Whitener	123.54
			Information Technology	Computer Equipment - Canterini	538.14
ELCOR INC Total					5,522.23
FIDELITY NATIONAL TITLE	677	612880313	Public Works	Pioneer Extension Easement Track K The Crossing 312/84	11,598.62
FIDELITY NATIONAL TITLE Total					11,598.62
GALINA BURLEY	3766	3766-20220825	Public Works	07.2022 Mileage Reimbursement - Burley	55.13
GALINA BURLEY Total					55.13
GB MANCHESTER INC	3574	2021000032-3574	Genl Govt/Facilities	Low Voltage Wiring - Retainage Release	1,719.71
GB MANCHESTER INC Total					1,719.71
Gill Parvesh K. Cheema & Kanwar Ravinder Jid	UB*00797	(blank)	Genl Govt/Facilities	Refund Check 011385-000 227 N 34th Ct	73.14
Gill Parvesh K. Cheema & Kanwar Ravinder Jid Total					73.14
GISI MARKETING GROUP	2811	268122	Genl Govt/Facilities	Events Mailer - Fall 2022	1,998.24
GISI MARKETING GROUP Total					1,998.24
GRAINGER	206	9388675648	Public Works	Water Equipment - Ladder	368.12
GRAINGER Total					368.12
GROVER ELECTRIC AND PLUMBING	210	HB65646	Public Works	Parks Operating Supplies	372.66
GROVER ELECTRIC AND PLUMBING Total					372.66
GSI WATER SOLUTIONS INC.	2971	00727.001-43	Public Works	07.2022 Hydrological Study	4,250.00
GSI WATER SOLUTIONS INC. Total					4,250.00
HARRY'S LAWN AND POWER EQUIPMENT	214	227310	Public Works	Parks Weed Eater Trimmer Line	78.10
		227996	Public Works	Parks Weed Eater Maintenance	19.40
		227979	Public Works	Parks Mower Maintenance	31.54
		HARRY'S LAWN AND POWER EQUIPMENT Total			

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HENCO PLUMBING SERVICES LLC	3771	24206382	Genl Govt/Facilities Public Works Community Development	Wall Hung Urinal - PW Ops Wall Hung Urinal - PW Ops Wall Hung Urinal - PW Ops	117.87 1,589.84 247.09
HENCO PLUMBING SERVICES LLC Total					1,954.80
HOME DEPOT CREDIT CARD SERVICES - EPAY	1805	134401	Public Works Community Development	PW Ops Air Coolers PW Ops Air Coolers	819.70 118.60
HOME DEPOT CREDIT CARD SERVICES - EPAY Total					938.30
Insituform Technologies	UB*00798	(blank)	Genl Govt/Facilities	Refund Check 015170-000 Hydrant Meter S 126 Main St	253.37
Insituform Technologies Total					253.37
INTERMEDIA.NET INC	2187	2208087978	Information Technology	07.2022 Voice Service Charges	87.85
INTERMEDIA.NET INC Total					87.85
J2 BLUE PRINT SUPPLY	243	AR124380	Genl Govt/Facilities	MCF 2022 Banner	256.84
J2 BLUE PRINT SUPPLY Total					256.84
JACOBS ENGINEERING GROUP INC.	3349	W3X87401-02	Public Works	I-5 Screen Design/Engineering Services	3,660.17
JACOBS ENGINEERING GROUP INC. Total					3,660.17
JANEAN Z PARKER	2199	163	Community Development Legal	07.2022 Legal Services 07.2022 Legal Services	1,000.00 3,625.00
JANEAN Z PARKER Total					4,625.00
JONDI HARRIS	3798	2049	Genl Govt/Facilities	MCF 2022 - Performance Artist	1,400.00
JONDI HARRIS Total					1,400.00
JOSHUA NATHAN	3629	3629-20220825	Genl Govt/Facilities Public Works	WABO Welding Certification Reimb. - Nathan WABO Welding Certification Reimb. - Nathan	8.25 46.75
JOSHUA NATHAN Total					55.00
KARL JOHANSSON	3569	21001-16	Public Works	07.2022 YMCA Site Plan	13,498.85
KARL JOHANSSON Total					13,498.85
KEATING BUCKLIN & MCCORMACK INC. P.S.	3793	18122 18284	Legal Legal	Ridgefield/WCIA Investigation Ridgefield/WCIA Investigation	614.25 1,723.25
KEATING BUCKLIN & MCCORMACK INC. P.S. Total					2,337.50
KILLA BITES CATERING	3727	2368	Genl Govt/Facilities	F2T 2022 Catering	13,325.22
KILLA BITES CATERING Total					13,325.22
L.N. CURTIS AND SONS	3075	INV599022	Public Safety	PD Uniforms - Keating	133.30
L.N. CURTIS AND SONS Total					133.30
LAND EXPRESSIONS LLC	3703	6361-211015	Public Works	07.2022 Splash Pad Design - Overlook Park	13,226.25
LAND EXPRESSIONS LLC Total					13,226.25
LESERINE MURITOK	3482	34	Judicial	Interpretation Services	120.00
LESERINE MURITOK Total					120.00
MARIUS L MALATTIA	1817	163	Community Development	07.2022 Design Reviews	1,430.00
MARIUS L MALATTIA Total					1,430.00
MASONS SUPPLY COMPANY	2051	6041935-00	Public Works	Filter Vault Main. Supplies	33.85
MASONS SUPPLY COMPANY Total					33.85
MATHER & SONS PUMP SERVICE INC	2907	33140	Public Works	Abrams Park Well 10 Repair	18,363.18
MATHER & SONS PUMP SERVICE INC Total					18,363.18
MAUREEN MCKENNA	3608	3608-20220818	Genl Govt/Facilities	F2T 2022 Flowers - Final Payment	1,195.00
MAUREEN MCKENNA Total					1,195.00
MINERT AND ASSOCIATES INC.	981	316396	Public Works	08.2022 DOT Screening	58.00
MINERT AND ASSOCIATES INC. Total					58.00
NAPA AUTO PARTS	498	325882	Genl Govt/Facilities	PW Shop Operational Supplies	2.99

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NAPA AUTO PARTS	498	325882	Public Works	PW Shop Operational Supplies	40.17
		322894	Genl Govt/Facilities	Skid Steer Parts	25.79
			Public Works	Skid Steer Parts	188.36
		325258	Public Works	Storm Vehicle Maintenance	122.26
NAPA AUTO PARTS Total					379.57
NORTHSTAR CHEMICAL INC.	1019	23040	Public Works	Water Chemical Supplies	1,230.44
NORTHSTAR CHEMICAL INC. Total					1,230.44
NORTHWEST NATURAL GAS - EPAY	315	202207	Genl Govt/Facilities	PW Ops - Natural Gas	1.40
				City Hall - Natural Gas	23.32
			Public Safety	Police Department - Natural Gas	23.32
			Public Works	PW Ops - Natural Gas	18.51
				PW Shop - Natural Gas	29.88
			Community Development	PW Ops - Natural Gas	2.95
				Public Works	PW Ops - Natural Gas
				PW Shop - Natural Gas	0.70
NORTHWEST NATURAL GAS - EPAY Total					100.54
OTAK INC.	1787	82200216	Community Development	07.2022 TO1 Projec Management	3,214.00
OTAK INC. Total					3,214.00
OWEN EQUIPMENT COMPANY	916	207381	Public Works	Storm and Streets Equipment	1,936.74
OWEN EQUIPMENT COMPANY Total					1,936.74
PBS ENGINEERING AND ENVIRONMENTAL	342	0071947.003-1	Public Works	Downtown Truck Tuning Analysis	1,971.00
		0071069.009-6	Public Works	06.2022 Royle Road Corridor Completion	67,847.65
		0071272.000-35	Community Development	06.2022 Developer Plan Review	17,804.91
PBS ENGINEERING AND ENVIRONMENTAL Total					87,623.56
PETERSON CAT	1767	O4872801	Genl Govt/Facilities	Parks Equipment Rental	(1.47)
			Public Works	Parks Equipment Rental	800.49
PETERSON CAT Total					799.02
PORTLAND ENGINEERING INC	2082	11239	Public Works	07.2022 Q178V Ridgefield Cellular Telemetry	228.06
		11251	Public Works	07.2022 Z009 Ridgefield Service	228.06
PORTLAND ENGINEERING INC Total					456.12
POSTMASTER	348	0348-20220825	Genl Govt/Facilities	First Class Presort Permit #40	275.00
POSTMASTER Total					275.00
PROVIDENCE HEALTH & SERVICES OREGON	3530	29304	Public Works	DOT Physical Exam - Swarts	95.00
PROVIDENCE HEALTH & SERVICES OREGON Total					95.00
RICOH USA INC.	1662	106426427	Public Safety	08.2022 PD Copier Lease	107.03
RICOH USA INC. Total					107.03
RIDGEFIELD HARDWARE	376	0376-202207	Genl Govt/Facilities	PW Shop Operational Supplies	3.01
				PW Ops Operational Supplies	0.70
				General Operational Supplies	7.82
			Public Safety	PD Tools	17.59
				PD Operational Supplies	126.22
			Public Works	Parks Operational Supplies	408.28
				Water Operational Supplies	189.44
				PW Shop Operational Supplies	44.87
				Storm Operational Supplies	15.21
				Water Small Tools	22.47
				Streets Operational Supplies	115.16

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RIDGEFIELD HARDWARE	376	0376-202207	Public Works	PW Ops Operational Supplies	9.37
			Community Development	PW Ops Operational Supplies	1.46
RIDGEFIELD HARDWARE Total					961.60
RIDGEFIELD LANDSCAPE PRODUCTS	3021	3021-202206	Genl Govt/Facilities	Streets Supplies	(0.32)
				Water Supplies	(0.44)
			Public Works	Water Yard Debris	117.29
				Streets Yard Debris	58.64
				Water Soil Mix	123.80
				Streets Sod Dump	117.29
		3021-202205	Genl Govt/Facilities	Parks Soil and Debris Dump	(1.40)
			Public Works	Parks Soil and Debris Dump	760.20
RIDGEFIELD LANDSCAPE PRODUCTS Total					1,175.06
RIDGEFIELD SCHOOL DISTRICT	378	1002100167	Genl Govt/Facilities	06.2022 RACC Operating Expenses - Security	250.25
				06.2022 RACC Operating Expenses - Wastewater	9.44
				06.2022 RACC Operating Expenses - Garbage	22.00
				06.2022 RACC Operating Expenses - Electricity	199.43
			Community Development	06.2022 RACC Operating Expenses - Security	959.28
				06.2022 RACC Operating Expenses - Wastewater	36.19
				06.2022 RACC Operating Expenses - Garbage	84.30
				06.2022 RACC Operating Expenses - Electricity	764.45
RIDGEFIELD SCHOOL DISTRICT Total					2,325.34
SITEONE LANDSCAPE SUPPLY LLC	2951	122371605-001	Public Works	Parks Irrigation Parts	98.85
SITEONE LANDSCAPE SUPPLY LLC Total					98.85
SLATECO LLC	3589	P21014-3589-4	Genl Govt/Facilities	Gee Creek Trail - Abrams Park to Heron Drive - Retainage Release	4,799.30
SLATECO LLC Total					4,799.30
SOUND UNIFORM SOLUTIONS INC.	3750	202207SU001	Public Safety	PD Uniforms - Martinez	545.17
SOUND UNIFORM SOLUTIONS INC. Total					545.17
SPRINGBROOK - GROUP EPAY	3544	220821926	Public Works	07.2022 Customer Web Payments	718.59
SPRINGBROOK - GROUP EPAY Total					718.59
SPRINGBROOK SOFTWARE LLC	3444	INV-010119	Public Works	07.2022 Customer Web Payments	4,790.02
SPRINGBROOK SOFTWARE LLC Total					4,790.02
STATE AUDITOR'S OFFICE	524	L149668	Finance	07.2022 Audit Services	1,130.65
STATE AUDITOR'S OFFICE Total					1,130.65
STERICYCLE INC	2504	8002098308	Genl Govt/Facilities	07.2022 Secure Shredding - RACC/City Hall	55.06
			Community Development	07.2022 Secure Shredding - RACC/City Hall	24.52
STERICYCLE INC Total					79.58
THE ADT SECURITY CORPORATION	3769	146673176	Genl Govt/Facilities	09.2022 PW Ops Sprinkler & Alarm Monitoring	12.83
			Public Works	09.2022 PW Ops Sprinkler & Alarm Monitoring	173.07
			Community Development	09.2022 PW Ops Sprinkler & Alarm Monitoring	26.90
THE ADT SECURITY CORPORATION Total					212.80
THE MASTERS TOUCH LLC	1786	83188	Public Works	08.2022 UB Delinquent Notices	207.93
		P83188	Public Works	08.2022 UB Delinquent Notice - Postage	306.71
		P83001	Public Works	07.2022 Backflow Letter #1 - Postage	142.50
		83001	Public Works	07.2022 Backflow Letter #1	344.81
		P83013	Public Works	07.2022 Backflow Letters #2 - Postage	158.46
		83013	Public Works	07.2022 Backflow Letters #2	349.93
THE MASTERS TOUCH LLC Total					1,510.34

Attachment: August 25, 2022 Claims Report (Approval of Claims And/Or Payroll)

City of Ridgefield

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THE PARKS & REC. FOUNDATION OF VANC. & CLARK CNTY	1099	14603	Public Works	Membership	250.00
THE PARKS & REC. FOUNDATION OF VANC. & CLARK CNTY Total					250.00
THE PARR COMPANY	964	26623236	Public Works	Water Supplies / Equipment	48.06
		26624775	Public Works	Parks Operational Supplies	33.50
		26623911	Public Works	Hillhurst Crosswalk	17.93
		26622848	Genl Govt/Facilities	Parks Operational Supplies	(0.70)
			Public Works	Parks Operational Supplies	8.88
THE PARR COMPANY Total					107.67
TOTAL MECHANICAL INC.	3756	i2570	Genl Govt/Facilities	PW Shop Heater Repairs	39.16
			Public Works	PW Shop Heater Repairs	527.19
TOTAL MECHANICAL INC. Total					566.35
TRAFFIC SAFETY SUPPLY	432	INV051202	Genl Govt/Facilities	Street Signs	(16.34)
			Public Works	Street Signs	206.34
TRAFFIC SAFETY SUPPLY Total					190.00
TRJ PLANNING INC	3575	164	Community Development	07.2022 Residential Permits Plan Review	1,287.50
TRJ PLANNING INC Total					1,287.50
VAIRKKO TECHNOLOGIES LLC	3699	20266	Genl Govt/Facilities	08.2022 PD Scheduling Software	(12.25)
			Public Safety	08.2022 PD Scheduling Software	154.65
VAIRKKO TECHNOLOGIES LLC Total					142.40
VANCOUVER BOLT AND SUPPLY	447	VA-177210	Genl Govt/Facilities	PW Shop Operational Supplies	10.66
			Public Works	PW Shop Operational Supplies	143.45
		VA-177121	Public Works	Parks Play Equipment Repair	42.05
VANCOUVER BOLT AND SUPPLY Total					196.16
VERIZON WIRELESS - EPAY	452	9912224172	Genl Govt/Facilities	General iPad and cellphones	50.31
				PW iPad and cellphones	86.91
			Public Safety	PD iPad and cellphones	653.95
			Public Works	PW iPad and cellphones	1,170.70
			Community Development	CDD iPad and cellphones	503.04
				CDD Cell Equipment	54.29
			Council	Council iPad and cellphones	50.31
			Administration	ADMIN Cell Equipment	54.29
				Admin iPad and cellphones	150.91
		9912224170	Genl Govt/Facilities	PW iPad and cellphones	36.29
				General iPad and cellphones	43.72
			Public Safety	PD iPad and cellphones	786.95
			Public Works	PW iPad and cellphones	488.34
			Community Development	CDD iPad and cellphones	262.32
			Council	Council iPad and cellphones	480.92
			Administration	Admin iPad and cellphones	262.32
			Finance	Finance iPad and cellphones	43.72
			Executive	Executive iPad and cellphones	43.72
		9912224171	Public Works	Hillhurst Ped Crossing	105.22
VERIZON WIRELESS - EPAY Total					5,328.23
VIRGINIA LOPEZ	3604	09.03.22	Genl Govt/Facilities	MCF 2022 Performance Artist	1,760.00
VIRGINIA LOPEZ Total					1,760.00
WALTER E. NELSON COMPANY	3553	1699883	Genl Govt/Facilities	PW Ops Trash Lines & Roll Towels	14.79
			Public Works	PW Ops Trash Lines & Roll Towels	199.49

