



**RIDGEFIELD CITY COUNCIL
MEETING AGENDA**

**Thursday, August 24, 2017
Ridgefield Community Center
210 N. Main, Ridgefield, WA 98642**

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

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

II. 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.

III. CONSENT AGENDA

- 1. Approval of Claims And/Or Payroll**
- 2. Approval of Minutes from August 10, 2017 Meeting**

IV. BUSINESS

- 1. Resolution No. 531 – Update to Master Fee Schedule-Kirk Johnson, Finance Director**
- 2. Motion - Approval of 35Th Ave Roundabout Inspection Contract - Bryan Kast, Public Works Director**
- 3. Motion - Approval of RORC Grading Inspection Contract - Bryan Kast, Public Works Director**
- 4. Motion - Approval Award for LED Street Light Conversion Project - Bryan Kast, Public Works Director**
- 5. Motion - Approval of Interlocal Agreement with CPU for Purchase of LED Lights - Bryan Kast, Public Works Director**
- 6. Motion - Approval Award of Construction Contract for Gee Creek Trail - Bryan Kast, Public Works Director**
- 7. Motion - Approval Award of 45Th Ave Design Contract - Bryan Kast, Public Works Director**

V. 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.

VI. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

- 1. Council**
- 2. Mayor**

3. City Manager

VII. FROM THE COUNCIL

VIII. ADJOURN

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: August 24, 2017
ITEM: CONSENT AGENDA
AGENDA ITEM TITLE: Approval of Claims And/Or Payroll

GOVERNING LEGISLATION:

Revised Code of Washington Title 35A

PREVIOUS COUNCIL ACTION TAKEN:

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

BACKGROUND:

Vendor claims

BUDGET/FINANCIAL IMPACTS:

See vendor detail attached

RECOMMENDED ACTION OR MOTION:

Staff recommends Council 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 24 2017 Claims Report (PDF)

City of Ridgefield
Claims Payment Report
For Approval on: August 24, 2017

3.1.a

Sum of Amount								
Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total			
ACCELA INC.	2779	INV-ACC32540	Public Works	Utility Billing Set Up - Mileage & Meals	1,416.33			
		INC-ACC33014-A	Public Works	Web Payment & Online Bills	756.00			
ACCELA INC. Total					2,172.33			
ARAMARK UNIFORM SERVICES	32	863027824	Genl Govt/Facilities	City Hall/PD/CDD Floor Mats	7.09			
			Public Safety	City Hall/PD/CDD Floor Mats	4.47			
			Public Works	City Hall/PD/CDD Floor Mats	3.91			
			Community Development	City Hall/PD/CDD Floor Mats	3.92			
		863027825	Genl Govt/Facilities	PW Uniforms & Floor Mats	2.14			
			Public Works	PW Uniforms & Floor Mats	49.13			
			Community Development	PW Uniforms & Floor Mats	0.70			
			863017412	Genl Govt/Facilities	City Hall/PD/CDD Floor Mats	7.09		
		863017413	Public Safety	City Hall/PD/CDD Floor Mats	4.47			
			Public Works	City Hall/PD/CDD Floor Mats	3.91			
			Community Development	City Hall/PD/CDD Floor Mats	3.92			
			Genl Govt/Facilities	PW Uniforms & Floor Mats	2.25			
			Public Works	PW Uniforms & Floor Mats	52.56			
			Community Development	PW Uniforms & Floor Mats	0.70			
			ARAMARK UNIFORM SERVICES Total					146.26
			ASSOCIATED CONSULTANTS INC.	1030	16-231-02	Community Development	Plan Review - Church & Dwight MEC-16-0052	255.00
17-204A-01	Community Development	Plan Review - Hillhurst Comm. Ctr COM-17-0026			1,275.00			
17-132-01	Community Development	Plan Review - Energy Electric COM-17-0007			1,147.50			
17-122-02	Community Development	Plan Review - Pacific Crest Paint Booth			170.00			
17-152-02	Community Development	Plan Review-RSD 5-8 Intermediate COM-17-0012			11,475.00			
17-204B-01	Community Development	Plan Review - Hillhurst Comm. Ctr COM-17-0025			1,275.00			
ASSOCIATED CONSULTANTS INC. Total					15,597.50			
B AND L PAPER COMPANY	2165	24592	Public Safety	PD Roll Towels & Kitchen Towels	76.15			
B AND L PAPER COMPANY Total					76.15			
BERGERABAM	1708	319645	#N/A	Ridgefield Gee Creek Trail Master Plan	5,327.87			
		319461	Community Development	Gee Creek Plateau Sub Area Plan	4,862.01			
BERGERABAM Total					10,189.88			
BLUEFIN PAYMENT SYSTEMS	2827	2827-201708-01	Public Works	E-Pay Processing Fees	825.42			
BLUEFIN PAYMENT SYSTEMS Total					825.42			
BOB'S AUTOMOTIVE	57	16200	Genl Govt/Facilities	Vehicle Maint - Fred's Truck	0.50			
			Public Works	Vehicle Maint - Fred's Truck	24.36			
BOB'S AUTOMOTIVE Total					24.86			
BOB'S PAINTLAND	59	8864A	Public Works	Fire Hydrant Painting	61.73			
		8921A	Genl Govt/Facilities	707 Abrams Park Rd. Rental House Supplies	86.50			
BOB'S PAINTLAND Total					148.23			
BRENDA HOWELL	2875	201708-01	Public Works	Meals Per-Diem Statewide Purchasing and Contracting	128.00			
BRENDA HOWELL Total					128.00			
BRIM TRACTOR	2877	IL71735	Public Works	John Deere Flail Mower Maint.	346.88			
BRIM TRACTOR Total					346.88			

Attachment: August 24 2017 Claims Report (Approval of Claims And/Or Payroll)

City of Ridgefield
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3.1.a

BSK ASSOCIATES	2119	V702482	Public Works	Lab Analysis - Alkalinity & Coliform	522.00
BSK ASSOCIATES Total					522.00
CFM STRATEGIC COMMUNICATIONS INC.	2551	24089	Genl Govt/Facilities	Lobbyist	4,530.00
CFM STRATEGIC COMMUNICATIONS INC. Total					4,530.00
CINTAS FIRE PROTECTION	2520	OF80019200	Public Safety	Fire Extinguisher Annual Maintenance	88.89
CINTAS FIRE PROTECTION Total					88.89
CITY OF BATTLE GROUND	92	926	Judicial	(blank)	1,285.00
		930	Judicial	Court Costs - July 2017	8,798.66
CITY OF BATTLE GROUND Total					10,083.66
CLARK COUNTY	102	230002071	Public Safety	Qtr. 2 Netmotion License & Support	404.16
		210001664	Genl Govt/Facilities	2nd Qtr 2017 Excess Liquor Profit/Excise Tax	472.26
		230002083	Public Safety	Qtr. 1 & 2 - Panasonic MDC's	7,200.00
		130007998	Public Works	City Striping	632.48
		220004784	Judicial	June 2017 Supervisions & Pretrials	240.59
		220004791	Judicial	Qtr. 2 Limited Court Services Interlocal	120.00
CLARK COUNTY Total					9,069.49
CLARK COUNTY TREASURERS OFFICE	554	554201708-01	Genl Govt/Facilities	School Impact Fees	46,866.92
CLARK COUNTY TREASURERS OFFICE Total					46,866.92
CLARK PUBLIC UTILITIES	110	0110-201708-14	Public Works	800 NE 264 St Intertie 1 - Water	572.80
		0110-201708-15	Public Works	2300 N 3rd Way Bellwood Trail Lights	30.09
		0110-201708-23	Public Works	911 N 65th Ave Intertie 2 - Water	64.15
		0110-201708-21	Public Works	3701 N 3rd Cir - Electricity	26.98
		0110-201708-18	Public Works	255 S 56th Pl - Electricity	2,521.62
		0110-201708-20	Public Works	Overlook Park - Electricity	43.64
		0110-201708-19	Public Works	1504 NW Intertie 3 - Water	391.75
		0110-201708-16	Public Works	Pioneer St. & Gee Creek Loop - Electricity	27.16
		0110-201708-17	Public Works	512 N Allen Dr - Electricity	26.83
		0110-201708-22	Genl Govt/Facilities	707 N Abrams Park Rd. - Electricity	120.53
CLARK PUBLIC UTILITIES Total					3,825.55
CLARK REGIONAL WASTEWATER DISTRICT	741	0741-201708-01	Public Works	109 W Division WWTP - Sewer	247.53
		0741-201708-02	Public Works	301 N 3rd Ave CDD - Sewer	26.76
			Community Development	301 N 3rd Ave CDD - Sewer	21.03
		0741-201708-08	Public Safety	116 N Main Ave PD - Sewer	47.79
		0741-201708-04	Public Works	Abrams Park Restrooms - Sewer	75.98
		0741-201708-03	Public Works	Abrams Park Former Mgr House - Sewer	47.79
		0741-201708-07	Public Works	255 S 56th Pl Well & Reservoir - Sewer	61.27
		2017.08.01	Public Works	RORC Plan Review & Inspection	1,606.00
		0741-201708-05	Genl Govt/Facilities	230 Pioneer St City Hall - Sewer	135.41
		0741-201708-06	Public Works	Abrams Park Kitchen - Sewer	44.11
CLARK REGIONAL WASTEWATER DISTRICT Total					2,313.67
COLUMBIA RESOURCE COMPANY	114	16668	Public Works	Debris Removal	637.97
COLUMBIA RESOURCE COMPANY Total					637.97
COMCAST	2271	2271-201708-230	Genl Govt/Facilities	City Hall Communications	251.89
		2271-201708-116	Public Safety	PD Communications - 8/15/17-9/14/17	289.72
		2217-201708-109	Public Works	WWTP Communicaitons - 8/17/17-9/16/17	296.40
		2271-201708-210	Genl Govt/Facilities	Community Center WiFi	216.15

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COMCAST	2271	2271-201708-210	Community Development	Community Center WiFi	54.04
COMCAST Total					1,108.20
COMCAST BUSINESS	1666	55947036	Genl Govt/Facilities	City Hall Communications	363.34
COMCAST BUSINESS Total					363.34
COMDATA NETWORK INC.	1101	20275583	Public Safety	Fuel PD - XN795	1,031.51
COMDATA NETWORK INC. Total					1,031.51
COMPULINK MANAGEMENT CENTER INC.	2648	2017Q271364LSAP	Genl Govt/Facilities	Laserfiche LSAP Maint. Renewal	(545.16)
			Public Works	Laserfiche LSAP Maint. Renewal	2,814.06
			Community Development	Laserfiche LSAP Maint. Renewal	1,688.44
			Information Technology	Laserfiche LSAP Maint. Renewal	2,532.66
COMPULINK MANAGEMENT CENTER INC. Total					6,490.00
CRIMINAL JUSTICE TRAINING COMMISSION	2721	201128710	Public Safety	BLEA Class 755 - Tyler King	1,687.00
CRIMINAL JUSTICE TRAINING COMMISSION Total					1,687.00
DEPARTMENT OF LICENSING	154	RG0000197-2017	Genl Govt/Facilities	CPL Fees - Brooks	18.00
		RG0000196-2017	Genl Govt/Facilities	CPL Fees - Hower	18.00
		RG0000199-2017	Genl Govt/Facilities	CPL Fees - Silver	18.00
		RG0000195-2017	Genl Govt/Facilities	CPL Fees - Thomas	18.00
		RG0000198-2017	Genl Govt/Facilities	CPL Fees - Kast	18.00
DEPARTMENT OF LICENSING Total					90.00
DICK'S TIRE FACTORY	158	D69200	Public Safety	Vehicle Maint - '16 Interceptor	37.71
		D68898	Genl Govt/Facilities	580 Case Tractor Repair	1.48
			Public Works	580 Case Tractor Repair	23.95
			Community Development	580 Case Tractor Repair	0.82
DICK'S TIRE FACTORY Total					63.96
E2 LAND USE PLANNING SERVICES LLC	485	0485-201708-01	Public Works	Planning Consultant Services June-July 2017	2,109.00
			Community Development	Planning Consultant Services June-July 2017	8,309.40
E2 LAND USE PLANNING SERVICES LLC Total					10,418.40
ELCOR INC	2081	MSP-9864	Public Safety	Comp Maint/Service/Equipment/Software	1,416.70
			Public Works	Comp Maint/Service/Equipment/Software	1,325.22
			Community Development	Comp Maint/Service/Equipment/Software	988.95
			Information Technology	Comp Maint/Service/Equipment/Software	3,084.75
		9906	Public Works	WWTP Wifi Upgrade/Warranty Ext./DNS Renewal	355.76
			Community Development	WWTP Wifi Upgrade/Warranty Ext./DNS Renewal	332.63
			Information Technology	WWTP Wifi Upgrade/Warranty Ext./DNS Renewal	997.48
ELCOR INC Total					8,501.49
ELITE COLLISION CENTER INC.	2878	17404	Genl Govt/Facilities	Vehicle Repair - Crockford	2,934.40
			Public Works	Vehicle Repair - Crockford	980.00
ELITE COLLISION CENTER INC. Total					3,914.40
FERGUSON ENTERPRISES INC # 8423	181	595458	Public Works	Water Meters	764.05
		595023	Public Works	Sensus Hydrant Meters	8,482.30
FERGUSON ENTERPRISES INC # 8423 Total					9,246.35
FLASHALERT NEWSWIRE	2874	9672	Public Safety	News Distribution Sept. 2017 - Aug. 2018	204.00
FLASHALERT NEWSWIRE Total					204.00
GRAINGER	206	9524145936	Public Works	WWTP Supplies	55.01
		9523933175	Public Works	WWTP Supplies	55.01
GRAINGER Total					110.02

