RIDGEFIELD CITY COUNCIL
MEETING AGENDA

Thursday, April 22, 2021
RACC - Columbia Assembly Room
510 Pioneer Street, Ridgefield, WA 98642

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

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

II. PUBLIC COMMENT

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

III. CONSENT AGENDA

1. **Approval of Claims And/Or Payroll**
2. **Approval of Minutes from the April 8, 2021 Meeting**

IV. BUSINESS

1. **Second Reading of Ordinance No. 1340 – 2021 Budget Amendment - Kirk Johnson, Finance Director**

V. PUBLIC COMMENT

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

VI. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

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

VII. 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 22, 2021

ITEM: CONSENT AGENDA

AGENDA ITEM TITLE: Approval of Claims And/Or Payroll

GOVERNING LEGISLATION:

Revised Code of Washington Title 35A

PREVIOUS COUNCIL ACTION TAKEN:

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

BACKGROUND:

Vendor claims

BUDGET/FINANCIAL IMPACTS:

See vendor detail attached

ACTION OR MOTION:

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

"I move to approve the consent agenda as presented"

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS: April 22, 2021 - Claims Report (PDF)

City of Ridgefield

Claims Payment Report

For Approval on: April 22, 2021

Sum of Amount Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total
Allen John and Judy	UB*00504	(blank)	Genl Govt/Facilities	Refund Check 011221-000 1866 S Pintail Ct	104.12
Allen John and Judy Total					**104.12**
AMAZON BUSINESS	3485	1RQV-RRKF-DDQY	Genl Govt/Facilities	CDD Office Supplies	3.18
			Public Works	CDD Office Supplies	47.40
			Community Development	CDD Office Supplies	50.58
		1LDV-WN3P-KHN6	Community Development	CDD Mobile Printer Supp	44.44
		17LR-MJXY-39L3	Genl Govt/Facilities	COVID Signage for Sports Fields	150.88
		1NND-3WKW-6HGK	Genl Govt/Facilities	Face Masks	151.74
		1441-VGHN-3H3N	Genl Govt/Facilities	Laptop Cases	45.13
		17F4-FHTM-JF3J	Genl Govt/Facilities	1SAT - April	251.50
		1TWP-3J1V-967K	Genl Govt/Facilities	COVID Signage for Sports Fields	301.76
		131C-VDRT-DTNQ	Public Works	Manual for Traffic Control Devises	37.94
		1NRP-PL39-FWTT	Genl Govt/Facilities	1Sat - May Activity Bags	597.28
		16DV-WN3P-6WQD	Community Development	CDD Mobile Printer Supp	128.96
		1GTC-JCGH-6RJK	Community Development	CDD Mobile Printer	259.08
		1JRV-KF6Q-4M6V	Public Works	Streets Small Tools	24.80
		1HQ6-LDJX-V49L	Genl Govt/Facilities	Returned Event Supplies	(184.25)
		16LQ-PQH9-CFNT	Genl Govt/Facilities	General Event Supplies	45.96
AMAZON BUSINESS Total					**1,956.38**
Ambry Inc	UB*00490	(blank)	Genl Govt/Facilities	Refund Check 013440-000 2002 N 2nd Way	58.95
Ambry Inc Total					**58.95**
ARAMARK UNIFORM SERVICES	32	5.29E+11	Genl Govt/Facilities	PW Uniforms/Floor Mats	2.69
			Public Works	PW Uniforms/Floor Mats	48.67
		5.29E+11	Genl Govt/Facilities	PW Floor Mats	1.75
				PW Uniforms	0.94
			Public Works	PW Floor Mats	25.98
				PW Uniforms	22.69
ARAMARK UNIFORM SERVICES Total					**102.72**
ASSOCIATED CONSULTANTS INC.	1030	21-123-01	Community Development	Parker Retaining Wall Plan Review	807.50
ASSOCIATED CONSULTANTS INC. Total					**807.50**
ASSOCIATION OF WASHINGTON CITIES	41	88905	Council	City Action Days Registration - Lindsay	75.00
		88904	Council	City Action Days 2021 Registration - Stose	75.00
ASSOCIATION OF WASHINGTON CITIES Total					**150.00**
BLUEFIN PAYMENT SYSTEMS	2827	2827-202103B	Public Works	Customer Web Payments	21.90
		2827-202103	Public Works	Customer Web Payments	3,141.72
BLUEFIN PAYMENT SYSTEMS Total					**3,163.62**
Bousfield Cory & Moua True	UB*00499	(blank)	Genl Govt/Facilities	Refund Check 008865-000 3520 S 2nd Way	93.09
Bousfield Cory & Moua True Total					**93.09**
BRYAN KAST	1833	1833-20210422	Human Resources	WSU Tuition Reimb - Kast	1,851.00
BRYAN KAST Total					**1,851.00**

Attachment: April 22, 2021 - Claims Report (Approval of Claims And/Or Payroll)

City of Ridgefield

Claims Payment Report

For Approval on: April 22, 2021

BSK ASSOCIATES	**2119**	VE00906	**Public Works**	Coliform Testing - March 2021	470.00
BSK ASSOCIATES Total					**470.00**
Buffham Linzie	**UB*00450**	(blank)	**Genl Govt/Facilities**	Refund Check 011817-000 4005 N 5th Way	91.49
Buffham Linzie Total					**91.49**
CARAHSOFT TECHNOLOGY CORPORATION	**2500**	IN938568	**Information Technology**	Granicus Agenda and Minutes 2021-2022	9,006.74
CARAHSOFT TECHNOLOGY CORPORATION Total					**9,006.74**
CFM STRATEGIC COMMUNICATIONS INC.	**2551**	25954	**Genl Govt/Facilities**	Lobbyist - March 2021	5,200.00
CFM STRATEGIC COMMUNICATIONS INC. Total					**5,200.00**
CITY OF BATTLE GROUND	**92**	INV00329	**Judicial**	Court Costs/Public Defender - Feb 2021	3,030.00
		INV00333	**Judicial**	Court Costs/Public Defender - March 2021	15,182.58
CITY OF BATTLE GROUND Total					**18,212.58**
CLARK COUNTY	**102**	CI026275	**Judicial**	Pretrial Supervision - Feb 2021	323.40
		CI026266	**Public Safety**	Q2.2021 - Dispatching/Radio Operations	19,931.00
		CI026356	**Judicial**	Q1.2021 - Limited Jurisdiction Services	220.00
		CI026255	**Public Safety**	Q2.2021 - CRESA Management Fees	2,589.00
CLARK COUNTY Total					**23,063.40**
CLARK COUNTY TREASURERS OFFICE	**554**	SIF202103	**Genl Govt/Facilities**	School Impact Fees	497,341.69
CLARK COUNTY TREASURERS OFFICE Total					**497,341.69**
CLARK PUBLIC UTILITIES	**110**	7559-485-3-202103	**Genl Govt/Facilities**	230 Pioneer Ave	346.83
			Public Safety	116 N Main Avenue	129.10
			Public Works	(blank)	106.57
				N 1st Cir & N 65th Ave - Park & Ride	62.41
				109 W Division St - Electricity	255.04
				800 NE 264 St Intertie 1 - Water	609.13
				214 S Riverview Dr	115.55
				Pioneer St. & Gee Creek Loop - Electricity	27.07
				2300 N 3rd Way Bellwood Trail Lights	38.01
				400 N Abrams Park Rd	515.45
				535 N Abrams Park Rd.	48.84
				N Abrams Park/E Division	496.63
				Overlook Park - Electricity	115.55
				255 S 56th Pl - Electricity	2,404.68
				Municipal Lighting Lease	3,927.66
				Heron Dr & Lark Dr	46.91
				1504 NW Intertie 3 - Water	655.45
				City Park/Water Well	2,543.96
				512 N Allen Dr - Electricity	26.83
				337 S Royal Rd.	157.75
				911 N 65th Ave Intertie 2 - Water	128.79
				3701 N 3rd Cir - Electricity	26.91
				SR/Pioneer ST & S 65 AVE	58.66
				N 35th Ave and Pioneer St	60.78
				Traffic Signal - Hillhurst/Royal Rd.	52.37

Attachment: April 22, 2021 - Claims Report (Approval of Claims And/Or Payroll)

