



**RIDGEFIELD CITY COUNCIL
MEETING AGENDA**

**Thursday, April 23, 2020
Teleconference
N/A, Ridgefield, WA 98604**

- I. GENERAL SESSION CALL TO ORDER - 6:30 PM**
 - 1. Roll Call
 - 2. Late changes to the agenda
- II. CONSENT AGENDA**
 - 1. Approval of Claims And/Or Payroll
 - 2. Approval of Minutes from the April 9, 2020 Meeting
- III. BUSINESS**
 - 1. Motion - Approval of Amendment to Continuing Operations Plan - Steve Stuart, City Manager
 - 2. Motion - Approval of Amendment to Building & Construction Order - Steve Stuart, City Manager
 - 3. First Reading of Ordinance No. 1316 – 2020 Budget Amendment - Kirk Johnson, Finance Director
 - 4. Motion - Award of I-5 South Connection Planning Contract - Bryan Kast, Public Works Director
 - 5. Motion - Award of Refuge Park Improvements Project - Bryan Kast, Public Works Director
- IV. COUNCIL/PRESIDING OFFICER/STAFF REPORTS**
 - 1. Council
 - 2. Mayor
 - 3. City Manager
- V. 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: April 23, 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: April 23, 2020 Claims Report (PDF)

City of Ridgefield
Claims Payment Report
For Approval on: April 23, 2020

2.1.a

Sum of Amount					
Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total
ACCELA INC.	2779	200421926	Public Works	Customer Web ACH Fees	359.60
ACCELA INC. Total					359.60
ARAMARK UNIFORM SERVICES	32	864437641	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
		864437640	Community Development	CDD/PW/FIN Floor Mats	3.90
			Genl Govt/Facilities	PW Floor Mats	1.99
				PW Uniforms	1.11
			Public Works	PW Floor Mats	26.59
				PW Uniforms	26.62
			ARAMARK UNIFORM SERVICES Total		
ASSOCIATED CONSULTANTS INC.	1030	19-230-02	Community Development	Ridgefield Elementray School Plan Review	1,876.25
		19-204-03	Community Development	CRESA Water Tank Antenna Plan Review	831.25
		19-205-02	Community Development	Brewed Awakening Plan Review	403.75
		18-152A-01	Community Development	Grocery Outlet Storage Racks Plan Review	593.75
		20-110a-01	Community Development	Mill Plain Elect. Headquarters Plan review	2,897.50
		20-101b-01	Community Development	Pioneer Village Bldg 4 Plan Review	1,235.00
		20-101a-01	Community Development	Pioneer Village Bldg 2	1,615.00
		19-257-02	Community Development	MOD Pizza Plan Review	546.25
		18-153A-01	Community Development	Bed Tech Storage Racks Plan Review	546.25
		ASSOCIATED CONSULTANTS INC. Total			
B AND L PAPER COMPANY	2165	30909	Genl Govt/Facilities	PW/RACC Gloves	16.94
			Public Works	PW/RACC Gloves	226.68
			Community Development	PW/RACC Gloves	48.73
B AND L PAPER COMPANY Total					292.35
BLUEFIN PAYMENT SYSTEMS	2827	2827-20200423B	Public Works	Citizen Payment Fees - March 2020	2,899.77
		2827-20200423A	Public Works	Citizen Payment Fees - March 2020	24.92
BLUEFIN PAYMENT SYSTEMS Total					2,924.69
BOSTEC INC.	3023	41535	Public Safety	Breath Alcohol Testing Supplies	221.14
BOSTEC INC. Total					221.14
CFM STRATEGIC COMMUNICATIONS INC.	2551	25465	Genl Govt/Facilities	Lobbyist - March 2020	5,200.00
CFM STRATEGIC COMMUNICATIONS INC. Total					5,200.00
CITY OF RIDGEFIELD	95	PLZ-20-0017	Parks	Boyse Final Plat	500.00
CITY OF RIDGEFIELD Total					500.00
CLARK COUNTY	102	CI013786	Judicial	Q1 2020 - Jurisdiction Cases	80.00

Attachment: April 23, 2020 Claims Report (Approval of Claims And/Or Payroll)

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CLARK COUNTY	102	CI013807	Public Safety	Q1 2020 - MDC's/Netmotion Support	5,356.24
		CI013725	Public Safety	Q2 2020 - CRESA Emergency Mngmt. Fees	2,468.25
		CI013741	Public Safety	2nd Qtr Dispatching & Radio Fees	19,695.50
CLARK COUNTY Total					27,599.99
CLARK COUNTY FIRE DISTRICT #5	104	10359	Genl Govt/Facilities	Safety Consortuim - 2nd qtr 2020	74.39
			Public Works	Safety Consortuim - 2nd qtr 2020	994.36
CLARK COUNTY FIRE DISTRICT #5 Total					1,068.75
CLARK COUNTY TITLE	1603	CL196094	Parks	Boyse Property Purchase	202,039.60
CLARK COUNTY TITLE Total					202,039.60
CLARK COUNTY TREASURERS OFFICE	554	SIF032020	Genl Govt/Facilities	Monthly Impact Fees	301,772.75
CLARK COUNTY TREASURERS OFFICE Total					301,772.75
CLARK PUBLIC UTILITIES	110	7122-944-7-20200423	Public Works	512 N Allen Dr - Electricity	26.83
		7207-402-4-20200423	Public Works	1504 NW Intertie 3 - Water	697.36
		7525-350-0-2020	Public Works	Light Pole Install - 2312 S Sauk Way	2,050.58
		7529-985-9-2020	Public Works	Light Pole Install - 3142 N Canyon Cir	2,703.69
		7529-895-0-2020	Public Works	Light Pole Install - 3120 S 2nd St	2,059.48
		7516-979-7-20200423	Public Works	(blank)	109.26
		7453-365-4-20200423	Public Works	535 N Abrams Park Rd.	49.86
		7503-626-9-20200423	Public Works	337 S Royal Rd.	135.30
		7123-806-7-20200423	Public Works	Pioneer St. & Gee Creek Loop - Electricity	27.23
		7448-974-1-20200423	Public Works	N 35th Ave and Pioneer St	60.62
		7126-408-9-20200423	Public Works	2300 N 3rd Way Bellwood Trail Lights	33.52
		7207-403-2-20200423	Public Works	911 N 65th Ave Intertie 2 - Water	103.84
		7207-401-6-20200423	Public Works	800 NE 264 St Intertie 1 - Water	626.99
		7124-838-9-20200423	Public Works	Overlook Park - Electricity	78.98
		7516-978-9-20200423	Public Works	SR/Pioneer ST & S 65 AVE	56.21
		7122-942-1-20200423	Public Works	3701 N 3rd Cir - Electricity	26.98
CLARK PUBLIC UTILITIES Total					8,846.73
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
		032895-000-20200423	Public Works	Abrams Park Restrooms - Sewer	91.12
CLARK REGIONAL WASTEWATER DISTRICT Total					577.35
CLEAN WORLD MAINTENANCE INC	3105	44819	Genl Govt/Facilities	Janitorial Services - City Hall	189.40
		44826	Public Safety	PD Sanitization	227.28

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CLEAN WORLD MAINTENANCE INC Total					416.68
Coco Vince & Elena	UB*00328	(blank)	Genl Govt/Facilities	Refund Check 007978-000 1612 S Dusky Dr	1,500.00
Coco Vince & Elena Total					1,500.00
COMCAST	2271	2271-202004-230	Genl Govt/Facilities	Internet Services - City Hall	300.17
		2271-202004-116	Public Safety	PD Communications	348.01
COMCAST Total					648.18
DATEC INC	136	34544	Public Safety	PD Vehicle Printer/Headrest Mount	998.91
DATEC INC Total					998.91
E2 LAND USE PLANNING SERVICES LLC	485	0485-20200423	Community Development	Planning Consulting Services	8,531.25
E2 LAND USE PLANNING SERVICES LLC Total					8,531.25
EXCAVATOR RENTAL SERVICES LLC	2885	39226	Genl Govt/Facilities	Legislative Breakfast - Rental Supplies	572.89
EXCAVATOR RENTAL SERVICES LLC Total					572.89
FACILITRON INC	3472	7U73L7K6OH9U	Genl Govt/Facilities	State of the City Reservation	120.75
FACILITRON INC Total					120.75
FERGUSON ENTERPRISES INC # 8423	181	0864289-1	Genl Govt/Facilities	Water Meters	(747.26)
			Public Works	Water Meters	9,643.26
FERGUSON ENTERPRISES INC # 8423 Total					8,896.00
FIDELITY NATIONAL TITLE	677	0677-20200423	#N/A	Earnest Money - PW Ops Center Purchase	150,000.00
FIDELITY NATIONAL TITLE Total					150,000.00
GRAINGER	206	9482330843	Public Works	Abrams Park Well 11 - Supplies	329.32
GRAINGER Total					329.32
GRAY AND OSBORNE INC	207	19273.00-8	Public Works	Junction VFD Upgrade Project	1,613.28
		19234.00-15	Public Works	Water System Plan update	1,307.36
		18274.00-22	Public Works	Abrams Park Well 11 Prelim Design/Well Drill	5,824.83
GRAY AND OSBORNE INC Total					8,745.47
HARRY'S LAWN AND POWER EQUIPMENT	214	176310	Public Works	Equip Maint - Parks	24.50
		176284	Public Works	Parks/Water Equip Maint	248.85
HARRY'S LAWN AND POWER EQUIPMENT Total					273.35
HOME DEPOT CREDIT CARD SERVICES	1805	8525843	Public Works	Parks Operational Supplies	397.52
		2604058	Public Works	Parks Oper Supplies/Equip Maint.	113.32
		2091780	Public Works	Parks Operational Supplies	21.64
		9042181	Public Works	Parks Tools	36.22
HOME DEPOT CREDIT CARD SERVICES Total					568.70
INTERMEDIA.NET INC	2187	2004078790	Information Technology	Voice Services - March 2020	85.19
INTERMEDIA.NET INC Total					85.19
JANEAN Z PARKER	2199	75	Community Development	Legal Services - March 2020	700.00
			Parks	Legal Services - March 2020	1,100.00
			#N/A	Legal Services - March 2020	100.00
			Legal	Legal Services - March 2020	1,500.00
JANEAN Z PARKER Total					3,400.00

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KEITH'S SPORTING GOODS INC.	3049	04102020RPD	Genl Govt/Facilities Public Safety	Glock 17 and Sights Streamlight TLR-1HL Glock 17 Aimpoint Patrol Rifle Optic	(146.16) 303.52 1,095.92 486.72
KEITH'S SPORTING GOODS INC. Total					1,740.00
LARCH CORRECTIONS CENTER	2088	LCC2003.835	Public Works	Community Work Crew - March 2020	504.28
LARCH CORRECTIONS CENTER Total					504.28
LINKO TECHNOLOGY INC.	3337	6978	Genl Govt/Facilities Public Works	Web Tests - March 2020 Web Tests - March 2020	(18.14) 234.14
LINKO TECHNOLOGY INC. Total					216.00
MARIUS L MALATTIA	1817	135	Community Development	Design Reviews - March 2020	2,697.50
MARIUS L MALATTIA Total					2,697.50
MINUTEMAN PRESS (NORTH)	3278	2043	Council	Name Badges - Council	30.40
MINUTEMAN PRESS (NORTH) Total					30.40
MJB CONSULTING INC	3117	1905 1899	Genl Govt/Facilities Genl Govt/Facilities	State Lobbyist - April 2020 State Lobbyist - March 2020	2,500.00 2,500.00
MJB CONSULTING INC Total					5,000.00
NAPA AUTO PARTS	498	174221 173568 172816 174154	Genl Govt/Facilities Public Works Genl Govt/Facilities Public Works Genl Govt/Facilities Public Works Genl Govt/Facilities Public Works	PW Shop Supplies/Vehicle Maint PW Shop Supplies/Vehicle Maint Vehcile Maint - PW/Storm Vehcile Maint - PW/Storm Vehicle Maint - Johnson/Brunson Vehicle Maint - Johnson/Brunson Vehicle Maint - 97 Chevy Vehicle Maint - Arends Vehicle Maint - 97 Chevy Vehicle Maint - Arends	5.30 70.79 3.15 81.26 0.94 14.66 0.70 9.31 9.44 27.92
NAPA AUTO PARTS Total					223.47
NORTHWEST NATURAL GAS	315	8578-7-20200423 1000591-6-20200423 8817-9-20200423	Public Works Public Safety Genl Govt/Facilities	PW Shop - Natural Gas Police Department - Natural Gas City Hall - Natural Gas	170.52 52.88 201.42
NORTHWEST NATURAL GAS Total					424.82
ONE CALL CONCEPTS	326	39092	Public Works	Excavation Notif/Model Ticket Delivery - March 2020	241.56
ONE CALL CONCEPTS Total					241.56
ON-HOLD CONCEPTS INC	2217	507187	Information Technology	On Hold Music Service	24.95
ON-HOLD CONCEPTS INC Total					24.95
OTAK INC.	1787	42000017	Genl Govt/Facilities	Discovery Corridor Economic Vision	597.20
OTAK INC. Total					597.20
PACIFIC LANDSCAPE SERVICES INC	3471	40193	Public Works	Tree Removal - Dog Park	325.00
PACIFIC LANDSCAPE SERVICES INC Total					325.00