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H.D. FOWLER COMPANY	2036	I4564640	Public Works	Water Supplies	33.39
		I4589776	Public Works	Water Meters	737.81
		C419234	Public Works	Returned Water Supplies	(57.43)
H.D. FOWLER COMPANY Total					713.77
HARRY'S KEY SERVICE INC.	982	4482081117	Genl Govt/Facilities	City Hall Lock Box Maintenance	115.99
HARRY'S KEY SERVICE INC. Total					115.99
HARRY'S LAWN AND POWER EQUIPMENT	214	125931	Public Works	Parks Mower Maint.	184.40
HARRY'S LAWN AND POWER EQUIPMENT Total					184.40
HERB N' ROOTS CATERING CO.	2528	2528-201708	Genl Govt/Facilities	50% Final Balance - F2T 2017 Catering	4,011.00
HERB N' ROOTS CATERING CO. Total					4,011.00
HERB'N TABLE CATERING	2713	170510058	Genl Govt/Facilities	50% Final Balance - 2017 F2T Catering	525.00
HERB'N TABLE CATERING Total					525.00
INTERMEDIA.NET INC	2187	1708155075	Information Technology	Voice Service Charges	79.65
INTERMEDIA.NET INC Total					79.65
INTERNATIONAL GRAPHICS INC.	2859	174647	Public Works	Traffic Control Signs	1,371.91
INTERNATIONAL GRAPHICS INC. Total					1,371.91
J.L. STOREDAHL AND SONS	558	218400/2018669	Genl Govt/Facilities	707 Abrams Park Rd Rental House Supplies	405.97
J.L. STOREDAHL AND SONS Total					405.97
J2 BLUE PRINT SUPPLY	243	AR33031	Public Works	RORC Mass Grading/Utilities Project	422.49
		AR33030	Public Works	NW Hillhurst RD Water Main Proj.	339.40
J2 BLUE PRINT SUPPLY Total					761.89
JANEAN Z PARKER	2199	159	Public Works	Legal Services	371.87
			Community Development	Legal Services	3,500.00
			#N/A	Legal Services	131.25
			Legal	Legal Services	784.38
JANEAN Z PARKER Total					4,787.50
JEFF NITEN	2249	2249-082017-01	Community Development	Tuition Reimbursement - Niten	1,482.00
JEFF NITEN Total					1,482.00
JESSICA TURPEINEN	2659	216	Genl Govt/Facilities	2017 F2T Event & Design Coordination Services	1,500.00
JESSICA TURPEINEN Total					1,500.00
KENYON DISEND PLLC	1746	185779	Community Development	CDD Legal Services	39.00
KENYON DISEND PLLC Total					39.00
KIRK JOHNSON	1716	1716-201708-01	Genl Govt/Facilities	Mileage & Supplies Reimbursement	4.56
			Finance	Mileage & Supplies Reimbursement	202.34
KIRK JOHNSON Total					206.90
KNAPHEIDE TRUCK EQUIPMENT-NORTHWEST	2100	POS4482	Genl Govt/Facilities	Chev 1 Ton Flat Bed Repair	5.24
				Chev 1 Ton Flat Bed Repair-Use/Sales Tax	(7.18)
			Public Works	Chev 1 Ton Flat Bed Repair	84.51
			Community Development	Chev 1 Ton Flat Bed Repair	2.91
		POS4590	Genl Govt/Facilities	Chev 1 Ton Flat Bed Maint	2.02
				Chev 1 Ton Flat Bed Maint-Use/Sales Tax	(2.77)
			Public Works	Chev 1 Ton Flat Bed Maint	32.63
			Community Development	Chev 1 Ton Flat Bed Maint	1.12
		POS4641	Genl Govt/Facilities	Returned Supplies - Chev 1 Ton Flat Bed	0.73
			Public Works	Returned Supplies - Chev 1 Ton Flat Bed	(31.64)
			Community Development	Returned Supplies - Chev 1 Ton Flat Bed	(1.09)

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KNAPHEIDE TRUCK EQUIPMENT-NORTHWEST	2100	POS4701	Genl Govt/Facilities	Returned Supplies - Chev 1 Ton Flat Bed	(0.74)
				Returned Supplies - Chev 1 Ton Flat Bed - Use Sales Tax	1.01
			Public Works	Returned Supplies - Chev 1 Ton Flat Bed	(11.86)
			Community Development	Returned Supplies - Chev 1 Ton Flat Bed	(0.41)
KNAPHEIDE TRUCK EQUIPMENT-NORTHWEST Total					74.48
LAKESIDE INDUSTRIES	264	21053	Public Works	Commercial Mix Asphalt	338.57
LAKESIDE INDUSTRIES Total					338.57
LEE KNOTTNERUS	1765	1765-201708-01	Genl Govt/Facilities	Farm to Table Liquor License Reimbursement	60.00
LEE KNOTTNERUS Total					60.00
LES SCHWAB TIRES WOODLAND	272	42600248033	Genl Govt/Facilities	10yd Dump Truck Flat Repair	2.68
			Public Works	10yd Dump Truck Flat Repair	43.31
			Community Development	10yd Dump Truck Flat Repair	1.49
LES SCHWAB TIRES WOODLAND Total					47.48
LISA BLAKE	2297	201708-01	Public Works	Meals Per-Diem Statewide Purchasing and Contracting	128.00
		2297-201708-01	Public Works	Mileage Reimbursement - WETRC Training-Blake	97.70
LISA BLAKE Total					225.70
M JULIETA RUBIO ROMERO	2164	2164-201708-01	Human Resources	Mileage Reimbursement-Accela Conf- Rubio	69.76
M JULIETA RUBIO ROMERO Total					69.76
MACKAY AND SPOSITO INC.	899	32505	Public Works	Gee Creek Trail Project	1,275.00
MACKAY AND SPOSITO INC. Total					1,275.00
MALLORY SAFETY AND SUPPLY LLC	285	2137510	Community Development	CDD- Safety Glasses/Hard Hats/Vests	48.58
MALLORY SAFETY AND SUPPLY LLC Total					48.58
MARIUS L MALATTIA	1817	1817-201708-02	Community Development	Plan Reviews	962.50
		1817-201708-01	Community Development	Plan Reviews	1,540.00
MARIUS L MALATTIA Total					2,502.50
MASONS SUPPLY COMPANY	2051	6030280-00	Public Works	Streets Small Tools	260.76
MASONS SUPPLY COMPANY Total					260.76
MITCHELL H HARDIN	2699	2699-2	Genl Govt/Facilities	2017 F2T Music	400.00
MITCHELL H HARDIN Total					400.00
MR. SPRINKLER INC	1097	13334	Public Works	Backflow Testing - Parks	480.00
MR. SPRINKLER INC Total					480.00
NAPA AUTO PARTS	498	998884	Genl Govt/Facilities	PW Shop Supplies	1.52
			Public Works	PW Shop Supplies	24.58
			Community Development	PW Shop Supplies	0.85
		998627	Genl Govt/Facilities	Chev 1 Ton Flat Bed Maint	1.34
			Public Works	Chev 1 Ton Flat Bed Maint	21.66
			Community Development	Chev 1 Ton Flat Bed Maint	0.75
		997672	Genl Govt/Facilities	Tom Hundis Ford Ranger Maint.	2.40
			Public Works	Tom Hundis Ford Ranger Maint.	37.56
		999148	Genl Govt/Facilities	CDD Vehicle Maint & Chev 1 Ton Flat Bed	0.96
			Public Works	CDD Vehicle Maint & Chev 1 Ton Flat Bed	15.57
			Community Development	CDD Vehicle Maint & Chev 1 Ton Flat Bed	41.54
		999221	Genl Govt/Facilities	Tom Hundis Ford Raner Maint	12.43
			Public Works	Tom Hundis Ford Raner Maint	194.76
NAPA AUTO PARTS Total					355.92
NORTHWEST NATURAL GAS	315	0315-201708	Public Safety	PD Natural Gas	1.20

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NORTHWEST NATURAL GAS Total					1.20
NORTHWESTERN BUS NUTS	2873	2873-201708-01	Genl Govt/Facilities	2017 Big Paddle Tent Rental	300.00
NORTHWESTERN BUS NUTS Total					300.00
OFFICEMAX INCORPORATED	1599	748527	Public Safety	PD Office & Operational Supplies	320.33
		714542	Genl Govt/Facilities	General/Finance/Admin Office Supplies	41.50
			Public Works	General/Finance/Admin Office Supplies	44.37
		748957	Public Works	PD Operational Supplies	15.58
OFFICEMAX INCORPORATED Total					421.78
ONE CALL CONCEPTS	326	7079090	Public Works	Excavation Notifications & Modem Ticket Delivery	112.20
ONE CALL CONCEPTS Total					112.20
ON-HOLD CONCEPTS INC	2217	435757	Information Technology	On Hold Music Service	24.95
ON-HOLD CONCEPTS INC Total					24.95
OTAK INC.	1787	81700004	Public Works	Ridgefield Stormwater Master Plan Update	8,939.00
OTAK INC. Total					8,939.00
PACIFIC OFFICE AUTOMATION	1564	55736844	Public Works	CDD Copier Lease	163.63
			Community Development	CDD Copier Lease	163.64
PACIFIC OFFICE AUTOMATION Total					327.27
PATRICK HILDRETH BRAND AND DESIGN	2372	764	Genl Govt/Facilities	Graphic & Website Design/Newsletter	358.01
			Public Works	Graphic & Website Design/Newsletter	83.32
			Information Technology	Graphic & Website Design/Newsletter	16.67
PATRICK HILDRETH BRAND AND DESIGN Total					458.00
PAUL LEWIS	1647	1647-201708-01	Executive	City Manager Annual Evaluation	780.00
PAUL LEWIS Total					780.00
REFLECTOR	369	I1311021	Public Works	SEPA DNS - Pioneer Place Sewer	88.65
		I1311022	Community Development	Pub. Hrg - Moratorium Ad#99344	54.07
		I1311023	Community Development	Pub. Hrg. Amendment Code 10.12-Ad #99486	57.41
		I1311020	Community Development	Ordinance No. 1239	45.47
REFLECTOR Total					245.60
RIDGEFIELD COMMUNITY CENTER	373	0373-201708-01	Genl Govt/Facilities	July 2017 Community Center Rental	562.50
			Community Development	July 2017 Community Center Rental	187.50
RIDGEFIELD COMMUNITY CENTER Total					750.00
RIDGEFIELD HARDWARE	376	0376-201708-01	Genl Govt/Facilities	Ridgefield Hardware Operational Supplies	449.72
			Public Safety	Ridgefield Hardware Operational Supplies	93.96
			Public Works	Ridgefield Hardware Operational Supplies	1,140.26
			Community Development	Ridgefield Hardware Operational Supplies	7.53
RIDGEFIELD HARDWARE Total					1,691.47
RIDGEFIELD SCHOOL DISTRICT	378	PLZ-17-0087	Genl Govt/Facilities	Refund due to overpayment on PLZ-17-0087	50.00
		1001600117	#N/A	RORC Grading Project	69,543.64
RIDGEFIELD SCHOOL DISTRICT Total					69,593.64
ROY RHINE	1686	1686201708-01	Public Safety	Meals Per-Diem - Manage & Assessor Training	61.00
ROY RHINE Total					61.00
SANDRA HOOTS	2163	2163-201708-01	Genl Govt/Facilities	NNO Reimbursment	259.98
		2163-201708-02	Genl Govt/Facilities	NNO Mileage Reimbursement	27.45
SANDRA HOOTS Total					287.43
SHRED-IT US JV LLC	2274	8122863428	Genl Govt/Facilities	CDD Secure Shredding	0.88
			Public Works	CDD Secure Shredding	14.23

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SHRED-IT US JV LLC	2274	8122863428	Community Development	CDD Secure Shredding	16.09
		8122863427	Genl Govt/Facilities	City Hall Secure Shredding	31.20
SHRED-IT US JV LLC Total					62.40
SMARSH	2550	inv00250901	Information Technology	Email & Social Media Archiving - July 2017	221.00
SMARSH Total					221.00
SPOK INC.	295	A0364104T	Public Works	Communications	8.68
SPOK INC. Total					8.68
STATE OF WASHINGTON DEPARTMENT OF REVENUE	156	21385894	Genl Govt/Facilities	July 2017 B&O and Excise Tax	781.98
			Public Works	July 2017 B&O and Excise Tax	9,835.06
STATE OF WASHINGTON DEPARTMENT OF REVENUE Total					10,617.04
STERICYCLE	2504	3003937639	Public Safety	Hazardous Waste Removal	10.36
STERICYCLE Total					10.36
STEVE STUART	2075	207520108-01	Executive	Meals Per-Diem - WCMA 2017 Conference	93.00
STEVE STUART Total					93.00
TAC 1 SYSTEMS	1634	SI-006422	Genl Govt/Facilities	Molded Gel Open Ear Inserts & Surveillance Kits	(5.01)
			Public Safety	Molded Gel Open Ear Inserts & Surveillance Kits	64.66
TAC 1 SYSTEMS Total					59.65
THE MASTERS TOUCH LLC	1786	52822	Public Works	Delinquent Statements-Aug 2017	312.60
		P52822	Public Works	Postage for Delinquent Notices - Aug 2017	204.99
THE MASTERS TOUCH LLC Total					517.59
THE PARR COMPANY	964	26375188	Public Works	Community Garden Supplies	6.70
		26375233	Public Works	Community Garden Supplies	6.70
		26374045	Genl Govt/Facilities	National Night Out Supplies	26.98
		26372811	Community Development	Plywood for Arts Dist. Project	39.10
THE PARR COMPANY Total					79.48
TRABUCCO CONSULTING LLC	2236	6851	Genl Govt/Facilities	Sep 2017 First Sat Postcards	499.25
TRABUCCO CONSULTING LLC Total					499.25
TRACY BLEHM	809	0809-201708-01	Genl Govt/Facilities	Mileage Reimbursement	2.00
			Public Works	Mileage Reimbursement	32.30
			Community Development	Mileage Reimbursement	1.12
			Administration	Mileage Reimbursement	39.70
			Human Resources	Mileage Reimbursement	25.58
TRACY BLEHM Total					100.70
US BANK	2237	2237-201708-01	Finance	July 2017 Custody Charges	28.00
US BANK Total					28.00
VERIZON WIRELESS	452	9790069531	Genl Govt/Facilities	PW Director iPad	4.49
				PW Cell Phones & 2 iPads	27.65
				Julie iPad	29.95
			Public Safety	PD Cell Phones	841.97
				PD Chief iPad	29.98
			Public Works	PW Director iPad	23.96
				PW Cell Phones & 2 iPads	664.68
			Community Development	PW Director iPad	1.49
				PW Cell Phones & 2 iPads	125.94
				CDD Director iPad	29.97
				CDD Cell Phones	175.05

