



**RIDGEFIELD CITY COUNCIL
MEETING AGENDA**

**Thursday, June 24, 2021
RACC - Columbia Assembly Room
510 Pioneer Street, Ridgefield, WA 98642**

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

- 1. Washington State Legislative Update - Mike Burgess, MJB Consulting, Inc**

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

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

III. PUBLIC COMMENT

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

IV. CONSENT AGENDA

- 1. Approval of Claims And/Or Payroll**
- 2. Approval of Minutes from the June 10, 2021 Meeting**

V. PRESENTATION

- 1. Parklet Discussion - Steve Stuart, City Manager**

VI. BUSINESS

- 1. Motion - Approval of YMCA Site Planning Contract - Bryan Kast, Public Works Director**
- 2. Motion - Approval of Award of Hillhurst Overlay - Bryan Kast, Public Works Director**
- 3. Resolution No. 594 – Amendment of Financial Policy #04: Procurement of Goods & Services - Kirk Johnson, Finance Director**

VII. PUBLIC HEARING/BUSINESS

- 1. Public Hearing and First Reading of Ordinance No. 1345 – Ridgefield Development Code Updates - Claire Lust, Community Development Director**

VIII. PUBLIC COMMENT

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

IX. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

- 1. Council**

2. Mayor
 3. City Manager
- X. ADJOURN

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

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: June 24, 2021

ITEM:

AGENDA ITEM TITLE: Washington State Legislative Update

Washington State Legislative Update

STAFF CONTACT: Julie Ferriss, City Clerk

ATTACHMENTS: Ridgefield 2021 State Legislative Agenda-Update (PDF)



City of Ridgefield 2021 State Legislative Agenda

Introduction – The City of Ridgefield is one of the State’s fastest growing Cities, values greatly our partnership with the State of Washington, and appreciates the important role local Legislators play in fostering and enhancing that relationship. Looking ahead to the next two years, our City will continue to be challenged in meeting increasing demands for municipal services and equally challenged in meeting our needs in terms of infrastructure. Our state legislative agenda is oriented towards asking our local legislators to help us meet these challenges.

Ridgefield Requests

Ridgefield Overpass Pedestrian Safety Screens – The City is requesting \$325,000 to finalize installation of professionally-designed pedestrian safety screens at the I-5 and Pioneer Street/railroad overpasses. The important safety project also includes community-oriented public art pieces integrated into the pedestrian screens, drawing travelers to Ridgefield’s Destination Downtown while celebrating Ridgefield’s unique character and renowned national wildlife refuge. The City has committed local funds to the project and has been awarded grants including \$20,000 for design from WSDOT and \$50,000 from the Cowlitz Tribe’s Arts and Education Fund.

*The Capital Budget passed by the Legislature fully funds this project.

South Ridgefield I-5 access – The City is grateful to have received planning money for this project during the 2019 Legislative Session. The next step will be designing the connection from I-5 to Hillhurst Road with western ramp access, so that it is a shovel-ready project which might attract Federal stimulus dollars. The estimated design and pre-construction costs are \$5 million, we will work towards its inclusion in the states next transportation revenue package.

* The Legislature did not pass a new round of Transportation funding though it was discussed. In the discussion a few different project lists were discussed that did not include the South Ridgefield project. Discussions of a Transportation package are continuing, we will want to work to have this project included.

Ridgefield YMCA - In 2016, the City of Ridgefield and YMCA jointly funded a needs analysis and market study for a YMCA facility in Ridgefield. The study clearly identified a viable, necessary community asset which would meet membership targets and program enrollment goals from day 1. The city has identified two parcels of land that it will provide at no cost for the development. The City has also secured a partnership with both the YMCA and a private developer who will finance and build the facility. This

project will increase recreational opportunities, including a pool, for our growing city. Ridgefield is seeking \$250,000 in state support for the infrastructure improvements necessary to serve this project.

*The Capital Budget passed by the Legislature fully funds this project.

Clark College Ridgefield campus – The City supports the \$50 million Capital Budget request of Clark College to fund the construction costs associated with the Ridgefield campus, Clark College at Boschma Farms. The project is now in the top 5 on the priority list submitted by the State Board of Community and Technical Colleges, which we fully support for legislative funding.

*The Capital Budget passed by the Legislature fully funds this project.

General Legislative Requests

Clark County Transportation Alliance 2021 Policy Statement – The City supports the 2021 Policy Statement of the Clark County Transportation Alliance. The City has been a member of this alliance since its inception 15 years ago and joins with other local private and public sector interests in calling for legislative attention to regional transportation needs. These include addressing the I-5/Vancouver Corridor including Columbia River bridge replacement; pursuing funding opportunities for critical regional projects; support for public transit; investing in Ports and freight; enhancing state-local infrastructure and economic development partnerships. Also included in the policy statement this year is the project funding for the Ridgefield South I-5 Access.

*See comment above about South Ridgefield I-5 access project.

Broadband Access– The City supports legislation and infrastructure investments that will increase access to Broadband. Broadband is key to economic development and the connectivity of Ridgefield citizens. We join the Port of Ridgefield in this request.

*The Legislature included about \$380 million in investments for Broadband infrastructure within the Capital Budget, a large majority of those funds came from federal assistance. Also, the Legislature passed HB 1336 that will allow public entities to offer retail broadband under certain criteria.

Port of Ridgefield's IT3 Discovery Center – The City supports the Port of Ridgefield's \$5.9 million request to invest in phase 1 of the IT3 Discovery Center, to provide advanced training in industry and technology, partnering with the K-12 system, Clark College, existing employers/workers, and new workers.

*The Capital Budget passed by the Legislature fully funds this project.

Growth Management Act – The City is actively participating in the Washington Growth Policy Framework Project, funded by the State Legislature as a follow-up on the Roadmap to Washington's Future. The City will be monitoring this ongoing initiative and others to identify opportunities to make positive enhancements to GMA.

*Several pieces of legislation were discussed this session including adding a climate element to the GMA, in the end the only bill that passed was SB 5368 dealing annexation.

Fiscal Sustainability and Flexibility – Ridgefield, like Washington's 280 other cities, has been on the receiving end of a decade-long pattern of cost shifts, shared revenue reductions and fund "sweeps" that have significantly reduced city revenues. The imposition of unfunded and underfunded mandates along with increased costs due to state mandates has further exacerbated this problem. The recession is over and State tax revenues are growing. We call on our local legislators to oppose all cuts in state shared

revenues, cost shifts, fund sweeps and imposition of unfunded and underfunded mandates, to support legislation to enhance local fiscal control and authority and reduce state-imposed mandates.

*Given the strength of the state's revenue collections state support for local governments remained intact. There were certainly fears that cuts could be a possibility at the beginning of the Pandemic but through the fall and winter tax revenue has rebounded to levels of normal growth.

Association of Washington Cities Priorities – The City supports the 2021 AWC Legislative Priorities.

Local Control and Unfunded Mandates – The City would oppose any efforts to preempt local control and the imposition of any new unfunded or underfunded mandates.

*See note above about regarding fiscal sustainability and flexibility.

For more information contact:

City Manager Steve Stuart, 360-887-3557 or steve.stuart@ci.ridgefield.wa.us

Mike Burgess 360-223-3020, mikejburg@comcast.net

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: June 24, 2021
ITEM: CONSENT AGENDA
AGENDA ITEM TITLE: Approval of Claims And/Or Payroll

GOVERNING LEGISLATION:

Revised Code of Washington Title 35A

PREVIOUS COUNCIL ACTION TAKEN:

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

BACKGROUND:

Vendor claims

BUDGET/FINANCIAL IMPACTS:

See vendor detail attached

ACTION OR MOTION:

Approve the claims and/or payroll by making the following motion:

“I move to approve the consent agenda as presented”

STAFF CONTACT: Kirk Johnson, Finance Director
ATTACHMENTS: June 24, 2021 - Claims Report (PDF)

City of Ridgefield
Claims Payment Report
For Approval on: June 24, 2021

4.1.a

Sum of Amount					
Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total
AIRGAS USA LLC	17	9980148085	Genl Govt/Facilities	Oxygen/Actylene Cyl Lease	34.97
			Public Works	Oxygen/Actylene Cyl Lease	520.87
AIRGAS USA LLC Total					555.84
AMAZON BUSINESS	3485	1TQ1-1HR9-1RRD	Genl Govt/Facilities	Office Supp - CH	108.00
				Paper - PW	2.11
			Public Safety	Paper - PD	67.02
			Public Works	Paper - PW	31.41
			Finance	Face Masks	78.86
		13LK-LWYM-P767	Genl Govt/Facilities	Headset - Brenda	0.84
			Public Works	Headset - Brenda	6.77
			Community Development	Headset - Brenda	34.66
		1QDX-7K4P-67GY	Public Works	Weed Eater Parts	64.08
		1GT7-K7RP-CYW7	Genl Govt/Facilities	RACC/CDD Supp	1.40
			Public Works	RACC/CDD Supp	20.81
			Community Development	RACC/CDD Supp	41.38
		1K4K-FDD3-61DH	Public Safety	PD Oper Supp	207.30
		1DDC-V6QY-CTL3	Genl Govt/Facilities	Orienteering Duffle Bag	62.86
		1X3R-KN4L-M31N	Genl Govt/Facilities	4th of July Decor	38.97
		19H3-YKMH-7G7T	Genl Govt/Facilities	1Sat - Big Paddle Decor	227.50
		1LDK-LHKY-DNPC	Genl Govt/Facilities	Emergency Survival Bags	6,200.93
		1FJC-4XQQ-J9K4	Genl Govt/Facilities	1Sat - Big Paddle Decor	220.86
AMAZON BUSINESS Total					7,415.76
ASSOCIATED CONSULTANTS INC.	1030	20-101d-05	Community Development	Pioneer Village Bldg 10 Plan Review	332.50
		20-184-03	Community Development	Pioneer Village Bldg 12 Plan Review	285.00
		21-162-01	Community Development	Quail Hill Site Retaining Wall Plan Review	498.75
		21-129-02	Community Development	Simonds International Paint Booth Plan Review	427.50
		20-219-02	Community Development	Pioneer Village Pylon Sign Plan Review	190.00
		21-171-01	Community Development	Dollar Tree Districution Center Reack Plan Review	522.50
		20-101C-03	Community Development	Pioneer Village Bldg 9 Plan Review	332.50
ASSOCIATED CONSULTANTS INC. Total					2,588.75
BLUEFIN PAYMENT SYSTEMS - EPAY	2827	2827-202105A	Public Works	Customer Web Payments - May 2021	3,354.40
		2827-202105B	Public Works	Customer Web Payments - May 2021	21.90
BLUEFIN PAYMENT SYSTEMS - EPAY Total					3,376.30
CFM STRATEGIC COMMUNICATIONS INC.	2551	26056	Genl Govt/Facilities	Lobbyist - May 2021	5,200.00
CFM STRATEGIC COMMUNICATIONS INC. Total					5,200.00
CITIES DIGITAL INC.	3382	51773	Public Works	Laserfiche - Thamert	942.75
CITIES DIGITAL INC. Total					942.75
CITY OF BATTLE GROUND	92	INV00341	Judicial	Court Costs/Public Defender - May 2021	15,927.58
CITY OF BATTLE GROUND Total					15,927.58
CLARK COUNTY LAWN AND TRACTOR LLC	537	753000	Public Works	Parks Flail Mower	5,794.26
CLARK COUNTY LAWN AND TRACTOR LLC Total					5,794.26
CLARK COUNTY TREASURERS OFFICE	554	SIF2021-05	Genl Govt/Facilities	School Impact Fees	768,460.50

Attachment: June 24, 2021 - Claims Report (Approval of Claims And/Or Payroll)

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CLARK COUNTY TREASURERS OFFICE Total					768,460.50	
CLARK PUBLIC UTILITIES	110	8206-580-8-202105	Public Works	301 N 3rd Ave	30.05	
			Community Development	301 N 3rd Ave	30.06	
CLARK PUBLIC UTILITIES Total					60.11	
CLARK REGIONAL WASTEWATER DISTRICT - EPAY	741	032894-000-202105	Public Works	Abrams Park Kitchen - Sewer	41.59	
		032695-000-202105	Genl Govt/Facilities	109 W Division WWTP - CRWWD Portion - Sewer	77.76	
			Public Works	109 W Division WWTP - Sewer	77.76	
		032899-000-202105	Public Works	Abrams Park Former Mgr House - Sewer	42.20	
		032752-000-202105	Genl Govt/Facilities	230 Pioneer St City Hall - Sewer	367.10	
		035480-000-202105	Public Works	255 S 56th Pl Well & Reservoir - Sewer	39.18	
		032712-000-202105	Public Safety	116 N Main Ave PD - Sewer	45.81	
		032895-000-202105	Public Works	Abrams Park Restrooms - Sewer	80.17	
CLARK REGIONAL WASTEWATER DISTRICT - EPAY Total					771.57	
CLEAN WORLD MAINTENANCE INC	3105	46387	Genl Govt/Facilities	Carpet Cleaning - CH/PD	225.00	
			Public Safety	Carpet Cleaning - CH/PD	225.00	
CLEAN WORLD MAINTENANCE INC Total					450.00	
COLUMBIAN PUBLISHING	116	29124	Community Development	Building/Fire Code Updates/Potter Annex	203.40	
		29525	Community Development	Code Updates	189.00	
COLUMBIAN PUBLISHING Total					392.40	
COMCAST	2271	2271-202106-109	Genl Govt/Facilities	PW Shop Communications	28.12	
		2271-202106-230	Public Works	PW Shop Communications	418.97	
			Genl Govt/Facilities	Internet Services - CH	466.92	
			2271-202106-116	Public Safety	PD Communications	350.38
COMCAST Total					1,264.39	
COMDATA NETWORK INC.	1101	20353890	Public Safety	PD Fuel Credit	(28.11)	
		20353128	Public Safety	PD Fuel - XN795 - 4/1/2021-4/15/2021	722.73	
		20353629	Public Safety	PD Fuel - XN795 - 4/16/2021-4/30/2021	2,025.08	
		20353889	Genl Govt/Facilities	Fuel Credit - XN173 - 5/1/2021-5/15/2021	(0.63)	
COMDATA NETWORK INC. Total					2,719.07	
DEPARTMENT OF ENTERPRISE SERVICES	2720	71134929	Finance	Supervisor Training - Rubio Romero	200.00	
DEPARTMENT OF ENTERPRISE SERVICES Total					200.00	
DEPARTMENT OF HEALTH	148	1	Public Works	DM13-952-173 - Payoff	995,656.70	
		2	Public Works	DM13-952-193	1,568,535.95	
DEPARTMENT OF HEALTH Total					2,564,192.65	
DEPARTMENT OF LICENSING - CPL	154	RG0000704-2021	Genl Govt/Facilities	CPL Fees - Keller	18.00	
		RG0000715-2021	Genl Govt/Facilities	CPL Fees - Perez	18.00	
		RG0000709-2021	Genl Govt/Facilities	CPL Fees - Gill	18.00	
		RG0000707-2021	Genl Govt/Facilities	CPL Fees - McKethan	18.00	
		RG0000716-2021	Genl Govt/Facilities	CPL Fees - McCausland	18.00	
		RG0000705-2021	Genl Govt/Facilities	CPL Fees - Jones	18.00	
		RG0000679-2021	Genl Govt/Facilities	CPL Fees - Lipski	18.00	
		RG0000706-2021	Genl Govt/Facilities	CPL Fees - Gherman	18.00	
		RG0000711-2021	Genl Govt/Facilities	CPL Fees - Cicchetto	18.00	
		RG0000710-2021	Genl Govt/Facilities	CPL Fees - Summers	18.00	
		RG0000708-2021	Genl Govt/Facilities	CPL Fees - Bockstadter	18.00	

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DEPARTMENT OF LICENSING - CPL Total					198.00
E2 LAND USE PLANNING SERVICES LLC	485	0485-202105	Community Development	Planning Consulting Services - May 2021	3,150.00
E2 LAND USE PLANNING SERVICES LLC Total					3,150.00
EVERGREEN HOMES NW LLC	3587	BLD-20-0420	Genl Govt/Facilities	Refund BLD-20-0420	65.00
		BLD-21-0214	Genl Govt/Facilities	Refund BLD-21-0214	65.00
EVERGREEN HOMES NW LLC Total					130.00
FERGUSON ENTERPRISES INC # 8423	181	994860	Genl Govt/Facilities	Water Meters	(2,164.72)
			Public Works	Water Meters	27,935.23
FERGUSON ENTERPRISES INC # 8423 Total					25,770.51
FERNANDO JIMENEZ	2559	1484	Genl Govt/Facilities	Material for PW Ops Fence Repair	9.62
			Public Works	Material for PW Ops Fence Repair	143.31
		1487	Genl Govt/Facilities	3441 S. 5th Way - Fencing	937.66
FERNANDO JIMENEZ Total					1,090.59
GRAINGER	206	9915749460	Public Works	Ear Muffs/Eye Wash	58.82
GRAINGER Total					58.82
GSI WATER SOLUTIONS INC.	2971	0727.001-32	Public Works	Hydrological Study	1,282.41
GSI WATER SOLUTIONS INC. Total					1,282.41
HOME DEPOT CREDIT CARD SERVICES	1805	2052491	Genl Govt/Facilities	Tools - Nathan/Kauffman	9.24
			Public Works	Tools - Nathan/Kauffman	64.71
HOME DEPOT CREDIT CARD SERVICES Total					73.95
HONEY BUCKETS	223	552138702	Genl Govt/Facilities	Big Paddle Port-a-Potty	555.00
HONEY BUCKETS Total					555.00
INTERMEDIA.NET INC	2187	2106050450	Information Technology	Voice Service Charges - April 2021	87.07
INTERMEDIA.NET INC Total					87.07
J2 BLUE PRINT SUPPLY	243	AR103494	Public Works	Storm Facility Rehab	558.64
		AR103493	Public Works	Gee Creek Trail - Heron	616.36
J2 BLUE PRINT SUPPLY Total					1,175.00
JANEAN Z PARKER	2199	120	Public Works	Legal Services - May 2021	375.00
			Community Development	Legal Services - May 2021	3,250.00
			Legal	Legal Services - May 2021	2,750.00
JANEAN Z PARKER Total					6,375.00
JEFFREY A LANCASTER	1097	17377	Public Works	Parks Backflow Testing	700.00
JEFFREY A LANCASTER Total					700.00
JESSICA KIPP	2099	2099-20210624B	Administration	Mileage Reimb - Kipp	13.78
		2099-20210624A	Administration	Mileage Reimb - Kipp	14.39
JESSICA KIPP Total					28.17
KENYON DISEND PLLC	1746	1091168	Community Development	Professional Attorney Services - Annexation Appeal	476.00
KENYON DISEND PLLC Total					476.00
L.N. CURTIS AND SONS	3075	INV494954	Public Safety	Uniforms - Ferriss/Gibson	140.92
L.N. CURTIS AND SONS Total					140.92
LANGUAGE LINE SERVICES INC.	3122	10248512	Judicial	Interpretation Services	8.53
LANGUAGE LINE SERVICES INC. Total					8.53
LINKO TECHNOLOGY INC.	3337	8431	Genl Govt/Facilities	Web Backflow Tests - May 2021	295.93
			Public Works	Web Backflow Tests - May 2021	(22.93)
LINKO TECHNOLOGY INC. Total					273.00