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PACIFIC POWER GROUP	819	485877-00	Public Works	Generator Repair - Abrams Park	2,831.56
PACIFIC POWER GROUP Total					2,831.56
PATRICK HILDRETH BRAND AND DESIGN	2372	1645	Genl Govt/Facilities	Professional Design & Web Maintenance	1,025.00
PATRICK HILDRETH BRAND AND DESIGN Total					1,025.00
PIONEER PEST MANAGEMENT	2040	348117	Genl Govt/Facilities	Pest Management - City Hall	129.00
PIONEER PEST MANAGEMENT Total					129.00
PUBLIC SAFETY TESTING	354	2020-0189	Public Safety	1st Qtr 2020 Subscription Fees	125.00
		PSTI20-63	Public Safety	Background Checks & Investigation Reports	4,151.30
PUBLIC SAFETY TESTING Total					4,276.30
RICK BUCKNER POLYGRAPH	1092	20200330	Public Safety	Polygraph Testing	300.00
RICK BUCKNER POLYGRAPH Total					300.00
RIDGEFIELD HARDWARE	376	0376-20200423	Genl Govt/Facilities	Oper Supplies - PW	13.13
				Oper Supplies - City Hall	66.47
			Public Safety	Oper Supplies - PD	100.90
			Public Works	Oper Supplies - PW	175.59
				Oper Supplies - Parks	447.18
				Oper Supplies - Well 11	6.11
				Oper Supplies - Streets	44.63
				Oper Supplies - Water	25.35
				Maint - Abrams Park Stage	35.27
				Tools - Water	36.10
RIDGEFIELD HARDWARE Total					950.73
RIDGEFIELD SCHOOL DISTRICT	378	1001900062	Genl Govt/Facilities	RACC Operating Expense - Janitorial	221.30
				RACC Operating Expense - Garbage	18.62
				RACC Operating Expense - Janitorial Supplies	2.71
				RACC Operating Expense - Electricity	348.02
				RACC Operating Expense - Wastewater	8.14
			Public Works	RACC Operating Expense - Janitorial	190.53
				RACC Operating Expense - Garbage	16.02
				RACC Operating Expense - Janitorial Supplies	36.28
				RACC Operating Expense - Electricity	299.63
				RACC Operating Expense - Wastewater	7.01
			Community Development	RACC Operating Expense - Janitorial	799.42
				RACC Operating Expense - Garbage	67.26
				RACC Operating Expense - Janitorial Supplies	39.00
				RACC Operating Expense - Electricity	1,257.22
				RACC Operating Expense - Wastewater	29.39
		1001900046	Public Works	RORC Operating Costs - Jan 2020	7,080.20
RIDGEFIELD SCHOOL DISTRICT Total					10,420.75
RJM EQUIPMENT SALES INC.	3410	4949	Public Works	Tools - Water	33.60

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RJM EQUIPMENT SALES INC. Total					33.60
SHRED-IT US JV LLC	2274	8129523174	Genl Govt/Facilities	Secure Shredding - RACC	1.16
			Public Works	Secure Shredding - RACC	15.48
			Community Development	Secure Shredding - RACC	16.64
SHRED-IT US JV LLC Total					33.28
SPRINGBROOK SOFTWARE LLC	3444	INV-ACC51443	Public Works	ACH Web Payments - March 2020	1,629.00
SPRINGBROOK SOFTWARE LLC Total					1,629.00
STAPLES CONTRACT & COMMERCIAL INC	2884	8058014146	Genl Govt/Facilities	Chromebook cases - Howell	3.26
				Chromebook cases - Kast	6.99
				General Oper Supplies	236.73
			Public Works	General Office Supplies	91.10
				General Oper Supplies - COVID	642.65
				Chromebook cases - Howell	15.38
				Chromebook cases - Kast	27.03
				Chromebook cases - Schneider	44.27
			Community Development	Chromebook cases - Howell	27.96
				Chromebook cases - Kast	12.58
				CDD Office Supplies	101.32
				CDD Oper Supplies	235.93
			Finance	Chromebook cases - Schneider	2.33
STAPLES CONTRACT & COMMERCIAL INC Total					1,447.53
STATE AUDITOR'S OFFICE	524	L135877	Finance	Audit Services	4,071.60
STATE AUDITOR'S OFFICE Total					4,071.60
SUTTONS TROPICAL SNO	3473	3473-20200423	Genl Govt/Facilities	Vendor Refund - BP 2020	25.00
SUTTONS TROPICAL SNO Total					25.00
THE PARR COMPANY	964	26496362	Public Works	Parks Operational Supplies	36.27
THE PARR COMPANY Total					36.27
TOWNZEN & ASSOCIATES INC.	3450	20-38	Community Development	Building Inspection Services	1,854.43
TOWNZEN & ASSOCIATES INC. Total					1,854.43
TRUEPOINT SOLUTIONS	3064	20-248	Public Works	Stormwater Prof. Services	375.00
TRUEPOINT SOLUTIONS Total					375.00
VERIZON WIRELESS	452	9851447670	Genl Govt/Facilities	PW Cell Phones & 2 iPads	77.97
				PW Director iPad	5.25
				Julie iPad	34.85
			Public Safety	PD - Phone Equip	84.86
				PD Cell Phones	1,110.75
				PD Chief iPad	34.87
			Public Works	PW Cell Phones & 2 iPads	1,042.28
				PW Director iPad	22.60
			Community Development	PW Director iPad	6.98

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VERIZON WIRELESS	452	9851447670	Community Development	CDD Director iPad	34.87
				CDD Cell Phones	546.71
			Council	Council iPads	293.98
			Finance	Finance Director iPad	34.87
			Executive	City Manager iPad	34.87
			Administration	Deputy City Manager iPad	34.87
			Public Works	Hillhurst Pedestrian Crossing - March 2020	110.04
VERIZON WIRELESS Total					3,510.62
WA STATE TREASURER'S OFFICE	642	202003-1	Genl Govt/Facilities	1st Quarter 2020 Building Code Fees	1,379.50
WA STATE TREASURER'S OFFICE Total					1,379.50
WASHINGTON STATE PATROL	463	I20006254	Genl Govt/Facilities	Background Checks - CPL	26.50
WASHINGTON STATE PATROL Total					26.50
Wells Fargo	1681	202003-1681	Genl Govt/Facilities	Visa Statement	12,795.87
Wells Fargo Total					12,795.87
WILCO FARM STORE	655	709856/6	Genl Govt/Facilities	Shop Tools	0.41
			Public Works	Shop Tools	5.54
WILCO FARM STORE Total					5.95
WOODLAND TRUE VALUE HARDWARE	1507	B222920	Public Works	Abrams Park Well 11 Supplies	35.89
WOODLAND TRUE VALUE HARDWARE Total					35.89
WSP USA INC.	3338	947887	#N/A	Gee Creek Trail - Heron to Abrams	11,650.82
WSP USA INC. Total					11,650.82
Grand Total					817,979.72

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**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: April 23, 2020

ITEM:

AGENDA ITEM TITLE: Approval of Minutes from the April 9, 2020 Meeting

AGENDA ITEM TITLE:

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

GOVERNING LEGISLATION:

Not applicable

PREVIOUS COUNCIL ACTION TAKEN:

Not applicable

SUMMARY/BACKGROUND:

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

BUDGET/FINANCIAL IMPACTS:

Not applicable

RECOMMENDED ACTION OR MOTION:

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

1. "I move to approve the consent agenda"

STAFF CONTACT: Julie Ferriss, City Clerk

ATTACHMENTS: 04-09-2020 (PDF)



CITY OF RIDGEFIELD, WASHINGTON

City Council MEETING MINUTES

April 9, 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	Present	
Don Stose	Mayor	Present	
Sandra Day	Councilor	Present	
Jen Lindsay	Councilor	Present	
Rob Aichele	Councilor	Present	
Dana Ziemer	Councilor	Present	

LATE CHANGES TO THE AGENDA

Add Business 3. Resolution No. 576 - Tenant Protection Emergency Order

CONSENT AGENDA - MOTION TO APPROVE AS PRESENTED.

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

1. Approval of Claims And/Or Payroll
2. Approval of Minutes from the March 26, 2020 Meeting

PRESENTATION

1. Update on Emergency Declaration

BUSINESS

1. Second Reading of Ordinance No. 1315 - Authorization for an Interfund Loan for Purchase of Property - Kirk Johnson, Finance Director

The City is negotiating and has considered an offer to purchase commercial property in Ridgefield that has capacity to house the Public Works Operations. The property consists of 4.39 acres with a 23,000 sq ft shop/warehouse and a two story 5,000 sq ft office building. The City has conducted a facility study to

identify the needs long term for a new operations facility. The commercial property identified meets or exceeds the requirements from the study. The Finance Department will issue an RFP for bids from commercial banks to finance the purchase. As a short-term financing bridge, staff are recommending an interfund loan, to facilitate the purchase and closing of escrow. Staff is recommending an interfund loan from the Water System Development Charge fund for a maximum of \$3.8 million with interest paid back at the current LGIP rate in effect at the time the loan is disbursed. Currently the LGIP rate is 1.56%. The timeline is to issue the interfund loan to close the purchase of the property within 60 days of the signed purchase and sale agreement. The Finance Department will follow-up with a 10-year bank loan and reimburse all costs for the property purchase, paying the interfund loan no later than December 31, 2020. Staff will return to Council in April with authorization requests for the City Manager to sign the Purchase and Sale Agreement and authorization for the Finance Director to issue debt for financing the purchase and required tenant improvements. In addition, staff will bring a budget amendment to Council to recognize the debt issuance revenue and expense for the purchase, tenant improvements and moving expenses.

City Council conducted discussion.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1315 AS PRESENTED.

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

2. Motion - Approval of Executive Order - Building and Construction

On March 23, 2020, Governor Inslee issued Proclamation No. 20-25 which ordered that from midnight March 25, 2020 to midnight April 6, 2020, all non-essential businesses would be prohibited from conducting all but basic minimum operations and all essential businesses were allowed to continue operations so long as appropriate social distancing, sanitation, and worker safety measures were implemented. In its listing of essential businesses, the Order includes language related to construction workers as essential workers in the following circumstance:

“Construction workers who support the construction, operation, inspections, and maintenance of construction sites and construction projects (including housing construction) for all essential facilities, services and projects included in this document, and for residential construction related to emergency repairs and projects that ensure structural integrity.”