Attachment: August 24 2017 Claims Report (Approval of Claims And/Or Payroll)

City of Ridgefield
Claims Payment Report
For Approval on: August 24, 2017

3.1.a

VERIZON WIRELESS	452	9790069531	Finance	Finance Director iPad	29.98	
			Administration	Deputy City Manager iPad	29.97	
			Executive	City Manager iPad	29.98	
			Council	Council iPads	280.07	
			VERIZON WIRELESS Total			
WASHINGTON STATE PATROL	463	I18000573	Genl Govt/Facilities	CPL Background Checks	48.00	
WASHINGTON STATE PATROL Total						48.00
WELLS FARGO	1681	201708-7107	Genl Govt/Facilities	July2017 Stmt-Arends Walmart	4.16	
			Public Safety	July2017 Stmt-Arends Jubitz Vancouver Oil	33.69	
			Public Works	July2017 Stmt-Arends Walmart	67.09	
				July2017 Stmt-Arends Car L Be Clean	50.96	
			Community Development	July2017 Stmt-Arends Walmart	2.31	
				July2017 Stmt-Arends Car L Be Clean	8.99	
		201708-9760	Genl Govt/Facilities	July2017 Stmt-Hoots-Tues in Park C & C Smart Food	19.95	
				July2017 Stmt-Hoots-NNO C & C Smart Food	59.60	
				July2017 Stmt-Hoots-NNO Costco	200.00	
				July2017 Stmt-Hoots Paypal Orlando Mark	(13.61)	
			Public Safety	July2017 Stmt-Hoots Costco	7.04	
				July2017 Stmt-Hoots USPS	3.86	
				July2017 Stmt-Hoots TLO Transunion	25.00	
				July2017 Stmt-Hoots Paypal Orlando Mark	175.58	
		201708-5494	Genl Govt/Facilities	July2017 Stmt-Kipp Guitar Center	(6.05)	
				July2017 Stmt-Kipp C & C Smart	19.95	
				July2017 Stmt-Kipp-Tues in Park Ridgefield Pioneer Marketplace	5.37	
				July2017 Stmt-Kipp-Tues in Park Fred Meyer	103.44	
				July2017 Stmt-Kipp-Tues in Park Starliner	10.82	
				July2017 Stmt-Kipp-F2T Save on Crafts	172.58	
				July2017 Stmt-Kipp-NNO Dollar Tree	130.08	
				July2017 Stmt-Kipp-F2T Target	21.68	
				July2017 Stmt-Kipp Facebook	40.00	
				July2017 Stmt-Kipp-1st Sat Ridgefield Pioneer Marketplace	3.93	
				July2017 Stmt-Kipp Amazon Prime Membership	107.32	
				July2017 Stmt-Kipp-1st Sat Colleen Grover	50.00	
				July2017 Stmt-Kipp-Tues in Park Costco	77.06	
				July2017 Stmt-Kipp-NNO Fred Meyer	6.92	
				July2017 Stmt-Kipp-1st Sat Clark County Fair Intern	83.50	
				July2017 Stmt-Kipp-F2T Amazon	106.80	
			July2017 Stmt-Kipp-NNO Costco	37.91		
			July2017 Stmt-Kipp-NNO Safeway	9.98		
			July2017 Stmt-Kipp-NNO C & C Smart	80.43		
			Public Works	July2017 Stmt-Kipp Guitar Center	78.03	
			Human Resources	July2017 Stmt-Kipp Safeway	19.99	
		201708-8764	Genl Govt/Facilities	July2017 Stmt-Knottnerus BLR/HCPRO	107.32	
				July2017 Stmt-Knottnerus Tugg.com	207.00	
			Community Development	July2017 Stmt-Knottnerus Craft Warehouse	71.28	
			Administration	July2017 Stmt-Knottnerus Assoc of WA Cities	160.00	

Attachment: August 24 2017 Claims Report (Approval of Claims And/Or Payroll)

City of Ridgefield
Claims Payment Report
For Approval on: August 24, 2017

3.1.a

WELLS FARGO	1681	201708-8764	Administration	July2017 Stmt-Knottnerus Paypal *FriendsRidg	25.00
		201708-7296	Genl Govt/Facilities	July2017 Stmt-Rhine-NNO Dollar Tree	20.60
				July2017 Stmt-Rhine-NNO C&C Smart Food	75.82
				July2017 Stmt-Rhine-4th of July Ridgefiled Pioneer Marketplace	10.74
				July2017 Stmt-Rhine Ridgefiled Pioneer Marketplace	10.36
		201708-4056	Community Development	July2017 Stmt-Basarab Walmart	86.16
				July2017 Stmt-Basarab The Home Depot	64.94
			Executive	July2017 Stmt-Basarab Fuel Bistro	492.32
				July2017 Stmt-Basarab Brown Paper Tickets	15.00
				July2017 Stmt-Basarab Ridgefield Pioneer Market	6.07
			Council	July2017 Stmt-Basarab Brown Paper Tickets	30.00
		201708-1889	Genl Govt/Facilities	July2017 Stmt-Stuart-4th of July Fred Meyer	50.96
			Community Development	July2017 Stmt-Stuart Country Cafi½	4.00
			Executive	July2017 Stmt-Stuart Country Cafi½	64.99
				July2017 Stmt-Stuart Buckets	31.16
				July2017 Stmt-Stuart Billygans Roadhouse	33.70
				July2017 Stmt-Stuart El Rancho Viejo	58.99
				July2017 Stmt-Stuart La Casa Tapatio	16.22
				July2017 Stmt-Stuart Sportsmans Steakhouse	16.91
				July2017 Stmt-Stuart End of the Road Grill	16.61
				July2017 Stmt-Stuart Peets	4.93
				July2017 Stmt-Stuart Adobe Acrobat Pro	16.25
				July2017 Stmt-Stuart ACT WCMA	325.00
				July2017 Stmt-Stuart Dutch Bros	6.00
				July2017 Stmt-Stuart Backwoods Brewing Co	58.36
		201708-1117	Genl Govt/Facilities	July2017 Stmt-Blehm Southwest Washington Cont	17.50
			Public Safety	July2017 Stmt-Blehm Officemax	37.35
			Public Works	July2017 Stmt-Blehm Southwest Washington Cont	332.50
			Administration	July2017 Stmt-Blehm End of the Road Grill	38.34
			Human Resources	July2017 Stmt-Blehm Lava Java	30.41
				July2017 Stmt-Blehm Star Park Lot	28.00
				July2017 Stmt-Blehm Fred Meyer	68.47
		201708-1133	Genl Govt/Facilities	July2017 Stmt-Brunson Ridgefield Pioneer Marketplace	0.65
			Public Works	July2017 Stmt-Brunson Ridgefield Pioneer Marketplace	12.35
				July2017 Stmt-Brunson Harbor Freight	139.27
				July2017 Stmt-Brunson Pacific Boatland	40.09
		201708-2960	Genl Govt/Facilities	July2017 Stmt-Johnson L & I Permits	39.20
			Finance	July2017 Stmt-Johnson MRSC	35.00
				July2017 Stmt-Johnson Star Park Lot	14.00
				July2017 Stmt-Johnson City Ctr Parking	14.25
		201708-8453	Genl Govt/Facilities	July2017 Stmt-Kast DryBox	21.68
			Public Works	July2017 Stmt-Kast DryBox	65.04
		201708-8989	Public Safety	July2017 Stmt-Brooks Lava Java	10.75
WELLS FARGO Total					4,835.90
WILCO FARM STORE	655	691035	Public Works	Parks Supplies/Storm Equip Maint	122.45
		690732	Public Works	Parks Trailer Maint/707 Abrams Rental Supplies	51.46

Attachment: August 24 2017 Claims Report (Approval of Claims And/Or Payroll)

City of Ridgefield
Claims Payment Report
For Approval on: August 24, 2017

3.1.a

WILCO FARM STORE	Total	173.91
Grand Total		276,819.69

Attachment: August 24 2017 Claims Report (Approval of Claims And/Or Payroll)

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: August 24, 2017
ITEM: CONSENT AGENDA
AGENDA ITEM TITLE: Approval of Minutes from August 10, 2017 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

RECOMMENDED ACTION OR MOTION:

Staff recommends Council approve the minutes by making the following motion:

1. "I move to approve the consent agenda"

STAFF CONTACT: Julie Basarab, City Clerk

ATTACHMENTS: 08-10-2017 Meeting Minutes (PDF)



CITY OF RIDGEFIELD, WASHINGTON
City Council MEETING MINUTES
August 10, 2017

Regular Meeting - 6:30 PM

STUDY SESSION - 5:30 P.M.

1. 2018 Baseline Budget

Finance Director Kirk Johnson presented 2018 baseline budget.

GENERAL SESSION CALL TO ORDER - 6:30 PM - [6:31 PM](#)

FLAG SALUTE

ROLL CALL

Attendee Name	Title	Status	Arrived
Ron Onslow	Mayor	Present	
David Taylor	Councilor	Present	
Lee Wells	Councilor	Present	
Don Stose	Councilor	Present	
Darren Wertz	Councilor	Present	
John Main	Councilor	Present	
Sandra Day	Councilor	Present	

Late changes to the agenda - [6:32 PM](#)

PUBLIC COMMENT - [6:32 PM](#)

None received.

CONSENT AGENDA - MOTION MOVED TO APPROVE AS PRESENTED. - [6:32 PM](#)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Don Stose, Councilor
SECONDER:	David Taylor, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Main, Day

1. Approval of Claims And/Or Payroll - [6:32 PM](#)

2. Approval of Minutes from the July 27, 2017 Meeting - [6:32 PM](#)

3. Acceptance of Donations in Support of City of Ridgefield Events - [6:32 PM](#)

PRESENTATION - [6:32 PM](#)

1. Federal Lobbyist Update

BUSINESS**1. Ordinance No. 1243 – First Reading of Ridgefield Municipal Code 13.30.020 Installment Payment of System Development Charges-Kirk Johnson, Finance Director**

City staff has received interest from a citizen on a fixed income to transfer from well source to municipal water service. Due to the financial impact of paying the permit fees, system development charges and contractor charges, staff would like to request a change to RMC 13.30.020 to offer payment options for the system development charge. The current code allows the City Manager to authorize payment plans for 3" and greater meter size for the system development charges. Staff recommends allowing payment plans for property owners of single family residential homes to move from well source to municipal water services. The payment plan would include an annual interest charge and terms not to exceed 5 years. The recommended changes are specific to existing homes that move from well sources to municipal water services. In the event the home is sold and/or subdivided the payment plan would be due in full. To insure the City receives full SDC payment the amount of the payment a financial guarantee would be required as well as the potential to lien the property.

MOTION: MOVED TO WAIVE THE SECOND READING AND ADOPT ORDINANCE NO. 1243 AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Darren Wertz, Councilor
SECONDER:	David Taylor, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Main, Day

2. Motion - Approval of Cedar Creek Final Plat - [7:04 PM](#)

The Ridgefield Hearing Examiner issued a Final Order approving the Cedar Creek subdivision preliminary plat with conditions on September 10, 2007 (PLZ-07-0040). The preliminary plat is vested through September 10, 2017. The location of this development is immediately west of NE 35th Avenue extending to NE 32nd Court adjacent to the Pioneer Place development. The project proposes to subdivide the 10.13-acre parcel into 31 single family lots ranging from 5,000 SF to 10,565 SF. The parcel includes critical areas, which must be protected and impacts mitigated. Additionally, the city approved post-decision review applications for Cedar Creek preliminary subdivision: PLZ-15-0050 and 2017-0045. The applicant has volunteered to provide a covered rear patio/deck for each lot within the subdivision. This will be accomplished through a requirement in the CC&R's, and noted on the final plat. Additionally, the subdivision was conditioned by the preliminary plat approval to provide funding for the 35th Avenue round-a-bout in the amount of \$734.00 per lot. Parks, trails and open space are provided as shown on the plat. Tract B provides 9,393 square feet of developed park space. Tracts A and C provide 140,068 of open space containing a wetland area bisecting the site roughly north west to south east. A trail along the northern half of the development will connect to other trails planned in the area.

MOTION: APPROVE FINAL PLAT FOR CEDAR CREEK SUBDIVISION SUBJECT TO THE CONDITIONS CONTAINED IN THE FINAL PLAT MEMO.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Don Stose, Councilor
SECONDER:	John Main, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Main, Day

PUBLIC HEARING/BUSINESS

1. Public Hearing on Ordinance No. 1238 – Self Storage Moratorium-Jeff Niten, Community Development Director

During City Council consideration of Ridgefield Development Code updates the topic of self-storage facilities was discussed and identified as a concern by several council members. Since July 2016 two self-storage facilities have been permitted in the city, and staff has been approached regarding permit requirements for at least three additional facilities. Because of the rapid expansion of self-storage facilities contemplated in the city and the need for council to consider the overall impact of self-storage uses city wide council adopted Ordinance 1238 which immediately implemented a moratorium on the acceptance, processing or approval of any new self-storage facilities in Ridgefield. The adoption of a moratorium is permitted for 6 months, provided a public hearing is held within 60 days of adoption. Ordinance 1238 was adopted in June, 2017 and the moratorium will end in December, 2017.

Mayor opened the hearing: 7:15PM

Roy Garrison - County Resident

In favor of storage facilities

Shortage of storage in Clark County, not just Ridgefield

Storage facilities that have applied prior to the moratorium will they be giving preference?

Mayor closed the hearing: 7:16PM

MOTION: DIRECT STAFF TO DEVELOP NEW REGULATIONS APPLYING TO SELF-STORAGE FACILITIES WITHIN THE TIMEFRAME OUTLINED ON THE PROVIDED CALENDAR.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Don Stose, Councilor
SECONDER:	David Taylor, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Main, Day

PUBLIC COMMENT - [7:16 PM](#)

None received.

COUNCIL/PRESIDING OFFICER/STAFF REPORTS

Council - [7:17 PM](#)

Council member Main - no report.