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WALTER E. NELSON COMPANY	3553	1699883	Community Development	PW Ops Trash Lines & Roll Towels	31.00
		1715345	Genl Govt/Facilities	PW Ops Toilet Tissue/Hand Soap/Trash Liners	11.15
			Public Works	PW Ops Toilet Tissue/Hand Soap/Trash Liners	150.33
			Community Development	PW Ops Toilet Tissue/Hand Soap/Trash Liners	23.37
		1715354	Genl Govt/Facilities	PW Ops Roll Towels	5.89
			Public Works	PW Ops Roll Towels	79.50
			Community Development	PW Ops Roll Towels	12.35
WALTER E. NELSON COMPANY Total					527.87
WAPITI NW LLC	2545	10492	Community Development	Vehicle maintenance - Chapman	5,729.64
WAPITI NW LLC Total					5,729.64
WASHINGTON STATE PATROL	463	I23000362	Genl Govt/Facilities	07.2022 Background Checks - CPL	272.75
WASHINGTON STATE PATROL Total					272.75
WELLS FARGO - EPAY	1681	202207-6996	Genl Govt/Facilities	Demoss Paypal Oregonblueg BirdFest Advertisement	95.00
				Demoss Corkey Creations Farm to Table decoration	206.99
				Demoss Sp Leave No Trace Ce August First Saturday	68.95
				Demoss Sticker Mule BirdFest buttons	108.60
				Demoss Sq 9 Cent Printing Flyer for Stormwater booth FS City Da	71.99
				Demoss Sticker Mule National Night Out TShirts	295.39
				Demoss Paypal Caravan Parts to repair 10x20 tent	86.02
				Demoss Vistaprint Welcome Bags	886.17
				Demoss Sticker Mule August First Saturday swag	95.57
				Brunson Papa Petes Pizza 3 Lunch with crew for Spencer	202.93
				Brunson The Home Depot 4718 Shelving material storage	648.83
				Giles Amzn Mktp Us Zb0dc6m23 1SAT Supplies Bulk Crayons	28.01
		202207-7028	Public Works	Giles Amzn Mktp Us Oo9sm19I3 RACC Sticky Notes	4.28
				Giles Amzn Mktp Us Go1c24xn3 PW OPS Highlighter Markers	1.20
				Giles Amzn Mktp Us Vo0gv48k3 RACC Supplies Cutting BoardKeurig	8.72
				Giles AmazonCom Xp56y8773 Legal Pads General Office Supplies	41.25
				Giles Amzn Mktp Us 143630k93 Mosquito Repellent Bracelets	41.26
				Giles AmazonCom Do5kr1123 Amzn RACC WD40	4.58
				Giles Amzn Mktp Us 143630k93 Es61d1e23 I02c13ev3 PW Shop Bug Zap	9.66
				Giles Amzn Mktp Us Vo0gv48k3 RACC Office Supplies Gel Pens	4.69
				Giles Amzn Mktp Us Zm99I38q3 Mousepad Freimuth	6.06
				Giles AmazonCom Ly6qx6uv3 Amzn PW FAC Mouse	1.96
				Giles AmazonCom Ly6qx6uv3 Amzn PW Ops Tea	0.68
				Giles Amzn Mktp Us Gv8pn64z3 Running Boards for 2019 F350 D Smi	23.89
		202207-3035	Genl Govt/Facilities	Giles Amzn Mktp Us Kp7qj1qz3 Phone Case and Screen Protector Ex	15.20
				Giles Amzn Mktp Us 909kx2r53 PW Facilities Fuel Tank Hose Bender	1.29
				Giles Amzn Mktp Us Yc45h7yv3 Events Supplies Shipping Labels	14.09
				Giles Amzn Mktp Us Uh0if9a33 IT Storage Bins	27.14
				Giles Amzn Mktp Us C721j9n43 RACC Office Supplies Gel PensCards	13.21
				Giles Amzn Mktp Us Zm99I38q3 Sharpie Markers City Hall	9.21
				Giles Amzn Mktp Us PW Ops Swamp Coolers Refund	(891.30)
				Giles AmazonCom 9p06m27d3 Amzn Batteries City Hall	7.59
				Giles AmazonCom 3c0na2y33 Kleenex for RACC	10.54
				Giles Amzn Mktp Us Ew0ls2q23 1SAT Supplies Toy Hard Hats	162.80
				Giles Amzn Mktp Us Kp7qj1qz3 Phone Case and Screen Protector Br	15.18

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WELLS FARGO - EPAY

1681

202207-3035

Genl Govt/Facilities

Giles Amzn Mktp Us 2o2v52fq3 City Hall Double Sided Adhesive 13.02

Giles Amzn Mktp Us G341w5753 PW Ops Swamp Coolers Did not recei 891.30

Giles Amzn Mktp Us C721j9n43 RACC Supplies Knife SetBug SprayKi 24.53

Giles Amzn Mktp Us 398rl2ml3 Cardstock General Supplies 34.73

Giles Amzn Mktp Us Dc0602ld3 Pocket File Folders City Hall Offi 21.71

Giles Amzn Mktp Us Rt66f6fy3 Sun Shade for City Hall 65.14

Giles Amzn Mktp Us Oo9sm19l3 RACC Disinfectant Wipes 2.57

Giles AmazonCom Bu2zb0uk3 Batteries City Hall 5.66

Public Safety

Giles Amzn Mktp Us Returned PD Tourniquets (65.14)

Giles Amzn Mktp Us Fy1b46d63 PD Measuring Wheels 85.90

Giles AmazonCom Mr5rf3qa3 PD Tape Measure 86.58

Public Works

Giles Amzn Mktp Us Refunded Water Utility Ladder (433.31)

Giles Amzn Mktp Us Go1c24xn3 PW OPS Highlighter Markers 16.13

Giles AmazonCom Bj26d75f3 Amzn Parks Basketball Hoop 54.29

Giles Amzn Mktp Us 143630k93 Es61d1e23 l02c13ev3 PW Shop Bug Zap 129.97

Giles AmazonCom Ly6qx6uv3 Amzn PW FAC Mouse 14.32

Giles Amzn Mktp Us X82673hz3 Fuel Cans for Parks 77.10

Giles AmazonCom Ly6qx6uv3 Amzn PW Ops Tea 9.10

Giles Amzn Mktp Us Gv8pn64z3 Running Boards for 2019 F350 D Smi 215.02

Giles Amzn Mktp Us 909kx2r53 PW Facilities Fuel Tank Hose Bender 9.45

Giles Amzn Mktp Us Su11p5ba3 Water Utility Ladder 433.31

Community Development

Giles Amzn Mktp Us Go1c24xn3 Whiteboard Magnetic Marker Holder 7.91

Giles Amzn Mktp Us Oo9sm19l3 RACC Sticky Notes 11.98

Giles Amzn Mktp Us Go1c24xn3 PW OPS Highlighter Markers 2.51

Giles Amzn Mktp Us Vo0gv48k3 RACC Supplies Cutting BoardKeurig 24.42

Giles AmazonCom Do5kr1123 Amzn RACC WD40 12.80

Giles Amzn Mktp Us Vo0gv48k3 RACC Office Supplies Gel Pens 13.15

Giles AmazonCom Ly6qx6uv3 Amzn PW Ops Tea 1.42

Giles Amzn Mktp Us Lb56t4du3 CDD Scanned Stamp 10.85

Giles Amzn Mktp Us C721j9n43 RACC Office Supplies Gel PensCards 36.97

Giles AmazonCom 3c0na2y33 Kleenex for RACC 29.54

Giles Amzn Mktp Us Np6s84xp3 Phone Case Lazzarini 15.19

Giles Amzn Mktp Us C721j9n43 RACC Supplies Knife SetBug SprayKi 68.67

Giles Amzn Mktp Us Lb56t4du3 CDD Floor Mat and Desk Fan 57.54

Giles Amzn Mktp Us Oo9sm19l3 RACC Disinfectant Wipes 7.19

Giles Amzn Mktp Us SI7l50hr3 Am Desk Organizer and Lumbar Suppor 70.46

Human Resources

Giles Amzn Mktp Us Ga2kx4cz3 Employee Appreciation Gift 14.60

Giles Amzn Mktp Us Zm99l38q3 Hydroflask Wellness Prize 43.39

Giles Amzn Mktp Us Gb98t5d53 Hydro Flask and Sign Holders for We 140.60

Administration

Giles AmazonCom O89kp12r3 3 Ring Binders 27.61

Giles Amzn Mktp Us Yc45h7yv3 Stapler and Lightening Cables Patr 15.21

Giles Amzn Mktp Us Kp7qj1qz3 Phone Case and Screen Protector Ju 30.37

Giles Amzn Mktp Us Rk13s0gm3 Leather Portfolio and Scissors Col 23.56

Giles AmazonCom Bu2zb0uk3 Tape Dispenser and Stapler Coleman 11.89

Finance

Giles Amzn Mktp Us Ha0r47xz3 Poly Envelopes and Expanding File F 17.83

Giles AmazonCom O89kp12r3 3 Ring Binders 23.51

Information Technology

Giles AmazonCom Xp56y8773 Keyboard and Mouse Ireland Coleman 43.42

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City of Ridgefield

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For Approval on:

August 25th, 2022

WELLS FARGO - EPAY	1681	202207-3035	Information Technology	Giles Amzn Mktp Us 6n16k3y73 iPad Keyboard Knottnerus	42.34
				Giles AmazonCom Tf9j45eo3 Amzn Computer Headset Ireland Coleman	41.20
		202207-5756	Genl Govt/Facilities	Rubio Water Coffee Delivery PW Water Delivery Service	7.17
				Rubio Mailchimp Misc Social Media and Email Marketing Softwar	(0.32)
				Rubio Amazon Web Services Web Audio Backup	(0.03)
				Rubio Eclinchier Basic Plan Social Media Publishing and Analytics	(4.21)
			Public Safety	Rubio Siptrunk Inc PD Telephone Service	222.21
			Public Works	Rubio Water Coffee Delivery PW Water Delivery Service	96.67
			Community Development	Rubio Water Coffee Delivery PW Water Delivery Service	15.02
			Information Technology	Rubio Mailchimp Misc Social Media and Email Marketing Softwar	36.94
				Rubio AppleComBill CH IPAD Music	10.85
				Rubio Adobe Creative Cloud Software DeMoss	59.72
				Rubio Dropbox 826rtkgngs26 File Sharing Public Records	13.02
				Rubio Amazon Web Services Web Audio Backup	0.49
				Rubio Dropbox Ldrmpy6xgw3h File Sharing Events	21.71
				Rubio AppleComBill Comm Events IPAD Music	14.11
				Rubio ZoomUs 8887999666 Meeting Platform	59.71
				Rubio Eclinchier Basic Plan Social Media Publishing and Analytics	53.21
		202207-9437	Genl Govt/Facilities	Hoots Smart Foodservice 566 SUPPLIES FOR NATIONAL NIGHT OUT	540.00
				Hoots Costco Whse 0772 NATIONAL NIGHT OUT COOKIES WATER	652.59
			Public Safety	Hoots Odot Dmv2u BACKGROUND INVESTIGATIONS	12.00
				Hoots Tlo Transunion BACKGROUND INVESTIGATIONS	92.09
				Hoots Usps Po 5471680444 FOUND CELL PHONE RETURN	8.70
				Hoots Www Costco Com OFFICE SUPPLIES	109.55
				Hoots Galls UNIFORM PIN FOR STORY	22.78
		202207-8052	Genl Govt/Facilities	Freimuth Rosauers Food & Dru Eagle Scout Snacks for Orienteering	19.41
				Freimuth Ic Costco By Instacar Eagle Scout Snacks for Orienteer	41.12
				Freimuth Usps Po 5471680444 third party notification notice for	16.20
				Freimuth Ic Costco By Instacar RACC Coffee	23.83
				Freimuth Rosauers Food & Dru OfficeAdmin Meeting Breakfast Snack	78.51
			Public Works	Freimuth Apwa Work Zone Water Tech Job Posting	375.00
				Freimuth YourmemberCareers Water Tech Job Posting	399.00
				Freimuth Nrpa Conference NRPA Conference Galina	395.00
			Community Development	Freimuth Ic Costco By Instacar RACC Coffee	66.70
			Human Resources	Freimuth Ic Instacart All Hands Breakfast Snacks	101.43
				Freimuth Indeed June Job Posting Boosts	267.71
				Freimuth Ic Costco By Instacar Wellness Snacks	1,509.67
				Freimuth Sq Little Conejo Norte Ireland Welcome Lunch TracyBri	40.22
				Freimuth Old Liberty Theater Llc Wellness Gift Stickers	34.21
				Freimuth Springbrook Software Payroll Training BrittaniTracy	900.00
				Freimuth Paypal Awc 5 Pack Job Postings	200.00
				Freimuth Ridgefield School District All Hands Coffee	43.44
			Administration	Freimuth Sq Little Conejo Norte Ireland Welcome Lunch Julietre	80.43
		202207-0794	Genl Govt/Facilities	Knottnerus Wageraudio MultiCultural Festival Event	152.45
				Knottnerus In Go Orienteering Eagle Scout Orienteering project	143.00
			Administration	Knottnerus Washington Trust For Hist professional conference reg	154.33
			Information Technology	Knottnerus Dnh Domain Hosting Srvcs Website hosting	5.42

Attachment: August 25, 2022 Claims Report (Approval of Claims And/Or Payroll)

City of Ridgefield

Claims Payment Report

For Approval on:

August 25th, 2022

WELLS FARGO - EPAY	1681	202207-0187	Genl Govt/Facilities	Melroy Highway Specialties Llc - Police parking only signs	(0.12)		
			Public Safety	Melroy Highway Specialties Llc - Police parking only signs	65.16		
			Public Works	Melroy Highway Specialties Llc Reader board for abrams bridge	2,818.40		
		202207-7069	Genl Govt/Facilities	Ferriss Adobe Inc Adobe Express for Ireland	(0.96)		
				Ferriss Starbucks Store 63631 Management Team retreat	21.72		
			Information Technology	Ferriss Adobe Inc Adobe Express for Ireland	108.65		
				Ferriss Adobe Adobe Lightroom Adobe for Ireland	129.11		
				Ferriss Adobe Adobe Lightroom Adobe cancelled proceeding with	(129.11)		
		202207-3027	Public Works	Howell Clark County Env Public H Permit for the splash pad	1,599.95		
				Howell Rosauers Food & Dru Snacks for developmentparkscouncil to	4.69		
			Community Development	Howell Rosauers Food & Dru Snacks for developmentparkscouncil to	4.69		
			Council	Howell Rosauers Food & Dru Snacks for developmentparkscouncil to	4.69		
		202207-7036	Genl Govt/Facilities	Stuart Sq Little Conejo Norte Meeting re federal legislative pr	(0.18)		
				Stuart Sq Little Conejo Norte Meeting with State Rep and Mayor	(0.05)		
			Executive	Stuart Starbucks Store 63631 Meeting re Sanderling development i	3.42		
				Stuart Sq Little Conejo Norte Meeting re federal legislative pr	90.91		
				Stuart Sq Little Conejo Norte Meeting with State Rep and Mayor	29.32		
				Stuart Sq Lava Java Chamber of Commerce coffee meet and greet	14.14		
				Stuart Cke Amaro'S Table Vancouv Meeting with CTRAN CEO re city	67.28		
				Stuart The Columbian Circ 2 Monthly subscription	14.00		
				Stuart Car'L B Clean Carwash Vehicle prep for tour of City with	15.00		
				Stuart Rosauers Food & Dru Meeting with City Councilors re upcom	20.57		
		202207-7051	Human Resources	Blehm Rosauers Food & Dru Candy for kudos	26.99		
				Blehm Ridgefield School District Coffee for All Hands	21.72		
		202207-4870	Genl Govt/Facilities	Johnson Rosauers Food & Dru Ice cream for RACC staff	5.46		
			Community Development	Johnson Rosauers Food & Dru Ice cream for RACC staff	15.29		
			Finance	Johnson The Columbian Circ 2 Monthly subscription to Columbian A	14.00		
		202207-0745	Genl Govt/Facilities	Doriot Costco Whse 0772 Water Gatorade and snacks for officers v	142.99		
				Doriot In Northguard Cerakote A Ballistic best and tactical car	(1.73)		
				Doriot North American Rescue LI 8 patrol tourniquet for officer	(5.26)		
				Doriot Ridgefield Pioneer 2 bags ice for 4th of July	5.00		
			Public Safety	Doriot Usps Po 5471680444 Mailed Morgans Jumpsuit back to unifor	10.35		
				Doriot Larsen Sign Co 6X5 call sign for patrol car	57.56		
				Doriot In Northguard Cerakote A Ballistic best and tactical car	868.92		
				Doriot North American Rescue LI 8 patrol tourniquet for officer	207.80		
		WELLS FARGO - EPAY Total					18,206.57
		WEX BANK - EPAY	3552	82686445	Genl Govt/Facilities	WEX Fleet Cards July 2022	406.43
Public Safety	WEX Fleet Cards July 2022				3,789.18		
Public Works	WEX Fleet Cards July 2022				5,466.88		
Community Development	WEX Fleet Cards July 2022				600.39		
WEX BANK - EPAY Total					10,262.88		
WILLIAM CERVANTES	3788	9032022	Genl Govt/Facilities	MCF 2022 Performance Artist	500.00		
WILLIAM CERVANTES Total					500.00		
WSP USA INC.	3338	1201761	Community Development	07.2022 Carty Road Subarea	352.58		
WSP USA INC. Total					352.58		
Grand Total					437,057.73		

Attachment: August 25, 2022 Claims Report (Approval of Claims And/Or Payroll)

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: August 25, 2022

ITEM:

AGENDA ITEM TITLE: Approval of Minutes from the July 28, 2022 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: 07-28-2022 (PDF)



CITY OF RIDGEFIELD, WASHINGTON
City Council MEETING MINUTES
July 28, 2022

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	Absent	
Lee Wells	Councilor	Present	
Jen Lindsay	Mayor	Present	
Rob Aichele	Councilor	Present	
Judy Chipman	Councilor	Present	
Rachel Coker	Councilor	Present	
Matt Cole	Councilor	Present	

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

SECOND: Council Member Chipman.

Motion passed.

LATE CHANGES TO THE AGENDA

PUBLIC COMMENT

CONSENT AGENDA - MOTION TO APPROVE AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Rachel Coker, Councilor
SECONDER:	Rob Aichele, Councilor
AYES:	Wells, Lindsay, Aichele, Chipman, Coker, Cole
ABSENT:	Onslow

1. Approval of Claims And/Or Payroll
2. Approval of Minutes from the July 14, 2022 Meeting

PRESENTATION

1. 2Nd Quarter 2022 Financial Report & Economic Update

BUSINESS

Attachment: 07-28-2022 (Approval of Minutes)

1. Motion - Approval of 2022-2024 Watershed Alliance Agreement

In December 2021, council approved the city's budget for 2022, which included \$50,000 for a partnership agreement with the Watershed Alliance of SW Washington for the purpose of volunteer programming and outreach. Watershed Alliance of SW Washington is a local non-profit. Watershed Alliance works to educate and engage community members to be active stewards of SW Washington's natural legacy. They educate children and adults, by giving hands on opportunities to participate in the restoration and protection of waterways. Staff worked with the Watershed Alliance to develop a multiyear agreement to assist the City in developing a program to fulfill, in part, the City's expected responsibilities and obligations under the Western Washington Phase II Municipal Stormwater Permit, for which the City is preparing in anticipation of a 2024 implementation requirement. The Agreement is further intended to promote and enhance stewardship and community support for protecting and restoring the natural environment within Ridgefield's watersheds including volunteer projects at Horns Corner, Abrams Park, and other parks and open spaces around the city.