On March 25, 2020, the Governor issued a memorandum clarifying that, in general, commercial and residential construction is not authorized under the Proclamation because construction is not an essential activity, except for construction related to essential activities described in the order, to further a public purpose, to “prevent spoliation and avoid damage or unsafe conditions”, or emergency repairs. Most recently, on April 2, 2020, the Governor issued Proclamation No. 20-25.1, extending the Stay Home - Stay Healthy Order until 11:59PM May 4, 2020. The Order extended all the provisions of “Proclamation No. 20-25 and all amendments thereto”.

City Manager Steve Stuart provided Ridgefield interpretation and action of the plan.

City Council conducted discussion.

MOTION: MOVED TO APPROVE EXECUTIVE ORDER FOR BUILDING AND CONSTRUCTION AS AMENDED.

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

3. Resolution No. 576 - Tenant Protection Emergency Order

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. On March 17, 2020, through a Declaration of Civil Public Health Emergency, the Ridgefield City Manager declared an emergency that requires immediate measures to protect the public health and safety of Ridgefield residents. The Declaration was ratified by Ridgefield City Council at its regularly scheduled meeting on March 26, 2020. On March 18, 2020, the Governor of the State of Washington declared a 30-day moratorium on residential evictions. There was no moratorium declared by the WA Governor on commercial evictions. On April 6, 2020, the Vancouver City Council ratified an Emergency Order containing protections for residential and commercial tenants, joining Cities around the State in creating additional protections beyond what the Governor of Washington has enacted.

City Council conducted discussion.

MOTION: MOVED TO ADOPT RESOLUTION NO. 576 AS PRESENTED.

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

COUNCIL/PRESIDING OFFICER/STAFF REPORTS**Council**

City Council Member Lindsay - AWC policy committee update.
 City Council Member Aichele - Helping and checking in with the community.
 Council Member Ziemer - Council is here for the community, stay healthy.
 Council Member Onslow - RTC update, stay healthy.
 Council Member Day - Help out community, donate food and stay healthy.
 Council Member Wells - Working with CRWWD on an easement.

Mayor

Wear a mask when out in public and stay healthy.

City Manager

Thank you to Mayor, Council and staff for all you do.
 Business owner Tony Zebrun provided "Doing Good Treat Cards" to give out to citizens that are doing good in the community.

ADJOURN - [7:29 PM](#)

Julie Ferriss, City Clerk

Don Stose, Mayor

Attachment: 04-09-2020 (Approval of Minutes)

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: April 23, 2020

ITEM:

AGENDA ITEM TITLE: Motion - Approval of Amendment to Continuing Operations Plan

Amendment to Continuing Operations Plan

STAFF CONTACT: Julie Ferriss, City Clerk

ATTACHMENTS: Ridgefield COOP Plan.April 23 (PDF)



City of Ridgefield Planned Response for COVID-19 Continued Operations Plan

Effective Dates: ***March 18, until the threat of COVID-19 to public health and safety has abated, as determined through continued local, regional, statewide, and national evaluation. This Plan will be evaluated on a regular basis for any changes that may be necessary as the situation evolves.***

The new coronavirus, COVID-19, is not a flu but a pneumonia-like infection. The Centers for Disease Control (CDC) believes at this time that symptoms may appear in as few as two days or as long as 14 days after exposure. The good news is that, except in rare situations, an employee diagnosed with the virus will have no significant long-term health care problems.

PLAN OBJECTIVES.

City's Primary Goal: Protect Employees and Residents

- Reduce the spread of disease among staff and residents.
- Protect people at higher risk for complications.
- Maintain essential operations.
- Minimize impact on residents, customers and businesses.
- Be proactive, rather than reactive, by taking measures now to minimize risk.
- Provide information to and communication with employees and residents regarding City operations and other updates.

This plan will supersede all other City policies. This plan is subject to change as needed.

KEY BUSINESS FUNCTIONS

Essential employees are defined as those who will be required to work so that essential government services can still be provided.

Remain in Workplace	Number of Staff	Work from Home	Number of Staff	Paid Leave	Number of Staff
Police – Command Staff	2	Police Clerk	1	PW Facilities	1
Police – Officers	8	Engineering	2	PW Utilities	1
City Manager	1	Utility Clerk	1	Admin (Temp)	1
Deputy City Manager	1	Procurement	1/2	Utilities	1
Department Heads	2	Events	1		
Accountant	1	Department Heads	1		
Human Resources	1/2	PW Admin	1		
Communication	1/2	Planner	1		

Information Tech	Contract	Accounting	1 1/2		
Accounting	1/2	City Clerk	1/2		
PW Facilities	7	Permitting	1 (2 PT FTEs)		
PW Utilities	4	Human Resources	1/2		
Inspections	3	Communications	1/2		
City Clerk	1/2				
Permitting	1 (2 PT FTEs)				
Stormwater	1 1 temp				
Procurement	1/2				
Plan Review	1				

- Inventory equipment that remote workers will be utilizing.
- All employees are subject to be called back to work, depending on the need and circumstances.
- An hours code will be established for payroll purposes to track all hours worked or on leave due to COVID-19.

IMPACT ON CITY FACILITIES AND OPERATIONS

- City Facilities will be closed to the public except by appointment. Phones will be monitored during normal business hours. On-line services are available 24 hours.
- All play structures within the City will be closed. Parks and trails will remain open.
- Communication channels will be created internally for employees and externally for: community/residents, building industry, businesses closed due to statewide emergency proclamation, businesses open but with guidelines from statewide emergency proclamation, HOA's.
- Administrative, Human Resources and other support services will maintained as necessary to implement this Planned Response and otherwise provide assistance for all City employees.
- Non-Essential public meetings are suspended. City Council, meetings that are essential, will be conducted as virtual meetings.
- New job recruitments which require multiple in-person interview processes, including Building Official and Planner, are suspended.

Police Department.

Following services will be suspended:

- Civilian Ride-Alongs;
- Concealed weapons permits;
- Application/Issuance of dog licenses;
- Fingerprinting;
- Prescription medication drop-off;
- Public tours of facility and vehicles; and
- RPD sponsored community outreach events and gatherings.

Weapons transfers will be conducted on-line via email to Sandra Hoots at Sandra.Hoots@ci.ridgefield.wa.us

Public Works.

All Public Works operations staff (Facilities, Utilities, Stormwater) will be placed on an alternate work schedule to minimize transmission of the coronavirus.

- Engineering staff will be available during normal business hours by email or phone; and will be available to meet in-person by appointment only;
- Inspection staff will continue rounds while limiting physical contact. Inspections by appointment only;
- Utilities staff will continue to operate the City's water system and perform maintenance and locates;
- Meter installs and mid-cycle meter reads will be by appointment only, on Wednesdays;
- Facilities staff will respond to safety issues on roads and in parks,
- Park and ROW mowing and maintenance will continue;
- Stormwater staff will continue to maintain and inspect facilities, and check facilities before/during heavy rains; and
- Shut off related to backflow testing will be suspended.

Finance.

- SAO Audit scheduled to begin March 30;
- Finance staff will remain available during normal business hours by email or phone;
- Utility payments will not be accepted in person. Payments may be made by phone, on-line, by mail or drop box;
- Late fees for water payments will be suspended, and shut-off for non-payment of water bills will be suspended;
- Start/Stop/Move utility services will be available on-line;
- Non-essential procurement services suspended; and
- Accounts payable will operate as usual.

Community Development.

The Community Development Department will accept and process building, land use and engineering permits and perform building inspections consistent with building and construction proclamations issued by Governor Inslee.

Staff is available by phone and email during normal business hours. Scheduling appointments to submit, drop off, and pick up materials is at staff members' discretion.

Single-family and multi-family building permits

- ~~All submittals, drop-offs, and pick-ups are suspended.~~
- ~~Staff will continue processing permit applications which have already been submitted.~~

Commercial and industrial building permits

- ~~All submittals, drop-offs, and pick-ups are suspended except those for projects which directly involve any of the thirteen essential facilities, services, or projects listed in the governor's order.~~
- ~~Staff will continue processing permit applications which have already been submitted.~~

- ~~For essential projects, submittal, drop-off, and pick-up are by appointment M-F 8am-12pm.~~
- ~~Arrange appointments with Dorothy Harrington, Dorothy.harrington@ci.ridgefield.wa.us, 360-857-5011.~~

Land use and engineering permits

- ~~Submittal, drop-off, and pickup by appointment, M-F 8am-12pm.~~
- ~~Arrange appointments with Cristy May, cristy.may@ci.ridgefield.wa.us, 360-857-5027.~~

~~Building inspections are restricted to new construction and unoccupied structures that have been vacant for more than two weeks.~~

- ~~Inspection of housing construction (defined as the construction of new single and multi-family homes) is suspended.~~
- ~~Inspection of other residential construction (defined as construction to existing homes for which a certificate of occupancy has been previously issued) will occur only for projects providing emergency repairs or work necessary to ensure structural integrity.~~
- ~~Inspection of non-housing/residential construction will occur only for projects involving, in whole or in part, any of the essential facilities, services, or projects listed in the governor's order.~~

Code enforcement is restricted to cases where no physical interaction is required.

Miscellaneous Services

The following City services will be suspended:

- Cemetery Services.
- Issuance of Peddler's License
- Notary services.
- Response to public records will be electronic only.
- All public events and park rentals are suspended.

PREVENTING WORKPLACE EXPOSURE

The following actions will be taken in an attempt to prevent workplace exposure:

All Employees. Notify a department manager or human resources if the employee or a member of their household test positive for COVID-19 or experience symptoms consistent with COVID-19.

All employees in the workplace.

- Hold virtual meetings if possible. Minimize in-person meetings and assure physical distancing requirements can be met;
- Adhere to physical distancing policies through the use of email, phones and teleconferencing/webinars, when possible, rather than face-to-face contact; and avoid handshakes.
- Effectively handle materials and customers, they could be contaminated; and
- Wash hands often and practice other sanitary means to prevent spread of germs.

Police Department: Public Safety employees should immediately consider showering and changing clothing at the end of each

shift (before going home) to minimize risk of exposure to family members;

Work-related Travel and Training. For the duration of this Plan, all in-person trainings and travel for such trainings are prohibited.

Telework: Eligible employees are encouraged to work remotely when possible, provided it does not interfere with continuing essential city services. Eligible employees are those whose job duties can be completely or substantially performed from home, as determined by their manager.

At Risk Employees: Individuals deemed by the CDC as being at higher risk of suffering severe illness or death from COVID-19. Based on current CDC guidance, this definition includes:

1. Individuals aged 65 years and older;
2. Individuals who live in a nursing home or long-term care facility;
3. Individuals of any age with an underlying medical condition, including:
 - Chronic lung disease; Moderate to severe asthma; Serious heart condition; Diabetes; Severe obesity (Body Mass Index ≥ 40); Chronic kidney disease undergoing dialysis; Liver disease;
 - Any condition that compromises an individual's immune system, including: Cancer treatment; Smoking; Bone marrow transplantation; Organ transplantation; Immune deficiencies; HIV or AIDS; Prolonged use of corticosteroids (often seen in individuals with autoimmune diseases); Any other immune-weakening condition.

Employees who are in one of these populations will not be required to report to work, and will be provided with work to perform at home, if possible.

RESPONDING TO A WORKPLACE EXPOSURE

If an employee is diagnosed/confirmed positive with the virus or reports symptoms of the virus, the following actions will be taken:

- Employees who are experiencing symptoms will be encouraged to obtain a test for COVID-19.
- Employees who test positive for COVID-19 will be placed on paid leave for three weeks.
- Employees who have been exposed to someone who has tested positive for COVID-19 and is in mandatory quarantine, will be on paid leave for two weeks.
- Employees who have symptoms consistent with COVID-19 will be placed on paid leave until 72 hours after their symptoms have resolved, or three weeks whichever comes first.
- Employees who believe the exposure was work related will be encouraged to submit an application for workers compensation benefits.