Council member Taylor - working the Lions club booth at the fair.

Council member Day - Attended National Night Out, 2 additional meetings and worked the Lions club booth at the fair.

Council member Wertz - Attended National Night Out, briefing with City Manager.

Council member Stose - Attended National Night Out.

Council member Wells - Attended National Night Out.

City Manager - [7:22 PM](#)

City Manager Steve Stuart - City's house is for sale next to Abrams Park, RORC groundbreaking ceremony is August 31st, Friends of the Library dinner is Friday night.

Finance Director Kirk Johnson - Credit rating meeting has been set-up.

Community Development Director Jeff Niten - Gee creek plateau sub area plan update, short course on local planning will be held in Battle Ground.

Public Works Director Bryan Kast- RORC update, junction well and 35th roundabout updates provided.

Deputy City Manager Lee Knottnerus - Main Street executive director update, Clark County historical museum executive director interviews conducted, Tuesday's in the park events.

Mayor - [7:20 PM](#)

Mayor Onslow - Attended National Night Out, RTC meeting.

Executive Session - City Manager Performance Evaluation pursuant to RCW – 42.30.110(1)(g) - [7:30 PM](#)

Mayor Onslow announced that council would enter an executive session regarding City Manager Performance Evaluation pursuant to RCW - 42.30.110(1)(g) for approximately 20 minutes and action is anticipated.

Attendees: City Council and Paul Lewis (City Consultant).

Mayor reconvened the meeting at 7:40PM.

MOTION: MOVED TO APPROVE CITY MANAGER PERFORMANCE COMPENSATION AGREEMENT FOR APRIL 2017-APRIL 2018.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Don Stose, Councilor
SECONDER:	Darren Wertz, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Main, Day

FROM THE COUNCIL

ADJOURN - [7:41 PM](#)

Julie Basarab, City Clerk

Ron Onslow, Mayor

Attachment: 08-10-2017 Meeting Minutes (Approval of Minutes)

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: August 24, 2017

ITEM: BUSINESS

AGENDA ITEM TITLE: A Resolution of the City of Ridgefield, Washington Amending and Superseding Resolution No. 299, Resolution No. 313, Resolution No. 325, Resolution No. 346, Resolution No. 402, Resolution No. 441, Resolution No. 455, Resolution No. 477, Resolution No. 483, and Resolution No. 522 (Master Fee Schedule)

GOVERNING LEGISLATION:

Revised Code of Washington Chapter 42.56.120
 Washington Administrative Code 44-14-07001
 Ridgefield Municipal Code Chapter 3.70 – Fees for Services

PREVIOUS COUNCIL ACTION TAKEN:

City Council passed Resolution No. 299 August 2, 2005 establishing the Master Fee Schedule. Council has since passed multiple revisions to the Master Fee Schedule, the most recent Resolution No. 522 on February 23, 2017, updating fees and structure to the fee schedule.

SUMMARY/BACKGROUND:

City staff periodically review the Master Fee Schedule to insure fees are appropriate to cover services provided. CDD staff have identified a few minor changes to the fee schedule that will more closely match permit and land use applications and/or add language that clarifies fee types.

As a companion to recent Ordinance changes for Title 13.30.020 language in the fee schedule needs to be changed to allow for payment plans for customers asking to move from a well source to municipal water source.

Due to recent legislative changes regarding the ability to charge fees for public records requests, staff are recommending the following changes to the Master Fee Schedule.

Fee Description	Current Fee	Recommended Fee	Justification
SEPA Review	500	500	Corrected fee schedule
SEPA Review SFR	150	150	Corrected fee schedule
Site Plan – Final	450	450	Added to fee schedule to match application

Foundation permit/early start agreement	25% of building permit fee	25% of building permit fee	Clarified fee is not in addition to permit fee
SDC charge notes – section 8			Add language regarding payment plans for SFR moving from well to municipal source
Records scanned into electronic format	0	\$0.10 per page	Fee to match new legislation regarding public records
Electronic file upload	0	\$0.05 every four files	Fee to match new legislation regarding public records
Transmission of electronic records	0	\$0.10 per gigabyte	Fee to match new legislation regarding public records
Hiring information technology expertise – external	0	Actual City cost w/10% deposit	Fee to match new legislation regarding public records

BUDGET/FINANCIAL IMPACTS:

No significant budget impacts are anticipated

RECOMMENDED ACTION OR MOTION:

A recommended motion is: **“I move to approve Resolution No. 531 as presented.”**

STAFF CONTACT:

Kirk Johnson, Finance Director

August 2017 Master Fee Schedule (DOCX)

ATTACHMENTS:

Resolution No.531

A RESOLUTION OF THE CITY OF RIDGEFIELD, WASHINGTON AMENDING AND SUPERSEDING RESOLUTION NO. 299, RESOLUTION NO. 313, RESOLUTION NO. 325, RESOLUTION NO. 346, RESOLUTION NO. 402, RESOLUTION NO. 441, RESOLUTION NO. 455, RESOLUTION NO. 477, RESOLUTION NO. 483, AND RESOLUTION NO. 522 (MASTER FEE SCHEDULE)

WHEREAS, it is the general policy of the City to establish fees that are reflective of the cost of services provided by the City; and

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

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

WHEREAS, the Ridgefield City Council also desires to add new fees, update fees and charges within the current Master Fee Schedule that are outdated or no longer applicable; and

NOW THEREFORE, be it resolved by the City Council of the City of Ridgefield, Washington, as follows:

Section 1. Public Interest. The City Council for the City of Ridgefield, Washington finds that it is in the public interest to amend and supersede the previously approved Master Fee Schedule to address costs associated with providing services.

Section 2. Supersede Previous Resolutions. This Resolution inclusive of Exhibit “A” attached hereto shall supersede in its entirety Resolution No. 299, Resolution No. 313, Resolution No. 325, Resolution No. 346, Resolution No. 402, Resolution No. 441, Resolution No. 455, Resolution No. 477, Resolution No. 483, and Resolution No. 522 previously passed by the Ridgefield City Council.

Section 3. Adjustments. The Ridgefield City Council amends the Master Fee Schedule to include the attached Exhibit “A”.

Section 4. Effective Date. This Resolution shall be in full force and effect on August 25, 2017.

ADOPTED AT A REGULAR SESSION OF THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS 24th DAY OF AUGUST, 2017.

CITY OF RIDGEFIELD

Ron Onslow
Mayor

Attest:

Julie Ferriss
City Clerk

City of Ridgefield, WA
Master Fee Schedule
Effective Date: August 25, 2017



FEE AMOUNT

A. City Personnel Costs	
Building Official	\$75.00
Building Inspector	\$65.00
Public Safety	\$75.00
Public Works	\$50.00
Park Attendant	\$15.00
All Other City Personnel	Actual Cost + 10%
B. Land Use Planning Permits	
• Payment. All fees are due at the time an application is submitted. • Simultaneous Development Permit Submittal. Applicants may submit for Land Use, Public Works/Engineering and Building permits simultaneously. Public Works/Engineering and Building permits shall not be issued until final Land Use permits have been issued. • Refunds. The Community Development Director (Director) shall refund the full amount of any fee paid hereunder which was erroneously paid or collected. The Director may authorize refunding of not more than 80 percent of a fee paid when an application has been withdrawn or canceled before any work has been done under an application review or before any plan reviewing has been done. The Director shall not authorize refunding of any fee paid except upon receipt of a written application for a refund submitted by the original applicant not later than 180 days after the date of application.	
Annexation:	
Notice of Intent	\$250
Notice of Petition to Annex	\$1,000
Appeal:	
Review by recognized City Neighborhood Organization or HOA	\$250
Appeal involving an individual single-family residence or duplex	\$350
All Others	\$2,000
Archaeological Pre-Determination Review	\$350
Boundary Line Adjustment	\$400
Comprehensive Plan Amendment/Zone Change Request	
Comprehensive Plan	\$3,000
Zone Change Request	\$3,750
Conditional Use Permit:	
New Use	\$3,750
Existing Use – Minor Alteration	\$450
Existing Use – Major Alteration	\$2,000
Covenant Release: Full or Partial	\$1,000
Critical or Sensitive Area Review (Fee for Each Required Review)	
Fish & Wildlife Habitat Conservation Areas	\$600
Frequently Flooded Areas	\$600

Resolution No. 531 – Exhibit A
August 25, 2017

Page 1

Attachment: August 2017 Master Fee Schedule (Update to the Master Fee Schedule)

City of Ridgefield, WA
Master Fee Schedule
Effective Date: August 25, 2017



FEE AMOUNT

Geologic Hazard Areas	\$600
Wetlands	\$600
Critical Aquifer Recharge Areas	\$600
Minor Exception Request	\$600
Reasonable Use Exception Request	\$600
Development Agreement	\$750
Development Agreement – Amendment	\$750
Director's Interpretation	\$250
Extensions of Land Use Approval:	
Preliminary PUD or Preliminary Plat	\$350
All Others	\$150
Fence Permit	\$25
Final Plat:	
Final Subdivision Plat	\$2,000
Final Short Plat	\$500
Home Occupation	\$150
Legal Lot Determination:	
Up to Two Lots	\$450
Plus Fee-per-lot for Each Lot Over 2	\$50
Legislative Text Amendment	\$2,500
Limited Use Permit:	
Type I	\$150
Type II	\$450
Master Planned/Mixed Use Development	\$2,500
(Plus Corresponding PUD or Subdivision Fee)	
Nonconforming Situations:	
Type I Alteration of Nonconforming Situation	\$150
Type II Alteration of Nonconforming Situation	\$450
Type III Alteration of Nonconforming Situation	\$3,250
Determination or Discontinuance of Nonconforming Situation	\$150
Reconstruction of a Nonconforming Situation	\$450
Planned Residential Development (PUD):	
10 – 25 Lots	\$4,000
26 – 50 Lots	\$5,500
51 Lots or More	\$5,500
Plus Fee-per-lot for Each Lot Over 50	\$25
Modification of Preliminary PUD	
Minor Modification	\$650
Major Modification	\$1,000
Plat Alteration or Vacation	\$2,000
Plat Modification	\$1,000
Post-Decision Review:	
Type I	\$150
Type II	\$450

City of Ridgefield, WA
Master Fee Schedule
Effective Date: August 25, 2017



FEE AMOUNT

Type III	\$3,250
Engineering Review (If Required)	\$500
Pre-Application Conference:	\$1,250
If Development Permit Application Submitted within 6 Months	\$500 Credit
SEPA Review:	
SEPA Review	\$500
SEPA Review for One Single Family Residence	\$150
Shoreline Permit:	
Shoreline Statement of Exemption	\$150
Shoreline Substantial Development Permit	\$3,000
Shoreline Conditional Use Permit	\$3,000
Shoreline Variance	\$2,100
Sign Permit:	
Sandwich Board or "A" Frame	\$50
Temporary	\$50
Permanent (Plus Applicable Building Permit Fees in Section "D")	\$50
Site Plan Review:	
Minor Site Plan	\$150
Basic Site Plan	\$1,500
Binding Site Plan	\$2,100
Short Plat (Preliminary)	\$500
Subdivision (Preliminary):	
10 – 25 Lots	\$4,000
26 – 50 Lots	\$5,500
51 Lots or More	\$5,500
Plus Fee-per-lot for Each Lot Over 50	\$25
Temporary Use Permit:	
Type I	\$150
Type II	\$450
Type I Review (All Others)	\$150
Type II Review (All Others)	\$450
Type III Review (All Others)	\$3,250
Variance/Administrative Adjustment	
Administrative Adjustment	\$350
Variance	\$3,250
Variance Filed in Conjunction with Another Type III Application	\$1,050
Zoning Confirmation Letter	\$150
C. Public Works Permits	
Payment. All fees are due at the time an application is submitted. Any additional charges shall be paid prior to receipt of a Final Decision, Final Plat Approval or Statement of Completion as applicable. Simultaneous Development Permit Submittal. Applicants may submit for Land Use, Public Works/Engineering and Building permits	

Commented [K1]: Switched with SFR SEPA review

Attachment: August 2017 Master Fee Schedule (Update to the Master Fee Schedule)

City of Ridgefield, WA
Master Fee Schedule
Effective Date: August 25, 2017



FEE AMOUNT

simultaneously. Public Works/Engineering and Building permits shall not be issued until final Land Use permits have been issued.	
• Refunds. The Community Development Director (Director) shall refund the full amount of any fee paid hereunder which was erroneously paid or collected. The Director may authorize refunding of not more than 80 percent of a fee paid when an application has been withdrawn or canceled before any work has been done under an application review or before any plan reviewing has been done. The Director shall not authorize refunding of any fee paid except upon receipt of a written application for a refund submitted by the original applicant not later than 180 days after the date of application.	
Right of Way/Road Encroachment Permit:	
Right of Way/Road Blocking Only	\$75
1-200 Linear Feet of Pavement Disturbed	\$150
Over 200 Linear Feet of Pavement Disturbed	\$150
Plus Fee Per Linear Foot over 200	\$0.75
Extension (90 Day)	\$75
Grading Permit:	
Under 50 Cubic Yards of Total Cut and Fill	No Fee
50-100 Cubic Yards of Total Cut and Fill	\$50
101-500 Cubic Yards of Total Cut and Fill	\$200
501-1,000 Cubic Yards of Total Cut and Fill	\$500
1,001-10,000 Cubic Yards of Total Cut and Fill	\$750
10,001-50,000 Cubic Yards of Total Cut and Fill	\$1,000
50,001-100,000 Cubic Yards of Total Cut and Fill	\$1,500
100,001-200,000 Cubic Yards of Total Cut and Fill	\$1,750
Over 200,000 Cubic Yards of Total Cut and Fill	\$2,000
Grading Permit Extension (12 Months)	50% of Original Fee
Street Tree Removal (Permit Required):	
Fee if Existing Tree is Not Replaced within Timeframe on Permit	\$50
Water Utility Fees:	
Administrative Termination	\$50
Hydrant Meter Rental Deposit	\$500
Meter Accuracy Testing (One Free Test per 12 Month Period)	\$60
Utility Account Set Up	\$10
Service Call	\$15
Water Meter Installation Fee	
5/8 Inch Meter	\$425
1.0 Inch Meter	\$490
1.5 Inch Meter	\$775
2.0 Inch Meter	\$980
3.0 Inch Meter	Time & Materials
4.0 Inch Meter	Time & Materials
6.0 Inch Meter	Time & Materials