MOTION: MOVED TO APPROVE THE AGREEMENT BETWEEN THE CITY OF RIDGEFIELD AND WATERSHED ALLIANCE AND AUTHORIZE THE CITY MANAGER TO SIGN THE AGREEMENT.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Rachel Coker, Councilor
SECONDER:	Rob Aichele, Councilor
AYES:	Wells, Lindsay, Aichele, Chipman, Coker, Cole
ABSENT:	Onslow

2. Motion - Approval of Bid Award for Royle Road Asphalt Repairs Project

Pavement preservation encompasses multiple pavement treatments that extend the life of our streets approximately by 50%. The sales tax approved in 2021 is expected to provide approximately \$600,000 to the City annually for the purpose of pavement preservation and maintenance. Since the City has several streets in need of repair, the annual budget has been divided between repair projects, such as this project, and pavement preservation projects. This year the budget has been used to complete a slurry seal project to preserve neighborhood streets in the Cedar Ridge, Columbia Hills, and Hillhurst neighborhoods. The remaining funding will be used for repair projects on S Royle Road and S 5th Street. The Royle Road Asphalt Repair project will address the most damaged areas on S Royle Road. Although the City is currently seeking funding for a full rebuild of S Royle Road, portions of the road require immediate repair. This project will address those areas and maintain a safe driving surface until funding for the full project can be secured.

MOTION: MOVED TO AWARD THE ROYLE ROAD ASPHALT REPAIRS PROJECT TO LAKESIDE INDUSTRIES, INC FOR THE AMOUNT OF \$150,100.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Lee Wells, Councilor
SECONDER:	Rachel Coker, Councilor
AYES:	Wells, Lindsay, Aichele, Chipman, Coker, Cole
ABSENT:	Onslow

3. Motion - Approval of an Agreement with the Children's Justice Center

In the past, Sgt Jason Ferriss was a trained and certified child abuse investigator. With his departure, we do not have a person that has the required specialized training and certifications to interview child

victims. As a result, we will need to contract out this need until someone can trained to handle these investigations. The Children's Justice Center specializes in these types of investigations and is utilized by a number of different agencies. This agreement was reviewed by the city attorney and the Finance Director prior to being submitted to the City Council and the City Manager.

MOTION: MOVED TO APPROVE AGREEMENT BETWEEN THE CITY OF RIDGEFIELD AND CHILDREN'S JUSTICE CENTER FOR THE INVETIGATION OF CHILD ABUSE CASES AND AUTHORIZE THE CITY MANAGER TO SIGN THE AGREEMENT.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Judy Chipman, Councilor
SECONDER:	Matt Cole, Councilor
AYES:	Wells, Lindsay, Aichele, Chipman, Coker, Cole
ABSENT:	Onslow

4. Second Reading of Ordinance No. 1369 – Carty Road Subarea Plan - Claire Lust, Community Development Director

The proposed Carty Road subarea plan first analyzes existing environmental, infrastructure, land use, and property valuation conditions in the area. The main section of the plan is devoted to conceptual planning. It includes the preferred concept plan referenced above, an analysis of land use capacity and vehicle trip generation, and recommended design guidelines. Subarea-wide guidelines include allowing agricultural uses, providing generous minimum landscape buffers and setbacks, varying lot sizes, and protecting view sheds. Guidelines for natural areas include preserving existing tree cover and limiting critical area buffer width averaging. The community-supported agriculture overlay will have guidelines to encourage limited commercial uses that support agricultural products, and the heritage overlay will have guidelines to preserve historic properties and structures. Right-of-way design guidelines appear in proposed cross-sections for Carty Road and side streets. The final section of the plan considers implementation. The conceptual planning components are high-level recommendations and must be implemented through development and design standards in the Ridgefield Development Code (RDC) and Ridgefield Engineering Standards. Following subarea plan adoption, staff will be tasked with updating the RDC to have code requirements in place that implement the subarea vision and guiding principles when future development occurs. The implementation section of the plan identifies specific chapters and sections of the RDC to be amended in order to codify the zoning and design guidelines. This portion of the plan also identifies longer terms steps in implementation, such as updating the city's zoning map if and when properties in the subarea annex, expanding water and sewer service, completing roadway improvements in conjunction with development proposals, and refining trail alignments in conjunction with future development proposals.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1369 AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Rachel Coker, Councilor
SECONDER:	Rob Aichele, Councilor
AYES:	Wells, Lindsay, Aichele, Chipman, Coker, Cole
ABSENT:	Onslow

PUBLIC HEARING/BUSINESS

1. Public Hearing and First Reading of Ordinance No. 1370 – Ridgefield Development Code Updates - Claire Lust, Community Development Director

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

1. Housekeeping items: address clerical errors and clarify existing code language without substantive changes to the content.
2. Minor policy changes: add or modify content to strengthen the code with the goal to better implement the Ridgefield Comprehensive Plan (RUACP) and existing City policies and practices.
3. Major policy changes: introduce new or significantly altered processes or strategies to implement the RUACP.

City Council discussion and questions.

Mayor Opened the Public Hearing: 8:04PM

No testimony received.

Mayor Closed the Public Hearing: 8:05PM

First reading conducted.

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/>

COUNCIL/PRESIDING OFFICER/STAFF REPORTS

Council

Council Member Coker - Ribbon Cutting Ceremony for Studio C is scheduled for August 9th at 4PM.

Mayor Pro Tem Aichele - Attended Port of Ridgefield meeting.

Council Member Wells - Attended Clark Regional Wastewater District meeting.

Council Member Chipman - Attend Development/Parks city tour with Planning Commission and Parks Board members.

Council Member Cole - Ridgefield Arts Association update provided.

Mayor

Attended AWC legislative priorities meeting.

City Manager

City Manager Steve Stuart - Thanked Council for attending Development/Parks tour with Planning Commission and Parks Board members. August 6th is City Days.

Community Development Director Claire Lust - Costco pre-application conference is scheduled for August 9th, new employee update.

Police Chief John Brooks - National Night Out is August 2nd at Abrams Park.

ADJOURN - [8:15 PM](#)

Julie Ferriss, City Clerk

Jennifer Lindsay, Mayor

Attachment: 07-28-2022 (Approval of Minutes)

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: August 25, 2022

ITEM:

AGENDA ITEM TITLE: Approval of Minutes from the August 11, 2022 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: 08-11-2022 Special Meeting (PDF)



CITY OF RIDGEFIELD, WASHINGTON

City Council MEETING MINUTES

August 11, 2022

Special Meeting - 11:00 AM

GENERAL SESSION CALL TO ORDER - 11:00 AM

FLAG SALUTE

ROLL CALL

Attendee Name	Title	Status	Arrived
Ron Onslow	Councilor	Present	
Lee Wells	Councilor	Present	
Jen Lindsay	Mayor	Present	
Rob Aichele	Councilor	Present	
Judy Chipman	Councilor	Absent	
Rachel Coker	Councilor	Present	
Matt Cole	Councilor	Present	

MOTION: Council Member Cole moved to excuse Council Member Chipman from the meeting.

SECOND: Council Member Coker.

Motion passed.

CONSENT AGENDA - MOTION TO APPROVE AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Rachel Coker, Councilor
SECONDER:	Rob Aichele, Councilor
AYES:	Onslow, Wells, Lindsay, Aichele, Coker, Cole
ABSENT:	Chipman

1. Approval of Claims And/Or Payroll

ADJOURN - [11:01 AM](#)

Julie Ferriss, City Clerk

Jennifer Lindsay, Mayor

Attachment: 08-11-2022 Special Meeting (Approval of Minutes)

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: August 25, 2022

ITEM:

AGENDA ITEM TITLE: Motion - Approval of Developer Agreement with Clark Regional Wastewater District for Splashpad Connection

GOVERNING LEGISLATION:

NA

PREVIOUS COUNCIL ACTION TAKEN:

Council approved funding for the construction of the Splashpad at Overlook Park in the 2022 budget.

SUMMARY/BACKGROUND:

As part of the permitting process for the Splashpad at Overlook Park, Clark Regional Wastewater District (CRWWD) requires a developer agreement. This agreement is necessary because the project includes construction of infrastructure that will be dedicated to CRWWD after construction is complete.

The Splashpad will use recycled water to minimize water consumption. However, the filter unit will require regular cleaning or “backwashing”. The backwash water will be discharged to the sanitary sewer system through a newly constructed manhole and approximately 17 feet of new sewer main that will be dedicated to the sewer district.

BUDGET/FINANCIAL IMPACTS:

The agreement itself has no cost, but permitting fees to CRWWD are approximately \$8,000 and are part of the budgeted expense for the splashpad design and construction.

ACTION OR MOTION:

A potential motion might be: “I move to authorize the City Manager to sign the developer agreement between Clark Regional Wastewater District and the City for construction and dedication of sanitary sewer components of the Splashpad construction.”

STAFF CONTACT: Brenda Howell, Public Works Director

ATTACHMENTS:

CRWWD Developer-Extension-Agreement

(PDF)

CLARK REGIONAL WASTEWATER DISTRICT CLARK COUNTY, WASHINGTON

District Office

8000 NE 52nd Court
Vancouver WA 98665

Telephone: (360) 750-5876
FAX: (360) 750-7570

DEVELOPER EXTENSION AGREEMENT

*Adopted by Resolution #14
July 8, 20*

CLARK REGIONAL WASTEWATER DISTRICT

CLARK COUNTY, WASHINGTON

**APPLICATION AND AGREEMENT TO ALLOW CONSTRUCTION
OF EXTENSION TO FACILITIES**

TO: CLARK REGIONAL WASTEWATER DISTRICT

The undersigned, the owner of the real property legally described below ("the Developer"), makes application to CLARK REGIONAL WASTEWATER DISTRICT, Clark County, Washington ("the District"), for permission to construct and install an extension to the District's sewer facilities in the public right-of-way under the District's franchise, and/or upon easements approved by the District, by the

☒ Developer Engineering

Method, and to connect to the District's sewage collection system; and makes the following representations and agreements:

1. LOCATION OF EXTENSION

Name of Plat/Project Overlook Park Splash Pad

¼ Section, Township, Range NE 1/4, S24, T4N, R1W

Serial/Tax Number 68816-000

2. LEGAL DESCRIPTION - OWNERSHIP

A copy of the preliminary plat (if applicable) and a legal description of the real property are attached, and by this reference are parts of this Agreement. Developer warrants that it is the lawful owner of the real property and shall warrant and defend the District against all claims and demands.

3. DESCRIPTION OF EXTENSION

a. The proposed extension will consist of approximately

17 lineal feet of sewer pipe

and appurtenances and shall be installed in accordance with the plans and specifications approved by the District, and in accordance with the District's standard specifications for public works construction, adopted in Section 5.04.080 of the CLARK REGIONAL WASTEWATER DISTRICT Code.

- a1. The proposed extension shall conform with the intent of the current Comprehensive Plan for location and depth of installation as approved by the district.
- b. The Limitation Period for Acceptance of this extension, as described in Section 24, shall be eighteen (18) months from the date on which both parties have signed this Agreement, or twelve (12) months from the date of District approval (by signature) of the plans, whichever shall occur last.
- c. This extension
- ☐ does ☒ does not
- include the installation of facilities for which latecomer reimbursement, as described in Section 19, is requested.
- d. This extension
- ☐ does ☒ does not
- include oversizing reimbursement as described in Section 18.
- e. This extension
- ☐ does ☒ does not
- include laterals to adjacent properties as described in Section 20.

4. SPECIAL FACILITIES

Special facilities are those that must be constructed to make service available to the Developer's property, but which are other than the typical mains and appurtenances for extension projects (e.g., pump stations and/or alternate systems). The description and estimated construction cost of any special facilities are as follows (check one):

- ☒ a. Not applicable.
- ☐ b. As attached, and by this reference made a part of this Agreement.

Cost of sewer system special facilities: \$ _____

If there are special facilities, the extension and the special facilities shall be referred to in this Agreement as the "extension".

5. FEES AND CHARGES

In connection with construction and installation of the extension, the Developer shall pay the fees and charges set forth in Title 4 of CLARK REGIONAL WASTEWATER DISTRICT Code, relating to Development Service Fees. The following fees and deposits shall be paid, as discussed in the checklist.

Review Fee	\$ _____
Inspection Fee	\$ _____
Clark County right-of-way use permit	\$ _____
Developer Guaranty Deposit	\$ _____
Sewer Plug Deposit	\$ _____
Tap Fees	\$ _____
TOTAL FEES & DEPOSIT DUE WITH APPLICATION	\$ _____

The District will not approve the plans and authorize construction of the extension until these fees and deposits have been paid. All other fees and charges shall be paid prior to acceptance of the extension.

6. OTHER FEES AND CHARGES (INFORMATIONAL ONLY)

Pump Station Plan review fee (Private only)	\$ _____
Pump Station Inspection fee (Private only)	\$ _____
Tap Fees (if required)	\$ _____
TV Inspection by CRWWD @ \$ 20/ERU (\$300 min)	\$ _____
Additional TV Inspections (Per Call Out)	\$ <u>300.00</u>
Existing Latecomer Charge Latecomer(s) No.	\$ _____
Existing Local Facilities Charge	\$ _____
System Development Charge (subject to change)	\$ _____/ERU
☐ Salmon Creek Treatment Plant	
☐ Vancouver Treatment Plant	

7. AMOUNT OF FEES AND CHARGES

The System Development Charge shall be paid at the rate in effect at the time of application for a connection.

8. ADDITIONAL FEES - DEDUCTIONS FROM DEPOSITS

In addition to the fees established by Title 4 of the CLARK REGIONAL WASTEWATER DISTRICT Code, the Developer shall pay for the costs of the following:

- a. A design review of Special Facilities (specialty designs – other than pump stations) including plans and specifications.
- b. Cost of preparing, as applicable, Clark County right-of-way Use Permit, Washington State Department of Transportation right-of-way Permit, BPA right-of-way permit, and any railway right-of-way permit, including application costs, fees, bonds, insurance, filing and administrative costs. The District will charge a \$25 handling fee for any permits transmitted through the District.
- c. Easement preparation costs, including title searches and policies, and any necessary addenda or special stipulations required, and easement-related resolutions.
- d. Costs attributable to any required environmental assessment and evaluation, including SEPA checklists and threshold determinations.
- e. Costs of preparation of any resolutions and special agreements between the Developer and the District.
- f. Overtime inspection, re-testing for air, vacuum tests, additional TV and mandrel testing.
- g. Any and all costs, charges, expenses and damages attributable to failure of the Developer to comply with this Agreement and/or the requirements of any governing agency.
- h. Any and all costs, charges and expenses incurred relative to this project, by the District to perform or complete any service not covered by the fees and charges in Title 4 of the CLARK REGIONAL WASTEWATER DISTRICT Code.
- i. All costs, damages and expenses, including reasonable attorney fees, incurred by the District in responding to, and/or defending claims made by third parties for acts of the Developer, its engineer or contractor.

For District employees and equipment, the fees shall be determined by the District's current schedule of costs for employees and equipment. For consulting engineering, legal

and other consultant work, the fees shall be the actual charges to the District for such work. Fifteen percent (15%) shall be added to all additional fees as the District's administrative costs. Such fees shall be due upon receipt of the District's invoice, and full payment shall be a prerequisite for acceptance by the District of the extension.

All deposits or other funds, which are paid by the Developer to the District, including but not limited to those paid pursuant to this Agreement, shall first be applied by the District to unpaid charges, fees and overruns occurring in the performance of this Agreement, and only the balance, after such application, shall be returned to the Developer.

The Developer shall make direct payment of any fees for County, State, or special permits necessary to construct the extension.

9. PRECONSTRUCTION CONFERENCE

The Developer or authorized representative shall attend the District preconstruction conference with the Developer's Engineer and Contractor. The items listed in the preconstruction checklist must be provided at this conference (See checklist, Section D). If the required parties are not in attendance, the conference will be postponed until all parties are available.

10. INSURANCE

The Developer or the Developer's contractor shall secure and maintain during the life of this contract Public Liability Insurance for bodily injury and property damage liability, including without limitation, coverage for explosion, collapse, blasting and destruction of underground utilities (X.C.U.) and contingent liability, including projects and completed operations and blanket contractual liability, as shall protect the Developer or Developer's contractor and the District and its officers, agents and employees, and specifically designating the District and the District's consulting engineering firm (if applicable) as an additional named insured in the policies, all at no cost to the District or the engineering firm (if applicable).

The above insurance shall cover the District and its officers, agents and employees, the engineering firm (if applicable), the Developer, and the Developer's contractor and sub-contractors for claims or damages for bodily injury, including wrongful death, as well as other claims for property damage which may arise from operations under this Agreement, whether such operations be by the Developer or by any contractor or sub-contractor or anyone directly or indirectly employed by either of them.

The amount of such insurance shall be as follows: bodily injury liability insurance in an amount not less than \$1,000,000.00 for injuries, including wrongful death to any one person and, subject to the same limit for each person, in an amount not less than \$2,000,000.00 on account of any one occurrence, and property damage liability insurance in an amount no less than \$1,000,000.00 for each occurrence.

The Developer shall not cause any policy to be canceled or permit to lapse, and all policies shall include a clause to the effect that the policy or certificate shall not be subject to cancellation or to a reduction in the required limits of liability or amounts of insurance or any other material change until notice has been mailed to the District stating when, not less than fourteen (14) calendar days thereafter, such cancellation or reduction or change shall be effective.

There shall be provided to the District a "Certificate of Insurance". The form shall be completed in full, endorsed to the required limits, and certified to the Agreement by the Developer's or the Developer's contractor's insurance company.

11. DEVELOPER GUARANTY DEPOSIT

The Guaranty Deposit, shall be to condition the Developer's compliance with the terms, conditions and standards contained or referenced in this agreement and shall insure the District against any damage to its existing system and/or proposed extension as a result of the Developer's failure to comply.