The workplace should be shut down and disinfected before allowing other employees to return,

WORKPLACE LEAVE POLICIES

Employees who are unable to work due to the COVID-19 pandemic as listed below will be placed on paid leave and will be paid at their regular hourly rate without having to use accrued leave hours. This leave policy will

supersede any current City Employment Policies that address leave from work:

- Employees who are placed on leave due to an exposure as described in the “responding to workplace exposure” section of this Plan.
- Employees who are not working because they are in one of the at risk categories as described in this plan or are caring for someone in their household who is one of the categories.
- Employees who need to care for children who are without adequate care due to a school shutdown or are unable to find childcare services due to the pandemic.
- Employees who are not able to work because of the City’s operational changes.

Personal Travel. If an employee chooses to personally travel to a high-risk country and is quarantined upon return to the US, the City will not pay the employee during this timeframe. The employee would have the ability to utilize any earned leave (sick, vacation, etc.) while quarantined. The City reserves the right to place the employee in voluntary quarantine under these conditions.

INFECTION CONTROL MEASURES

- Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your workplace and in high visibility locations;
- Provide soap, water, and alcohol-based hand rubs in multiple locations and routinely refill;
- **Provide face masks for employees who are in contact with the public;**
- Employees should clean hands often by washing for at least 20 seconds using soap and water, or using an alcohol-based hand sanitizer if soap and water is not available;
- Supply tissues and no-touch waste bins;
- Ask employees to stay home when sick; and
- Employees should routinely clean commonly touched surfaces and sanitize all areas of their workspace daily.

ENCOURAGE PHYSICAL DISTANCING

Physical distancing is an intervention to increase the distance between people and reduce the spread of disease. To encourage physical distancing, the following measures are put in place:

- Implement policies and procedures for employees to work remotely, if possible;
- Permit flexible work hours, if possible;
- Ensure that we have the technology and infrastructure needed to support multiple employees working from home;
- Place appropriate signage at all entrances and an information monitor at the designated entrance for customers, visitors, etc.;
- Place a locked drop-box at the designated entrance to the building, where documents and payments can be submitted safely, without the need to interact directly with staff;

- Provide email and telephone number on signage for assistance to customers utilizing the drop box; and
- Establish employee business travel and training restrictions to minimize risk.

SEPARATE SICK EMPLOYEES

- Employees who report to work having a fever or flu-like symptoms upon arrival, or who become sick during the workday, should be separated from others and immediately sent home; and
- Ensure that all managers and supervisors are aware of City policies and the expectation that sick employees stay home.

ANTICIPATE ABSENTEEISM

- Prepare for employee absences resulting from personal illness, caring for ill family members, and dismissal of early childhood programs and K-12 schools. Be ready to adapt your business practices to maintain critical operations; and
- Prepare to temporarily suspend non-essential operations, if necessary.

COMMUNICATION PROTOCOL

- Keep workforce informed about City operations, wellness activities and COVID-19 updates through postings, email, City Intranet and the Employee Hotline when necessary;
- Provide positive, factual information which will help calm and encourage staff;
- Establish clear lines of communication between essential staff members and departments to ensure critical services can be provided; and
- Provide timely and factual press releases as needed to keep community informed.

PROCESS FOR ACTIVATING THE CITY'S PLAN

- Employees must immediately notify, by phone or email only, their manager or Human Resources if they have experienced an exposure or received a presumed or confirmed diagnosis of coronavirus.
- Employees who have been medically diagnosed with the virus or who were quarantined must submit a physician's release to return to work. If the employee was self-quarantined due to exposure, then the employee must be symptom free for fourteen days before returning to work.
- Work with local health officials as needed.

The City will comply with the restrictions of all state and federal emergency proclamations and declarations related to COVID-19. In the event a proclamation or declaration modifies this Planned Response, the remainder of this Planned Response will remain in full force and effect.

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: April 23, 2020

ITEM:

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

Amendment to Building & Construction Order

STAFF CONTACT: Julie Ferriss, City Clerk

ATTACHMENTS:

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: April 23, 2020

ITEM: BUSINESS

AGENDA ITEM TITLE: An Ordinance of the City of Ridgefield, Washington
Amending Ordinance No. 1302 Pertaining to the 2019
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.

SUMMARY/BACKGROUND:

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. 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)	

Property tax and utility tax revenues will be received at some point by the city, but timing will 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 \$5,585,560 in expense and \$5,064,000 in revenue to help cover those expenses.

Overall adjustments to the 2020 budget would be \$4,644,310 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.

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	Ongoing	One-Time	Change In	Interfund	Fund
			Expense	Expense	Expense	Revenue	Transfer In	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		5,184,500	-	5,184,500	4,960,000	494,500	270,000
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			5,295,410	(96,440)	4,740,750	3,641,900	651,100	(1,002,410)

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 conduct the first reading of Ordinance No. 1316

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 2019 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 adjust its forecast for revenue and appropriate additional expenditures in 2020 in the funds that are identified in the attached Exhibit "A" of the 2020 budget amendment; and

WHEREAS, these expenditures 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

ExpenseFunding Source													
Item No.	Requesting Department	Fund	Project	Funding Source	Total 2020 Appr.	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.



2020 Budget Amendment #1

Ordinance # 1316

					Expense		Funding Source						
Item No.	Requesting Department	Fund	Project	Funding Source	Total 2020 Appr.	Total Ongoing Annual Expense	Reapprop.	New Approp. Request	Revenue increase/ Decrease	Operating Fund, Special Revenue Fund Transfer	Loan/Grant	Fund Balance Impact	Description
10	Finance	General Fund	Economic Development	General Fund	(5,000)			(5,000)				5,000	CREDC funding not required for 2020 for project based studies.
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.



2020 Budget Amendment #1

Ordinance # 1316

					<i>Expense</i>		<i>Funding Source</i>						
Item No.	Requesting Department	Fund	Project	Funding Source	Total 2020 Appopr.	Total Ongoing Annual Expense	Reapprop.	New Approp. Request	Revenue increase/ Decrease	Operating Fund, Special Revenue Fund Transfer	Loan/Grant	Fund Balance Impact	Description
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.
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)	
<i>New Requests and Reappropriations from 2019 Budget</i>													
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.



2020 Budget Amendment #1

Ordinance # 1316

					Expense		Funding Source						
Item No.	Requesting Department	Fund	Project	Funding Source	Total 2020 Appopr.	Total Ongoing Annual Expense	Reapprop.	New Approp. Request	Revenue increase/ Decrease	Operating Fund, Special Revenue Fund Transfer	Loan/Grant	Fund Balance Impact	Description
6	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.
7	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.
8	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.
9	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.
10	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.
11	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
12	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.
13	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.
14	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.
15	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

ExpenseFunding Source													
Item No.	Requesting Department	Fund	Project	Funding Source	Total 2020 Appopr.	Total Ongoing Annual Expense	Reapprop.	New Approp. Request	Revenue increase/ Decrease	Operating Fund, Special Revenue Fund Transfer	Loan/Grant	Fund Balance Impact	Description
16	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.
17	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.
18	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					4,644,310	(96,440)	440,900	4,299,850	(1,338,100)	651,100	4,980,000	(1,002,410)	



2020 Budget Amendment – Ordinance No. 1316
First Reading April 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

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		(\$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)		



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 exiting 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 32 nd Ave. identified in parks plan as a future site. Carry over 2019 appropriation.
Hillhurst Water Service Replacement	Water Fund	60,000	0	Water service replacement project in area of Hillhurst Road Overlay between Great Blue and 6 th Ave.
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 3 rd 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.
	New Requests Total	\$5,585,560	\$5,064,000	
	Combined Total	\$4,644,310	\$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	5,184,500	4,960,000	494,500	270,000
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	\$5,295,410	\$3,641,900	\$651,100	(\$1,002,410)



A photograph of a blue heron in flight over a pond. The heron is in the center-right of the frame, with its wings spread wide, showing blue and brown feathers. The pond is in the foreground, reflecting the surrounding greenery. In the background, there is a large, fallen log and dense trees with bright green leaves. The scene is lit with warm, golden light, suggesting late afternoon or early morning.

THANK YOU

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: April 23, 2020

ITEM:

AGENDA ITEM TITLE: Motion - Award of I-5 South Connection Planning Contract

GOVERNING LEGISLATION:

Revised Code of Washington Title 35 – Cities and Towns

PREVIOUS COUNCIL ACTION TAKEN:

None

SUMMARY/BACKGROUND:

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 ranked 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.

BUDGET/FINANCIAL IMPACTS:

The 2020 Budget includes a total of \$250,000 for the I-5 South Planning Project. The project will be fully funded using State funds.

RECOMMENDED ACTION OR MOTION:

Staff recommends awarding the Ridgefield I-5 South Connection Planning Contract to PBS Engineering and Environmental. A recommended motion would be:

“I move to award the I-5 South Connection Planning Project to PBS Engineering and Environmental”

STAFF CONTACT: Bryan Kast, Public Works Director

ATTACHMENTS: I-5 South Connection Project (PDF)



CITY OF RIDGEFIELD, WASHINGTON

Scope of Work I-5 South Connection Project City of Ridgefield Project # XXXX

INTRODUCTION

PBS Engineering and Environmental Inc. (PBS) and their Consultant team have been selected by the City of Ridgefield to perform traffic evaluations, alternative analysis, concept development, environmental evaluations, public involvement and other related professional services for the I-5 South Connection Project. Professional services will include civil engineering, traffic engineering, environmental evaluation, and land use coordination. This project is funded through an appropriation from the Washington State Legislature managed through WSDOT Local Programs.

The project team currently includes:

- Kittelson & Associates, Inc. (KAI) – Traffic Analysis and Interchange Geometrics
- WSP –Environmental permitting assessment and documentation, and public involvement
- Archaeological Investigations Northwest (AINW) – Cultural resources assessment
- Michael Minor and Associates – Noise analysis / recommendations
- Universal Field Services – Property / Right-of-way Cost Estimating

This phase of the project will take the analysis and design through the alternatives analysis and will result in a recommended alternative accepted by the City and other stakeholders. The project will last up to 10 months.

PROJECT DESCRIPTION/BACKGROUND

Currently, there is a lack of east-west connectivity between I-5 and the fast-growing NW Hillhurst Road-NW 31st Avenue corridor west of I-5. As a result, both local and regional trips are required to use the 179th Street and Pioneer Street interchanges to connect to I-5. Completing an extension of 219th Street west of I-5 will provide the growing City with an alternative connection to I-5, reducing travel demand to and from both the Pioneer Street and 179th Street interchanges, with I-5 and acting as a “relief valve” for current and future growth. The extension of 219th Street to the west will also impact the operations and geometry of the I-5 northbound on- and off-ramps which will need to be considered with this study.

The development of the traffic operations analysis and access management plan will inform the project footprint; highlighting potential opportunities, constraints, and trade-offs. The analysis findings will help secure both an understanding and acceptance of the project by community stakeholders and will ensure that the project’s objectives are satisfied.

It is likely that development of the proposed corridor will involve a federal nexus at some point and our approach is designed to identify a corridor solution that can also be vetted through the NEPA process. The ultimate goal is to present recommendations that can be successfully and economically implemented into a physical project.

OVERALL PROJECT ASSUMPTIONS

- Up to three conceptual corridor transportation plan concepts will be reviewed.
- Permitting is not included in this scope of work.
- The City will distribute invitations and electronic calendar invites for the advisory group meetings.
- The City will conduct one round of review and provide a single set of consolidated comments on all deliverables.
- Road alignment adoption will include one Planning Commission hearing, one City Council work session, and one City Council hearing.
- City staff will coordinate with Clark County staff during the process to keep County staff updated.