Resolution No. 531 – Exhibit A
August 25, 2017

Page 4

Attachment: August 2017 Master Fee Schedule (Update to the Master Fee Schedule)

City of Ridgefield, WA
Master Fee Schedule
Effective Date: August 25, 2017



FEE AMOUNT

8.0 Inch Meter	Time & Materials
Water Service Installation	Time & Materials
Water Utility Availability Determination	\$25
Engineering Review:	
Site Plan	\$1,000
Site Plan - Final	\$450
Site Plan with Off-site Infrastructure	\$2,000
Short Plat (2-9 Lots)	\$1,000
Subdivision/PUD (More than 9 Lots)	\$1,000
Plus Fee Per Lot	\$50
Fee for Each City Plan Review in Excess of 3	\$500
D. Building Permits	
• Payment. All plan review fees are due at the time an application is submitted. All building permit fees are due when the permit is picked up by the applicant. Any additional charges shall be paid prior to the issuance of a building permit. • * Use of Outside Professional Consultants. The City reserves the right to use the services of outside professional consultants. The applicant is responsible for any City costs in excess of the fee amount paid. All such costs shall be billed to the applicant and shall include a \$30 processing fee. Any additional charges shall be paid prior to issuance of a building permit. • Simultaneous Development Permit Submittal. Applicants may submit for Land Use, Public Works/Engineering and Building permits simultaneously. Public Works/Engineering and Building permits shall not be issued until final Land Use permits have been issued. • Building Valuation. Building Valuation shall be calculated by the Building Official based on the cost of the construction as stated by the applicant and/or by utilizing the square footage of the proposed construction and valuation data published by the International Code Council. Valuation data shall be updated annually (2015 data for 2017 permits). • Refunds. The Community Development Director (Director) shall refund the full amount of any fee paid hereunder which was erroneously paid or collected. The Director may authorize refunding of not more than 80 percent of a fee paid when an application has been withdrawn or canceled before any work has been done under an application review or before any plan reviewing has been done. The Director shall not authorize refunding of any fee paid except upon receipt of a written application for a refund submitted by the original applicant not later than 180 days after the date of application.	
Building Plan Review:	65% of Building Permit Fee
Minimum Plan Review Fee	\$25

Commented [KJ2]: Added per Jeff

Attachment: August 2017 Master Fee Schedule (Update to the Master Fee Schedule)

City of Ridgefield, WA
Master Fee Schedule
Effective Date: August 25, 2017



FEE AMOUNT

Maximum Plan Review Fee	\$26,000
Outside Structural Plan Review: Exception Only (ex: Hospitals)	* City Cost
Fee for Each City Plan Review in Excess of 3	\$500
Building Permit:	
<i>Valuation per International Code Council – Two Year Lag</i>	
\$1-\$500 (Minimum)	\$25
\$501-\$2,000	\$50
\$2,001 - \$25,000 Base	\$50
Plus \$/\$1,000 Over \$2,000 (and Any Fraction Thereof)	\$14
\$25,001 - \$50,000 Base	\$372
Plus \$/\$1,000 Over \$25,000 (and Any Fraction Thereof)	\$10
\$50,001 - \$100,000 Base	\$622
Plus \$/\$1,000 Over \$50,000 (and Any Fraction Thereof)	\$8
\$100,001 - \$500,000 Base	\$1,022
Plus \$/\$1,000 Over \$100,000 (and Any Fraction Thereof)	\$6
\$500,001 - \$1,000,000 Base	\$3,400
Plus \$/\$1,000 Over \$500,000 (and Any Fraction Thereof)	\$5
Over \$1,000,000 Base	\$5,900
Plus \$/\$1,000 Over \$1,000,000 (and Any Fraction Thereof)	\$4
Maximum Building Permit Fee	\$40,000
Foundation Permit/Early Start Agreement: Early foundation permit for commercial building will be deducted from permit fee upon full submittal.	25% of Building Permit Fee
Inspection Fees:	
Base Inspection Cost per Hour	\$65
Inspections Outside of Normal Business Hours	4 Hour Minimum
Re-Inspection Fees (If Separate Inspection Fee is Applicable)	1 Hour Minimum
Adult Family Home	2 Hour Minimum
Special Occupancies	2 Hour Minimum
Special Inspections Requested by the Applicant	2 Hour Minimum
Other Inspections (If Separate Inspection Fee is Applicable)	1 Hour Minimum
Mechanical Plan Review Fees:	25% of Mechanical Permit Fee
Mechanical Permit Fees:	
Permit Issuance	\$30.00
Supplemental Permit (Original Permit Not Expired)	\$15.00
Furnaces	
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h (29.3 kW)	\$15.00
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance over 100,000 Btu/h (29.3 kW)	\$20.00

Commented [KJ3]: Added per Lindsay

City of Ridgefield, WA
Master Fee Schedule
Effective Date: August 25, 2017



FEE AMOUNT

For the installation or relocation of each floor furnace, including vent	\$15.00
For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater	\$15.00
<u>Heat Pumps/AC</u>	
Heat Pump/AC 0-3	\$12.00
Heat Pump/AC 3-15	\$20.00
Heat Pump/AC 15-30	\$25.00
Heat Pump/AC 30-50	\$35.00
Heat Pump/AC >50	\$60.00
<u>Wood/Pellet/Gas Stoves</u>	
Wood/Pellet/Gas Stove Insert	\$58.00
Wood/Pellet/Gas Stove Free Standing	\$58.00
<u>Gas Piping Systems</u>	
For each gas piping system of one to five outlets	\$7.00
For each additional outlet over five, each	\$2.00
<u>Appliance Vents</u>	
For the installation, relocation, or replacement of each appliance vent installed and not included in an appliance permit	\$8.00
<u>Repairs or Additions</u>	
For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code	\$14.00
<u>Boilers, Compressors, and Absorption Systems</u>	
For the installation or relocation of each boiler or compressor to and including 3 horsepower (10.6 kW), or each absorption system to and including 100,000 Btu/h (29.3 kW)	\$15.00
For the installation or relocation of each boiler or compressor over 3 horsepower (10.6 kW) to and including 15 horsepower (52.7 kW), or each absorption system over 100,000 Btu/h (29.3 kW) to and including 500,000 Btu/h (146.6 kW)	\$30.00
For the installation or relocation of each boiler or compressor over 15 horsepower (52.7 kW) to and including 30 horsepower (105.5 kW), or each absorption system over 500,000 Btu/h (146.6 kW) to and including 1,000,000 Btu/h (293.1 kW)	\$40.00
For the installation or relocation of each boiler or compressor over 30 horsepower (105.5 kW) to and including 50 horsepower (176 kW), or each absorption system over 1,000,000 Btu/h (293.1 kW) to and including 1,750,000 Btu/h (512.9 kW)	\$55.00
For the installation or relocation of each boiler or compressor over 50 horsepower (176 kW), or each absorption system over 1,750,000 Btu/h (512.9 kW)	\$95.00

City of Ridgefield, WA
Master Fee Schedule
Effective Date: August 25, 2017



FEE AMOUNT

<u>Air Handlers</u>	
For each air-handling unit to and including 10,000 cubic feet per minute (cfm) (4719 L/s), including ducts attached thereto	\$15.00
Note: This fee does not apply to an air handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code	
For each air-handling unit over 10,000 cfm (4719 L/s)	\$20.00
<u>Evaporative Coolers</u>	
For each evaporative cooler other than portable type	\$15.00
<u>Ducts</u>	
For each duct	\$9.00
<u>Ventilation and Exhaust</u>	
For each ventilation fan connected to a single duct	\$8.00
For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit	\$15.00
For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood	\$15.00
<u>Incinerators</u>	
For the installation or relocation of each domestic-type incinerator	\$20.00
For the installation or relocation of each commercial or industrial-type incinerator	\$15.00
<u>Miscellaneous</u>	
For each appliance or piece of equipment regulated by the Mechanical Code but not classified in other appliance categories, or for which no other fee is listed in the table	\$15.00
Plumbing Plan Review Fees:	25% of Plumbing Permit Fee
Plumbing Permit Fees:	
Permit Issuance	\$30.00
Supplemental Permit (Original Permit Not Expired)	\$15.00
<u>Fixtures and Vents</u>	
For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping and backflow prevention thereof)	\$10.00
For repair or alteration of drainage or vent piping, each fixture	\$7.00
<u>Industrial Waste and Rainwater Systems</u>	
For each industrial waste pretreatment interceptor, including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps	\$20.00
Rainwater systems – per drain inside building	\$10.00
<u>Water Piping and Water Heaters</u>	
For installation, alteration, or repair of water piping or water-treatment equipment, or both, each	\$7.00

City of Ridgefield, WA
Master Fee Schedule
Effective Date: August 25, 2017



FEE AMOUNT

For each water heater including vent (for vents only, see Mechanical Permit Fee Table)	\$15.00
<u>Gas Piping Systems</u>	
For each gas piping system of one to five outlets	\$7.00
For each additional outlet over five, each	\$2.00
<u>Lawn Sprinklers, Vacuum Breakers and Backflow Protection Devices</u>	
For each lawn sprinkler system on any one meter, including backflow protection devices thereof	\$15.00
For atmospheric-type vacuum breakers or backflow protection devices not included above:	
1 to 5 devices	\$15.00
Over 5 devices, each	\$3.00
For each backflow-protection device other than atmospheric-type vacuum breakers:	
2 inches (50.8 mm) and smaller	\$15.00
Over 2 inches (50.8 mm)	\$25.00
<u>Swimming Pools</u>	
For each swimming pool or spa (in addition to other permits/fees):	\$95.00
Public Pool	\$65.00
Public Spa	\$65.00
Private Pool	\$35.00
Private Spa	\$100.00
Pools over 5,000 gallons	
<u>Miscellaneous</u>	
For each appliance or piece of equipment regulated by the Plumbing Code but not listed in other appliance categories, or for which no other fee is listed	\$10.00
Mobile Home Permit Fees:	
Placement of a Temporary Mobile Home/Trailer	\$100.00
Manufactured Home Inspection	\$100.00
Temporary Storage of a Mobile Home	\$100.00
Other Building Permit and Inspection Fees:	
Accessibility Review	\$100.00
Change of Occupancy	\$100.00
Change of Use	\$100.00
Demolition Permit	\$100.00
Energy/Indoor Air Quality	\$100.00
Moving Permit	\$100.00
Roof Permit:	
Full Tear Off	\$15.00
Full Tear Off with Sheeting Replaced	\$100.00
Temporary Certificate of Occupancy	
Temporary Revocable Commercial Certificate of Occupancy	

City of Ridgefield, WA
Master Fee Schedule
Effective Date: August 25, 2017



FEE AMOUNT

0-90 Days	\$250.00
91 Days and Over	\$500.00
Temporary Tents, Canopies, and Air Supported Structures	
• For public use, inclusive of all tents for a single event	
• Not applicable to tents less than 200 sq. ft., canopies less than 400 sq. ft., or tents used for non-commercial events	\$100.00
Fire Code Fees:	
Life, Health and Safety Permit	\$50.00
• Payable to the City of Ridgefield	
• Required for all Clark County Fire Marshal and Clark County Fire District #12 reviews and inspections	
Fire Alarm, Sprinkler and Other Protection Systems:	
• All plan check and review fees, inspections, and permits for installation of separate fire alarm system or sprinkler system applications and other fire protection systems shall be payable to the Clark County Fire Marshal's Office or Clark County Fire District No. 12	
• Upon receipt of billings from the Fire Marshal's Office or Clark County Fire District No. 12, the City of Ridgefield shall submit an invoice to the responsible party for payment, inclusive of the City's administrative service charge and any Life, Health Safety Permit fees.	
Washington State Building Code Council (W.S.B.C.C.) Surcharge:	
First Living Unit	\$4.50
Each Additional Unit (In a Multi-Family Project)	\$2.00
Collected on each permit that is issued in accordance with the Ridgefield Building Code	
Systems Development Charges and Impact Fees (See Notes):	
<u>Traffic Impact Fees (1)(5)</u>	
Single Family (Per Dwelling Unit)	\$2,822.48
Multi Family (Per Dwelling Unit)	\$1,728.29
Commercial (Per Average Daily Trip)	\$294.93
<u>Park Impact Fees (2)(5)</u>	
Single Family (Per Dwelling Unit)	\$2,945.40
Multi Family (Per Dwelling Unit)	\$2,945.40
<u>School Impact Fees (3)(6)</u>	
Single Family (Per Dwelling Unit)	\$6,819.23
Multi Family (Per Dwelling Unit)	\$6,819.23
<u>Water System Development Charge (4)(7)</u>	
Single Family (Per Meter Equivalent Size)	\$3,950.00
Multi Family (Per Meter Equivalent Size)	\$3,950.00
Commercial (Per Meter Equivalent Size)	\$3,950.00
Outside City Limits	1.5x In-City SDC

City of Ridgefield, WA
Master Fee Schedule
Effective Date: August 25, 2017



FEE AMOUNT

Notes:

1. Traffic Impact Fees charged are based upon average daily trip (ADT) generation of the proposed use.
2. Park Impact Fees reflect a mix of acquisition and development. Trail cost estimates make allowance for required compliance with the Americans with Disabilities Act. Development costs can be significantly reduced by calculating deductions made for other exactions, e.g. dedication of a public easement through an open space corridor earmarked for trail or park development.
3. School Impact Fees are based on the improvement cost of needed school facilities identified in the most current Ridgefield School District Capital Facility Plan.
4. Water System Development Charges are based upon meter equivalent size (M.E.S.).
5. Per Ridgefield Municipal Code 18.070.080-18.070.090, the planning director shall calculate annual inflation adjustments in the Traffic Impact Fee rate and the Park Impact Fee rate. The annual inflation adjustment shall be effective January 1 and will be equal to the change in the Portland All Urban Consumer Price Index (CPI-U) for the first half of the previous year (Ex: January 1, 2017 impact fee increase to reflect the increase in the CPI-U index from the first half of 2015 to the first half of 2016).
6. Per Ridgefield Municipal Code 18.070.100, the planning director shall calculate annual inflation adjustments in the School Impact Fee rate. The annual inflation adjustment shall be effective January 1 and will be equal to the change in the Rider Levett Bucknall Construction Cost index calculated after the first half of the previous year.
7. Per Ridgefield Municipal Code 13.30.010 Water System Development Charges are set forth in the Master Fee Schedule. The Public Works Director shall calculate annual inflation adjustments in the Water System Development Charges. The annual inflation adjustment shall be effective January 1 and will be equal to the change in the Portland All Urban Consumer Price Index (CPI-U) for the first half of the previous year (Ex: January 1, 2017 impact fee increase to reflect the increase in the CPI-U index from the first half of 2015 to the first half of 2016).
8. All Impact Fees and System Development Charges are collected at the time of occupancy. Per Ridgefield Municipal Code 13.30.020 meter size 3" and larger or single family residential homes moving from well source to municipal water source may be eligible for payment plans.

