RIDGEFIELD CITY COUNCIL
MEETING AGENDA

Thursday, May 14, 2020
Teleconference
N/A, Ridgefield, WA 98604

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

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

II. **PROCLAMATION**

1. **Small Business Month**

III. **CONSENT AGENDA**

1. **Approval of Claims And/Or Payroll**
2. **Approval of Minutes from the April 23, 2020 Meeting**

IV. **BUSINESS**

1. **Motion - Approval of Amendment to Building and Construction Order - Steve Stuart, City Manager**
2. **Second Reading of Ordinance No. 1316 – 2020 Budget Amendment - Kirk Johnson, Finance Director**
3. **First Reading of Ordinance No. 1317 - Authorization to Issue Limited Tax General Obligation Bonds to Purchase Commercial Property for a Public Works Operation Facility - Kirk Johnson, Finance Director**
4. **Resolution No. 577 - Approval of the "Shop Local and Save" Program - Steve Stuart, City Manager**
5. **Motion - Award of Downtown Stormwater Enhancements Design Contract - Bryan Kast, Public Works Director**

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

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

VI. **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: May 14, 2020

ITEM:

AGENDA ITEM TITLE: Small Business Month

Small Business Month Proclamation

STAFF CONTACT: Julie Ferriss, City Clerk

ATTACHMENTS: Support Local Business (PDF)

PROCLAMATION

WHEREAS, Our community has fought to stop the spread of COVID-19 in Ridgefield by making changes that place health and safety over our customary ways of doing business; and

WHEREAS, As a result, our local merchants are facing an unprecedented economic disruption; and

WHEREAS, Ridgefield has a diverse range of businesses from farmers to manufacturers to family owned merchants who have been in business for generations. They contribute jobs to our community, vitality to our downtown, and flavor to our lives; and

WHEREAS, Local merchants have found creative ways to continue to serve our community when possible, provide support for one another and raise the spirits of our residents; and

WHEREAS, Now, more than ever, these local businesses deserve our attention, our appreciation, and our support; and

WHEREAS, the City of Ridgefield has created protections for local business during this pandemic and partnered with local community organizations to provide and encourage support through programs such as Shop Local and Save and t-shirt sales with profits going to local business; and

WHEREAS, the City of Ridgefield takes this opportunity to thank our local business owners and employees for their contributions to our City.

NOW, THEREFORE, I, DON STOSE, Mayor of the City of Ridgefield, do hereby proclaim May, 2020 as

"Support Local Business Month"

and encourage residents to dedicate yourselves to shopping local during May and beyond.

Dated this 14th day of May 2020.

CITY OF RIDGEFIELD

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Don Stose, Mayor

Attachment: Support Local Business (Small Business Month Proclamation)

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE: May 14, 2020

ITEM: CONSENT AGENDA

AGENDA ITEM TITLE: Approval of Claims And/Or Payroll

GOVERNING LEGISLATION:

Revised Code of Washington Title 35A

PREVIOUS COUNCIL ACTION TAKEN:

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

BACKGROUND:

Vendor claims

BUDGET/FINANCIAL IMPACTS:

See vendor detail attached

RECOMMENDED ACTION OR MOTION:

Staff recommends Council approve the claims and/or payroll by making the following motion:

"I move to approve the consent agenda as presented"

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS: May 14 2020 - Claims Report (PDF)

City of Ridgefield

Claims Payment Report

For Approval on: May 14, 2020

Sum of Amount Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total
AARON SCOTT KRUEGER	2663	20-342	Public Works	Appraisal 487 S 56th	3,300.00
AARON SCOTT KRUEGER Total					3,300.00
ADVENTIST HEALTH/OCCUPATIONAL MC	865	86167	Public Safety	Pre Hire Medical Exam	823.00
ADVENTIST HEALTH/OCCUPATIONAL MC Total					823.00
AMERICAN PUBLIC WORKS ASSC (APWA)	31	0031-20200514	Public Works	Membership Renewal - 2020	600.00
AMERICAN PUBLIC WORKS ASSC (APWA) Total					600.00
Andrews Traci	UB*00330	(blank)	Genl Govt/Facilities	Refund Check 012100-000 1889 S Harrier Rd	23.95
Andrews Traci Total					23.95
ARAMARK UNIFORM SERVICES	32	864462964	Genl Govt/Facilities	PW Floor Mats	1.99
				PW Uniforms	1.11
			Public Works	PW Floor Mats	26.59
				PW Uniforms	26.62
		864454585	Genl Govt/Facilities	PW Uniforms/Floor Mats	3.10
			Public Works	PW Uniforms/Floor Mats	53.21
		864454586	Genl Govt/Facilities	City Hall/PW/CDD/PD Floor Mats	7.36
			Public Safety	City Hall/PW/CDD/PD Floor Mats	4.47
			Public Works	City Hall/PW/CDD/PD Floor Mats	3.66
			Community Development	City Hall/PW/CDD/PD Floor Mats	3.90
		864462965	Genl Govt/Facilities	City Hall Floor Mats	7.09
				CDD/PW/FIN Floor Mats	0.27
			Public Safety	PD Floor Mats	4.47
			Public Works	CDD/PW/FIN Floor Mats	3.66
			Community Development	CDD/PW/FIN Floor Mats	3.90
		864446262	Genl Govt/Facilities	PW Floor Mats	1.99
				PW Uniforms	1.11
			Public Works	PW Floor Mats	26.59
				PW Uniforms	26.62
		864446263	Genl Govt/Facilities	City Hall Floor Mats	7.09
				CDD/PW/FIN Floor Mats	0.27
			Public Safety	PD Floor Mats	4.47
			Public Works	CDD/PW/FIN Floor Mats	3.66
			Community Development	CDD/PW/FIN Floor Mats	3.90
ARAMARK UNIFORM SERVICES Total					227.10
B AND L PAPER COMPANY	2165	31056	Public Safety	Paper Supplies - PD	68.29
		31020	Public Safety	PD Paper Towels	46.07
B AND L PAPER COMPANY Total					114.36

Attachment: May 14 2020 - Claims Report (Approval of Claims And/Or Payroll)

City of Ridgefield

Claims Payment Report

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BIO DECON SOLUTIONS LLC	3475	2099	Community Development	Vehicle Sanitization	542.00
BIO DECON SOLUTIONS LLC Total					**542.00**
BSK ASSOCIATES	2119	VD01307	Public Works	Coliform Testing	400.00
BSK ASSOCIATES Total					**400.00**
CARAHSOFT TECHNOLOGY CORPORATION	2500	IN760759	Information Technology	Granicus IQM2- Agenda and Minutes 2020-2021	8,577.85
CARAHSOFT TECHNOLOGY CORPORATION Total					**8,577.85**
CASCADE COLUMBIA DISTRIBUTION COMPANY	2707	776897	Public Works	Potassium Permang 25kg	846.29
CASCADE COLUMBIA DISTRIBUTION COMPANY Total					**846.29**
CHMELIK SITKIN & DAVIS	3294	98286	Genl Govt/Facilities	Park Laundry Eval Remidiation - March 2020	1,380.00
CHMELIK SITKIN & DAVIS Total					**1,380.00**
CINTAS FIRE PROTECTION	2520	0F80516134	Genl Govt/Facilities	Annual Fire Extinguisher Inspec/Maint	177.04
			Public Works	Annual Fire Extinguisher Inspec/Maint	1,009.90
CINTAS FIRE PROTECTION Total					**1,186.94**
CITY OF BATTLE GROUND	92	INV00283	Judicial	Public Defender/Court Costs	12,085.42
CITY OF BATTLE GROUND Total					**12,085.42**
CITY OF VANCOUVER	97	7402	Public Safety	2020 Annual Swat Billings	15,893.00
CITY OF VANCOUVER Total					**15,893.00**
CLARK COUNTY	102	CI014627	Judicial	Pretrial Supervisions & Interviews - March 2020	402.12
CLARK COUNTY Total					**402.12**
CLARK PUBLIC UTILITIES	110	7206-645-9-20200514	Public Works	N Abrams Park/E Division	114.65
		7206-580-8-20200514	Public Works	301 N 3rd Ave	44.26
			Community Development	301 N 3rd Ave	44.27
		7206-605-3-20200514	Public Works	N 1st Cir & N 65th Ave - Park & Ride	66.41
		7206-643-4-20200514	Public Works	400 N Abrams Park Rd	1,119.62
		7206-555-0-20200514	Public Works	109 W Division St - Electricity	202.80
		7206-456-1-20200514	Public Safety	116 N Main Avenue	308.17
		7206-694-7-20200514	Public Works	255 S 56th Pl - Electricity	2,031.23
		7206-578-2-20200514	Genl Govt/Facilities	230 Pioneer Ave	130.97
		7206-552-7-20200514	Public Works	214 S Riverview Dr	60.94
		7206-644-2-20200514	Public Works	City Park/Water Well	2,121.59
		7206-648-3-20200514	Public Works	Municipal Lighting Lease	7,734.09
CLARK PUBLIC UTILITIES Total					**13,979.00**
CLARK REGIONAL WASTEWATER DISTRICT	741	032664-000-20200423	Public Works	301 N 3rd Ave CDD - Sewer	25.08
			Community Development	301 N 3rd Ave CDD - Sewer	25.07
		032695-000-20200423	Public Works	109 W Division WWTP - Sewer	184.10
		032899-000-20200423	Public Works	Abrams Park Former Mgr House - Sewer	42.81
		035480-000-20200423	Public Works	255 S 56th Pl Well & Reservoir - Sewer	39.75
		032712-000-20200423	Public Safety	116 N Main Ave PD - Sewer	46.49
		032752-000-20200423	Genl Govt/Facilities	230 Pioneer St City Hall - Sewer	81.95
		032894-000-20200423	Public Works	Abrams Park Kitchen - Sewer	40.98

City of Ridgefield

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CLARK REGIONAL WASTEWATER DISTRICT	741	032895-000-20200423	Public Works	Abrams Park Restrooms - Sewer	91.12
CLARK REGIONAL WASTEWATER DISTRICT Total					**577.35**
CLEAN WORLD MAINTENANCE INC	3105	44875	Genl Govt/Facilities	Janitorial Services - City Hall	682.83
				Janitorial Services - PW	156.10
			Public Safety	Janitorial Services - PD	461.87
			Public Works	Janitorial Services - PW	337.41
		44901	Genl Govt/Facilities	PW Shop Sanitization	47.93
			Public Works	PW Shop Sanitization	103.59
CLEAN WORLD MAINTENANCE INC Total					**1,789.73**
Colf Construction	UB*00331	(blank)	Genl Govt/Facilities	Refund Check 010967-001 Hydrant Meter	193.60
Colf Construction Total					**193.60**
COLUMBIAN PUBLISHING	116	20847	Public Works	Ordinance 1315 - PW Facility	50.40
COLUMBIAN PUBLISHING Total					**50.40**
COMCAST	2271	2271-202004-109	Genl Govt/Facilities	PW Shop Communications	28.37
			Public Works	PW Shop Communications	379.18
		2271-202005-510	Genl Govt/Facilities	RACC Communications	13.70
			Public Works	RACC Communications	183.75
			Community Development	RACC Communications	197.45
COMCAST Total					**802.45**
COMDATA NETWORK INC.	1101	20333705	Genl Govt/Facilities	Fuel PW - XN173 - 04/16/2020-04/30/2020	111.70
			Public Works	Fuel PW - XN173 - 04/16/2020-04/30/2020	1,493.21
			Community Development	Fuel CDD - XN173 - 04/16/2020-04/30/2020	53.93
		20333517	Genl Govt/Facilities	Fuel PW - XN173 - 04/01/2020-04/15/2020	79.67
			Public Works	Fuel PW - XN173 - 04/01/2020-04/15/2020	1,064.96
			Community Development	Fuel CDD - XN173 - 04/01/2020-04/15/2020	144.36
		20333515	Public Safety	PD Fuel - XN795 - 4/1/20-4/15/20	759.67
		20333712	Public Safety	Fuel PD - XN795 - 04/16/2020-04/30/2020	605.62
COMDATA NETWORK INC. Total					**4,313.12**
CURLY'S LOCK AND KEY	128	88469	Public Works	Abrams Restroom Keys	34.47
CURLY'S LOCK AND KEY Total					**34.47**
Curtis Paul	UB*00332	(blank)	Genl Govt/Facilities	Refund Check 010368-000 35 N 42nd Pl	53.58
Curtis Paul Total					**53.58**
DAVID M. COREY	530	3566	Public Safety	Post Offer Eval - Doran	420.00
DAVID M. COREY Total					**420.00**
Devier Michael	UB*00340	(blank)	Genl Govt/Facilities	Refund Check 007579-000 813 N 18th Pl	68.58
Devier Michael Total					**68.58**
DICK'S TIRE FACTORY	158	D57697	Public Safety	PD Vehicle Maint	173.33
		D58312	Public Safety	PD Vehicle Maint	43.25
		D57487	Public Safety	PD Vehicle Maint	43.25
		D56492	Public Safety	PD Vehicle Maint	43.25

City of Ridgefield

Claims Payment Report

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DICK'S TIRE FACTORY Total					**303.08**
DKS ASSOCIATES	**1565**	73379	**Community Development**	On Call Review Services - March 2020	812.50
DKS ASSOCIATES Total					**812.50**
Dodd Nicholas	**UB*00339**	(blank)	**Genl Govt/Facilities**	Refund Check 009782-000 3309 N Pioneer Canyon Dr	77.37
Dodd Nicholas Total					**77.37**
ELCOR INC	**2081**	MSP-12504	**Public Safety**	IT Services - April 2020	2,425.85
			Public Works	IT Services - April 2020	2,027.13
			Community Development	IT Services - April 2020	2,156.31
			Information Technology	IT Services - April 2020	4,711.36
ELCOR INC Total					**11,320.65**
ENVIRONMENTAL SCIENCE ASSOCIATES	**2398**	153855	**Public Works**	EF20 Mitigation Proj Side Channel Monitoring	325.00
ENVIRONMENTAL SCIENCE ASSOCIATES Total					**325.00**
FERGUSON ENTERPRISES INC # 8423	**181**	0864289-2	**Genl Govt/Facilities**	VGB Mod 4600 PKG	(1,638.00)
			Public Works	VGB Mod 4600 PKG	21,138.00
FERGUSON ENTERPRISES INC # 8423 Total					**19,500.00**
Ferguson Gary & Trudy	**UB*00338**	(blank)	**Genl Govt/Facilities**	Refund Check 009827-000 351 N Green Gables Loop	117.90
Ferguson Gary & Trudy Total					**117.90**
Garrison Sandra	**UB*00337**	(blank)	**Genl Govt/Facilities**	Refund Check 009534-000 2602 S 18th Ct	81.77
Garrison Sandra Total					**81.77**
GISI MARKETING GROUP	**2811**	154136	**Genl Govt/Facilities**	Summer Events Mailer	884.40
GISI MARKETING GROUP Total					**884.40**
GRAINGER	**206**	9515501584	**Public Works**	Well 11 Supplies	78.78
		9512167314	**Public Works**	Abrams Park Well 11	40.21
GRAINGER Total					**118.99**
Granite Petroleum	**UB*00315**	(blank)	**Genl Govt/Facilities**	Refund Check 012802-000 Hydrant Meter	28.47
Granite Petroleum Total					**28.47**
GRAY AND OSBORNE INC	**207**	19273.00-9	**Public Works**	Junction VFD Upgrade Project	470.54
		20249.00-1	**Public Works**	Junction Booster Pump Station VFD - Construction	1,854.36
		20239.00-1	**Community Development**	Energy Electrical Final Short Plat	689.68
		18274.00-23	**Public Works**	Abrams Park Well 11 Prelim Design/Well Drill	3,079.54
GRAY AND OSBORNE INC Total					**6,094.12**
GROVER ELECTRIC AND PLUMBING	**210**	HB19888	**Public Works**	Parks Supplies	106.78
		HB19544	**Public Works**	Water Supplies	19.71
GROVER ELECTRIC AND PLUMBING Total					**126.49**
GSI WATER SOLUTIONS INC.	**2971**	0727.001-21	**Public Works**	Hydrological Study	3,420.00
GSI WATER SOLUTIONS INC. Total					**3,420.00**
Guenther Chadwick Hurt & Haley	**UB*00335**	(blank)	**Genl Govt/Facilities**	Refund Check 012101-000 92 N 42nd Pl	189.03
Guenther Chadwick Hurt & Haley Total					**189.03**
H.D. FOWLER COMPANY	**2036**	I5437450	**Public Works**	Water Supplies	138.14
H.D. FOWLER COMPANY Total					**138.14**

City of Ridgefield

Claims Payment Report

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HARRY'S LAWN AND POWER EQUIPMENT	214	178214	Genl Govt/Facilities	PW/Wate/Storm Oper Supplies	0.45
			Public Works	PW/Wate/Storm Oper Supplies	253.12
		179127	Public Works	Streets Equip Repair	21.51
		179407	Public Works	Parks Equip Repair	76.93
		178089	Public Works	Parks/Storm Supplies	207.76
		176939	Public Works	Parks Supplies	149.56
HARRY'S LAWN AND POWER EQUIPMENT Total					**709.33**
HOME DEPOT CREDIT CARD SERVICES	1805	520845	Public Works	Parks Oper Supplies	69.18
		8200434	Genl Govt/Facilities	PW Shop Tools - Return	(8.75)
			Public Works	PW Shop Tools - Return	(116.96)
		8621949	Genl Govt/Facilities	PW Shop Tools	8.75
			Public Works	PW Shop Tools	116.96
		2622620	Public Works	Parks Oper Supplies	42.07
		1052204	Public Works	Parks Fence Posts	27.86
		6633012	Public Works	Parks Oper Supplies	68.83
HOME DEPOT CREDIT CARD SERVICES Total					**207.94**
IPMA-HR	1345	INV-55153-R1X4G	Human Resources	IPMA-HR Membership 7/20-6/21	114.00
IPMA-HR Total					**114.00**
J2 BLUE PRINT SUPPLY	243	AR84150	Public Works	S 3rd Ave Improvements	105.19
		AR84599	Genl Govt/Facilities	1SAT - Flower Crown Sign	21.68
		AR84710	Public Works	Refuge Park Addendum	76.26
J2 BLUE PRINT SUPPLY Total					**203.13**
JASON FERRISS	1663	1663-20200514	Public Safety	Vehicle Equp Reimb - Ferriss	75.86
JASON FERRISS Total					**75.86**
L.N. CURTIS AND SONS	3075	INV385826	Public Safety	Oper Supplies - PD	597.34
L.N. CURTIS AND SONS Total					**597.34**
LAKESIDE INDUSTRIES	264	120704	Public Works	EZ Street Asphalt	1,054.99
LAKESIDE INDUSTRIES Total					**1,054.99**
LUKE MACNUTT	3474	501751517	Genl Govt/Facilities	Business License Refund - Macnutt	50.00
LUKE MACNUTT Total					**50.00**
MARIUS L MALATTIA	1817	136	Community Development	Design Reviews - April 2020	2,307.50
MARIUS L MALATTIA Total					**2,307.50**
MASONS SUPPLY COMPANY	2051	6036181-00	Public Works	Street Supplies	393.37
MASONS SUPPLY COMPANY Total					**393.37**
MFCP INC.	2723	7582730	Genl Govt/Facilities	Vactor Trailer Maintenance	14.80
			Public Works	Vactor Trailer Maintenance	197.79
		7583570	Public Works	Water Small Tools	77.21
MFCP INC. Total					**289.80**
NAPA AUTO PARTS	498	176916	Genl Govt/Facilities	PW/Storm Equip/Vehicle Maint	4.32
			Public Works	PW/Storm Equip/Vehicle Maint	116.57