The Guaranty Deposit shall be used in cases determined by the District when the Developer has failed to make necessary repairs or restoration of any failures, including ditch settlement, of any portion of the extension covered by the guaranty. The District shall provide notice of failure and within forty-eight (48) hours after notification by the District of the necessity for the repairs, the Developer shall provide a written plan for correction. At the end of the 48-hour period, the Developer shall have one (1) week to accomplish the corrective work, unless other agreements are made with the District. If the District is required by Clark County to repair failures within a specified period of time, the Developer shall make the repair within the time and in the manner specified by the District. Where the County repairs the failures, and the District is billed for repair or correction, the Developer shall reimburse the District for its costs. If the work is not completed within the agreed to time, the District will have the work done and pay all costs from the guarantee deposit. Determination of any necessary repairs or restoration will be made by the District during the course of periodic inspections and until the final inspection that is to be made within the period one (1) year for mainline, two (2) years for laterals) of the District's acceptance of the Bill of Sale.

The Guaranty Deposit will be retained by the District until all items requiring repair or restoration have been satisfactorily completed (through the warranty period), and a copy of Clark County's approval of the final plat (if applicable) has been provided to the District.

If the Guaranty Deposit is reduced by application by the District for repairs or restoration prior to the final inspection, the District will notify the Developer of the amount of the Guaranty Deposit which has been utilized, and the Developer shall immediately deposit with the District the amount of such deposit deficiency.

The amount of the Guaranty Deposit shall not constitute a limit on the amount of any District claim, or on the Developer's liability for repairs or restoration, or liability arising out of any other claim by the District for breach of any term of this Agreement.

12. PERFORMANCE BOND FOR OFF-SITE AND COMPREHENSIVE GENERAL SEWER PLAN OR GENERAL FACILITY PORTIONS OF EXTENSION

The Developer shall furnish a fully executed Performance Bond, as referred to in this section, prior to the pre-construction conference, on a form approved by the District and signed by an approved surety or sureties in an amount to be determined by the District Engineer. The Performance Bond shall be conditioned upon the faithful performance of all portions of the extension that are either off-site (not on Developer-owned property), or on-site portions of the District's Comprehensive General Sewer Plan, or on-site General Facilities, which bond shall remain in effect until the Developer has completed all such portions in accordance with District standards and the provisions of this Agreement. The Bond shall also provide that the surety agrees to protect and indemnify the District against any direct or indirect loss claimed:

- a. By reason of failure by the Developer and/or its contractor to faithfully perform the above-referenced portions of the work; or
- b. By reason of failure by the Developer and/or its contractor to pay all contractors, laborers, mechanics, sub-contractors, agents, materialmen, and all persons who shall supply such Developer and/or its contractors, or their sub-contractors or agents, with provisions or supplies for carrying out those portions described above.

The Performance Bond shall be accompanied by a certification indicating the authenticity of the signing agent to act on behalf of the surety. The District may require the sureties or Surety Company to appear and qualify themselves upon the bond. Whenever the surety or sureties are deemed insufficient, the District may demand in writing that the Developer furnish additional surety in an amount not exceeding that originally required as may be necessary to cover the remaining portion of the extension.

In lieu of a Performance Bond, the Developer may substitute a financial assurance commitment, such as a letter of credit, assignment of loan proceeds or assignment of bank account, in a form approved and an amount determined by the District Engineer.

13. EASEMENTS

All easements shall be executed on the District's form and shall be obtained by the Developer at its sole cost and expense. The easements shall be presented free of all encumbrances, except those acceptable to the District. On-site easements shall be submitted prior to acceptance of the extension and will be recorded by the District after acceptance of the extension and recording of the final plat (if applicable). Off-site easements shall be submitted prior to the preconstruction conference and will be recorded by the District after acceptance of the extension by the District. The Developer shall pay the cost of easement recording.

14. PERMITS

The District shall apply for and obtain all necessary permits and governmental approvals (listed in Section 8b) before commencement of construction. The Developer shall pay the cost for all permits and approvals.

15. GRADING OF ROADS

The Developer shall advise the District in writing of any changes that may be contemplated during construction. If the Developer changes the subgrade elevation of any road after initial approval of the plans, the Developer shall be responsible for all costs incurred by the District as a result of such change in subgrade elevation. This obligation shall continue in full force until Clark County and/or any other governing agency releases the right-of-way or road construction bond, or releases any bond of other description that is provided to ensure the Developer's obligation to the County or other agency for completion of roads within the area of the extension.

16. MAINTENANCE OF CORRECT GRADES - TELEVISION TESTING FOR CONFORMANCE TO INVERT STANDARDS

The Developer and its contractor shall maintain correct grade at all points between manholes.

Before acceptance of the extension, all gravity lines shall be tested by television inspection, at the Developer's expense, to determine conformance to the District's invert standards. The Developer represents that it is, or will make itself familiar with, the District's policies, procedures and specifications for allowable variance at invert parameters and testing and acceptance of sewer mains.

17. USE OF EXISTING MAINS

Until execution and acceptance of the Bill of Sale, there shall be no flow through any on-site or off-site portions of the extension. All points of connection shall be plugged until acceptance of the extension by the District. The Developer shall take necessary steps to keep all extraneous water and debris out of the extension. Any costs incurred by the District to remove any extraneous water or debris shall be paid by the Developer. The District shall remove the plug.

18. OVERSIZING

Oversized lines typically are those in excess of eight (8) inches in diameter. Any reimbursement for oversizing shall be determined in accordance with Chapter 5.36 of the CLARK REGIONAL WASTEWATER DISTRICT Code and by the Board of Commissioners by motion prior to the start of construction. The nature and extent of the oversizing as approved by the Board is shown in the attachment, which is by this reference made a part of this Agreement.

19. LATECOMER REIMBURSEMENT AGREEMENT

Entitlement to and the amount of latecomer reimbursement shall be determined in accordance with Chapter 5.36 of the CLARK REGIONAL WASTEWATER DISTRICT Code and shall be established by execution of the District's Reimbursement Agreement following acceptance of the extension and the conclusion of the latecomer reimbursement hearing.

20. LATERALS TO ADJACENT PROPERTIES

In conjunction with the extension, the District may require or allow the Developer or the Developer's contractor to install lateral lines (sewer laterals) to serve adjacent lots, tracts or parcels in accordance with Chapter 5.36 of the CLARK REGIONAL WASTEWATER DISTRICT Code and by decision of the District Engineer prior to commencement of construction of the extension.

21. FINAL PLAT APPROVAL PRIOR TO COMPLETION OF CONSTRUCTION

If the Developer desires to obtain final plat approval from Clark County prior to substantial completion of the extension, the District will allow the Developer to provide the District with a set-aside letter or completion bond in an amount the District determines is reasonably necessary to complete all performances necessary to comply with this Agreement.

As a condition to the District's acceptance of a set-aside letter or completion bond, all expenses, including engineering, legal and administrative costs, will be determined by the District and paid by the Developer and all signed easements, ready for recording, and a Bill of Sale for the extension, shall be provided to the District.

The District will advise Clark County Public Health of this Agreement and the set-aside letter or completion bond, upon its acceptance by the District. The Developer shall provide the final plat recording number, Book and Page Number of Plats, to the District immediately upon recording of the plat. Acceptance of a set-aside letter or completion bond by the District does not entitle the development to connect or receive service. All performances required under this Agreement must be completed before service will be available.

Upon the Developer's failure to complete the extension and all performances required under this Agreement within the times noted, or by any other date mutually agreed upon between the District and the Developer, the District will give fourteen (14) calendar days written notice to the Developer and, at its option and without the prior consent of the Developer, accept the Bill of Sale for the extension, assume ownership and control, and utilize the set-aside funds or completion bond to complete the construction of the extension and all performances required under this Agreement.

Upon completion of the extension, the District will provide an accounting to the Developer of the expenditures incurred. If the set-aside or bond amount was insufficient to

complete the extension and all performances required, a Local Facilities Charge shall be applied by resolution against the properties served by the extension, payment of which will be a condition for receipt of sewer permits from the District.

To utilize this procedure for allowing a set-aside letter or completion bond, the Developer shall provide to the District a written request, in letter form, in which the Developer represents to the District that it has read and understands the contents of this Section 21, and consents to its terms.

22. FINAL ACCEPTANCE

a. Fully Completed

The District will accept title to the extension only when all work has been properly completed, when any damage has been repaired, and when the District has made its inspection and has approved the extension as having been completed in accordance with the plans and specifications; provided, that there will be no acceptance if the Developer is in default of any of the terms of this Agreement. Acceptance of the extension shall be by letter of acceptance by the District Engineer and a bill of sale.

Acceptance by the District does not relieve the Developer of the obligation to correct defects in labor and/or materials or to comply with this Agreement. Acceptance will cause the extension to be subject to the ownership, control, use and operation of the District, including all District regulations, charges, fees and conditions of service.

b. Substantially Completed

At its option, the District may choose to accept a Bill of Sale when an extension is substantially complete, but which cannot reasonably be fully completed prior to the expiration of this Agreement. The Developer shall provide the District with a cash deposit in an amount the District determines is reasonably necessary to complete all performances necessary to comply with this Agreement.

As a condition to the District's acceptance of a cash deposit, all *charges, fees and expenses*, including engineering, legal and administrative costs, will be determined by the District and paid by the Developer, and signed easements, ready for recording and a Bill of Sale for the extension, shall be provided to the District.

Acceptance of a cash deposit by the District does not entitle the development to connect or receive service. All performances required under this Agreement must be completed before service will be available.

Upon the Developer's failure to complete the extension and all performances required under this Agreement within the times noted, the District will give fourteen (14) calendar days written notice to the Developer and, at its option and without the prior consent of the Developer, accept the Bill of Sale for the extension, assume ownership and control of

the extension, and utilize the cash deposit to complete the extension and all performances required under this Agreement. If the cash deposit is used, a full itemization of costs incurred by the District will be provided to the Developer.

Upon completion of the extension, the District will provide an accounting to the Developer of the expenditures made pursuant to this Agreement. Any balance will be returned to the Developer. If the cash deposit was insufficient to complete the extension and all performances required, a Local Facilities Charge shall be applied against the properties served by the extension, payment of which will be a condition for receipt of side sewer permits from the District.

To utilize this procedure for allowing a cash deposit, the Developer shall provide to the District a written request, in letter form, in which the Developer represents to the District that it has read and understands the contents of this Section 22, and consents to its terms.

23. BILL OF SALE CONDITIONS

The Bill of Sale shall provide for transfer of title to the constructed extension from the Developer/Owner to the District, and its acceptance is conditioned upon the following:

- a. The Developer/Owner is the lawful owner and has the right to transfer the extension; the extension is free from all encumbrances; and the Developer shall warrant and will defend the same against all claims and demands.
- b. All bills for labor and materials have been paid, and the Developer has provided a certificate from the contractor constructing the extension, acknowledging that the contractor has been paid in full and/or does fully release, transfer, assign and set over to the District all of its rights, title, claims and interest therein.
- c. The Developer has submitted to the District the total costs incurred in the construction of the extension.
- d. The consideration for the Bill of Sale shall be the District's incorporation of the extension into its overall sewer collection system.
- e. The Developer warrants that for a period of one (1) year from the date of the Bill of Sale, the extension will remain in acceptable working order and condition, except where abused or neglected by the District, and the Developer will repair or replace at its own expense any work or material that is shown to have been defective during the one (1) year period of warranty, provided, that the warranty period for any lateral lines (sewer laterals) constructed in conjunction with the extension shall be two (2) years.
- f. The Developer agrees to defend and hold the District harmless for trench failures or settlement occurring over any portions of the extension installed on private

property. The District does not, by virtue of its inspection, assume liability for such failures, any such inspection shall be for the District's purposes of ensuring the soundness of the installation of its system facilities, and not as a warranty of compaction or other restoration on private property.

- g. The Developer has submitted a copy of the recorded plat (if applicable).

24. LIMITATION PERIOD FOR ACCEPTANCE

The Developer agrees that the construction of the extension shall be carried out in a timely and efficient manner and further agrees that the extension shall be completed and ready for acceptance by the District within the Limitation Period for Acceptance (see Section 3b). If the Developer has executed a completion bond or set-aside letter, upon expiration of the period, the District may order the work done, or any remaining portion, and all costs and expenses incurred shall be reimbursed to the District from the bond company or financial institution holding the funds as provided in the set-aside letter; provided, that the amount of such reimbursement available shall not be deemed to limit the Developer's obligation to pay the total costs attributable to the work. If the work is completed beyond the period for acceptance, reimbursement shall also include the costs of renewal of this Agreement as described below.

If the extension is not completed and ready for acceptance within the limitation period, the Developer's rights under this Agreement shall cease and no additional administrative, engineering or legal services will be provided by the District unless and until the Developer makes a new application, or until the District consents to the renewal of the expired Agreement. If the District consents to the renewal of the Agreement, and if the District's actual costs incurred to the date of renewal exceed the amount of the fees collected by the District to the date of renewal, the Developer shall pay the difference. In addition, the Developer shall pay all administrative, legal, engineering and inspection costs attributable to the renewal. Any renewal shall be to the date twelve (12) months from the date of expiration of this Agreement without regard to the date of application or consent to such renewal.

25. BREACH OF CONTRACT – ATTORNEY FEES

A breach of any provision of this Agreement shall constitute a total breach, and shall subject the Developer to cancellation of the Agreement, forfeiture of deposits, and claim for costs and damages, as appropriate. The parties agree that in the event of litigation regarding the terms or performance of this Agreement, the substantially prevailing party shall be entitled to an award of reasonable attorney fees and costs, in addition to any other appropriate remedy.

26. TRANSFER OF RIGHTS AND DUTIES

This Agreement shall extend to and be binding upon and inure to the benefit of the heirs, successors and assigns of the parties hereto.

27. INDEMNIFICATION

Developer agrees to defend, indemnify and hold harmless the District, its officials, officers, employees, representatives and agents from any losses, liabilities, claims, damages, or causes of action, including but not limited to costs and attorney's fees incidental to defense thereof by the District, and from claims by third parties and by Developer's own employees to which Developer might otherwise be immune under Title 51 RCW, arising out of or in connection with the performance of this Agreement, the "take" of threatened or endangered species as defined by federal law and regulations or the violation of sensitive or critical area laws and regulations. However, Developer shall not defend, indemnify or hold harmless the District from any losses, liabilities, claims, damages or causes of action arising out of the negligent acts or omissions of the District, its officials, officers, employees, representative or agents. This section has been mutually negotiated by the parties and for purposes of this section only, Developer waives any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW. This section shall survive the termination or expiration of this Agreement.

DEVELOPERS NAME (print or type) [Must be owner of the Property]

Title (If corporate developer)

Developer's Mailing Address

Ridgefield WA 98642

City State Zip

Developer's Phone Number Developer's Fax Number

DEVELOPER'S SIGNATURE SECTION

DEVELOPER'S SIGNATURE

STATE OF _____)
: ss
County of _____)

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

Dated: _____

Notary Public in and for the State of

residing at _____
My Commission expires _____

ADDITIONAL-DEVELOPER'S NAME (Print or type)

ADDITIONAL DEVELOPER'S SIGNATURE (SPOUSE, ETC.)

STATE OF _____)
: ss
County of _____)

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

Dated: _____

Notary Public in and for the State of

residing at _____
My Commission expires _____

 ADDITIONAL DEVELOPER'S SIGNATURE (SPOUSE, ETC.)

STATE OF _____)
 : ss
 County of _____)

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

Dated: _____

 Notary Public in and for the State of

residing at _____
 My Commission expires _____

CLARK REGIONAL WASTEWATER DISTRICT SIGNATURE SECTION

 AUTHORIZED SIGNATORY
 Approving Application and Agreement

Date: _____, 20____

STATE OF WASHINGTON)
 : ss
 County of Clark)

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

Dated: _____

 Notary Public in and for the State of WA, residing
 at _____
 My Commission expires _____

Elissa Peters

DEVELOPER'S ENGINEER'S NAME

45380

License Number

Elissa Peters

Engineering Contact Person

1325 SE Tech Center Drive

Engineer's Mailing Address

Vancouver	WA	98683
City	State	Zip

(360) 567-2133

Engineer's Phone Number

(360) 695-8767

Engineer's Fax Number

To Be Provided Prior to Pre-Construction Conference:

SANITARY SEWER CONTRACTOR'S NAME

Registration Number

Contractor's Mailing Address

City	State	Zip
------	-------	-----

Contractor's Phone Number

Contractor's Fax Number

ADDENDUM TO DEVELOPER EXTENSION AGREEMENT

(To be completed when construction has been completed)

SANITARY SEWER CONTRACTOR'S NAME_____
PROJECT NAME

The undersigned CONTRACTOR does hereby certify and acknowledge that it has been fully paid and/or does fully release, transfer, assign and set over to CLARK REGIONAL WASTEWATER DISTRICT, all of its rights, title and interest in those certain improvements commonly referred to as ALL SEWER MAINS, MANHOLES AND APPURTENANCES IN THE

DEVELOPMENT.

The undersigned CONTRACTOR does hereby waive any claim, right or title to the improvements, and further does bargain, sell, transfer and set over to CLARK REGIONAL WASTEWATER DISTRICT, any ownership rights it may have therein in consideration of the acceptance by CLARK REGIONAL WASTEWATER DISTRICT of a Bill of Sale from the Developer described above.

DATED this _____ day of _____, 20 _____.

Contractor's Signature: _____

Company Name: _____

STATE OF _____)
: ss
County of _____)

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

Dated: _____

Notary Public in and for the State of_____
residing at _____

My Commission expires _____

ADDENDUM TO DEVELOPER EXTENSION AGREEMENT

(To be completed when construction has been completed)

SANITARY SEWER CONTRACTOR'S NAME_____
PROJECT NAME

The undersigned CONTRACTOR does hereby certify and acknowledge that it has been fully paid and/or does fully release, transfer, assign and set over to CLARK REGIONAL WASTEWATER DISTRICT, all of its rights, title and interest in those certain improvements commonly referred to as ALL SEWER MAINS, MANHOLES AND APPURTENANCES IN THE

DEVELOPMENT.