SCOPE OF WORK

TASK 1: PROJECT MANAGEMENT AND ADMINISTRATION

TASK 1: PROJECT MANAGEMENT AND ADMINISTRATION

PBS shall oversee project tasks and coordinate with City representatives to manage the scope, schedule and budget for the design engineering phase. The current phase of the project is assumed to take up to 10 months to complete.

Subtask 1.1 Contract Administration, Invoicing, and Progress Reports

- Prepare and submit monthly invoices. Each invoice will include: date period covered by invoice, number of hours worked during the billing period with billing rates shown; expenses and associated mark-ups; total cost for labor and expenses for the billing period; subconsultants fees including markups for the billing period; and a total amount summarizing labor, expenses, and subconsultant fees.
- Prepare a Contract Summary Report to accompany the monthly invoices. The Contract Summary Report will list each invoice as well as current invoice with an itemized summary of invoice numbers, dates, and amounts billed for labor, expenses, and subconsultants as well as total amounts for each invoice. The Contract Summary Report will also list the total amount billed to date, total amount remaining under contract, and contract expiration date.
- Maintain required contract documentation. Provide copies of project files and records to the CITY for audits and public information requests. Final documents shall be provided in electronic format as requested.

Deliverables

- Monthly invoices, Contract Summary Reports, and Project Status Reports.
- Project Documentation, upon request

Subtask 1.2 Meetings

This item includes the coordination and meetings necessary to successfully complete the project.

- Preparation for and attendance at project kickoff meeting with City Staff including up to two PBS staff attending a 2-hour kickoff meeting with City staff in Ridgefield (5 Staff).
- Up to 10 bi-weekly phone meetings with City Staff
- Up to 10 internal PBS design team coordination and meetings.
- Preparation for and attendance monthly (10) project coordination meeting with City staff including and up to two PBS staff. Other consultant team members will attend meetings as needed.

Deliverables

- Meeting Agendas and Meeting Summaries
- Design Submittal Comment Review and Response Log

Subtask 1.3 Management, Coordination, and Direction

- The Consultant shall provide management, coordination, and direction to the Project team in order to complete the project on time and within budget. The City fosters a partnership approach of all stakeholders in the Project. The Consultant shall integrate this strategy into the overall management approach.
- The Consultant shall establish a quality management program and designate responsibility for review of technical work and other deliverable products.
- Prepare and maintain project design schedule. The schedule shall identify CONSULTANT tasks and items provided by CITY and other consultants. The schedule shall be updated as circumstances require or as requested by the CITY (assumes 1 update).
- Prepare and update the Quarterly Expenditure Plan for WSDOT Local Programs
- The Consultant shall prepare and submit an activities list and schedule to the City following the Notice to Proceed. The schedule shall show appropriate milestones for the Project, including intermediate and final submittal dates for design documents and key decision points.
- The Consultant shall coordinate Consultant tasks and activities with the City.

Deliverables

- Project Schedule& Schedule Updates
- Summary notes of coordination efforts
- Quarterly Expenditure Plan
- QA/QC Program

Subtask 1.4 WSDOT Coordination

- The Consultant will coordinate with WSDOT and the City of Ridgefield for all applicable WSDOT procedures, approvals, and processes related to the project (assumes 2 meeting with 3 staff).
- The Consultant will develop an Existing Conditions memo
- The Consultant will develop a Methods and Assumptions Memo
- The Consultant will develop a Scoping level Basis of Design
- WSDOT coordination meetings with the City and the Consultant will be held for key aspects of the project.

Deliverables

- Coordination meeting agendas and meeting summaries.
- Existing Conditions Memo
- Methods and Assumptions Memo
- Scoping Level Basis of Design

Subtask 1.5 County Coordination

- Clark County coordination meetings with the City and the Consultant will be held for key aspects of the project.

Deliverables

- Coordination meeting agendas and meeting summaries.

TASK 2: SURVEYING

Task 2 Survey

Subtask 2.1 - Surveying and Base Map

PBS will perform boundary resolution, topographic surveying and data collection services to include the following:

- Establish a control network throughout the project limits based on the Clark County horizontal and vertical datum (NAD 83/91 & NGDV29/47).
- Place aerial targets to support and perform Drone survey of the project for an ortho rectified image of the project corridor.

Deliverables

- Ortho rectified Aerial Image
- Point cloud data for Infraworks model

TASK 3: TRAFFIC ENGINEERING

Task 3 Traffic Engineering

Subtask 3.1 Existing Transportation Facilities and Traffic Conditions

- Document existing roadway facilities, including the number of travel lanes, lane and shoulder widths, presence of curbs and bridges within the project limits.
- Document the location and width of existing sidewalks, crosswalks and pathways.
- Document existing bikeway facilities, including the location of bicycle lanes and shoulders.
- Document existing pedestrian facilities, including desired origin and destination in the vicinity of the study intersections.
- Weekday AM (7:00-9:00 AM) peak hour and weekday PM (4:00 PM-6:00 PM) peak hour turning movement counts shall be collected at the following 13 study intersections:
 - Southbound I-5 Ramp Terminal / NE 219th Street (SR502)
 - Northbound I-5 Ramp Terminal / NE 219th Street (SR502)
 - NE 219th Street (SR502) / NE 10th Avenue
 - NE Carty Road / NE 10th Avenue
 - NE 259th Street / NE 10th Avenue
 - Pioneer Street (SR 501) / S 65th Avenue
 - Southbound I-5 Ramp Terminal / Pioneer Street (SR 501)
 - Northbound I-5 Ramp Terminal / Pioneer Street (SR 501)
 - Pioneer Street (SR 501) / S Royle Road (45th Avenue)
 - Pioneer Street (SR 501) / S Hillhurst Road (9th Avenue)
 - S Hillhurst Road / S Royle Road
 - NW Hillhurst Road / NW Carty Road
 - NW Carty Road / NW Ecklund Road

- Up to five (5) 24-hour vehicle classification counts shall be collected along the following corridors on one mid-weekday.
 - NW 31st Avenue (NW Hillhurst Road) between Williams Road and NW 221st Street
 - NW Carty Road west of NW Ecklund Road
 - NE 219th Street (SR502) between Northbound I-5 Ramp Terminal and NE 10th Avenue
 - NE 10th Avenue north of NE 219th Street (SR502)
 - Pioneer Street (SR 501) west of I-5 Southbound Ramp Terminal
- Conduct existing conditions traffic operations analysis for the 13 study intersections.
- Summarize the existing conditions analysis at the 13 study intersections that will be incorporated into Traffic Analysis Report (see Task 3.1.5).

Deliverables

- Traffic count data
- Summary of existing conditions for Traffic Analysis Report (see Task 3.1.4)

Subtask 3.2 Future No-Build Traffic Conditions

- Review base and future year 2040 weekday AM and PM peak hour projected traffic volumes (or most current available) using travel demand model information provided by the Southwest Washington Regional Transportation Council (RTC).
 - Kittelson will coordinate and obtain required model runs with RTC on behalf of the City of Ridgefield (RTC to provide model runs direct to City of Ridgefield).
 - RTC Model runs will reflect future conditions both with and without the new I-5 South Connector.
 - Kittelson will coordinate with RTC and City staff to confirm whether the RTC travel demand model land use assumptions are reflective of current and anticipated City development plans based upon approved and anticipated in-process development that may impact the Connector project. If RTC's travel demand model assumptions need to be updated, that is assumed to be an RTC obligation.
 - Kittelson will coordinate and facilitate a City/RTC/Kittelson meeting to go over all of the model assumptions with City planners and RTC representatives so that everyone understands what the RTC model assumptions.
- Develop future 2040 weekday AM and PM peak hour turn movement volume projections at the 13 existing study intersections plus the following two new study intersections:
 - NW 11th Avenue / New Connection
 - NW 31st Avenue (NW Hillhurst Road) / New Connection
- Conduct future No-build traffic operations analysis for the 15 study intersections.
- Summarize future No-Build traffic conditions that will be incorporated into Traffic Analysis Report (see Task 3.1.4)

City Deliverables

- *Land use information for RTC model*
- *RTC Model runs for base and future network (City will be responsible of necessary payments)*

Deliverables

- Draft documentation of travel demand model needs for Information for City to request of RTC
- Projected 2040 study intersection weekday AM and PM peak hour turn movement volumes without and with the new I-5 South Connector
- Summary of future No-Build traffic conditions at the study intersections for Traffic Analysis Report (see Task 3.1.4)

Subtask 3.3 Future Build Traffic Conditions

- Conduct alternative evaluations comparing potential traffic signals and roundabouts at the following five (5) study intersections for both the weekday AM and PM peak hours.
 - NE 219th Street (SR502) / NE 10th Avenue
 - Southbound I-5 Ramp Terminal / NE 219th Street (SR502)
 - Northbound I-5 Ramp Terminal / NE 219th Street (SR502)
 - NW 11th Avenue / New Connection
 - NW 31st Avenue (NW Hillhurst Road) / New Connection
- Conduct operational analysis of the other ten (10) study intersections under the future build traffic conditions volumes and identify mitigation measures required to maintain operations within the applicable performance standards.
- Identify intersection layout configurations including lane configuration and queue distances for all 15 study intersections.
 - Sketch-level intersection layouts for the five intersections listed above will be prepared under Task 4.1.2
- Conduct a 95th percentile queuing analysis of projected 2040 weekday AM and PM peak hour conditions to determine storage length needs at the study intersections, as appropriate.
- Summarize future Build traffic conditions that will be incorporated into Traffic Analysis Report (see Task 3.1.4)
 - This portion of the report will document the preferred intersection traffic control for the five intersections (signal and roundabout) listed above.

Deliverables

- Summary of future Build traffic conditions for Traffic Analysis Report (see Task 3.1.4)

Subtask 3.4 Traffic Analysis Report

- Coordinate with the noise team to provide SYNCHRO reports (if roundabouts, output files from HCM 6th Edition methodology).
- Prepare a draft Traffic Analysis Report that summarizes the project elements above (Task 3.1.1 through 3.1.3).
- Respond to draft report review comments and submit a final Traffic Analysis Report.

Deliverables

- Traffic Analysis Report

TASK 4: ALTERNATIVE ANALYSIS

Task 4 Alternative Analysis

Subtask 4.1 Summarize traffic operations

- Summarize traffic operations analysis results for roadway footprint from Task 4.1.3 to be incorporated into combined Alternatives Analysis Report

Subtask 4.2 Alternatives Preliminary Design & Estimates

Consultant will assist with the preparation of the conceptual plans and conceptual construction cost estimates for each of the alternatives analyzed, by peer reviewing refine intersection layouts and related construction costs.

PBS Team will be responsible to provide design engineering services for the deliverables outlined below for the alternative analysis:

- Design Memorandum
- Decision Matrix
- Alternative Analysis

Subtask 4.3 Design Memorandum, Decision Matrix and Alternative Analysis

Consultant Shall summarize the roadway design standards and decisions in an excel spreadsheet for City and County staff concurrence. Standards will include but not be limited to:

- Right of way
- Lane widths
- Curb return radii
- Roadway cross-section
- Design speed
- Design vehicle
- Transition tapers
- Max. and min. profile grades
- Vertical curve criteria

Alternative analysis

Consultant shall prepare conceptual designs and conceptual order of magnitude comparison estimates for each of the alternatives listed below.

Aspects to be included in the alternative analysis report will be:

- On / Off ramp intersection layouts (up to 3 layouts)
- Corridor Route Alternatives (up to 3 layouts)
- Bridge / Culvert alternatives

Consultant shall develop each alternative to concept level design sufficient to establish horizontal construction limits, order of magnitude estimates and identify major construction activities. Each alternative shall have a horizontal alignment developed that meets appropriate design standards. Consultant shall prepare a drawing stamped "preliminary" for each alternative. The drawing shall utilize available aerial imagery and GIS boundary and environmental data. Geometric design elements that do not meet design standards shall be identified as needing a design exception. Consultant shall analyze each alternative and determine the potential benefits and impacts associated with construction of the proposed alternative. Potential benefits and impacts to be considered include, but are not limited to, right-of-way, safety, utilities, construction costs, permitting and environmental Impacts.