Attachment: May 14 2020 - Claims Report (Approval of Claims And/Or Payroll)

City of Ridgefield

Claims Payment Report

For Approval on: May 14, 2020

NAPA AUTO PARTS	498	177649	Genl Govt/Facilities	Vehicle Maint - Brunson	0.33
			Public Works	Vehicle Maint - Brunson	16.33
		174390	Public Works	Parks Vehicle Maint	4.67
		177592	Public Works	Storm Equip Repair	27.83
		177351	Public Works	Storm Vehicle Maint	8.74
NAPA AUTO PARTS Total					178.79
NORTHWEST NATURAL GAS	315	8578-7-20200514	Public Works	PW Shop - Natural Gas	37.51
		1000591-6-20200514	Public Safety	Police Department - Natural Gas	35.91
		8817-9-20200514	Genl Govt/Facilities	City Hall - Natural Gas	125.85
NORTHWEST NATURAL GAS Total					199.27
ONE CALL CONCEPTS	326	49092	Public Works	Excavation Notif/Modem Ticket Delivery - April 20	105.60
ONE CALL CONCEPTS Total					105.60
ON-HOLD CONCEPTS INC	2217	509672	Information Technology	On Hold Music Service	24.95
ON-HOLD CONCEPTS INC Total					24.95
OTAK INC.	1787	42000228	Public Works	Refuge Park Improvements	275.66
OTAK INC. Total					275.66
PACIFIC OFFICE AUTOMATION	1564	67689035	Genl Govt/Facilities	(blank)	5.72
				RACC Copier Lease	19.97
				City Hall Copier Lease	575.35
			Public Works	(blank)	76.49
				RACC Copier Lease	267.71
			Community Development	RACC Copier Lease	287.68
PACIFIC OFFICE AUTOMATION Total					1,232.92
Parker Leisl	UB*00329	(blank)	Genl Govt/Facilities	Refund Check 011719-000 2315 S Cispus Way	48.23
Parker Leisl Total					48.23
PARKROSE HARDWARE	3104	E19816/S	Genl Govt/Facilities	PW Shop tools/streets supplies	4.52
			Public Works	PW Shop tools/streets supplies	78.19
PARKROSE HARDWARE Total					82.71
PATRICK HILDRETH BRAND AND DESIGN	2372	1672	Genl Govt/Facilities	Preofessional Design & Web Maintenance	925.00
PATRICK HILDRETH BRAND AND DESIGN Total					925.00
PBS ENGINEERING AND ENVIRONMENTAL	342	0071272.000-20	Community Development	Developer Plan Review	415.00
PBS ENGINEERING AND ENVIRONMENTAL Total					415.00
Pioneer Canyon Properties LLC	UB*00336	(blank)	Genl Govt/Facilities	Refund Check 011345-005 4359 N 2nd Way	82.49
Pioneer Canyon Properties LLC Total					82.49
PURCHASE POWER	356	28862167	Genl Govt/Facilities	Postage	500.00
PURCHASE POWER Total					500.00
SHRED-IT US JV LLC	2274	8129689504	Genl Govt/Facilities	Secure Shredding - RACC	1.16
			Public Works	Secure Shredding - RACC	15.48
			Community Development	Secure Shredding - RACC	16.64
		8129523175	Genl Govt/Facilities	Secure Shredding - City Hall	40.95

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City of Ridgefield

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SHRED-IT US JV LLC	**2274**	8129523176	**Public Safety**	Secure Shredding - PD	33.28
SHRED-IT US JV LLC Total					**107.51**
SKAMANIA COUNTY SHERIFF'S OFFICE	**1554**	1554-20200514	**Public Safety**	Jail Beds	1,080.00
SKAMANIA COUNTY SHERIFF'S OFFICE Total					**1,080.00**
SPRINGBROOK SOFTWARE LLC	**3444**	INV-ACC51953	**Public Works**	Springbrook Annual Software Renewal 2020-2021	4,012.97
			Information Technology	Springbrook Annual Software Renewal 2020-2021	22,239.34
SPRINGBROOK SOFTWARE LLC Total					**26,252.31**
STAPLES CONTRACT & COMMERCIAL INC	**2884**	8058267347	**Genl Govt/Facilities**	PW Operational Supp - Arends	3.06
				City Hall Office Supp	209.74
				City Hall Operational Supp	114.21
			Public Safety	PD Office Supp	39.56
			Public Works	PW Operational Supp - Arends	9.16
STAPLES CONTRACT & COMMERCIAL INC Total					**375.73**
STATE OF WASHINGTON DEPARTMENT OF REVENU	**156**	0-013-614-034	**Genl Govt/Facilities**	March 2020 B&O and Excise Tax	687.96
			Public Works	March 2020 B&O and Excise Tax	15,379.48
STATE OF WASHINGTON DEPARTMENT OF REVENUE Total					**16,067.44**
SYMBOLARTS LLC	**1866**	0351464-IN	**Public Safety**	PD Patches	754.19
SYMBOLARTS LLC Total					**754.19**
TERESA D JOHNSON CPA INC.	**561**	5305	**Finance**	Accounting Services - March 2020	13,215.00
TERESA D JOHNSON CPA INC. Total					**13,215.00**
THE MASTERS TOUCH LLC	**1786**	69208	**Public Works**	Delinquent Utility Stmts - April 2020	330.55
		68961	**Public Works**	Delinq Utility Stmts - April 2020	388.00
		P68961	**Public Works**	Delinq Utility Stmts - Postage April 2020	227.65
		P69208	**Public Works**	Delinquent Utility Stmts Postage - April 2020	102.50
THE MASTERS TOUCH LLC Total					**1,048.70**
THE PARR COMPANY	**964**	26499730	**Public Works**	Downtown Benches	64.56
		26497437	**Genl Govt/Facilities**	BP Supplies	2,532.77
		26497715	**Genl Govt/Facilities**	BP Supplies	37.71
		26497493	**Genl Govt/Facilities**	BP Supplies	24.92
		26500174	**Public Works**	Parks Supplies	183.74
THE PARR COMPANY Total					**2,843.70**
Turner Debra	**UB*00334**	(blank)	**Genl Govt/Facilities**	Refund Check 009251-000 918 N Heron Dr	78.16
Turner Debra Total					**78.16**
US BANK	**2237**	1580764	**Public Works**	RIDLTG017 - RORC Bond Interest	165,287.50
		1581629	**Public Works**	RIDLTG018 - RORC Bond Interest	128,425.00
US BANK Total					**293,712.50**
USA BLUEBOOK	**444**	207154	**Public Works**	Water Supplies	368.72
USA BLUEBOOK Total					**368.72**
WALLIS ENGINEERING	**464**	15044	**Public Works**	S 3rd Improvements	234.80
WALLIS ENGINEERING Total					**234.80**

City of Ridgefield

Claims Payment Report

For Approval on: May 14, 2020

Weisman Michael	**UB*00333**	(blank)	**Genl Govt/Facilities**	Refund Check 009485-000 2203 S Cispus Way	68.53
Weisman Michael Total					**68.53**
WELLWORKS FOR YOU	**3414**	9617	**Human Resources**	Wellness Program - April 2020	356.00
WELLWORKS FOR YOU Total					**356.00**
WESTLIE FORD INC.	**1639**	85003582	**Genl Govt/Facilities**	Vehicle Maint - Brunson	1.28
			Public Works	Vehicle Maint - Brunson	62.87
		85003601	**Public Works**	Vehicle Maint - Crippen	9.69
WESTLIE FORD INC. Total					**73.84**
Wolf Rebecca	**UB*00341**	(blank)	**Genl Govt/Facilities**	Refund Check 008432-000 3034 S Cedar Ridge Dr	50.22
Wolf Rebecca Total					**50.22**
WOODLAND TRUE VALUE HARDWARE	**1507**	A221712	**Public Works**	Oper Supplies - Water	30.99
WOODLAND TRUE VALUE HARDWARE Total					**30.99**
WSP USA INC.	**3338**	942689	**Public Works**	Gee Creek Trail - Heron Dr to Abrams Park	5,279.00
		948508	**Community Development**	Carty Rd Subarea Plan	17,042.23
WSP USA INC. Total					**22,321.23**
Grand Total					**501,335.67**

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE: May 14, 2020

ITEM:

AGENDA ITEM TITLE: Approval of Minutes from the April 23, 2020 Meeting

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AGENDA ITEM TITLE:

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

GOVERNING LEGISLATION:

Not applicable

PREVIOUS COUNCIL ACTION TAKEN:

Not applicable

SUMMARY/BACKGROUND:

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

BUDGET/FINANCIAL IMPACTS:

Not applicable

RECOMMENDED ACTION OR MOTION:

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

1. “I move to approve the consent agenda”

STAFF CONTACT: Julie Ferriss, City Clerk

ATTACHMENTS: 04-23-2020 (PDF)

CITY OF RIDGEFIELD, WASHINGTON
City Council MEETING MINUTES
April 23, 2020

Regular Meeting - 6:30 PM

GENERAL SESSION CALL TO ORDER - 6:30 PM

CITY COUNCIL JOINT THE MEETING VIA TELECONFERENCE

ROLL CALL

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

COUNCIL MEMBER ONSLOW MOVED TO EXCUSE COUNCIL MEMBER WELLS FROM THE MEETING.
SECOND: COUNCIL MEMBER ZIEMER

LATE CHANGES TO THE AGENDA

CONSENT AGENDA - MOTION TO APPROVE AS PRESENTED.

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

1. **Approval of Claims And/Or Payroll**
2. **Approval of Minutes from the April 9, 2020 Meeting**

BUSINESS

1. **Motion - Approval of Amendment to Continuing Operations Plan**

Deputy City Manager Lee Knottnerus presented an update to continuing operations plan.

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

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

2. Motion - Approval of Amendment to Building & Construction Order

Community Development Director Claire Lust provided an update on the building and construction order.

MOTION: MOVED TO APPROVE AMENDMENT TO THE BUILDING AND CONSTRUCTION ORDER.

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

3. First Reading of Ordinance No. 1316 – 2020 Budget Amendment - Kirk Johnson, Finance Director

Due to the recent and ongoing pandemic affecting the country the Finance Department has been reviewing 2020 revenue projections and appropriations. As a result of the review, revenue projections are forecast to be reduced by approximately 17% including a potential 10% delinquency in property tax levy payments by the end of 2020. Staff will continue to review projections as a majority of revenue source receipts lag from the time they are collected to when they are received by the city. Staff will continue to monitor revenue projections and update council throughout the year. The forecast is for the city to have reduced revenue of approximately $1.5 million.

City Council conducted discussion.

First reading conducted.

4. Motion - Award of I-5 South Connection Planning Contract

The City and County long term transportation plans both include a second connection between Ridgefield and I-5 at the 219th Street interchange. In 2019 the City was successful in securing $250,000 from the state for the initial planning for this project. The goal of the Ridgefield I-5 South Planning project is to identify constraints along the project corridor, prepare a 2040 build and no-build traffic analysis, evaluate potential alignments for the new roadway and to identify a preferred alignment. The project will also include stakeholder and public engagement. The City requested proposals for the project in November of 2019 and received three proposals. In collaboration with WSDOT and County Staff the City scored and raked the proposals and selected PBS as the most qualified. The project was temporarily put on hold due to I-976, however funds for the project have now been released and the project may get started.

City Council conducted discussion.

MOTION: MOVED TO AWARD THE I-5 SOUTH CONNECTION PLANNING PROJECT TO PBS ENGINEERING AND ENVIRONMENTAL AS PRESENTED.

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

5. Motion - Award of Refuge Park Improvements Project

The off-leash area at Refuge Park was originally installed in 2016 as a temporary use. The off-leash park has proved to be quite popular, and funds were included in the 2019 budget to make improvements to the off-leash park so that it can remain as a permeant fixture of the park. Staff gathered input from the Parks Board and residents regarding what improvements should be made. Based on this feedback a project was developed to pave the pathway along Hillhurst road, extend a pathway down to the entrance to the off-leash park, make improvements to the entry gate and sign, address drainage issues that caused muddy areas in the park, add landscape improvements to make the park more aesthetically appealing and to provide shade, and extend running water with a pet fountain to the park site. The project was originally grouped with other drainage projects along Hillhurst road in this area, however those improvements were bid and constructed separately to expedite that work. $175,000 is included in the proposed budget amendment to complete the park improvements, a reduction of $72,500 from the 2019 budget request. Bids for the project were opened on April 17th. The City received five bids on the project, with the lowest bid submitted by Advanced Excavating Specialists (AES) LLC of Longview.

MOTION: MOVED TO AWARD THE REFUGE PARK IMPROVEMENT PROJECT TO AES IN THE AMOUNT OF $160, 706.08 AS PRESENTED.

RESULT:	**ADOPTED [5 TO 1]**
MOVER:	Rob Aichele, Councilor
SECONDER:	Dana Ziemer, Councilor
AYES:	Stose, Day, Lindsay, Aichele, Ziemer
NAYS:	Onslow
ABSENT:	Wells

COUNCIL/PRESIDING OFFICER/STAFF REPORTS

Council

Council Member Onslow - City doing great job, kudos.
Council Member Lindsay - AWC state of policy committee meeting notes.
Council Member Aichele - sent a letter to Governor Inslee addressing some concerns.
Council Member Day - Fort Vancouver Regional Library meeting, City Manager briefings.

Mayor

Kudos to City staff.

City Manager

City Manager Steve Stuart - Kudos to staff, Gov. Inslee press release is scheduled for tomorrow at 11:00AM.
Public Works Director Bryan Kast - RORC project award update.
Deputy City Manager Lee Knottnerus - City event updates provided.

ADJOURN - 8:34 PM

____
Julie Ferriss, City Clerk

____
Don Stose, Mayor

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE: May 14, 2020

ITEM:

AGENDA ITEM TITLE: Motion - Approval of Amendment to Building and Construction Order

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Amendment to Building and Construction Order

STAFF CONTACT: Julie Ferriss, City Clerk

ATTACHMENTS:

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE: May 14, 2020

ITEM: BUSINESS

AGENDA ITEM TITLE: An Ordinance of the City of Ridgefield, Washington Amending Ordinance No. 1302 Pertaining to the 2020 Budget

GOVERNING LEGISLATION:
Revised Code of Washington Chapter 35A.33, City of Ridgefield Financial Policy #07: Budget

PREVIOUS COUNCIL ACTION TAKEN:
Council adopted Ordinance No. 1302 pertaining to the 2020 Budget on November 21, 2019. Council conducted the first reading of Ordinance No. 1316 on April 23, 2020.

SUMMARY/BACKGROUND:
Due to the recent and ongoing downturn in the economy, related to the pandemic affecting the country, the Finance Department has been reviewing 2020 revenue projections and appropriations. As a result of the review, revenue projections are forecast to be reduced by approximately 17% including a potential 10% delinquency in property tax levy payments by the end of 2020. Staff will continue to review projections, as a majority of revenue source receipts lag from the time they are collected, to when they are received by the city. Staff will continue to monitor revenue projections and update council throughout the year.

Due to strong reserve policies the City began 2020 well reserved with $4.9 million in General Fund reserves. Please refer to the following table for more information:

Fund Balance Source	Fund Balance	Description
Total General Fund - Fund Balance	$4,902,573	2020 Beginning Fund Balance
2020 Policy Reserves – General Government	2,275,839	2020 policy reserves. 31 % of 2020 adopted expense budget for General and Street Fund.
2020 Policy Reserves – Building Activities (CDD)	519,705	2020 policy reserves. 26% of adopted expense budget for building activities.
Additional Building Activity Reserves – Unrestricted	689,579	Total reserves are 61% of adopted 2020 expense budget for building activities.
Additional General Government Reserves – Unrestricted	1,417,450	Total reserves are 50% of adopted 2020 expense budget for General and Street funds.

The forecast is for the city to have reduced revenue of approximately $1.5 million. Refer to the table below:

Revenue	2020 Budget	Scenario 1	% of Budget
Property Taxes	$ 1,460,000	$ 1,314,000	90%
Retail Sales Taxes	3,137,025	2,351,135	75%
Utility Taxes	1,172,046	1,238,264	106%
Leasehold Excise Taxes	5,000	5,100	102%
Business Licenses and CPL, Animal, Golf Cart	38,820	28,111	72%
Building Permits	1,209,878	963,700	80%
Planning and Development	1,000,336	752,710	75%
Fines Forfeits and Restitution	75,900	56,925	75%
Charges for Goods and Services	5,200	2,104	40%
Interfund Charges for Goods and Services	495,427	495,427	100%
Intergovernmental/Grants	186,741	164,642	88%
Investment Interest/Donations/Events/Misc.	111,650	52,113	47%
Total General Fund Revenue	$ 8,898,023	$ 7,424,231	83.4%
		$ (1,473,792)	

Real Estate Excise Tax	$1,149,166	$861,875	75%

Property tax and utility tax revenues will be received at some point by the city, but timing could be an issue. Sales tax, development revenue, licensing and intergovernmental revenue source reductions would not be recognized due to the nature of the revenue source.

The Management team has reviewed one-time and ongoing expenses approved for 2020. Staff are proposing $941,250 in appropriations for council review; to postpone or eliminate in the 2020 budget to address the estimated revenue shortfall. Staff will continue to review all expenses and bring any proposals to council as needed.

Staff are also bringing forward several budget items for review that are ongoing projects, that were expected to be completed in 2019, which carried over to 2020. City staff are also bringing forward a few items that address safety, online access for permitting, grant funded projects and purchase of a Public Works Operations Center for council consideration. The total budget amendment includes $5,455,560 in expense and $5,064,000 in revenue to help cover those expenses.

Overall adjustments to the 2020 budget would be $4,514,310 in expense and $3,641,900 in revenue. Operating or special revenue fund transfers would be $651,100. 2020 ongoing expense would be reduced by $96,440 with the rest of the requests being for one-time expenditures.

Fund balance impacts include a positive impact to the General Fund of $61,090, a reduction in fund balance in Community Development (Building Activities) of $561,600, and a reduction in fund balance of $50,000 in the Street Fund. Remaining impacts are related to the budget requests for new and carry over appropriations.