Commented [KJ4]: Companion to code change al
 payment plans for SFR changing from well

City of Ridgefield, WA
Master Fee Schedule
Effective Date: August 25, 2017



FEE AMOUNT

E. Park Rental & Special Events	
Special Events. Request for City Services such as Police and Public Works labor are available by request. Refer to Special Event Fees for more information.	
Abram's Park Rentals	
Bennett Hall:	
First Hour	\$25.00
Each Additional Hour	\$15.00
Maximum Fee	\$100.00
Refundable Deposit	\$50.00
Bennett Hall & Kitchen:	
First Hour	\$25.00
Each Additional Hour	\$15.00
Maximum Fee	\$100.00
Refundable Deposit	\$100.00
Bennett Hall & Plaza: (May or may not include kitchen)	
First Hour	\$35.00
Each Additional Hour	\$25.00
Maximum Fee	\$160.00
Refundable Deposit	\$100.00
Bennett Hall, Plaza & Open Space: (May or may not include kitchen)	
First Hour	\$40.00
Each Additional Hour	\$30.00
Maximum Fee	\$190.00
Refundable Deposit	\$100.00
Overlook Park Rentals:	
Plaza & Stage	
Per Hour	\$40.00
Maximum Fee	\$240.00
Refundable Deposit	\$300.00
Plaza, Stage & Upper Grassy Area	
Per Hour	\$45.00
Maximum Fee	\$270.00
Refundable Deposit	\$300.00
Entire Park	
Per Hour	\$50.00
Maximum Fee	\$300.00
Refundable Deposit	\$300.00
All other City Parks are available to the public on a first come, first served basis. Reservations are not accepted.	
	No Charge
Special Events:	
Special Event Permit Application	No Charge
City Personnel Costs	Section A
City Services (Cost + Admin Fee of \$30.00)	Actual Cost

City of Ridgefield, WA
Master Fee Schedule
Effective Date: August 25, 2017



FEE AMOUNT

F. Other Fees and Permits	
Business License Fees:	
Annual Business License	\$50
Annual Contractor's License	\$50
Annual Peddler and Solicitors License	\$50
Plus One-Time Background Check	\$40
Copy/Record Duplication Fees:	
Copy of audio tapes, video tapes, photos, maps or other records needing reproduction	Actual City Cost
Black & White 8.5x11.0 Inch	\$0.15 per page
Black & White 8.5x14.0 Inch	\$0.35 per page
Black & White 11.0x17.0 Inch	\$0.40 per page
Color 8.5x11.0 Inch	\$1.00 per page
Color 8.5x14.0 Inch	\$1.00 per page
Color 11.0x17.0 Inch	\$1.50 per page
Records scanned into electronic format	\$0.10 per page
Electronic files uploaded to email, cloud storage service, or other electronic delivery system	\$0.05 every four files
Transmission of electronic records	\$0.10 per gigabyte
Hiring information technology expertise – external	Actual City Cost w/10% deposit
Annual Budget (Bound Copy)	\$30.00
Comprehensive Annual Financial Report (Bound Copy)	\$30.00
City Comprehensive Plan (Bound Copy)	\$30.00
Park & Recreation Comprehensive Plan (Bound Copy)	\$30.00
City Engineering Standards (Bound Copy)	\$30.00
Administrative Processing Fee:	
Fee Added to Each Billing/Invoice for Reimbursable Costs	\$30.00
Fee Added to Each Remittance for Impact Fees or SDCs	\$30.00
Administrative Fees:	
NSF Check	\$35.00
Cemetery Lot – Purchase	\$600.00
Cemetery Lot – Marking	\$25.00
Notary Fee	\$5.00
Latecomer Agreement Application	\$500.00
Latecomer Agreement Processing	\$125.00
Latecomer Agreement Appeal	\$250.00
Administrative Billing Late Fee (After 60 Days Past Due)	1% Per Month
Police Department Fees:	
Fingerprint Card	\$20.00
Release of Property to Finder Fee	*\$10.00
Neighborhood Electric Vehicle/Golf Cart Registration (One Time)	\$30.00
Concealed Weapon Permit	

City of Ridgefield, WA
Master Fee Schedule
Effective Date: August 25, 2017



FEE AMOUNT

Concealed Weapon Permit Application (Good for 5 Years)	\$50.75
Concealed Weapon Permit Renewal	\$32.00
Late Renewal Penalty	\$42.00
Replacement Permit	\$10.00
<u>Dog Licenses</u>	
Spayed or Neutered – Annual Fee	\$20.00
Not Spayed or Neutered – Annual Fee	\$30.00
Hobby Kennels (5-10 Dogs)	\$50.00
Commercial Kennels (11+ Dogs)	\$100.00
*Plus Actual Cost of Publication of Notice (RCW 63.21.030)	

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: August 24, 2017

ITEM:

AGENDA ITEM TITLE: Motion - Approval of 35Th Ave Roundabout Inspection Contract

GOVERNING LEGISLATION:

Revised Code of Washington Title 35 – Cities and Towns

PREVIOUS COUNCIL ACTION TAKEN:

Award of Construction Contract on June 22nd, 2017

SUMMARY/BACKGROUND:

In late 2015 the City applied for and received a TIB Grant for the design and construction of the 35th Avenue Roundabout. The project will construct a 2-lane roundabout and associated bicycle, pedestrian and stormwater improvements. In 2016 the City put out a request for proposals and selected HDJ Design Group to complete the design of the project. During design HDJ was acquired by PBS Engineering. In June the construction contract for the project was awarded to NW General Contracting, and construction is scheduled to begin shortly. The City's design proposal request included a possible future construction management component, and because of their familiarity with the project and knowledge of WSDOT requirements PBS Engineering is the staff's recommendation to complete construction inspection of the project.

BUDGET/FINANCIAL IMPACTS:

The total approved cost for this project from TIB is \$2,911,719. This amount includes \$222,820 for Construction Engineering and Inspection

RECOMMENDED ACTION OR MOTION:

Staff recommends awarding the construction management of the 35th Ave Roundabout to PBS Engineering.

STAFF CONTACT: Bryan Kast, Public Works Director

ATTACHMENTS: 35th Avenue Inspection Scope (PDF)
35th Avenue Inspection Budget (PDF)

SUPPLEMENT 1 EXHIBIT “A”

SCOPE OF WORK Construction Administration Services

35th & Pioneer Roundabout City of Ridgefield, Washington

GENERAL DESCRIPTION

The City of Ridgefield(City) has asked PBS to perform construction management support for the 35th & Pioneer Roundabout Project. The project is currently in the Final Design phase, and is expected to start construction in April 2017. PBS is proposing the scope items below to accommodate this work.

In general, the construction engineering phase will involve, but not be limited to, the following key components and deliverables:

- Preparation and submittal of monthly invoices to City for services performed
- Construction management and administration
- Attendance at preconstruction conference
- Preparation of Record of Materials (ROM)
- Review of material submittals
- Tracking of weekly statements of working days
- Review of contractor monthly pay estimates and submittal to City
- Review of contractor proposals for alternate “or equal” materials
- Attendance at weekly on-site construction meetings
- Construction engineering support
- Construction Inspection
- As-Built surveying
- Preparation of draft project closeout paperwork
- Preparation and submittal of construction record drawings

ASSUMPTIONS

The following assumptions are specific to the work involved with construction management and inspection:

1. PBS will be responsible for all utility coordination.
2. Construction will be completed by October 1st, 2017, with an assumed 24 weeks of construction.
3. Construction staking will be performed by the Contractor.
4. Probable start of construction: April 2017.
5. Probable end of construction: October 2017.

6. The City will be responsible for bid opening, award recommendation, and contract execution for the proposed project.
7. The City will have a Local Agency Agreement with WSDOT.
8. Certified payrolls verifying prevailing wage rates will not be required.
9. The City Engineer will provide final approval of all paperwork items. The PBS Construction Manager will be responsible for distribution of paperwork items to the Contractor, City staff, and PBS' Construction Inspector.
10. The City Engineer will be responsible for any negotiations or management of disputes with the Contractor, utility companies, or private property owners.
11. PBS' Construction Manager and Project Assistant will prepare draft versions of paperwork, as described in this scope, and will provide the drafts to the City Engineer for review and approval. PBS will maintain this documentation as items are reviewed and approved.
12. In this scope, "PBS" is used to represent both PBS' Construction Manager, Project Assistant and Project Inspector, unless otherwise indicated in the task description.
13. Columbia West has been retained by the City for performance of materials and compaction testing.

SCOPE OF WORK

Task M: Project Management and Coordination

Sub-Task M.1: Contract Administration, Invoicing, and Progress Reports

PBS will perform project management services to include the following:

1. Prepare and submit monthly invoices. Each invoice will include: date period covered by invoice, number of hours worked during the billing period with billing rates shown, expenses and associated mark-ups, total cost for labor and expenses for the billing period, and a total amount summarizing labor and expenses. No additional markup will be included in the billing by PBS.
2. Prepare a Contract Summary Report to accompany the monthly invoices. The Contract Summary Report will list each invoice as well as current invoice with an itemized summary of invoice numbers, dates, and amounts billed for labor and expenses. The Contract Summary Report will also list the total amount billed to date, total amount remaining under contract, and contract expiration date.
3. Maintain all contract-required documentation. Provide copies of project files and records to the City for audits and public information requests. All final documents shall be provided in electronic format as requested.

Sub-Task M.1: Deliverables

- Monthly invoices, and Contract Summary Reports
- Project documentation

Sub-Task M.2: Preconstruction and Kickoff Meetings

1. An initial kickoff/coordination meeting will be conducted with PBS' project team and City staff to establish procedures/protocols and communication requirements for the project. This meeting should occur prior to bid advertisement.

2. PBS will assist the City with coordination of the preconstruction conference.

Exclusions: Scheduling of meetings.

Sub-Task M.2: Deliverables

- Kickoff coordination meeting agenda and notes provided to the City.
- Preconstruction conference meeting agenda and notes provided to the City and the prime Contractor.

Sub-Task M.3: Project Monitoring and Reporting

Project monitoring will include the coordination of design and construction services team members and project scheduling. PBS duties will include the following:

1. Project Management: General coordination with client, other consultants, and stakeholders on construction-related items.

Sub-Task M.3: Deliverables

- Copies of all written communications.

Sub-Task M.4: WSDOT, TIB and Utility Coordination

PBS will facilitate and coordinate with WSDOT, and TIB to ensure timely receipt and acknowledgement of project documentation. PBS will also coordinate with the utilities companies to ensure the relocation of their facilities.

Sub-Task M.4: Deliverables

- Copies of all written communications with WSDOT, TIB and utilities.

Task N: Construction Management and Engineering

Sub-Task N.1: Prepare Record of Materials (ROM)

PBS will prepare a Record of Materials (ROM) and maintain a documented record of all material submittals. PBS will log in and track each approved submittal by the City. PBS duties will include the following:

1. PBS will develop the ROM with material acceptance criteria.
2. PBS will provide the City with a draft ROM for approval and update the ROM acceptance criteria as needed by the City during construction.

Sub-Task N.1: Deliverables

- Record of Materials (ROM)

Sub-Task N.2: On-Site Meetings

PBS will attend on-site project progress and utility coordination meetings. Other specific pre-work meetings may include the following (based on need during construction or Contractor request): traffic control/staging, construction surveying, HMAC paving, and striping. PBS will issue meeting notes for each meeting attended. Generally, the City's Engineer, PBS' Construction Manager or Project Assistant, PBS Inspector, and Contractor will be in attendance. Progress meetings will be used to promote effective communication between the City, PBS, Contractor, and other project stakeholders. For budgeting purposes, this task

assumes that PBS personnel will attend meetings every other week during construction, for a total of twelve (12) on-site meetings.

Exclusions: Preparation of meeting agenda. Scheduling of meetings.

Sub-Task N.2: Deliverables

- Construction meeting notes provided to the City.

Sub-Task N.3: Material Submittals

PBS will receive and review material submittals (Manufacturer's Certificates of Compliance, Certificates of Material Origin, cut sheets, Qualified Product List sheets, etc.), construction sequence schedules, shop drawings, and other items required from the Contractor to ensure compliance with contract requirements. PBS will review the following submittals, including but not limited to: material-specific submittals, HMA and concrete mix designs, retaining wall calculations and drawings, illumination materials, landscape items, and others required by construction contract specifications.

For budgeting purposes, this task assumes a total of 25 material submittals.

PBS' scope includes the following:

1. PBS will receive, review, and maintain all material submittals. Upon completion of review, PBS will provide a recommendation to the City of appropriate approval requirements for material submittals. Once approved by the City, PBS will transmit the approvals to the Contractor.

Exclusions: Approval of approved material submittals.

Sub-Task N.3: Deliverables

- Copies of material submittals with associated PBS recommendations for approval.
- Copies of all written communications with the Contractor.