This subtask will include a summary of the identified impacts and cost estimate associated with each alternative to allow City to determine which alternative to move forward to design and construction.

Alternative Analysis Report

Aspects to be included in the alternative analysis report will be:

- On / Off ramp intersection layouts
- Conceptual Intersection configurations
- Corridor Route Alternatives
- Bridge / Culvert alternatives
- Visual impacts Analysis (Infraworks model)
- Environmental impact analysis
- Archeological impacts analysis
- Noise impact analysis

Deliverables

- Summarize preliminary design evaluation to be incorporated into the Alternatives Analysis
- Design Memorandum
- Draft and final alternatives analysis memo
- Infraworks model for preferred alternative

TASK 5: ENVIRONMENTAL REVIEW AND DOCUMENTATION

Task 5 Environmental Review and Documentation

Subtask 5.1: Purpose and Need

At the outset of the project team will conduct a Purpose and Need kickoff as part of the project kickoff meeting to begin drafting a brief purpose and need summary identifying consistency with GMA. To complete this task, the project team will:

- Seek input from City and partner agency staff on the project purpose and need, and stakeholder and public outreach tasks
- Research and identify applicable GMA rules and statutes that apply to the project relative to the purpose and need
- Prepare a draft and final purpose and need GMA compliance memorandum

Assumptions

- Purposed and need GMA compliance memorandum will be up to 3-pages

Deliverables

- Draft and final purchase and need GMA compliance memorandum

Subtask 5.2: Environmental Evaluation

The project team will complete an environmental evaluation for the corridor alignment concepts with the focus on future permit viability, considering the State Environmental Policy Act and the GMA. Critical issues include critical areas assessment and avoidance. For the environmental evaluation, the project team will complete the following activities for the three roadway alignments:

- Work with the City to gather relevant background data, GIS information, and high-resolution aerial photographs of the project planning area.
- Determine the general extent of wetlands, streams, fish and wildlife habitat, frequently flooded areas, and/or geologic hazards that could be impacted by the SR 502 road extension, based on existing documentation and GIS data.
- Prepare an environmental evaluation memorandum summarizing the existing known conditions, evaluating the alternatives, and summarizing the findings.
- Prepare a permit matrix identifying the anticipated permits needed, the permitting agency, general timelines, and the requirements of each permit for inclusion in the evaluation memorandum.

Assumptions

- Existing documentation and available GIS data will be sufficient to determine the general extents of critical areas and no additional data or field analysis will be required. Fieldwork and agency meetings to confirm this information are not included in this scope of work. Final determination of required permits, timelines, mitigation and conditions of approval are the responsibility of the regulatory agencies.
- Available GIS data will include parcel lines, rights-of-way, easements, railroad, topography, utilities, wetlands, habitat, and waterbodies.
- Permits will be identified based on the proposed alignment, and any future design changes will likely affect the permit requirements and may not be addressed in this task.
- A single permit matrix will identify the anticipated permits for up to three alternatives.
- Environmental evaluation memo will be up to 10 pages.
- Environmental assessment and permitting will be discussed in meetings with the project

Deliverables

- Draft and final environmental evaluation memorandum

TASK 6: CULTURAL RESOURCES ASSESSMENT

Task 6 Cultural Resources Assessment

Subtask 6.1: Cultural Resources Assessment

This scope of work is for a cultural resource review of up to three proposed alignments for a road connection between Interstate 5 and NW Hillhurst Road/NW 31st Avenue in Ridgefield. The review would be performed to inform the selection of a preferred alignment for the road connection. The review will include the following sub-tasks.

- The background review will include cultural resource survey data and records on file with the Department of Archaeology and Historic Preservation, and documents in AINW's library, including survey reports, historical maps (early USGS, regional, etc.) of the area, and General Land Office maps of the project area. The objective will be to identify recorded archaeological and historic resources and areas that have been previously surveyed for cultural resources.
- AINW would conduct a reconnaissance by vehicle to assess the existing conditions for the alignment alternatives, and to determine if previously recorded resources may have been removed by developments over the past few years.

- For areas that have not been surveyed for archaeological or historic resources, AINW would estimate the probability of encountering a significant resource on a scale of High, Moderate, or Low. The estimate will be based on LiDAR data, historical records, the reconnaissance review of current conditions, and the statewide archaeological probability model.
- The results would be summarized in an email, and note the location of any 'red flags' that might be found.

TASK 7: NOISE IMPACTS EVALUATION

Task 7 Noise Impacts Evaluation

Subtask 7.1: Screening Level Noise Analysis

The project team will provide a screening level analysis for potential alternatives along the city of Ridgefield I-5 South Connection project. This work will consist of:

- Existing Conditions: This effort will not include any on-site visits or noise monitoring. Existing noise levels will be estimated using information from other projects and standard acoustical formulas.
- Connector Noise Levels: A straight-line noise model will be constructed using the FHWA Traffic Noise Model (TNM version 2.5). The best available traffic data will be used in the model to determine the general potential traffic noise levels along the potential corridors.
- Alignment Comparison: Using the existing conditions estimates from step 1, potential impacts from the 66 dBA Leq and 10 dB increase criteria will be estimated. A comparison of potential noise impacts between alternatives will be provided.
- Traffic Noise Abatement: Where noise impacts are predicted, noise abatement measures will be discussed. Abatement measures could include earth berms and noise barriers. Depressing the highway will only be considered if the design team provides a depressed highway alternative. Cost and over effectiveness of the noise abatement and highway design measures will be summarized by alternative and potential residual noise impacts will be identified.
- Noise Screening Memorandum: A noise screening memorandum will be prepared to aid in the ongoing project design and to assist with development of final alternative(s) to carry forward to a detailed traffic noise study using the FHWA and WSDOT methods for a Type 1 study.

Assumptions:

- General project alignments will be provided by project engineers and will include topographical information and general roadway cross sections.
- Traffic data will be supplied by project traffic engineers

Deliverables:

- Draft noise technical memorandum
- Final noise technical memorandum

TASK 8: PUBLIC OUTREACH

Task 8.0: Stakeholder and Public Outreach

Coordinated stakeholder and public engagement are essential to obtaining feedback and concerns related to the project, evaluating alternatives, and building consensus for a preferred alternative. The following tasks will provide opportunities for stakeholders, potentially impacted property owners, and members of the community to learn more about the project and share their feedback throughout the process.

Subtask 8.1: Stakeholder Interviews

Stakeholder interviews provide an initial opportunity to educate the stakeholders about the purpose and need of the project and engage them to provide their concerns and vision for the community and project.

For the stakeholder interviews, the project team will:

- Prepare a draft list of stakeholders and interview questions for City review and approval.
- Prepare content for an email invitation to the interviews for City distribution.
- Finalize the interview questions and conduct interviews.
- Prepare a memorandum summarizing the stakeholder interviews to inform the analysis process.

Assumptions

- Up to six stakeholder interviews.
- One staff will conduct the stakeholder interviews.
- The interviews will be up to 30 minutes in length.
- The City will distribute an interview invitation and schedule the interviews.
- All interviews will be conducted via telephone or video conference.

Deliverables

- Draft and final interview questions and stakeholder list
- Draft and final interview invitation content
- Draft and final stakeholder interview summary memorandum

Subtask 8.2: Communication Materials

The project team will develop communication materials to introduce the project and provide updates throughout the process. Communication materials are a project factsheet, webpage and social media support, and news releases. To prepare the communication materials, the project team will complete the following tasks.

- Prepare a draft and final project factsheet outlining the purpose and need for the project, the project timeline, and the opportunities for public involvement for City distribution to property owners within the defined corridor area, stakeholders, and project webpage posting.
- Prepare initial content for the City to format and post on a City-created webpage dedicated to the project.
- Provide content for up to three webpage updates at key points throughout the project.
- Provide content for up to three social media posts at key points throughout the project for the City to post on their existing social media platforms, including the Access Ridgefield Mobile App.

Assumptions

- The factsheet design will be 8.5 by 11 and single sided.

- The City will distribute the factsheet to property owners within the defined corridor area, stakeholders, and post it to the project webpage.
- The City will design, host, post to, and maintain a project-specific webpage for the duration of the project.
- The City will update their webpage for the corridor study three times throughout the planning process; the project team will provide content, and the City will provide formatting and posting.
- The City will provide the social media content to Clark County and WSDOT for distribution on their social media platforms.
- City staff will coordinate with Clark County staff during the process to keep County staff updated.

Deliverables

- Draft and final factsheet
- Draft and final content for creation of City webpage and up to three updates
- Draft and final content for up to three City social media updates

Subtask 8.3: Technical Advisory Committee Meetings

The Technical Advisory Committee (TAC) will be composed of agency representatives, including City, County, WSDOT, and Regional Transportation Council staff, and will meet twice during the project to inform the alternatives analysis process, including selection of evaluation criteria, alternative review, and selection of a preferred alternative. The project team will attend the TAC meetings. For this task, the project team will complete the following activities.

- Attend two meeting to prepare for the TAC meetings.
- Provide peer review of two TAC presentations
- Attend two TAC meetings.

Assumptions

- The City will secure a location for both TAC meetings.
- The City will distribute invitations and electronic calendar invites to TAC meetings.
- One WSP staff will participate in up to two 1-hour team meetings (one meeting prior to each TAC meeting) to be held via teleconference or in Vancouver.
- PBS will prepare TAC meeting materials and presentations, lead the meetings, and prepare meeting summaries.
- Four staff will participate in up to two 2-hour TAC meetings in Ridgefield.

Deliverables

- TAC presentations

Subtask 8.4: Public Open Houses

The project team will prepare for, attend, and facilitate one public open house to solicit community feedback. The open house will present the results of the alternatives analysis and scoring and solicit feedback on a preferred alternative. The project team will complete the following activities for the open house.

- Prepare a draft and final event plan that identifies background information, room layout, schedule, and informational station staffing.
- Participate in a teleconference with City staff to prepare for the open house.
- Prepare a postcard mailer to advertise the open house for City printing and distribution.
- Prepare a sign-in sheet and comment forms.

- Prepare a memorandum summarizing the comments received.

Assumptions

- Up to five staff members will attend one 1-hour teleconference prior to the open house.
 - Up to five staff members will attend a 2-hour open house in Ridgefield.
 - The City will publish and distribute a meeting notice and secure a meeting location for each open house.
 - The mailer design will be a 6 by 9 double-sided post card.
 - The City will pay printing and mailing costs for the postcard mailer directly to the vendor.
 - The City will provide at least two staff to support the team at the open house.
 - The project team will prepare all display boards for the open house and provide the City with electronic versions suitable for posting on their webpage.
- The City will post open house materials on the project webpage. If the City allows online comments, they will compile comments and provide them to the project team.

Deliverables

- Draft and final event plan
- Draft and final postcard mailer
- Draft and final public comment forms and sign-in sheets
- Draft and final open house summary memorandum

TASK 9: RIGHT OF WAY

Universal shall provide labor, equipment and materials to provide valuation and estimation services for City of Ridgefield on the Sunrise Corridor Phase II Project. R/W activities shall conform to the standards consistent with the WSDOT Right of Way Manual for cost estimating.

Subtask 9.1: Corridor Review and Cost Estimate

Right of Way staff shall review up to three project corridor alignments and shall perform right-of-way cost estimating to support project development for each of the three alternatives.

Cost estimates for each alternative will be prepared on Cost Estimate Spreadsheet and will include cost for land, improvements, damages, relocation and acquisition services including title, closing and administrative. Costs will also include potential condemnation expense.