Refer to the attached exhibit "A" for Ordinance No. 1316 for a list of project requests and the following table for detailed fund balance impact.

Fund Balance Impact

		Total Expense	Ongoing Expense	One-Time Expense	Change In Revenue	Interfund Transfer In	Fund Impact
001	General Fund	(835,390)	(87,740)	(784,250)	(774,300)	-	61,090
001-58	Building Fees	67,800	(7,200)	75,000	(493,800)	-	(561,600)
101	Street Fund	36,600	-	36,600	(50,000)	36,600	(50,000)
114	PIF Fund	394,500	-	-	-	-	(394,500)
115	TIF Fund	100,000	-	-	-	-	(100,000)
300	General Capital	5,054,500	-	5,054,500	4,960,000	494,500	400,000
406	Water Fund	81,650	(750)	22,400	-	-	(81,650)
408	Storm Fund	20,750	(750)	21,500	-	-	(20,750)
410	Water Utility Capital	120,000	-	120,000	-	120,000	-
416	Water SDC	60,000	-	-	-	-	(60,000)
501	ERF	65,000	-	65,000	-	-	(65,000)
	Total	5,165,410	(96,440)	4,610,750	3,641,900	651,100	(872,410)

BUDGET/FINANCIAL IMPACTS:
Please refer to the included table and to Exhibit "A" attached to Ordinance No. 1316

RECOMMENDED ACTION OR MOTION:
Staff recommends Council adopt Ordinance No. 1316 by making the following motion:

"I move to adopt Ordinance No. 1316, as presented."

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS: 2020 Budget Amendment Exhibit A (PDF)
2020 Budget Amendment Presentation (PDF)

ORDINANCE NO. 1316

AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON AMENDING ORDINANCE NO. 1302 PERTAINING TO THE 2020 BUDGET

WHEREAS, the Ridgefield City Council at its regular meeting on November 21, 2019 adopted Ordinance No. 1302 which adopted the City of Ridgefield 2020 budget; and

WHEREAS, the City of Ridgefield deems it necessary to recognize additions and reductions to the 2020 adopted budget revenues and appropriations in the funds that are identified in the attached Exhibit “A” of the 2020 budget amendment; and

WHEREAS, these revenue expenditure adjustments or additions were not anticipated at the time of the adoption of the 2020 budget.

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

Section 1. Public Interest. The Ridgefield City Council finds it to be in the public interest to amend the 2020 budget to account for revenues and expenditures that were not anticipated at the time of adoption.

Section 2. Budget Amendment Adopted. Ordinance No. 1302, and the budget of the City of Ridgefield for fiscal year 2020 shall be amended to include the additional receipt and/or reduction of funds and the additional and/or reduction of expenditures addressing the funds shown in the attached Exhibit “A”.

Section 3. Severability. Any provision of this ordinance or its application to any person, legal entity, or circumstance is held invalid, the remainder of the ordinance or its application to other persons, legal entities, or circumstances is not affected.

Section 4. Regulatory Conflicts. All other Ordinances and parts of other Ordinances inconsistent or conflicting with any part of this Ordinance are hereby repealed to the extent of the inconsistency or conflict.

Section 5. Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener’s/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 6. Effective date. This ordinance shall be in full force and effect five (5) calendar days after adoption and publication pursuant to law.

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON ON THE 14th DAY OF MAY, 2020.

____

Don Stose,

Mayor

ATTEST:

____
Julie Ferriss,
City Clerk

APPROVED AS TO FORM:

____
Janean Parker,
City Attorney

First Reading:	April 23, 2020
Second Reading	May 14, 2020
Date of Publication:	May 20, 2020
Effective Date:	May 25, 2020

Exhibit "A"

2020 Budget Amendment #1

Ordinance # 1316

					Expense				*Funding Source*				
Item No.	**Requesting Department**	**Fund**	**Project**	**Funding Source**	**Total 2020 Appropr.**	**Total Ongoing Annual Expense**	**Reapprop.**	**New Approp. Request**	**Revenue increase/ Decrease**	**Operating Fund, Special Revenue Fund Transfer**	**Loan/Grant**	**Fund Balance Impact**	**Description**
1	Finance	General Fund	Retail Sales Tax Revenue	Sales Tax		-	-	-	(786,000)			(786,000)	Reduction in Retail Sales Tax forecast for sales/use tax and local criminal justice funding.
2	Finance	General Fund	Business License Revenue	Business Licenses					(10,700)			(10,700)	Reduction in business licensing fees received from license renewals and external businesses conducting business in the city.
3	Finance	General Fund	Building Permits	Development					(246,200)			(246,200)	Reduction in SFR permits from 275 to 240 and 25% reduction in commercial permits.
4	Finance	General Fund	Planning & Development	Land Use, Engineering, Plan Check					(247,600)			(247,600)	25% Reduction in new submittals.
5	Finance	General Fund	Intergovernmental/ Grants Revenue	State Shared Grants					(22,100)			(22,100)	Reduction in shared revenues and limited ongoing grant revenues for traffic safety.
6	Finance	General Fund	Investments/ Donations/ Event Fees/ Misc	Investments Donations Vendors					(59,500)			(59,500)	Reduction in investment fees, $0 donations
7	Finance	Street Fund	Vehicle Fuel Tax	Fuel Taxes					(50,000)			(50,000)	Reduction in state shared vehicle fuel taxes and multi modal funding.
8	Finance	General, Street, Water, Storm	Senior Management Merit Raises	General, CDD Water, Storm	(55,000)	(55,000)						55,000	Eliminate merit raises for City Manager and Senior Management for 2020. $46,300 Gen Fund, $7,200 CDD, $750 Water, $750 Storm.
9	Finance	General Fund	Liability Insurance	General Fund	(19,450)			(19,450)	-			19,450	Liability insurance was less than budgeted for 2020.
10	Finance	General Fund	Economic Development	General Fund	(5,000)			(5,000)				5,000	CREDC funding not required for 2020 for project based studies.

2020 Budget Amendment #1

Ordinance # 1316

Item No.	Requesting Department	Fund	Project	Funding Source	Expense: Total 2020 Appropr.	Expense: Total Ongoing Annual Expense	Expense: Reapprop.	Expense: New Approp. Request	Funding Source: Revenue increase/ Decrease	Funding Source: Operating Fund, Special Revenue Fund Transfer	Funding Source: Loan/Grant	Fund Balance Impact	Description
11	Finance	General Fund/ Street Fund	ERF Transfer	General Fund	(153,300)			(153,300)				153,300	Reduce budgeted ERF transfers for 2020. No replacements scheduled in 2021.
12	Finance	General Fund	Caretaker Roof Replacement	General Fund	(25,000)			(25,000)				25,000	Postpone roof replacement at caretaker residence.
13	Finance	General Fund	Overlook Park Annex	General Fund	(300,000)			(300,000)				300,000	Postpone design and construction of annex improvements.
14	Finance	General Fund	Gee Creek Stabilization	General Fund	(60,000)			(60,000)				60,000	Postpone completion of permitting and closeout of stabilization project.
15	Finance	General Fund	Wayfinding Signs	General Fund	(20,000)			(20,000)				20,000	Postpone purchase of wayfinding signs.
16	Finance	General Fund	Fleet Study	General Fund	(35,000)			(35,000)				35,000	Postpone fleet management study.
17	Finance	General Fund	Class & Comp Study	General Fund	(25,000)			(25,000)				25,000	Postpone class & comp study.
18	Finance	General Fund	Police Station Lease	General Fund	(112,000)			(112,000)				112,000	Postpone first lease payment for police station. Offices will not be completed until 2021.
19	Finance	General Fund	Police Station Relocation	General Fund	(65,000)			(65,000)				65,000	Postpone relocation expense until 2021.
20	Finance	General Fund	Police Clerk	General Fund	(46,500)	(41,500)		(5,000)				46,500	Postpone hiring of clerk position until new Public Safety location opens.

2020 Budget Amendment #1

Ordinance # 1316

Item No.	Requesting Department	Fund	Project	Funding Source	Total 2020 Appropr.	Total Ongoing Annual Expense	Reapprop.	New Approp. Request	Revenue increase/ Decrease	Operating Fund, Special Revenue Fund Transfer	Loan/Grant	Fund Balance Impact	Description
					Expense				*Funding Source*				
21	Finance	Street Fund	Traffic Calming	General Fund	(20,000)			(20,000)				20,000	Postpone traffic calming projects for 2020.
					(941,250)	(96,500)	-	(844,750)	(1,422,100)	-	-	(480,850)	
New Requests and Reappropriations from 2019 Budget													
1	Public Works	General Capital	Purchase PW Ops Center	Debt Issuance	4,000,000	-	-	4,000,000	84,000	-	4,400,000	484,000	Purchase land, buildings for Op Center. Estimate $84k rent through Dec 2020. Debt service paid from General Fund with indirect allocation to Water, Storm and CDD. Ues interfund loan for initial purchase then issue debt to reimburse purchase and closing costs. Will bring tenant improvements in 2021. Annual payments estimated at $300,000 - $500,000.
2	Public Works	General Capital	Off Leash Park Design/ Construction	PIF	175,000	-	175,000	-	-	175,000	-	(175,000)	Complete design and construction of dog park improvements. Carry over from 2019 appropriation.
3	Public Works	Water Utility Capital	Hillhurst Water Service Replacement	Water Fund	60,000	-	-	60,000	-	60,000	-	(60,000)	Water service replacement project in area of Hillhurst overlay between Gret Blue and 6th Ave.
4	Public Works	Water Fund	Water System Plan Update	Water Fund	22,400	-	22,400	-	-	-	-	(22,400)	Complete water system plan update. Carry over 2019 appropriation.
5	Public Works	General Capital	Hillhurst Road Overlay	Grant/ General Fund	690,000	-	-	690,000	-	-	560,000	(130,000)	Complete design and construction of overlay project on Hillhurst Road. Received TIB grant for majority of project. Gen Fund transfer for $130,000 match will come from pavement preservation funding already allocated.
6	Public Works	General Capital	Pavement Preservation	General Fund	(130,000)			(130,000)				130,000	Reallocate pavement preservation funding to cover city match for Hillhurst overlay project.

Attachment: 2020 Budget Amendment Exhibit A (Second Reading of 2020 Budget Amendment)

2020 Budget Amendment #1

Ordinance # 1316

						Expense				*Funding Source*			
Item No.	**Requesting Department**	**Fund**	**Project**	**Funding Source**	**Total 2020 Appropr.**	**Total Ongoing Annual Expense**	**Reapprop.**	**New Approp. Request**	**Revenue increase/ Decrease**	**Operating Fund, Special Revenue Fund Transfer**	**Loan/Grant**	**Fund Balance Impact**	**Description**
7	Public Works	General Capital	Boyse Property Purchase	PIF	219,500	-	219,500	-	-	219,500	-	(219,500)	Purchase approximately 5 acres property off 32nd Avenue. Identified in parks plan for future park. Carry over 2019 appropriation.
8	Public Works	Street Fund	Solar Powered Crossing Signals	General Fund	36,600	-	-	36,600	-	36,600	-	(36,600)	Purchase solar powered crossing signals for roundabout on Pioneer and Royle Road for safety.
9	Public Works	Water Utility Capital	S 3rd Ave Undersized Water Main	WSDC	60,000	-	-	60,000	-	60,000	-	(60,000)	Replace current 4" water main past end of useful life with 8" water main to accommodate growth and additional fire flow.
10	Public Works	General Capital	Royle Road Design	TIF	100,000	-	-	100,000	-	100,000	-	(100,000)	Complete final design and engineering for remaining sections of Royle Road.
11	Executive	General Fund	Park Laundry Professional Service Expense	General Fund	20,000	-	-	20,000	-	-	-	(20,000)	Professional service expense to complete study/legal for purchase of Park Laundry property to accommodate remediation.
12	Public Works	ERF	Replace 10 yd Dump Truck with Hook Truck	ERF	65,000	-	-	65,000	-	-	-	(65,000)	Received quote for Hook Truck and required add ons. Quote approximately $65,000 over current budget of $205,000
13	Public Works	General Fund	Security System for RORC Community Building	General Fund	11,060	60	-	11,000	-	-	-	(11,060)	Installation of security system and monitoring service for Community Building at RORC. Monthly monitoring of $60. Should be shared 60/40 with school district.
14	Public Works	Storm Fund	Vactor Services	Storm Fund	7,000	-	-	7,000	-	-	-	(7,000)	Increase vactoring service professional service from $7,500 to $14,500. Currently work with WSDOT they have ended vactor services.
15	CDD	General Fund	Carty Road Subarea Plan	General Fund	24,000	-	24,000	-	-	-	-	(24,000)	Increase current budget from $37,000 to $61,000 to complete subarea plan. No increase in original budget. Carry over additional 2019 appropriation.
16	CDD	General Fund	SmartGov/ Blue Beam integration	Building Fees	75,000	-	-	75,000	-	-	-	(75,000)	Complete online permit portal, integration of Bluebeam plan check software and professional service expense to update to permitting software for efficiency.

2020 Budget Amendment #1

Ordinance # 1316

Item No.	Requesting Department	Fund	Project	Funding Source	Total 2020 Appropr. (Expense)	Total Ongoing Annual Expense	Reapprop.	New Approp. Request	Revenue increase/ Decrease (Funding Source)	Operating Fund, Special Revenue Fund Transfer	Loan/Grant	Fund Balance Impact	Description
17	Public Works	Storm Fund	Reallocate Temp Employee Funding to Storm Fund	Storm Fund	14,500	-	-	14,500	-	-	-	(14,500)	Reallocate temp employee to Storm Fund due to need. 2020 Budget allocated to Street and Parks Fund.
18	Public Works	General Fund	Reallocate Temp Employee Funding to Storm Fund	General Fund	(14,500)	-	-	(14,500)	-	-	-	14,500	Reallocate temp employee to Storm Fund due to need. 2020 Budget allocated to Street and Parks Fund.
19	Executive	General Fund	Discovery Corridor Infrastructure Study	Grant	20,000	-	-	20,000	-	-	20,000	-	Reappropriate from 2019 budget to complete 2019 study on infrastructure needs analysis. Funding from WSDOT grant.
				Total Budget Amendment	**4,514,310**	**(96,440)**	**440,900**	**4,169,850**	**(1,338,100)**	**651,100**	**4,980,000**	**(872,410)**	

2020 Budget Amendment – Ordinance No. 1316
Second Reading May 23, 2020

2020 Budget Amendment – Ordinance No. 1316
2020 Beginning General Fund Reserves

Fund Balance Source	Fund Balance	Description
Total Fund Balance	$4,902,573	2020 Beginning fund balance
2020 Policy Reserves – General Government	2,275,839	Updated policy reserves for 2020. 31% of 2020 adopted expense budget for General and Street Fund. Does not include building activities.
2020 Policy Reserves – Building Activities (CDD)	519,705	Updated policy reserves for 2020. 26% of 2020 adopted expense budget for building activities.
Additional Building Activity Reserves - Unrestricted	689,579	Total reserves are 61% of adopted 2020 expense budget for building activities.
Additional General Government Reserves - Unrestricted	1,417,450	Total reserves are 50% of adopted 2020 expense budget for General and Street funds. Does not include building activities.

2020 Budget Amendment – Ordinance No. 1316
General Fund Revenue Projection

Revenue	2020 Budget	Scenario 1	% of Budget
Property Taxes	$ 1,460,000	$ 1,314,000	90%
Retail Sales Taxes	3,137,025	2,351,135	75%
Utility Taxes	1,172,046	1,238,264	106%
Leasehold Excise Taxes	5,000	5,100	102%
Business Licenses and CPL, Animal, Golf Cart	38,820	28,111	72%
Building Permits	1,209,878	963,700	80%
Planning and Development	1,000,336	752,710	75%
Fines Forfeits and Restitution	75,900	56,925	75%
Charges for Goods and Services	5,200	2,104	40%
Interfund Charges for Goods and Services	495,427	495,427	100%
Intergovernmental/Grants	186,741	164,642	88%
Investment Interest/Donations/Events/Misc.	111,650	52,113	47%
Total General Fund Revenue	$ 8,898,023	$ 7,424,231	83.4%
		$ (1,473,792)	
Real Estate Excise Tax	1,149,166	861,875	75%

2020 Budget Amendment – Ordinance No. 1316
Budget Amendment Summary

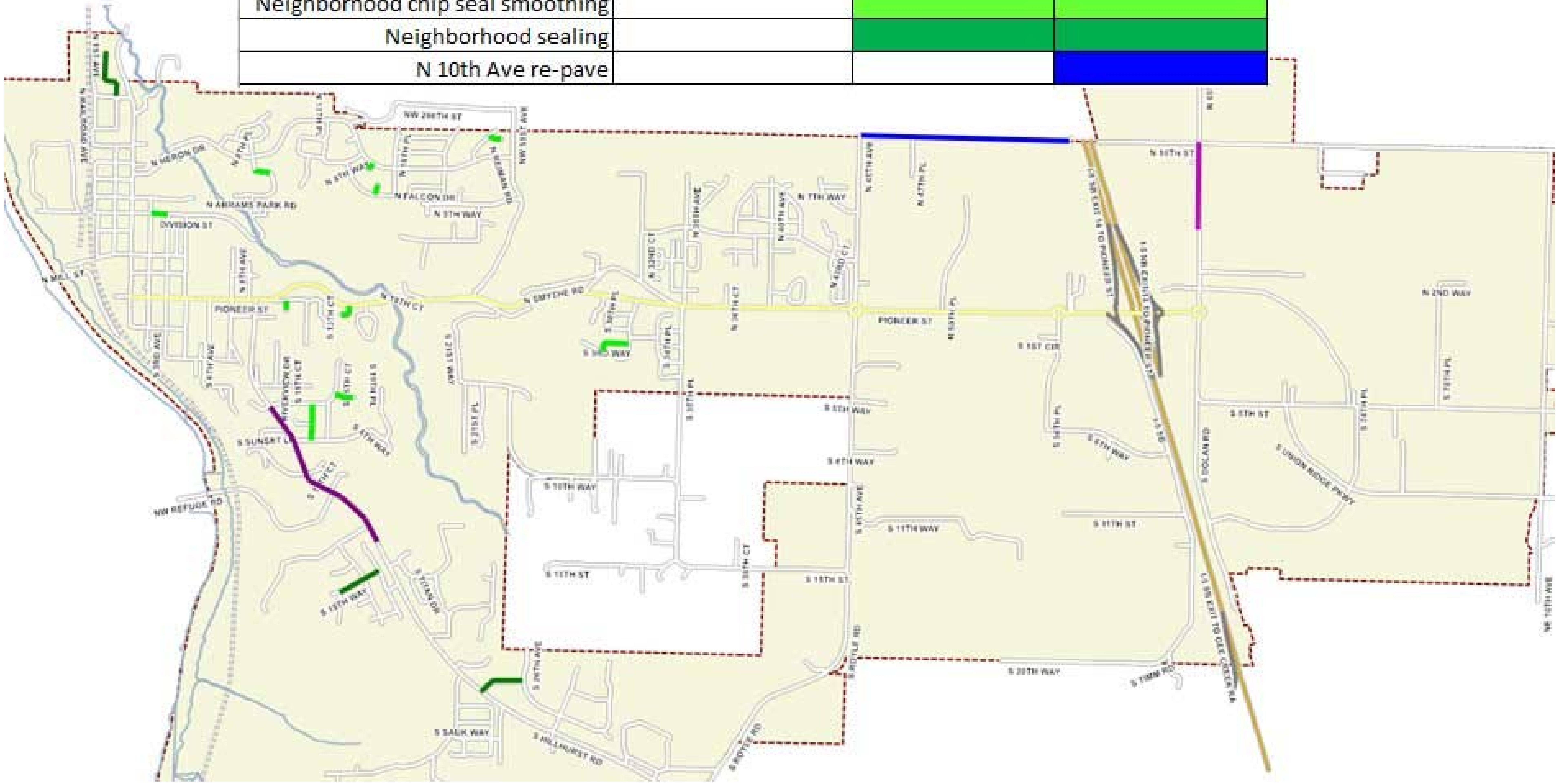
2020 Budget Proposals	Expense	Revenue	Description
2020 revenue projection and proposed expense reductions	$(941,250)	($1,422,100)	2020 adopted budget revenue estimate and proposed expense reductions.
Project re-appropriations from 2019 budget	440,900	0	Re-appropriation from 2019 budget for carry over projects.
New 2020 requests	5,014,660	5,064,000	New 2020 project requests including purchase of PW operation center. Includes bond funds and grant funds for op center and Hillhurst overlay project.
	$4,514,310	$3,641,900	