The undersigned CONTRACTOR does hereby waive any claim, right or title to the improvements, and further does bargain, sell, transfer and set over to CLARK REGIONAL WASTEWATER DISTRICT, any ownership rights it may have therein in consideration of the acceptance by CLARK REGIONAL WASTEWATER DISTRICT of a Bill of Sale from the Developer described above.

DATED this _____ day of _____, 20 _____.

Contractor's Signature: _____

Company Name: _____

STATE OF _____)
: ss
County of _____)

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

Dated: _____

Notary Public in and for the State of_____
residing at _____

My Commission expires _____

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: August 25, 2022

ITEM:

AGENDA ITEM TITLE: Motion - Approval of Interlocal Agreement with Ridgefield
School District-Union Ridge Elementary Swale

GOVERNING LEGISLATION:

NA

PREVIOUS COUNCIL ACTION TAKEN:

NA

SUMMARY/BACKGROUND:

The City received CDBG funding to construct the S 8th and Simons Street project. The project was included in the Stormwater Capital Facilities plan and included a stormwater treatment facility that would discharge to Gee Creek. During design of the project, it became apparent that the discharge location presented several problems including construction on steep slopes adjacent to the creek and a difficult to access outfall location.

An alternate design discharging stormwater to the swale located at Union Ridge Elementary was developed. This swale has adequate capacity for the existing school, planned future expansions, and discharges to a stormwater pond located on school property. It will provide treatment of the stormwater and the pond will provide necessary detention.

BUDGET/FINANCIAL IMPACTS:

This agreement decreases the cost of the N 8th Avenue and Simons Street project by removing the need to construct a new stormwater treatment facility and outfall to Gee Creek.

ACTION OR MOTION:

A potential motion might be: "I move to authorize the City Manager to sign the interlocal agreement between the Ridgefield School District and the City for maintenance of the Union Ridge Elementary Swale."

STAFF CONTACT: Brenda Howell, Public Works Director

ATTACHMENTS: Interlocal - Stormwater Discharge at URES (PDF)
Interlocal Agreement Council Presentation (PPT)

**INTERLOCAL AGREEMENT BETWEEN
RIDGEFIELD SCHOOL DISTRICT NO. 122 AND
THE CITY OF RIDGEFIELD REGARDING
STORMWATER DISCHARGE AT UNION RIDGE ELEMENTARY SCHOOL**

THIS INTERLOCAL AGREEMENT ("Agreement") is made by and between the City of Ridgefield ("City"), a Washington code city, and the Ridgefield School District No. 122 ("District"), a Washington quasi-municipal corporation, under Chapter 39.34 RCW relating to the City's discharge of stormwater to the stormwater facility at the Union Ridge Elementary School.

RECITALS:

WHEREAS, the Interlocal Cooperation Act, as amended and codified in Chapter 39.34 RCW, provides for interlocal cooperation between public agencies; and

WHEREAS, the District maintains a bioswale as a part of the associated stormwater facility ("Union Ridge Stormwater Facility") with excess capacity on District property at the Union Ridge Elementary School, located generally as set forth in Exhibit A; and

WHEREAS, the City is constructing roadway improvements on North Simons Street where the cost of constructing separate stormwater facilities is cost prohibitive; and

WHEREAS, based on engineering modeling reviewed by both the City and the District, the Union Ridge Stormwater Facility has sufficient capacity to receive the stormwater from the City's North Simons Street, anticipated to be 0.74 cubic feet per second during the 100-year storm, at full buildout of the District property with up to 40,000 square feet of additional impervious surface; and

WHEREAS, the District and City wish to allow City to discharge stormwater to the District's bioswale in exchange for ongoing maintenance services;

NOW THEREFORE, the parties agree as follows:

1. **PURPOSE OF AGREEMENT:** The purpose of this Agreement is to permit the parties to make the most efficient use of their resources by cooperating in the use of a District stormwater bioswale as described below and in the foregoing Recitals, which are hereby incorporated into and made part of this Agreement.
2. **EFFECTIVE DATE:** This Agreement will become effective on the date last approved by the District's Board of Directors and the City Council of the City, respectively.
3. **DURATION OF AGREEMENT:** The Term of this Agreement will be for thirty years and this Term shall be renewed automatically for additional terms of thirty years each, unless terminated in writing by mutual agreement of the parties or unless terminated by the parties pursuant to Section 4. Representatives of the parties will meet at least once every five (5) calendar years, calculated from the

date this Agreement is effective, to discuss any modifications to the Agreement proposed by the parties.

4. **TERMINATION OF AGREEMENT:** If either party breaches any material provision of this Agreement, and if such breach is not cured or a cure commenced within ninety (90) days after receiving written notice from the other party specifying such breach in reasonable detail, the non-breaching party will have the right to terminate this Agreement by giving written notice thereof to the party in breach. Such termination notice will be subject to the mediation provisions of Section 16 herein. Termination will become effective upon completion of mediation that does not result in agreement between the parties.
5. **ADMINISTRATION OF AGREEMENT:** This Agreement will be administered by the Superintendent of the District and the City Manager of the City, or their respective designees. No separate legal or administrative entity will be created pursuant to this Agreement.
6. **DISTRICT OBLIGATIONS:** The District grants the City a nonexclusive license to use the Union Ridge Stormwater Facility, located as described in Exhibit A, attached hereto and incorporated fully by this reference, for the Term of this Agreement and any extensions thereto, in order to discharge street stormwater runoff from North Simons Street from the catch basin located near the corner of N 8th Avenue and N Simons Street to the District's bioswale.
7. **CITY OBLIGATIONS.** The City agrees to maintain the bioswale for the Term of the Agreement and any extensions thereto. The City will maintain the bioswale to the standards adopted by the City and used to maintain comparable City-owned facilities and as identified in the City's adopted Western Washington Stormwater Management Manual.
8. **FUTURE EXPANSION.** In the event increased capacity to the Union Ridge Stormwater Facility is required because of increased stormwater runoff from the City street or from the District school, the City and District agree to cooperate, and share in the costs required improvements in proportion to their respective stormwater discharges to the Facility.
9. **COMPLIANCE WITH LAWS AND REGULATIONS:** The District and City will each comply will all applicable laws, regulations, and ordinances of any and all authorities having jurisdiction.
10. **DISPUTE RESOLUTION:** Any claim, dispute, or other matter in question arising out of or related to this Agreement will be subject to mediation as a condition precedent to binding dispute resolution, unless provided otherwise herein.
 - a. The parties will cooperate in good faith and attempt to resolve any dispute that arises prior to mediation.
 - b. The parties will endeavor to resolve claims, disputes, and other matters in question between them by mediation which, unless the parties mutually

agree otherwise, will be administered by the American Arbitration Association in accordance with its rules in effect on the date of this Agreement.

- c. A request for mediation will be made in writing, delivered to the other party, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation will proceed in advance of binding dispute resolution proceedings, which will be stayed pending mediation for a period of thirty (30) days from the date of filing, unless stayed for a longer period by agreement of the parties or court order.
- d. The parties will share the mediator's fee and any filing fees equally. The mediation will be held within the City of Ridgefield, unless another location is mutually agreed upon. Agreements reached in mediation will be enforceable as settlement agreements in any court having jurisdiction thereof.
- e. If the parties do not resolve a dispute through mediation pursuant to this section, the parties may pursue any lawful method of binding dispute resolution, including but not limited to litigation in the Superior Court for the State of Washington in and for Clark County.

11. LIABILITY INSURANCE: The City and the District will each maintain for the duration of this Agreement its membership in an insurance pool offering or otherwise maintain insurance with a minimum liability limit of \$1,000,000 per occurrence and \$3,000,000 annual aggregate to insure against claims for injuries to persons or damage to property that may arise from or in connection with the following: for the City, claims arising from use of any portion of the Facility by the the City and its public officials, officers, employees, agents, and invitees, and for the District, claims arising from use of any portion of the Facility by its public officials, officers, employees, agents, students, volunteers, and invitees.

12. HOLD HARMLESS AND INDEMNIFICATION:

- a. By the City. To the fullest extent permitted by law and subject to the following conditions, the City will defend, indemnify, and hold harmless the District and its public officials, officers, employees, agents, consultants, contractors, volunteers, attorneys, and insurers, and the employees, agents, volunteers, successors, and assigns of any of them (collectively, the "District Indemnified Parties"), from and against any and all claims, demands, suits at law or equity, actions, penalties, losses, damages, costs, and expenses ("Legal Claims"), of whatever kind or nature and including, but not limited to, consultant fees and attorney fees incurred on Legal Claims and in providing the right to indemnification, arising out of or resulting from: (a) use of the Facility by the City and its public officials, officers, employees, agents, consultants, contractors, and volunteers; or (b) performance or nonperformance of obligations pursuant to this

Agreement by the City or its public officials, officers, employees, agents, consultants, contractors, and volunteers.

- b. By the District. To the fullest extent permitted by law and subject to the following conditions, the District will defend, indemnify, and hold harmless the City and its public officials, officers, employees, agents, consultants, contractors, volunteers, attorneys, and insurers, and the employees, agents, volunteers, successors, and assigns of any of them (collectively, the "City Indemnified Parties"), from and against any and all claims, demands, suits at law or equity, actions, penalties, losses, damages, costs, and expenses ("Legal Claims"), of whatever kind or nature and including, but not limited to, consultant fees and attorney fees incurred on Legal Claims and in providing the right to indemnification, arising out of or resulting from: (a) use of the Facility by the District and its public officials, officers, employees, agents, consultants, contractors, students, and volunteers; or (b) performance or nonperformance of obligations pursuant to this Agreement by the District or its public officials, officers, employees, agents, consultants, contractors, and volunteers.
- c. This Section 12 will survive termination of this Agreement for any reason.
- d. The provisions of this Section 12 will be construed to not result in loss of liability insurance coverage that would otherwise be available to one or both parties.

13. MISCELLANEOUS PROVISIONS:

- a. Integrated Agreement. This Agreement is the full and complete understanding of the parties. There are no other agreements, either verbal or written, that would alter the terms of this document. Any prior written agreements or understandings are superseded by this Agreement. The Agreement may be modified or amended only by mutual written agreement approved by the governing bodies of the parties.
- b. Assignment. Neither party will have the right to transfer or assign, in whole or in part, any or all of its obligations and rights hereunder without the prior written consent of the other party.
- c. Successors in Interest. Subject to the foregoing subsection, the rights and obligations of the parties will inure to the benefit of and be binding upon their respective successors in interest, heirs, and assigns.
- d. Governing Law/Venue. This Agreement will be governed by and interpreted in accordance with the laws of the State of Washington. Any action or suit brought in connection with this Agreement will be filed in Clark County Superior Court.
- e. Severability. If any section of this Agreement is adjudicated to be invalid, such action will not affect the validity of any section not so adjudicated.

- f. Waiver. The failure of any party to this Agreement to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option or right conferred by this Agreement, in any one or more instances will not be construed to be a waiver or relinquishment of any such option or right or of any other covenants or agreements which will remain in full force and effect.
- g. Notice. All communications regarding this Agreement will be sent to the parties at the addresses listed on the signature page of the Agreement or such other address as may be hereafter specified in writing. Any written notice hereunder will become effective upon personal service or three (3) business days after the date of mailing by registered or certified mail, and will be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.
- h. Headings. The headings in this Agreement are included only for convenience and will not control or affect the meaning or construction of this Agreement.
- i. Execution and Posting. This Agreement may be executed in one or more counterparts, each of which will be deemed an original but all of which together will constitute one and the same document. The parties additionally acknowledge and agree that this Agreement may be executed and delivered by facsimile or email. Pursuant to RCW 39.34.040, the Ridgefield City Clerk will cause a copy of this Agreement to be posted on the City of Ridgefield's website.

IN WITNESS WHEREOF, the parties have subscribed their names on the dates below.

CITY OF RIDGEFIELD

RIDGEFIELD SCHOOL DISTRICT

Steve Stuart
City Manager

Nathan McCann
Superintendent

Date: _____

Date: 7/19/2022

Approved as to form:

Janean Parker, City Attorney
City of Ridgefield

N 8th and Simons Interlocal Agreement



City and School District Obligations

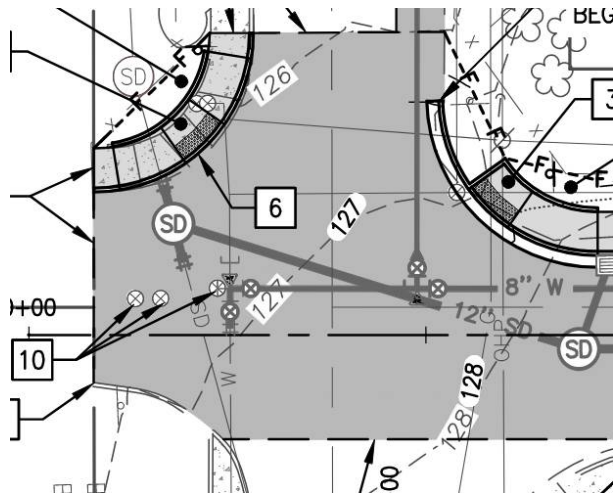
6. **DISTRICT OBLIGATIONS:** The District grants the City a nonexclusive license to use the Union Ridge Stormwater Facility, located as described in Exhibit A, attached hereto and incorporated fully by this reference, for the Term of this Agreement and any extensions thereto, in order to discharge street stormwater runoff from North Simons Street from the catch basin located near the corner of N 8th Avenue and N Simons Street to the District's bioswale.
7. **CITY OBLIGATIONS.** The City agrees to maintain the bioswale for the Term of the Agreement and any extensions thereto. The City will maintain the bioswale to the standards adopted by the City and used to maintain comparable City-owned facilities and as identified in the City's adopted Western Washington Stormwater Management Manual.

In Short:

- School district will allow discharge from City streets to their swale at Union Ridge Elementary School
- The City will maintain the swale to our standards



Connection Point



Benefits

- The project provides stormwater treatment and addresses flooding issues in the neighborhood
- Avoids constructing a separate facility
- Avoids originally planned discharge was adjacent to Gee Creek, located on an unstable slope, and was in a difficult to access location





CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: August 25, 2022

ITEM:

AGENDA ITEM TITLE: Motion - Approval of Bid Award for N 8Th and Simons Street Project

GOVERNING LEGISLATION:

PREVIOUS COUNCIL ACTION TAKEN:

In 2019, Council authorized a Community Development Block Grant (CDBG) for the N 8th and Simons Street project, which was awarded in 2020. Council then approved \$511,000 in the 2022 budget for the project.

SUMMARY/BACKGROUND:

N 8th Avenue and N Simons Street are located in the oldest part of downtown Ridgefield. The infrastructure in this area is substandard or nonexistent. Water lines in the area are undersized and well beyond their design life. Stormwater infrastructure on Simons Street is substandard, and the area has had frequent flooding during the last several winters. Additionally, there are no sidewalks on Simons Street forcing pedestrian traffic onto the narrow paved roadway.

The project was included in the City's 2017 Comprehensive Stormwater Management Plan (Plan) as a planned project. The problems identified in the Plan include an undersized 6-inch diameter storm main, substandard catch basins lacking adequate sumps, and catch basins located on flat grades in vegetated areas leading to frequent clogging and flooding. Additionally, the stormwater receives no treatment and may be contaminated with petroleum hydrocarbons, heavy metals, and other pollutants typical of roadways.

The roadway within the project area is currently in poor condition, and the reconstruction of the road will improve drainage and direct water to the proposed catch basins.

The water mains on N. 8th Avenue and N. Simons Street are currently 3-inch diameter or smaller. The mains are both undersized and well beyond their design life. Undersized water mains provide significantly less water flow resulting in low pressure for residences and

insufficient flow at fire hydrants, raising safety concerns for emergency response. The water main on N 8th Avenue has had several main breaks in recent years, leading to interrupted service, wasted water, and expensive emergency repairs. Additionally, due to insufficient valves in the area, large areas are required to be shut off in the event of a main break or other necessary maintenance.

The project will construct improvements including upgrading an undersized water line to current standards, stormwater improvements to mitigate ponding on residential lots from public runoff, approximately 120 feet of sidewalks with associated ADA ramps, and paving.

CDBG funds are being used for stormwater improvements, sidewalks, ADA ramps, and paving. Improvements to the water system are being used as matching funds and will come from the water

BUDGET/FINANCIAL IMPACTS:

At the time of this writing, the bid for the project has not closed and the exact dollar figure and selected contractor are unknown. The estimated cost for the project is \$375,000, but the final amount and the name of the lowest responsible bidder will be provided to the Council and the public during the meeting.

ACTION OR MOTION:

A possible motion is “I move to award the N 8th and Simons Street project to *contractor* for the amount of \$XXX.”

STAFF CONTACT: Brenda Howell, Public Works Director

ATTACHMENTS:

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: August 25, 2022

ITEM:

AGENDA ITEM TITLE: Motion - Approval of Bid Award for 2022 Roadway Striping Project

GOVERNING LEGISLATION:

PREVIOUS COUNCIL ACTION TAKEN:

Council approved \$55,000 for signing and striping with the 2022 budget. Additionally, Resolution No. 596, approved July 2021, a 0.2% sales tax for pavement preservation. These two sources will provide funds for the project.

SUMMARY/BACKGROUND:

Striping for roadways is critical for maintaining safe roadways, bike lanes, and pedestrian facilities. The proposed project will provide approximately 67,000 linear feet of striping, as well as crosswalks, stop bars, and turn symbols on major roads throughout the City. Roadways to be striped include Heron Drive, Main Avenue, N Royle Road, and Pioneer Canyon Drive. For all proposed locations attached map.

The scope of work for the project requires that all work be completed by October 1, 2022.

BUDGET/FINANCIAL IMPACTS:

At the time of this writing, the bid for the project has not closed and the exact dollar figure and selected contractor are unknown. The estimated cost for the project is \$85,000, but the final amount and the name of the lowest responsible bidder will be provided to the Council and the public during the meeting.