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MAKERS ARCHITECTURE AND URBAN DESIGN LLP	3503	2037-8	Community Development	HB1923 Code Updates - May 2021	6,917.50
MAKERS ARCHITECTURE AND URBAN DESIGN LLP Total					6,917.50
MARIUS L MALATTIA	1817	149	Community Development	Design Reviews - May 2021	2,112.50
MARIUS L MALATTIA Total					2,112.50
MAUL FOSTER ALONGI INC.	834	42970	Genl Govt/Facilities	Grant Application Assistance	1,963.75
MAUL FOSTER ALONGI INC. Total					1,963.75
MERCURY ASSOCIATES INC.	3547	Ridgefld-05	Genl Govt/Facilities	Fleet Management Study	3,875.23
MERCURY ASSOCIATES INC. Total					3,875.23
MJB CONSULTING INC	3117	2000	Genl Govt/Facilities	State Lobbyis - June 2021	2,500.00
MJB CONSULTING INC Total					2,500.00
NAPA AUTO PARTS	498	248955	Genl Govt/Facilities	Storm/Facilities Harness	0.67
			Public Works	Storm/Facilities Harness	9.98
		248471	Public Works	Equip Maint - Storm	18.56
		245601	Genl Govt/Facilities	PW Shop Supp	3.24
			Public Works	PW Shop Supp	48.23
		248980	Genl Govt/Facilities	Storm/Facilities Trailer Maint	0.46
			Public Works	Storm/Facilities Trailer Maint	6.81
		247382	Genl Govt/Facilities	Core Return/Fuel Cap	(0.30)
			Public Works	Core Return/Fuel Cap	(5.83)
		246948	Genl Govt/Facilities	Vehicle Maint - 2013 F150	6.77
			Public Works	Vehicle Maint - 2013 F150	128.61
NAPA AUTO PARTS Total					217.20
NORTHWEST NATURAL GAS - EPAY	315	8578-7-201505	Public Works	PW Shop Natural Gas - May 2021	30.40
		1000591-6-202105	Public Safety	Police Department - Natural Gas	47.49
		8817-9-202105	Genl Govt/Facilities	CH Natural Gas - May 2021	75.61
NORTHWEST NATURAL GAS - EPAY Total					153.50
NORTHWEST STAFFING	522	4117607	Community Development	Temp Services - Frosh	298.32
		4117462	Community Development	Temp Services - Frosh	497.20
NORTHWEST STAFFING Total					795.52
ONE CALL CONCEPTS	326	1059094	Public Works	Excavation Notif./Modem Ticket Delivery - May 2021	299.64
ONE CALL CONCEPTS Total					299.64
PATRICIA THOMPSON	2644	417	Genl Govt/Facilities	Great Blue Heron Quilt	173.44
PATRICIA THOMPSON Total					173.44
PATRICK HILDRETH BRAND AND DESIGN	2372	1952	Genl Govt/Facilities	Professional Design/Web Maint	725.00
PATRICK HILDRETH BRAND AND DESIGN Total					725.00
PBS ENGINEERING AND ENVIRONMENTAL	342	0071532.000-11	Public Works	Hillhurst Rd Overlay Design	1,937.50
PBS ENGINEERING AND ENVIRONMENTAL Total					1,937.50
PIONEER PEST MANAGEMENT	2040	458755	Genl Govt/Facilities	Pest Control - CH	129.00
PIONEER PEST MANAGEMENT Total					129.00
PITNEY BOWES	341	3313556108	Genl Govt/Facilities	Posatge Maching Lease - Q2.2021	505.98
PITNEY BOWES Total					505.98
PORTLAND ENGINEERING INC	2082	10373	Public Works	Professional Fees - Telemetry	256.10
		10354	Public Works	Verizon Data - Telemetry	195.12
PORTLAND ENGINEERING INC Total					451.22
RICOH USA INC.	1662	105067718	Public Safety	PD Copier Lease	106.83

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RICOH USA INC. Total					106.83
RIDGEFIELD LANDSCAPE PRODUCTS	3021	3021-202105	Public Works	Dark Fir/Debris Dump	200.54
RIDGEFIELD LANDSCAPE PRODUCTS Total					200.54
RIDGEFIELD SCHOOL DISTRICT	378	1002000112	Genl Govt/Facilities	RACC Operating Expense - Electricity	98.49
				RACC Operating Expense - Wastewater	9.05
				RACC Operating Expense - Janitorial	240.42
				RACC Operating Expense - Garbage	18.91
			Public Works	RACC Operating Expense - Security Monitoring	11.13
				RACC Operating Expense - Electricity	84.79
				RACC Operating Expense - Wastewater	7.79
				RACC Operating Expense - Janitorial	207.00
			Community Development	RACC Operating Expense - Garbage	16.28
				RACC Operating Expense - Security Monitoring	9.58
				RACC Operating Expense - Electricity	355.79
				RACC Operating Expense - Wastewater	32.70
				RACC Operating Expense - Janitorial	868.50
				RACC Operating Expense - Garbage	68.31
				RACC Operating Expense - Security Monitoring	40.19
RIDGEFIELD SCHOOL DISTRICT Total					2,068.93
RIDGEFIELD TIRES LLC	3586	3586-20210624	Genl Govt/Facilities	Business License Refund - Ridgefield Tires	50.00
RIDGEFIELD TIRES LLC Total					50.00
SAUER HOLDINGS LLC	2885	164557-1	Genl Govt/Facilities	1Sat - Big Paddle Benches/Table Rental	620.84
SAUER HOLDINGS LLC Total					620.84
SHRED-IT US JV LLC	2274	8182128049	Genl Govt/Facilities	Secure Shredding - RACC	6.08
			Public Works	Secure Shredding - RACC	5.24
			Community Development	Secure Shredding - RACC	21.96
			8182128048	Genl Govt/Facilities	Secure Shredding - CH
SHRED-IT US JV LLC Total					77.09
SIMPLOT PARTNERS	606	212099146	Public Works	Weed and Feed	308.95
SIMPLOT PARTNERS Total					308.95
SPRINGBROOK - GROUP EPAY	3544	210621926	Public Works	Customer Web Payments - May 2021	562.20
SPRINGBROOK - GROUP EPAY Total					562.20
SPRINGBROOK SOFTWARE LLC	3444	INV-006482	Public Works	Customer Web Payments - May 2021	2,171.00
SPRINGBROOK SOFTWARE LLC Total					2,171.00
STATE AUDITOR'S OFFICE	524	L142633	Finance	Audit Services	8,199.75
STATE AUDITOR'S OFFICE Total					8,199.75
STATE OF WA DEPARTMENT OF REVENUE - EPAY	156	0-020-869-956	Genl Govt/Facilities	May 2021 B&O and Excise Tax	1,694.18
			Public Works	May 2021 B&O and Excise Tax	21,767.96
STATE OF WA DEPARTMENT OF REVENUE - EPAY Total					23,462.14
SW CONSULTING ENGINEERING	3398	0821193-F2	Community Development	Legacy Trails Apts - Consulting Services	380.00
SW CONSULTING ENGINEERING Total					380.00
SYSTEMS FOR PUBLIC SAFETY INC.	1788	38823	Public Safety	2021 Interceptor Upfitting	19,223.52
SYSTEMS FOR PUBLIC SAFETY INC. Total					19,223.52
THE GUNTER GROUP LLC	3493	3834	Community Development	SmartGov Consulting Services	260.00
THE GUNTER GROUP LLC Total					260.00

Attachment: June 24, 2021 - Claims Report (Approval of Claims And/Or Payroll)

City of Ridgefield
Claims Payment Report
For Approval on: June 24, 2021

4.1.a

THE MASTERS TOUCH LLC	1786	P75743	Public Works	Delinquent Utility Statements - Postage - May 2021	247.81
		75743	Public Works	Delinquent Utility Statemenets - May 2021	366.41
THE MASTERS TOUCH LLC Total					614.22
THE PARR COMPANY	964	26565304	Public Works	Streets Supp	(54.50)
		26565305	Public Works	Streets Supp	59.08
		26566547	Public Works	Water Supp	31.85
		26561967	Public Works	Streets Supp	54.50
		26565823	Genl Govt/Facilities	Event Stakes	341.46
		26564924	Public Works	Overlook Park Supp	24.00
THE PARR COMPANY Total					456.39
TRAFFIC SAFETY SUPPLY	432	INV038338	Public Works	Street Signs	68.06
		INV038804	Public Works	Replacement XAV Push Button	547.22
		INV038857	Public Works	Streets Supp	200.00
		INV038590	Public Works	Stormwater Signs	46.32
		INV038856	Genl Govt/Facilities	Streets Paint	(21.26)
			Public Works	Streets Paint	274.37
TRAFFIC SAFETY SUPPLY Total					1,114.71
TRJ PLANNING INC	3575	33	Community Development	Plans Review	6,588.68
TRJ PLANNING INC Total					6,588.68
USA BLUEBOOK	444	623788	Public Works	Water Meters	74.23
		614573	Public Works	Water Meters	2,175.02
		619354	Genl Govt/Facilities	PW Shop Supp	17.27
			Public Works	PW Shop Supp	257.37
		615122	Public Works	Water Meters	322.69
		623726	Public Works	Water Meters	1,106.85
		623789	Public Works	Water Meters	74.23
USA BLUEBOOK Total					4,027.66
VERIZON WIRELESS - EPAY	452	9880786201	Genl Govt/Facilities	PW Cell Phones & 2 iPads	29.87
				PW Director iPad	7.45
				Julie's iPad	49.51
				Patricia's Cell	(10.86)
			Public Safety	PD Cell Phones	635.49
				PD Chief iPad	49.51
			Public Works	PW Cell Phones & 2 iPads	444.94
				PW Director iPad	32.06
			Community Development	PW Director iPad	9.91
				CDD Cell Phones	169.80
				CDD Director iPad	49.52
			Finance	Finance Director iPad	49.51
			Council	Council iPads	594.29
			Administration	Deputy City Manager iPad	49.52
			Executive	City Manager iPad	49.51
		9880786202	Public Works	Hillhurst Ped Crossing - May 2021	105.16
		9880786203	Genl Govt/Facilities	PW Cell Phones & 2 iPads	53.71
				PW/CDD Cell	5.58

Attachment: June 24, 2021 - Claims Report (Approval of Claims And/Or Payroll)

City of Ridgefield
Claims Payment Report
For Approval on: June 24, 2021

4.1.a

VERIZON WIRELESS - EPAY	452	9880786203	Public Safety	PD Cell Phones	548.57	
				ADMIN Cell Phones	130.71	
			Public Works	PW Cell Phones & 2 iPads	800.25	
				PW/CDD Cell	13.02	
			Community Development	CDD Cell Phones	378.34	
				PW/CDD Cell	18.60	
			Finance	FIN Cell Phones	37.20	
VERIZON WIRELESS - EPAY Total					4,301.17	
WALLIS ENGINEERING	464	15935	Public Works	N 8th Ave & Simons St	3,920.60	
WALLIS ENGINEERING Total					3,920.60	
WAPITI NW LLC	2545	9282	Genl Govt/Facilities	Vahicle Maint - 2020 Ranger	11.08	
			Public Works	Vahicle Maint - 2020 Ranger	55.39	
			Community Development	Vahicle Maint - 2020 Ranger	155.03	
			WAPITI NW LLC Total			221.50
WASHINGTON STATE PATROL	463	I21000412	Genl Govt/Facilities	Background Checks - CPL	475.50	
WASHINGTON STATE PATROL Total					475.50	
WELLS FARGO - EPAY	1681	202105-6921	Genl Govt/Facilities	DoriotDawson Precision New Site Use/Sales Tax	(43.64)	
			Public Safety	Doriot Usps Po 5471680444 Mailed patches to get sewn to uniforms	5.50	
				Doriot 5.11 Inc. Two 5.11 under armor uniform shirts - Morgan.	134.39	
				Doriot Miracle Cleaners Patches sewn to uniform shirts - Morgan	24.28	
				Doriot Swec All access pass to the SW Washington Equity Diversit	240.00	
				Doriot 76 - Sei 35356 Fuel for new patrol car pick up	52.86	
				Doriot Dawson Precision New Sites for 8 Glock Handguns. Offduty	563.24	
				Doriot Penn Tool Co Inc Firearm unloading barrel.	449.00	
			202105-5756	Information Technology	Rubio Romero Apple.Com/Bill Comm Event IPAD	10.83
					Rubio Romero Apple.Com/Bill CH IPAD	14.08
					Rubio Romero Eclinchier Social Media	49.00
					Rubio Romero Amazon Web Services Website Backup	0.32
					Rubio Romero Zoom.Us 888-799-9666 Meeting Platform	59.60
					Rubio Romero Dropbox Ftw1nrwb33ff Community Communications	21.67
					Rubio Romero Txtsignal.Com Texting Outreach Software	39.00
					Rubio Romero Adobe Acropro Subs Software - Accounting Assistant	16.14
		202105-6970		Rubio Romero Adobe Creative Cloud Software -DeMoss	57.44	
				Rubio Romero Lucidchart.Com/Charge	10.79	
				Rubio Romero Mailchimp Misc Community Communications	22.61	
			Genl Govt/Facilities	Johnson Aci Ridgefield Events Laserfiche forms test 1 refund eve	(10.00)	
				Johnson Aci Ridgefield Events Laserfiche forms test 2 events for	10.00	
				Johnson Opc Msc Service Fee 024 Laserfiche test 2 for events for	1.00	
				Johnson Opc Msctax Serv Fee Cr 24 Laserfiche forms test 1 refund	(1.00)	
				Johnson Opc Msctax Serv Fee Cr 24 Refund of ACI test transaction	(1.00)	
				Johnson Wa Dol Lic & Reg 51307 Facilities vehicle licensing	59.00	
				Johnson Opc Msc Service Fee 024 Laserfiche forms Test 1 for even	1.00	
				Johnson Aci Ridgefield Events Laserfiche forms test 1 events for	10.00	
				Johnson Aci Ridgefield Events Refund of ACI test transaction 2	(10.00)	
			Public Works	Johnson Wa Dol Lic & Reg 51307 Title PW Trailer	57.00	

Attachment: June 24, 2021 - Claims Report (Approval of Claims And/Or Payroll)

City of Ridgefield
Claims Payment Report
For Approval on: June 24, 2021

WELLS FARGO - EPAY	1681	202105-6970	Community Development	Johnson Rosauers Food & Dru Water and Ice Cream for RACC Staff	40.62
			Finance	Johnson Government Finance Office Certificate of Achievement fee	460.00
				Johnson Cross Border Trans Fee Archiving software payment. Canad	1.70
			Information Technology	Johnson Pagefreezer.Com Archiving software payment	170.00
		202105-6947	Genl Govt/Facilities	Kipp Roc Gear Inc MATERIALS FOR ORIENTEERING - EVENTS	164.50
				Kipp Discountmugs.Com BIG PADDLE SWAG	1,430.64
			Public Works	Kipp Smartsign STICKERS FOR STORM WATER EQUIPMENT - REQUESTED BY	107.32
			Human Resources	Kipp Costco By Instacart WELLNESS SNACKS FOR ALL LOCATIONS	866.29
			Finance	Kipp The Home Depot 4718 FIRST SATURDAY COVID REQUIREMENTS FOR G	89.89
		202105-7036	Executive	Stuart Icma Online DEI Training	150.00
				Stuart Pioneer Street Cafe Mtg with City Councilors to discuss u	119.97
				Stuart The Sportsmans Mtg with City Councilors to discuss upcomi	34.18
		202105-6988	Human Resources	Knottnerus Ziprecruiter Inc. Recruitment	416.26
				Knottnerus Indeed Recruitment	740.96
				Knottnerus Icma Online Training	75.00
		202105-0187	Genl Govt/Facilities	Melroy Hd Plumbing Services - Hd City Hall Sewer Repair	560.97
				Melroy Chevron 0382345 Fuel - Melroy	5.52
			Public Works	Melroy Chevron 0382345 Fuel - Melroy	82.28
		202105-7051	Public Safety	Blehm Best Western Kennewick John Brooks hotel for conference at	317.58
				Blehm In Clark County Fire Dis CPR/First AID for Police Departm	975.00
		202105-6913	Public Works	Lucid Chart software - Floor Planning for PW Facilities	72.78
			Information Technology	Lucid Chart software - Floor Planning for PW Facilities	29.96
		202105-6954	Public Safety	Brooks Ridgefield School Distric Lunch for PD oral board	89.19
		202105-6996	Genl Govt/Facilities	Demoss SpRubberstamps.Com Postcard event stamp	29.30
				Demoss Sticker Mule Big Paddle swag item	123.58
				Demoss Sticker Mule City stickers for general events supplies	85.64
				Demoss Challengehound 100 Miles in 100 Days Registration	50.00
				Demoss 4imprint Big Paddle swag item	532.17
				Demoss Usps Po 5471680444 Postage for postcard project	72.00
				Demoss Wm Supercenter 5929 Desk chair for work from home. COVID	52.54
		202105-9437	Public Safety	Livescan Fingerprint Machine Platens	243.90
				Background investigations	104.06
				PD Supplies	50.20
		202105-7028	Public Works	Brunson Aah Natural Light Skylight replacement	505.00
		202105-7069	Genl Govt/Facilities	Ferriss Searspartsdirect.Com City Hall Fridge filter	151.64
			Council	Ferriss Ridgefield School District	21.68
				Ferriss Fred-Meyer	28.90
		202105-6962	Public Works	Denton RF Pack & Ship Spec Books Mailing to WSDOT for Gee Creek	12.10
				Denton J2 Blueprint Supply Co Spec Book for Gee Creek Trail	244.71
WELLS FARGO - EPAY Total					11,151.14
WOODLAND SAW AND CYCLE INC.	2223	1548	Public Works	Parks Supp	16.15
WOODLAND SAW AND CYCLE INC. Total					16.15
WOODLAND TRUE VALUE HARDWARE	1507	A239316	Public Works	Water Supp	38.08
		A238951	Public Works	Water Supp	23.05
		A239867	Public Works	Water Supp	87.29

Attachment: June 24, 2021 - Claims Report (Approval of Claims And/OR Payroll)

City of Ridgefield
Claims Payment Report
For Approval on: June 24, 2021

4.1.a

WOODLAND TRUE VALUE HARDWARE Total	148.42
Grand Total	3,535,369.81

Attachment: June 24, 2021 - Claims Report (Approval of Claims And/Or Payroll)

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: June 24, 2021

ITEM:

AGENDA ITEM TITLE: Approval of Minutes from the June 10, 2021 Meeting

AGENDA ITEM TITLE:

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

GOVERNING LEGISLATION:

Not applicable

PREVIOUS COUNCIL ACTION TAKEN:

Not applicable

SUMMARY/BACKGROUND:

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

BUDGET/FINANCIAL IMPACTS:

Not applicable

ACTION OR MOTION:

Approve the minutes by making the following motion:

1. "I move to approve the consent agenda"

STAFF CONTACT: Julie Ferriss, City Clerk

ATTACHMENTS: 06-10-2021 (PDF)



CITY OF RIDGEFIELD, WASHINGTON

City Council MEETING MINUTES

June 10, 2021

Regular Meeting - 6:30 PM

STUDY SESSION - 5:30 P.M.