2020 Budget Amendment – Ordinance No. 1316
Fund Balance Impact

Fund	Total Expense and Transfers Out	Revenue	Interfund Transfer In	Fund Impact
General Fund	($835,390)	($774,300)	$0	$61,090
Building Fees	67,800	(493,800)	0	(561,600)
Street Fund	36,600	(50,000)	36,600	(50,000)
PIF Fund	394,500	0	0	(394,500)
TIF Fund	100,000	0	0	(100,000)
General Capital	5,054,500	4,960,000	494,500	400,000
Water Fund	81,650	0	0	(81,650)
Storm Fund	20,750	0	0	(20,750)
Water Utility Capital	120,000	0	120,000	0
Water SDC	60,000	0	0	(60,000)
ERF	65,000	0	0	(65,000)
Total	$5,165,410	$3,641,900	$651,100	($872,410)

2020 Budget Amendment – Ordinance No. 1316
Pavement Preservation Options

Project	Option 1 No additional Funding	Option 2 Additional $60,000	Option 3 Additional $130,000
Hillhust Overlay			
65th Cement Treat and re-pave			
Neighborhood chip seal smoothing			
Neighborhood sealing			
N 10th Ave re-pave			



2020 Budget Amendment – Ordinance No. 1316
2020 Projected Revenue Reductions

Project	Funding Source	Expense	Revenue	Description
Retail Sales and Use Tax Revenue	Sales Tax	$0	($786,000)	Reduction in retail sales tax forecast for sales & use tax and local criminal justice funding of 25%.
Business License Revenue	Business Licenses	0	(10,700)	Reduction in business licensing fees received from renewals and external businesses conducting business in the city of 25%.
Building Permits	Development	0	(246,200)	Reduction in SFR permits from 275 to 240 and 25% reduction in commercial permits.
Planning & Development	Land Use, Engineering, Plan Check	0	(247,600)	25% reduction in new submittals.
Intergovernmental & Grants Revenue	State Shared Revenues	0	(22,100)	Reduction in shared revenues and limited ongoing grant revenues for traffic safety.

2020 Budget Amendment – Ordinance No. 1316
2020 Projected Revenue Reductions

Project	Funding Source	Expense	Revenue	Description
Investments, Donations, Event Fees & Misc Revenue	Investments Donations & Misc Revenues	$0	($59,500)	Reduction in investment fees, $0 in donations.
Vehicles Fuel Tax	Fuel Taxes	0	(50,000)	Reduction in state shared fuel taxes and multi modal funding due to reduction in fuel purchases.
	Total	$0	($1,422,100	

2020 Budget Amendment – Ordinance No. 1316
2020 Proposed Expense Reductions

Project	Funding Source	Expense	Revenue	Description
Senior Management Merit Raises	General, CDD, Water & Storm Funds	($55,000)	$0	Eliminate merit raises in 2020 for City Manager and Senior Management. $46,300 Gen Fund, $7,200 CDD, $750 Water & Storm.
Liability Insurance	General Fund	(19,450)	0	Liability insurance annual payment less than budgeted amount.
Economic Development	General Fund	(5,000)	0	2020 CREDC funding not required for project based studies.
ERF Transfer	General Fund	(153,300)	0	Reduce budgeted ERF transfers from general fund and street fund for 2020. No replacements scheduled in 2021.
Caretaker Roof Replacement	General Fund	(25,000)	0	Postpone replacement until 2021.
Overlook Park Annex	General Fund	(300,000)	0	Postpone design and construction of annex improvements.
Gee Creek Stabilization	General Fund	(60,000)	0	Postpone completion of permitting and closeout of stabilization project.
Wayfinding Signs	General Fund	(20,000)	0	Postpone purchase of wayfinding signs.

2020 Budget Amendment – Ordinance No. 1316
2020 Proposed Expense Reductions

Project	Funding Source	Expense	Revenue	Description
Fleet Management Study	General Fund	($35,000)	$0	Postpone fleet management study.
Classification & Compensation Study	General Fund	(25,000)	0	Postpone class & comp study.
Police Station Lease	General Fund	(112,000)	0	Postpone first lease payment for police station. Offices will not be completed until 2021.
Police Station Relocation Expense	General Fund	(65,000)	0	Postpone relocation expense until 2021.
Police Clerk FTE	General Fund	(46,500)	0	Postpone hiring of new clerk position until new location opens.
Traffic Calming Program	General Fund	(20,000)	0	Postpone traffic calming projects for 2020.
	Total	($941,250)	$0	

2020 Budget Amendment – Ordinance No. 1316
2020 Amendment 1 Below the Line Requests

Project	Funding Source	Expense	Revenue	Description
Parks and Rec Plan Update	General Fund	$5,200	$0	Carry over of 2019 remaining budget to complete project. Reallocated from existing professional service expense.
Bennett Kitchen Fireplace Improvements	General Fund	2,600	0	Carry over of 2019 remaining budget to complete project. Reallocated existing capital improvement expense.
Capital Budget Consultant Expense	General Fund	50,000	0	Postpone project to prepare 6-year capital budget and tie to capital improvement plans.
Horns Corner Conceptual Design	PIF	15,000	0	Postpone design of Horns Corner Park
Horns Corner Wetland Planting	PIF	42,000	0	Postpone planting in Horns Corner Park. Looking at alternative funding sources.
Refuge Park Conceptual Design	PIF	15,000	0	Postpone design and planning for remaining portion of Refuge Park outside of Off Leash area.

2020 Budget Amendment – Ordinance No. 1316
2020 Amendment 1 Below the Line Requests

Project	Funding Source	Expense	Revenue	Description
Overlook Park Security Cameras	General Fund	$7,500	$0	Postpone purchase and install of new camera system at Overlook Park.
FTE Increase for Current Part-Time Staff	General Fund	33,000	0	Use available authorized FTE for unfilled positions and reallocate funding from existing appropriations.
Personnel Expense for Overhire of Police Officer	General Fund	110,000	0	Postpone request for addition of a new FTE for police officer.
One-Time Expense for Police Officer FTE	General Fund	90,000	0	Postpone request for addition of a new FTE for police officer.
Clark County Evidence Handling	General Fund	8,000	0	Annual charge implemented to handle evidence by CCSO. Reallocated funding from existing expense budget.
Hillhurst Road Overlay Match	General Fund	130,000	0	City match for Hillhurst Road overlay project. Reallocate match funding from existing Pavement Preservation budget.
	Total Below the Line Requests	$508,300	$0	

2020 Budget Amendment – Ordinance No. 1316
New Requests and Reappropriations from 2019 Budget

Project	Funding Source	Expense	Revenue	Description
Purchase Public Works Op Center	Debt Issuance	$4,000,000	$4,400,000	Purchase land & buildings for Op Center. Debt service paid from Gen Fund or REET with indirect allocation to CDD, Water & Storm. Annual payments $300k - $500k.
Lease Revenue	PW Op Center Lease	0	84,000	Estimated lease revenue through December 2020.
Off Leash Park Design & Construction	PIF	175,000	0	Complete design and construction for off leash park improvements. Carry over from 2019 appropriation.
Boyse Property Purchase	PIF	219,500	0	Purchase approximately 5 acres property off 32nd Ave. identified in parks plan as a future site. Carry over 2019 appropriation.
Pavement Preservation Project	General Fund	(130,000)	0	Reallocate to Hillhurst overlay project for city match.
Hillhurst Road Overlay	Grant and General Fund	690,000	560,000	Complete design and construction of overlay project. TIB grant and match from existing pavement preservation funding allocated in 2020 budget.

2020 Budget Amendment – Ordinance No. 1316
New Requests and Reappropriations from 2019 Budget

Project	Funding Source	Expense	Revenue	Description
S 3rd Avenue Water Main Replacement	WSDC	$60,000	$0	Replace current 4” water main past useful life with 8” water main to accommodate growth and additional fire flow.
Water System Plan Update	Water Fund	22,400	0	Complete water system plan update. Carry over 2019 appropriation.
Solar Powered Crossing Signals	General Fund	36,600	0	Purchase solar powered crossing signals for roundabout on Pioneer and Royle Road for safety.
10 yard Dump Truck Replacement	ERF	65,000	0	Quotes to replace dump truck with hook truck or dump truck $65,000 over current budget of $205,000.
Vactor Services	Storm Fund	7,000	0	Increase vactor budget from $7,500 to $14,500. Current vendor, WSDOT has ended vactor service to local agencies.
Royle Road Design	TIF	100,000	0	Complete final design and engineering for remaining sections of Royle Road.

2020 Budget Amendment – Ordinance No. 1316
New Requests and Reappropriations from 2019 Budget

Project	Funding Source	Expense	Revenue	Description
Temporary Employee	Storm Fund	$14,500	$0	Reallocate 2020 funding for temporary employee from Street/Park funds to Storm fund.
Temporary Employee	General Fund	(14,500)	0	Reallocate 2020 funding for temporary employee from Street/Park funds to Storm fund.
RORC Community Building Security System	General Fund	11,060	0	Installation of security system and monitoring service for Community Building at RORC. Ongoing monitoring $60 monthly.
Carty Road Subarea Plan	General Fund	24,000	0	Carry over remaining unused 2019 budget to 2020 to complete project. No change to contract expense.
Park Laundry Professional Service Expense	General Fund	20,000	0	Professional and legal expense to complete study for purchase of Park Laundry property to accommodate remediation.

2020 Budget Amendment – Ordinance No. 1316
New Requests and Reappropriations from 2019 Budget

Project	Funding Source	Expense	Revenue	Description
Discovery Corridor Infrastructure Study	Grant	$20,000	$20,000	Complete 2019 infrastructure needs analysis. Funding from WSDOT grant.
SmartGov/Bluebeam integration	Building Fees	75,000	0	Complete online permitting portal, integration of Bluebeam plan check software and assistance with efficiency upgrades in software.
Hillhurst Water Service Replacement	Water Fund	60,000	0	Water service replacement project in area of Hillhurst Road Overlay between Great Blue and 6th Ave.
	New Requests Total	$5,455,560	$5,064,000	
	Combined Total	$4,514,310	$3,641,900	


THANK YOU

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE:	May 14, 2020
ITEM:	BUSINESS
AGENDA ITEM TITLE:	An Ordinance of the City of Ridgefield, Washington, Providing for the Issuance and Sale of a Limited Tax General Obligation Bond in the Principal Amount of Not to Exceed $4,400,000, to Finance And/Or Reimburse the City for Costs Related to the Acquisition of and Improvements to a Public Works Facility, Including the Acquisition of Property; Delegating the Authority to Finalize the Form, Terms and Maturity Date for the Bond; and Approving the Sale of the Bond.

GOVERNING LEGISLATION:
RCW 39.36; Ridgefield Financial Policy #10: Debt Management

PREVIOUS COUNCIL ACTION TAKEN:
Council adopted Ordinance No. 1315 – Authorization for an Interfund Loan for Purchase of Property

SUMMARY/BACKGROUND:
City staff became aware of commercial property that was listed for sale in December 2019. The property is located at 487 S 56th Place in Ridgefield. The facility meets or exceeds the space requirements, identified in the 2013 study, conducted to determine what was needed over a future 20-year horizon for a public works operations facility. The estimated cost to purchase land and build the facility was $11.8 million.

The City toured the facility and placed an offer for the property contingent on due diligence; including an appraisal, environmental assessment, commercial building inspection, roof inspection and final approval of a PSA by council. The negotiated price is $3.8 million for the property, 4.39 acres with a 23,000 sq. ft. warehouse/shop and a 5,000 sq. ft. 2 story office building.

The current ownership has a lease with a commercial tenant through August of 2020. The City would work with the tenant to extend the lease to facilitate an orderly transition and move.

Public works staff and engineering would all relocate to the new facility.

Adoption of Ordinance No. 1317 provides the legal authorization to the City Manager and Finance Director to issue the bonds and sets the not to exceed amount, maximum rate and time frame for issuance of the bonds. The City issued an RFP on April 13, 2020 to place the bonds with a bank. Multiple terms were requested including 10 and 15-year terms, draw down requests and delayed closing with a rate lock to determine potential rates that would be offered.

The city received two responses to the RFP with Banner Bank showing the most favorable terms – Refer to table in the budget/financial impacts section. The terms include both a 10-year and 15-year option with a draw down feature. Closing and the initial minimum draw for issuance cost would occur by June 1, 2020. The city would delay the loan draw for the purchase, issuance and due diligence expense until the end of the year to maintain flexibility in required public/private usage related to the current lease with the tenant. The final draw up to a maximum of $4.4 million would occur in 2021 to complete tenant improvements. Banner Bank has offered the option of no pre-payment penalty to redeem the bonds any time during the life of the bond.

BUDGET/FINANCIAL IMPACTS:

Issuance of bonds for a maximum amount of $4.4 million at 2.27% for a 10-year term and 2.45% for a 15-year term. The bond would include purchase price, issuance costs, closing costs and due diligence. Additional amounts would be used for tenant improvements to be determined. Average annual debt service ranges from $355,000 - $495,000 depending on the term. Payments would be made from either REET or General Fund with an indirect charge allocated to Community Development, Water Fund and Storm Fund depending on FTE allocations.

Banner Bank	10-Year	15-Year
Principal received 5/21/2020	$60,000	$60,000
Principal received 11/10/2020	$4,340,000	$4,340,000
Total Interest Paid	$564,855	$906,891
Stated Interest Rate	2.23%	2.42%
True Interest Cost	2.27%	2.45%
Net Proceeds	$4,340,000	$4,340,000
Average Annual Debt Service	$495,000	$355,000

RECOMMENDED ACTION OR MOTION:

Staff recommends council waive second reading and adopt Ordinance No. 1317 by making the following motion:

"I move to adopt Ordinance No. 1317, as presented."

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS: Pros_Cons_PFM_Ridgefield_City_Council_2020-05-14 (PDF)

ORDINANCE NO. 1317

AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON, PROVIDING FOR THE ISSUANCE AND SALE OF A LIMITED TAX GENERAL OBLIGATION BOND IN THE PRINCIPAL AMOUNT OF NOT TO EXCEED $4,400,000, TO FINANCE AND/OR REIMBURSE THE CITY FOR COSTS RELATED TO THE ACQUISITION OF AND IMPROVEMENTS TO A PUBLIC WORKS FACILITY, INCLUDING THE ACQUISITION OF PROPERTY; DELEGATING THE AUTHORITY TO FINALIZE THE FORM, TERMS AND MATURITY DATE FOR THE BOND; AND APPROVING THE SALE OF THE BOND.

WHEREAS, the City Council (the "Council") of the City of Ridgefield, Washington (the "City"), has deemed it in the best interest of the City to acquire property for a public works facility and to make improvements to such property and facility as necessary for City operations (the "Project"); and

WHEREAS, to provide financing for costs of the Project, the City wishes to issue a short term obligation, which may include a line of credit with a bank as authorized by RCW 39.46.050; and

WHEREAS, the City is authorized by Washington State law to borrow money and issue general obligation bonds payable from regular property tax levies of the City; and

WHEREAS, after due consideration the Council has determined that it is in the best interest of the City to authorize the issuance of a limited tax general obligation bond in the principal amount of not to exceed $4,400,000 (the "Bond") to finance and/or reimbursement the City for costs of the Project and to pay costs of issuance for the bond, as set forth herein; and

WHEREAS, this Council wishes to delegate authority to the City Manager and the Finance Director, or their designee (each, a "Designated Representative"), for a limited time, to select the proposal that is in the best interest of the City (if any) and to approve the interest rate and the terms of the Bond within the parameters set by this ordinance; and

WHEREAS, the City has issued a request for proposals from various financial institutions to purchase the Bond; and

WHEREAS, the City may enter into a line of credit agreement, a bond purchase agreement, or a forward delivery purchase contract with such financial institution (referred to herein as the "Bond Purchase Contract") in connection with the issuance of the Bond; and

WHEREAS, the Council now wishes to authorize the issuance of the Bond, and the sale of the Bond to the successful respondent subject to the terms and conditions set forth in this ordinance;

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

<u>Section 1.</u> <u>Definitions and Interpretation of Terms.</u>

(a) *Definitions.* As used in this ordinance, the following words shall have the following meanings:

Bond means the limited tax general obligation bond authorized to be issued by the City pursuant to this ordinance.

Bond Counsel means Pacifica Law Group LLP, Seattle, Washington, or any other attorney or firm of attorneys, which is admitted to practice law before the highest court of any state in the United States of America or the District of Columbia and nationally recognized and experienced in legal work relating to the issuance of tax-exempt bonds who is or are selected by the City.

Bond Purchase Contract means a bond purchase contract, line of credit agreement, forward delivery purchase contract, loan agreement, continuing covenant agreement or any other contract between the City and the Purchaser and approved by a Designated Representative pursuant to this ordinance.

Bond Register means the registration records for the Bond maintained by the Bond Registrar.

Bond Registrar means the Finance Director or the State fiscal agent of the City, whose duties include registering and authenticating the Bond, maintaining the Bond Register, transferring ownership of the Bond, and paying the principal of and interest on the Bond.