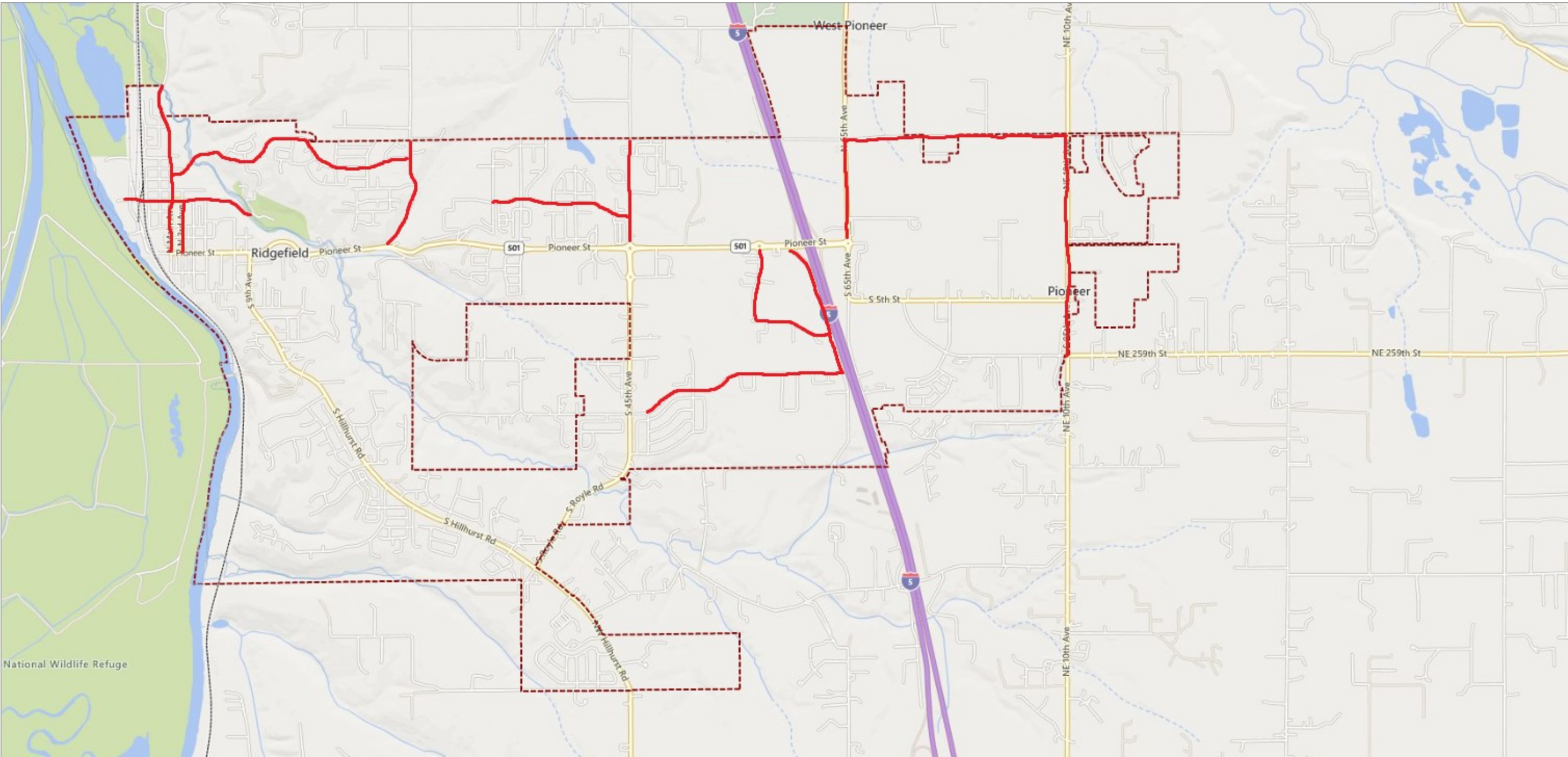
ACTION OR MOTION:

A possible motion is "I move to award the 2022 Roadway Striping project to **Contractor** for the amount of \$XXX."

STAFF CONTACT: Brenda Howell, Public Works Director

ATTACHMENTS:

Striping Map (PDF)



Attachment: Striping Map (Project Award - 2022 Roadway Striping)

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: August 25, 2022

ITEM:

AGENDA ITEM TITLE: AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON
ADDING a NEW CHAPTER 12.30 “PRESERVATION OF CITY
STREETS” TO Title 12 of the Ridgefield Municipal Code TO
REGULATE HAUL ROUTES

GOVERNING LEGISLATION:

RCW 36.70A – Growth Management

PREVIOUS COUNCIL ACTION TAKEN:

None.

SUMMARY/BACKGROUND:

As site work begins for development projects, contractors haul heavy loads of materials to and from the site. Typically, these loads move on neighborhood streets connecting the site to arterials. This results in damage to streets beyond what is anticipated due to regular traffic. This problem has been highlighted recently due both to the volume of development and the creation of a formal pavement preservation program that quantifies street conditions.

To address these issues, staff proposes a new chapter in RMC Title 12 – Streets and Sidewalks establishing rules and procedures for approval of haul route plans and executing haul route agreements to address potential impacts of hauling operations related to development.

As proposed, a haul route plan would be provided to the Public Works Director for any development involving hauling over 1,000 cubic yards of material. If the haul route plan shows that the hauling operation will cause accelerated deterioration of City streets and additional maintenance costs to the City, a haul route agreement between the City and the developer will be required. The haul route agreement, to be executed prior to construction activity, would establish inspections, costs, and penalties. Unauthorized hauling activity would be subject to enforcement under RDC 18.395.

BUDGET/FINANCIAL IMPACTS:

None.

ACTION OR MOTION:

None. Public hearing and first reading only.

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

Haul Route Code_CC (DOCX)

ORDINANCE NO. 1371**AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON ADDING A NEW CHAPTER 12.30
“PRESERVATION OF CITY STREETS” TO TITLE 12 OF THE RIDGEFIELD MUNICIPAL CODE TO
REGULATE HAUL ROUTES**

WHEREAS, Title 12 of the Ridgefield Municipal Code regulates streets and sidewalks;
and

WHEREAS, the Public Works department finds that haul activity during development
degrades City streets; and

WHEREAS, the City wishes to regulate haul routes and provide for the enforcement of
violations to haul route agreements;

WHEREAS, the City of Ridgefield submitted notice of the proposed amendments to Title
12 to the Washington State Department of Commerce on July 21, 2022 consistent with RCW
36.70A; and

WHEREAS, consistent with WAC 197-11-340(2), on August 19, 2022 the City of
Ridgefield issued a SEPA Determination of Non-significance (DNS) regarding the proposed
update; and,

WHEREAS, the SEPA DNS public comment period expired on September 2, 2022 and
the City addressed all comments received; and,

WHEREAS, the Ridgefield Planning Commission, after conducting a public hearing on
proposed Chapter 12.30 on August 3, 2022, forwarded a recommendation of approval to the
City Council; and

WHEREAS, the Ridgefield City Council conducted a public hearing and the first reading
of the proposed amendments to Title 12 during a regularly scheduled City Council meeting held
on August 25, 2022; and

WHEREAS, the Ridgefield City Council conducted a second ordinance reading on the
proposed amendments to Title 12 during a regularly scheduled meeting held on September 22,
2022; and

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

Section 1. Public Interest. The Ridgefield City Council finds it to be in the public interest to
adopt a chapter within the Ridgefield Municipal Code the regulate haul routes.

Section 2. Adding Chapter 12.30. The Ridgefield City Council hereby amends Title 12 to add a new Chapter 12.30 “Preservation of City Streets” as set forth below in Exhibit A, attached hereto and incorporated by this reference.

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

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

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

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

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

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS 22nd DAY OF SEPTEMBER, 2022.

Jennifer Lindsay, Mayor

ATTEST/AUTHENTICATED:

Julie Ferriss,

City Clerk

APPROVED AS TO FORM:

Janean Parker, City Attorney

First Reading/Passage: August 25, 2022

Second Reading/Passage: September 22, 2022

Date of Publication:

Effective Date:

EXHIBIT A:

Chapter 12.30 – Preservation of City Streets

NEW. Chapter 12.30 PRESERVATION OF CITY STREETS

12.30.010 Purpose.

The purpose of this chapter is to establish rules and procedures for approval of haul route plans and executing haul route agreements to address potential impacts of hauling operations on City of Ridgefield (City) streets and to address additional maintenance costs to the City resulting from those hauling operations.

12.30.020 Definitions.

- A. "Development" means activity consisting of the construction or exterior alteration of structures, dredging, drilling, dumping, filling; and/or removal of any sand, gravel or minerals. This term may include, but is not limited to, activities related to subdivision and short subdivisions; planned unit developments; clearing activity; fill and grade work; and any and all permits related to building or construction.
- B. "Haul route" means the designated route used to haul material to and from a construction or building site.
- C. "Haul route agreement" means the formal contract based on the submitted haul route plan executed between the City and the franchised utility, developer, applicant, entity, property owner, or designated representative responsible for the restoration and/or rehabilitation procedures to be performed during or upon completion of the hauling operation.
- D. "Haul route plan" means that plan executed by the franchised utility, developer, applicant, entity, property owner, or designated representative and submitted to the City for the purpose of addressing, among other things, haul start and end dates, total volume of material to be hauled, number of trucks, hours of operation, signage, and flagging, and maintenance and repair mitigation.
- E. "Hauling operation" means that hauling activity allowed as a result of the haul route plan submitted to the City and, if required, the subsequent haul route agreement executed with the City.
- F. "Project hauler" means the franchised utility, developer, applicant, entity, property owner, or designated representative that is the proponent of the development requiring a haul route and is responsible for the restoration and/or rehabilitation of City streets that may result from a hauling operation, which restoration and/or rehabilitation is to be performed during or upon completion of the hauling operation.

12.30.030 Authorization.

The Public Works Director is authorized to approve haul route plans and to require and to enter into haul route agreements, when necessary, as protection against potential accelerated deterioration or maintenance impacts to City streets that may result from proposed or expanded development, uses, or activities associated with, but not limited to, a City-issued permit or environmental review process.

12.30.040 Haul route plans.

- A. The project hauler shall develop and submit a haul route plan for approval to Public Works under any of the following circumstances:
 - 1. Upon commencement of any new or expanded hauling operation of material being exported and/or imported that is over 1,000 cubic yards which the Public Works Director determines may cause accelerated deterioration of City streets and additional maintenance costs to the City;
 - 2. When any need for a haul route plan is identified through issuance of a City permit, the SEPA review process, or by the Public Works Director.

B. The haul route plan must address the following items on a form provided by the City:

1. Identification of the proposed haul routes;
2. Number, size, and weight of trucks;
3. Projected number and frequency of trips;
4. Total volume of material to be hauled;
5. Haul start and end dates;
6. A recent SEPA checklist that specifically addresses the proposed use of city streets and rights-of-way;
7. A traffic plan that identifies:
 - a. The existing conditions along the proposed route;
 - b. Peak Impact periods;
 - c. Impacts to streets and intersections;
 - d. Proposed measures to protect the public health and safety such as signage, flaggers, and measures to ensure unimpeded access by emergency vehicles; and
 - e. Proposed measures to mitigate potential adverse impacts on city streets, rights-of-way, and associated infrastructure.
8. A signed statement committing to repair any damage to city streets that may occur because of authorized and unauthorized uses. This may include, but is not limited to, filling potholes, resurfacing streets, repairing or replacing signs, repairs or replacement of stormwater facilities, and the repair or replacement of damaged curbs, sidewalks, and streetscapes.

C. When required, the haul route plan must be approved prior to beginning or continuing construction of a development.

D. The Public Works Director shall review the haul route plan in order to determine if a haul route agreement is warranted based on the proposed hauling operation's potential for causing accelerated deterioration of City streets and additional maintenance costs to the City.

E. The Public Works Director may require a security from said project hauler to guarantee the restoration and/or rehabilitation of impacted City streets. The security shall be equal to 100 percent of the estimated cost to complete a grind and inlay on all haul route roads not classified as an arterial or an industrial collector.

12.30.045 Haul route agreements.

If the Public Works Director determines that a haul route agreement is warranted, the haul route agreement shall be executed between the City and the project hauler responsible for the restoration and/or rehabilitation of City streets that may result from the hauling operation. The haul route agreement must be executed prior to commencement of any construction activity.

Particular haul route agreements may vary, depending on the type of hauling operation, quantity and duration of hauling, type of street, and other factors. The following general procedure is established to implement

agreements, inspect haul routes, develop estimates for additional maintenance or repair costs, execute emergency repairs, and terminate haul route agreements:

- A. The project hauler shall apply for required City engineering permits before commencing any new or expanded hauling operation and submit a haul route plan, if applicable.
- B. The project hauler and Public Works Director or designated representative shall conduct a joint pre-inspection of the City streets included in the haul route to determine the existing condition of the road prism.
- C. The project hauler shall execute a haul route agreement with the City before commencing or expanding hauling operations if required by the Public Works Director.
- D. The project hauler shall immediately notify the Public Works Director in writing if any changes occur or will occur in the hauling operation. The Public Works Director will determine if an amendment is required to the haul route plan and/or haul route agreement.
- E. The Public Works Director or designated representative shall make periodic inspection reports of the haul route to determine if any additional maintenance is required or if damage and/or deterioration have occurred as a result of the hauling operation.
- F. If the project hauler's traffic fails to use the designated haul route or otherwise fails to comply with the haul route plan and/or agreement, the Public Works Director will impose the following penalties:
 - 1. First infraction: written warning.
 - 2. Second infraction: a one day stop work order.
 - 3. Third infraction: a one week stop work order.
 - 4. Fourth infraction: a stop work order in effect until repair of unauthorized roads used by the contractor is completed by the contractor and inspected and approved by the city.
- G. The project hauler shall notify the Public Works Director in writing at the completion of the hauling operation, and the Public Works Director or designated representative shall conduct a joint post-inspection of the haul route with the project hauler.
- H. After periodic inspections, as outlined in subsection (E) of this section, and after post-haul-route inspections, as outlined in subsection (G) of this section, if the Public Works Director or designated representative determines that additional maintenance and/or repair is necessary as a result of the hauling operation, the Public Works Director shall notify the project hauler in writing. The project hauler shall be wholly responsible for the cost of the necessary repairs and/or additional maintenance resulting from the hauling operation, which were identified during the periodic and post-inspections and shall reimburse the City for such additional maintenance and/or repair costs resulting from the hauling operation within 30 days of the date of said notice.
- I. In lieu of reimbursement for repairs, and upon approval by the Public Works Director, a project hauler may undertake the repair work necessary as a result of the hauling operation. Upon completion of the repair work, the work must be inspected and approved by the Public Works Director or designated representative.
- J. The project hauler will not be responsible for costs associated with what is considered routine maintenance of City streets. In the event multiple project haulers impact a roadway, the City will prorate the costs. This proration may be based upon, but need not be limited to, the weight, frequency, vehicle configuration, and/or duration of the hauling operations.

K. The project hauler will not be responsible for any costs associated with the restoration, rehabilitation or maintenance of City streets that have been improved with federal funds.

L. If the City, in its sole discretion, determines that emergency repairs become necessary on the haul route, the City will perform said repairs with the following stipulations:

1. If the damage was caused because of the project hauler's hauling activities, then the project hauler will reimburse the City for its efforts immediately upon receipt of written demand from the City for the funds necessary to complete the repairs, to the extent damage was caused because of the project hauler's hauling activities covered hereunder.
2. If the emergency was not caused by the project hauler's hauling activities, then the City will absorb the costs of repair.
3. The City will make reasonable efforts to notify the project hauler of the emergency repairs prior to performing work for which the City intends to demand reimbursement.

M. Disputes regarding the extent of project hauler's responsibility for maintenance or repair to the City roadways for which the City determines that the project hauler is responsible will be governed by the dispute arbitration language found within the specific haul route agreement executed between the City and the project hauler.

N. After the City undertakes and completes maintenance and/or repairs necessary as a result of the haul route operation, and the project hauler submits and the City accepts the required reimbursement, or in the alternative, the project hauler completes the necessary repair work and the City approves, the haul route agreement will be terminated and any required security released.

O. Roads repaired under the haul route agreement shall be included in the project's warranty bond and be subject to the two-year inspection and repair procedure.

12.30.050 Emergencies

Nothing contained in this chapter shall be construed to limit or reduce the authority of the Public Works Director or his/her designee from closing any public right-of-way within the city's corporate boundaries due to emergencies.

12.30.060 Exemptions

B. The following activities and uses may be determined to be exempt by the Public Works Director or his/her designee:

1. Deliveries of materials, supplies, and products to and from commercial and industrial uses in commercial or industrial zones.
2. Government vehicles, emergency vehicles, school buses, public utility vehicles, and solid waste vehicles.

12.30.070 Enforcement

The failure to have an approved haul route plan or haul route agreement before using a city street for hauling operations shall be subject to the enforcement and penalties in accordance with Chapter 18.395 RMC. Each unauthorized trip shall be considered a separate violation.

12.30.080 Appeals.

Appeals of decisions made pursuant to this chapter shall be filed in accordance with Chapter 18.395.090 RMC.

DRAFT

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING August 25, 2022

DATE:

ITEM:

AGENDA ITEM An Ordinance of the City of Ridgefield, Washington amending Certain
TITLE: Chapters Within Title 18 of the Ridgefield Municipal Code to Regulate Tree
Removal and Protection During Development

GOVERNING LEGISLATION:

RCW 36.70A – Growth Management

PREVIOUS COUNCIL ACTION TAKEN:

None.

SUMMARY/BACKGROUND:

When site work is underway for residential and commercial development projects, staff lack a mechanism to track and enforce 1) which trees are planned for removal; and 2) how trees to be retained will be protected during construction.

To address these issues, staff proposes new requirements for developers to submit a tree removal and protection plan with certain land use applications. The tree removal and protection plan would show trees greater than twelve inches diameter at breast height, assess their condition and identify those proposed for removal. It would also include protection measures for trees to be retained during site development, including fencing of tree protection zones. Violations of the plan would be enforceable through existing code enforcement procedures.