City of Ridgefield

Claims Payment Report

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CLARK PUBLIC UTILITIES Total					**12,956.93**
CLARK REGIONAL WASTEWATER DISTRICT	**741**	032894-000-202103	**Public Works**	Abrams Park Kitchen - Sewer	41.59
		032899-000-202103	**Public Works**	Abrams Park Former Mgr House - Sewer	42.20
		035480-000-202103	**Public Works**	255 S 56th Pl Well & Reservoir - Sewer	39.18
		032695-000-202103	**Genl Govt/Facilities**	109 W Division WWTP - CRWWD Portion - Sewer	77.76
			Public Works	109 W Division WWTP - Sewer	77.76
		032895-000-202103	**Public Works**	Abrams Park Restrooms - Sewer	80.17
		032712-000-202103	**Public Safety**	116 N Main Ave PD - Sewer	45.81
		032752-000-202103	**Genl Govt/Facilities**	230 Pioneer St City Hall - Sewer	367.10
CLARK REGIONAL WASTEWATER DISTRICT Total					**771.57**
COLUMBIA PACIFIC CONSTRUCTION INC	**2309**	20014-1	**Public Works**	Streetlight Repair - Pioneer & 40th St	9,545.00
COLUMBIA PACIFIC CONSTRUCTION INC Total					**9,545.00**
COLUMBIAN PUBLISHING	**116**	27900	**Community Development**	Sepa DNS - Shoreline Master Program	106.20
		27822	**Public Works**	RFQ - Reiman Rd to Mayors Meadow	254.10
COLUMBIAN PUBLISHING Total					**360.30**
COMCAST	**2271**	2271-202104-230	**Genl Govt/Facilities**	Internet Services - City Hall	466.90
		2271-202104-116	**Public Safety**	PD Communications	350.36
COMCAST Total					**817.26**
COMDATA NETWORK INC.	**1101**	20352946	**Genl Govt/Facilities**	PW/CDD Fuel - XN173 - 3/16/21-3/31/21	91.58
			Public Works	PW/CDD Fuel - XN173 - 3/16/21-3/31/21	1,364.31
			Community Development	PW/CDD Fuel - XN173 - 3/16/21-3/31/21	75.91
		20352947	**Public Safety**	PD Fuel - XN795 - 3/16/21-3/31/21	503.05
COMDATA NETWORK INC. Total					**2,034.85**
CORWIN BEVERAGE COMPANY	**3566**	PLZ-20-0082	**Genl Govt/Facilities**	Refund PLZ-20-0082	350.00
CORWIN BEVERAGE COMPANY Total					**350.00**
DATEC INC	**136**	35007	**Public Safety**	Sector Printer attachments and paper per attached quote. Costs	1,043.67
DATEC INC Total					**1,043.67**
DEPARTMENT OF LICENSING - CPL	**154**	RG0000662-2021	**Genl Govt/Facilities**	CPL Fees - Rosvold	18.00
		RG0000650-2021	**Genl Govt/Facilities**	CPL Fees - Brown	18.00
		RG0000658-2021	**Genl Govt/Facilities**	CPL Fees - Schmitz	18.00
		RG0000649-2021	**Genl Govt/Facilities**	CPL Fees - Ramirez	18.00
		RG0000664-2021	**Genl Govt/Facilities**	CPL Fees - Willliamson	18.00
		RG0000655-2021	**Genl Govt/Facilities**	CPL Fees - Smith	18.00
		RG0000646-2021	**Genl Govt/Facilities**	CPL Fees - Larsen	18.00
		RG0000663-2021	**Genl Govt/Facilities**	CPL Fees - Fisher	18.00
		RG0000665-2021	**Genl Govt/Facilities**	CPL Fees - Strizu	18.00
		RG0000656-2021	**Genl Govt/Facilities**	CPL Fees - Nastri	18.00
		RG0000652-2021	**Genl Govt/Facilities**	CPL Fees - Conaway	18.00
		RG0000657-2021	**Genl Govt/Facilities**	CPL Fees - Frick	18.00
		RG0000661-2021	**Genl Govt/Facilities**	CPL Fees - Newell	18.00
		RG0000659-2021	**Genl Govt/Facilities**	CPL Fees - Schmitz	18.00
		RG0000651-2021	**Genl Govt/Facilities**	CPL Fees - Conaway	18.00
DEPARTMENT OF LICENSING - CPL Total					**270.00**

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DEPARTMENT OF RETIREMENT SYSTEM	1537	1443752	Genl Govt/Facilities	2020 Old Age & Survivors Insurance	25.00
DEPARTMENT OF RETIREMENT SYSTEM Total					**25.00**
DICK'S TIRE FACTORY	158	D87378	Public Safety	PD Vehicle Maint	43.25
		D87316	Public Safety	PD Vehicle Maint	43.25
		D87540	Public Safety	PD Vehicle Maint	43.25
DICK'S TIRE FACTORY Total					**129.75**
Dunagan Jason & Jessica	UB*00498	(blank)	Genl Govt/Facilities	Refund Check 011531-000 2022 N 5th Way	4.72
Dunagan Jason & Jessica Total					**4.72**
E2 LAND USE PLANNING SERVICES LLC	485	0485-202103	Community Development	Planning Consulting Services - March 2021	6,125.00
E2 LAND USE PLANNING SERVICES LLC Total					**6,125.00**
ELCOR INC	2081	MSP-13467	Public Safety	IT Services - March 2021	3,377.29
			Public Works	IT Services - March 2021	2,924.13
			Community Development	IT Services - March 2021	3,002.04
			Information Technology	IT Services - March 2021	6,457.21
		13504	Public Works	PW Shop Network Setup	5,129.79
				PW Shop Sonicwall	2,962.06
			Information Technology	Social Distancing Equip - Council/Jessica	751.37
				Microsoft Surfaces - Council	7,340.30
ELCOR INC Total					**31,944.19**
ELMERS FLAG AND BANNER	170	15919	Public Works	Abrams Park Flag	241.95
ELMERS FLAG AND BANNER Total					**241.95**
EXTREME PRODUCTS	3327	65362	Public Safety	Volunteer Uniforms	100.49
EXTREME PRODUCTS Total					**100.49**
FERGUSON ENTERPRISES INC # 8423	181	976694	Public Works	Water Supp	309.72
		966738	Genl Govt/Facilities	Water Meters	(622.69)
			Public Works	Water Meters	8,035.71
		973905	Genl Govt/Facilities	Water Meters	(384.38)
			Public Works	Water Meters	4,960.38
		CM128145	Public Works	Water Meters - Credit	(363.14)
		954066	Public Works	Water Meters	363.14
FERGUSON ENTERPRISES INC # 8423 Total					**12,298.74**
FERNANDO JIMENEZ	2559	2559-20210422-R	Genl Govt/Facilities	RORC Fencing Retainage Release	6,186.50
FERNANDO JIMENEZ Total					**6,186.50**
GARRETT SIGN CO	3289	PLZ-21-0002	Genl Govt/Facilities	Refund PLZ-21-0002	100.00
GARRETT SIGN CO Total					**100.00**
GRAY AND OSBORNE INC	207	21242.00-1	Community Development	McCormick Creek Phase 2 Final Plat	516.14
		21231.00-2	Community Development	Eagle Ridge PUD Final Play	324.90
		21245.00-1	Community Development	MCCormick Creek Phase 3 Final Plat	388.65
		19234.00-19	Public Works	Water System Plan Update	7,570.12
		21234.00-1	Community Development	Cloverhill Phase 8	841.03
		21237.00-1	Public Works	Risk and Resiliency Assessment	279.66
GRAY AND OSBORNE INC Total					**9,920.50**
H.D. FOWLER COMPANY	2036	I5736771	Public Works	Water Supp	1,952.74

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H.D. FOWLER COMPANY	2036	I5738717	Public Works	Meter Adapters	1,308.15
		I5739067	Public Works	Water Supplies	351.87
		I5738153	Public Works	Water Supp	258.29
H.D. FOWLER COMPANY Total					**3,871.05**
HOME DEPOT CREDIT CARD SERVICES	1805	7354910	Genl Govt/Facilities	Tools - Embry	22.93
			Public Works	Tools - Embry	206.33
HOME DEPOT CREDIT CARD SERVICES Total					**229.26**
HONEY BUCKETS	223	552018001	Public Works	Davis Park Port-a-Potty	328.00
		552025972	Genl Govt/Facilities	Hand Washing Station	345.00
HONEY BUCKETS Total					**673.00**
HUMANE SOCIETY FOR SW WASHINGTON	526	5218	Public Safety	Q1.2021 - Animal Control	900.00
HUMANE SOCIETY FOR SW WASHINGTON Total					**900.00**
INTERMEDIA.NET INC	2187	2104264379	Information Technology	Voice Service Charges - March 2021	89.21
INTERMEDIA.NET INC Total					**89.21**
J.L. STOREDAHL AND SONS	558	326398	Public Works	Stock Gravel - Water/Streets/Parks	204.20
J.L. STOREDAHL AND SONS Total					**204.20**
J2 BLUE PRINT SUPPLY	243	AR100202	Genl Govt/Facilities	1Sat Signs	45.53
		AR100203	Finance	Sports Field COVID Guidance Sign	44.45
J2 BLUE PRINT SUPPLY Total					**89.98**
JANEAN Z PARKER	2199	111	Community Development	Legal Services - March 2021	1,437.50
			Legal	Legal Services - March 2021	3,562.50
JANEAN Z PARKER Total					**5,000.00**
Kane Christina	UB*00501	(blank)	Genl Govt/Facilities	Refund Check 008353-000 3117 S 1st St	27.35
Kane Christina Total					**27.35**
KENYON DISEND PLLC	1746	1090950	Legal	Profession Attorney Services - Police Station	280.00
KENYON DISEND PLLC Total					**280.00**
Kingston Homes LLC	UB*00502	(blank)	Genl Govt/Facilities	Refund Check 010504-098 4337 S 16th Way	75.47
	UB*00509	(blank)	Genl Govt/Facilities	Refund Check 010504-100 4330 S 17th Way	69.19
	UB*00510	(blank)	Genl Govt/Facilities	Refund Check 010504-099 4231 S 16th Way	37.20
	UB*00493	(blank)	Genl Govt/Facilities	Refund Check 010504-096 4335 S 17th Way	74.37
Kingston Homes LLC Total					**256.23**
KIRK JOHNSON	1716	1716-20210422	Finance	Mileage Reimb - Johnson	169.40
KIRK JOHNSON Total					**169.40**
Krippner Homes NW LLC	UB*00506	(blank)	Genl Govt/Facilities	Refund Check 010340-112 2114 N 4th Way	48.37
	UB*00495	(blank)	Genl Govt/Facilities	Refund Check 010340-111 2005 N 4th Way	49.95
Krippner Homes NW LLC Total					**98.32**
L.N. CURTIS AND SONS	3075	INV473903	Public Safety	AimPoint Optics	978.35
		INV477036	Public Safety	PD Holster	147.42
L.N. CURTIS AND SONS Total					**1,125.77**
Lackey George	UB*00480	(blank)	Genl Govt/Facilities	Refund Check 011287-000 4540 N 9th St	44.79
Lackey George Total					**44.79**
Larson Carol	UB*00507	(blank)	Genl Govt/Facilities	Refund Check 013147-000 7102 S Ridge Way	5.70
Larson Carol Total					**5.70**

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Lemka Michael	UB*00508	(blank)	Genl Govt/Facilities	Refund Check 011107-000 339 N 34th Ct	123.35
Lemka Michael Total					**123.35**
LESERINE MURITOK	3482	15	Judicial	Interpreting Services	120.00
LESERINE MURITOK Total					**120.00**
MALLORY SAFETY AND SUPPLY LLC	285	5020077	Genl Govt/Facilities	PW Safety Vests - Credit	(14.41)
			Public Works	PW Safety Vests - Credit	(214.79)
		5048003	Genl Govt/Facilities	PW Safety Vests	30.10
			Public Works	PW Safety Vests	448.44
		5016986	Genl Govt/Facilities	PW Safety Vests	14.41
			Public Works	PW Safety Vests	214.79
MALLORY SAFETY AND SUPPLY LLC Total					**478.54**
Manor Homes NW Inc	UB*00494	(blank)	Genl Govt/Facilities	Refund Check 005820-008 1111 N Fairhope Pl	14.68
Manor Homes NW Inc Total					**14.68**
MARIUS L MALATTIA	1817	147	Community Development	Design Reviews - March 2021	682.50
MARIUS L MALATTIA Total					**682.50**
MARTA L. OCHOA-RUTHERFORD	3396	472	Judicial	Interpreting Services	65.00
MARTA L. OCHOA-RUTHERFORD Total					**65.00**
MERCURY ASSOCIATES INC.	3547	Ridgefld-03	Genl Govt/Facilities	Fleet Management Study	4,868.00
MERCURY ASSOCIATES INC. Total					**4,868.00**
MINERT AND ASSOCIATES INC.	981	304992	Genl Govt/Facilities	DOT Drug/Alcohol Testing - March 2021	3.95
			Public Works	DOT Drug/Alcohol Testing - March 2021	73.75
			Community Development	DOT Drug/Alcohol Testing - March 2021	55.30
MINERT AND ASSOCIATES INC. Total					**133.00**
MUNICIPAL CODE CORP.	1185	355949	Genl Govt/Facilities	Codification	386.10
MUNICIPAL CODE CORP. Total					**386.10**
NAPA AUTO PARTS	498	237226	Genl Govt/Facilities	PW Shop Supplies	5.71
			Public Works	PW Shop Supplies	84.08
		237482	Genl Govt/Facilities	Backhoe Maint	7.99
			Public Works	Backhoe Maint	118.87
		235908	Genl Govt/Facilities	PW Shop Supp	1.59
			Public Works	PW Shop Supp	23.76
		253449	Public Works	Jumper Cables - Parks/Streets	101.04
		236116	Genl Govt/Facilities	Shop Supplies	2.17
			Public Works	Shop Supplies	32.31
NAPA AUTO PARTS Total					**377.52**
NELSON TRUCK EQUIPMENT	3535	719632	Genl Govt/Facilities	PW Supp - Eli	12.21
			Public Works	PW Supp - Eli	109.92
NELSON TRUCK EQUIPMENT Total					**122.13**
New Tradition Homes	UB*00496	(blank)	Genl Govt/Facilities	Refund Check 009388-145 1625 S 40th Pl	53.84
New Tradition Homes Total					**53.84**
NORTHWEST NATURAL GAS	315	8578-7-202103	Public Works	PW Shop - Natural Gas	238.71
		8578-7-202102	Public Works	PW Shop - Natural Gas	619.33
		1000591-6-202102	Public Safety	Police Department - Natural Gas	73.68

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NORTHWEST NATURAL GAS	315	8817-9-202103	Genl Govt/Facilities	City Hall - Natural Gas	252.86
		1000591-6-202103	Public Safety	Police Department - Natural Gas	55.20
		8817-9-202102	Genl Govt/Facilities	City Hall - Natural Gas	364.42
NORTHWEST NATURAL GAS Total					**1,604.20**
NORTHWEST STAFFING	522	4116322	Community Development	Temp Services - Frosh	497.20
		4116446	Community Development	Temp Services - Frosh	497.20
NORTHWEST STAFFING Total					**994.40**
NW Elite Home Corp	UB*00500	(blank)	Genl Govt/Facilities	Refund Check 011513-005 1812 N 4th Way	69.03
NW Elite Home Corp Total					**69.03**
ONE CALL CONCEPTS	326	1039093	Public Works	Excavation Notif./Modem Ticket Delivery - March 2021	347.16
ONE CALL CONCEPTS Total					**347.16**
ON-HOLD CONCEPTS INC	2217	537220	Information Technology	On Hold Music Service - April 2021	24.95
ON-HOLD CONCEPTS INC Total					**24.95**
PACIFIC OFFICE AUTOMATION	1564	326789	Genl Govt/Facilities	Remote Work Scanner - Particia	2,601.60
PACIFIC OFFICE AUTOMATION Total					**2,601.60**
PATRICIA THOMPSON	2644	2644-20210422	Genl Govt/Facilities	Event Supplies Reimb - Thompson	15.27
PATRICIA THOMPSON Total					**15.27**
PATRICK HILDRETH BRAND AND DESIGN	2372	1917	Genl Govt/Facilities	Professional Design & Web Maint	1,175.00
PATRICK HILDRETH BRAND AND DESIGN Total					**1,175.00**
Peltzer Grant & Renee	UB*00505	(blank)	Genl Govt/Facilities	Refund Check 008728-000 3554 S 5th Way	96.01
Peltzer Grant & Renee Total					**96.01**
PIONEER PEST MANAGEMENT	2040	448709	Genl Govt/Facilities	City Hall Pest Management	129.00
PIONEER PEST MANAGEMENT Total					**129.00**
PLATT ELECTRIC SUPPLY	766	1L35011	Public Works	Water Supplies	57.89
		1K74581	Public Safety	PD Wall Heater	231.04
PLATT ELECTRIC SUPPLY Total					**288.93**
PORTLAND ENGINEERING INC	2082	10221	Public Works	Verizon Data - Telemetry	195.12
		10230	Public Works	Professional Fees - Telemetry	695.12
PORTLAND ENGINEERING INC Total					**890.24**
PROVIDENCE HEALTH & SERVICES OREGON	3530	10839	Genl Govt/Facilities	DOT Exams - Brunson/Embry/Nathan	23.75
			Public Works	DOT Exams - Brunson/Embry/Nathan	261.25
PROVIDENCE HEALTH & SERVICES OREGON Total					**285.00**
PUBLIC SAFETY TESTING	354	PSTI21-49	Public Safety	PD Background Check	960.50
PUBLIC SAFETY TESTING Total					**960.50**
RICOH USA INC.	1662	104834831	Public Safety	PD Additional Images	59.59
RICOH USA INC. Total					**59.59**
RIDGEFIELD HARDWARE	376	0376-20210422	Genl Govt/Facilities	PW FTE Operational Supplies	1.83
				General Operational Supplies	7.80
			Public Safety	PD Operational Supplies	10.13
			Public Works	PW FTE Operational Supplies	27.21
				Parks Operational Supplies	284.90
				Water Operational Supplies	147.56
				Streets Operational Supplies	137.37

City of Ridgefield

Claims Payment Report

For Approval on: April 22, 2021

RIDGEFIELD HARDWARE	376	0376-20210422	Public Works	Storm Operational Supplies	536.13
RIDGEFIELD HARDWARE Total					**1,152.93**
RIDGEFIELD SCHOOL DISTRICT	378	1002000085	Genl Govt/Facilities	RACC Operating Expense - Wastewater	9.05
				RACC Operating Expense - Electricity	352.84
				RACC Operating Expense - Garbage	18.91
				RACC Operating Expense - Janitorial	229.80
			Public Works	RACC Operating Expense - Wastewater	7.79
				RACC Operating Expense - Electricity	303.78
				RACC Operating Expense - Garbage	16.28
				RACC Operating Expense - Janitorial	197.85
			Community Development	RACC Operating Expense - Wastewater	32.70
				RACC Operating Expense - Electricity	1,274.64
				RACC Operating Expense - Garbage	68.31
				RACC Operating Expense - Janitorial	830.15
RIDGEFIELD SCHOOL DISTRICT Total					**3,342.10**
SEATTLE SEWING SOLUTIONS INC	2893	202103SU144	Public Safety	PD Uniform Repairs - Wattson/Marvitz	93.22
SEATTLE SEWING SOLUTIONS INC Total					**93.22**
Serface Brian	UB*00503	(blank)	Genl Govt/Facilities	Refund Check 007692-000 2037 N 8th Way	41.93
Serface Brian Total					**41.93**
Sexton Trevor	UB*00492	(blank)	Genl Govt/Facilities	Refund Check 012042-000 253 N Green Gables Loop	126.26
Sexton Trevor Total					**126.26**
SHRED-IT US JV LLC	2274	8181741873	Genl Govt/Facilities	Secure Shredding - RACC	6.08
			Public Works	Secure Shredding - RACC	5.24
			Community Development	Secure Shredding - RACC	21.96
		8181741872	Genl Govt/Facilities	Secure Shredding - CH	43.81
SHRED-IT US JV LLC Total					**77.09**
Signpost Homes	UB*00491	(blank)	Genl Govt/Facilities	Refund Check 013408-001 3142 S 3rd Way	68.34
Signpost Homes Total					**68.34**
SPRINGBROOK - GROUP EPAY	3544	210421926	Public Works	Customer Web Payments - March 2021	496.53
SPRINGBROOK - GROUP EPAY Total					**496.53**
SPRINGBROOK SOFTWARE LLC	3444	INV-005855	Public Works	Customer Web Payments - March 2021	2,062.00
SPRINGBROOK SOFTWARE LLC Total					**2,062.00**
STAPLES CONTRACT & COMMERCIAL INC	2884	8061774031	Genl Govt/Facilities	Office Supp - Chalea	0.42
				Oper Supp - Chalea	6.39
				General Office Supp	83.61
			Public Works	Office Supp - Lisa	109.77
				Office Supp - Sarah	68.78
				Office Supp - Chalea	0.99
				Oper Supp - Chalea	14.92
			Community Development	Office Supp - Chalea	1.42
				Oper Supp - Chalea	21.31
				Oper Supp - CDD	10.15
				Office Supp - FIN	184.07

City of Ridgefield

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STAPLES CONTRACT & COMMERCIAL INC	**2884**	8061774031	**Finance**	Office Supp - Sarah	3.62
				Office Supp - FIN	219.89
STAPLES CONTRACT & COMMERCIAL INC Total					**725.34**
STATE AUDITOR'S OFFICE	**524**	L141619	**Finance**	Audit Services	1,017.90
STATE AUDITOR'S OFFICE Total					**1,017.90**
STATE OF WASHINGTON DEPARTMENT OF REVENUE	**156**	0-019-761-130	**Genl Govt/Facilities**	March 2021 B&O and Excise Tax	1,269.73
			Public Works	March 2021 B&O and Excise Tax	18,553.23
		0-019-765-112	**Genl Govt/Facilities**	1st Qtr 2021 Leasehold Tax	3,790.38
STATE OF WASHINGTON DEPARTMENT OF REVENUE Total					**23,613.34**
Stenersen Lester & Liz	**UB*00243**	(blank)	**Genl Govt/Facilities**	Refund Check 008758-000 832 N 13th Pl	115.26
Stenersen Lester & Liz Total					**115.26**
STOPSTICK LTD.	**2933**	0020322-IN	**Public Safety**	Stop Stick Kit w/Storage Bag	2,589.68
STOPSTICK LTD. Total					**2,589.68**
TERESA D JOHNSON CPA INC.	**561**	5597	**Finance**	2020 Annual Report	13,531.80
TERESA D JOHNSON CPA INC. Total					**13,531.80**
THE GUNTER GROUP LLC	**3493**	3720	**Community Development**	SmartGov Consulting Services	1,040.00
THE GUNTER GROUP LLC Total					**1,040.00**
TRACY BLEHM	**809**	0809-20210422	**Human Resources**	Mileage Reimb - Blehm	54.63
			Administration	Printer Ink Reimb - Blehm	85.62
				Mileage Reimb - Blehm	6.07
TRACY BLEHM Total					**146.32**
USA BLUEBOOK	**444**	557272	**Public Works**	Water Supplies	473.40
USA BLUEBOOK Total					**473.40**
VENIAMIN PORTANSKY	**3510**	3510-20210422	**Judicial**	Interpreting Services	100.00
VENIAMIN PORTANSKY Total					**100.00**
VERIZON WIRELESS	**452**	9876503703	**Genl Govt/Facilities**	PW Cell Phones & 2 iPads	18.10
				Julie iPad	41.45
				PW Director iPad	6.25
			Public Safety	PD Cell Phones	880.26
				PD Chief iPad	41.44
			Public Works	PW Cell Phones & 2 iPads	269.67
				PW Director iPad	26.87
				Barhitte Equip	54.19
			Community Development	CDD Cell Phones	240.06
				PW Director iPad	8.30
				CDD Director iPad	41.45
			Finance	Finance Director iPad	41.45
			Council	Council iPads	280.07
			Administration	Patricia Cell Phone	41.97
				Deputy City Manager iPad	41.45
			Executive	City Manager iPad	41.45
		9876503705	**Genl Govt/Facilities**	PW Cell Phones & 2 iPads	62.22
				Embry Equip	5.42

Attachment: April 22, 2021 - Claims Report (Approval of Claims And/Or Payroll)

City of Ridgefield

Claims Payment Report
For Approval on: April 22, 2021

VERIZON WIRELESS	**452**	9876503705	**Public Safety**	PD Cell Phones	548.64
				PD Equip	149.02
			Public Works	PW Cell Phones & 2 iPads	857.00
				Embry Equip	48.78
				Brunson Equip	94.83
			Community Development	CDD Cell Phones	378.30
				PW/CDD Cell Phones	18.60
			Finance	FIN Cell Phones	37.20
		9876503704	**Public Works**	Hillhurst Ped Crossing - March 2021	105.18
VERIZON WIRELESS Total					**4,379.62**
WA STATE TREASURER'S OFFICE	**642**	0642-20210422	**Genl Govt/Facilities**	1st Quarter 2021 Building Code Fees	1,520.00
WA STATE TREASURER'S OFFICE Total					**1,520.00**
WALTER E. NELSON COMPANY	**3553**	1585667	**Genl Govt/Facilities**	PW Shop and Parks Paper Products	31.33
			Public Works	PW Shop and Parks Paper Products	1,030.38
		1585666	**Genl Govt/Facilities**	City Hall Paper Supplies	127.91
		1585665	**Public Safety**	PD Paper Supplies	63.54
		1585676	**Public Works**	Parks Paper Products	73.13
WALTER E. NELSON COMPANY Total					**1,326.29**
WAPITI NW LLC	**2545**	9125	**Genl Govt/Facilities**	Vehicle Maintenance - 2002 Freightliner	124.37
			Public Works	Vehicle Maintenance - 2002 Freightliner	1,852.86
		9118	**Public Safety**	PD Vehicle Maintenance	643.06
WAPITI NW LLC Total					**2,620.29**
WELLS FARGO	**1681**	202103-6996	**Genl Govt/Facilities**	Demoss Facebk First Saturday Class Ads	40.49
				Demoss Hobby-Lobby 930 March First Saturday Art class Supplies	80.12
				Demoss Nametagwizard.Com Name Tag - Embry	1.29
				Demoss Alder Creek Kayak Supply Whodunnits Mystery Game Prize	40.00
			Public Works	Demoss Nametagwizard.Com Name Tag - Embry	11.65
			Information Technology	Demoss Mailchimp Misc Email distribution service	22.61
		202103-7002	**Genl Govt/Facilities**	Thamert In Killa Bites Catering AE Training Lunch	110.56
				Thamert Ridgefield School Distric Asset Mgmt Training Lunch	22.09
			Public Works	Thamert In Killa Bites Catering AE Training Lunch	110.57
				Thamert Staples Direct Notebooks Pens Printer Ink	142.62
				Thamert Grainger Trailer tie off rings for storm trailer.	43.63
				Thamert Ridgefield School District Asset MgmtTraining Lunch	11.06
				Thamert Ridgefield School Distric Asset MgmtTraining Lunch	11.04
		202103-7051	**Genl Govt/Facilities**	Blehm The Golf Club Management polo shirts - WA Use/Sales Tax	(4.70)
			Public Works	Blehm Green River Community Co Virtual conference Jim Strickler	250.00
			Human Resources	Blehm Zazzle Inc Snow storm kudos	179.13
				Blehm CarlS Golfland Inc Seven Polo Shirts from council budget a	498.59
				Blehm The Golf Club Management polo shirts	60.65
				Blehm The Popcornfactory.Com Lunch and learn save the dates	107.29
			Administration	Blehm Office Depot 2542 Hole Puncher - Blehm	4.16
				Blehm Event Public Records Julie Ferriss webinar	140.00

City of Ridgefield

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WELLS FARGO	**1681**	202103-7051	**Administration**	Blehm Office Depot 2542 Office Supp - Blehm	15.37
		202103-7010	**Genl Govt/Facilities**	Hoots Id Creator - ID Card - Doran WA Use/Sales Tax	(1.18)
			Public Safety	Hoots Adobe Acropro Subscription	32.50
				Hoots Costco Whse Kitchen/Office Supplies	81.94
				Hoots Costco Photo Center NEW OFFICER PHOTO	0.64
				Hoots Tlo Transunion BACKGROUND INVESTIGATIONS	81.31
				Hoots Id Creator - ID Card - Doran	15.17
				Hoots National Band &Tag 2021 DOG TAGS	71.58
		202103-5756	**Finance**	Wa Finance Offcrs Assoc Intermediate Excel - Utility Clerk	35.00
				Wa Finance Offcrs Assoc Intermediate Excel - Sr. Accountant	35.00
				Wa Finance Offcrs Assoc WFOA 2021 Membership - Utility Clerk	75.00
				Wa Finance Offcrs Assoc Beginning Excel - Utility Clerk	35.00
				Wa Finance Offcrs Assoc WFOA 2021 Membership - Sr. Accountant	75.00
			Information Technology	Amazon Web Services Website backup	0.63
				Rubio Romero Adobe 800-833-6687 Adobe - Stuart	16.25
				Rubio Romero Txtsignal.Com Outreach Texting Software	39.00
				Zoom.Us 888-799-9666 Meeting Platform	59.60
				Adobe 800-833-6687 Software - Stuart	16.25
				Apple.ComBill Comm Event IPAD	10.83
				Adobe Creative Cloud Software - DeMoss	57.44
				Apple.ComBill CH IPAD	14.08
				Eclincher Social Media	49.00
				Adobe Acropro Subs Software - Acctg Clerk	16.14
		202103-0187	**Genl Govt/Facilities**	Melroy Costco.Com Coffee - RACC	2.52
				Melroy Costco.Com Coffee - PW	3.46
				Melroy Rosauers Oper Supp - PWs	2.41
				Melroy Costco.Com Coffee - CH	77.94
			Public Works	Melroy Costco.Com Coffee - RACC	37.47
				Melroy Costco.Com Coffee - PW	51.49
				Melroy Rosauers Oper Supp - PWs	36.06
			Community Development	Melroy Costco.Com Coffee - RACC	39.99
		202103-6970	**Finance**	Johnson Wa Finance Offcrs Assoc WFOA annual membership for Freim	75.00
				Johnson Wa Finance Offcrs Assoc Intermediate excel training Gile	35.00
				Johnson Wa Finance Offcrs Assoc Beginner excel training Giles	35.00
		202103-7036	**Genl Govt/Facilities**	Stuart Sq Smokin FrankS Bbq Lunch for city cleanup day voluntee	193.82
				Stuart Ridgefield Pioneer Beverages and servingware for City cle	27.23
			Human Resources	Stuart Sq The Doghouse City Staff lunch	281.40
				Stuart Ridgefield Pioneer Ice and water for City staff lunch	11.56
			Executive	Stuart Billygans Roadhouse Meeting with commercial developers re	17.94
				Stuart Pioneer Street Cafe Meeting with city councilors regardin	130.59
				Stuart The Sportsmans Meeting with city councilors regarding upc	100.84
				Stuart Pioneer Street Cafe Meeting with sewer district regarding	20.81
				Stuart 99 Saloon And Grill Meeting regarding commercial project.	35.07

City of Ridgefield

Claims Payment Report

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WELLS FARGO	**1681**	202103-6939	**Community Development**	Lust Wabo Plan reviewcode compliance training Marsh-Majors	300.00
				Lust Ridgefield School Distric Friday coffee treat for staff	11.26
				Lust Association Of Washington AWC Planning Directors membership	100.00
				Lust IntL Code Council Inc ICC membership Wilson	145.00
		202103-6988	**Administration**	Knottnerus ASWA 02.2021 Duplicate Charge Refund	(22.00)
			Information Technology	Knottnerus Dnh Domain Hosting Srvcs Website Hosting Services	404.97
		202103-6947	**Human Resources**	Kipp Costco By Instacart WELLNESS SNACKS FOR ALL LOCATIONS	1,584.52
		202103-6921	**Public Safety**	Doriot Dawson Precision Raised sights for Sgt Pettits duty Glock	64.95
				Doriot Gamemasters Inc. Sgt. Pettits Optics on duty handgun - PA	399.99
		202103-6962	**Public Works**	Denton Oregon Turf & Tree Farms Jack pear trees for roadway	870.00
			Community Development	Denton Esri Software subscription for Brenda Howell.	433.60
		202103-7028	**Public Works**	Brunson Green River Community Co Conference	250.00
WELLS FARGO Total					**8,472.29**
Witt Jeff and Nancy	**UB*00497**	(blank)	**Genl Govt/Facilities**	Refund Check 011255-001 3248 N 10th St	24.36
Witt Jeff and Nancy Total					**24.36**
WOODLAND TRUE VALUE HARDWARE	**1507**	A238109	**Public Works**	Water Supp	95.73
		B238908	**Public Works**	Water Supp	14.25
WOODLAND TRUE VALUE HARDWARE Total					**109.98**
Grand Total					**756,195.77**

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE: April 22, 2021

ITEM:

AGENDA ITEM TITLE: Approval of Minutes from the April 8, 2021 Meeting

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AGENDA ITEM TITLE:

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

GOVERNING LEGISLATION:

Not applicable

PREVIOUS COUNCIL ACTION TAKEN:

Not applicable

SUMMARY/BACKGROUND:

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

BUDGET/FINANCIAL IMPACTS:

Not applicable

ACTION OR MOTION:

Approve the minutes by making the following motion:

1. "I move to approve the consent agenda"

STAFF CONTACT: Julie Ferriss, City Clerk

ATTACHMENTS: 04-08-2021 (PDF)

CITY OF RIDGEFIELD, WASHINGTON
City Council MEETING MINUTES
April 8, 2021

Regular Meeting - 6:30 PM

GENERAL SESSION CALL TO ORDER - 6:30 PM

FLAG SALUTE

ROLL CALL

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

Motion: Council Member Aichele moved to excuse Mayor Stose from the meeting.
Second: Council Member Day.
Motion passed.

LATE CHANGES TO THE AGENDA

PROCLAMATION

Community Development Week

PUBLIC COMMENT

Resident, Michael Jennings provided Public Comment.

CONSENT AGENDA - MOTION TO APPROVE AS PRESENTED.

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

1. **Approval of Claims And/Or Payroll**
2. **Approval of Minutes from the March 25, 2021 Meeting**

BUSINESS

1. **First Reading of Ordinance No. 1340 – 2021 Budget Amendment - Kirk Johnson, Finance Director**

   The budget amendment totals $5,989,325 in total appropriations and includes $4,903,025 in operating and special revenue fund transfers to fund the appropriations. $60,000 will be ongoing expense through the end of 2022 with the balance one-time expenses. An additional $866,000 in new or reallocated revenue is recognized for developer share contributions and grant funding. Revenue changes include the reduction in grant funding of $320,000 the city budgeted for 2021. The city had applied for a safe routes to school grant and were informed they did not receive the funding.

   First reading conducted.

2. **Second Reading of Ordinance No. 1338 – Specht Development Corporation Development Agreement - Steve Stuart, City Manager**

   The City of Ridgefield conducted a pre-application conference with Specht development regarding development of parcels #214215000 and 215337000 in Union Ridge. Specht is proposing to construct two warehouse/distribution speculative shell buildings totaling 363,000 sf total and associated site improvements. The site is bordered by Dolan road on the west, S. 5th Street on the north and S. 10th Street to the South. To provide for the future overpass connection between S. 10th Street and S. 11th street the planned alignment of S. 10th street curves to the north, impacting approximately 3.5 acres of parcel 215337000. City standards require that the developer complete a half-with improvement of Dolan Road. Staff have determined that Dolan Road is not designed to accommodate commercial/industrial traffic and have required that the site not take access off of Dolan Road. Due to the lack of site access from Dolan and the greater than typical impacts of the S. 10th Street alignment on the property, City Staff have worked with Specht to draft a development agreement that will provide for the dedication of the approximately 3.5 acres of right-of way necessary for the 10th street overpass. In exchange the City will not require half-width improvements to Dolan Road where it boarders the project. The developer will construct S. 10th Street from the existing end west approximately 424 feet to the entrance of the site, following the preliminary design for the 10th Street overpass. The right-of-way dedication and extension for S.10th Street will allow the City to proceed with design and construction of the overpass.

   MOTION: MOVED TO ADOPT ORDINANCE NO. 1338 AS PRESENTED.

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

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

   Effective, January 11, 2021, the State of Washington launched Healthy Washington - Roadmap to Recovery which outlines a phased recovery and re-opening plan. The COOP Plan is being revised to assure current and future compliance with the Recovery Plan.

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

Attachment: 04-08-2021 (Approval of Minutes)

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

4. Motion - Approval of 51St Ave and Pioneer Widening Design Contract with HHPR

The City's Transportation Capital Facilities Plan incudes a new roundabout on Pioneer Street at 51st Avenue, and improvements to Pioneer Street between Royal Road at 56th Avenue as a 4 lane roadway with a planted center median, and pedestrian facilities. Initially the City had planned on completing the design of the 51st Avenue Roundabout only in 2021, however projects in the area, including the YMCA and commercial projects on the north side of Pioneer, compelled the City to expand the project to also include the widening of Pioneer Street in this area. The City published a request for proposals for the project on January 5th and the City received 4 proposals for the work on January 26, 2021. Staff reviewed and scored the proposals and based on the scoring selected Harper Houf Peterson Righellis Inc (HHPR) as the designer for the project.

MOTION: MOVED TO AWARD THE DESIGN CONTRACT FOR THE 51ST AVENUE ROUNDABOUT AND PIONEER WIDENING PROJECT TO HHPR AS PRESENTED.

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

PUBLIC COMMENT

Resident, Michael Jennings provided Public Comment.

Resident, Marie Bouvier, provided Public Comment.

COUNCIL/PRESIDING OFFICER/STAFF REPORTS

Council

Council Member Day - Attended Friends of the Refuge meeting regarding equity and inclusion, Library District meeting regarding equity and inclusion, briefing with City Manager.
Council Member Lindsay - no report.
Council Member Aichele - Attended Ridgefield High School stadium improvement project meeting.
Council Member Ziemer - Attended City Manager briefing.
Council Member Onslow - Attended City of Vancouver State of the City Address, CRWWD risk assessment audit meeting, RTC meeting.

Mayor

City Manager

City Manager Steve Stuart - Covid-19 update provided.
Finance Director Kirk Johnson - Answer to Council Member's Day comment, most of the procurement notices do get advertised in the WA State Office of Minority and Women's Business Enterprises.
Deputy City Manager Lee Knottnerus - Provided update on upcoming City events.

Community Development Director Claire Lust - Community Development update report provided.
Police Chief John Brooks - Things going well, staying busy.

ADJOURN - 7:40 PM

____________________________________ ____________________________________

Julie Ferriss, City Clerk Don Stose, Mayor

CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION

MEETING DATE:	April 22, 2021
ITEM:	BUSINESS
AGENDA ITEM TITLE:	An Ordinance of the City of Ridgefield, Washington Amending Ordinance No. 1331 Pertaining to the 2021 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. 1331 pertaining to the 2021 Budget on December 3, 2020.
Council conducted first reading of Ordinance No. 1340 on April 8, 2021.

SUMMARY/BACKGROUND:
There is one change to the requested budget amendment since first reading. The change includes an additional $850,000 for construction and additional road improvements to the Royle Road roundabout project.

The budget amendment totals $6,839,325 in total appropriations and includes $5,7533,025 in operating and special revenue fund transfers to fund the appropriations. $60,000 will be ongoing expense through the end of 2022 with the balance one-time expenses. An additional $866,000 in new or reallocated revenue is recognized for developer share contributions and grant funding. Revenue changes include the reduction in grant funding of $320,000 the city budgeted for 2021. The city had applied for a “safe routes to school” grant and were informed they did not receive the funding.

The amendment includes $786,000 in developer share contributions to complete roundabout and road construction on Royle Road. The City is expecting to be awarded a $250,000 state capital grant for site plan design for a new YMCA and will reappropriate $150,000 in grant funding awarded in 2020 to fund the South I-5 Access project.

Of the $6,839,325 in appropriations $414,025 would be reappropriated from the 2020 budget for projects that were started in 2020 and completed in 2021. $6,425,300 in new requests are presented for council consideration including $2.4 million in additional debt service to defease the DWSRF loans in the water fund. Early payment of the loans will save the city approximately $285,000 in interest cost over the life of the loan. Additional projects include construction of the roundabout located at Royle Road and 15th for $2.95 million, $250,000 for site plan work for the YMCA, an additional $175,000 in pavement preservation funding, $480,000 to complete design on widening of Pioneer Street from 51st to the junction, and $50,000 for completion of a conceptual design for Horns Corner Park and Refuge Park.

An additional capital transfer of $220,000 for construction of a multi modal trail along Hillhurst near Wishing Wells will replace the safe routes to school grant the city will not receive. The overall project will be reduced by $100,000 to $300,000 in construction expense for the project.

Staff are also requesting consideration for a new FTE for a building inspector which would sunset at the end of 2022. The position is needed due to the volume of permits for residential and commercial construction. Staff are also asking for a temporary water utility FTE for a 6-month period to cross train alongside a long-time employee who will be retiring in February 2022. The final items include a replacement plan for iPads and staff phones, facility/security updates at city hall, a city match amount for a RTC safety project, an increase to the tuition reimbursement budget, purchase of a surplus dump truck and installation of hardware for a plow on an existing city vehicle. The final main item is an increase to the vehicle and equipment maintenance budget of $40,000. The increase would address deferred maintenance and replace funding used to repair the 1992 dump truck to make it through the last snow event.

Overall fund balance impact will be a reduction of $5,973,325 the majority for capital or debt service.

Refer to the attached exhibit "A" for Ordinance No. 1340 for a list of project requests and the following table for detailed fund balance impact.

Fund Balance Impact							
		Total Expense	Ongoing Expense	One-Time Expense	Change In Revenue	Interfund Transfer In	Fund Impact
001	General Fund	115,800	-	115,800	-	-	(115,800)
001-58	Building Fees	80,000	60,000	20,000	-	-	(80,000)
101	Street Fund	30,000	-	30,000	-	30,000	-
114	PIF Fund	146,000	-	146,000	-	-	(146,000)
115	TIF Fund	2,864,000	-	2,864,000	-	-	(2,864,000)
150	TBD	175,000	-	175,000	-	-	(175,000)
300	General Capital	4,051,000	-	4,051,000	866,000	3,185,000	-
406	Water Fund	2,504,500	-	2,504,500	-	2,400,000	(104,500)
408	Storm Fund	10,000	-	10,000	-	-	(10,000)
410	Water Utility Capital	138,025	-	138,025	-	138,025	-
416	Water SDC	2,478,025	-	2,478,025	-	-	(2,478,025)
	Total	12,592,350	60,000	12,532,350	866,000	5,753,025	(5,973,325)

BUDGET/FINANCIAL IMPACTS:
Please refer to the included table and to Exhibit "A" attached to Ordinance No. 1340

ACTION OR MOTION:
Adopt Ordinance No. 1340 by making the following motion:

> **"I move to adopt Ordinance No. 1340, as presented."**

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:
2021 Budget Amendment Exhibit A (PDF)
2021 Budget Amendment 1 Presentation (PDF)

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON AMENDING ORDINANCE NO. 1331 PERTAINING TO THE 2021 BUDGET

WHEREAS, the Ridgefield City Council at its regular meeting on December 3, 2020 adopted Ordinance No. 1331 which adopted the City of Ridgefield 2021 budget; and

WHEREAS, the City of Ridgefield deems it necessary to adjust its forecast for revenue and appropriate additional expenditures in 2021 in the funds that are identified in the attached Exhibit “A” of the 2021 budget amendment; and

WHEREAS, these expenditures were not anticipated at the time of the adoption of the 2021 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 2021 budget to account for revenues and expenditures that were not anticipated at the time of adoption.

Section 2. Budget Amendment Adopted. Ordinance No. 1331, and the budget of the City of Ridgefield for fiscal year 2021 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 22nd DAY OF APRIL, 2021.

____

Don Stose,

Mayor

ATTEST:

____
Julie Ferriss,
City Clerk

APPROVED AS TO FORM:

____
Janean Parker,
City Attorney

First Reading:	April 8, 2021
Second Reading	April 22, 2021
Date of Publication:	April 28, 2021
Effective Date:	May 3, 2021

Exhibit "A"

2021 Budget Amendment #1

Ordinance # 1340

Item No.	Requesting Department	Fund	Project	Funding Source	Total 2020 Appropr.	Total Ongoing Annual Expense	Reapprop.	New Approp. Request	Revenue increase/ Decrease	Operating Fund, Special Revenue Fund Transfer	Loan/Grant	Fund Balance Impact	Description
					Expense				*Funding Source*				
1	Information Technology	General Fund	iPad Replacement	General Fund	7,500	-	-	7,500	-	-	-	(7,500)	Replace council iPads past useful life with Microsoft Surface. Increase to IT budget for replacement costs.
2	Information Technology	General Fund	Phone Replacement	General Fund	1,000	-	-	1,000	-	-	-	(1,000)	Phone replacement plan for current staff phones past useful life. Increase to IT budget for replacement costs.
3	Admin	General Fund	City Hall Blinds	General Fund	10,000	-	-	10,000	-	-	-	(10,000)	Replace current defective blinds with new blinds throughout city hall.
4	Admin	General Fund	Key Card Security System	General Fund	20,000	-	-	20,000	-	-	-	(20,000)	Add electronic key card security access to City Hall. Placeholder. Lee should have pricing this week.
5	Human Resources	General Fund	Tuition Reimbursement	General Fund	7,000	-	-	7,000	-	-	-	(7,000)	Increase tuition reimbursement budget from $3,000 to $10,000. Multiple staff requesting continuing education benefit.
6	CDD	CDD	Building Inspector	Building Permit Fees	65,000	60,000	-	5,000	-	-	-	(65,000)	Add new sunset FTE position through the end of 2022 for building inspector to assist with current growth in building permits and inspections..
7	Public Works	General Fund	RTC Safety Plan Match	General Fund	3,200	-	-	3,200	-	-	-	(3,200)	Ridgefield match for new RTC safety plan project.
8	Public Works	General Fund	Snow Plow Install	General Fund	10,000	-	-	10,000	-	-	-	(10,000)	Add mounting gear and plow for additional Public Works truck for flexibility.
9	Public Works	General Fund	Purchase Surplus Dump Truck	General Fund	12,100	-	-	12,100	-	-	-	(12,100)	Purchase of surplus dump truck from City of Vancouver.
10	Public Works	Operating Funds	Vehicle/ Equipment Maintenance	General Fund, Storm Fund, Building Fees	40,000	-	-	40,000	-	10,000	-	(40,000)	Increase to current maintenance budget for vehicles/equipment to address deferred maintenance.

2021 Budget Amendment #1

Ordinance # 1340

Item No.	Requesting Department	Fund	Project	Funding Source	Total 2020 Appropr. (Expense)	Total Ongoing Annual Expense	Reapprop.	New Approp. Request	Revenue increase/ Decrease (Funding Source)	Operating Fund, Special Revenue Fund Transfer	Loan/Grant	Fund Balance Impact	Description
11	Public Works	Water Fund	Utilities FTE (6 month increase in FTE)	Water Fund	44,500	-	-	44,500	-	-	-	(44,500)	Hire FTE position for 6 month cross training with retiring staff member. Temporary increase in FTE count through February 2022.
12	Public Works	Water Fund	Defease DWSRF Loans	WSDC	2,400,000	-	-	2,400,000	-	2,400,000	-	(2,400,000)	Defease remaining balance on DWSRF loans for junction well and reservoir. Early payoff would save $285,000 in interest expense.
13	Public Works	General Capital	YMCA Site Plan	Grant	250,000	-	-	250,000	-	-	250,000	-	Site plan design and permitting for future location of YMCA. Funding from state capital grant.
14	Public Works	General Capital	Pavement Preservation	TBD	175,000	-	-	175,000	-	175,000	-	(175,000)	Add $175,000 to pavement preservation program for 2021 work for a total budget of $350,000.
15	Public Works	General Capital	Royle Road Roundabout Construction	TIF, Developer Contribution	2,950,000	-	-	2,950,000	786,000	2,164,000	-	(2,164,000)	Construction of roundabout at 15th and Royle Road. $2.16 million in TIF funding and $786,000 in developer share.
16	Public Works	General Capital	51st/Pioneer Widening Design	TIF	480,000	-	-	480,000	-	480,000	-	(480,000)	Increase funding to complete full design of Pioneer widening from 51st to Junction. Current budget $650,000 for roundabout. Increase to $1,130,000.
17	Public Works	General Capital	Hillhurst Multi-Modal Trail	TIF	(100,000)	-	-	(100,000)	-	220,000	(320,000)	(220,000)	Provide funding for alternative trail/sidewalk project on Hillhurst. City was not awarded grant to fund project. Increase total TIF transfer to $300,000 for project. Reduce expense budget $100,000
18	Public Works	General Capital	Parks Conceptual Design	PIF	50,000	-	-	50,000	-	50,000	-	(50,000)	Complete conceptual design for two public parks (Horns Corner and Refuge Park).
					6,425,300	60,000	-	6,365,300	786,000	5,499,000	(70,000)	(5,709,300)	

Attachment: 2021 Budget Amendment Exhibit A (2Nd Reading of 2021 Budget Amendment)

2021 Budget Amendment #1

Ordinance # 1340

Item No.	Requesting Department	Fund	Project	Funding Source	Total 2020 Appropr.	Total Ongoing Annual Expense (Expense)	Reapprop. (Expense)	New Approp. Request (Expense)	Revenue increase/ Decrease (Funding Source)	Operating Fund, Special Revenue Fund Transfer (Funding Source)	Loan/Grant (Funding Source)	Fund Balance Impact	Description
Reappropriations from 2020 Budget													
19	Admin	Street Fund	Wayfinding Signs	General Fund	20,000	-	20,000	-	-	20,000	-	(20,000)	Reappropriation of 2020 budget for design and install of wayfinding signs.
20	CDD	CDD	Online Permitting Portal	Building Permit Fees	10,000	-	10,000	-	-	-	-	(10,000)	Reappropriation of 2020 budget for final contract amount to complete online permitting portal and to go live.
21	Public Works	General Capital	I-5 South Access Planning	Grant	150,000	-	150,000	-	-	-	150,000	-	Reappropriation of 2020 budget for revenue and expense to complete I-5 South Access Planning project.
22	Public Works	General Capital	Refuge Park Improvements (Dog Park)	PIF	96,000	-	96,000	-	-	96,000	-	(96,000)	Reappropriation of 2020 budget amount for Refuge Park project completion.
23	Public Works	Water Capital	Kennedy Water Rights	Water SDC	65,000	-	65,000	-	-	65,000	-	(65,000)	Reappropriation of 2020 budget to complete acquisition of Kennedy water rights.
24	Public Works	Water Capital	Junction Reservoir VFP	Water SDC	10,000	-	10,000	-	-	10,000	-	(10,000)	Reappropriation of 2020 budget amount to complete installation of variable frequency pumps at Junction Reservoir.
25	Public Works	Water Capital	S 32nd Water Line	Water SDC	3,025	-	3,025	-	-	3,025	-	(3,025)	Reappropriation of 2020 budget to complete water line project.
26	Public Works	Water Capital	Water Service Replacement - Hillhurst	Water Fund	60,000	-	60,000	-	-	60,000	-	(60,000)	Reappropriation of 2020 budget to complete water service replacement project prior to overlay project.
				Total Budget Amendment	**6,839,325**	**60,000**	**414,025**	**6,365,300**	**786,000**	**5,753,025**	**80,000**	**(5,973,325)**	

Attachment: 2021 Budget Amendment Exhibit A (2Nd Reading of 2021 Budget Amendment)

2021 Budget Amendment – Ordinance No. 1340
Second Reading April 22, 2021

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2021 Budget Amendment – Ordinance No. 1340
2021 Policy Reserves

Fund Balance Source	2021 Reserves	2020 Reserves	% Change	Reserve % to 2021 Budget
General Fund	$2,488,336	$2,331,040	6.75%	29%
Community Development (Building Activities)	$610,338	$538,567	13.33%	28%
Water Fund	$1,076,507	$881,874	22.07%	48%
Storm Water Fund	$486,445	$398,183	22.17%	42%
Total Policy Reserves (Operating Funds)	$4,661,626	$4,149,664	12.34%	
Real Estate Excise Tax (Debt Service GO Bonds)	$1,414,003	$1,413,405	0.04%	

2021 Budget Amendment – Ordinance No. 1340
2021 Available Reserves

Fund Balance Source	2021 Reserves
General Fund (Includes Street Fund)	$2,246,096
Community Development (Building Activities)	$1,917,838
Water Operating Fund	$1,193,862
Storm Water Operating Fund	$176,897
Real Estate Excise Tax (REET)	$829,202
Park Impact Fee Fund (PIF)	$1,835,146
Traffic Impact Fee Fund (TIF)	$3,003,463
Transportation Benefit District Fund (TBD)	$199,791
Water System Development Charges (WSDC)	$8,815,705

2021 Budget Amendment – Ordinance No. 1340
Reappropriations from 2020 Budget

Project	Funding Source	Expense	Revenue	Description
Wayfinding Signs	General Fund	$20,000	$0	Reappropriation of 2020 budget for design and install of wayfinding signs.
Online Permitting Portal	Building Permit Fees	10,000	0	Reappropriation of remaining 2020 budget to complete online permitting portal and go live.
I-5 South Access Planning	Grant	150,000	150,000	Reappropriation of remaining 2020 budget for revenue and expense to complete planning project.
Refuge Park Improvements (Dog Park)	PIF	96,000	0	Reappropriation of remaining 2020 budget amount to complete park project.
Kennedy Water Rights	WSDC	65,000	0	Reappropriation of 2020 budget to complete acquisition of Kennedy water rights.
Junction Reservoir VFP	WSDC	10,000	0	Reappropriation of remaining project expense to complete installation of variable frequency pumps.

2021 Budget Amendment – Ordinance No. 1340
Reappropriations from 2020 Budget

Project	Funding Source	Expense	Revenue	Description
S 32nd Water Line Construction	WSDC	$3,025	$0	Reappropriation of 2020 budget to complete construction of water line project.
Hillhurst Water Service Replacement	Water Fund	60,000	0	Reappropriation of 2020 budget to complete water service replacement project prior to overlay project.
Total Reappropriations		$414,025	$150,000	

2021 Budget Amendment – Ordinance No. 1340
New Requests/Additions to 2021 Budget

Project	Funding Source	Expense	Revenue	Description
iPad/Phone Replacement Project	General Fund	$8,500	$0	Replace council iPads past useful life with Microsoft Surface. Replace staff phones past useful life. Increase to IT budget for replacement plan.
City Hall Blinds	General Fund	10,000	0	Replace current outdated and defective blinds throughout city hall.
Key Card Security System for City Hall	General Fund	20,000	0	Add electronic key card security access to city hall.
Tuition Reimbursement	General Fund	7,000	0	Increase tuition reimbursement budget from $3,000 to $10,000. Multiple staff requesting continuing education benefit.
Temporary Building Inspector FTE	Building Permit Fees	65,000	0	Add new sunset FTE position through end of 2022 for building inspector to assist with current growth in building permits and inspections.

2021 Budget Amendment – Ordinance No. 1340
New Requests/Additions to 2021 Budget

Project	Funding Source	Expense	Revenue	Description
RTC Safety Plan Match	General Fund	$3,200	$0	Ridgefield match for new RTC safety plan project.
Snow Plow Install	General fund	10,000	0	Add mounting gear and plow for additional Public Works truck for flexibility.
Purchase Surplus Dump Truck	General Fund	12,100	0	Purchase of surplus dump truck from City of Vancouver.
Vehicle/Equipment Maintenance	General Fund Storm Fund Building Fees	40,000	0	Increase current maintenance budget for vehicles/equipment to address deferred maintenance. $35k Gen Fund, $5k CDD, $10k Storm Fund.
Utilities FTE (6 month increase to FTE)	Water Fund	44,500	0	Hire FTE for 6-month cross training with retiring staff member. Temporary increase in FTE count through February 2022.

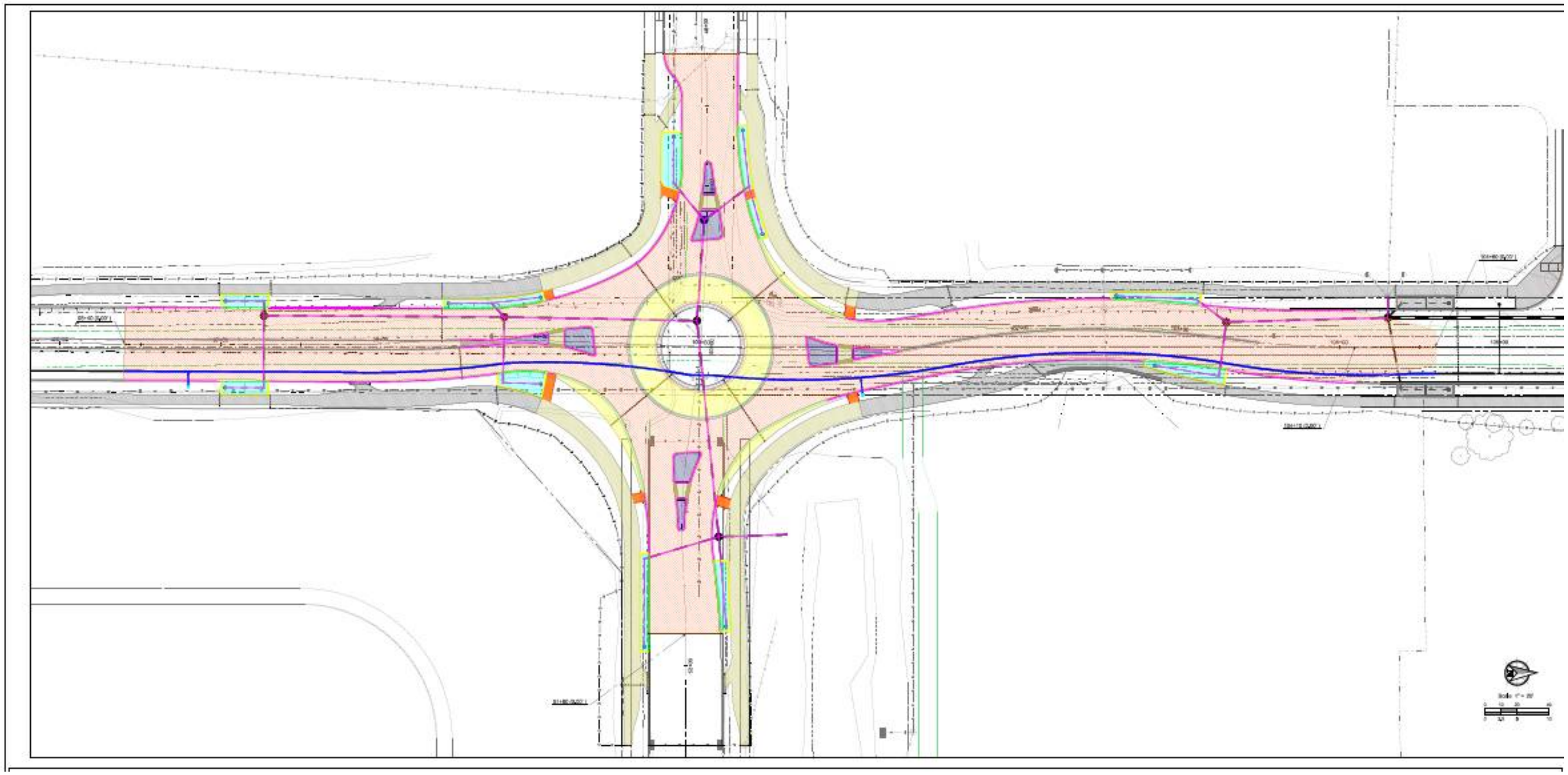
2021 Budget Amendment – Ordinance No. 1340
New Requests/Additions to 2021 Budget

Project	Funding Source	Expense	Revenue	Description
Defease DWSRF Loans	WSDC	$2,400,000	$0	Defease remaining balance on DWSRF loans for junction well and reservoir. Early payoff would save $285,000 in interest expense. Increase budget to $2.6 million.
YMCA Site Plan	Grant	250,000	250,000	Site plan design and permitting for future location of YMCA. Funding from State capital grant
Pavement Preservation	TBD	175,000	0	Add additional $175,000 to pavement preservation program for 2021 work for a total budget of $350,000.
Royle Road Roundabout Construction	TIF, Developer Contribution	2,950,000	786,000	Construction of roundabout at 15th & Royle Road. $2.16 million TIF funding and $786,000 in developer share.
51st & Pioneer Widening Design	TIF	480,000	0	Increase funding to complete full design of roundabout at 51st and widening to the junction. Increase budget to $1,130,000.

2021 Budget Amendment – Ordinance No. 1340
New Requests/Additions to 2021 Budget

Project	Funding Source	Expense	Revenue	Description
Hillhurst Multi-Modal Trail	TIF	($100,000)	($320,000)	Provide funding source for alternative design trail/sidewalk project on Hillhurst. City not awarded grant to fund project. Increase total TIF transfer to $300,000 (additional $220,000). Reduce grant funding and project expense.
Parks Conceptual Design	PIF	50,000	0	Complete conceptual design for two public parks (Horns Corner and Refuge Park).
Total New 2021 Requests		$6,425,300	$716,000	
Total Reappropriations		$414,025	$150,000	
Total Budget Amendment		$6,839,325	$866,000	

2021 Budget Amendment – Ordinance No. 1340
Royle Road Roundabout Construction



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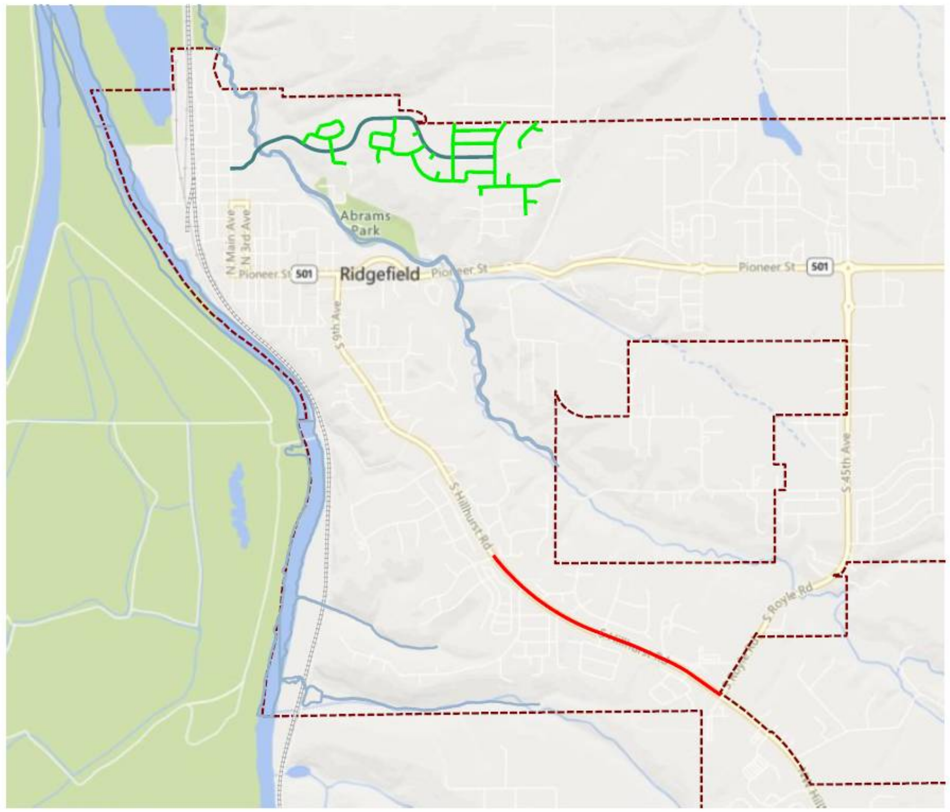
2021 Budget Amendment – Ordinance No. 1340
2021 Pavement Preservation Plan

City of Ridgefield

Project Selection

2021 Resurfacing - 2021 Project Period - Printed: 4/6/2021

Feature Legend
- CHIP SEAL w/LOCALIZED PATCHING
- MILL AND THICK OVERLAY
- SLURRY SEAL



2020 Budget Amendment – Ordinance No. 1340
Fund Balance Impact

Fund	Total Expense & Transfers Out	Revenue	Interfund Transfer In	Fund Impact	Forecast Y/E Avail Fund Bal
General Fund	$115,800	$0	$0	($115,800)	$1,801,950
Building Fees	80,000	0	0	(80,000)	$1,672,456
Street Fund	30,000	0	30,000	0	$0
REET Fund	0	0	0	0	$829,202
PIF Fund	146,000	0	0	(146,000)	$2,612,596
TIF Fund	2,864,000	0	0	(2,864,000)	$768,575
TBD	175,000	0	0	(175,000)	$178,226
General Capital	4,051,000	866,000	3,185,000	0	$0
Water Fund	2,504,500	0	2,400,000	(104,500)	$1,290,269
Storm Fund	10,000	0	0	(10,000)	$37,935
Water Utility Capital	138,025	0	138,025	0	$0
Water SDC	2,478,025	0	0	(2,478,025)	$6,361,992
Total	$12,592,350	$866,000	$5,753,025	($5,973,325)	


THANK YOU