City means the City of Ridgefield, Washington a municipal corporation duly organized and existing under the laws of the State.

City Clerk means the duly appointed and acting City Clerk of the City or the successor to the duties of that office.

City Manager means the duly appointed and acting City Manager, including anyone acting in such capacity for the position, or the successor to the duties of that office.

Code means the Internal Revenue Code of 1986 as in effect on the date of issuance of the Bond or (except as otherwise referenced herein) as it may be amended to apply to obligations issued on the date of issuance of the Bond, together with applicable proposed, temporary and final regulations promulgated, and applicable official public guidance published, under the Code.

Council or ***City Council*** means the Ridgefield City Council, as the general legislative body of the City as the same is duly and regularly constituted from time to time.

Debt Service Fund means the City's LTGO Debt Service Fund and the accounts contained therein, as further provided pursuant to Section 9 of this ordinance.

Designated Representative means the City Manager and the Finance Director, or their designees appointed in writing. The signature of one Designated Representative shall be sufficient to bind the City.

Fair Market Value means the price at which a willing buyer would purchase the investment from a willing seller in a bona fide, arm's length transaction, except for specified investments as described in Treasury Regulation § 1.148-5(d)(6), including United States Treasury obligations, certificates of deposit, guaranteed investment contracts, and investments for yield restricted defeasance escrows. Fair Market Value is generally determined on the date on which a contract to purchase or sell an investment becomes binding, and, to the extent required by the applicable regulations under the Code, the term "investment" shall include a hedge.

Federal Tax Certificate means the certificate executed by a Designated Representative setting forth the requirements of the Code for maintaining the tax exemption of interest on the Bond, and attachments thereto.

Finance Director means the duly appointed and acting Finance Director of the City or the successor to such office.

Government Obligations mean those obligations now or hereafter defined as such in chapter 39.53 RCW.

Interest Rate means the fixed rate of interest on the Bond as approved by a Designated Representative and set forth in the Bond and in the Bond Purchase Contract.

Maturity Date means the date specified in the Bond and in the Bond Purchase Contract, which shall be on or prior to December 1, 2035.

Mayor means the duly appointed and acting Mayor of the City or the successor to the duties of that office.

Project means the acquisition of and improvements to a public works facility as necessary for City operations, including the acquisition of property.

Project Account means the account created pursuant to this ordinance.

Purchaser means the financial institution that is the successful respondent to a request for proposals to purchase the Bond, selected by a Designated Representative.

Registered Owner means the person whose name the Bond is registered on the Bond Register.

Rule means the Securities and Exchange Commission's Rule 15c2-12 under the Securities Exchange Act of 1934, as the same may be amended from time to time.

State means the State of Washington.

(b) *Interpretation.* In this ordinance, unless the context otherwise requires:

(1) The terms "hereby," "hereof," "hereto," "herein, "hereunder" and any similar terms, as used in this ordinance, refer to this ordinance as a whole and not to any particular article, section, subdivision or clause hereof, and the term "hereafter" shall mean after, and the term "heretofore" shall mean before, the date of this ordinance;

(2) Words of any gender shall mean and include correlative words of all genders and words importing the singular number shall mean and include the plural number and vice versa;

(3) Words importing persons shall include firms, associations, partnerships (including limited partnerships), trusts, corporations and other legal entities, including public bodies, as well as natural persons;

(4) Any headings preceding the text of the several articles and sections of this ordinance, and any table of contents or marginal notes appended to copies hereof, shall be solely for convenience of reference and shall not constitute a part of this ordinance, nor shall they affect its meaning, construction or effect; and

(5) All references herein to "articles," "sections" and other subdivisions or clauses are to the corresponding articles, sections, subdivisions or clauses hereof.

Section 2. Findings; Authorization of the Project.

(a) *Findings*. The City has identified certain real property to serve as the site of a new public works facility and is in the process of finalizing negotiations with the seller. Financing costs of such acquisition and related improvements through the issuance of debt is consistent with City financial policies and planning. Council approval is required prior to the issuance of debt under City policy and State law. The Council hereby finds (1) it is in the best interest of the City and its taxpayers that it issue a limited tax general obligation bond to finance costs of the Project; (2) it is necessary and prudent for the City to seek proposals from potential purchasers of the Bond authorized herein prior to finalizing the purchase of the identified real property; (3) market conditions are changing and in order to establish a loan on terms that are in the best interest of the City, it is necessary that the Council adopt this ordinance; (4) the Bond authorized herein will not be issued without further Council approval unless the parameters provided for herein are satisfied; and (5) the adoption of this ordinance and the authorization of the Bond is routine and consistent with City policy.

(b) *Authorization of the Project*. The Bond is being issued to finance and/or reimburse the City for the costs of the Project, which is hereby approved, and to pay costs of issuance for the Bond. The cost of all necessary design, architectural, engineering, and other consulting services, inspection, appraisal, and testing, administrative and relocation expenses, on and off-site utilities, related improvements and other costs incurred in connection with the Project shall be deemed a part of the costs of the Project. The Project shall include any improvements, rehabilitation, and furniture, equipment and appurtenances as determined to be necessary by the City. Any remaining costs of the Project shall be paid from other City funds legally available for such purposes.

Section 3. Authorization of Bond and Bond Details. For the purpose of financing and/or reimbursing the City for costs of the Project and paying costs of issuance of the Bond, the City is hereby authorized to issue the Bond as set forth herein.

The Bond shall be designated "City of Ridgefield, Washington, Limited Tax General Obligation Bond, 2020" or other such designation as set forth in the Bond and approved by a Designated Representative. The Bond may be fully funded at closing or issued as a draw-down obligation to evidence a line of credit established with the Purchaser. The funding and/or draw features shall be as set forth in the Bond Purchase Contract and the Bond.

The Bond shall be dated as of its date of delivery to the Purchaser, shall be fully registered as to both principal and interest, shall be in one denomination, shall be in the principal amount of not to exceed $4,400,000, and shall mature on the Maturity Date. Principal of the Bond shall bear interest at the Interest Rate, subject to any default rate, taxable rate, or other interest rate changes provided for in the Bond and in any Bond Purchase Contract. Interest shall be calculated as provided in the Bond and in any Bond Purchase Contract; provided, that if the Bond is issued to evidence a line of credit, interest shall be calculated to accrue on the outstanding principal balance. Principal of and interest on the Bond shall be payable at the times and in the amounts as set forth in the Bond and in any Bond Purchase Contract.

If the Bond is issued to evidence a line of credit, the City shall maintain, or caused to be maintained, records of amounts drawn on the Bond. The Council hereby delegates to each Designated Representative authority to make written requests for draw pursuant to the terms of this ordinance.

Section 4. Registration, Exchange and Payments.

(a) *Bond Registrar/Bond Register.* The Finance Director or the State fiscal agent shall act as Bond Registrar at the option of a Designated Representative. The Bond Registrar is authorized, on behalf of the City, to authenticate and deliver the Bond if transferred or exchanged in accordance with the provisions of the Bond and this ordinance and to carry out all of the Bond Registrar's powers and duties under this ordinance.

(b) *Registered Ownership.* The City and the Bond Registrar may deem and treat the Registered Owner of the Bond as the absolute owner thereof for all purposes and neither the City nor the Bond Registrar shall be affected by any notice to the contrary. Payment of the Bond shall be made only as described in Section 4(d). All such payments made as described in Section 4(d) shall be valid and shall satisfy and discharge the liability of the City upon such Bond to the extent of the amount or amounts so paid.

(c) *No Transfer or Exchange of Registered Ownership*. The Bond shall not be transferrable without the consent of the City except as provided in the Bond and in the Bond Purchase Contract.

(d) *Place and Medium of Payment*. Both principal of and interest on the Bond shall be payable in lawful money of the United States of America. Principal and interest on the Bond shall be payable by check, warrant, Automated Clearing House/electronic funds transfer or by other means mutually acceptable to the Purchaser and the City. Upon final payment of principal and interest of the Bond, the Registered Owner shall surrender the Bond for cancellation at the office of the Bond Registrar in accordance with this ordinance.

(e) *Additional Provisions*. The Bond will not be registered with The Depository Trust Company, New York, New York, or any other securities depository. No official statement, prospectus, offering circular or other offering statement containing material information with respect to the City or the Bond will be provided in connection with the issuance of the Bond, the Bond will be unrated, and the Bond will not be assigned a CUSIP number.

<u>Section 5.</u> <u>Form of Bond</u>. The Bond shall be in substantially the form attached hereto as Exhibit A and incorporated herein by this reference.

<u>Section 6.</u> <u>Execution of Bond.</u> The Bond shall be executed on behalf of the City by the facsimile or manual signature of the Mayor and shall be attested to by the facsimile or manual signature of the City Clerk, and shall have the seal of the City impressed or a facsimile thereof imprinted, or otherwise reproduced thereon.

In case either of the officers who shall have executed the Bond shall cease to be an officer or officers of the City before the Bond so signed shall have been authenticated or delivered by the Bond Registrar, or issued by the City, such Bond may nevertheless be authenticated, delivered and issued and upon such authentication, delivery and issuance, shall be as binding upon the City as though those who signed the same had continued to be such officers of the City. The Bond may also be signed and attested on behalf of the City by such persons who at the date of the actual execution of the Bond, are the proper officers of the City, although at the original date of such Bond any such person shall not have been such officer of the City.

Only such Bond as shall bear thereon a Certificate of Authentication in the form set forth in Exhibit A, manually executed by the Bond Registrar, shall be valid or obligatory for any purpose or entitled to the benefits of this ordinance. Such Certificate of Authentication shall be conclusive evidence that the Bond so authenticated has been duly executed, authenticated and delivered hereunder and is entitled to the benefits of this ordinance.

Section 7. Application of Bond Proceeds. The Finance Director is hereby authorized to create a fund or account (the "Project Account"), into which the proceeds of the Bond shall be deposited. Except as otherwise expressly provided in Section 9, money in the Project Account shall be used to finance and/or reimburse the City for costs of the Project and costs of issuance of the Bond. Money in the Project account may be invested in legal investments for City funds, but only to the extent that the same are acquired, valued and disposed of at Fair Market Value. Earnings on such investments shall accrue to the benefit of the Project Account. Money remaining in the Project Account after all costs of the Project have been paid (including costs of issuance) may be used for any lawful purpose of the City.

Section 8. Tax Covenants. The City will take all actions necessary to assure the exclusion of interest on the Bond from the gross income of the owners of the Bond to the same extent as such interest is permitted to be excluded from gross income under the Code as in effect on the date of issuance of the Bond, including but not limited to the following:

(a) *Private Activity Bond Limitation*. The City will assure that the proceeds of the Bond are not so used as to cause the Bond to satisfy the private business tests of Section 141(b) of the Code or the private loan financing test of Section 141(c) of the Code.

(b) *Limitations on Disposition of Project*. The City will not sell or otherwise transfer or dispose of (i) any personal property components of the Project other than in the ordinary course of an established government program under Treasury Regulation 1.141-2(d)(4) or (ii) any real property components of the Project, unless it has received an opinion of nationally recognized Bond Counsel to the effect that such disposition will not adversely affect the treatment of interest on the Bond as excludable from gross income for federal income tax purposes.

(c) *Federal Guarantee Prohibition*. The City will not take any action or permit or suffer any action to be taken if the result of such action would be to cause the Bond to be "federally guaranteed" within the meaning of Section 149(b) of the Code.

(d) *Rebate Requirement*. The City will take any and all actions necessary to assure compliance with Section 148(f) of the Code, relating to the rebate of excess investment earnings, if any, to the federal government, to the extent that such section is applicable to the Bond.

(e) *No Arbitrage*. The City will not take, or permit or suffer to be taken, any action with respect to the proceeds of the Bond which, if such action had been reasonably expected to have been taken, or had been deliberately and intentionally taken, on the date of issuance of the Bond would have caused the Bond to be an "arbitrage bond" within the meaning of Section 148 of the Code.

(f) *Registration Covenant*. The City will maintain a system for recording the ownership of the Bond that complies with the provisions of Section 149 of the Code until the Bond has been surrendered and canceled.

(g) *Record Retention*. The City will retain its records of all accounting and monitoring it carries out with respect to the Bond for at least three years after the Bond matures or is redeemed (whichever is earlier); however, if the Bond is redeemed and refunded, the City will retain its records of accounting and monitoring at least three years after the earlier of the maturity or redemption of the obligations that refunded the Bond.

(h) *Compliance with Federal Tax Certificate*. The City will comply with the provisions of the Federal Tax Certificate with respect to the Bond. In the event of any conflict between this Section and the Tax Certificate, the provisions of the Tax Certificate will prevail.

(i) *Bank Qualification*. The Bond is hereby designated as a "qualified tax-exempt obligation" under Section 265(b)(3) of the Code for investment by financial institutions. The City does not reasonably expect to issue more than $10,000,000 of qualified tax-exempt obligations in the 2020 calendar year.

Section 9. Debt Service Fund and Provision for Tax Levy Payments. The City has previously authorized the creation of a fund to be used for the payment of debt service on the Bond and other limited tax general obligations of the City, designated as the "LTGO Debt Service Fund" (the "Debt Service Fund"), and within such fund separate accounts as determined to be necessary by the Finance Director, for the purpose of paying debt service on the Bond. No later than the date the payment of principal of and/or interest on the Bond becomes due, the City shall transmit sufficient funds, from the Debt Service Fund or from other legally available sources to the Bond Registrar for the payment of the principal and/or interest. Money in the Debt Service Fund may be invested in legal investments for City funds, but only to the extent that the same are acquired, valued and disposed of at Fair Market Value. Any interest or profit from the investment of such money shall be deposited in the Debt Service Fund.

The City hereby irrevocably covenants and agrees for as long as the Bond is outstanding and unpaid that each year it shall include in its budget and levy an *ad valorem* tax upon all the property within the City subject to taxation in an amount that will be sufficient, together with all other revenues and money of the City legally available for such purposes, to pay the principal of and interest on the Bond when due.

The City hereby irrevocably pledges that the annual tax provided for herein to be levied for the payment of such principal and interest shall be within and as a part of the property tax levy permitted to cities without a vote of the electorate, and that a sufficient portion of each annual levy to be levied and collected by the City prior to the full payment of the principal of and interest on the Bond will be and is hereby irrevocably set aside, pledged and appropriated for the payment of the principal of and interest on the Bond. The full faith, credit and resources of the City are hereby irrevocably pledged for the annual levy and collection of said taxes and for the prompt payment of the principal of and interest on the Bond when due.

Section 10. Right of Prepayment. The City may prepay the Bond in whole or in part on any date as set forth in the Bond and the Bond Purchase Contract and approved by a Designated Representative pursuant to Section 11. If the Bond is prepaid in full, interest shall cease to accrue on the date such prepayment occurs.

Section 11. Sale of Bond. The Council has determined it would be in the best interest of the City to delegate to the Designated Representatives for a limited time the authority to approve the final terms of the Bond subject to the provisions of this ordinance.

Subject to the terms and conditions set forth in this Section 11, each Designated Representative is hereby authorized to select the Purchaser, to approve the principal payment dates, dated date, interest payment dates, redemption/prepayment provisions, the Maturity Date, and Interest Rate for the Bond, to determine whether to issue the Bond as a fully funded at closing obligation or as a draw-down obligation evidencing a line of credit, to approve and execute the Bond Purchase Contract, to agree to any additional terms and covenants that are in the best interest of the City and consistent with this ordinance, and to execute the sale of the Bond to the Purchaser; provided that:

(a) the principal amount of the Bond does not exceed $4,400,000;

(b) the final maturity of the Bond is no later than the Maturity Date;

(c) the Bond is sold at a price not less than 97% of par, and

(d) the Interest Rate on the Bond does not exceed 4.5% per annum; provided, that the Bond may be subject to a default rate upon the occurrence and continuation of an event of default and/or a taxable rate in the event of taxability.

Upon the passage and approval of this ordinance, the proper officials of the City including the Designated Representatives, the Mayor, and the City Clerk are authorized and directed to undertake all action necessary for the prompt execution and delivery of the Bond to the Purchaser and further to execute all closing certificates, agreements, rate local agreement, term sheet, and documents required to effect the closing and delivery of the Bond in accordance with the terms of this ordinance.

Following the sale of the Bond, a Designated Representative shall provide a report to Council describing the sale and final terms of the Bond approved pursuant to the authority delegated in this section. The authority granted to the Designated Representatives by this Section 11 shall expire on December 31, 2020. If the Bond has not been sold by December 31, 2020, the authorization for the issuance of the Bond shall be rescinded, and the Bond shall not be issued nor its sale approved unless such Bond shall have been re-authorized by ordinance of the Council. The ordinance re-authorizing the issuance and sale of such Bond may be in the form of a new ordinance repealing this ordinance in whole or in part or may be in the form of an amendatory ordinance.

Section 12. Ongoing Disclosure. The Bond is exempt from ongoing disclosure requirements of the Rule. The City may agree to provide the Purchaser certain financial or other information and agree to such covenants as determined to be necessary by a Designated Representative and as set forth in the Bond Purchase Contract and approved by a Designated Representative pursuant to Section 11.

Section 13. Lost, Stolen or Destroyed Bond. In case the Bond shall be lost, stolen or destroyed while in the Registered Owner’s possession, the Bond Registrar may at the request of the Registered Owner execute and deliver a new Bond of like date, number and tenor to the Registered Owner thereof upon the Registered Owner’s paying the expenses and charges of the City and the Bond Registrar in connection therewith and upon its filing with the City written certificate that such Bond was actually lost, stolen or destroyed and of its ownership thereof. In the case the Bond shall be lost, stolen or destroyed while in the Registered Owner’s possession, the Registered Owner may elect upon final payment of principal and interest of the Bond to surrender a photocopy of the Bond for cancellation at the office of the Bond Registrar together with written certification that such Bond was actually lost, stolen or destroyed and of its ownership thereof.

Section 14. Severability; Ratification. If any one or more of the covenants or agreements provided in this ordinance to be performed on the part of the City shall be declared by any court of competent jurisdiction to be contrary to law, then such covenant or covenants, agreement or agreements, shall be null and void and shall be deemed separable from the remaining covenants and agreements of this ordinance and shall in no way affect the validity of the other provisions of this ordinance or of the Bond. All acts taken pursuant to the authority granted in this ordinance but prior to its effective date are hereby ratified and confirmed.

Section 15. Effective Date. This ordinance shall be in full force and effect five days after publication of this ordinance or a summary thereof in the official newspaper of the City as provided by law.

PASSED BY THE CITY COUNCIL at its regular meeting held on the 14th of May, 2020.