Staff has included the proposed tree removal and protection plan requirements in Chapter RDC 18.840 and proposes changing the title of that chapter from Heritage Trees to Trees, to more broadly encompass regulations related to trees. The existing heritage tree code sections remain in RDC 18.840. Any trees identified as heritage trees are still subject to the heritage tree code requirements. Similarly, any proposals to remove trees in critical areas or buffers would still be processed through existing critical area review procedures in RDC 18.280.

The current proposal does *not* 1) establish a minimum number or percentage of trees to be protected on private property outside of critical areas or 2) establish a permitting process for tree removal on private property outside of critical areas. These are separate, larger policy questions that could be addressed through future updates. The goal of the current proposal is for staff and applicants to establish a shared understanding prior to site work regarding what trees will be removed, what trees will be protected, how those trees will be protected, and how violations will be enforced.

The proposed text amendments to RDC 18.840 are included as an attachment. Additional attachments show proposed amendments to submittal requirements for certain land use applications, to include the tree removal and protection plan.

BUDGET/FINANCIAL IMPACTS:

None.

ACTION OR MOTION:

None requested. Public hearing and first reading only.

STAFF Claire Lust, Community Development Director

CONTACT:

ATTACHMENTS Tree Code_CC (DOCX)
 : 18.235.060___Special_provisions_for_the_Ridgefield_Mixed_Use_Overlay___RMUO
 _ (DOCX)
 18.280.050___Submittal_requirements (DOCX)
 18.500.040___Submittal_requirements (DOCX)
 18.550.020___Preliminary_binding_site_plan_application (DOCX)
 18.610.020___Preliminary_short_plat_application_contents (DOCX)
 18.615.020___Preliminary_large_lot_plat_application_contents (DOCX)
 18.620.030___Application_for_a_subdivision_Requirements (DOCX)

ORDINANCE NO. 1372

**AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON AMENDING CERTAIN CHAPTERS
WITHIN TITLE 18 OF THE RIDGEFIELD MUNICIPAL CODE TO REGULATE TREE REMOVAL AND
PROTECTION DURING DEVELOPMENT**

ORDINANCE NO. 1372

**AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON
AMENDING CERTAIN CHAPTERS WITHIN TITLE 18 OF THE RIDGEFIELD MUNICIPAL
CODE TO REGULATE TREE REMOVAL AND PROTECTION DURING DEVELOPMENT**

WHEREAS, Title 18 of the Ridgefield Municipal Code regulates development; and

WHEREAS, the Public Works and Community development departments find that insufficient measures exist to monitor tree removal and protection during development activity; and

WHEREAS, the City wishes to regulate tree removal and protection during development and provide for enforcement of violations in order to implement the Ridgefield Urban Area Comprehensive Plan; and

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

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

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

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

WHEREAS, the Ridgefield City Council passed additional resolutions after this time period that revised the development regulations, most recently including Ordinance No. 1370; and

WHEREAS, the City of Ridgefield submitted notice of the proposed amendments to Title 18 to the Washington State Department of Commerce on July 21, 2022 consistent with RCW 36.70A; and

WHEREAS, consistent with WAC 197-11-340(2), on August 19, 2022 the City of Ridgefield issued a SEPA Determination of Non-significance (DNS) regarding the proposed Ridgefield Development Code update; and,

WHEREAS, the SEPA DNS public comment period expired on September 2, 2022 and the City addressed all comments received; and,

WHEREAS, the Ridgefield Planning Commission, after conducting a public hearing on the proposed amendments to Title 18 on August 3, 2022, forwarded a recommendation of approval to the City Council; and

WHEREAS, the Ridgefield City Council conducted a public hearing and the first reading of the proposed amendments to Title 18 during a regularly scheduled City Council meeting held on August 25, 2022; and

WHEREAS, the Ridgefield City Council conducted a second ordinance reading on the proposed amendments to Title 18 during a regularly scheduled meeting held on September 22, 2022; and

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

Section 1. Public Interest. The Ridgefield City Council finds it to be in the public interest to adopt amendments to Title 18, Chapter 18.840 of the Ridgefield Municipal Code pertaining to tree management.

Section 2. Amendments to Title 18 of the Ridgefield Municipal Code. The Ridgefield City Council hereby amends certain chapters in Title 18 as set forth below in Exhibit A, attached hereto and incorporated by this reference.

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

Section 4. Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction

of scrivener's/clerical errors, references, zoning district names, ordinance numbering, section/subsection numbers and any references thereto.

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

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

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

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS 22nd DAY OF SEPTEMBER, 2022.

Jennifer Lindsay, Mayor

ATTEST/AUTHENTICATED:

Julie Ferriss,
City Clerk

APPROVED AS TO FORM:

Janean Parker, City Attorney

First Reading/Passage: August 25, 2022

Second Reading/Passage: September 22, 2022

Date of Publication:

Effective Date:

EXHIBIT A:

Amendments to Title 18 of the Ridgefield Municipal Code Re: Tree Management

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Chapter 18.840 **HERITAGE TREES**

18.840.010 Purpose and intent.

The purpose of this chapter is to establish a requirement for a general tree removal and protection plan at the time of development, to ensure that the city and any areas that may become part of the city will continue to realize the benefits provided by its heritage trees, and to establish a process and standards which will minimize uncontrolled cutting or destruction of heritage trees.

(Ord. No. 1241, § 2(Exh. A), 10-12-2017)

18.840.020 Tree removal and protection plan – applicability.

A tree removal and protection plan, approved by the community development director, shall be required prior to conducting any construction activities including, but not limited to, clearing, grading, excavation, or demolition work on a property or site subject to site plan, land division, master plan, shoreline, and/or critical area review, or other land use review as determined by the community development director.

18.840.030 Tree removal and protection plan – submittal requirements.

- A. In order to obtain approval of a tree protection and removal plan, an applicant shall submit a plan to the city, prepared by an arborist or accredited landscape architect, that is drawn to scale and includes the following:
1. Location, species, diameter, and dripline of each tree greater than 12 inches diameter at breast height (dbh) located on-site and within 15 feet of the site. Trees located within a protected critical area or buffer that are not proposed to be cut may be omitted from the plan.
 2. Identification of all trees greater than 12 inches dbh proposed to be cut.
 3. Account of the health or hazard condition and recommendations for treatment for each tree in (1).
 4. Location of existing and proposed roads, water, sanitary and storm sewer, irrigation, and other utility lines/facilities and easements;
 5. Location of existing structures;
 6. Grade change or cut and fill during and/or after construction;
 7. Existing and proposed impervious surfaces;
 8. Identification of a contact person and/or arborist who will be responsible for implementing and maintaining the approved tree protection plan;
 9. Location and type of tree protection measures to be installed per RDC 18.840.040; and
 10. Any other information reasonably required by the city.

18.840.040 Tree removal and protection plan – protection measures required.

- A. Except as otherwise determined by the community development director, all required tree protection measures set forth in this section shall be instituted prior to any development activities, including, but not limited to, clearing, grading, excavation or demolition work, and shall be removed only after completion of all construction activity, including landscaping and irrigation installation.
- B. The “tree protection zone” shall be defined as the area reserved around a tree or group of trees in which no grading, access, stockpiling, or other construction activity shall occur.
- C. Orange silt fence shall be installed at the edge of the tree protection zone or dripline, whichever is greater, and at the boundary of any open space tracts or conservation easements that abut the parcel being developed prior to any grading or excavation on the site.
- D. Approved signs shall be attached to the silt fencing stating that inside the fencing is a tree protection zone, not to be disturbed unless prior approval has been obtained from the community development director and arborist for the project.
- E. No construction activity shall occur within the tree protection zone, including, but not limited to, dumping or storage of materials such as building supplies, soil, waste items, or parked vehicles or equipment.
- F. The tree protection zone shall remain free of chemically injurious materials and liquids such as paints, thinners, cleaning solutions, petroleum products, and concrete or dry wall excess, construction debris, stockpiled soil, or runoff.
- G. No excavation, trenching, grading, root pruning or other activity shall occur within the tree protection zone unless directed by an arborist present on-site and approved by the director.

18.840.020-050 Heritage tree inventory.

- A. The city shall develop an inventory of heritage trees that shall satisfy the criteria of this section. The initial inventory shall be the responsibility of the community development director (director) and shall be updated annually. The city council, planning commission, parks board, homeowner association, a property owner, or any person may recommend to the city that a tree be designated a heritage tree.
- B. The Heritage Tree designation may be applied to a tree or grove of trees.
- C. The city council shall hold at least one public hearing on the proposed designations. The city shall notify each property owner by certified or registered mail when a tree on the owner's property has been proposed for designation to the heritage tree inventory. The notice and a response form shall be mailed at least thirty calendar days prior to the public hearing. The owner of the property may object to such designation in writing to the city council prior to the public hearing or at the public hearing.
- D. After the city council completes its hearing, it shall establish a list of heritage trees based on the criteria found in this section. Decisions of the city council may be appealed to the hearings examiner by any aggrieved party.

(Ord. No. 1241, § 2(Exh. A), 10-12-2017)

18.840.030-060 Heritage tree Ccriteria.

- A. For any individual tree or grove of trees to be listed as a heritage tree(s), it must be in an apparently healthy growing condition and one or more of the following exist:

1. The tree has a diameter (at breast height) of thirty-six inches or greater;
 2. The tree has a distinctive size, shape, or location, or is of a distinctive species or age which warrants a heritage tree status;
 3. The tree possesses exceptional beauty which warrants a heritage tree status;
 4. The tree is distinctive due to a functional or aesthetic relationship to a natural resource, such as trees located along stream banks or trees located along ridge lines; or
 5. The tree has a documented association with a historical figure, property, or significant historical event.
- B. A grove may be considered for heritage grove status if it is apparently in a healthy growing condition and one or more of the following criteria:
1. The grove is relatively mature and is of a rare or unusual nature containing trees that are distinctive either due to size, shape, species or age;
 2. The grove is distinctive due to a functional or aesthetic relationship to a natural resource, such as trees located along stream banks, or trees located along ridge lines; or
 3. The grove has documented association with a historical figure, property, or significant historical event.
- (Ord. No. 1241, § 2(Exh. A), 10-12-2017)

18.840.040-070 Heritage trees development review.

- A. When development is proposed for property which may contain a heritage tree, and the director determines that the proposed development may affect a heritage tree, the property owner must have a tree preservation plan prepared by a qualified professional demonstrating how the heritage tree will be protected and preserved. A heritage tree shall be preserved unless the city council determines that the tree may be removed based on the removal criteria for heritage tree in the following section.
- B. A tree preservation plan shall be composed of the following:
1. A site plan indicating the location of heritage trees.
 2. The methods to be used to preserve the heritage trees.
 3. If a heritage tree is proposed for removal, a narrative statement outlining the reasons why the heritage tree should be removed.
 4. A mitigation plan indicating the replacement trees or additional new trees to be placed on the site. The mitigation plan should demonstrate, to the extent possible, that the character of the site will not substantially change as the result of development.
- C. Site design adjustments may be allowed in some cases, as follows:
1. The Director may grant a variance to front, side, and/or rear yard setback standards by up to twenty percent to retain a heritage tree(s). The adjustment shall be the minimum necessary to accomplish preservation of trees on site and shall not conflict with the Uniform Building Code or other adopted ordinances or conditions placed on the property.
 2. The director may grant a ten-percent variance to the lot size and/or a ten percent variance to the lot width and/or lot depth standards in approving a short plat or other land division if necessary to retain heritage trees. The director may accept a preliminary plat application and recommend approval to the hearing body of a plat which provides for similar variance to lot size, width and depth standards if necessary to retain heritage trees.

(Ord. No. 1241, § 2(Exh. A), 10-12-2017)

18.840.050-080 Removal of a heritage tree.

- A. Except for the provisions in this section, no person may cut or remove a heritage tree without obtaining approval from the city council. The tree removal permit shall be approved if one of the criteria is satisfied:
1. Retention of the tree would make reasonable use of the property allowed under the current zoning impractical or impossible in that the development would not be allowed to meet the maximum density allowed by the applicable zoning or would require special design features that would significantly increase the cost of development by ten percent or more.
 2. The removal is necessary to accommodate a new improvement, structure or remodeled structure, and no alternative exists for relocation of the improvement on the site, or that variances to setback provisions of the Development Code will not allow the tree to be saved or will cause other undesirable circumstances on the site or adjacent properties.
 3. The tree is hazardous, diseased or storm damaged and poses a threat to the health, safety or welfare of the public.
 4. The tree has lost its importance as a heritage tree due to damage from natural or accidental causes, or is no longer of historic or natural significance.
 5. The tree needs to be removed to accomplish a public purpose and no practical alternative exists.
- B. The limb structure, or crown, of a heritage tree may be pruned in any one year period without obtaining approval from the director, provided that at least eighty percent of the existing tree crown remains undisturbed. Any person who wishes to prune a heritage tree in excess of twenty percent of the existing crown shall obtain approval from the director subject to the following conditions:
1. The protected tree shall be pruned following acceptable arboricultural standards.
 2. The tree shall be pruned in a manner which ensures safety to public and private property and shall be done by a qualified professional.
 3. Any other conditions necessary to ensure compliance with the requirements of the community development plan.

(Ord. No. 1241, § 2(Exh. A), 10-12-2017)

18.840.060-090 Non-compliance, penalty, and enforcement.

Any violation of the terms of Chapter 18.840 shall be ~~independent~~enforced in accordance with the procedures or RDC 18.395. Each tree involved in the violation constitutes a separate offense. ~~Upon discovery of a violation, the city shall notify the violator of the alleged violation and of the procedures and potential penalties associated with said violations. The following remedies shall apply for violations of this Chapter in addition to the remedies available in RDC 18.395:~~

~~The city manager, or designee, shall make a determination of whether the violation was knowing, willful and intentional on the part of the violator. If the city manager determines that there is ample reason to believe that the violation was accidental or unintentional, the violator shall be permitted the opportunity to mitigate the violation through voluntary compliance process as found in subsection (1) of this section. Intentional violators shall be subject to penalties as listed on subsection (2) of this section as well as the tree replacement requirements of subsection (1)(a) of this section.~~

(Supp. No. 93)

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A. Voluntary Compliance Process. A voluntary compliance agreement shall contain the following:

1. A commitment by the violator to submit and carry out a tree replacement program that is approved by the city manager, or designee. The agreement shall require at minimum the planting of replacement trees at a 1:1 inch per inch (DBH) ratio to the trees removed in violation of this chapter. The size and quality of the mitigation nursery stock shall be approved by the city. If the applicant's property is deemed inadequate in size to accommodate the replacement trees, then a fee may be paid into a fund dedicated to parks maintenance at the minimum rate for installation of a one and three-quarter-inch caliper tree to city standards.
2. Trees that have been planted as part of a mitigation planting will not be covered by the minimum thresholds for trees requiring a permit for removal.

- B. Penalties. Any person or organization causing the illegal removal of a [heritage](#) tree who does not enter into a voluntary compliance agreement may be fined a sum not to exceed the equivalent of three times the appraised value of the tree based on the latest revision of the council of tree and landscape appraisers evaluation method but in any case an amount not less than [five hundred one thousand](#) dollars per violation.

(Ord. No. 1241, § 2(Exh. A), 10-12-2017)

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18.235.060 Special provisions for the Ridgefield Mixed-Use Overlay (RMUO).

Q. Procedure.

1. Adding or removing the RMUO is subject to the Type IV procedural requirements in RDC 18.310.090 and the rezoning requirements in RDC 18.320.
2. A pre-application conference is required for a RMUO master plan per RDC 18.310.030.
3. The RMUO master plan shall be reviewed through a Type III procedure per RDC 18.310.080. The master plan may be reviewed concurrently with any related applications such as subdivision or site plan review. Master plan applications must include:
 - a. Boundaries of the Site and Existing Conditions. The master plan must show the boundaries of the master plan area and existing conditions such as environmental constraints, utility services, existing structures and uses and existing transportation improvements.
 - b. General Statement. The master plan must include a narrative that generally describes the uses and development concept for the master plan area, and responds to all of the applicable standards in this chapter and elsewhere in the RDC. The statement shall include calculations of total gross acres; approximate net developable acres, gross floor area and residential density, if proposed, of proposed uses; area of public rights-of-way and other infrastructure; area of common open space and landscaping; and area of critical areas.
 - c. A SEPA Checklist.
 - d. Master Plan. The master plan must generally show the proposed division of land and distribution of proposed uses. The plan must include:
 - i. The location of all existing and proposed buildings, structures and other improvements, indicating proposed use category (e.g. residential, commercial).
 - ii. The location and size of all areas to be conveyed, dedicated or reserved as common open spaces, public parks or trails, recreation areas, and similar public or semipublic uses.
 - iii. The existing and proposed circulation system of streets, including off-street parking areas, service areas, loading areas and major points of access to public rights-of-way.
 - iv. The existing and proposed pedestrian circulation system.
 - v. The existing and proposed utility systems, including sanitary sewers, stormwater facilities, and water.
 - vi. The proposed treatment of the perimeter of the master plan area, including materials and techniques used such as screens, fences and walls.
 - vii. The existing and proposed landscaping, including natural areas to be retained, and critical areas and buffers.
 - e. Development Standards. The applicant may propose modifications to development standards in this section or the base zone standards for development under the master plan. The applicant must detail how the proposed modifications contribute to creation of a better site and meet the purpose and approval criteria for this overlay, in lieu of review under RDC 18.350.
 - f. Phasing of Development. The master plan shall include the proposed development phases, probable sequence of future phases, estimated dates and interim uses of the property awaiting development.