1. Pavement Preservation Funding Options

GENERAL SESSION CALL TO ORDER - 6:30 PM

FLAG SALUTE

ROLL CALL

Attendee Name	Title	Status	Arrived
Ron Onslow	Councilor	Present	
Lee Wells	Councilor	Present	
Don Stose	Mayor	Present	
Jen Lindsay	Councilor	Present	
Rob Aichele	Councilor	Present	
Dana Ziemer	Councilor	Absent	

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

SECOND: Council Member Lindsay.

Motion Passed.

LATE CHANGES TO THE AGENDA

Business: Motion - Acceptance of Coronavirus Local Fiscal Recovery Funds

PUBLIC COMMENT

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

CONSENT AGENDA - MOTION TO APPROVE AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jen Lindsay, Councilor
SECONDER:	Lee Wells, Councilor
AYES:	Onslow, Wells, Stose, Lindsay, Aichele
ABSENT:	Ziemer

1. Approval of Claims And/Or Payroll

Attachment: 06-10-2021 (Approval of Minutes)

2. Approval of Minutes from the May 27, 2021 Meeting

3. Employment Contract

PRESENTATION

1. Proclamation Policy & Process

2. Consideration of Pride Month Proclamation

3. City Council Appointment Process

BUSINESS

1. Motion - Approval of Award of Stormwater Facility Rehab Bid

The City's 2021 budget includes funding to remove accumulated sediment and replant five stormwater facilities in the Bellwood Heights and Hillhurst neighborhoods. The project will restore the stormwater facilities to their original capacity and function and reduce risk of flooding and property damage. The City opened bids for the project on June 1st and received five bids for the work, with Keystone Contracting of Ridgefield submitting the low bid.

MOTION: MOVED TO AWARD THE STORM FACILITY REHABILITATION PROJECT TO KEYSTONE CONTRACTING IN THE AMOUNT OF \$141,894.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Rob Aichele, Councilor
AYES:	Onslow, Wells, Stose, Lindsay, Aichele
ABSENT:	Ziemer

2. Motion - Approval of Award of Gee Creek Trail - Abrams Park to Heron Drive

In 2017 the City applied for and received a Transportation Alternatives Program (TAP) Grant for construction of improvements to the Gee Creek Trail between Abrams Park and Heron Drive. In 2019 the City contracted with Abam (now WSP) to complete plans and bid documents for the project. The project includes drainage improvements, plating, benches and interpretive signs, as well as a RRFB pedestrian crossing at Heron Drive. Bids were opened on June 1st and the City received five bids on the project, with the lowest bid submitted by SlateCo of Battle Ground.

MOTION: MOVED TO AWARD THE GEE CREEK TRAIL PROJECT TO SLATECO IN THE AMOUNT OF \$96,895.21.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ron Onslow, Councilor
SECONDER:	Jen Lindsay, Councilor
AYES:	Onslow, Wells, Stose, Lindsay, Aichele
ABSENT:	Ziemer

3. Acceptance of Coronavirus Local Fiscal Recovery Funds

The House of Representative adopted a Senate amended version of the American Rescue Plan Act on March 10, 2021. The package includes \$350 billion in aid for state and local governments. The City of Ridgefield has been notified through the Washington State Office of Financial Management that upon acceptance the city will receive \$2,555,041 in ARPA funds. The first disbursement could come as soon as June 27, 2021, for \$1,277,521 with the second half of the funding disbursed approximately one year later. The city has until December 31, 2024 to obligate the funds. Staff is submitting the award to the council for authorization for the City Manager to sign and accept the ARPA funding. A study session will

be held on July 22, 2021 to bring options to Council for use of the funds.

MOTION: MOVED TO ACCEPT THE AMERICAN RESCUE PLAN ACT CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS GRANT IN THE AMOUNT OF \$2,555,041.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Lee Wells, Councilor
SECONDER:	Jen Lindsay, Councilor
AYES:	Onslow, Wells, Stose, Lindsay, Aichele
ABSENT:	Ziemer

PUBLIC HEARING/BUSINESS

1. Public Hearing and First Reading of Ordinance No. 1344 – Ridgefield Municipal Code Amendment - Building and Fire Code Updates - Claire Lust, Community Development Director

The 2018 building codes were initially intended to be adopted at the state level on July 1, 2020. Due to the COVID-19 pandemic, Governor Inslee delayed this adoption date to November 1, 2020. Subsequently, at a special council meeting on June 26, 2020, the SBCC voted to extend the effective date to February 1, 2021. Ridgefield has been applying the 2018 building codes since the effective date of February 1, 2021, as required to comply with the standards adopted by the SBCC. The proposed code amendments complete the City's compliance requirements by adopting the 2018 building codes by reference, in writing, in RMC Title 14 - Buildings and Construction with certain amendments specific to the City of Ridgefield. This code update also changes the outdated "Clark County Fire District No. 12" to "Clark Cowlitz Fire Rescue" in Titles 14 and 8.

Mayor Opened Public Hearing: 7:24PM

No testimony received.

Mayor Closed Public Hearing: 7:24PM

MOTION: MOVED TO WAIVE SECOND READING AND ADOPT ORDINANCE NO. 1344 AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Rob Aichele, Councilor
SECONDER:	Ron Onslow, Councilor
AYES:	Onslow, Wells, Stose, Lindsay, Aichele
ABSENT:	Ziemer

PUBLIC COMMENT

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

COUNCIL/PRESIDING OFFICER/STAFF REPORTS

Council

Council Member Aichele - Attended Ridgefield Chamber of Commerce meeting, School Board meeting and ribbon cutting for the new Ridgefield High School Stadium Entrance, pre-application conference meeting.

Council Lindsay - Attended School Board meeting and ribbon cutting for the new Ridgefield High School Stadium Entrance, helped with senior BBQ, AWC legislative priorities meeting.

Council Member Onslow - Attended AWC audit committee meeting, helped with senior BBQ, AWC virtual conference scheduled for next week.

Council Member Wells - Attended pre-application conference meeting.

Mayor

Kudos to City staff for another great First Saturday event.

City Manager

ADJOURN - [7:36 PM](#)

Julie Ferriss, City Clerk

Don Stose, Mayor

Attachment: 06-10-2021 (Approval of Minutes)

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: June 24, 2021

ITEM:

AGENDA ITEM TITLE: Parklet Discussion

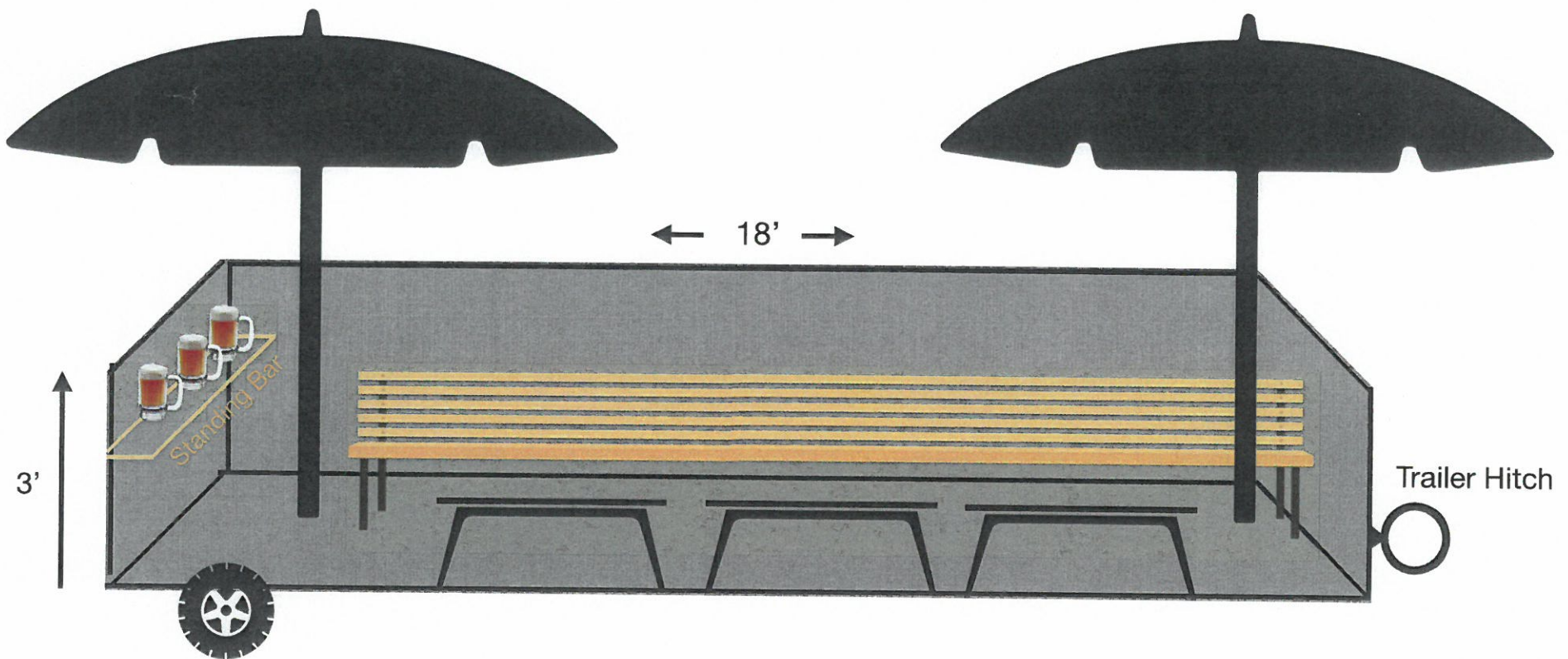
Parklet Discussion

STAFF CONTACT: Steve Stuart, City Manager

ATTACHMENTS: Mobile Parklet Concept (PDF)



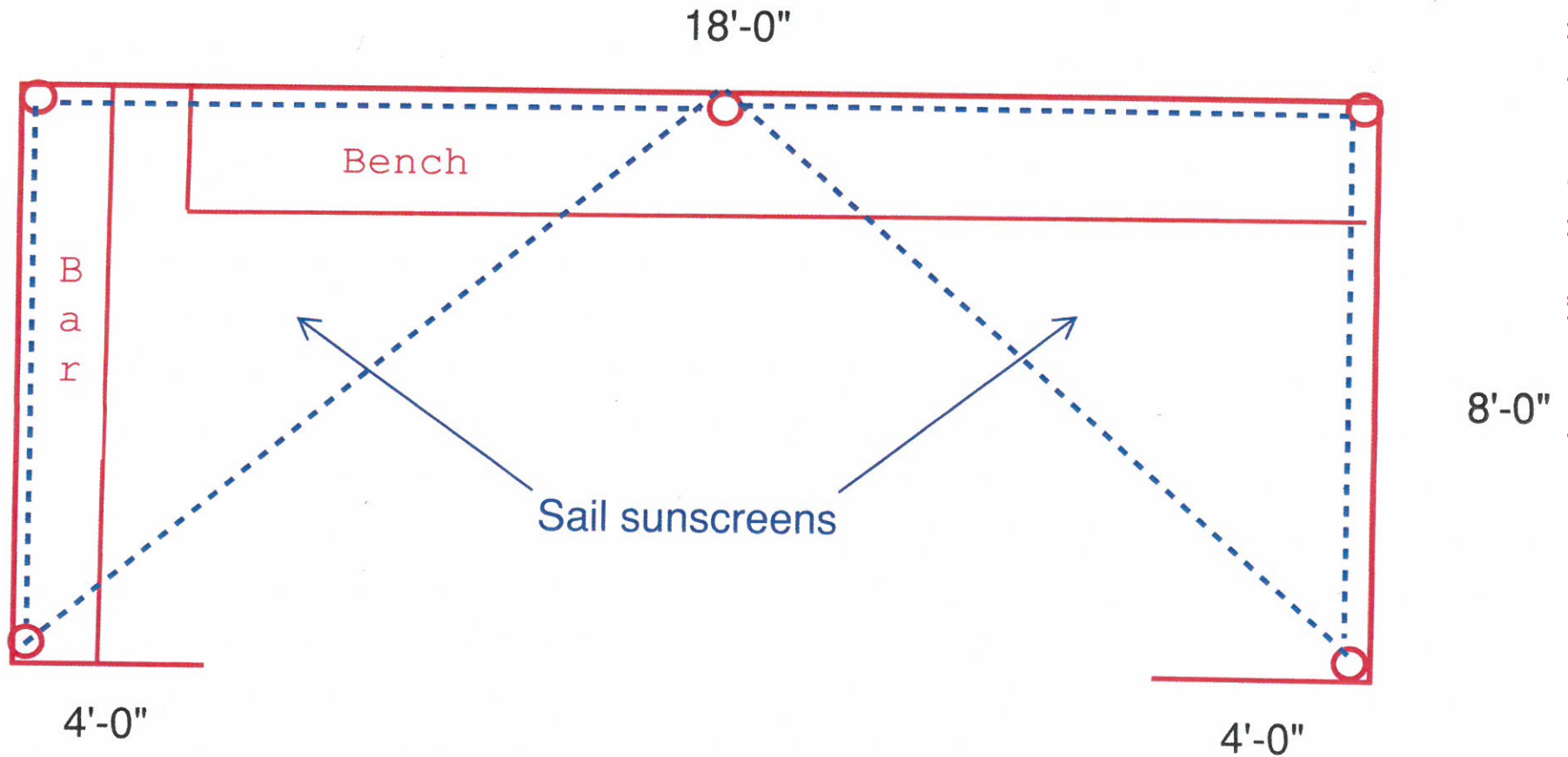
Mobile Parklet Concept



Additional space for local businesses



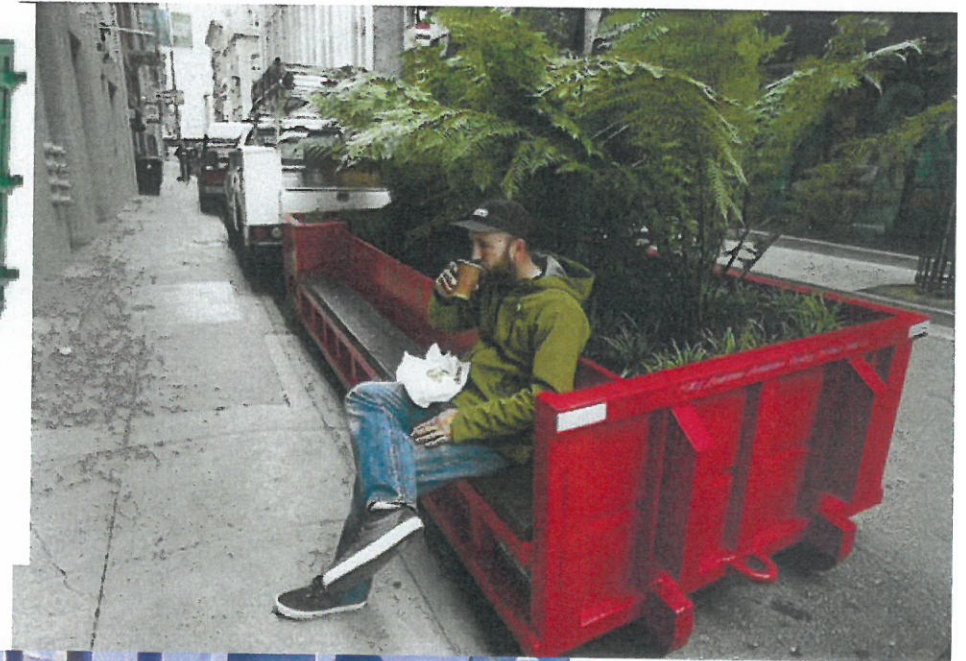
PARKLET



Knockout front sections



Example of repurposing



Attachment: Mobile Parklet Concept (Parklet Discussion)

*Existing
Container*



CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: June 24, 2021

ITEM:

AGENDA ITEM TITLE: Motion - Approval of YMCA Site Planning Contract

GOVERNING LEGISLATION:

Revised Code of Washington Title 35 – Cities and Towns

PREVIOUS COUNCIL ACTION TAKEN:

None

SUMMARY/BACKGROUND:

The City has received \$250,000 in state funds for the design and planning of the YMCA site. The project is located on City owned property north of Pioneer Street at 51st Avenue and will serve the community with a pool, exercise facilities and community services.