Deliverables:

- Up to Three (3) right of way cost estimates

CITY DELIVERABLES TO THE CONSULTANT

City Provided Information

The City will provide copies of sample City projects, BA documents, and design guidelines. The City will also provide electronic files of title blocks, ortho and aerial drawings and standard details for streets, traffic signal, street lighting and other available details.

Project Coordination

The City will assist the Consultant in managing relationships with other jurisdictions involved in the project, adjacent property owners and the public. The City will provide staff to meet and discuss the project with the Consultant as needed. The City will provide written comments pertaining to the design submittals.

Right of Entry Permits

The City will obtain the right of access to private parcels for all project developments. The Consultant shall coordinate access.

Exhibit B

I-5 South Extension

City of Ridgefield, Washington
Friday, April 3, 2020

EXHIBIT "B"

																PBS	Subcontractors					SUB	
	ENG VIII	ENG VII	ENG VI	ENG V	ENG IV	ENG III	ENG I	Survey VI PLS	Survey IV PLS	Survey 2- Person Crew	UAS Operator	Graphic Artist	PRJ ADMIN I	Editor	Expense	TOTAL	Kittleson	AINW	UFS	Michael Minor	WSP	TOTAL	BUDGET AMOUNT
Task 1: Project Management and Coordination																38,820.00						20,799.01	59,619.01
Subtask 1.1 Contract Administration, Invoicing, and Progress Reports	12.00												10.00			3,130.00	2,078.56				2,750.00	4,828.56	\$7,958.56
Subtask 1.2 Meetings	50.00			30.00		10.00	10.00									16,350.00	12,778.11					12,778.11	\$29,128.11
Subtask 1.3 Management, Coordination, and Direction	30.00															5,700.00						0.00	\$5,700.00
Subtask 1.4 WSDOT Coordination	8.00			28.00		40.00										10,920.00	3,192.34					3,192.34	\$14,112.34
Subtask 1.5 County Coordination	8.00			8.00												2,720.00						0.00	\$2,720.00
TASK 2: SURVEYING																8,870.00						0.00	8,870.00
Subtask 2.1 Surveying and Base Map								2.00	4.00	10.00	36.00				1,200.00	8,870.00						0.00	\$8,870.00
TASK 3: TRAFFIC ENGINEERING																15,240.00						33,224.31	48,464.31
Subtask 3.1 Existing Transportation Facilities and Traffic Conditions			4.00		8.00		20.00									3,880.00	11,529.41					11,529.41	\$15,409.41
Subtask 3.2 Future No-Build Traffic Conditions			4.00		8.00		20.00									3,880.00	9,142.80					9,142.80	\$13,022.80
Subtask 3.3 Future Build Traffic Conditions			4.00		8.00		20.00									3,880.00	5,021.86					5,021.86	\$8,901.86
Subtask 3.4 Traffic Analysis Report			4.00		6.00		20.00									3,600.00	7,530.24					7,530.24	\$11,130.24
TASK 4: ALTERNATIVE ANALYSIS																32,040.00						8,374.74	40,414.74
Subtask 4.1 Summarize traffic operations	4.00			4.00												1,360.00	1,436.38					1,436.38	\$2,796.38
Subtask 4.2 Alternatives Preliminary Design & Estimates	20.00	12.00		80.00			48.00									23,000.00	5,196.40					5,196.40	\$28,196.40
Subtask 4.3 Design Memorandum, Decision Matrix and Alternative Analysis	8.00			36.00										8.00		7,680.00	1,741.96					1,741.96	\$9,421.96
TASK 5: ENVIRONMENTAL REVIEW AND DOCUMENTATION																4,080.00						13,915.00	17,995.00
Subtask 5.1: Purpose and Need	8.00			8.00												2,720.00					3,550.00	3,550.00	\$6,270.00
Subtask 5.2: Environmental Evaluation	4.00			4.00												1,360.00					10,365.00	10,365.00	\$11,725.00
																						0.00	\$0.00
TASK 6: CULTURAL RESOURCES ASSESSMENT																980.00						5,965.32	6,945.32
Subtask 6.1: Cultural Resources Assessment	2.00			4.00												980.00		5,965.32				5,965.32	\$6,945.32
																						0.00	\$0.00
TASK 7: NOISE IMPACTS EVALUATION																1,360.00						5,973.12	7,333.12
Subtask 7.1: Screening Level Nosie Analysis	4.00			4.00												1,360.00				5,973.12		5,973.12	\$7,333.12
																						0.00	\$0.00
TASK 8: PUBLIC OUTREACH																19,160.00					18,355.00	27,521.63	46,681.63
Subtask 8.1: Stakeholder Interviews	4.00			2.00												1,060.00	1,070.78					3,720.00	4,790.78
Subtask 8.2: Communication Materials	4.00			2.00												1,060.00						4,640.00	4,640.00
Subtask 8.3: Technical Advisory Committee	16.00			16.00								24.00				7,840.00	3,238.34					2,345.00	5,583.34
Subtask 8.4: Open Houses	8.00			8.00								12.00				3,920.00	1,619.17					6,000.00	7,619.17
Subtask 8.5: City Council and County Council Review	12.00			12.00								12.00				5,280.00	3,238.34					1,650.00	4,888.34
																							\$0.00
TASK 9: RIGHT OF WAY																680.00						2,940.00	3,620.00
Subtask 9.1: Corridor Review and Cost Estimate	2.00			2.00												680.00			2,940.00			2,940.00	\$3,620.00
TOTAL HOURS	204.00	12.00	16.00	248.00	30.00	50.00	138.00	2.00	4.00	10.00	36.00	48.00	10.00	8.00									
HOURLY RATES	190.00	180.00	165.00	150.00	140.00	130.00	105.00	170.00	130.00	195.00	135.00	100.00	85.00	95.00									
TOTAL DOLLARS	38,760.00	2,160.00	2,640.00	37,200.00	4,200.00	6,500.00	14,490.00	340.00	520.00	1,950.00	4,860.00	4,800.00	850.00	760.00	1,500.00	121,230.00	68,814.69	5,965.32	2,940.00	5,973.12	53,375.00	118,713.13	239,943.13

Attachment: I-5 South Connection Project (Award of I-5 South Connection Planning Contract)

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: April 23, 2020

ITEM:

AGENDA ITEM TITLE: Motion - Award of Refuge Park Improvements Project

GOVERNING LEGISLATION:

Revised Code of Washington Title 35 – Cities and Towns

PREVIOUS COUNCIL ACTION TAKEN:

None.

SUMMARY/BACKGROUND:

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 permanent 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.

BUDGET/FINANCIAL IMPACTS:

The AES bid of \$160,706.08 within budget and is lower than the amount estimated by the Design Engineer.

RECOMMENDED ACTION OR MOTION:

Staff recommends awarding the construction contract to AES. A suggested motion is:

“I move to award the Refuge Park Improvements Project to AES in the amount of \$160,706.08”

STAFF CONTACT: Bryan Kast, Public Works Director

ATTACHMENTS: BidTab (PDF)

City of Ridgefield

Advanced Excavating Specialists,
LLCNW Construction General
Contracting, Inc.

C&R Tractor & Landscaping, Inc.

Parker Pacific Development

3 Kings Environmental Inc

Bid Tab for

1010 Columbia Blvd

22317 NW 72nd Ave

3829 Pleasant Hill Rd

22333 S Grapevine Rd.

PO Box 280

P20007: Refuge Park Improvements

Longview, WA 98632

Battle Ground, WA 98604

Kelso, WA 98626

West Linn, OR 97068

Battle Ground, WA 98604

Opening: 04/17/2020 at 9am

360-232-8854

360-687-2040

360-577-8288

503-449-0534

360-666-5464

Base Bid:

Item	Bid Item	Quantity	Unit	Unit Cost	Total	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Mobilization	1	L.S.	\$ 10,540.00	\$ 10,540.00	9,000.00	\$ 9,000.00	\$ 3,000.00	\$ 3,000.00	\$ 17,500.00	\$ 17,500.00	\$ 47,305.15	\$ 47,305.15
2	Minor Change	1	EST.	\$ 5,000.00	\$ 5,000.00	5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
3	Project Temporary Traffic Control	1	L.S.	\$ 1,500.00	\$ 1,500.00	1,000.00	\$ 1,000.00	\$ 1,157.30	\$ 1,157.30	\$ 5,500.00	\$ 5,500.00	\$ 3,600.00	\$ 3,600.00
4	Traffic Control Supervisor	1	L.S.	\$ 450.00	\$ 450.00	250.00	\$ 250.00	\$ 5,809.65	\$ 5,809.65	\$ 3,500.00	\$ 3,500.00	\$ 2,137.50	\$ 2,137.50
5	Flaggers	120	HR	\$ 1.00	\$ 120.00	65.00	\$ 7,800.00	\$ 95.75	\$ 11,490.00	\$ 58.00	\$ 6,960.00	\$ 67.08	\$ 8,049.60
6	Clearing and Grubbing	0.6	ACRE	\$ 1,750.00	\$ 1,050.00	15,000.00	\$ 9,000.00	\$ 7,899.88	\$ 4,739.93	\$ 5,500.00	\$ 3,300.00	\$ 10,481.48	\$ 6,288.89
7	Tree Salvage and Planting	1	L.S.	\$ 2,030.00	\$ 2,030.00	2,000.00	\$ 2,000.00	\$ 6,269.32	\$ 6,269.32	\$ 8,000.00	\$ 8,000.00	\$ 13,572.00	\$ 13,572.00
8	Removal of Structures and Obstructions	1	L.S.	\$ 3,050.00	\$ 3,050.00	1,500.00	\$ 1,500.00	\$ 12,664.15	\$ 12,664.15	\$ 7,000.00	\$ 7,000.00	\$ 5,097.72	\$ 5,097.72
9	Roadway Excavation Incl. Haul	39	C.Y.	\$ 7.00	\$ 273.00	35.00	\$ 1,365.00	\$ 54.67	\$ 2,132.13	\$ 55.00	\$ 2,145.00	\$ 30.79	\$ 1,200.81
10	Common Borrow Incl. Haul	215	C.Y.	\$ 20.00	\$ 4,300.00	45.00	\$ 9,675.00	\$ 57.71	\$ 12,407.65	\$ 42.50	\$ 9,137.50	\$ 45.21	\$ 9,720.15
11	Embankment Compaction	378	C.Y.	\$ 14.00	\$ 5,292.00	8.00	\$ 3,024.00	\$ 8.97	\$ 3,390.66	\$ 6.50	\$ 2,457.00	\$ 20.99	\$ 7,934.22
12	Crushed Surfacing Top Course	12	TON	\$ 150.00	\$ 1,800.00	60.00	\$ 720.00	\$ 136.88	\$ 1,642.56	\$ 72.00	\$ 864.00	\$ 298.54	\$ 3,582.48
13	Crushed Surfacing Base Course	207	TON	\$ 36.00	\$ 7,452.00	60.00	\$ 12,420.00	\$ 36.31	\$ 7,516.17	\$ 72.00	\$ 14,904.00	\$ 50.26	\$ 10,403.82
14	Commercial HMA	173	TON	\$ 133.00	\$ 23,009.00	135.00	\$ 23,355.00	\$ 231.46	\$ 40,042.58	\$ 158.00	\$ 27,334.00	\$ 180.94	\$ 31,302.62
15	Cement Conc. Pavement	2	C.Y.	\$ 830.00	\$ 1,660.00	500.00	\$ 1,000.00	\$ 231.46	\$ 462.92	\$ 250.00	\$ 500.00	\$ 1,200.00	\$ 2,400.00
16	Cement Conc. Pedestrian Curb	102	L.F.	\$ 34.00	\$ 3,468.00	75.00	\$ 7,650.00	\$ 37.03	\$ 3,777.06	\$ 52.00	\$ 5,304.00	\$ 34.89	\$ 3,558.78
17	Esc Lead	6	DAYS	\$ 70.00	\$ 420.00	75.00	\$ 5,250.00	\$ 302.90	\$ 1,817.40	\$ 450.00	\$ 2,700.00	\$ 180.00	\$ 1,080.00
18	Wattle	662	L.F.	\$ 3.00	\$ 1,986.00	3.00	\$ 1,986.00	\$ 3.87	\$ 2,561.94	\$ 3.50	\$ 2,317.00	\$ 2.53	\$ 1,674.86
19	Seeding, Fertilizing, And Mulching	0.4	ACRE	\$ 5,950.00	\$ 2,380.00	6,250.00	\$ 2,500.00	\$ 2,722.15	\$ 1,088.86	\$ 5,025.00	\$ 2,010.00	\$ 5,096.53	\$ 2,038.61
20	PSIPE Tree, Deciduous; 2" Cal.	27	EACH	\$ 410.00	\$ 11,070.00	625.00	\$ 16,875.00	\$ 409.93	\$ 11,068.11	\$ 375.00	\$ 10,125.00	\$ 410.34	\$ 11,079.18
21	PSIPE Shrub; 2 Gal.	51	EACH	\$ 27.00	\$ 1,377.00	29.00	\$ 1,479.00	\$ 30.81	\$ 1,571.31	\$ 38.00	\$ 1,938.00	\$ 37.84	\$ 1,929.84
22	PSIPE Groundcover; 1 Gal.	259	EACH	\$ 17.00	\$ 4,403.00	17.75	\$ 4,597.25	\$ 10.98	\$ 2,843.82	\$ 15.00	\$ 3,885.00	\$ 12.87	\$ 3,333.33
23	Mulching	0.06	ACRE	\$ 30,000.00	\$ 1,800.00	32,500.00	\$ 1,950.00	\$ 15,362.67	\$ 921.76	\$ 29,497.00	\$ 1,769.82	\$ 30,712.50	\$ 1,842.75
24	Fine Compost	0.07	ACRE	\$ 37,000.00	\$ 2,590.00	40,500.00	\$ 2,835.00	\$ 16,565.86	\$ 1,159.61	\$ 28,500.00	\$ 1,995.00	\$ 30,336.43	\$ 2,123.55
25	Topsoil Type C	0.04	ACRE	\$ 44,000.00	\$ 1,760.00	48,000.00	\$ 1,920.00	\$ 32,394.50	\$ 1,295.78	\$ 45,000.00	\$ 1,800.00	\$ 52,650.00	\$ 2,106.00
26	Irrigation System	1	L.S.	\$ 8,600.00	\$ 8,600.00	9,250.00	\$ 9,250.00	\$ 9,012.05	\$ 9,012.05	\$ 10,500.00	\$ 10,500.00	\$ 10,647.00	\$ 10,647.00
27	Coated Chain Link Fence Type 6	90	L.F.	\$ 55.00	\$ 4,950.00	60.00	\$ 5,400.00	\$ 63.65	\$ 5,728.50	\$ 65.00	\$ 5,850.00	\$ 52.65	\$ 4,738.50
28	6Ft. Chain Link Temporary Construction Fencing	115	L.F.	\$ 1.00	\$ 115.00	5.75	\$ 661.25	\$ 4.13	\$ 474.95	\$ 6.00	\$ 690.00	\$ 5.22	\$ 600.30
29	Single 6 Ft. Coated Chain Link Gate	2	EACH	\$ 1,850.00	\$ 3,700.00	925.00	\$ 1,850.00	\$ 1,012.64	\$ 2,025.28	\$ 2,000.00	\$ 4,000.00	\$ 1,023.75	\$ 2,047.50
30	Hydrant (Site Furnishing)	1	L.S.	\$ 150.00	\$ 150.00	250.00	\$ 250.00	\$ 4,394.05	\$ 4,394.05	\$ 2,200.00	\$ 2,200.00	\$ 621.06	\$ 621.06
31	Bike Rack (Site Furnishing)	1	L.S.	\$ 1,200.00	\$ 1,200.00	1,000.00	\$ 1,000.00	\$ 2,840.36	\$ 2,840.36	\$ 1,100.00	\$ 1,100.00	\$ 2,422.80	\$ 2,422.80
32	Pet Fountain (Site Furnishing)	1	L.S.	\$ 5,200.00	\$ 5,200.00	5,500.00	\$ 5,500.00	\$ 2,840.36	\$ 2,840.36	\$ 4,800.00	\$ 4,800.00	\$ 6,684.30	\$ 6,684.30
33	Ductile Iron Pipe 37257 In. Diam.	92	L.F.	\$ 1.00	\$ 92.00	30.00	\$ 2,760.00	\$ 53.82	\$ 4,951.44	\$ 20.00	\$ 1,840.00	\$ 66.93	\$ 6,157.56
34	Ductile Iron Pipe 43832 In. Diam	18	L.F.	\$ 1.00	\$ 18.00	35.00	\$ 630.00	\$ 95.56	\$ 1,720.08	\$ 20.00	\$ 360.00	\$ 67.53	\$ 1,215.54
35	Water Service Connection 1-1/4In. Diam.	1	EA.	\$ 2,300.00	\$ 2,300.00	1,500.00	\$ 1,500.00	\$ 4,893.31	\$ 4,893.31	\$ 1,800.00	\$ 1,800.00	\$ 6,254.41	\$ 6,254.41
36	Wheel Stop	27	EA.	\$ 100.00	\$ 2,700.00	125.00	\$ 3,375.00	\$ 175.17	\$ 4,729.59	\$ 150.00	\$ 4,050.00	\$ 130.13	\$ 3,513.51
37	Reinstall Existing Sign	1	L.S.	\$ 550.00	\$ 550.00	500.00	\$ 500.00	\$ 1,016.76	\$ 1,016.76	\$ 850.00	\$ 850.00	\$ 960.00	\$ 960.00
38	Corrugated Polyethylene Storm Sewer Pipe, 12 In Diam.	120	L.F.	\$ 40.00	\$ 4,800.00	65.00	\$ 7,800.00	\$ 32.34	\$ 3,880.80	\$ 35.00	\$ 4,200.00	\$ 79.64	\$ 9,556.80
39	Plain Conc. Storm Sewer Pipe, 12 In. Diam.	35	L.F.	\$ 46.00	\$ 1,610.00	65.00	\$ 2,725.00	\$ 73.49	\$ 2,572.15	\$ 45.00	\$ 1,575.00	\$ 81.75	\$ 2,861.25
40	Precast Catch Basin With Beehive Grate	1	EA.	\$ 1,300.00	\$ 1,300.00	2,250.00	\$ 2,250.00	\$ 1,594.07	\$ 1,594.07	\$ 3,500.00	\$ 3,500.00	\$ 2,721.90	\$ 2,721.90
41	Manhole 48 In Diam Type 1	1	EA.	\$ 2,800.00	\$ 2,800.00	3,750.00	\$ 3,750.00	\$ 2,673.33	\$ 2,673.33	\$ 4,500.00	\$ 4,500.00	\$ 3,027.61	\$ 3,027.61
42	Quarry Spalls	3	C.Y.	\$ 150.00	\$ 450.00	100.00	\$ 300.00	\$ 254.04	\$ 762.12	\$ 35.00	\$ 105.00	\$ 183.02	\$ 549.06
43	French Drain	95	L.F.	\$ 7.00	\$ 665.00	10.00	\$ 950.00	\$ 17.86	\$ 1,696.70	\$ 40.00	\$ 3,800.00	\$ 39.50	\$ 3,752.50
				Total Base Bid		\$ 139,980.00		\$ 179,352.50		\$ 203,636.57		\$ 203,665.32	

Additive No. 1:

Item	Bid Item	Quantity	Unit	Unit Cost	Total	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Mobilization	1	L.S.	\$ 750.00	\$ 750.00	1.00	\$ 1.00	\$ 1,100.00	\$ 1,100.00	\$ 3,500.00	\$ 3,500.00	\$ 4,572.00	\$ 4,572.00
2	Clearing and Grubbing	0.169	ACRE	\$ 1,000.00	\$ 169.00	15,000.00	\$ 2,535.00	\$ 14,023.43	\$ 2,369.96	\$ 5,500.00	\$ 929.50	\$ 12,071.01	\$ 2,040.00
3	Common Borrow Incl. Haul	122	C.Y.	\$ 17.00	\$ 2,074.00	45.00	\$ 5,490.00	\$ 57.73	\$ 7,043.06	\$ 42.50	\$ 5,185.00	\$ 48.00	\$ 5,856.00
4	Embankment Compaction	122	C.Y.	\$ 14.00	\$ 1,708.00	8.00	\$ 976.00	\$ 6.78	\$ 827.16	\$ 8.50	\$ 1,037.00	\$ 24.00	\$ 2,928.00
5	Crushed Surfacing Base Course	21	TON	\$ 60.00	\$ 1,260.00	60.00	\$ 1,260.00	\$ 65.04	\$ 1,365.84	\$ 72.00	\$ 1,512.00	\$ 60.00	\$ 1,260.00
6	PSIPE Tree, Deciduous; 2" Cal.	4	EACH	\$ 410.00	\$ 1,640.00	625.00	\$ 2,500.00	\$ 409.94	\$ 1,639.76	\$ 539.00	\$ 2,156.00	\$ 549.90	\$ 2,199.60
7	PSIPE Shrub; 2 Gal.	45	EACH	\$ 27.00	\$ 1,215.00	29.00	\$ 1,305.00	\$ 30.81	\$ 1,386.45	\$ 45.00	\$ 2,025.00	\$ 33.40	\$ 1,503.00
8	PSIPE Groundcover; 1 Gal.	252	EACH	\$ 16.00	\$ 4,032.00	17.75	\$ 4,473.00	\$ 10.98	\$ 2,766.96	\$ 15.00	\$ 3,780.00	\$ 12.87	\$ 3,243.24
9	Mulching	0.03	ACRE	\$ 36,000.00	\$ 1,080.00	42,000.00	\$ 1,260.00	\$ 15,400.00	\$ 462.00	\$ 29,500.00	\$ 885.00	\$ 30,010.67	\$ 900.32
10	Fine Compost	0.03	ACRE	\$ 44,000.00	\$ 1,320.00	47,500.00	\$ 1,425.00	\$ 16,579.67	\$ 497.39	\$ 28,883.00	\$ 866.49	\$ 29,385.67	\$ 881.57
11	Topsoil Type C	0.03	ACRE	\$ 44,400.00	\$ 1,332.00	48,000.00	\$ 1,440.00	\$ 32,370.69	\$ 971.12	\$ 51,750.00	\$ 1,552.50	\$ 52,650.00	\$ 1,579.50
12	Irrigation System	1	L.S.	\$ 2,400.00	\$ 2,400.00	2,750.00	\$ 2,750.00	\$ 4,399.36	\$ 4,399.36	\$ 2,200.00	\$ 2,200.00	\$ 1,404.00	\$ 1,404.00
13	Wheel Stop - Reused	7	EACH	\$ 20.00	\$ 140.00	75.00	\$ 75.00	\$ 175.17	\$ 1,226.19	\$ 70.00	\$ 490.00	\$ 90.00	\$ 630.00
				Additive No. 1 Subtotal		\$ 19,120.00		\$ 25,940.00		\$ 26,055.25		\$ 26,118.49	
				WA State Sales Tax (8.4%)		\$ 1,606.08		\$ 2,178.96		\$ 2,193.95		\$ 2,435.77	
				Additive No. 1 Total		\$ 20,726.08		\$ 28,118.96		\$ 28,243.89		\$ 28,312.44	

Grand Total \$ 160,706.08 \$ 207,471.46 \$ 231,880.46 \$ 231,977.76 \$ 288,126.46