- g. Transportation and Parking. The applicant shall provide information on the following items for each phase:
- i. Projected Transportation Impacts. Provide a traffic impact analysis that includes the expected number of trips (peak and daily), an analysis of the impact of those trips on the street system, and the proposed mitigation measures. Mitigation measures may include improvements to the street system or specific programs to reduce traffic impacts, including transportation demand management techniques, such as encouraging the use of public transit, carpool, vanpools, adjustment of work hours and other alternatives to single occupancy vehicles.
 - ii. Parking Plan. Provide an estimate of parking needs and locations including opportunities to reduce overall parking for the site through joint use of facilities.
- h. Tree Removal and Protection. The applicant shall submit a preliminary tree removal and protection plan consistent with the requirements in RDC 18.840. A final tree removal and protection plan will be required at the time of site plan review.
4. Site plan review consistent with RDC 18.500 is required for development of individual sites within the master plan area. Development must demonstrate compliance with the approved master plan as part of the site plan review.
 5. For RMUO master plans with horizontally integrated residential and nonresidential components, twenty percent of the nonresidential component shall receive final occupancy prior to obtaining building permits for the residential component. The twenty percent calculation shall be based on net developable area if net developable area was used to determine the required mix of uses under RDC 18.235.060.D, or gross floor area if gross floor area was used to determine the required mix of uses under RDC 18.235.060.D.
 6. A RMUO master plan shall expire five years from the date of final approval thereof. For master plans approved as multi-phased development, approval for the first phase of development shall expire after five years from the date of final approval of the master plan and each subsequent phase must be completed within five years after. For purposes of this section, recording of a final plat, issuance of a site plan approval, or issuance of a building permit for the phase of development described in the approved master plan shall constitute completion of a phase.
 7. Extensions. A master plan may be extended for a period of up to two years upon application. Approval of the extension shall be done by the city council through a development agreement. Extensions are subject to the following criteria and conditions:
 - a. The applicant must make written requests for an extension at least sixty days prior to the expiration of the preliminary plat approval;
 - b. There have not been any substantial changes in the laws governing the development of the site with which lack of compliance would be contrary to public health, safety and welfare;
 - c. The applicant shall demonstrate that the applicant has pursued final platting in good faith in light of surrounding circumstances but has been delayed:
 - i. By extensive environmental permitting times;
 - ii. Extensive studies required by conditions of approval which took longer than anticipated; or
 - iii. There are specific verifiable extenuating circumstances or conditions beyond the control of the applicant as deemed appropriate by the city council.
 8. Amendments to approved master plans shall be reviewed through the post-decision review process per RDC 18.310.160.

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(Ord. No. 1219, § 2(Exh. A), 10-27-2016; Ord. No. 1253, § 2(Exh. A), 12-7-2017; Ord. No. 1260, § 2(Exh. A), 4-26-2018; Ord. No. 1266, § 2(Exh. A), 9-13-2018; Ord. No. 1271, § 2(Exh. A), 10-11-2018; Ord. No. 1290, § 2(Exh. A), 4-25-2019; Ord. No. 1296, § 2(Exh. A), 10-10-2019; Ord. No. 1325, § 2(Exh. A), 9-24-2020; Ord. No. 1337, § 3(Exh. A), 2-25-2021; Ord. No. 1339, § 2(Exh. A), 5-27-2021; Ord. No. 1345, § 2(Exh. A), 7-8-2021)

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18.280.050 Submittal requirements.

- A. Preparation by Qualified Professional. Any required critical areas report shall be prepared by a qualified professional as defined herein.
- B. General Critical Areas Report Contents. At a minimum, the critical areas report shall contain the following:
 - 1. The name and contact information of the applicant, a description of the proposal, and identification of the permit requested.
 - 2. A copy of the site plan for the development proposal including:
 - a. A map to scale depicting critical areas, buffers, the development proposal, and any areas to be cleared; and
 - b. Proposed stormwater management and sediment control plan for the development including a description of any impacts to drainage alterations.
 - 3. The dates, names, and qualifications of the persons preparing the report and documentation of any fieldwork performed on the site.
 - 4. Identification and scientific characterization of all critical areas and buffers.
 - 5. An assessment of the probable impacts to critical areas and buffers and risk of injury or property damage including permanent, temporary, temporal, and indirect impacts resulting from development of the site and the operations of the proposed development.
 - 6. A written response to each of the approval criteria in RDC 18.280.060.
 - 7. Plans for adequate mitigation, as needed, to offset any impacts, in accordance with RDC 18.280.050.E (Mitigation Plan Requirements).
 - 8. A copy of the SEPA checklist, if required by RDC 18.810.
- C. Other Reports or Studies. Unless otherwise provided, a critical areas report may be supplemented by or composed, in whole or in part, of any reports or studies required by other laws and regulations or previously prepared for and applicable to the development proposal site, as approved by the community development director or designee. Provided, the site conditions shall not have changed since the earlier report or study was completed.
- D. Critical Areas Report—Modifications to Requirements. The applicant may consult with the community development director or designee prior to or during preparation of the critical areas report to obtain city approval of modifications to the required contents of the report where, in the judgment of a qualified professional, more or less information is required to adequately address the potential impacts to any critical areas or buffers and the required mitigation. The community development director or designee may also initiate a modification to the required report contents by requiring either additional or less information, when determined to be necessary to the review of the proposed activity in accordance with this chapter.
- E. Mitigation Plan Requirements. When mitigation is required, the applicant shall submit a mitigation plan as part of the critical areas report. The mitigation plan shall include:
 - 1. Detailed Construction Plans. The mitigation plan shall include descriptions of the mitigation proposed, such as:
 - a. The proposed construction sequence, timing, and duration.
 - b. Grading and excavation details.
 - c. Erosion and sediment control features.

- d. A planting plan specifying plant species, quantities, locations, size, spacing, and density.
 - e. Measures to protect and maintain plants until established.
 - f. These written descriptions shall be accompanied by detailed site diagrams, scaled cross-sectional drawings, topographic maps showing slope percentage and final grade elevations, and any other drawings appropriate to show construction techniques or anticipated final outcome.
2. Monitoring Program. The mitigation plan shall include a program for monitoring construction of the mitigation project and for assessing a completed project. A protocol shall be included outlining the schedule for site monitoring, and how the monitoring data will be evaluated to determine if the performance standards are being met. A monitoring report shall be submitted as needed to document milestones, successes, problems, and contingency actions of the mitigation project. The mitigation project shall be monitored for a period necessary to establish that performance standards have been met, but not for a period less than five years. For example, ten years or more of monitoring are typically needed for forested wetlands or scrub-shrub communities. The city shall notify the responsible party in writing once the conditions of the monitoring plan are met.
 3. Adaptive Management. The mitigation plan shall include identification of potential courses of action, and any corrective measures to be taken if monitoring or evaluation indicates project performance standards are not being met.
- F. ~~One original copy of all application materials is required. Electronic copies of all materials that include graphic and text files are required.~~ Tree Removal and Protection Plan. The applicant shall submit a tree removal and protection plan consistent with the requirements in RDC 18.840.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1253, § 2(Exh. A), 12-7-2017)

18.500.040 Submittal requirements.

- A. Basic site plan review applications shall be accompanied by one original copy of all required submittal materials, and one electronic copy of all materials. All site plan applications shall contain complete site plans drawn to scale and produced in such a way as to clearly indicate compliance with all applicable zoning and site design standards, and shall include the following:
1. Dimensions and orientation of the parcel;
 2. Locations of existing and proposed buildings and structures;
 3. Location and layout of off-street parking and loading facilities;
 4. Curb cuts and internal traffic circulation;
 5. Location of walls and fences, indication of their height and construction materials;
 6. Existing and proposed exterior lighting, meeting the submittal requirements of RDC 18.715.070;
 7. Location and size of exterior signs and outdoor advertising;
 8. General location and configuration of proposed landscaping, meeting the submittal requirements of RDC 18.725.070;
 9. General location and configuration of proposed open space and recreation areas, if required;
 10. Contour lines at two-foot elevation intervals for slopes less than twenty-five percent and five-foot elevation intervals for slopes equal to or more than twenty-five percent;
 11. Height and conceptual appearance of building facades for all buildings and structures;
 12. Indication of proposed use of all buildings;
 13. The location of any historically or archaeologically significant feature; or natural feature, including stream corridors, wetlands, wildlife habitat areas, well head protection areas, geologically unstable areas, constrained and unbuildable land, areas with native vegetation, areas with tree cover, rock outcroppings or similar natural or historic features;
 14. Other architectural or engineering data which may be necessary to determine compliance with applicable regulations; ~~and~~
 15. Traffic analysis may be required if the proposed use could generate more than ten p.m. peak hour trips; ~~and~~
 16. Map of dedication, if applicable, showing all land dedicated to the public for the purpose of roadway, drainage, flood control, utility line, emergency or service vehicle access, or other public use, and all easement rights dedicated for private purposes, including, but not limited to, trails, open space, parks, and storm ponds; ~~and~~
 17. Tree removal and protection plan, meeting the submittal requirements of RDC 18.840.030.
- B. Applications for minor site plan review shall be accompanied by one original copy of the submittal requirements of RDC 18.500.040.A and one electronic copy of all materials.
- C. The planning director may waive select submittal requirements on a case-by-case basis if the submittal is not applicable or relevant to the proposed site development or use.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1207, § 2(Exh. A), 5-26-2016; Ord. No. 1253, § 2(Exh. A), 12-7-2017; Ord. No. 1296, § 2(Exh. A), 10-10-2019)

18.550.020 Preliminary binding site plan application.

- A. An application for a binding site plan may be made by an owner or owners of land, or by an authorized agent of an owner or owners.
- B. The applicant shall submit one original copy of all application materials and electronic copies of all materials. The application shall contain the following:
 - 1. The entire lot or parcel constituting the applicants land;
 - 2. Proposed name of the binding site plan (if any);
 - 3. Accurate and complete legal description of the proposed binding site plan;
 - 4. Scale, north arrow and date;
 - 5. Boundary lines based upon a recent land survey of the land proposed to be divided and boundary lines of all proposed lots and streets;
 - 6. Location and size of water and sewer lines utility easements: and drainage system proposed to serve the lots within the proposed binding site plan and their point of connections with existing services;
 - 7. Location, size, purpose and nature of existing roads, streets, rights-of-way, and easements adjacent to, or across, the land;
 - 8. Location of any streets, rights-of-way or easements proposed to serve the lots within the proposed binding site plan with a clear designation of their size, purpose and nature;
 - 9. Parcels of land intended or required to be dedicated for streets, open space, or other public purposes;
 - 10. Contour lines at two-foot elevation intervals for slopes less than twenty-five percent and five-foot elevation intervals for slopes equal to or more than twenty-five percent;
 - 11. Accurate mapping of critical areas, including wetlands, stream corridors, slopes of fifteen to twenty-four percent, slopes of twenty-five percent and greater, floodplains and slope hazard areas;
 - 12. Name, mailing address and telephone number owner and/or developer and/or preparer of information;
 - 13. Environmental checklist, if required by RDC 18.810;
 - 14. Names and addresses of adjacent land owners shown on the records of the Clark County assessor located within three hundred feet of any portion of the boundary of the binding site plan;
 - 15. Modifications or variations requested, if any; ~~and~~
 - 16. [Tree removal and protection plan, meeting the submittal requirements of RDC 18.840.030; and](#)
 - ~~16~~17. Copy of the binding site plan reduced to fit on eight and one-half by eleven-inch paper.

(Ord. No. 1291, § 2(Exh. A), 5-23-2019)

18.610.020 Preliminary short plat application contents.

- A. An application for a short subdivision may be made by an owner or owners of land, or by an authorized agent of an owner or owners, or by a representative of any governmental agency if the short subdivision is sought for a governmental purpose and such application shall be filed with the city.
- B. The prospective subdivider shall submit one original copy of all application materials and electronic copies of all materials. The application shall contain the following:
 - 1. The entire lot or parcel constituting the applicants land;
 - 2. Proposed name of the short subdivision this name shall not duplicate any name used on a recorded plat or subdivision in Clark County, including the municipalities of Clark County;
 - 3. Accurate and complete legal description of the proposed short subdivision;
 - 4. Scale, north arrow and date;
 - 5. Boundary lines based upon a recent land survey of the land proposed to be subdivided and boundary lines of all proposed lots and streets;
 - 6. Location and size of water and sewer lines utility easements: and drainage system proposed to serve the lots within the proposed short subdivision and their point of connections with existing services;
 - 7. Location, size, purpose and nature of existing roads, streets, rights-of-way, and easements adjacent to, or across, the land;
 - 8. Location of any streets, rights-of-way or easements proposed to serve the lots within the proposed short subdivision with a clear designation of their size, purpose and nature;
 - 9. Parcels of land intended or required to be dedicated for streets, open space, or other public purposes;
 - 10. Contour lines at two-foot elevation intervals for slopes less than 25 percent and five-foot elevation intervals for slopes equal to or more than twenty-five percent;
 - 11. Accurate mapping of critical areas, including wetlands, stream corridors, slopes of fifteen to twenty-four percent, slopes of twenty-five percent and greater, floodplains and slope hazard areas;
 - 12. Name, mailing address and telephone number owner and/or developer and/or preparer of information;
 - 13. Environmental checklist, if required by RDC 18.810;
 - 14. Names and addresses of adjacent land owners shown on the records of the Clark County assessor located within three hundred feet of any portion of the boundary the proposed short subdivision;
 - 15. Modifications or variations requested, if any; ~~and~~
 - 16. Tree removal and protection plan, meeting the submittal requirements of RDC 18.840.030; and
 - ~~16~~17. Copy of the plat map reduced to fit on eight and one-half by eleven-inch paper.

(Ord. No. 1178, § 2(Exh. A), 2-12-2015; Ord. No. 1253, § 2(Exh. A), 12-7-2017)

18.615.020 Preliminary large lot plat application contents.

- A. An application for a large lot plat may be made by an owner or owners of land, or by an authorized agent of an owner or owners, or by a representative of any governmental agency if the short subdivision is sought for a governmental purpose and such application shall be filed with the city.
- B. The application shall contain the following:
 - 1. The entire lot or parcel constituting the applicants land;
 - 2. Proposed name of the large lot plat (if any). This name shall not duplicate any name used on a recorded plat or subdivision in Clark County, including the municipalities of Clark County;
 - 3. Accurate and complete legal description of the proposed large lot plat;
 - 4. Scale, north arrow and date;
 - 5. Boundary lines based upon a recent land survey of the land proposed to be subdivided and boundary lines of all proposed lots and streets;
 - 6. Location and size of water and sewer lines utility easements: and drainage system proposed to serve the lots within the proposed large lot plat and their point of connections with existing services;
 - 7. Location, size, purpose and nature of existing roads, streets, rights-of-way, and easements adjacent to, or across, the land;
 - 8. Location of any streets, rights-of-way or easements proposed to serve the lots within the proposed large lot plat with a clear designation of their size, purpose and nature;
 - 9. Parcels of land intended or required to be dedicated for streets, open space, or other public purposes;
 - 10. Contour lines at two-foot elevation intervals for slopes less than twenty-five percent and five-foot elevation intervals for slopes equal to or more than twenty-five percent;
 - 11. Accurate mapping of critical areas, including wetlands, stream corridors, slopes of fifteen to twenty-four percent, slopes of twenty-five percent and greater, floodplains and slope hazard areas;
 - 12. Name, mailing address and telephone number owner and/or developer and/or preparer of information;
 - 13. Environmental checklist, if required by RDC 18.810;
 - 14. Names and addresses of adjacent land owners shown on the records of the Clark County assessor located within three hundred feet of any portion of the boundary the proposed large lot plat; ~~and~~
 - 15. Modifications or variations requested, if any; and
 - 16. Tree removal and protection plan, meeting the submittal requirements of RDC 18.840.030.

(Ord. No. 1352, § 2(Exh. A), 11-4-2021)

18.620.030 Application for a subdivision—Requirements.

- A. An application for a subdivision may be made by an owner or owners of land, or by an authorized agent of an owner or owners, or by a representative of any governmental agency if the subdivision is sought for a governmental purpose and such application shall be filed with the city.
1. The prospective subdivider shall submit one original copy of application materials, as well as one electronic copy of all materials. The application shall contain the following:
 - a. The entire lot or parcel constituting the applicants land;
 - b. Proposed name of the subdivision this name shall not duplicate any name used on a recorded plat or subdivision in Clark County, including the municipalities of Clark County;
 - c. Accurate and complete legal description of the proposed subdivision;
 - d. Scale, north arrow and date;
 - e. Boundary lines based upon a recent land survey of the land proposed to be subdivided and boundary lines of all proposed lots and streets;
 - f. Location and size of water and sewer lines utility easements: and drainage system proposed to serve the lots within the proposed subdivision and their point of connections with existing services;
 - g. Location, size, purpose and nature of existing roads, streets, rights-of-way, and easements adjacent to, or across, the land;
 - h. Location of any streets, rights-of-way or easements proposed to serve the lots within the proposed subdivision with a clear designation of their size, purpose and nature;
 - i. Contour lines at two-foot elevation intervals for slopes less than twenty-five percent and five-foot elevation intervals for slopes equal to or more than twenty-five percent;
 - j. Accurate mapping of sensitive lands, including wetlands, stream corridors, slopes of fifteen to twenty-four percent, slopes of twenty-five percent and greater, floodplains and slope hazard areas;
 - k. If a subdivision is proposed concomitantly with a planned unit development, the application requirements of Chapter 18.401 must also be met;
 - l. Name, mailing address and telephone number owner and/or developer and/or preparer of information;
 - m. Environmental checklist;
 - n. Names and addresses of adjacent land owners shown on the records of the Clark County assessor located within three hundred feet of any portion of the boundary the proposed subdivision;
 - o. Modifications or variations requested, if any;
 - p. Copy of the plat map reduced to fit on eight and one-half by eleven-inch paper;
 - q. Map of dedication showing all land dedicated to the public for the purpose of roadway, drainage, flood control, utility line, emergency or service vehicle access, or other public use, and all easement rights dedicated for private purposes, including, but not limited to, trails, open space, parks, and storm ponds. If a covenant is required by the city, the verbiage including the timing for payment or construction of the proportional share of said amenities and facilities must be shown on said map. If the city requires a covenant that runs with the land to ensure the construction

and maintenance of private improvements identified on the map of dedication, the map of dedication shall include a note describing the timing of payment or construction of the required public or private facilities or improvements and shall also include a note indicating the grantors proportionate share of the required public or private facilities or improvements; and

r. Tree removal and protection plan, meeting the submittal requirements of RDC 18.840.030.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1232, § 2(Exh. A), 4-27-2017; Ord. No. 1296, § 2(Exh. A), 10-10-2019)

Attachment: 18.620.030 Application for a subdivision Requirements (Tree Management Code)