____
Don Stose, Mayor

ATTEST

____
Julie Ferriss, City Clerk

APPROVED AS TO FORM

Pacifica Law Group LLP, as Bond Counsel

By:______________________________________

First Reading:	May 14, 2020
Second Reading	Waived
Date of Publication:	May 20, 2020
Effective Date:	May 25, 2020

EXHIBIT A

Form of Bond

[TRANSFER RESTRICTIONS]

UNITED STATES OF AMERICA

NO. __ $

STATE OF WASHINGTON

CITY OF RIDGEFIELD

LIMITED TAX GENERAL OBLIGATION BOND, 2020

INTEREST RATE: %

MATURITY DATE:

REGISTERED OWNER: _______________

PRINCIPAL AMOUNT: NOT TO EXCEED FIVE MILLION AND NO 100/DOLLARS

The City of Ridgefield, Washington, a municipal corporation organized and existing under and by virtue of the laws of the State of Washington (the "City"), hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, on or before the Maturity Date identified above [describe terms] in accordance with the terms of this bond, Ordinance No. 2020-1317 of the City Council, adopted on May 14, 2020 (the "Bond Ordinance") and the _______ by and between the City and the Registered Owner (the "Purchase Contract").

[This bond][The outstanding principal balance on this bond] shall bear interest at the Interest Rate and shall be payable on each _____ and ____. Capitalized terms used in this bond not otherwise defined herein shall have the meanings defined for such terms in the Bond Ordinance and the Purchase Contract.

This bond is issued pursuant to the Bond Ordinance to finance the acquisition of property for a public works facility and subsequent improvements to the facility and to pay costs of issuance.

[describe prepayment terms]

The City has in the Bond Ordinance authorized the creation of a fund to be used for the payment of debt service on this bond, designated as the "Debt Service Fund" (the "Debt Service Fund"). The Debt Service fund shall be drawn upon for the sole purpose of paying the principal of and interest on this bond.

This bond has been designated by the City as a "qualified tax-exempt obligation within the meaning of Section 265(b) of the Code.

The City hereby irrevocably covenants and agrees with the owner of this bond that it shall include in its annual budget and levy taxes annually, within and as a part of the tax levy permitted to the City without a vote of the electorate, upon all the property subject to taxation in amounts sufficient, together with other money legally available therefor, to pay the principal of and interest on this bond as the same shall become due. The full faith, credit and resources of the City are hereby irrevocably pledged for the annual levy and collection of such taxes and the prompt payment of such principal and interest.

This bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Bond Ordinance until the Certificate of Authentication hereon shall have been manually signed by or on behalf of the Bond Registrar or its duly designated agent.

This bond is issued pursuant to the Constitution and laws of the State of Washington, and duly adopted ordinances of the City. This bond is transferrable upon compliance with the conditions set forth in the Bond Ordinance.

It is hereby certified that all acts, conditions and things required by the Constitution and statutes of the State of Washington to exist, to have happened, been done and performed precedent to and in the issuance of this bond exist, have happened, been done and performed and that the issuance of this bond and the bond of this issue does not violate any constitutional, statutory or other limitation upon the amount of bonded indebtedness that the City may incur.

IN WITNESS WHEREOF, the City of Ridgefield, Washington, has caused this bond to be executed by the manual or facsimile signature of its Mayor, attested by the manual or facsimile signature of the City Clerk, and the seal of the City to be impressed or reproduced hereon, all as of _____________, 2020.

CITY OF RIDGEFIELD, WASHINGTON

(S E A L)

By: [Facsimile Signature]________________

Mayor

Attest:

[Facsimile Signature]______________________

City Clerk

CERTIFICATE OF AUTHENTICATION AND REGISTRATION

This bond is the City of Ridgefield, Washington, Limited Tax General Obligation Bond, 2020 described in the within-mentioned Bond Ordinance. This bond is registered in the name of the Registered Owner on the books of the City, in the office of ___________________ (the “Bond Registrar”), as to both principal and interest, as noted in the registration blank below. All payments of principal of and interest on this bond shall be made by the City to the Registered Owner from the Debt Service Fund.

Financing Options – Pros & Cons

Option 1: Accept Current Banner Bank Proposal	
Pros	**Cons**
Certainty of credit availability	City would incur issuance costs if it decides not to proceed with the project
Certainty of terms (rate, fees, amortization, draw-down feature)	Opportunity cost if interest rates decline later in 2020
Prepayment flexibility	

Option 2: Solicit New Proposals After Environmental Phase 2	
Pros	**Cons**
More certainty related to project	Uncertain credit availability
Potential to obtain >2 financing proposals	Uncertainty regarding interest rate, fees, amortization, prepayment, etc.
	Uncertainty regarding availability of draw-down feature

Option 3: Solicit New Proposals In October/November	
Pros	**Cons**
More certainty related to project	Uncertain credit availability
Potential to obtain >2 financing proposals	Uncertainty regarding interest rate, fees, amortization, prepayment, etc.

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE: May 14, 2020

ITEM:

AGENDA ITEM TITLE: Regarding a "Shop Local and Save" Program During the Civil Public Health Emergency

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"Shop Local and Save" Program During the Civil Public Health Emergency

STAFF CONTACT: Julie Ferriss, City Clerk

ATTACHMENTS:

Resolution No.577

REGARDING A "SHOP LOCAL AND SAVE" PROGRAM DURING THE CIVIL PUBLIC HEALTH EMERGENCY

WHEREAS, on February 29, 2020 the Governor of the State of Washington proclaimed that a State of Emergency exists in all counties in the State of Washington as a result of the novel coronavirus (COVID-19) outbreak; and

WHEREAS, on March 24, 2020 the Governor of the State of Washington, in Proclamation 20-23.1, strongly encouraged all utilities to take reasonable actions to mitigate the economic impacts of the COVID-19 pandemic on their utility customers caused by this crisis, including but not limited to: acting to prevent disconnection of services due to non-payment during the term of the state-wide emergency declaration; waiving late payments and fees; and using payment plans to fulfill customer outstanding balances; and

WHEREAS, RCW 35.92.020(5) authorizes cities to provide assistance to aid low-income persons in connection with utility services provided under RCW 35.92 and RCW 35.67.020(5), and Article 8 Section 7 of the state constitution permits "gifts" of public funds in support of "poor or infirm"; and

WHEREAS, on March 17, 2020 the Attorney General of Washington provided guidance on "Analyzing Issues Related to Gifts of Public Funds During the COVID-19 Pandemic", and found that "protecting public health is without question a fundamental purpose of government". He also found that the "promotion of the public welfare" provides a "strong basis for local governments to make expenditures for the primary purpose of protecting and promoting public health which may have an incidental benefit on private citizens and entities."; and

WHEREAS, on April 6, 2020 the Attorney General of Washington provided further guidance regarding whether "a local government may provide cash assistance" to individuals who "are struggling financially due to COVID-19" or to "small businesses struggling with the State-ordered closure of their businesses." He found that with adequate safeguards in place, and "a clear nexus between such programs and either protecting the local economy or promoting compliance with public health guidelines", temporary financial assistance during a public health crisis to advance public welfare, prevent regional economic collapse, and promote compliance with public health guidelines would likely not be found by a court to be an unconstitutional gift of public funds; and

WHEREAS, due to State-ordered closure of businesses and Stay at Home Orders which have affected the incomes and expenses of nearly all residents of Ridgefield, the City of Ridgefield has already implemented assistance urged by the Governor to include forgiveness of late fees and suspension of shutoffs for lack of utility bill payment; and

WHEREAS, disruptions to workers and small businesses are serious, as small businesses are the backbone of our economy, and provide the foundation of employment, services for the community, and revenue in order for cities and other public agencies to continue to provide essential services for the public welfare and benefit; and

WHEREAS, small business plays a vital role in the overall health and welfare of Ridgefield residents; and

WHEREAS, resources are necessary to help small businesses survive and certain small businesses reasonably require public aid in order to survive; and

WHEREAS, resources continue to be necessary to help Ridgefield residents manage through the extended measures to protect public health and welfare during the COVID-19 pandemic; and

WHEREAS, the Ridgefield City Council recognizes that one of its essential functions is to promote public health by mitigating the economic impacts of the COVID-19 pandemic on their utility customers; and

WHEREAS, under the above referenced conditions there is substantial likelihood of risk to residents and businesses in Ridgefield unless further efforts are taken to help; and

WHEREAS, the “Shop Local and Save” program is intended to help reduce the economic hardship to utility customers and businesses caused by the crisis, encourage small businesses to fully comply with public health guidelines, and to prevent bankruptcy and permanent closure of small businesses due to the government mandated temporary closure of business, thereby reducing the number of jobs lost and public sales tax revenue lost by the COVID-19 pandemic; and

WHEREAS, the “Shop Local and Save” program is necessary to further the City’s purposes of helping the poor by assisting with utility rates during this pandemic that affects all households; and

WHEREAS, the "Shop Local and Save" program is necessary to further the City's purposes of the protecting public health, safety, and welfare during the COVID-19 pandemic, preventing local and regional economic collapse due to the loss of jobs and businesses within the City, and promoting public health by assisting local business who are complying with the shutdown and social distancing requirements that causing their businesses to suffer; and

WHEREAS, on May 1, 2020 the City Manager, acting under emergency powers granted pursuant to Ridgefield Municipal Code (RMC) 2.44 and Chapter 38.52 RCW, announced the adoption of a program known as "Shop Local and Save'" relating to certain utility billing reductions as incentives for Ridgefield residents to frequent local business;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Ridgefield, Clark County, State of Washington, pursuant to Chapter 38.52 RCW and RMC Section 2.44.090(B), as follows:

Section 1. Each and every of the recitals contained in the "Whereas" clauses of the preamble to this Resolution are hereby adopted as findings of fact and incorporated fully by this reference.

Section 2. This Resolution ratifies and confirms the adoption of the "Shop Local and Save" program which encourages residents to shop and dine in local small businesses in the City pursuant to the terms as set forth on the City website at <https://ridgefieldwa.us/shop-local-and-save/>.

Section 3. The City Council shall at a future date within this fiscal year consider possible appropriations from Federal CARES ACT or City General Fund to backfill for utility billing discounts occasioned by the "Shop Local and Save" program, if it is deemed to be required under existing laws and guidance.

Section 4. The "Shop Local and Save" program as adopted shall be in effect through June 30, 2020 unless otherwise extended by the City Council.

Passed by the City Council at its regular meeting held on the 14th day of May, 2020.

____

Don Stose

Mayor

Attest:

____

Julie Ferriss

City Clerk

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE: May 14, 2020

ITEM:

AGENDA ITEM TITLE: Motion - Award of Downtown Stormwater Enhancements Design Contract

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GOVERNING LEGISLATION:

Revised Code of Washington Title 35 – Cities and Towns

PREVIOUS COUNCIL ACTION TAKEN:

Approval of the Public Works Trust Fund Loan on October 10, 2019

SUMMARY/BACKGROUND:

The 2018 Stormwater Plan includes seven capital improvement projects in the downtown area. This area is primarily composed of older homes and residential streets that were constructed prior to stormwater regulations. Currently, stormwater runoff from these areas is collected in catch basins located within the public streets and discharged, without treatment, directly to Gee Creek and Lake River.

In 2019 the City applied for and received $359,000 in Public Works Trust Fund (PWTF) pre-construction funds for these projects. The PWTF loan will fund the survey, design and permitting of these stormwater facility projects.

The City requested proposals for the project in February and received four proposals. City Staff reviewed and scored the proposals and selected Wallis Engineering as the most qualified. Staff have worked with Wallis Engineering to develop the scope for the work, included as an attachment. The design work for project 8 was broken out separately, as the City has received CDBG grant funds for that project, and may be able to use the design costs as match.

BUDGET/FINANCIAL IMPACTS:

The combined $343,152.20 fee from Wallis' proposal is less than the amount of loan funds received. The project will be fully funded using PWTF Loan funds.

RECOMMENDED ACTION OR MOTION:

Staff recommends awarding the Downtown Stormwater Enhancement Design Contract to Wallis Engineering. A recommended motion would be:

"I move to award the Downtown Stormwater Enhancements Project to Wallis Engineering"

STAFF CONTACT: Bryan Kast, Public Works Director

ATTACHMENTS:
Exhibit A Scope Fee 1500A Downtown Stormwater R1 (PDF)
Exhibit B Scope Fee 1500A Downtown Stormwater R1 (PDF)
Storm-map-cropped2 (JPG)

wallis *engineering

EXHIBIT A: SCOPE OF WORK

City of Ridgefield | Downtown Stormwater Enhancements: CIP Projects 4, 5, 7, 9, 10, 11

April 2020 | WE#1500A

PROJECT A BACKGROUND

The City of Ridgefield's 2018 Stormwater Management Plan identified seven capital projects in the downtown core. This area of the City is comprised of older development, built prior to modern stormwater treatment requirements, and storm sewers discharge directly to Gee Creek and Lake River without treatment. The City received a Public Works Trust Fund loan in 2019 for design and permitting of the following downtown projects. Note that one project – Project 8 – is not included in this scope of work in order keep its costs separate for future funding considerations. Work for this project is included under Exhibit B. Projects in this scope (Exhibit A) include:

- CIP Project 4 (Old Pioneer Way): Reduce flooding with new catch basins and storm main, connecting to existing manhole.
- CIP Project 5 (S. Riverview Drive): Reduce flooding by regrading pavement, new catch basins, and storm main. Storm main to be installed through private property, either through trenchless or open trench construction.
- CIP Project 7 (Viewport Swale): Provide stormwater management and improve overall system function with either new water quality unit and outfall upgrades, or new infiltration facilities.
- CIP Project 9 (Gee Creek Loop): Reduce flooding and maintenance needs with regrading, erosion control measures, new catchment, new storm main, and manholes.
- CIP Project 10 (Lake River Outfall): Provide water quality treatment and improve overall system with new swale, water quality facility, and upgrades to existing outfall into Lake River.
- CIP Project 11 (Abrams Park): Reduce flooding, improve capacity and stormwater quality with swale replacement, new catchment and conveyance, and upgrades to existing outfall into Gee Creek.

GENERAL SCOPE OF PROJECT

This scope of work will include providing project management, survey, design, cultural resources permitting, and environmental permitting services for the identified downtown stormwater improvement projects.

This scope of work does not include right-of-way services or legal descriptions for procurement of easements or right-of-way.

CONTRACT DURATION

Contract term shall be from the date contract is fully executed until June 30, 2020.

PROJECT TEAM

Wallis Engineering will serve as the prime consultant for this project, leading a team of subconsultants to complete all the services identified in the specific scope of work. The project team is listed below, with the responsibilities they will complete.

Consultant	*Responsibilities*
Wallis Engineering(Wallis)	Civil Engineering
KC Development (KC)	Surveying
Geotechnical Resources Inc. (GRI)	Geotechnical Engineering
Ecological Land Solutions (ELS)	Environmental Permitting
AINW	Archaeological Services

SPECIFIC SCOPE OF WORK

TASK 1 PROJECT MANAGEMENT AND ADMINISTRATION

Objective: Provide project management, coordination, and direction of the design team to complete the project. Establish quality control management and designate responsibility of technical work deliverables and products.

Task 1.1 Project Management and Coordination

We will provide comprehensive project management to ensure that the project scope, schedule, and budget are met. This subtask includes the following work by Wallis Engineering:

- Preparation and ongoing monitoring of a project budget and schedule.
- Scope change management.
- Coordinate between tasks and team members.
- Manage quality control review of all work activities and project deliverables.
- Monthly progress reports to be submitted with billings.
- Facilitate project kickoff meeting, providing materials, agenda, and minutes as appropriate

Task 1.2 Stakeholder Involvement

Wallis will support the City's stakeholder involvement efforts as requested by the City.

We will prepare property exhibits for each individual property directly affected by project improvements. Each exhibit will show existing public right-of-way and private property lines, the proposed improvements, proposed right-of-way or easement changes, and an aerial photo background. We anticipate up to 10 individual property exhibits will be prepared.

Work may also include attendance at up to two meetings with property owners, as requested by the City.

Task 1.3 Private Utility Coordination

We will coordinate with private utilities, including power, phone, cable, and gas companies, identifying potential conflicts and necessary private utility relocations. Private utilities in the project area may include: Clark PUD, Century Link, Frontier, Wave, Comcast, and NW Natural Gas.

Task 1 Assumptions:

- Design phase of this project is assumed to be May 2020 to January 2020
- Permitting phase of this project is assumed to extend no later than June 2021
- Schedule for construction phase of each project is unknown
- Contract does not include bidding or construction phase services

Task 1 Deliverables:

- Project schedule and budget, updated monthly
- Project meeting agendas and minutes
- Monthly progress and status reports
- Monthly invoices
- Utility coordination log
- Up to (10) property exhibits

TASK 2 DATA COLLECTION AND EVALUATION

Objective: Complete background information review and data collection to support design of proposed improvements.

Task 2.1 Review of Existing Data

Review available background information relating to this project. The anticipated information includes:

- Available asbuilt drawing information
- Stormwater model data from Stormwater Master Plan

Task 2.2 Property Survey

KC Development (KCD) will complete a survey of easements, boundaries, and right of way for Projects 5, 7, 9, 10, and 11. This work will include the following tasks:

- Researching lot, easement, and right of way boundaries
- Location of existing and controlling lot, centerline, and right of way monumentation
- Establishing linework and base for topographic surveys

Task 2.3 Topographic Base Mapping

KCD will order utility locates via One-Call, provide detailed mapping of features, and prepare a topographic and boundary survey base map for the project. KCD will complete a surface and field topographic and boundary survey within the project limits and prepare a topographic survey base map in AutoCAD version 2019 format for use in design of each project. Survey work will include:

- Surfacing, structures and surface features
- Contours at 1-foot elevations with active surface in Civil 3D 2018
- Utilities with inverts for sanitary sewer and storm structures
- Trees and larger vegetation
- Waterbodies
- Location of environmental areas as flagged by Ecological Land Services

The survey base maps for each project will be updated as necessary to include locations of archeological, wetland, and geotechnical flagging.

Task 2.4 Phase 1 Environmental Site Assessment

GRI will complete a Phase 1 Environmental Site Assessment (ESA) for the Downtown Stormwater Enhancement project areas. This will include review of available information regarding geologic, groundwater, and environmental conditions; review of historical aerial photographs, historical city directories, and Sanborn maps for indications of potential groundwater or soil issues; and listings of government agency file records for potential contaminant sources in the project area. They will also complete a physical reconnaissance of the subject properties for indications of potential contamination. This work will be the ASTM standard E 1527-13 and will be conducted in compliance with the Federal All Appropriate Inquiries rule.

Soil samples will be collected from the upper ten feet of borings collected as part of geotechnical investigations, and analyzed for chemicals of contaminant interest.

GRI will evaluate the compiled information to assess the likelihood that soil or groundwater contamination exists on each project site, or close enough to the site to induce measurable effects. The results of the Phase 1 ESA will be summarized in a single report which will cover all of the seven project locations. The report will document findings and conclusions, and if warranted, provide recommendations for additional assessment.

Task 2 Assumptions:

- Right of entry will be granted for work on private properties
- Survey will be based off the NGVD 1929(47) datum per the City's standards
- City will provide GIS information and available asbuilts or survey for use by Wallis Engineering.