Sub-Task N.4: Construction Administration and Engineering

PBS' Construction Manager will coordinate with the PBS Inspector and City Engineer throughout the duration of the project, keep a record of decisions made, review and recommend solutions to change order requests, and review progress and final progress estimates. PBS will review and track all Contractor labor compliance documentation, including subcontracts, utilization reports, and subcontractor paid reports. PBS will review the following submittals, including but not limited to: traffic control plans, staging plans, erosion and pollution control plans, quality control plan, construction schedules, and others required by construction contract specifications. All approvals will be by the City Engineer.

PBS duties will include the following:

1. PBS will receive and review the SPCC Plan and provide the City with a recommendation of approval criteria.
2. PBS will review the Contractor's proposed Monthly Pay Estimate. PBS will provide a draft Monthly Pay Estimate to the City for review and approval. Assumed a total of six (6) monthly estimates plus the final estimate.

3. PBS will receive and review daily reports recording all pertinent information such as: Contractor's hours on the site, weather conditions, and data relative to potential Change Orders, Minor Change Orders, or changed conditions, site visitors, daily activities, and decisions.
4. PBS will receive and review Contractor's Erosion Control Inspection reports. PBS will notify the City Engineer if any irregularities or concerns are identified.
5. PBS will receive and review all Requests to Sublet Work for approval of subcontractors, and provide the City with a recommendation of approval criteria.
6. PBS will receive, review, and determine the acceptability of any and all schedules provided by the contractor. These may include the Progress Schedule, Schedule of Submittals, and Schedule of Values. Assumed a total of eight (24) weekly schedules.

Exclusions: Approval of submittals, including but not limited to: traffic control plans, staging plans, erosion and pollution control plans, quality control plans, and construction schedules. Approval of erosion control inspection or traffic control reports. Approval of approved Requests to Sublet.

Sub-Task N.4: Deliverables

- Copies of all plans and reports provided by the Contractor with recommendations of approval criteria
- Copies of Erosion Control Inspection Reports to the City for submission to Washington Department of Ecology
- Draft of Monthly Pay Estimates for review and approval
- Copies of City Inspector's daily reports
- Copies of all written communications
- Record of field decisions
- Record of Contractor labor compliance, including subcontracts
- Copies of all Schedules provided by the Contractor

Sub-Task N.5: Response to Questions and Change Orders

PBS will assist the City in response to requests for information (RFI) and response for clarifications (RFC) by the Contractor, and provide supplemental information as needed to maintain the progress of the work. If field adjustments are required, as a result of a change in conditions or a desired change by the City, PBS will prepare necessary change order documents and plan revisions under direction of the City Engineer. PBS will provide the City with draft change order documents for review, approval, and issuance to the Contractor.

PBS' duties will include the following:

1. PBS will assist the City with addressing construction questions and draft up to five (5) RFIs from the Contractor. PBS will provide drafts to the City for approval and issuance to the Contractor.
2. PBS will assist the City with processing up to three (3) RFCs from the Contractor.
3. PBS will assist the City with preparing up to three (3) change orders as needed, and provide these to the City for approval and issuance to the Contractor.
4. PBS will prepare up to two (2) design changes associated with change orders (including exhibits) during the construction process.

Exclusions: Approval of change order paperwork to Contractor.

Sub-Task N.5: Deliverables

- Draft RFIs to the City for approval and issuance to the Contractor
- Draft RFCs to the City for approval and issuance to the Contractor
- Draft Change Orders to the City for approval and issuance to the Contractor

Task O: Construction Observation

Sub-Task O.1: Site Visits

PBS' Construction Manager will perform site visits as necessitated by concerns or issues arising from construction, when requested by the City.

For budgeting purposes, this task assumes the City will request site visits by the PBS Construction Manager for no more than 12 over the course of construction activities.

Sub-Task O.1: Deliverables

- Copies of all written communications
- Copies of observation reports

Sub-Task O.2: Geotechnical Support

PBS will coordinate to address any questions that may arise in regards to this field of expertise, including doweling in concrete pavement and unsuitable excavation. This task assumes that PBS will perform no more than two (2) site visits throughout the duration of construction.

PBS will perform materials sampling and testing. This task assumes that PBS will perform no more than ten (10) site visits throughout the duration of construction.

Sub-Task O.2 – Deliverables

- Copies of all construction recommendations.
- Copies of all test results and reports.

Sub-Task O.3: Inspection Services

PBS shall provide on-site construction inspection services. The PBS' construction inspector will be the Engineer's agent for the project and will act as directed by, and under the supervision of the engineer. The inspector's oversight pertaining to the Contractor's work shall, in general, be with the engineer and Contractor, keeping the City staff advised as necessary. The inspector's interaction with subcontractors shall only be through, or with, the full knowledge and approval of the Contractor. The inspector shall communicate with City staff, with the knowledge of and under the direction of the engineer. For budgeting purposes, this assume full time inspection for 24 weeks. The inspector responsibilities will include the following:

- Inspector will serve as the engineer's liaison with Contractor, working principally through Contractor's superintendent, and assist in providing information regarding the intent of the Contract Documents.
- Inspector will assist in obtaining additional details or information from the City staff when required for proper execution of the work.

- Inspector will conduct on-site observation of the project to ensure all work is completed in accordance with the Contract Documents, and advise the City staff if any changed conditions are encountered.
- Inspector will coordinate in advance of scheduled major inspections, or specialty inspections and verify that appropriate City staff personnel are present, and that adequate records are kept.
- Inspector will prepare a daily inspector report recording all pertinent information such as: Contractor's hours on the site, weather conditions, and data relative to potential Change Orders, Field Orders, or changed conditions, site visitors, daily activities, and decisions.
- Inspector will immediately notify the City staff of any site accidents, emergencies, acts of God endangering the work, or damage to property.
- Inspector will review the contractor's pay estimates to ensure work being paid for has been completed. Inspector will track and process materials-on-hand in accordance with the Contract Documents.
- Inspector will track bid item quantities daily.

Sub-Task O.3: Deliverables

- Daily Inspection Reports.
- Daily Tracking of Bid Item Quantities.
- Project photos

Task P: Project Closeout and As-Builts

Sub-Task P.1: As-Builts

The Final Plans will be revised to conform to construction record drawings from information supplied by the Contractor, inspector and the PBS Survey Department.

PBS' duties will include the following:

1. PBS will prepare Construction Record Drawings based on as-built information provided by the Inspector, and survey data collected by the PBS Survey Department.
2. PBS will submit the complete set to the City for approval. Upon receiving approval of as-builts, PBS will provide 1 full size Mylar set and 4 disks, each with one electronic copy in PDF format

Sub-Task P.1: Deliverables

- Construction Record Drawing in Mylar and electronic formats.

Sub-Task P.2: Closeout Documentation

PBS will compile project closeout documentation and coordinate with the Contractor and the City to obtain the required documents. PBS will assemble project documentation and deliver to the City at project completion.

1. PBS's Construction Manager and the City Engineer will perform all final inspections and will create a list of punch list items. PBS's Construction Manager and the City Engineer will establish dates of substantial, physical, and contract completion.
2. PBS will prepare draft letters of substantial, physical, and contract completion for review, approval, and issuance by the City.

3. PBS will assemble all construction documentation in binders for delivery to the City.

Sub-Task P.2: Deliverables

- Draft letters of substantial, physical, and contract completion for approval and issuance by the City
- Hard copy of all construction documentation and electronic files on CD

REIMBURSABLE EXPENSES

PBS has included reimbursable expenses for:

1. Vehicle mileage
2. Printing, copying, or binding services

35th Avenue Roundabout - Phase 3 (CM)

City of Ridgefield, Washington

Friday, March 17, 2017

PBS

Task and Description	HDJ Design Group PLLC (Engineering/Management)													PBS	35th Avenue Roundabout Construction Management
	ENG- PRINCIPAL	ENG - MANAGER VII	ENG - MANAGER VI	ENG IV	Tech III	LA/PA V	Survey-VI	Survey III	Survey II	PJT GEO	Const II	PRJ ADMIN	Expense	TOTAL	BUDGET AMOUNT
Task M: Project Management and Coordination														16,702.00	16,702.00
Sub-Task M.1: Contract Administration, Invoicing, and Progress Reports	8.00	12.00		2.00								12.00		4,886.00	\$4,886.00
Sub-Task M.2: Preconstruction and Kickoff Meetings	4.00	4.00		4.00	4.00								100.00	2,612.00	\$2,612.00
Sub-Task M.3: Project Monitoring and Reporting		12.00		12.00										3,636.00	\$3,636.00
Sub-Task M.4: WSDOT, TIB and Utility Coordination		4.00		16.00	24.00									5,568.00	\$5,568.00
Task N: Construction Management and Engineering														65,898.00	65,898.00
Sub-Task N.1: Prepare Record of Materials (ROM)		2.00		6.00	32.00									4,818.00	\$4,818.00
Sub-Task N.2: On-Site Meetings		2.00		36.00		4.00							400.00	6,008.00	\$6,008.00
Sub-Task N.3: Material Submittals		1.00		4.00	50.00									6,452.00	\$6,452.00
Sub-Task N.4: Construction Administration and Engineering		8.00		75.00	200.00	8.00								35,295.00	\$35,295.00
Sub-Task N.5: Response to Questions and Change Orders	10.00	10.00		50.00	25.00									13,325.00	\$13,325.00
Task O: Construction Observation														126,764.00	126,764.00
Sub-Task O.1: Site Visits		4.00		24.00		4.00							300.00	4,652.00	\$4,652.00
Sub-Task O.2: Geotechnical Support			16.00							80.00			5,000.00	15,912.00	\$15,912.00
Sub-Task O.3: Inspection Services											1,080.00		3,600.00	106,200.00	\$106,200.00
Task P: Project Closeout and As-Builts														13,456.00	13,456.00
Sub-Task P.1: As-Builts		4.00		24.00				6.00	16.00				50.00	7,112.00	\$7,112.00
Sub-Task P.2: Closeout Documentation		4.00		8.00	40.00									6,344.00	\$6,344.00
														0.00	0.00
														0.00	\$0.00
														0.00	\$0.00
TOTAL HOURS	22.00	67.00	16.00	261.00	375.00	16.00	0.00	6.00	16.00	80.00	1,080.00	12.00			
HOURLY RATES	210.00	170.00	157.00	133.00	115.00	120.00	155.00	105.00	160.00	105.00	95.00	75.00			
TOTAL DOLLARS	4,620.00	11,390.00	2,512.00	34,713.00	43,125.00	1,920.00	0.00	630.00	2,560.00	8,400.00	102,600.00	900.00		222,820.00	222,820.00

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: August 24, 2017

ITEM:

AGENDA ITEM TITLE: Motion - Approval of RORC Grading Inspection Contract

GOVERNING LEGISLATION:

Revised Code of Washington Title 35 – Cities and Towns

PREVIOUS COUNCIL ACTION TAKEN:

Award of construction contract on July 27, 2017

SUMMARY/BACKGROUND:

The City's Parks Plan identifies a Community Park in the Southern portion of the City off Hillhurst Road. This park has come to be known as the Ridgefield Outdoor Recreation Complex, or RORC. The City has been working with the Ridgefield School District, community stakeholders, and the public since 2015 on the master planning for this park. The project will be a partnership with the School District and will share a site with the planned 5-6 and 7-8 schools campus. The park will feature 6 multi-use sports fields, a community building, playground, trails, and picnic shelters.

The project has been broken into several phases of construction to allow the project to be completed by August of 2018. The construction contract for the Grading and Utility work portion of the project was awarded on July 27, and the contractor, Tapani started work this week.

The city requested qualifications for construction management and inspection services from the on-call consultant roster. Two proposals were received and scored by staff, with Otak receiving the highest ranking. Staff is working with Otak to negotiate the final scope and fee for the work.

BUDGET/FINANCIAL IMPACTS:

The 2017 Budget includes a total of \$6,000,000 for the 2017 grading and construction work on RORC. The construction contract with Tapani totals \$3.9M and staff anticipates that the construction management contract with Otak will be less than \$200,000.

RECOMMENDED ACTION OR MOTION:

Staff recommends awarding the construction management and inspection contract to Otak pending final negotiations with staff on the scope and fee. A suggested motion would be:

“I move to award the RORC Construction Management and Inspection contract to Otak”

STAFF CONTACT: Bryan Kast, Public Works Director

ATTACHMENTS:

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: August 24, 2017

ITEM:

AGENDA ITEM TITLE: Motion - Approval Award for LED Street Light Conversion Project

GOVERNING LEGISLATION:

Revised Code of Washington Title 35 – Cities and Towns

PREVIOUS COUNCIL ACTION TAKEN:

None.

SUMMARY/BACKGROUND:

In 2013 the City completed a pilot project with the Transportation Improvement Board (TIB) to convert a portion of the City's Streetlights to LED. This project was successful, and in 2015 TIB launched the Relight Washington program to allow Cities throughout the state to convert streetlights to LED to reduce energy costs. In 2016 Clark Public Utilities adopted reduced rates for LED streetlights making Clark County eligible for the Relight Washington Program.

In 2017 The City of Ridgefield, along with Battle Ground and Washougal applied for and received TIB Relight Washington Funds to complete the conversion of all streetlights to LED. Together the three Cities advertised for construction of the LED Streetlight Conversion project in July and received two bids, with the low bid submitted by DJ's Electric of Battle Ground.

BUDGET/FINANCIAL IMPACTS:

The total construction contract for the LED conversion work in Ridgefield is \$117,414.00. The total cost to complete the LED conversion throughout the City is \$143,000. The costs for this project will be 100% covered by the Relight Washington Grant and conversion rebates.

RECOMMENDED ACTION OR MOTION:

Staff recommends awarding the construction contract to DJ's Electric. A suggested motion is:
"I move to award the LED Streetlight Conversion Project to DJ's Electric in the amount of \$117,414.00"

STAFF CONTACT: Bryan Kast, Public Works Director

ATTACHMENTS: Bid Tabs 10Agu17 (PDF)

LED Street Light Conversion Project - BID TABS

[illegible]

Approved By: 
Public Works Director

Date: 8-10-17

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: August 24, 2017

ITEM:

AGENDA ITEM TITLE: Motion - Approval of Interlocal Agreement with CPU for Purchase of LED Lights

GOVERNING LEGISLATION:

RCW 39.34 (Interlocal Cooperation Act)

PREVIOUS COUNCIL ACTION TAKEN:

None.