Staff published a request for proposals on January 5 and twelve proposals were received on January 26th. The proposals were scored and interviews with the top two firms were conducted on March 11th. Based on the proposals and scoring Johansson Wing Architects was selected for the design contract. Due to the expedited timeframe for the project an \$88,000 “pre-design” contract was excited to allow survey, wetlands and archeological investigation efforts to begin. The remaining design contract is before Council for approval.

BUDGET/FINANCIAL IMPACTS:

The 2021 Budget includes a total of \$250,000 for the YMCA site design. The Johansson Wing proposal for the design contract totals \$273,200, including the pre-design contract and LEED design that was added to the project scope. A budget amendment for the remaining work will be required later this year.

RECOMMENDED ACTION OR MOTION:

Staff recommends awarding the Design contract for the YMCA Site design to Johansson Wing

Architects. A recommended motion would be:

“I move to award the design contract for the YMCA Site design to Johansson Wing Architects”

STAFF CONTACT: Bryan Kast, Public Works Director

ATTACHMENTS:

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: June 24, 2021

ITEM:

AGENDA ITEM TITLE: Motion - Approval of Award of Hillhurst Overlay

GOVERNING LEGISLATION:

Revised Code of Washington Title 35 – Cities and Towns

PREVIOUS COUNCIL ACTION TAKEN:

Acceptance of TIB grant on December 19, 2019

SUMMARY/BACKGROUND:

In 2019 the City applied for and received a TIB Grant for the Overlay of Hillhurst from 6th Way south to 500 feet past Great Blue Road. The project includes dig-outs and repairs of damaged pavement, an overlay of the entire roadway between 6th Way and Great Blue Rd, and an overlay of half of the roadway 500-feet south of Great Blue Rd in front of the church. PBS Engineering completed the design on the project in 2020, however the project's construction was delayed for one year due to TIB's funding being reduced during the pandemic. In advance of the paving work the City has replaced several water services that cross the street that were past their service life. A 5-year street cut moratorium has been placed on the repaved paved area and Staff have notified utilities and adjacent property owners.

In addition to the grant work on this bid the City will be completing grind and overlay of the lane adjacent to the Wishing Wells Subdivision as a separate schedule on the bid, as well as some pavement repairs at the new PW facility. Bids will be opened the day of the Council Meeting and will have the bid results available at the meeting.

BUDGET/FINANCIAL IMPACTS:

TIB will contribute \$500,000 in grant funds to the project. The total estimated cost for the TIB funded work is \$515,000. The estimate for schedule B for the additional work on Hillhurst is \$146,000 and will be funded by the Pavement Preservation funds in the 2021 budget. The estimated cost for the work at the new PW facility is \$46,000.

RECOMMENDED ACTION OR MOTION:

Staff recommends awarding the project to the low bidder.

STAFF CONTACT:

Bryan Kast, Public Works Director

ATTACHMENTS:

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: June 24, 2021

ITEM: BUSINESS

AGENDA ITEM TITLE: Amendment to Financial Policy #04: Procurement of Goods & Services

GOVERNING LEGISLATION:

RCW 39, RCW 35.72, 2 CFR 200

PREVIOUS COUNCIL ACTION TAKEN:

Council previously adopted Financial Policy #04: Procurement of Goods & Services by Resolution No. 565 on September 26, 2019.

SUMMARY/BACKGROUND:

Financial Policy #04: Procurement of Goods & Services was adopted by Council on September 26, 2019. Staff are recommending changes to the policy to update processes that have changed since the initial adoption of the policy.

The main change is to reference bid submittals through the new online procurement system, ProcureNow. City staff recently implemented the online system to create more efficiencies and participation of vendors in the bid process.

In addition, the following updates have been made:

- Increase the threshold for competitive bids for professional and personal service contracts from \$7,500 to \$15,000 to create efficiencies and flexibility in the process.
- Update language for prevailing wage documents to reference the new online portal (My L&I) for filing prevailing wage documents.
- Add Land Surveying to language for Architectural, Engineering and Design Services.
- Reference the cities intent to advertise on the Washington State Office of Minority and Women's Business Enterprise website for public works projects.
- Additional clarification for the use of purchase orders as a method of payment.
- Updates to how change orders are processed to reflect current budget policies and remove outdated language.
- Various language clean-up within the policy.
- Reformatting of sections for better flow.

Staff have reviewed best practice recommendations from the National Institute for Public Procurement, other agencies and updated Federal and State Statutes. We believe the policy addressed all issues and provides proper guidance to staff and officials who are authorized to procure goods and services for city business.

BUDGET/FINANCIAL IMPACTS:

None

ACTION OR MOTION:

If Council chooses to adopt Resolution No. 594 as presented a motion would be:

“I move to adopt Resolution No. 594 as presented.”

STAFF CONTACT:

Kirk Johnson, Finance Director

ATTACHMENTS:

Policy #04 Procurement Policies Procedures_0621Edits Redlined
(DOCX)

Policy #04 Procurement Policies Procedures_Exhibit A (PDF)

Resolution No.594**AMENDMENT TO FINANCIAL POLICY #04: PROCUREMENT OF GOODS & SERVICES**

WHEREAS, the City of Ridgefield City Council adopted Resolution No. 565 establishing a formal policy on the Procurement of Goods & Services; and

WHEREAS, the City deems it necessary to update the Procurement of Goods & Services policies to follow industry best practice and address the cities online bidding and contract management portal; and

WHEREAS, these policies provide the guidelines for city staff and officials who are authorized to procure goods & services for official city business; and

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

Section 1. The City Council of the City of Ridgefield approves the updated version of the Procurement of Goods & Services policy, a copy of which is attached and referenced as Exhibit A.

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

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

ADOPTED AT A REGULAR SESSION BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON ON THE 24TH DAY OF JUNE, 2021.

CITY OF RIDGEFIELD

Don Stose, Mayor

ATTEST:

Julie Ferriss, City Clerk

Financial Policy #04: Procurement of Goods & Services

Effective Date: ~~September 26, 2019~~ June 24, 2021; Resolution No. ~~565~~ 594

Replaces and Cancels: ~~Financial Policy #04 June 1, 2017, Resolution No. 565~~

References: RCW 39, RCW 35.72, 2 CFR 200, City of Ridgefield Purchasing Matrix

PURPOSE

This document establishes the City of Ridgefield's (City) policies and procedures for purchasing supplies and materials and for contracting for services. The policies and procedures detailed in this document are mandatory and City staff risk disciplinary action, up to and including termination of employment for unauthorized departure from these guidelines.

OBJECTIVES

All employees must follow established policies and procedures for procurement of equipment, materials, and services. Adherence to policies and procedures will ensure that public purchases and contracts are open, fair, and at the best value to the public.

Procedures are divided into four major areas: 1) Procurement of Goods and Services, 2) Bidding Requirements, 3) Reimbursement of Expenses, and 4) Other Issues.

Financial Policy #04: Procurement of Goods & Services

Effective Date: ~~September 26, 2019~~ June 24, 2021; Resolution No. ~~#565~~594

Replaces and Cancels: ~~Financial Policy #04 June 1, 2017, Resolution No. 565~~

References: RCW 39, RCW 35.72, 2 CFR 200, City of Ridgefield Purchasing Matrix

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PROCUREMENT OF GOODS AND SERVICES

City purchases are subject to authorization & quote/bid requirements are as follows (Refer to Purchasing Matrix quick reference guide: Exhibit 1).

General Purchases (When Vendor Roster is not used) (RCW 39.04.190)

- \$1 - \$7,500 No competitive bids required; Director or designee approval
- \$7,501 - \$15,000 3 verbal or written quotes; Director or designee approval
- \$15,001 - \$40,000 Competitive bid required; Director or designee approval
- \$40,001 - \$100,000 Competitive bid required; City Manager or designee approval
- >\$100,000 Competitive bid required; City Manager approval / Council awards

Public Works Projects (When Small Works Roster is not used) (RCW 35.23.352)

- ~~-\$~~1 - \$7,500 No competitive bids required; Director or designee approval
- ~~-\$~~7,501 - \$15,000 3 verbal or written quotes; Director or designee approval
- \$15,001 ~~-\$~~ \$75,500 3 written quotes; City Manager or designee approval

One Craft or Trade, or Street Signalizing or Street Lighting

- ~~-\$~~7,501 - \$100,000 Competitive sealed bid; City Manager approval or designee approval
- ~~-\$~~100,000 Competitive sealed bid; City Manager approval / Council awards

Two or more Crafts or Trades

- ~~-\$~~7,501 - \$100,000 3 written quotes; City Manager or designee approval
- \$100,001 ~~-\$~~ \$116,155 3 written quotes; City Manager approval / Council awards

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>\$116,155 Competitive sealed bid; City Manager approval / Council awards

Professional and Personal Services Contracts

—\$1 - ~~\$15,075~~00 No competitive bids required, Director or designee approval

~~\$15,075~~01 - \$100,000 Due diligence for price/quality; City Manager or designee approval

>\$100,000 Due diligence for price/quality; City Manager approval / Council awards

Architectural & Engineering Services: (RCW 39.80) (When Small Works Roster is not used)

Architectural & Engineering (A&E) services bid levels are based on negotiated price after selection of vendor. Refer to Architectural, Engineering and Design Services on page 4.

—\$1 - ~~\$7,515~~000 No competitive bids required, use Consultant Roster, Director or designee approval

—~~\$15,075~~01 - \$100,000 Due diligence to obtain best quote, City Manager or designee approval

>\$100,000 Due diligence to obtain best quote, City Manager approval / Council awards

NOTE: Purchases may not be broken into multiple projects or purchases to avoid compliance with state statutes and City policies.

The City of Ridgefield purchasing matrix is a companion document to the Procurement of Goods and Services Policy (See exhibit 1).

Unit Priced Contracts (RCW 35.23.352)

A unit priced contract (on call) is a competitively bid contract in which public works are anticipated on a recurring basis to meet the business or operational needs of the City under which the contractor agrees to a fixed period of indefinite quantity delivery of work, at a defined unit price for each category of work. The City will competitively bid, or enter into a cooperative purchase agreement, with an agency that has met the statutory contracting requirements for bidding this type of work.

Federal Procurement Standards

Federal procurement procedures when Federal funding is utilized will meet Federal, State and local laws and regulations. Procurement will utilize the most restrictive procedures available at the time bids are requested. Refer to grant or loan agreements to verify applicable federal procurement requirements.

Public Works Projects and Prevailing Wage Laws

Public work is all work, construction, alteration, repair or improvement that is executed at the cost of the state or any other local public agency. This includes, but is not limited to, demolition, remodeling, renovation, road construction, building construction, ferry construction and utilities construction (RCW 39.04.010). Public work includes maintenance when performed by contract. Prevailing wages are governed by chapter RCW 39.12, Prevailing Wages on Public Works

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requirements, regardless of contract amount. It is the responsibility of the contracting agency to notify the vendor of prevailing wage requirements and obtain compliance documentation prior to awarding any public works contract. Public works contracts will only be awarded to contractors who document compliance with the Washington State Prevailing Wage Law. The department head or designee managing the project is responsible for collecting compliance documents. Failure to follow prevailing wage laws will result in delayed or denied payment to the vendor. The City CANNOT pay for public works projects that are in violation of prevailing wage laws.

Washington State Prevailing Wage Law

The Prevailing Wages on Public Works Act (Chapter 39.12 RCW) requires that employees of government contractors be paid prevailing wages for all public work. Agencies awarding public works contracts include state agencies, counties, municipalities and all political subdivisions of the state.

All public agencies, contractors performing public work, and construction workers on public works construction should be aware of their rights and legal responsibilities. Failing to comply with the provisions of Chapter 39.12 RCW may subject contractors and/or public agencies to liability for all unpaid prevailing wages and penalties.

The Department of Labor and Industries (L&I) administers the prevailing wage law. The Office of the Attorney General provides legal counsel to L&I and prosecutes violators. The State Auditor's Office ascertains if a public agency's policies, procedures and practices meet the requirements of the law.

Do not rely on this plan language description without reading the laws and regulations. The informal discussions below are meant to be helpful when read in conjunction with the laws and Washington Administrative Code (WAC) rules. They are not meant to be a substitute for reading and understanding the laws. After reading the laws and regulations, please do not hesitate to contact the Prevailing Wage Office with any questions you may have.

Federal Prevailing Wage Requirements

The federal government has its own public works prevailing wage requirements, or wage decisions, established by the Davis-Bacon ACT (DBA). For any public works project receiving federal funding, contractors must pay the higher of the state or federal wage rates.

What is Prevailing Wage

Prevailing Wage is defined as the hourly wage, usual benefits and overtime, paid in the largest city in each county, to the majority of workers, laborers, and mechanics. Prevailing wages are established, by the Department of Labor and Industries, for each trade and occupation employed

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in the performance of public work. They are established separately for each county, and are reflective of local wage conditions.

Unit Based Contracts Prevailing Wage Requirements

For unit-based contracts, contractors must pay prevailing wages for all work that would normally be subject to prevailing wages. Prevailing wage rates must be updated annually. Intents and affidavits must be submitted annually for all work completed during the previous 12 months.

Combined Intent to Pay and Affidavit of Wages Paid Form

A combined Intent to Pay and Affidavit of Wages Paid form for small public works projects under \$2,500 may be used only at the option of the public contract awarding agency. Form fees are waived by L&I policy on the under \$2,500 combined form. A signature by the public awarding agency is required in addition to the contractor's signature.

The public agency approves the form ~~with their signature, must retain a copy for three (3) years and must send a copy to L&I within 30 days—~~utilizing the My L&I Agency Portal. The public contract awarding agency has a liability for unpaid wages when the alternate form is used so only that awarding agency can authorize the use of the combined form.

Retainage

If contract amount exceeds \$35,000, pursuant to RCW 60.28 there will be retained from monies earned by the Contractor on progress estimates a sum not to exceed 5 percent of the monies earned by the Contractor. Contractor may submit a bond for all or a portion of the contract retainage, in a form acceptable to the public body and from a bonding company, meeting standards established by the public body. Such retainage shall be used as a trust fund for the protection and payment (1) to the State with respect to taxes imposed pursuant to RCW Title 82, which may be due from such Contractor, and (2) the claims of any other person or entity arising under the Contractor or RCW 60.28. Release of retainage will be made within the statutory period following the last date for filing of claims pursuant to RCW Chapter 60.28.

Professional and Personal Services

Professional or personal services are those services involving specialized skill, education, and special knowledge. These services include, but are not limited to, archeological, engineering, design services, accounting, art, bond brokerage, insurance brokerage, legal, real estate appraisal, relocation assistance, title abstracts, surveying, soils analysis, and core testing. Procurement of professional and personal services will be in accordance with RCW 39.80 and RCW 39.29.

A competitive process is not required for professional or personal services, other than professional engineering or architectural services for the design of City improvements.

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Non-Architectural and Engineering Services

Professional and technical services include disciplines such as attorneys, computer programmers, financial analysts, bond counsels, artists, planners, and real estate appraisers.

Purchase of professional services requires completion of a City professional services contract that describes services to be performed and the negotiated price.

Prior qualifications and experience with the City, time-frame for completing projects, and cost may be considered when choosing consultant/firm to perform professional services, as defined in this section.

Architectural, Engineering, Land Surveying and Design Services

State statutes require advance notice of the requirement for architectural, engineering, [land surveying](#) and design services. The City will evaluate a firms' qualifications and performance, and negotiate with the firm with the highest qualifications. In the event a negotiated price cannot be reached the City will then move to the next most qualified firm. Architectural, engineering, and design services contracts will be reviewed to ensure compliance with RCW 39.80.

Purchased Services

Purchased Services are activities or projects for which the City of Ridgefield contracts and which are not considered a public work. These activities consist of services such as janitorial and selection of the official City newspaper. The City of Ridgefield as a code City under 20,000 is required to call annually for bids for the City's official newspaper. The City of Ridgefield is required to perform due diligence for price and quality on bids for services. Prevailing wages are required on public building services such as janitorial (39.12.020).

Conflicts of Interest

The City is subject to the state's Conflicts of Interest statute RCW 42.23. City employees are prohibited from having a financial interest in contracts awarded by the City. The City will not accept donations of materials or services in return for a commitment to continue or initiate a purchasing agreement. No employee will participate in procurement when they are aware of a conflict of interest.

Code of Ethics

Employees who are authorized to procure goods and services may neither solicit, accept, nor agree to accept any gratuity for themselves, their families or others that results in their personal gain which may affect their impartiality in making decisions on the job. Discounts or concessions realistically available to the general population, items received that do not result in personal gain, and samples to the City used for general City use are examples of items that are not gratuities.

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Personal judgement should be used and questions regarding particular problems or events should be referred to the employee's department head or the Finance Director.

In-State or Local Geographical Preferences

Procurements will be conducted in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Bid Procedures (When small works roster process is not used)

1. Authorization Request

Request from City Manager or designee to call for bids. In special circumstances, the City Manager may waive portions of the bid procedures. The "special circumstances" are limited to items where publication of bids may impinge on the safety of staff or City assets.

2. Publication of Notice

After City Manager or designee authorization, the requesting department director (or designee) will publish the Call for Bids in the official newspaper or a newspaper of general circulation most likely to bring responsive bids and ensure notice is posted on the City web page, at least 13 days prior to bid submittal deadline. The City will make every effort to include notifications ~~to certified women or minority owned businesses per state criteria on the~~ [Washington State Office of Minority and Women's Business Enterprises website](#).

3. Notice Contents

~~Notice (or advertisement) for~~ [Solicitations bids](#) should contain ~~definite~~ specifications and procedures for ~~bidders suppliers~~ to use to estimate their ~~bids~~ [submittals](#). At a minimum, a ~~solicitation shall~~ [bid notice for public works must include](#) ~~shall include~~:

- I. Project title;
- II. Nature and scope of work;
- III. Where contract documents (plans and specifications) can be reviewed or obtained;
- IV. Cost to obtain a set of contract documents;
- V. Place, date, and time that bids are due;
- VI. Statement that a bid bond must accompany the bid if required;

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- VII. Statement that the City retains the right to reject any and all bids and to waive minor irregularities in the bidding process;
- VIII. Statement that the contract involves "public work," and ~~that workers~~ those workers shall receive the prevailing rate of wage pursuant to the Prevailing Wage on Public Works Act (Chapter 39.12 RCW);
- IX. List of the applicable prevailing wage rates; and
- X. Statement that the City is an equal opportunity employer and invites responsive bids from all qualified bidders.
- XI. In addition, provide evaluation criteria; minimum qualification; date, time, and location of pre-bid conference (if applicable); name, address, and telephone number of the project contact; and number of required copies will help bidders prepare responsive submittals.

4. Bid Opening

Submittals shall be submitted electronically, whenever possible, through the City's webpage. The submittals shall be time stamped and dated date and time stamped by the receiving software. Submitted Bids will be available for public view immediately after the date and time submittals are due. Bidders may request to submit their bids in paper form during the question time frame of the solicitation if the Bidder is unable to submit electronically. in response to Invitations to Bids shall be displayed for public view on the webpage after immediately bid due date. Bids are submitted to the Finance Director or designee, where they are time and date stamped and processed. Bid opening will be announced to Mayor, Council, City Manager, and Department Directors by Director or designee responsible for the project.

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5. Report on Bids

The Finance Director or designee will prepare a report (bid tabs) and recommendation on all bids received. The report will be submitted to the Department Director or designee responsible for the project for review.

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6. Bid Award

The City may select the qualified vendor whose proposal is most advantageous to the City, with price and other factors considered. When a bidder requests copies of bids received within two days of a competitive bid opening, the City will not award the bid until at least two full business days after the documents have been provided.

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7. Rejection of BidsSubmittals

The City reserves the right to reject any ~~submittal~~bid not in substantial compliance with the ~~bid solicitation~~ documents, or all prescribed public bidding procedures and requirements and may reject for good cause any or all bids upon a finding of the City that it is in the public interest to do so.

The following shall apply to bid solicitations:

- I. Selection of a winning offer is based primarily on lowest responsive bid. Quality and expertise, however, must also be a consideration. In the event the City has issued a written finding to a contractor/vendor that a project was completed late, over budget, or did not meet specifications, the City may award to the next lowest responsible bidder that falls within 5% of the lowest bid. The lowest responsive bidder has the right to provide a written response to the City on how they will improve in the future to meet specifications.
- II. To ensure consistency and fair process, the City will use standard forms, documents, contracts, and terms and conditions, when practical. The Finance Department will maintain templates for bid-related documents for use by departments. The City will use an evaluation selection committee to promote an open, proper selection. The requesting department director will appoint committee members to act in an advisory capacity.
- III. Minimum qualifications are stated to ensure respondents are reasonably qualified. Minimum qualifications cannot be used to eliminate qualified vendors. Minimum qualifications should be tested against the marketplace to ensure they aren't overly restrictive.
- IV. When ~~practical~~needed, the City will conduct a pre-bid conference to allow a thorough discussion of the City's intent, scope, specifications, and terms. Interested companies should be encouraged to attend.

Exemptions to Competitive Bidding Requirements

RCW 39.04.280 provides uniform exemptions to competitive bidding requirements utilized by municipalities when awarding contracts for public works and contracts for purchases.

Competitive bidding requirements may be waived for:

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1. Purchases that are clearly and legitimately limited to a single source of supply (Sole Source Vendor):

If, after conducting a good faith review of available resources, the requesting department director determines that there is only one source of the required materials, supplies, or equipment, a purchase contract may be awarded without complying with established bid requirements. The requesting department director will submit a written request for sole source procurement to the Finance Director for approval, and conduct price, terms, and delivery negotiations, as appropriate. The vendor must certify in writing that the City is getting the lowest offered price. Refer to Sole Source Vendor Statement exhibit 3.

2. Purchases involving special facilities or market conditions:

The City Manager may waive established bidding requirements if an opportunity arises to purchase ~~favorably priced~~ favorably priced equipment at an auction, or supplies or used goods that will be sold before the City can conduct the bid process.

3. Surplus Property:

The City may acquire surplus property from another government without the use of bids (RCW 39.33.010).

4. Auctions:

The City of Ridgefield may purchase at auctions (RCW 39.30.045).

5. Purchases in the event of an emergency:

"Emergency" is defined as "...unforeseen circumstances beyond the control of the municipality that either: (a) Present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken." If an emergency situation has been declared, the City Manager may waive competitive bidding requirements and the City may award all necessary contracts to purchase goods, materials, or services to address the emergency situation. Purchase order(s) must be properly documented as pertaining to an emergency as soon as possible following the event. If a contract is awarded without competitive bidding due to a declared emergency, the City Council must adopt a resolution certifying the emergency situation existed no later than two weeks or one council meeting following the award of the contract.

6. Interlocal Cooperative Purchasing Agreements:

Pursuant to RCW 39.34, bidding is not required when purchases of materials, supplies, or equipment are made under State standard contracts or similar contracts executed by and through other local governments which have complied with their statutory contracting requirements.

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The City is authorized to use any master contract approved and administered through the State of Washington, Department of Enterprise Services, using the Master Contracts Usage Agreement.

The City is authorized to use federal contracts administered by the General Services Administration. GSA agreements approved for local governments include the following:

- Information technology products
- Security/law enforcement equipment
- Items to aid recovery from ~~federally-declared~~ federally declared disasters or acts of terrorism
- Items to aid response to ~~federally-declared~~ federally declared public health emergencies
- Equipment to support counterdrug, homeland security, and emergency response activities

The City of Ridgefield must conduct a screening process whereby it can justify the purchase through an Interlocal Agreement, for contracts outside of DES and GSA administered agreements. The screening process and results must be clearly documented in writing. All other procurement approval requirements must be met.

Approval and authority for entering into an Interlocal Cooperative Purchasing Agreement will be determined by the anticipated cost of the procurement. Blanket Interlocal Cooperative Purchasing Agreements where the costs of the potential purchases are not known will be treated as purchases over \$15,000.

In addition, the City may make a bid call with another government entity as a joint purchase complying with the statutory contracting requirements of the participating jurisdictions. Purchases made pursuant to any such agreement shall be separately invoiced to the respective purchasers in accordance with the purchases made by each; and each such purchaser shall be responsible for payment for its own purchases only. Purchases made for the City under a purchasing contract executed by a state, or agency or subdivision thereof, or by another governmental unit or public benefit nonprofit corporation shall be exempt from competitive bidding and related requirements.

When practical, the City should include language in its solicitations that allows other public agencies to purchase from the City of Ridgefield's bids or quotations, provided that the other agencies allow similar rights and reciprocal privileges to the City of Ridgefield.

7. Purchasing Cooperatives That Meet Washington State Revised Code of Washington and City Bidding Requirements

Pursuant to chapter 39.34 RCW, bidding is not required when purchases of materials, supplies, or equipment are made under State standard contracts or similar contracts executed by and

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through purchasing cooperatives which have complied with their statutory contracting requirements. The City of Ridgefield must conduct a screening process whereby it can justify the purchase through a purchasing cooperative. The screening process and results must be clearly documented in writing. All other procurement approval requirements must be met.

8. Competitive Negotiations Telecommunications Systems/Services

Competitive negotiation can be used as an alternative to the competitive bidding procedures for the acquisition of electronic data processing and telecommunications systems; energy saving or energy related equipment or services; or when it is determined in writing that the use of competitive bidding is neither practical nor advantageous to the City.

"Electronic data processing" includes, but is not limited to, systems that comprise a combination of equipment or units to provide input of source data, and storage and processing of data and output in predetermined form, including a central processing unit (CPU) or main frame (RCW 36.92.020). In other words, hardware, software, firmware, "smart cards" or any combination thereof.

Eligible purchases (RCW 39.35A.030) are those for "equipment, materials, or supplies that are expected, upon installation, to reduce the energy use or energy cost of an existing building or facility, and the services associated with the equipment, materials, or supplies, including but not limited to design, engineering, financing, installation, project management, guarantees, operations, and maintenance." (RCW 39.35A.020(1)) The procurement may be structured on a performance basis, rather than a design specification, so that the City may specify a result, rather than the type or model of equipment. (RCW 39.35A.020(3))

The approval requirements found in Authorization & Quote/bid requirements as listed on page 1 also apply to procurement by competitive negotiation. The approving officer shall determine in writing that competitive bidding is either not practical or not advantageous to the City.

Requisitions for electronic data processing systems shall be routed through and approved by the Finance Director or designee for compatibility certification prior to purchase. This will allow for the appraisal of present supply of devices, and the possible elimination of an unnecessary expenditure of City funds.

A request for proposals should be prepared and submitted to enough qualified sources, to permit reasonable competition consistent with the requirements of the purchase. The request for proposal should identify significant evaluation factors, including price, and their relative importance. The City reserves the right to determine the number of sources considered to be adequate.

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The City will provide procedures for technical evaluation of the proposals received, identification of qualified sources, and selection criteria for awarding the contract.

The City may select the qualified vendor whose proposal is most advantageous to the City, with price and other factors considered. If the City is unable to negotiate a contract successfully, the City may terminate negotiations and proceed to negotiate with the second most advantageous proposer, and so on.

Verbal Quotes

Purchases requiring verbal quotes must be documented by a properly completed procurement quote log. (See exhibit 2).

Sole Source Purchases

A "sole source" is characterized as meeting one or more of the following standards: (a) the City department has conducted a screening process whereby it can justify purchase of a specific product; (b) the City requires legitimate specifications to which only one vendor can successfully respond; or (c) the product is available only through one manufacturer (or distributor) and the manufacturer so certifies. In any such case where the purchase exceeds \$7,500, the vendor shall certify that the City is getting the lowest price it offers anyone. Purchases in excess of \$7,500 from a sole source vendor require prior approval of the Finance Director or designee and must be signed by the requesting Department Director or designee (see exhibit 3).

Small Works Roster

RCW 39.04.155 provides uniform small works roster provisions to award contracts for construction, building, renovation, remodeling, alteration, repair, or improvement of real property. The Small Works Roster may be used for public works projects valued below \$350,000.

The Small Works Roster maintained by the Municipal Research and Services Center (www.mrscrosters.org) allows the City to evaluate the professional qualifications on file when a proposed project is scheduled. Use of the Small Works Roster allows the City to preclude the advertisement requirements of the formal competitive process. *All other bidding requirements are the same.*

- I. For each project, the City will secure telephone or written quotations from (wherever possible) at least three appropriate contractors on the Roster. Whenever possible, at least one of the contractors invited to submit a proposal will be a minority or woman owned firm. The City may invite proposals from more than three or all appropriate contractors on the Roster.
- II. The contract must be awarded to the contractor submitting the lowest responsible bid. In the event the City has issued a written finding to a contractor/vendor that a project was

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completed late, over budget, or did not meet specifications, the City may award to the next lowest responsible bidder that falls within 5% of the lowest bid. The lowest responsive bidder has the right to provide a written response to the City on how they will improve in the future to meet specifications.

- III. In the event the City does not invite all contractors on the Roster to submit a proposal, the contractors that have been chosen to submit a proposal will not be offered another opportunity until all other appropriate contractors on the Roster have been given the opportunity to submit a proposal on a project.

Limited Public Works Process Under \$50,000

The City may utilize the limited public works process under \$50,000 referenced in RCW 39.04.155(3). The City must solicit bids from at least three contractors on the small works roster but does not have to notify the remaining contractors on the roster used. The City will rotate solicitations to contractors on the roster when using this process.

Bid guarantees are optional. The contract must be awarded to the lowest responsible bidder. Retainage and performance and payment bonds may be waived, but limited public works projects are still subject to normal prevailing wage requirements. The City would assume liability for performance and payment if the limited public works process is used.

Public Works – Agency Responsibilities

1. Contracts for Public Work: Employers are not responsible for making the legal determination of whether a contract does or does not meet the definition of a “public works” contract. Public agencies, in awarding a contract, must make the determination of whether that contract involves “public work” and communicate it to the employers in the bid specifications and contracts. The law does not allow public agencies to place this burden upon the employer. For example, it is insufficient to state, “Contractors shall comply with the prevailing wage law, if applicable”. Agencies should seek the advice of legal counsel regarding when a contract is for public work. Before acting on advice that a contract is not for public work, agencies should contact the Prevailing Wage Office for a determination of the applicability of the statute. The City of Ridgefield will specify in bid documents, contracts, and purchase orders when prevailing wage is applicable to a public work project. (RCW 39.04.010, RCW 39.12.030, RCW 39.12.040, and RCW 39.12.042)

2. Prevailing Wage Provisions: Awarding agencies must stipulate in bid specifications and contracts for public work that workers shall receive the prevailing rate of wage. Those documents must also contain a list of the applicable prevailing wage rates. Compliance with the law is not

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References: RCW 39, RCW 35.72, 2 CFR 200, City of Ridgefield Purchasing Matrix

met by referring contractors to the department or other sources to obtain wage rate information. (RCW 39.12.030)

3. Public Building Service Maintenance Contracts: Public building service maintenance (janitorial) contracts of more than one year duration must include wage language recognizing the potential for future variance in applicable prevailing wages each year after the first year of the contract. (RCW 39.12.030, RCW 39.12.040, and RCW 39.12.042)

4. Disbursal of Public Funds: Agencies may not make any payments where employers have not submitted an Intent form that has been approved by the L&I Industrial Statistician. Agencies may not release retainage until all employers have submitted an Affidavit form that has been certified by the Industrial Statistician. The requirement to submit these forms should also be stated in the contract. (RCW 39.12.030, RCW 39.12.040, and RCW 39.12.042)

5. Turnkey Projects (lessee/lessor relationships between public and private parties): Prevailing wages must be paid for any work, construction, alteration, repair or improvement, other than ordinary maintenance, that the state or a municipality causes to be performed by a private party through a contract to rent, lease, or purchase at least fifty percent of the project by one or more state agencies or municipalities. (RCW 39.04.260) It is the responsibility of the awarding agency to make an accurate determination as to whether the entire project falls within RCW 39.04.260 prior to entering into a lease relationship for a space in a privately owned building. The determination is based on whether the awarding agency is causing the work to be performed and when at least fifty percent of the leased space is going to be occupied by one or more public agencies. If RCW 39.04.260 applies, all work performed in conjunction with the project is covered, not just the tenant improvements, and the project is subject to all provisions of RCW 39.12. Should the awarding agency fail to comply with all the provisions of RCW 39.04.260 and RCW 39.12.040, the awarding agency can be held responsible for any unpaid prevailing wages.

6. Contract Administration: Though not legally required, the following activities are recommended to ensure compliance with the Public Works Act.

- I. Job site inspections should be performed on a routine or periodic basis to verify compliance. These inspections should include checking to see that a copy of the Intent is posted at the job site. Workers should be randomly interviewed to verify that prevailing wages are received. Apprentice workers should be asked to show their registration cards.
- II. References should be checked when the agency is empowered to select the lowest responsible bidder. The department can advise an agency regarding an employer's

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[history of wage claims. Check the Contractor Debarment List to find out if a contractor is debarred from bidding on public works projects.](#)

- III. [Verify Contractor Registration Status and Verify Workers' Compensation Premium Status. Find out whether a contractor or other employer has an industrial insurance \(workers' compensation\) account with L&I and that their premiums are up to date.](#)

Consultant Roster

The City may utilize the MRSC Consultant Roster for procurement of architecture, engineering, and surveying services as referenced in RCW 39.80, as well as other professional services such as design, planning, management, real estate, financial, legal, communications, environmental, IT, and personnel, consulting.

Vendor Roster

The City may utilize the MRSC Vendor Roster for product sales, equipment repair, vehicle maintenance, garbage collection, and other purchased services as referenced in RCW 39.04.190.

Vendors/contractors selected from the Small Works Roster are not relieved from observing applicable legal requirements such as Performance Bond, Prevailing Wage, Labor and Material Bonding, etc.

Purchase Orders

Purchase orders are a preferred method to allow for a vendor to invoice the city directly for the purchase of goods or services. Purchase orders detail the terms of the purchase, including the items sold, the price, and the terms of payment. The supplier typically agrees to deliver purchased items prior to payment, with the purchase order serving as a guarantee of future payment. Purchase orders should be requested for non-routine purchases ~~over \$1,000 or when a vendor requires the purchase order to guarantee payment and initiate invoicing whenever a merchant or bank card is not utilized for the purchase.~~ [Purchase Orders shall be requested via the Purchase Order Request form on the Procurement SharePoint Page.](#)

Vendor Accounts

[The City will authorize vendor accounts with select merchants who provide goods and materials that are necessary for ongoing operations. Vendor accounts will invoice the City directly for all purchases and accept a net 30 payment policy. City Manager or designee approval is required to place a credit application for new vendor accounts. The Finance Director will establish the authorized account when approval is granted.](#)

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Merchant Cards

It is sometimes necessary to use merchant cards. City Manager or designee approval is required to open a merchant card. The Finance Director will establish the authorized account when approval is granted. Refer to Financial Policy #03 Credit Card Usage for additional details.

Bank Cards

Bank cards may be issued with the approval of the City Manager or designee. They are to be used solely for official City business. Employees who are issued a bank card must sign the credit card usage form prior to issuance of cards. Refer to Financial Policy #03 Credit Card Usage for additional details.

Petty Cash

Petty cash funds cover minor disbursements. Employees may be reimbursed from petty cash funds for authorized purchases that do not exceed the established petty-cash limit. Refer to Financial Policy # 05 Petty Cash Policy for details.

Change Orders

For Change Orders Within City Council Authorized Budget Appropriations

Upon recommendation of the project/contract manager, and demonstration that a Change Order (See Exhibit 4) is necessary and reasonable, the City Manager or designee is authorized to approve any and all Change Orders, that do not exceed the legally authorized appropriations budget ~~limit~~ established by the City Council for the applicable ~~project or contract~~ fund.

For Change Orders in Excess of City Council Authorized Budget Appropriations

Upon recommendation of the project/contract manager, and demonstration that a Change Order is necessary the City Manager or designee shall ~~submit to the City Council~~ follow procedures outlined in "Financial Policy #07: Budget". If the amount of the Change Order affects the legally authorized appropriations of the fund, a budget amendment will be submitted to City Council for approval. ~~a Change Order Request~~ A Budget Amendment Request form (See exhibit 5), will be submitted and copy of the Change Order form in draft (See exhibit 4) to include the amount of requested funds and a written justification describing why the additional funds are necessary and the benefits to be derived. ~~Change Order Request form (See exhibit 4) and Budget Amendment Request form (See exhibit 5).~~

~~The City Manager or designee may authorize a budget transfer within the specified department to cover any overages from the Change Order without presenting the request to Council.~~

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If the City Council approves the ~~Change Order Request~~ Budget Amendment, the City Manager shall take the necessary actions to enact the Change Order and complete the work in an expeditious manner in accordance with the City Council's direction.

If the City Council denies the ~~Change Order~~ Budget Amendment Request, the City Manager or designee shall report back to the City Council with options as to how to accomplish the project/contract within the funds allocated.

The City Manager or designee may authorize a reallocation of funds within a department or capital fund, to account for a Change Order as long as the legally authorized appropriation is not exceeded, without presenting the request to Council.

In the event of an emergency or the need to take immediate or expeditious action necessary to protect or maintain the public health, safety, or welfare; or to prevent damage to public or private property, the City Manager is authorized to enact Change Orders in excess of the legally authorized expenditure level. The City Manager shall timely report such actions to the City Council.

Travel Expenses

All expense payments or reimbursements for travel and/or subsistence expenses must meet the requirements set forth in the City of Ridgefield Travel and Meal Reimbursement Policy #806, which establishes policy and procedures related to obtaining travel authorization, advance travel funds, and expenditure or reimbursement for travel and subsistence expenses incurred in conduct of business of the City. Refer to the City of Ridgefield Employment Policy #806 Travel and Meal Reimbursement for details. Expense reimbursements will be documented ~~on the Employee Reimbursement Voucher (See exhibit 6)-via the Expense Reimbursement Form, located on the Intranet at~~ [https://ff.ridgefieldwa.us/Forms/YdB7Z-Employee Forms Portal \(sharepoint.com\)](https://ff.ridgefieldwa.us/Forms/YdB7Z-Employee Forms Portal (sharepoint.com))

Payment Processing

Approvals

Vendor invoices shall be approved by the department head or designee. Reimbursements payable to City employees shall be signed for approval as follows:

- Mayor – Approved by the City Manager or designee
- Council – Approved by the City Manager or designee
- City Manager – Approved by the Finance Director or Deputy City Manager
- Department Director – Approved by the City Manager or designee
- Other employees – Approved by the Department Director or designee

Employees may not approve their own reimbursement.

Financial Policy #04 Procurement of Goods and Services
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Accounts Payable

Invoices that are received by accounts payable via the US Postal Service or e-mail will be date stamped and have the account coding entered. The invoice will be routed to the department heads for review and approval. The City uses an electronic workflow process for review and approval. For all invoices, department heads or designees will verify that the invoiced items have been received and that the invoiced amount is correct. In addition, the department head will verify the proper account coding has been listed on the invoice and add their electronic approval through the accounts payable workflow process. Once review and approval is complete the approved invoices will be routed to accounts payable for payment. There are two accounts payable check cycles scheduled each month, coinciding with the City Council meetings.

Vendor Accounts

~~The City will authorize vendor accounts with select merchants who provide goods and materials that are necessary for ongoing operations. Vendor accounts will invoice the City directly for all purchases and accept a net 30 payment policy. City Manager or designee approval is required to place a credit application for new vendor accounts. The Finance Director will establish the authorized account when approval is granted.~~

Merchant Cards

~~It is sometimes necessary to use merchant cards. City Manager or designee approval is required to open a merchant card. The Finance Director will establish the authorized account when approval is granted. Refer to Financial Policy #03 Credit Card Usage for additional details.~~

Bank Cards

~~Bank cards may be issued with the approval of the City Manager or designee. They are to be used solely for official City business. Employees who are issued a bank card must sign the credit card usage form prior to issuance of cards. Refer to Financial Policy #03 Credit Card Usage for additional details.~~

Petty Cash

~~Petty cash funds cover minor disbursements. Employees may be reimbursed from petty cash funds for authorized purchases that do not exceed the established petty cash limit. Refer to Financial Policy # 05 Petty Cash Policy for details.~~

Budget Amendments

Department Director's or designee must ensure that purchases are initiated only when departmental appropriations are sufficient to cover the anticipated cost. Expenditure's that exceed departmental appropriations require the City Manager's approval via the Budget Amendment Request Form (Exhibit 5).

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Awarding Agencies' Responsibilities

1. ~~Contracts for Public Work: Employers are not responsible for making the legal determination of whether a contract does or does not meet the definition of a "public works" contract. Public agencies, in awarding a contract, must make the determination of whether that contract involves "public work" and communicate it to the employers in the bid specifications and contracts. The law does not allow public agencies to place this burden upon the employer. For example, it is insufficient to state, "Contractors shall comply with the prevailing wage law, if applicable". Agencies should seek the advice of legal counsel regarding when a contract is for public work. Before acting on advice that a contract is not for public work, agencies should contact the Prevailing Wage Office for a determination of the applicability of the statute. The City of Ridgefield will specify in bid documents, contracts, and purchase orders when prevailing wage is applicable to a public work project. (RCW 39.04.010, RCW 39.12.030, RCW 39.12.040, and RCW 39.12.042)~~

2. ~~Prevailing Wage Provisions: Awarding agencies must stipulate in bid specifications and contracts for public work that workers shall receive the prevailing rate of wage. Those documents must also contain a list of the applicable prevailing wage rates. Compliance with the law is not met by referring contractors to the department or other sources to obtain wage rate information. (RCW 39.12.030)~~

3. ~~Public Building Service Maintenance Contracts: Public building service maintenance (janitorial) contracts of more than one year duration must include wage language recognizing the potential for future variance in applicable prevailing wages each year after the first year of the contract. (RCW 39.12.030, RCW 39.12.040, and RCW 39.12.042)~~

4. ~~Disbursal of Public Funds: Agencies may not make any payments where employers have not submitted an Intent form that has been approved by the L&I Industrial Statistician. Agencies may not release retainage until all employers have submitted an Affidavit form that has been certified by the Industrial Statistician. The requirement to submit these forms should also be stated in the contract. (RCW 39.12.030, RCW 39.12.040, and RCW 39.12.042)~~

5. ~~Turnkey Projects (lessee/lessor relationships between public and private parties): Prevailing wages must be paid for any work, construction, alteration, repair or improvement, other than ordinary maintenance, that the state or a municipality causes to be performed by a private party through a contract to rent, lease, or purchase at least fifty percent of the project by one or more state agencies or municipalities. (RCW 39.04.260) It is the responsibility of the awarding agency to make an accurate determination as to whether the entire project falls within RCW 39.04.260 prior to entering into a lease relationship for a space in a privately owned building. The determination is based on whether the awarding agency is causing the work to be performed and~~

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~~when at least fifty percent of the leased space is going to be occupied by one or more public agencies. If RCW 39.04.260 applies, all work performed in conjunction with the project is covered, not just the tenant improvements, and the project is subject to all provisions of RCW 39.12. Should the awarding agency fail to comply with all the provisions of RCW 39.04.260 and RCW 39.12.040, the awarding agency can be held responsible for any unpaid prevailing wages.~~

~~6. Contract Administration: Though not legally required, the following activities are recommended to ensure compliance with the Public Works Act.~~

- ~~I. Job site inspections should be performed on a routine or periodic basis to verify compliance. These inspections should include checking to see that a copy of the Intent is posted at the job site. Workers should be randomly interviewed to verify that prevailing wages are received. Apprentice workers should be asked to show their registration cards.~~
- ~~II. References should be checked when the agency is empowered to select the lowest responsible bidder. The department can advise an agency regarding an employer's history of wage claims. Check the Contractor Debarment List to find out if a contractor is debarred from bidding on public works projects.~~
- ~~III. Verify Contractor Registration Status and Verify Workers' Compensation Premium Status. Find out whether a contractor or other employer has an industrial insurance (workers' compensation) account with L&I and that their premiums are up to date.~~

Appendix

Exhibit 1: Purchasing Matrix Quick Reference Guide

Exhibit 2: Procurement Quote Log

Exhibit 3: Sole Source Vendor Statement

Exhibit 4: Contract Change Order Form

Exhibit 5: Budget Amendment Request Form

Exhibit 6: Employee Reimbursement Voucher

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References: RCW 39, RCW 35.72, 2 CFR 200, City of Ridgefield Purchasing Matrix

PURPOSE

This document establishes the City of Ridgefield's (City) policies and procedures for purchasing supplies and materials and for contracting for services. The policies and procedures detailed in this document are mandatory and City staff risk disciplinary action, up to and including termination of employment for unauthorized departure from these guidelines.

OBJECTIVES

All employees must follow established policies and procedures for procurement of equipment, materials, and services. Adherence to policies and procedures will ensure that public purchases and contracts are open, fair, and at the best value to the public.

Procedures are divided into four major areas: 1) Procurement of Goods and Services, 2) Bidding Requirements, 3) Reimbursement of Expenses, and 4) Other Issues.

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PROCUREMENT OF GOODS AND SERVICES

City purchases are subject to authorization & quote/bid requirements are as follows (Refer to Purchasing Matrix quick reference guide: Exhibit 1).

General Purchases (When Vendor Roster is not used) (RCW 39.04.190)

- \$1 - \$7,500 No competitive bids required; Director or designee approval
- \$7,501 - \$15,000 3 verbal or written quotes; Director or designee approval
- \$15,001 - \$40,000 Competitive bid required; Director or designee approval
- \$40,001 - \$100,000 Competitive bid required; City Manager or designee approval
- >\$100,000 Competitive bid required; City Manager approval / Council awards

Public Works Projects (When Small Works Roster is not used) (RCW 35.23.352)

- \$1 - \$7,500 No competitive bids required; Director or designee approval
- \$7,501 - \$15,000 3 verbal or written quotes; Director or designee approval
- \$15,001 - \$75,500 3 written quotes; City Manager or designee approval

One Craft or Trade, or Street Signalizing or Street Lighting

- \$75,501 - \$100,000 Competitive sealed bid; City Manager approval or designee approval
- >\$100,000 Competitive sealed bid; City Manager approval / Council awards

Two or more Crafts or Trades

- \$75,501 - \$100,000 3 written quotes; City Manager or designee approval
- \$100,001 - \$116,155 3 written quotes; City Manager approval / Council awards
- >\$116,155 Competitive sealed bid; City Manager approval / Council awards

Professional and Personal Services Contracts

- \$1 - \$15,000 No competitive bids required, Director or designee approval
- \$15,001 - \$100,000 Due diligence for price/quality; City Manager or designee approval
- >\$100,000 Due diligence for price/quality; City Manager approval / Council awards

Architectural & Engineering Services: (RCW 39.80) (When Small Works Roster is not used)

Architectural & Engineering (A&E) services bid levels are based on negotiated price after selection of vendor. Refer to Architectural, Engineering and Design Services on page 4.

- \$1 - \$15,000 No competitive bids required, use Consultant Roster, Director or designee approval
- \$15,001 - \$100,000 Due diligence to obtain best quote, City Manager or designee approval
- >\$100,000 Due diligence to obtain best quote, City Manager approval / Council awards

NOTE: Purchases may not be broken into multiple projects or purchases to avoid compliance with state statutes and City policies.

The City of Ridgefield purchasing matrix is a companion document to the Procurement of Goods and Services Policy (See exhibit 1).

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Unit Priced Contracts (RCW 35.23.352)

A unit priced contract (on call) is a competitively bid contract in which public works are anticipated on a recurring basis to meet the business or operational needs of the City under which the contractor agrees to a fixed period of indefinite quantity delivery of work, at a defined unit price for each category of work. The City will competitively bid, or enter into a cooperative purchase agreement, with an agency that has met the statutory contracting requirements for bidding this type of work.

Federal Procurement Standards

Federal procurement procedures when Federal funding is utilized will meet Federal, State and local laws and regulations. Procurement will utilize the most restrictive procedures available at the time bids are requested. Refer to grant or loan agreements to verify applicable federal procurement requirements.

Public Works Projects and Prevailing Wage Laws

Public work is all work, construction, alteration, repair or improvement that is executed at the cost of the state or any other local public agency. This includes, but is not limited to, demolition, remodeling, renovation, road construction, building construction, ferry construction and utilities construction (RCW 39.04.010). Public work includes maintenance when performed by contract. Prevailing wages are governed by chapter RCW 39.12, Prevailing Wages on Public Works requirements, *regardless of contract amount*. It is the *responsibility of the contracting agency to notify the vendor of prevailing wage requirements and obtain compliance documentation prior to awarding any public works contract*. Public works contracts will only be awarded to contractors who document compliance with the Washington State Prevailing Wage Law. The department head or designee managing the project is responsible for collecting compliance documents. *Failure to follow prevailing wage laws will result in delayed or denied payment to the vendor. The City CANNOT pay for public works projects that are in violation of prevailing wage laws.*

Washington State Prevailing Wage Law

The Prevailing Wages on Public Works Act (Chapter 39.12 RCW) requires that employees of government contractors be paid prevailing wages for all public work. Agencies awarding public works contracts include state agencies, counties, municipalities and all political subdivisions of the state.

All public agencies, contractors performing public work, and construction workers on public works construction should be aware of their rights and legal responsibilities. Failing to comply with the provisions of Chapter 39.12 RCW may subject contractors and/or public agencies to liability for all unpaid prevailing wages and penalties.

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The Department of Labor and Industries (L&I) administers the prevailing wage law. The Office of the Attorney General provides legal counsel to L&I and prosecutes violators. The State Auditor's Office ascertains if a public agency's policies, procedures and practices meet the requirements of the law.

Do not rely on this plan language description without reading the laws and regulations. The informal discussions below are meant to be helpful when read in conjunction with the laws and Washington Administrative Code (WAC) rules. They are not meant to be a substitute for reading and understanding the laws. After reading the laws and regulations, please do not hesitate to contact the Prevailing Wage Office with any questions you may have.

Federal Prevailing Wage Requirements

The federal government has its own public works prevailing wage requirements, or wage decisions, established by the Davis-Bacon ACT (DBA). For any public works project receiving federal funding, contractors must pay the higher of the state or federal wage rates.

What is Prevailing Wage

Prevailing Wage is defined as the hourly wage, usual benefits and overtime, paid in the largest city in each county, to the majority of workers, laborers, and mechanics. Prevailing wages are established, by the Department of Labor and Industries, for each trade and occupation employed in the performance of public work. They are established separately for each county, and are reflective of local wage conditions.

Unit Based Contracts Prevailing Wage Requirements

For unit-based contracts, contractors must pay prevailing wages for all work that would normally be subject to prevailing wages. Prevailing wage rates must be updated annually. Intents and affidavits must be submitted annually for all work completed during the previous 12 months.

Combined Intent to Pay and Affidavit of Wages Paid Form

A combined Intent to Pay and Affidavit of Wages Paid form for small public works projects under \$2,500 may be used only at the option of the public contract awarding agency. Form fees are waived by L&I policy on the under \$2,500 combined form. A signature by the public awarding agency is required in addition to the contractor's signature.

The public agency approves the form utilizing the My L&I Agency Portal. The public contract awarding agency has a liability for unpaid wages when the alternate form is used so only that awarding agency can authorize the use of the combined form.

Retainage

If contract amount exceeds \$35,000, pursuant to RCW 60.28 there will be retained from monies earned by the Contractor on progress estimates a sum not to exceed 5 percent of the monies earned by the Contractor. Contractor may submit a bond for all or a portion of the contract

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retainage, in a form acceptable to the public body and from a bonding company, meeting standards established by the public body. Such retainage shall be used as a trust fund for the protection and payment (1) to the State with respect to taxes imposed pursuant to RCW Title 82, which may be due from such Contractor, and (2) the claims of any other person or entity arising under the Contractor or RCW 60.28. Release of retainage will be made within the statutory period following the last date for filing of claims pursuant to RCW Chapter 60.28.

Professional and Personal Services

Professional or personal services are those services involving specialized skill, education, and special knowledge. These services include, but are not limited to, archeological, engineering, design services, accounting, art, bond brokerage, insurance brokerage, legal, real estate appraisal, relocation assistance, title abstracts, surveying, soils analysis, and core testing. Procurement of professional and personal services will be in accordance with RCW 39.80 and RCW 39.29.

A competitive process is not required for professional or personal services, other than professional engineering or architectural services for the design of City improvements.

Non-Architectural and Engineering Services

Professional and technical services include disciplines such as attorneys, computer programmers, financial analysts, bond counsels, artists, planners, and real estate appraisers.

Purchase of professional services requires completion of a City professional services contract that describes services to be performed and the negotiated price.

Prior qualifications and experience with the City, time-frame for completing projects, and cost may be considered when choosing consultant/firm to perform professional services, as defined in this section.

Architectural, Engineering, Land Surveying and Design Services

State statutes require advance notice of the requirement for architectural, engineering, land surveying and design services. The City will evaluate a firms' qualifications and performance, and negotiate with the firm with the highest qualifications. In the event a negotiated price cannot be reached the City will then move to the next most qualified firm. Architectural, engineering, and design services contracts will be reviewed to ensure compliance with RCW 39.80.

Purchased Services

Purchased Services are activities or projects for which the City of Ridgefield contracts and which are not considered a public work. These activities consist of services such as janitorial and selection of the official City newspaper. The City of Ridgefield as a code City under 20,000 is required to call annually for bids for the City's official newspaper. The City of Ridgefield is required

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to perform due diligence for price and quality on bids for services. Prevailing wages are required on public building services such as janitorial (39.12.020).

Conflicts of Interest

The City is subject to the state's Conflicts of Interest statute RCW 42.23. City employees are prohibited from having a financial interest in contracts awarded by the City. The City will not accept donations of materials or services in return for a commitment to continue or initiate a purchasing agreement. No employee will participate in procurement when they are aware of a conflict of interest.

Code of Ethics

Employees who are authorized to procure goods and services may neither solicit, accept, nor agree to accept any gratuity for themselves, their families or others that results in their personal gain which may affect their impartiality in making decisions on the job. Discounts or concessions realistically available to the general population, items received that do not result in personal gain, and samples to the City used for general City use are examples of items that are not gratuities. Personal judgement should be used and questions regarding particular problems or events should be referred to the employee's department head or the Finance Director.

In-State or Local Geographical Preferences

Procurements will be conducted in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Bid Procedures (When small works roster process is not used)

1. Authorization Request

Request from City Manager or designee to call for bids. In special circumstances, the City Manager may waive portions of the bid procedures. The "special circumstances" are limited to items where publication of bids may impinge on the safety of staff or City assets.

2. Publication of Notice

After City Manager or designee authorization, the requesting department director (or designee) will publish the Call for Bids in the official newspaper or a newspaper of general circulation most likely to bring responsive bids and ensure notice is posted on the City web page, at least 13 days prior to bid submittal deadline. The City will make every effort to include notifications on the Washington State Office of Minority and Women's Business Enterprises website.

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3. Notice Contents

Solicitations should contain specifications and procedures for suppliers to use to estimate their submittals. At a minimum, a solicitation shall include:

- I. Project title;
- II. Nature and scope of work;
- III. Where contract documents (plans and specifications) can be reviewed or obtained;
- IV. Cost to obtain a set of contract documents;
- V. Place, date, and time that bids are due;
- VI. Statement that a bid bond must accompany the bid if required;
- VII. Statement that the City retains the right to reject any and all bids and to waive minor irregularities in the bidding process;
- VIII. Statement that the contract involves “public work,” and those workers shall receive the prevailing rate of wage pursuant to the Prevailing Wage on Public Works Act (Chapter 39.12 RCW);
- IX. List of the applicable prevailing wage rates; and
- X. Statement that the City is an equal opportunity employer and invites responsive bids from all qualified bidders.
- XI. In addition, provide evaluation criteria; minimum qualification; date, time, and location of pre-bid conference (if applicable); name, address, and telephone number of the project contact; and number of required copies will help bidders prepare responsive submittals.

4. Bid Opening

Submittals shall be submitted electronically, whenever possible, through the City's webpage. The submittals shall be date and time stamped by the receiving software. Submitted Bids will be available for public view immediately after the date and time submittals are due. Bidders may request to submit their bids in paper form during the question time frame of the solicitation if the Bidder is unable to submit electronically.

5. Report on Bids

The Finance Director or designee will prepare a report (bid tabs) and recommendation on all bids received. The report will be submitted to the Department Director or designee responsible for the project for review.

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6. Bid Award

The City may select the qualified vendor whose proposal is most advantageous to the City, with price and other factors considered. When a bidder requests copies of bids received within two days of a competitive bid opening, the City will not award the bid until at least two full business days after the documents have been provided.

7. Rejection of Submittals

The City reserves the right to reject any submittal not in substantial compliance with the solicitation documents, or all prescribed public bidding procedures and requirements and may reject for good cause any or all bids upon a finding of the City that it is in the public interest to do so.

The following shall apply to bid solicitations:

- I. Selection of a winning offer is based primarily on lowest responsive bid. Quality and expertise, however, must also be a consideration. In the event the City has issued a written finding to a contractor/vendor that a project was completed late, over budget, or did not meet specifications, the City may award to the next lowest responsible bidder that falls within 5% of the lowest bid. The lowest responsive bidder has the right to provide a written response to the City on how they will improve in the future to meet specifications.
- II. To ensure consistency and fair process, the City will use standard forms, documents, contracts, and terms and conditions, when practical. The Finance Department will maintain templates for bid-related documents for use by departments. The City will use an evaluation selection committee to promote an open, proper selection. The requesting department director will appoint committee members to act in an advisory capacity.
- III. Minimum qualifications are stated to ensure respondents are reasonably qualified. Minimum qualifications cannot be used to eliminate qualified vendors. Minimum qualifications should be tested against the marketplace to ensure they aren't overly restrictive.
- IV. When needed, the City will conduct a pre-bid conference to allow a thorough discussion of the City's intent, scope, specifications, and terms. Interested companies should be encouraged to attend.

Exemptions to Competitive Bidding Requirements

RCW 39.04.280 provides uniform exemptions to competitive bidding requirements utilized by municipalities when awarding contracts for public works and contracts for purchases.

Competitive bidding requirements may be waived for:

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1. Purchases that are clearly and legitimately limited to a single source of supply (Sole Source Vendor):

If, after conducting a good faith review of available resources, the requesting department director determines that there is only one source of the required materials, supplies, or equipment, a purchase contract may be awarded without complying with established bid requirements. The requesting department director will submit a written request for sole source procurement to the Finance Director for approval, and conduct price, terms, and delivery negotiations, as appropriate. The vendor must certify in writing that the City is getting the lowest offered price. Refer to Sole Source Vendor Statement exhibit 3.

2. Purchases involving special facilities or market conditions:

The City Manager may waive established bidding requirements if an opportunity arises to purchase favorably priced equipment at an auction, or supplies or used goods that will be sold before the City can conduct the bid process.

3. Surplus Property:

The City may acquire surplus property from another government without the use of bids (RCW 39.33.010).

4. Auctions:

The City of Ridgefield may purchase at auctions (RCW 39.30.045).

5. Purchases in the event of an emergency:

“Emergency” is defined as “...unforeseen circumstances beyond the control of the municipality that either: (a) Present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.” If an emergency situation has been declared, the City Manager may waive competitive bidding requirements and the City may award all necessary contracts to purchase goods, materials, or services to address the emergency situation. Purchase order(s) must be properly documented as pertaining to an emergency as soon as possible following the event. If a contract is awarded without competitive bidding due to a declared emergency, the City Council must adopt a resolution certifying the emergency situation existed no later than two weeks or one council meeting following the award of the contract.

6. Interlocal Cooperative Purchasing Agreements:

Pursuant to RCW 39.34, bidding is not required when purchases of materials, supplies, or equipment are made under State standard contracts or similar contracts executed by and through other local governments which have complied with their statutory contracting requirements.

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The City is authorized to use any master contract approved and administered through the State of Washington, Department of Enterprise Services, using the Master Contracts Usage Agreement.

The City is authorized to use federal contracts administered by the General Services Administration. GSA agreements approved for local governments include the following:

- Information technology products
- Security/law enforcement equipment
- Items to aid recovery from federally declared disasters or acts of terrorism
- Items to aid response to federally declared public health emergencies
- Equipment to support counterdrug, homeland security, and emergency response activities

The City of Ridgefield must conduct a screening process whereby it can justify the purchase through an Interlocal Agreement, for contracts outside of DES and GSA administered agreements. The screening process and results must be clearly documented in writing. All other procurement approval requirements must be met.

Approval and authority for entering into an Interlocal Cooperative Purchasing Agreement will be determined by the anticipated cost of the procurement. Blanket Interlocal Cooperative Purchasing Agreements where the costs of the potential purchases are not known will be treated as purchases over \$15,000.

In addition, the City may make a bid call with another government entity as a joint purchase complying with the statutory contracting requirements of the participating jurisdictions. Purchases made pursuant to any such agreement shall be separately invoiced to the respective purchasers in accordance with the purchases made by each; and each such purchaser shall be responsible for payment for its own purchases only. Purchases made for the City under a purchasing contract executed by a state, or agency or subdivision thereof, or by another governmental unit or public benefit nonprofit corporation shall be exempt from competitive bidding and related requirements.

When practical, the City should include language in its solicitations that allows other public agencies to purchase from the City of Ridgefield's bids or quotations, provided that the other agencies allow similar rights and reciprocal privileges to the City of Ridgefield.

7. Purchasing Cooperatives That Meet Washington State Revised Code of Washington and City Bidding Requirements

Pursuant to chapter 39.34 RCW, bidding is not required when purchases of materials, supplies, or equipment are made under State standard contracts or similar contracts executed by and through purchasing cooperatives which have complied with their statutory contracting requirements. The City of Ridgefield must conduct a screening process whereby it can justify the

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purchase through a purchasing cooperative. The screening process and results must be clearly documented in writing. All other procurement approval requirements must be met.

8. Competitive Negotiations Telecommunications Systems/Services

Competitive negotiation can be used as an alternative to the competitive bidding procedures for the acquisition of electronic data processing and telecommunications systems; energy saving or energy related equipment or services; or when it is determined in writing that the use of competitive bidding is neither practical nor advantageous to the City.

“Electronic data processing” includes, but is not limited to, systems that comprise a combination of equipment or units to provide input of source data, and storage and processing of data and output in predetermined form, including a central processing unit (CPU) or main frame (RCW 36.92.020). In other words, hardware, software, firmware, “smart cards” or any combination thereof.

Eligible purchases (RCW 39.35A.030) are those for “equipment, materials, or supplies that are expected, upon installation, to reduce the energy use or energy cost of an existing building or facility, and the services associated with the equipment, materials, or supplies, including but not limited to design, engineering, financing, installation, project management, guarantees, operations, and maintenance.” (RCW 39.35A.020(1)) The procurement may be structured on a performance basis, rather than a design specification, so that the City may specify a result, rather than the type or model of equipment. (RCW 39.35A.020(3))

The approval requirements found in Authorization & Quote/bid requirements as listed on page 1 also apply to procurement by competitive negotiation. The approving officer shall determine in writing that competitive bidding is either not practical or not advantageous to the City.

Requisitions for electronic data processing systems shall be routed through and approved by the Finance Director or designee for compatibility certification prior to purchase. This will allow for the appraisal of present supply of devices, and the possible elimination of an unnecessary expenditure of City funds.

A request for proposals should be prepared and submitted to enough qualified sources, to permit reasonable competition consistent with the requirements of the purchase. The request for proposal should identify significant evaluation factors, including price, and their relative importance. The City reserves the right to determine the number of sources considered to be adequate.

The City will provide procedures for technical evaluation of the proposals received, identification of qualified sources, and selection criteria for awarding the contract.

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The City may select the qualified vendor whose proposal is most advantageous to the City, with price and other factors considered. If the City is unable to negotiate a contract successfully, the City may terminate negotiations and proceed to negotiate with the second most advantageous proposer, and so on.

Verbal Quotes

Purchases requiring verbal quotes must be documented by a properly completed procurement quote log. (See exhibit 2).

Sole Source Purchases

A “sole source” is characterized as meeting one or more of the following standards: (a) the City department has conducted a screening process whereby it can justify purchase of a specific product; (b) the City requires legitimate specifications to which only one vendor can successfully respond; or (c) the product is available only through one manufacturer (or distributor) and the manufacturer so certifies. In any such case where the purchase exceeds \$7,500, the vendor shall certify that the City is getting the lowest price it offers anyone. Purchases in excess of \$7,500 from a sole source vendor require prior approval of the Finance Director or designee and must be signed by the requesting Department Director or designee (see exhibit 3).

Small Works Roster

RCW 39.04.155 provides uniform small works roster provisions to award contracts for construction, building, renovation, remodeling, alteration, repair, or improvement of real property. The Small Works Roster may be used for public works projects valued below \$350,000.

The Small Works Roster maintained by the Municipal Research and Services Center (www.mrscrosters.org) allows the City to evaluate the professional qualifications on file when a proposed project is scheduled. Use of the Small Works Roster allows the City to preclude the advertisement requirements of the formal competitive process. *All other bidding requirements are the same.*

- I. For each project, the City will secure telephone or written quotations from (wherever possible) at least three appropriate contractors on the Roster. Whenever possible, at least one of the contractors invited to submit a proposal will be a minority or woman owned firm. The City may invite proposals from more than three or all appropriate contractors on the Roster.
- II. The contract must be awarded to the contractor submitting the lowest responsible bid. In the event the City has issued a written finding to a contractor/vendor that a project was completed late, over budget, or did not meet specifications, the City may award to the next lowest responsible bidder that falls within 5% of the lowest bid. The lowest responsive

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bidder has the right to provide a written response to the City on how they will improve in the future to meet specifications.

- III. In the event the City does not invite all contractors on the Roster to submit a proposal, the contractors that have been chosen to submit a proposal will not be offered another opportunity until all other appropriate contractors on the Roster have been given the opportunity to submit a proposal on a project.

Limited Public Works Process Under \$50,000

The City may utilize the limited public works process under \$50,000 referenced in RCW 39.04.155(3). The City must solicit bids from at least three contractors on the small works roster but does not have to notify the remaining contractors on the roster used. The City will rotate solicitations to contractors on the roster when using this process.

Bid guarantees are optional. The contract must be awarded to the lowest responsible bidder. Retainage and performance and payment bonds may be waived, but limited public works projects are still subject to normal prevailing wage requirements. The City would assume liability for performance and payment if the limited public works process is used.

Public Works – Agency Responsibilities

1. Contracts for Public Work: Employers are not responsible for making the legal determination of whether a contract does or does not meet the definition of a “public works” contract. Public agencies, in awarding a contract, must make the determination of whether that contract involves “public work” and communicate it to the employers in the bid specifications and contracts. The law does not allow public agencies to place this burden upon the employer. For example, it is insufficient to state, “Contractors shall comply with the prevailing wage law, if applicable”. Agencies should seek the advice of legal counsel regarding when a contract is for public work. Before acting on advice that a contract is not for public work, agencies should contact the Prevailing Wage Office for a determination of the applicability of the statute. The City of Ridgefield will specify in bid documents, contracts, and purchase orders when prevailing wage is applicable to a public work project. (RCW 39.04.010, RCW 39.12.030, RCW 39.12.040, and RCW 39.12.042)
2. Prevailing Wage Provisions: Awarding agencies must stipulate in bid specifications and contracts for public work that workers shall receive the prevailing rate of wage. Those documents must also contain a list of the applicable prevailing wage rates. Compliance with the law is not met by referring contractors to the department or other sources to obtain wage rate information. (RCW 39.12.030)
3. Public Building Service Maintenance Contracts: Public building service maintenance (janitorial) contracts of more than one year duration must include wage language recognizing the

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potential for future variance in applicable prevailing wages each year after the first year of the contract. (RCW 39.12.030, RCW 39.12.040, and RCW 39.12.042)

4. Disbursal of Public Funds: Agencies may not make any payments where employers have not submitted an Intent form that has been approved by the L&I Industrial Statistician. Agencies may not release retainage until all employers have submitted an Affidavit form that has been certified by the Industrial Statistician. The requirement to submit these forms should also be stated in the contract. (RCW 39.12.030, RCW39.12.040, and RCW 39.12.042)

5. Turnkey Projects (lessee/lessor relationships between public and private parties): Prevailing wages must be paid for any work, construction, alteration, repair or improvement, other than ordinary maintenance, that the state or a municipality causes to be performed by a private party through a contract to rent, lease, or purchase at least fifty percent of the project by one or more state agencies or municipalities. (RCW 39.04.260) It is the responsibility of the awarding agency to make an accurate determination as to whether the entire project falls within RCW 39.04.260 prior to entering into a lease relationship for a space in a privately owned building. The determination is based on whether the awarding agency is causing the work to be performed and when at least fifty percent of the leased space is going to be occupied by one or more public agencies. If RCW 39.04.260 applies, all work performed in conjunction with the project is covered, not just the tenant improvements, and the project is subject to all provisions of RCW 39.12. Should the awarding agency fail to comply with all the provisions of RCW 39.04.260 and RCW 39.12.040, the awarding agency can be held responsible for any unpaid prevailing wages.

6. Contract Administration: Though not legally required, the following activities are recommended to ensure compliance with the Public Works Act.

- I. Job site inspections should be performed on a routine or periodic basis to verify compliance. These inspections should include checking to see that a copy of the Intent is posted at the job site. Workers should be randomly interviewed to verify that prevailing wages are received. Apprentice workers should be asked to show their registration cards.
- II. References should be checked when the agency is empowered to select the lowest responsible bidder. The department can advise an agency regarding an employer's history of wage claims. Check the Contractor Debarment List to find out if a contractor is debarred from bidding on public works projects.
- III. Verify Contractor Registration Status and Verify Workers' Compensation Premium Status. Find out whether a contractor or other employer has an industrial insurance (workers' compensation) account with L&I and that their premiums are up to date.

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Consultant Roster

The City may utilize the MRSC Consultant Roster for procurement of architecture, engineering, and surveying services as referenced in RCW 39.80, as well as other professional services such as design, planning, management, real estate, financial, legal, communications, environmental, IT, and personnel, consulting.

Vendor Roster

The City may utilize the MRSC Vendor Roster for product sales, equipment repair, vehicle maintenance, garbage collection, and other purchased services as referenced in RCW 39.04.190.

Vendors/contractors selected from the Small Works Roster are not relieved from observing applicable legal requirements such as Performance Bond, Prevailing Wage, Labor and Material Bonding, etc.

Purchase Orders

Purchase orders are a preferred method to allow for a vendor to invoice the city directly for the purchase of goods or services. Purchase orders detail the terms of the purchase, including the items sold, the price, and the terms of payment. The supplier typically agrees to deliver purchased items prior to payment, with the purchase order serving as a guarantee of future payment. Purchase orders should be requested for non-routine purchases whenever a merchant or bank card is not utilized for the purchase. Purchase Orders shall be requested via the Purchase Order Request form on the Procurement SharePoint Page.

Vendor Accounts

The City will authorize vendor accounts with select merchants who provide goods and materials that are necessary for ongoing operations. Vendor accounts will invoice the City directly for all purchases and accept a net 30 payment policy. City Manager or designee approval is required to place a credit application for new vendor accounts. The Finance Director will establish the authorized account when approval is granted.

Merchant Cards

It is sometimes necessary to use merchant cards. City Manager or designee approval is required to open a merchant card. The Finance Director will establish the authorized account when approval is granted. Refer to Financial Policy #03 Credit Card Usage for additional details.

Bank Cards

Bank cards may be issued with the approval of the City Manager or designee. They are to be used solely for official City business. Employees who are issued a bank card must sign the credit card usage form prior to issuance of cards. Refer to Financial Policy #03 Credit Card Usage for additional details.

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Petty Cash

Petty cash funds cover minor disbursements. Employees may be reimbursed from petty cash funds for authorized purchases that do not exceed the established petty-cash limit. Refer to Financial Policy # 05 Petty Cash Policy for details.

Change Orders

For Change Orders Within City Council Authorized Budget Appropriations

Upon recommendation of the project/contract manager, and demonstration that a Change Order (See Exhibit 4) is necessary and reasonable, the City Manager or designee is authorized to approve any and all Change Orders, that do not exceed the legally authorized appropriations budget established by the City Council for the applicable fund.

For Change Orders in Excess of City Council Authorized Budget Appropriations

Upon recommendation of the project/contract manager, and demonstration that a Change Order is necessary the City Manager or designee shall follow procedures outlined in "Financial Policy #07: Budget". If the amount of the Change Order affects the legally authorized appropriations of the fund, a budget amendment will be submitted to City Council for approval. A Budget Amendment Request form (See exhibit 5), will be submitted to include the amount of requested funds and justification describing why the additional funds are necessary and the benefits to be derived.

If the City Council approves the Budget Amendment, the City Manager shall take the necessary actions to enact the Change Order and complete the work in an expeditious manner in accordance with the City Council's direction.

If the City Council denies the Budget Amendment, the City Manager or designee shall report back to the City Council with options as to how to accomplish the project/contract within the funds allocated.

The City Manager or designee may authorize a reallocation of funds within a department or capital fund, to account for a Change Order as long as the legally authorized appropriation is not exceeded, without presenting the request to Council.

In the event of an emergency or the need to take immediate or expeditious action necessary to protect or maintain the public health, safety, or welfare; or to prevent damage to public or private property, the City Manager is authorized to enact Change Orders in excess of the legally authorized expenditure level. The City Manager shall timely report such actions to the City Council.

Travel Expenses

All expense payments or reimbursements for travel and/or subsistence expenses must meet the requirements set forth in the City of Ridgefield Travel and Meal Reimbursement Policy #806,

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which establishes policy and procedures related to obtaining travel authorization, advance travel funds, and expenditure or reimbursement for travel and subsistence expenses incurred in conduct of business of the City. Refer to the City of Ridgefield Employment Policy #806 Travel and Meal Reimbursement for details. Expense reimbursements will be documented via the Expense Reimbursement Form, located on the Intranet at [Employee Forms Portal \(sharepoint.com\)](#)

Payment Processing

Approvals

Vendor invoices shall be approved by the department head or designee. Reimbursements payable to City employees shall be signed for approval as follows:

- Mayor – Approved by the City Manager or designee
- Council – Approved by the City Manager or designee
- City Manager – Approved by the Finance Director or Deputy City Manager
- Department Director – Approved by the City Manager or designee
- Other employees – Approved by the Department Director or designee

Employees may not approve their own reimbursement.

Accounts Payable

Invoices that are received by accounts payable via the US Postal Service or e-mail will be date stamped and have the account coding entered. The invoice will be routed to the department heads for review and approval. The City uses an electronic workflow process for review and approval. For all invoices, department heads or designees will verify that the invoiced items have been received and that the invoiced amount is correct. In addition, the department head will verify the proper account coding has been listed on the invoice and add their electronic approval through the accounts payable workflow process. Once review and approval is complete the approved invoices will be routed to accounts payable for payment. There are two accounts payable check cycles scheduled each month, coinciding with the City Council meetings.

Budget Amendments

Department Director's or designee must ensure that purchases are initiated only when departmental appropriations are sufficient to cover the anticipated cost. Expenditure's that exceed departmental appropriations require the City Manager's approval via the Budget Amendment Request Form (Exhibit 5).

Appendix

Exhibit 1: Purchasing Matrix Quick Reference Guide

Exhibit 2: Procurement Quote Log

Exhibit 3: Sole Source Vendor Statement

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Exhibit 4: Contract Change Order Form

Exhibit 5: Budget Amendment Request Form

Exhibit 6: Employee Reimbursement Voucher

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: June 24, 2021

ITEM:

AGENDA ITEM TITLE: AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON Amending Chapters Within Title 18 of the Ridgefield Municipal Code AMENDING CHAPTERS 18.100 Definitions, 18.230 COMMERCIAL DISTRICTS, 18.235 MIXED-USE DISTRICTS, 18.240 EMPLOYMENT DISTRICT, 18.260 PUBLIC FACILITY DISTRICT, 18.320 AMENDMENTS, 18.401 PLANNED UNIT DEVELOPMENTS, 18.710 Signs, AND 18.740 FENCES AND WALLS.

GOVERNING LEGISLATION:

RCW 36.70A

PREVIOUS COUNCIL ACTION TAKEN:

None.

SUMMARY/BACKGROUND:

The Community Development Department is proposing a series of amendments to Title 18 of the Ridgefield Municipal Code (RMC), also known as the Ridgefield Development Code (RDC). The purpose of the proposed amendments is to keep the code up-to-date and to address current development issues in order to better serve the Ridgefield community.

BUDGET/FINANCIAL IMPACTS:

None.

ACTION OR MOTION:

None. Public hearing and first reading.

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS: 2021 RDC Amendments_Staff Report_CC (PDF)
2021 RDC Amendments Matrix_CC (PDF)

ORDINANCE NO. 1345**AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON AMENDING CHAPTERS WITHIN TITLE 18 OF THE RIDGEFIELD MUNICIPAL CODE AMENDING CHAPTERS 18.100 DEFINITIONS, 18.230 COMMERCIAL DISTRICTS, 18.235 MIXED-USE DISTRICTS, 18.240 EMPLOYMENT DISTRICT, 18.260 PUBLIC FACILITY DISTRICT, 18.320 AMENDMENTS, 18.401 PLANNED UNIT DEVELOPMENTS, 18.710 SIGNS, AND 18.740 FENCES AND WALLS.**

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

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

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

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

WHEREAS, the Ridgefield City Council passed additional resolutions after this time period that revised the development regulations, most recently including Ordinance No. 1325; and

WHEREAS, the Ridgefield Planning Commission, after conducting a public hearing on the proposed revisions to Title 18 on June 16, 2021, forwarded a recommendation to amend Titles 18 to the City Council; and

WHEREAS, the City of Ridgefield submitted notice of the proposed amendments to the Washington State Department of Commerce on June 18, 2021 consistent with RCW 36.70A; and

WHEREAS, consistent with WAC 197-11-340(2), on June 21, 2021 the City of Ridgefield issued a Determination of Non-significance regarding the proposed Ridgefield Development Code update; and,

WHEREAS, the public comment period expired on July 5, 2021 and the City addressed all comments received; and,

WHEREAS, the Ridgefield City Council conducted a public hearing and the first reading of the proposed amendments to Title 18 during a regularly scheduled City Council meeting held on June 24, 2021; and

WHEREAS, the Ridgefield City Council conducted a second ordinance reading on the proposed amendments to Title 18 during a regularly scheduled meeting held on July 8, 2021; and

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

Section 1. Public Interest. The Ridgefield City Council finds it to be in the public interest to adopt amendments to Titles 18 to ensure that the City's development and zoning regulations continue to implement the Ridgefield Urban Area Comprehensive Plan.

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

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

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

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

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

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

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS 8th DAY OF JULY, 2021.

Don Stose, Mayor

ATTEST/AUTHENTICATED:

Julie Ferriss,
City Clerk

APPROVED AS TO FORM:

Janean Parker, City Attorney

First Reading/Passage: June 24, 2021

Second Reading/Passage: July 8, 2021

Date of Publication:

Effective Date:



THE CITY OF RIDGEFIELD

510 Pioneer Street Ste B | P.O. Box 608 | Ridgefield, WA

Amendments to Title 18 of the Ridgefield Municipal Code City Council Staff Report June 24, 2021

BACKGROUND

The Community Development Department is proposing a series of amendments to Title 18 of the Ridgefield Municipal Code (RMC), also known as the Ridgefield Development Code (RDC). The purpose of the proposed amendments is to keep the code up-to-date and to address current development issues in order to better serve the Ridgefield community.

PLANNING COMMISSION

Planning Commission held a public hearing on the proposed Title 18 amendments on June 16, 2021. There were no public comments, however, Commissioners discussed the proposed amendments and made recommendations to staff. Planning Commission comments and staff responses appear in the tables below under Discussion – Summary of Proposed Changes.

Planning Commission voted unanimously to forward a recommendation of approval, incorporating minor changes requested by Planning Commission, to City Council.

DISCUSSION

Types of Amendments

The proposed amendments intend to update the code to address issues identified when applying the existing code and issues anticipated for future projects in Ridgefield. For this round of updates, staff identified two types of proposed code amendments: housekeeping updates and minor policy changes. No major policy changes have been proposed at this time (see Attachment A, 2021 RDC Amendments Matrix, for details):

1. Housekeeping items: address clerical errors and clarify existing code language without substantive changes to the content.
2. Minor policy changes: add content to strengthen the code with the goal to better implement the Ridgefield Comprehensive Plan and existing City policies and practices.

Summary of Proposed Changes

Housekeeping items:

<u>Code section(s)</u>	<u>Reason(s) for amendment</u>	<u>Planning Commission Input</u>
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18.230.055	Apply commercial building design provisions to CNB zone along with other commercial zones as intended.	No comments.
18.260.060	Replace “increased” with “decreased” to make the Public Facility zone setback standards make sense.	No comments.
18.320.020	Explicitly state existing provisions for the City to propose Comprehensive Plan amendments after the July 1 deadline for other applicants.	No comments.
18.401.090	Cross-reference dark skies ordinance in Planned Unit Development ordinance.	No comments.
18.710.090, .190, .200	Clarify that nits are interchangeable with candelas per square meter for the purpose of measuring sign luminance.	No comments.

Minor Policy Changes:

<u>Code section(s)</u>	<u>Reason(s) for amendment</u>	<u>Planning Commission Input</u>
18.100.020, .010	Update definition of family to match updates enacted at the state level through SB 5235, removing the upper limit on unrelated individuals living together.	No comments.
18.235.060.P	Ensure adequate open space serving residential portions of horizontal mixed-use sites.	No comments.
18.235.060.Q	Make assigning the RMUO designation and RMUO master planning separate actions, such that the designation is reviewed similar to a zone change by Planning Commission and Council, and the master plan development is reviewed through a Type III process with the Hearing Examiner.	No comments.
18.401.080	Allow natural ponds, streams, etc. to count toward the 25 percent open space requirement in PUDs.	Do we define “natural pond”? There may be pre-existing unofficial stormwater runoff areas, and these should not count. <i>Staff response:</i> No, but this term isn’t proposed in the code itself. Updated proposed code amendment to limit submerged areas counted toward open space to be submerged critical areas and buffers.

		Recommend clarifying that submerged areas can only count toward unusable open space, not the required usable open space. <i>Staff response:</i> Updated proposed code amendments to clarify.
18.740.030	Apply steel structural post requirement to wood fences in all zoning districts.	Does the treated wood requirement for wood fences mean pressure-treated? This method includes potentially harmful substances. <i>Staff response:</i> No, the code does not specify how the wood needs to be treated.

PROCESS

Date

June 2, 2021
June 16, 2021
June 24, 2021
July 8, 2021

Milestone

Notice of public hearing published in the Columbian and posted at City Hall
Planning Commission public hearing
City Council public hearing and 1st reading
City Council public meeting and 2nd reading/adoption

ATTACHMENTS

A. Attachment A – 2021 RDC Amendments Matrix

2021 Ridgefield Development Code Proposed Amendments – City Council 6/24/2021

Title 18 – Development Code

Housekeeping Updates

Code Section	Code Language	Rationale
18.230 – Commercial Districts		
18.230.055 – Building design and features.	A. Applicability. The requirements of section 18.230.055 apply to buildings within the <u>CNB</u> , CCB and CRB zoning districts. The requirements of the chapter apply to: 1. New building of any size, 2. The addition to or remodel of an existing building that increases the square footage of the building by twenty percent, and 3. The addition to or remodel of an existing building where the construction valuation is fifty percent or greater of the existing site and building valuation.	Provisions are meant to apply to each of the three commercial districts.
18.260 – Public Facility District		
18.260.060 – Dimensional standards.	A. Setbacks. All buildings, parking and storage areas shall be set back as follows: 1. Setback from streets: minimum of twenty feet. 2. Side lot and rear setbacks: minimum of twenty feet from any adjoining property. 3. These setbacks may be increased <u>decreased</u> through the conditional use process.	Setbacks have required minimums, not maximums, so there is extra process required to decrease the setbacks.
18.320 - Amendments		
18.320.020 – Amendment process.	A. The city shall consider amendments to the RUACP no more frequently than once every year, <u>except as authorized under RCW 36.70A.130(2)(i.-v.)</u> . All proposals shall be considered by the city council concurrently so the cumulative effect of various proposals can be ascertained. (RCW 36.70A.130.2.)	Clarify when and how the City can propose annual Comprehensive Plan amendments.
	C. To be considered during the annual amendment review process, an applicant must file a petition no later than July 1 for the petition to be considered during that calendar year, <u>except that the City may propose an amendment after this deadline so long as it meets the requirements of RMC 18.320.020.A-B and the City’s adopted public participation process.</u>	
18.401 – Planned Unit Developments		

18.401.090 – Site plan requirements.	<u>W. Lighting. All lighting shall be shielded and aimed downward to prevent light trespass and glare as provided in RDC 18.715.</u>	Cross reference dark skies ordinance in PUD ordinance.
18.710 – Signs		
18.710.090 – Sign illumination.	C. Internally illuminated signs. 1. Internally illuminated signs shall be constructed with an opaque sign face background with translucent text, symbols and/or logo shields. If the sign owner desire to have the entire sign face visible at night, and external light source may be used to illuminate the sign, subject to the illumination standards in this chapter. 2. In no case may an internally illuminated sign, a digital sign or an electronic message center sign exceed a light output of fifty nits (<u>cd/m²</u>) in a residential zone or one hundred nits (<u>cd/m²</u>) in a non-residential zone during daytime hours. 3. Neon sign lighting is allowed in non-residential zones only and shall not exceed on hundred nits (<u>cd/m²</u>) per sign face.	1 nit = 1 candela per meter squared. Code users may be familiar with one term measuring luminance but not the other.
18.710.190 – Digital signs.	D. Maximum luminance: Fifty nits (<u>cd/m²</u>) during nighttime hours.	
18.710.200 – Electronic message center (EMC) signs.	E. Maximum luminance. 1. Daytime: five thousand nits (<u>cd/m²</u>). 2. Nighttime (one-half hour before sunset and one-half hour after sunrise): one hundred nits (<u>cd/m²</u>).	

Minor Policy Changes

Code Section	Code Language	Rationale
18.100 – Definitions		
18.100.020 – “F” definitions.	Family. An individual; two or more persons related by blood or marriage, <u>or</u> a group of up to six persons who may or may not be related, living together as a single housekeeping unit and using common cooking facilities; or a group living arrangement where six or fewer residents receive supportive services such as counseling, foster care, or medical supervision at the dwelling unit by resident or nonresident staff. For purposes of this definition, minors living with a parent shall not be counted as part of the maximum number of residents.	SB 5235 was passed this year and preempts local regulations on the maximum number of unrelated occupants per dwelling. Dwellings continue to be subject to

		lawful limits on occupant load per square foot.
18.100.010 – “A” definitions.	<u>Adult family home. A residential home in which a person or persons provide personal care, special care, room, and board to more than one but not more than six adults who are not related by blood or marriage to the person or persons providing the services.</u>	Create separate adult family home definition since the six-person maximum still applies for these homes. Language from RCW 70.128.010.
18.235 – Mixed-Use Districts		
18.235.060 – Special provisions for the Ridgefield Mixed Use Overlay (RMUO)	J. Open Space Requirements. 1. Not less than ten percent of the net developable area shall be designated for open space for community or site-user activity. Such activity space may be planned and designed for recreational use or involvement by residents, employees, site visitors and/or the general public. <u>a. In horizontal mixed-use developments, not less than twenty-five percent of the net developable area for residential uses shall be designated for open space for community or site-user activity. This area may count toward the overall ten percent requirement in (1).</u>	Ensure adequate open space serving residential portions of horizontal mixed-use sites.
	Q. Procedure. <u>1. Adding or removing the RMUO is subject to the Type IV procedural requirements in RDC 18.310.090 and the rezoning requirements in RDC 18.320.</u>	Make assigning the RMUO designation and RMUO master planning separate actions, such that the designation is reviewed similar to a zone change by Planning Commission and Council, and the master plan development is reviewed through a Type III process with the Hearing Examiner. Renumber following sections.
18.401 – Planned Unit Developments		
18.401.080 – General conditions.	B. Open Space. Every PUD shall provide a minimum of twenty-five percent of the gross site area for common open space which shall be used for the collective enjoyment of occupants of the development. Open space shall not include public or private streets or rights-of-way,	Allow natural ponds, streams, etc. to count toward the 25 percent open

	driveways, above-ground utility facilities including stormwater facilities, parking areas unless developed as part of <u>a</u> park or trail facility consistent with standards in the Ridgefield Parks and Recreation Comprehensive Plan, or the required yards for buildings or structures. Open spaces areas may include critical areas and buffers, but shall not be computed to include any submerged lands. <u>Unusable open space areas may include submerged critical areas and buffers.</u>	space requirement in PUDs, as unusable open space. Keep requirement that stormwater facilities do not count.
18.740 – Fences and Walls		
18.740.030 – Design criteria.	<u>C. Wood fences installed in any zoning district shall use treated wood and shall have steel structural posts with a wood post cover.</u>	Apply steel structural post requirement to all zoning districts.