Task 2 Deliverables:

- Base maps in AutoCAD and PDF format for projects 5, 7, 9, 10, and 11
- Phase I ESA

TASK 3 GEOTECHNICAL RECOMMENDATIONS

Objective: Complete geotechnical investigations and reporting to support selection of design alternatives and preliminary design.

Task 3.1 Geotechnical Investigations and Report

To characterize subsurface soil and groundwater conditions, GRI will complete geotechnical investigations for Project 5 (S. Riverview Drive) and Project 7 (Viewport Swale). For Project 5, two soil borings will be completed using a trailer-mounted drill rig and hollow-stem auger drilling techniques to a maximum depth of 30 feet at S. Riverview Drive, and 20 feet at S. Hillhurst Road. For Project 7, a total of two borings will be completed using a trailer-mounted drill rig and hollow-stem auger drilling techniques to a maximum depth of 20 feet within public Right-of-Way adjacent to Railroad Ave and 9th Street.

Laboratory testing will be completed on samples taken from these investigations, to provide data on relevant physical characteristics of the subsoils. GRI will analyze and make specific recommendations for CIP 5 concerning general earthwork, trenching conditions and considerations, temporary shoring and dewatering considerations, and trenchless design considerations for the proposed pipeline alignment planned between S. Riverview Dr. and S. Hillhurst Rd. Investigations, laboratory testing results, and recommendations will be summarized in a technical memorandum.

Task 3.2 Infiltration Testing (Contingency Task)

If borings completed in Task 3.1 indicate the presence of sandy soils in the vicinity of Project 7 (Viewport Swale), one infiltration test will be completed at this project's location. If the proposed facility is located at a depth of less than 6 feet, a small scale pilot infiltration test will be completed per SMMWW. If not feasible, a single-ring falling-head infiltration test procedure will be completed per SWWASCE

Infiltration Standards. Cation exchange capacity and organic matter testing will also be completed for use in evaluating native soils for stormwater treatment onsite.

Task 3 Assumptions:

- Preferred pipeline alignment will be determined prior to the start of geotechnical exploration
- Boreholes will be decommissioned per WA State regulations, and when in paved ROW, pavement will be patched with quick-setting concrete or permanent cold-patch asphalt
- No piezometers will be installed as part of this work; groundwater level will be measured at time of drilling
- City will provide a no-fee ROW permit for the exploration work
- Property access approvals will be obtained by the City

Task 3 Deliverables:

- Technical Memorandum

TASK 4 ENVIRONMENTAL SERVICES

Objective: Complete delineations and flagging of environmentally-sensitive areas in order to facilitate alternative selection and other design considerations. Complete reporting and environmental permitting in order to allow construction of proposed improvements.

Task 4.1 Environmental Delineation and Reports

Ecological Land Services (ELS) will delineate and flag wetland and streams adjacent to Projects 10 (Lake River Outfall), and 11 (Abrams Park). They will prepare one critical areas report for these projects and for Project 8 (included in the Exhibit B scope), in accordance with City of Ridgefield codes.

Task 4.2 Local Permitting

ELS will complete reports and figures in order to support local permitting efforts. This will include the following efforts:

- Shoreline Management narrative for projects 10, and 11, in order to support obtaining a Shoreline Management Permit from the City of Ridgefield.
- Wetland and/or Stream Mitigation Plan for projects 10 and 11
- Buffer Mitigation Plan for project 7 (Gee Creek Loop).

Task 4.3 State Permitting

ELS will prepare documents for Washington Department of Fish and Wildlife's (WDFW) Hydraulic Project Approval (HPA) for projects 10 and 11.

Task 4.4 Federal Permitting

ELS will prepare JARPA and US Army Corps of Engineers Nationwide permit for projects 10, and 11. They will also write a biological assessment for projects 10, and 11 for ESA consultations with the National Marine Fisheries Service and WDFW, and work with these agencies to complete the consultations. This task will also include coordination with the design team and the US Army Corps of Engineers.

Task 4 Assumptions:

- City will pay all permitting application fees and costs

- No environmental violations exist for the project properties
- Right of entry will be permitted for all project areas within private property

Task 4 Deliverables:

- Shoreline Management narrative for Projects 10, and 11
- Buffer Mitigation Plan for Project 7
- Wetland and/or Stream Mitigation Plan for Projects 10, and 11
- JARPA for Projects 10, and 11
- Biological Assessment for Projects 10, and 11

TASK 5 CULTURAL RESOURCE SERVICES

Objective: Complete cultural resource assessments in order to facilitate alternative selection and other design considerations. Complete cultural resource report and permitting services in order to allow construction of proposed improvements.

AINW will prepare an EZ1 for submittal to the PWB. This form will describe the project and study methodology and will include a map. The EZ1 form will also be sent to the Department of Archaeology and Historic Preservation (DAHP) and appropriate Tribes.

If requested by DAHP or the tribes (assumed likely), AINW will complete an archaeological survey. This work will include a background review, field survey consisting of walking pedestrian transects and excavating shovel tests where needed, and preparation of a report. Of the six project locations, two may have been partially surveyed as part of previous projects: Projects 10 and 11. No archaeological resources have been identified previously, according to a check of the records.

The results of the study will be prepared as a draft report for the City's review. Review comments will be incorporated into the final report and the final technical report will be provided for the City's submittal to PWB, DAHP, and Tribes. AINW will be available to assist in the coordination of the distribution of the report.

Task 5 Assumptions:

- Two to three shovel tests per project location will be adequate, with six to eight tests necessary for Projects 10 and 11
- No artifacts will be collected, if encountered.

Task 5 Deliverables:

- Cultural resources report
- Up to 2 resources identified and documented on resource forms

TASK 6 PRELIMINARY DESIGN

Objective: Complete preliminary design of improvements to provide a basis of design. Preliminary design will incorporate limits of environmentally-sensitive areas and surveyed cultural resources (if present).

Task 6.1 Preliminary Design

Preliminary design will be completed for CIP Projects 4, 5, 7, 9, 10, and 11. Work will include basin analysis for each project using WWHM using existing and proposed conditions. A Stormwater Facility Design Report will summarize the efforts of preliminary design, describe recommended improvements and sizing, discuss and compare alternatives, and estimate project costs. Preliminary design will be completed for each of the following projects:

- CIP Project 4 (Old Pioneer Way)
- CIP Project 5 (S. Riverview Drive). Preliminary design for this project will include evaluation of trenchless versus open trench construction, and evaluation of two different alignment options
- CIP Project 7 (Viewport Swale). Preliminary design for this project will include evaluation of two alternatives: construction of a water quality treatment unit and outfall upgrade, or construction of a new or rehabilitated infiltration facilities.
- CIP Project 9 (Gee Creek Loop)
- CIP Project 10 (Lake River Outfall)
- CIP Project 11 (Abrams Park)

Task 6 Assumptions:

- Stormwater modeling will be completed with basin modeling will be completed with WWHM
- Design of stormwater BMPs will be based on the Stormwater Management Manual for Western Washington.

Task 6 Deliverables:

- Stormwater Facility Design Report – Old Pioneer Way (Project 4)
- Stormwater Facility Design Report – S. Riverview Drive (Project 5)
- Stormwater Facility Design Report – Viewport Swale (Project 7)
- Stormwater Facility Design Report – Gee Creek Loop (Project 9)
- Stormwater Facility Design Report – Lake River Outfall (Project 10)
- Stormwater Facility Design Report – Abrams Park (Project 11)

TASK 7 50% DESIGN

Objective: Complete 50% design of improvements to Projects 4, 5, 7, 9, 10 and 11, culminating in plans and engineer's opinion of cost for each project.

A set of plans will be prepared to the 50% design level for each project, and submitted to the City for review. Drawing format will be AutoCAD Civil 3D 2018 and will be prepared using standard City title block as provided by the City. We will also prepare an engineer's opinion of cost to accompany each project's 50% design submittal. After the City's review, we will sit down to discuss their comments at a 50% design review meeting.

50% plans will consist of the following sheets for each project, where relevant:

- Cover and Index of Sheets
- Notes and Legend
- Stormwater Plan and Profile
- Stormwater Outfall Plan

Task 7 Assumptions:

- Stormwater design will meet the City's Engineering Standards for Public Works Standards.
- Design of stormwater BMPs will be based on the Stormwater Management Manual for Western Washington.

- No pavement design will be completed for pavement restoration; City will provide desired section.
- Signing and pavement marking improvements will be limited to replacing any existing signs or markings that will be affected by the proposed improvements.

Task 7 Deliverables:

- 50% plans and engineer's opinion of cost for each project in PDF format
- Design review meeting after the 50% submittal

TASK 8 90% DESIGN

Objective: Complete 90% design of improvements to Projects 4, 5, 7, 9, 10 and 11, culminating in plans, specifications, and engineer's opinion of cost for each project.

Based on the City's 50% review comments, a set of plans, specifications, and engineer's opinion of cost will be prepared for each project at the 90% design level. Specifications will use City of Ridgefield Standards and the "2018 Washington/APWA Standard Specifications for Public Works Construction". Special Provisions will be prepared, as needed, to address project work not adequately covered in the Standard specifications. The 90% design package will be submitted to the City for their review.

The 90% and Final plans will consist of the following sheets for each project, where relevant:

- Cover and Index of Sheets
- Notes and Legend
- Demolition and Erosion Control
- Improvement Plans
- Stormwater Main Plan and Profile
- Stormwater Outfall Plan
- Stormwater Planting Plan and Details
- Details

Task 8 Assumptions:

- Specifications will be based on Washington State Department of Transportation (WSDOT) format.
- City will provide front-end documents

Task 8 Deliverables:

- 90% plans, specifications, and engineer's opinion of cost for each project in PDF format

Task 9 Final Design

Objective: Complete final design of improvements to Projects 4, 5, 7, 9, 10 and 11, culminating in bid-ready contract documents and engineer's opinion of cost for each project.

Final plans, specifications, and an opinion of cost will be prepared for each project as a reproducible document set incorporating 90% review comments from the City. This task also includes time for updating the final design packages to be bid-ready.

Task 9 Assumptions:

- Bidding phase services are not included in this scope of work

Task 9 Deliverables:

- Final plans, specifications, and engineer's opinion of cost for each project in PDF format

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Fee Estimate
City of Ridgefield | Downtown Stormwater Enhancements
CIP Projects 4, 5, 7, 9, 10, 11
April 2020 | WE# 1500

											Subconsultants				Total
		AE	EM3	EM1	SE2	T3	A4	Wallis Labor	Expenses		AINW	ELS	GRI	KCD	Cost
		$143.50	$180.10	$167.90	$99.80	$109.90	$89.60								
Task 1	**Project Management and Administration**														
1.1	Project Management and Coordination	22		4			8	$ 4,545.40	$ 10.00	(M)		$ 7,150.00			$ 11,705.40
1.2	Stakeholder Involvement	6		4	12	22		$ 5,148.00							$ 5,148.00
1.3	Private Utility Coordination	2		6	60			$ 7,282.40							$ 7,282.40
	TASK 1 SUBTOTAL	**30**	**0**	**14**	**72**	**22**	**8**	**$ 16,975.80**	**$ 10.00**		**$ -**	**$ 7,150.00**	**$ -**	**$ -**	**$ 24,135.80**
Task 2	**Data Collection and Evaluation**														
2.1	Review of Existing Data	2		8	16			$ 3,227.00	$ 67.00	(M)					$ 3,294.00
2.2	Property Survey	2		6		12		$ 2,613.20						$ 9,383.00	$ 11,996.20
2.3	Topographic Base Mapping	4		6	12	48		$ 8,054.20						$ 11,715.00	$ 19,769.20
2.4	Phase 1 Environmental Site Assessment	2		8				$ 1,630.20					$ 12,426.00		$ 14,056.20
	TASK 2 SUBTOTAL	**10**	**0**	**28**	**28**	**60**	**0**	**$ 15,524.60**	**$ 67.00**		**$ -**	**$ -**	**$ 12,426.00**	**$ 21,098.00**	**$ 49,115.60**
Task 3	**Geotechnical Recommendations**														
3.1	Geotechnical Investigations and Report	1		10				$ 1,822.50					$ 15,190.00		$ 17,012.50
3.2	Infiltration Testing (Contingency Task)	1		2				$ 479.30					$ 7,658.00		$ 8,137.30
	TASK 3 SUBTOTAL	**2**	**0**	**12**	**0**	**0**	**0**	**$ 2,301.80**	**$ -**		**$ -**	**$ -**	**$ 22,848.00**	**$ -**	**$ 25,149.80**
Task 4	**Environmental Services**														
4.1	Environmental Delineation and Reports	2		4				$ 958.60				$ 6,050.00			$ 7,008.60
4.2	Local Permitting	2		2				$ 622.80				$ 15,950.00			$ 16,572.80
4.3	State Permitting	4		2				$ 909.80				$ 2,750.00			$ 3,659.80
4.4	Federal Permitting	8		4				$ 1,819.60				$ 13,750.00			$ 15,569.60
	TASK 4 SUBTOTAL	**16**	**0**	**12**	**0**	**0**	**0**	**$ 4,310.80**	**$ -**		**$ -**	**$ 38,500.00**	**$ -**	**$ -**	**$ 42,810.80**
Task 5	**Cultural Resource Services**														
5.1	Cultural Resources Study	2		4				$ 958.60			$ 12,540.00				$ 13,498.60
	TASK 5 SUBTOTAL	**2**	**0**	**4**	**0**	**0**	**0**	**$ 958.60**	**$ -**		**$ 12,540.00**	**$ -**	**$ -**	**$ -**	**$ 13,498.60**
Task 6	**Preliminary Design**														
6.1	Preliminary Design	36	6	12	40	42	12	$ 17,944.40							$ 17,944.40
	TASK 6 SUBTOTAL	**36**	**6**	**12**	**40**	**42**	**12**	**$ 17,944.40**	**$ -**		**$ -**	**$ -**	**$ -**	**$ -**	**$ 17,944.40**
Task 7	**50% Design**														
	Old Pioneer Way (Project 4)	4	1	4	12	10	2	$ 3,901.50							$ 3,901.50
	S. Riverview Drive (Project 5)	4	1	6	16	16	2	$ 5,295.90							$ 5,295.90
	Viewport Swale (Project 7)	4	1	4	12	10	2	$ 3,901.50							$ 3,901.50
	Gee Creek Loop (Project 9)	4	1	4	12	10	2	$ 3,901.50							$ 3,901.50
	Lake River Outfall (Project 10)	4	1	4	12	14	2	$ 4,341.10							$ 4,341.10
	Abrams Park (Project 11)	4	1	6	16	16	2	$ 5,295.90							$ 5,295.90
	TASK 7 SUBTOTAL	**24**	**6**	**28**	**80**	**76**	**12**	**$ 26,637.40**	**$ -**		**$ -**	**$ -**	**$ -**	**$ -**	**$ 26,637.40**
Task 8	**90% Design**														
	Old Pioneer Way (Project 4)	2	1	2	20	30	6	$ 6,633.50							$ 6,633.50
	S. Riverview Drive (Project 5)	4	1	4	24	36	6	$ 8,314.90							$ 8,314.90
	Viewport Swale (Project 7)	2	1	2	20	30	6	$ 6,633.50							$ 6,633.50
	Gee Creek Loop (Project 9)	2	1	4	20	30	6	$ 6,969.30							$ 6,969.30
	Lake River Outfall (Project 10)	4	1	4	24	30	6	$ 7,655.50							$ 7,655.50
	Abrams Park (Project 11)	2	1	4	24	36	6	$ 8,027.90							$ 8,027.90
	TASK 8 SUBTOTAL	**16**	**6**	**20**	**132**	**192**	**36**	**$ 44,234.60**	**$ -**		**$ -**	**$ -**	**$ -**	**$ -**	**$ 44,234.60**
Task 9	**Final Design**														$ -
	Old Pioneer Way (Project 4)	2	1	6	16	20	4	$ 5,627.70							$ 5,627.70
	S. Riverview Drive (Project 5)	4	1	8	16	24	4	$ 6,690.10							$ 6,690.10
	Viewport Swale (Project 7)	2	1	6	16	22	4	$ 5,847.50							$ 5,847.50
	Gee Creek Loop (Project 9)	2	1	6	16	20	4	$ 5,627.70							$ 5,627.70
	Lake River Outfall (Project 10)	4	1	6	16	22	4	$ 6,134.50							$ 6,134.50
	Abrams Park (Project 11)	2	1	8	16	24	4	$ 6,403.10							$ 6,403.10
	TASK 9 SUBTOTAL	**16**	**6**	**40**	**96**	**132**	**24**	**$ 36,330.60**	**$ -**		**$ -**	**$ -**	**$ -**	**$ -**	**$ 36,330.60**
	Project Subtotal Including Contingency Task	**152**	**24**	**170**	**448**	**524**	**92**	**$ 165,218.60**	**$ 77.00**		**$ 12,540.00**	**$ 45,650.00**	**$ 35,274.00**	**$ 21,098.00**	**$ 279,857.60**

Depending on availability, actual staff usage may not match the above estimated hours breakdown. Billing rates for all staff are listed in the Rate Schedule.

FEE SUMMARY	
Wallis Labor	$ 165,218.60
Wallis Expenses	$ 77.00
(M) = Mileage at current IRS Rate, (P) = Printing	
Subconsultants	
AINW	$ 12,540.00
ELS	$ 45,650.00
GRI	$ 35,274.00
KCD	$ 21,098.00
NOTE: Fee includes 10% markup	
TOTAL BUDGET	**$ 279,857.60**

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Printed: 4/30/2020

wallis
*engineering

RATE SCHEDULE

Rate Schedule good through December, 31, 2021

Title	Range	
Associate Engineer	$143.50	$143.50
Senior Engineer	$196.40	$196.40
Engineering Manager I - VI	$167.90	$193.40
Project Engineer I - IX	$119.10	$165.90
Staff Engineer I - IV	$96.70	$117.10
Engineering Intern I - III	$60.10	$66.20
Designer	$114.00	$138.40
Construction Manager	$127.20	$127.20
Inspector	$89.60	$104.90
Technician I-IV	$79.40	$116.00
Administrative I – VI	$47.90	$105.90

These hourly rates include in-house office expenses, photocopying, and other incidental items. Mileage will be reimbursed at the current standard IRS rate. Outside expenses will be billed at cost plus 10%.

wallis *engineering

EXHIBIT B: SCOPE OF WORK

City of Ridgefield | Downtown Stormwater Enhancements: CIP Project 8

April 2020 | WE#1500B

PROJECT A BACKGROUND

The City of Ridgefield's 2018 Stormwater Management Plan identified seven capital projects in the downtown core. This area of the City is comprised of older development, built prior to modern stormwater treatment requirements, and storm sewers discharge directly to Gee Creek and Lake River without treatment. The City received a Public Works Trust Fund loan in 2019 for design and permitting of the projects.

This scope of work includes only Project 8 of the seven projects in order to keep its costs separate from the other projects for future funding considerations. The project includes:

- CIP Project 8 (N. Simons Street) would reduce flooding and provide water quality treatment with new catch basins, storm main, water quality treatment facility, and upgrades to existing outfall into Gee Creek.

GENERAL SCOPE OF PROJECT

This scope of work will include providing project management, survey, design, cultural resources permitting, environmental permitting services, and preliminary design for CIP Project 8 (N. Simons Street).

A separate scope of work (Exhibit A) has been prepared for the other Downtown Stormwater Enhancement projects, which includes submittals common to all seven projects funded by the Public Works Trust Fund loan.

Submittals associated with this project (Project 8) will be common to submittals for the other Downtown Stormwater Enhancement projects. Costs attributed solely to this project are separated out in this scope of work, though submittals will largely be common to the larger Downtown Stormwater Enhancements project included in Exhibit A.

This scope of work does not include right-of-way services or final design.

CONTRACT DURATION

Contract term shall be from the date contract is fully executed until June 30, 2021.

PROJECT TEAM

Wallis Engineering will serve as the prime consultant for this project, leading a team of subconsultants to complete all the services identified in the specific scope of work. The project team is listed below, with the responsibilities they will complete.

Consultant	*Responsibilities*
Wallis Engineering (Wallis)	Civil Engineering
KC Development (KC)	Surveying
Geotechnical Resources Inc. (GRI)	Geotechnical Engineering
Ecological Land Solutions (ELS)	Environmental Permitting
AINW	Archaeological Services

SPECIFIC SCOPE OF WORK

TASK 1 PROJECT MANAGEMENT AND ADMINISTRATION

Objective: Provide project management, coordination, and direction of the design team to complete the project. Establish quality control management and designate responsibility of technical work deliverables and products.

Task 1.1 Project Management and Coordination

We will provide comprehensive project management to ensure that the project scope, schedule, and budget are met. This subtask includes the following work by Wallis Engineering:

- Preparation and ongoing monitoring of a project budget and schedule.
- Scope change management.
- Coordinate between tasks and team members.
- Manage quality control review of all work activities and project deliverables.
- Monthly progress reports to be submitted with billings.
- Facilitate project kickoff meeting, providing materials, agenda, and minutes as appropriate

Task 1.2 Stakeholder Involvement

Wallis will support the City's stakeholder involvement efforts as requested by the City.

We will prepare property exhibits for property directly affected by project improvements. Each exhibit will show existing public right-of-way and private property lines, the proposed improvements, proposed right-of-way or easement changes, and an aerial photo background. We anticipate one property exhibit will be prepared.

Work may also include attendance at one meeting with property owners, as requested by the City.

Task 1.3 Private Utility Coordination

We will coordinate with private utilities, including power, phone, cable, and gas companies, identifying potential conflicts and necessary private utility relocations. Private utilities in the project area may include: Clark PUD, Century Link, Frontier, Wave, Comcast, and NW Natural Gas.

Task 1 Deliverables:

- Project schedule and budget, updated monthly
- Monthly progress and status reports
- Monthly invoices
- Utility coordination log
- (1) property exhibit for private property

TASK 2 DATA COLLECTION AND EVALUATION

Objective: Complete background information review and data collection for to support design of proposed improvements.

Task 2.1 Review of Existing Data

Review available background information relating to this project. The anticipated information includes:

- Available asbuilt drawing information
- Stormwater model data from Stormwater Master Plan

Task 2.2 Property Survey

KC Development (KCD) will complete a survey of easements, boundaries, and right of way for Project 8 (N. Simons Street). This work will include the following tasks:

- Researching lot, easement, and right of way boundaries
- Location of existing and controlling lot, centerline, and right of way monumentation
- Establishing linework and base for topographic survey

Task 2.3 Topographic Base Map

KCD will order utility locates via One-Call, provide detailed mapping of features, and prepare a topographic and boundary survey base map for the project. KCD will complete a surface and field topographic and boundary survey within the project limits and prepare a topographic survey base map in AutoCAD version 2019 format for use in design. Survey work will include:

- Surfacing, structures and surface features
- Contours at 1-foot elevations with active surface in Civil 3D 2018
- Utilities with inverts for sanitary sewer and storm structures
- Trees and larger vegetation
- Waterbodies
- Location of environmental areas as flagged by Ecological Land Services

The survey base map will be updated as necessary to include locations of archeological, wetland, and geotechnical flagging.

Task 2.4 Phase 1 Environmental Site Assessment

GRI will complete a Phase 1 Environmental Site Assessment (ESA) for the Downtown Stormwater Enhancement projects, which will include work for this project. This will include review of available information regarding geologic, groundwater, and environmental conditions; review of historical aerial photographs, historical city directories, and Sanborn maps for indications of potential groundwater or soil issues; and listings of government agency file records for potential contaminant sources in the project area. They will also complete a physical reconnaissance of the site for indications of potential contamination. This work will be the ASTM standard E 1527-13 and will be conducted in compliance with the Federal All Appropriate Inquiries rule.

Soil samples will be collected from the upper ten feet of the boring collected as part of geotechnical investigations, and analyzed for chemicals of contaminant interest.

GRI will evaluate the compiled information to assess the likelihood that soil or groundwater contamination exists to the project site, or close enough to the site to induce measurable effects. The results of the Phase 1 ESA will be summarized in a single report which will cover all of the seven project locations, including this project. The report will document findings and conclusions, and if warranted, provide recommendations for additional assessment.

Task 2 Assumptions:

- Right of entry will be granted for work on private properties
- Survey will be based off the NGVD 1929(47) datum per the City's standards
- City will provide GIS information and available asbuilts or survey for use by Wallis Engineering.

Task 2 Deliverables:

- Base maps in AutoCAD and PDF format for Project 8
- Phase I ESA (note: there will be no separate Phase I ESA submittal for Project 8; work will be included in overall ESA completed in the Exhibit A scope for Downtown Stormwater Enhancements: CIP Projects 4, 5, 7, 9, 10, 11)

TASK 3 GEOTECHNICAL RECOMMENDATIONS

Objective: Complete geotechnical investigations and reporting to support selection of design alternatives and preliminary design.

Task 3.1 Geotechnical Investigations and Report

To characterize subsurface soil and groundwater conditions, GRI will complete geotechnical investigations for Project 8 (North Simons Street) consisting of one rotosonic boring using a track-mounted Rotosonic drill rig equipped with 6-inch diameter casing. The large diameter core will allow better evaluation of risk associated with encountering cobbles and boulders. The boring will be completed to a maximum depth of 90 feet within public right-of-way at the top of the steep slope leading from the upland area to Gee Creek.

Laboratory testing will be completed on samples taken from the boring, to provide data on relevant physical characteristics of the subsoils. GRI will analyze and make specific recommendations concerning general earthwork, trenching conditions and considerations, temporary shoring and dewatering considerations, and trenchless design considerations for the proposed pipeline alignment. These recommendations will be included in a geotechnical technical memorandum for the larger Downtown Stormwater Enhancements: CIP Projects 4, 5, 7, 9, 10, 11.

Task 3 Assumptions:

- Preferred pipeline alignment will be determined prior to the start of geotechnical exploration
- Boreholes will be decommissioned per WA State regulations, and when in paved ROW
- No piezometers will be installed as part of this work; groundwater level will be measured at time of drilling
- City will provide a no-fee ROW permit for the exploration work
- Private property access approval will be obtained by the City
- No separate geotechnical technical memorandum will be completed for this scope of work; recommendations will be included in the memo completed for the Exhibit A scope for Downtown Stormwater Enhancements: CIP Projects 4, 5, 7, 9, 10, 11.

TASK 4 ENVIRONMENTAL SERVICES

Objective: Complete delineations and flagging of environmentally-sensitive areas in order to facilitate alternative selection and other design considerations. Complete reporting and environmental permitting in order to allow construction of proposed improvements.

Task 4.1 Environmental Delineation and Reports

Ecological Land Services (ELS) will delineate and flag wetland and streams adjacent to Project 8 (North Simons Street). They will prepare one critical areas report for all the Downtown Stormwater Enhancement projects, in accordance with City of Ridgefield codes. This report submittal is included in the Exhibit A scope for Downtown Stormwater Enhancements: CIP Projects 4, 5, 7, 9, 10, 11.

Task 4.2 Local Permitting

ELS will complete reports and figures in order to support local permitting efforts. This will include the following efforts:

- Shoreline Management narrative in order to support obtaining a Shoreline Management Permit from the City of Ridgefield.
- Wetland and/or Stream Mitigation Plan

Task 4.3 State Permitting

ELS will prepare documents for Washington Department of Fish and Wildlife's (WDFW) Hydraulic Project Approval (HPA).

Task 4.4 Federal Permitting

ELS will prepare JARPA and US Army Corps of Engineers Nationwide permit. They will also write a biological assessment for ESA consultations with the National Marine Fisheries Service and WDFW, and work with these agencies to complete the consultations. This task will also include coordination with the design team and the US Army Corps of Engineers.

Task 4 Assumptions:

- City will pay all permitting application fees and costs
- No environmental violations exist for the project properties
- Right of entry will be permitted for all project areas within private property

Task 4 Deliverables:

- Shoreline Management narrative
- Wetland and/or Stream Mitigation Plan
- JARPA
- Biological Assessment

TASK 5 CULTURAL RESOURCE SERVICES

Objective: Complete cultural resource assessments in order to facilitate alternative selection and other design considerations. Complete cultural resource report and permitting services in order to allow construction of proposed improvements.

AINW will prepare an EZ1 for submittal to the PWB. This form will describe the project and study methodology and will include a map. The EZ1 form will also be sent to the Department of Archaeology and Historic Preservation (DAHP) and appropriate Tribes.

If requested by DAHP or the tribes (assumed likely), AINW will complete an archaeological survey. This work will include a background review, field survey consisting of walking pedestrian transects and excavating shovel tests where needed, and preparation of a report.

The results of the study will be prepared as a draft report for the City's review. Review comments will be incorporated into the final report and the final technical report will be provided for the City's submittal to PWB, DAHP, and Tribes. AINW will be available to assist in the coordination of the distribution of the report.

Task 5 Assumptions:

- Two to three shovel tests will be completed
- No artifacts will be collected, if encountered.
- No separate cultural resources report will be completed for this project; this project will be included in the cultural resources report submitted as part of the Exhibit A scope for Downtown Stormwater Enhancements: CIP Projects 4, 5, 7, 9, 10, 11

TASK 6 PRELIMINARY DESIGN

Objective: Complete preliminary design of improvements to provide a basis of design. Preliminary design will incorporate limits of environmentally-sensitive areas and surveyed cultural resources (if present).

Task 6.1 Preliminary Design

Preliminary design will be completed for CIP Project 8. Work will include basin analysis with WWHM using existing and proposed conditions. A Stormwater Facility Design Report will summarize the efforts of preliminary design, describe recommended improvements and sizing, discuss and compare alternatives, and estimate project costs.

Task 6 Assumptions:

- Stormwater modeling will be completed with basin modeling will be completed with WWHM
- Design of stormwater BMPs will be based on the Stormwater Management Manual for Western Washington.

Task 6 Deliverables:

- Stormwater Facility Design Report – North Simons Street (Project 8)

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Fee Estimate

City of Ridgefield | Downtown Stormwater Enhancements
CIP Project 8
April 2020 | WE# 1500

										Subconsultants				Total
		AE	EM1	SE2	T3	A4	Wallis Labor	Expenses		AINW	ELS	GRI	KCD	Cost
		$143.50	$167.90	$99.80	$109.90	$89.60								
Task 1	**Project Management and Administration**													
1.1	Project Management and Coordination	2				8	$ 1,003.80	$ 10.00	(M)	$ -	$ -	$ -	$ -	$ 1,013.80
1.2	Stakeholder Involvement	2	2	2	4		$ 1,262.00	$ -		$ -	$ -	$ -	$ -	$ 1,262.00
1.3	Private Utility Coordination	2	4	8			$ 1,757.00	$ -		$ -	$ -	$ -	$ -	$ 1,757.00
	TASK 1 SUBTOTAL	**6**	**6**	**10**	**4**	**8**	**$ 4,022.80**	**$ 10.00**		**$ -**	**$ -**	**$ -**	**$ -**	**$ 4,032.80**
Task 2	**Data Collection and Evaluation**													
2.1	Review of Existing Data	2	4	8			$ 1,757.00	$ 67.00	(M)	$ -	$ -	$ -	$ -	$ 1,824.00
2.2	Property Survey	1	2	2	2		$ 898.70	$ -		$ -	$ -	$ -	$ 1,991.00	$ 2,889.70
2.3	Topographic Base Map	2	6	1	12		$ 2,713.00	$ -		$ -	$ -	$ -	$ 1,848.00	$ 4,561.00
2.4	Phase 1 Environmental Site Assessment	1	2	2			$ 678.90	$ -		$ -	$ -	$ 2,071.00	$ -	$ 2,749.90
	TASK 2 SUBTOTAL	**6**	**14**	**13**	**14**	**0**	**$ 6,047.60**	**$ 67.00**		**$ -**	**$ -**	**$ 2,071.00**	**$ 3,839.00**	**$ 12,024.60**
Task 3	**Geotechnical Recommendations**													
3.1	Geotechnical Investigations and Report	2	8				$ 1,630.20	$ -		$ -	$ -	$ 22,076.00	$ -	$ 23,706.20
	TASK 3 SUBTOTAL	**2**	**8**	**0**	**0**	**0**	**$ 1,630.20**	**$ -**		**$ -**	**$ -**	**$ 22,076.00**	**$ -**	**$ 23,706.20**
Task 4	**Environmental Services**						$ -							$ -
4.1	Environmental Delineation and Reports	1					$ 143.50	$ -		$ -	$ 2,750.00	$ -	$ -	$ 2,893.50
4.2	Local Permitting	1					$ 143.50	$ -		$ -	$ 6,600.00	$ -	$ -	$ 6,743.50
4.3	State Permitting	1					$ 143.50	$ -		$ -	$ 1,650.00	$ -	$ -	$ 1,793.50
4.4	Federal Permitting	1					$ 143.50	$ -		$ -	$ 8,250.00	$ -	$ -	$ 8,393.50
	TASK 4 SUBTOTAL	**4**	**0**	**0**	**0**	**0**	**$ 574.00**	**$ -**		**$ -**	**$ 19,250.00**	**$ -**	**$ -**	**$ 19,824.00**
Task 5	**Cultural Resource Services**													
5.1	Cultural Resources Study	2					$ 287.00	$ -		$ 3,420.00		$ -	$ -	$ 3,707.00
	TASK 5 SUBTOTAL	**2**	**0**	**0**	**0**	**0**	**$ 287.00**	**$ -**		**$ 3,420.00**	**$ -**	**$ -**	**$ -**	**$ 3,707.00**
Task 6	**Preliminary Design**													
6.1	Preliminary Design	4	8	12	8	3	$ 4,442.90							$ 4,442.90
	TASK 6 SUBTOTAL	**4**	**8**	**12**	**8**	**3**	**$ 4,442.90**	**$ -**		**$ -**	**$ -**	**$ -**	**$ -**	**$ 4,442.90**
	Project Subtotal	**20**	**28**	**23**	**18**	**8**	**$12,561.60**	**$77.00**		**$ 3,420.00**	**$ 19,250.00**	**$ 24,147.00**	**$ 3,839.00**	**$ 63,294.60**

Depending on availability, actual staff usage may not match the above estimated hours breakdown. Billing rates for all staff are listed in the Rate Schedule.

FEE SUMMARY	
Wallis Labor	$12,561.60
Wallis Expenses	$ 77.00
(M) = Mileage at current IRS Rate, (P) = Printing	
Subconsultants	
AINW	$ 3,420.00
ELS	$ 19,250.00
GRI	$ 24,147.00
KCD	$ 3,839.00
NOTE: Fee includes 10% markup	
TOTAL BUDGET	**$ 63,294.60**

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Printed: 4/30/2020

Attachment: Exhibit B Scope Fee 1500A Downtown Stormwater R1 (Award of Downtown Stormwater Enhancements Design Contact)

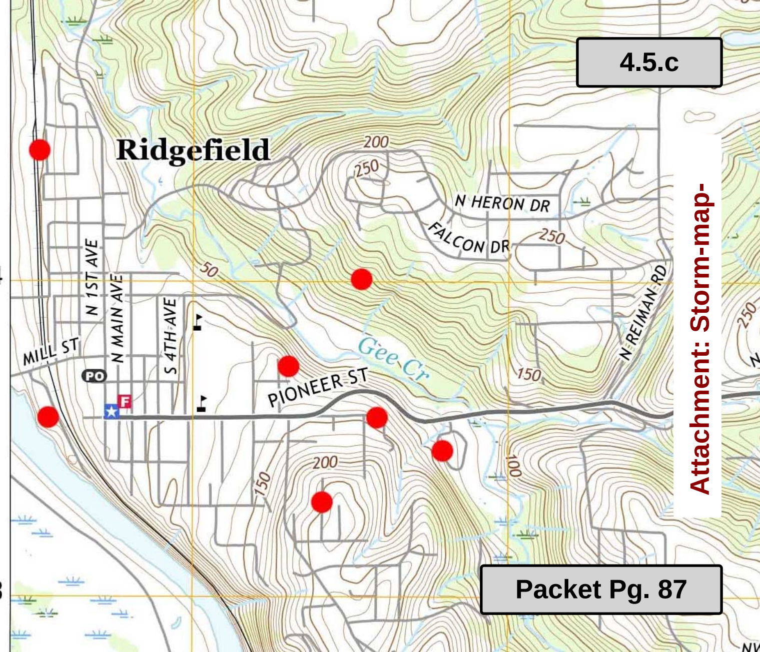
wallis
*engineering

RATE SCHEDULE

Rate Schedule good through December, 31, 2021

Title	Range	
Associate Engineer	$143.50	$143.50
Senior Engineer	$196.40	$196.40
Engineering Manager I - VI	$167.90	$193.40
Project Engineer I - IX	$119.10	$165.90
Staff Engineer I - IV	$96.70	$117.10
Engineering Intern I - III	$60.10	$66.20
Designer	$114.00	$138.40
Construction Manager	$127.20	$127.20
Inspector	$89.60	$104.90
Technician I-IV	$79.40	$116.00
Administrative I – VI	$47.90	$105.90

These hourly rates include in-house office expenses, photocopying, and other incidental items. Mileage will be reimbursed at the current standard IRS rate. Outside expenses will be billed at cost plus 10%.


Ridgefield
200
250
N HERON DR
FALCON DR
250
50
N 1ST AVE
N MAIN AVE
S 4TH AVE
N REIMAN RD
MILL ST
PO
Gee Cr
PIONEER ST
150
F
200
150
100
250