SUMMARY/BACKGROUND:

The City has received funds from the TIB Relight Washington program to convert all City Streetlights to LED. In partnership with Battle Ground and Washougal the City has received bids for labor and materials to upgrade acorn type lights and labor for replacing cobrahead type lights. Materials to replace the cobrahead lights are planned to be purchased using a piggyback agreement with Clark Public Utilities' contract with Seatac Lighting. Utilizing the CPU contract will allow the City to take advantage of quantity pricing received by CPU giving the City a lower price per light than would otherwise be available.

BUDGET/FINANCIAL IMPACTS:

The City will purchase just over \$25,000 of light fixtures from Seatac Lighting. The total cost to complete the LED conversion throughout the City is \$143,000. The costs for this project will be 100% covered by the Relight Washington Grant and conversion rebates.

RECOMMENDED ACTION OR MOTION:

Staff recommend that the Council review and approve the interlocal agreement with Clark Public Utilities. A suggested motion would be:

"I move to approve the Interlocal Agreement with Clark Public Utilities"

STAFF CONTACT: Bryan Kast, Public Works Director

ATTACHMENTS:

CPU Piggybacking agreement 8-16-17 (PDF)

**INTERLOCAL AGREEMENT
BETWEEN CLARK PUBLIC UTILITIES AND THE CITIES OF
RIDGEFIELD, WASHOUGAL, AND BATTLEGROUND FOR COOPERATIVE PURCHASING**

This Interlocal Agreement ("Agreement") is entered into between Public Utility District No. 1 of Clark County ("CPU"), the City of Ridgefield, , the City of Battleground, and the City of Washougal (collectively the "Cities".

WHEREAS, the Parties to this Agreement are public agencies as defined in Chapter 39.34 RCW and through these provisions of Washington state law are authorized to enter into interlocal agreements for cooperative purchasing; and

WHEREAS, the Cities have been working with CPU for the replacement of streetlights with LED lighting to realize substantial cost savings and public benefit; and

WHEREAS, the Parties have engaged in cooperative purchasing for the installation of street light fixtures related to this replacement project; and

WHEREAS, the Parties wish to engage in cooperative purchasing for the purchase of street light fixtures related to this replacement project; and

WHEREAS, CPU has publicly bid and awarded a contract for such purchase, which bid and award authorized such cooperative purchasing by the Cities; and

NOW THEREFORE, in consideration of the mutual promises contained herein, it is agreed between the Parties as follows:

1. Purpose. The purpose of this Agreement is to allow the acquisition of certain street lighting fixtures under a CPU publicly bid and awarded contract that allows for the terms and prices under the contract to be extended to other governmental agencies.
2. No Entity Created. No new or separate legal entity is created by the provisions of this Agreement.
3. Term. This Agreement shall be effective on the last date signed below and shall be effective until December 31, 2018, unless terminated in writing by any Party. In the event of one City issues a notice of termination, such termination shall be effective only as to that City. This Agreement may be extended by written agreement of the parties.
4. Purchasing Policies/Indemnification. Each Party to this Agreement has adopted its own contracting procedures pertaining to the purchasing and award of contracts. CPU has followed its procedures for the bid and award of its current streetlight contract. Under that contract, other government agencies are allowed to purchase streetlights directly from the vendor. Each Party shall be responsible for their own procurement of materials, equipment and supplies from the vendor.

The other Parties shall not be liable for any breach or other violation, either alleged or actual, by a procuring Party under its agreement with the vendor and the procuring Party shall indemnify and hold the other Parties harmless from any claim that may arise from the action or inaction of the procuring Party.

5. Property. Ownership of property acquired pursuant to this Agreement shall vest in the party making the procurement, which shall have the sole right of disposal of the property.
6. Payment. Each party shall pay for its own procurements.
7. Compliance. Each party accepts responsibility for compliance with federal, state, or local laws and regulations, including the bidding requirements applicable to its acquisition of goods and services.
8. Publication. An executed copy of this Agreement shall be posted by each Party as required by RCW 39.34.040.
9. Selection of Administrator. The [General Manager] [Finance Director] of CPU shall be the Administrator for this Interlocal Agreement.

Public Utility District No. 1 of Clark County:

Name: _____

Title: _____

City of Ridgefield:

Name: _____

Title: _____

City of Battle Ground:

Name: _____

Title: _____

City of Washougal:

Name: _____

Title: _____

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: August 24, 2017

ITEM:

AGENDA ITEM TITLE: Motion - Approval Award of Construction Contract for Gee Creek Trail

GOVERNING LEGISLATION:

Revised Code of Washington Title 35 – Cities and Towns

PREVIOUS COUNCIL ACTION TAKEN:

None.

SUMMARY/BACKGROUND:

The Gee Creek Trail has been included in the City's parks planning documents for over 15 years. In 2013 the City hired Mackay Sposito to evaluate alignments and complete a plan for the North Segments of the trail from Abram's Park to Heron Drive, and from Heron Drive to N. Main Ave. In 2016 Mackay and Sposito was retained to complete the final design of the segment between Abrams Park and Heron Drive. The project was advertised for bid in July and during the bid the City was awarded a Transportation Alternatives Program or TAP grant for the project. To accommodate the timeline for the grant construction of the trail was broken in to two phases, with this first phase to include clearing, grading and construction of the gravel base of the trail. In early 2018 phase 2 will pave the trail and complete restoration plantings adjacent to the trail.

The City received six bids for the project with the low bid submitted by Clark and Sons Excavating of Battle Ground.

BUDGET/FINANCIAL IMPACTS:

While slightly higher than the Engineer's Estimate, the Clark and Sons bid of \$167,475.83 is within the budgeted amount for the project

RECOMMENDED ACTION OR MOTION:

Staff recommends awarding the construction contract to Clark and Sons. A suggested motion

is:

“I move to award the Gee Creek Trail Project to Clark and Sons in the amount of \$167,475.83”

STAFF CONTACT: Bryan Kast, Public Works Director

ATTACHMENTS: Gee Creek Trail - Abrams Park to Heron Dr (Phase 1) Bid Tabs (PDF)

City OF RIDGEFIELD
Gee Creek Trail - Abrams Park to Heron Drive (Phase 1)

Bid Opening Date: Wednesday, August 16, 2017
Location: City Hall
Bid Opening Time: 4PM

BID SET CONSTRUCTION COST ESTIMATE

Engineer's Estimate

Clark and Sons Excavating, Inc.
Battle Ground, WA
CCB# CLARKSE8510J

C and R Tractor and Landscaping, Inc
Kelso, WA
CCB# CRTRART939BW

LKE Corporation
Washougal, WA
CCB# LKECO**063R3

Advanced Excavating Specialists LLC
Longview, WA
CCB# ADVANES915LT

Colf Construction LLC
Vancouver, WA
CCB# COLFCCL*894BQ

Tapani, Inc
Battle Ground, WA
CCB# TAPANI*883OE

Item No.	Quantity	Unit	Description	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	1	L.S.	MOBILIZATION	\$16,000.00	\$16,000.00	\$16,000.00	\$16,000.00	\$20,000.00	\$20,000.00	\$7,382.08	\$7,382.08	\$25,715.70	\$25,715.70	\$20,000.00	\$20,000.00	\$26,750.00	\$26,750.00
2	0.75	ACRE	CLEARING AND GRUBBING - SITE	\$15,000.00	\$11,250.00	\$11,000.00	\$8,250.00	\$17,000.00	\$12,750.00	\$38,379.83	\$28,784.87	\$26,150.00	\$19,612.50	\$50,000.00	\$37,500.00	\$29,500.00	\$22,125.00
3	1	L.S.	REMOVAL OF STRUCTURE AND OBSTRUCTIONS	\$1,200.00	\$1,200.00	\$8,000.00	\$8,000.00	\$9,000.00	\$9,000.00	\$3,504.97	\$3,504.97	\$1,000.00	\$1,000.00	\$10,000.00	\$10,000.00	\$1,000.00	\$1,000.00
4	506	C.Y.	ROADWAY EXCAVATION INCL. HAUL	\$19.25	\$9,740.50	\$33.00	\$16,698.00	\$37.00	\$18,722.00	\$55.52	\$28,093.12	\$47.00	\$23,782.00	\$50.00	\$25,300.00	\$105.00	\$53,130.00
5	265	C.Y.	EMBANKMENT COMPACTION	\$23.50	\$6,227.50	\$40.00	\$10,600.00	\$32.00	\$8,480.00	\$18.30	\$4,849.50	\$16.00	\$4,240.00	\$10.00	\$2,650.00	\$13.00	\$3,445.00
6	290	C.Y.	CRUSHED SURFACING BASE COURSE	\$66.00	\$19,140.00	\$94.00	\$27,260.00	\$36.00	\$10,440.00	\$65.46	\$18,983.40	\$70.00	\$20,300.00	\$100.00	\$29,000.00	\$175.00	\$50,750.00
7	1	L.S.	EROSION CONTROL AND WATER POLLUTION PREVENTION	\$23,650.00	\$23,650.00	\$10,000.00	\$10,000.00	\$18,000.00	\$18,000.00	\$17,914.49	\$17,914.49	\$11,500.00	\$11,500.00	\$10,000.00	\$10,000.00	\$22,000.00	\$22,000.00
8	1	L.S.	FERTILIZING	\$1,225.00	\$1,225.00	\$1,500.00	\$1,500.00	\$1,200.00	\$1,200.00	\$766.85	\$766.85	\$630.00	\$630.00	\$5,000.00	\$5,000.00	\$800.00	\$800.00
9	161	C.Y.	TOPSOIL TYPE B	\$22.00	\$3,542.00	\$45.00	\$7,245.00	\$20.00	\$3,220.00	\$116.18	\$18,704.98	\$51.00	\$8,211.00	\$30.00	\$4,830.00	\$79.00	\$12,719.00
10	13,050	S.F.	SOIL AMENDMENT	\$0.22	\$2,871.00	\$0.60	\$7,830.00	\$0.52	\$6,786.00	\$0.20	\$2,610.00	\$0.50	\$6,525.00	\$1.00	\$13,050.00	\$0.65	\$8,482.50
11	11,500	S.F.	SEEDED LAWN INSTALLATION	\$0.28	\$3,220.00	\$0.15	\$1,725.00	\$0.12	\$1,380.00	\$1.27	\$14,605.00	\$0.50	\$5,750.00	\$1.00	\$11,500.00	\$0.65	\$7,475.00
12	11,500	S.F.	LAWN MOWING	\$0.16	\$1,840.00	\$0.70	\$8,050.00	\$1.08	\$12,420.00	\$0.57	\$6,555.00	\$1.00	\$11,500.00	\$0.50	\$5,750.00	\$1.25	\$14,375.00
13	1,400	L.F.	HIGH VISIBILITY FENCE	\$3.30	\$4,620.00	\$1.50	\$2,100.00	\$3.00	\$4,200.00	\$1.92	\$2,688.00	\$3.00	\$4,200.00	\$2.00	\$2,800.00	\$4.00	\$5,600.00
14	190	S.Y.	BIODEGRADABLE EROSION CONTROL BLANKET	\$14.80	\$2,812.00	\$5.00	\$950.00	\$8.00	\$1,520.00	\$3.57	\$678.30	\$4.00	\$760.00	\$10.00	\$1,900.00	\$15.00	\$2,850.00
15	1	L.S.	CONSTRUCTION SURVEYING	\$3,500.00	\$3,500.00	\$10,000.00	\$10,000.00	\$20,750.00	\$20,750.00	\$26,334.04	\$26,334.04	\$21,000.00	\$21,000.00	\$10,000.00	\$10,000.00	\$12,809.91	\$12,809.91
16	590	SF-FACE	SEGMENTAL BLOCK RETAINING WALL	\$27.50	\$16,225.00	\$31.00	\$18,290.00	\$47.00	\$27,730.00	\$44.96	\$26,526.40	\$30.00	\$17,700.00	\$30.00	\$17,700.00	\$42.00	\$24,780.00
Subtotal				\$127,063.00		\$154,498.00		\$176,598.00		\$208,981.00		\$182,426.20		\$206,980.00		\$269,091.41	
8.4% Washington State Sales Tax				\$10,673.29		\$12,977.83		\$14,834.23		\$17,554.40		\$15,323.80		\$17,386.32		\$22,603.68	
TOTAL ESTIMATED COST				\$137,736.29		\$167,475.83		\$191,432.23		\$226,535.41		\$197,750.00		\$224,366.32		\$291,695.09	

Bid tabs entered by Cristy May 8/16/2017
Bid tabs verified by Brenda Howell 8/17/2017

Attachment: Gee Creek Trail - Abrams Park to Heron Dr (Phase 1) Bid Tabs (Award of Construction Contract for Gee Creek Trail)

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: August 24, 2017

ITEM:

AGENDA ITEM TITLE: Motion - Approval Award of 45Th Ave Design Contract

GOVERNING LEGISLATION:

Revised Code of Washington Title 35 – Cities and Towns

PREVIOUS COUNCIL ACTION TAKEN:

None

SUMMARY/BACKGROUND:

The City's transportation capital facilities plan identifies S. 45th Avenue and Royal Road as a minor arterial with two travel lanes, center turn lane or planted median, bike lanes, curb, gutter and sidewalk. Currently the street is two lanes with ditches on either side. With the large amount of development proposed along this corridor the Council allocated funds for the design of improvements to S. 45th Ave and Royal Road in the 2017 budget.

The City requested proposals for the design of the roadway in May and received four proposals. Staff scored and ranked the proposals and selected PBS as the most qualified.

BUDGET/FINANCIAL IMPACTS:

The 2017 Budget includes a total of \$500,000 for the design of the S.45th Ave and Royal Road Improvements.

RECOMMENDED ACTION OR MOTION:

Staff recommends awarding the S. 45th Ave Design Contract to PBS Engineering and Environmental. A recommended motion would be:

"I move to award the Design Contract for the S. 45th Avenue Improvements Project to PBS Engineering and Environmental"

STAFF CONTACT:

Bryan Kast, Public Works Director

ATTACHMENTS: