



**RIDGEFIELD CITY COUNCIL
MEETING AGENDA**

**Thursday, March 24, 2022
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. PROCLAMATION

- 1. Ridgefield Youth Arts Month**

III. PUBLIC COMMENT

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

IV. CONSENT AGENDA

- 1. Approval of Claims And/Or Payroll**
- 2. Approval of Minutes from the March 10, 2022 Meeting**

V. PRESENTATION

- 1. 4Th Quarter 2021 Financial Report - Kirk Johnson, Finance Director**
- 2. Refuge Park Masterplan Alternatives - Brenda Howell, Interim Public Works Director**

VI. BUSINESS

- 1. Resolution No. 607 – Amendment to Financial Policy #03: Credit Card Usage - Kirk Johnson, Finance Director**
- 2. Resolution No. 608 – Terminating the Declaration of Civil Public Health Emergency and Related Emergency Plans - Steve Stuart, City Manager**
- 3. Motion - Approval of Memorandum of Agreement for Ending Community Homelessness Organization - Steve Stuart, City Manager**

VII. 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.

VIII. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

- 1. Council**

2. Mayor
3. City Manager

IX. 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: March 24, 2022
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: March 24, 2022 Claims Report (PDF)

City of Ridgefield

Claims Payment Report

For Approval on:

March 24, 2022

4.1.a

Sum of Amount								
Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total			
ACCELA INC.	2779	INV-ACC55379	Genl Govt/Facilities Information Technology	Civic Platform Sub - Sales Tax Civic Platform Sub	(483.86) 6,244.09			
ACCELA INC. Total					5,760.23			
APPLIED CONCEPTS INC	3542	398281	Public Safety	Lidar Speed Measuring Device	2,450.92			
APPLIED CONCEPTS INC Total					2,450.92			
ASSOCIATED CONSULTANTS INC.	1030	20-138-05	Community Development	Ridgefield Police Station Plan Review	997.50			
		22-102-01	Community Development	Ridgefield Station Pavilion 1 Plan Review	617.50			
		21-269A-02	Community Development	Ridgefield Heights Retaining Wall Plan Review	475.00			
		22-103-01	Community Development	Ridgefield Station Pavilion 2 Plan Review	617.50			
		21-268-03	Community Development	Ridgefield Station Minimart Remodel Plan Review	475.00			
		21-269B-02	Community Development	Ridgefield Hights Retaining Wall Plan Review	475.00			
		22-104-01	Community Development	Ridgefield Station Trash Enclosure Plan Review	546.25			
ASSOCIATED CONSULTANTS INC. Total					4,203.75			
Bidwell Joe	UB*00726	(blank)	Genl Govt/Facilities	Refund Check 012429-000 138 N 44th PI	61.68			
Bidwell Joe Total					61.68			
BLUEFIN PAYMENT SYSTEMS - EPAY	2827	2827-202202A	Public Works	Customer Web Payments - Feb 2022	638.77			
		2827-202202B	Public Works	Customer Web Payments - Feb 2022	21.90			
BLUEFIN PAYMENT SYSTEMS - EPAY Total					660.67			
CABBROS CLEANING SERVICES LLC	3723	1908	Genl Govt/Facilities	Paper Towels / Toilet Paper	13.42			
			Public Works	Paper Towels / Toilet Paper	180.64			
			Community Development	Paper Towels / Toilet Paper	28.07			
		1909	Genl Govt/Facilities	PW Shop - Janitorial Services	105.53			
				CH - Janitorial Services	775.00			
				PW Ops - Janitorial Services	113.06			
			Public Safety	PD - Janitorial Services	650.00			
			Public Works	PW Shop - Janitorial Services	1,419.47			
				PW Ops - Janitorial Services	1,524.94			
			Community Development	PW Ops - Janitorial Services	237.00			
			CABBROS CLEANING SERVICES LLC Total					5,047.13
			CASEY J EVANS	3310	001-COR-2022	Genl Govt/Facilities	2022 State of the City Video Production	9,593.40
CASEY J EVANS Total					9,593.40			
CFM STRATEGIC COMMUNICATIONS INC.	2551	26476	Genl Govt/Facilities	Lobbyist - Feb 2022	5,200.00			
CFM STRATEGIC COMMUNICATIONS INC. Total					5,200.00			
CITIES DIGITAL INC.	3382	53724	Information Technology	Laserfiche Weblink Licensing & Support	31,094.49			
CITIES DIGITAL INC. Total					31,094.49			
CITY OF RIDGEFIELD WATER & STORM - EPAY	96	006398-000-202202	Public Safety	116 N Main Ave PD - Storm	81.20			
				116 N Main Ave PD - Water	68.48			
		009272-000-202202	Public Works	1308 N Heron Dr Hayden Park - Storm	20.30			
				1308 N Heron Dr Hayden Park - Water	47.44			
		009427-000-202202	Public Works	Columbia Hills Irrigation Tract B Wind River	47.44			
		006420-000-202202	Public Works	315 N 3rd Avenue Davis Park - Water	151.82			
		009787-007-202202	Public Works	1101 S Hillhurst Rd - Storm	20.30			
				1101 S Hillhurst Rd - Water	48.82			
		007183-000-202202	Public Works	618 Lark Dr Lark Park - Water	47.44			

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CITY OF RIDGEFIELD WATER & STORM - EPAY	96	007183-000-202202	Public Works	618 Lark Dr Lark Park - Storm	20.30	
		010821-000-202202	Public Works	Water Tower (Cemetery)	60.90	
		006405-000-202202	Public Works	119 N 3rd Ave Community Park - Storm	40.60	
				119 N 3rd Ave Community Park - Water	51.68	
			005807-000-202202	Public Works	Abrams Park Restrooms - Storm	20.30
					Abrams Park Restrooms - Water	111.24
			009787-010-202202	Genl Govt/Facilities	IRR 487 S 56th Pl.	1.96
				Public Works	IRR 487 S 56th Pl.	26.45
				Community Development	IRR 487 S 56th Pl.	4.11
			005436-005-202202	Public Works	1-5/SR501 NE Interchange Irrigation	94.88
			005815-000-202202	Genl Govt/Facilities	109 W Division WWTP - CRWWD Portion - Water	150.13
					109 W Division WWTP - CRWWD Portion - Storm	426.30
				Public Works	109 W Division WWTP - Storm	426.30
					109 W Division WWTP - Water	150.13
			009787-004-202202	Public Works	Green Gables Tract-C Irrigation M	47.44
			010935-000-202202	Public Works	Cedar Creek Irrigation Tract B	165.23
			005811-000-202202	Public Works	Abrams Park Kitchen - Storm	426.30
					Abrams Park Kitchen & Irrigation - Water	47.44
			005488-000-202202	Public Works	Cemetery Water Spigots - Water	47.48
			009787-003-202202	Public Works	Green Gables Tract-D Irrigation MET	47.44
			009787-006-202202	Public Works	Roundabout 45th & 3rd	47.44
			012825-000-202202	Public Works	IRR West End S Sevier Rd	47.44
			009457-000-202202	Public Works	Columbia Hills Irrigation Tract D Cispus Way	94.88
			005032-000-202202	Genl Govt/Facilities	101 S Main - Water	79.65
					101 S Main - Storm	60.90
			005436-001-202202	Public Works	1-5/SR501 NE Interchange Irrigation	94.88
			009787-008-202202	Public Works	IRR Seven Wells PH3 Tract H	47.44
			006404-000-202202	Genl Govt/Facilities	230 Pioneer Street City Hall - Water	64.99
					230 Pioneer Street City Hall - Storm	142.10
			005436-009-202202	Public Works	6007 N Ridgefield Woods Dr. - Irrigation	47.44
			005207-000-202202	Public Works	Blue Heron Community Garden - Water	47.48
			005812-001-202202	Public Works	Abrams Park Chloine Injector - Storm	20.30
			007097-000-202202	Public Works	2311 N 5th Way Crows Nest Park - Water	47.44
					2311 N 5th Way Crows Nest Park - Storm	40.60
			008428-000-202202	Public Works	Cedar Ridge Park - Storm	20.30
					Cedar Ridge Park - Water	94.88
			005810-000-202202	Public Works	Abrams Park Standpipe - Water	47.48
			010889-000-202202	Public Works	Junction Well & Reservoir - Storm	142.10
			009787-000-202202	Public Works	Green Gables Tract-Q Irrigation M	47.44
			009787-002-202202	Public Works	Green Gables Tract-D Irrigation M	298.63
			006419-000-202202	Public Works	301 N 3rd Ave CDD - Storm	40.60
			005806-000-202202	Public Works	Abrams Soccer Field	151.82
			009787-005-202202	Public Works	Park & Ride Lot - Storm	223.30
			005436-010-202202	Public Works	5054 Pioneer Street	20.30
CITY OF RIDGEFIELD WATER & STORM - EPAY Total					4,869.68	
CLAIRE LUST	2782	2782-20220324	Community Development	Snack Reimb - Lust	21.98	
CLAIRE LUST Total					21.98	
CLARK COUNTY	102	CI037524	Judicial	Feb 2022 CJC Interview	112.50	

Attachment: March 24, 2022 Claims Report (Approval of Claims And/Or Payroll)

City of Ridgefield

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CLARK COUNTY Total					112.50	
CLARK COUNTY TREASURERS OFFICE	554	SIF202201	Genl Govt/Facilities	School Impact Fees	426,518.00	
		SIF202202	Genl Govt/Facilities	School Impact Fees	314,618.70	
CLARK COUNTY TREASURERS OFFICE Total					741,136.70	
CLARK PUBLIC UTILITIES - EPAY	110	7559-485-202202	Genl Govt/Facilities	487 S 56th Pl.	43.55	
				230 Pioneer Ave	179.95	
				Public Safety	116 N Main Avenue	265.89
				Public Works	City Park/Water Well	3,221.93
				Overlook Park - Electricity	124.86	
				N 35th Ave and Pioneer St	65.84	
				N Abrams Park/E Division	193.00	
				535 N Abrams Park Rd.	48.01	
				512 N Allen Dr - Electricity	26.83	
				SR/Pioneer St & S 56 PL	117.10	
				800 NE 264 St Intertie 1 - Water	607.17	
				214 S Riverview Dr	104.61	
				109 W Division St - Electricity	241.98	
				487 S 56th Pl.	586.34	
				Traffic Signal - Hillhurst/Royal Rd.	57.60	
				337 S Royal Rd.	164.28	
				3701 N 3rd Cir - Electricity	26.99	
				400 N Abrams Park Rd	539.38	
				SR/Pioneer ST & S 65 AVE	65.92	
				911 N 65th Ave Intertie 2 - Water	103.30	
				2300 N 3rd Way Bellwood Trail Lights	37.20	
				N 1st Cir & N 65th Ave - Park & Ride	69.84	
				Municipal Lighting Lease	8,469.70	
				255 S 56th Pl - Electricity	2,177.23	
				1504 NW Intertie 3 - Water	694.30	
				Pioneer St. & Gee Creek Loop - Electricity	27.16	
			Community Development	487 S 56th Pl.	91.14	
			CLARK PUBLIC UTILITIES - EPAY Total			
CLARK REGIONAL WASTEWATER DISTRICT - EPAY	741	032695-000-202202	Genl Govt/Facilities	109 W Division WWTP - CRWWD Portion - Sewer	75.47	
			Public Works	109 W Division WWTP - Sewer	75.47	
		032895-000-202202	Public Works	Abrams Park Restrooms - Sewer	80.77	
		032664-000-202202	Public Works	301 N 3RD AVE - SEWER	52.47	
		032752-000-202202	Genl Govt/Facilities	230 Pioneer St City Hall - Sewer	70.75	
		035480-000-202202	Public Works	255 S 56th Pl Well & Reservoir - Sewer	38.32	
		032842-000-202202	Genl Govt/Facilities	487 S 56th Pl	3.98	
			Public Works	487 S 56th Pl	53.70	
			Community Development	487 S 56th Pl	8.35	
		032899-000-202202	Public Works	Abrams Park Former Mgr House - Sewer	47.76	
		032712-000-202202	Public Safety	116 N Main Ave PD - Sewer	47.76	
		032894-000-202202	Public Works	Abrams Park Kitchen - Sewer	43.04	
CLARK REGIONAL WASTEWATER DISTRICT - EPAY Total					597.84	
COLUMBIA RESOURCE COMPANY	114	34766	Public Works	Streets Trash	28.99	
COLUMBIA RESOURCE COMPANY Total					28.99	
COMCAST - EPAY	2271	2271-202203-109	Genl Govt/Facilities	PW Shop Communications	32.77	

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COMCAST - EPAY	2271	2271-202203-109	Public Works	PW Shop Communications	440.94
		2271-202202-510	Genl Govt/Facilities	RACC Communications	104.35
			Community Development	RACC Communications	292.18
		2271-202203-230	Genl Govt/Facilities	Internet Services - CH	473.34
		2271-202203-116	Public Safety	PD Communications	349.69
COMCAST - EPAY Total					1,693.27
COMCAST BUSINESS - EPAY	1666	142033340	Genl Govt/Facilities	PW Ops - Communications	93.54
			Public Works	PW Ops - Communications	1,259.29
			Community Development	PW Ops - Communications	195.73
		14048390	Genl Govt/Facilities	Internet Services - CH	380.09
COMCAST BUSINESS - EPAY Total					1,928.65
DEPARTMENT OF LICENSING	3387	3387-20220324	Genl Govt/Facilities	Dump Trailer 5R8BD122XNM092325 - Registration Tax	1,092.08
			Public Works	Dump Trailer 5R8BD122XNM092325 - Registration Tax	54.75
DEPARTMENT OF LICENSING Total					1,146.83
DEPARTMENT OF LICENSING - CPL EPAY	154	RG0000898-2022	Genl Govt/Facilities	CPL Fees - Johnson	18.00
		RG0000896-2022	Genl Govt/Facilities	CPL Fees - Cartasegna	18.00
		RG0000899-2022	Genl Govt/Facilities	CPL Fees - Meyer	18.00
		RG0000897-2022	Genl Govt/Facilities	CPL Fees - Campbell	18.00
		RG0000893-2022	Genl Govt/Facilities	CPL Fees - Bachkhanji	18.00
		RG0000895-2022	Genl Govt/Facilities	CPL Fees - Olchawa	18.00
		RG0000894-2022	Genl Govt/Facilities	CPL Fees - Trombley	18.00
DEPARTMENT OF LICENSING - CPL EPAY Total					126.00
DICK'S TIRE FACTORY	158	D22128	Public Safety	PD Vehicle Maint - 55290D	151.76
		D20454	Public Safety	PD Vehicle Maint - 59461D	48.25
		D20854	Public Safety	PD Vehicle Maint - 48615D	48.25
DICK'S TIRE FACTORY Total					248.26
E2 LAND USE PLANNING SERVICES LLC	485	0485-202202	Community Development	Planning Consulting Services - Feb 2022	4,905.00
E2 LAND USE PLANNING SERVICES LLC Total					4,905.00
ELCOR INC	2081	MSP-14583	Public Safety	IT Services	3,449.48
			Public Works	IT Services	2,986.61
			Community Development	IT Services	3,066.21
			Information Technology	IT Services	6,595.26
		14539	Public Safety	Warranty Extension	170.54
				Windows Server	356.60
			Public Works	Warranty Extension	325.56
				Windows Server	301.85
				Monitors/Battery Backup/Cords	718.30
		Community Development	Warranty Extension	598.88	
			Windows Server	318.26	
		Information Technology	Warranty Extension	851.35	
			Windows Server	475.85	
				Monitors/Battery Backup/Cords	963.86
ELCOR INC Total					21,178.61
EWING VANCOUVER	2374	16174110	Public Works	Parks Tools	193.70
EWING VANCOUVER Total					193.70
GISI MARKETING GROUP	2811	263437	Public Safety	PD Letterhead	213.22
GISI MARKETING GROUP Total					213.22
GRAINGER	206	856619713	Public Works	Inverted Marking Chalk	116.94

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GRAINGER Total					116.94
GRAY AND OSBORNE INC	207	20239.00-3	Community Development	Energy Electrical Final Short Plat	730.40
		22218.00-1	Community Development	Laspa Reel Final Short Plat	279.66
GRAY AND OSBORNE INC Total					1,010.06
GROVER ELECTRIC AND PLUMBING	210	HB56623	Genl Govt/Facilities	PW Ops Shop Maint.	2.94
			Public Works	PW Ops Shop Maint.	39.51
GROVER ELECTRIC AND PLUMBING Total					42.45
GSI WATER SOLUTIONS INC.	2971	00727.001-38	Public Works	Hydrological Study	1,215.00
GSI WATER SOLUTIONS INC. Total					1,215.00
HALME EXCAVATING INC.	2746	202203011	Public Works	Emergency Hydrant Repair - 888 S Hillhurst Rd.	2,824.90
HALME EXCAVATING INC. Total					2,824.90
HOME DEPOT CREDIT CARD SERVICES - EPAY	1805	6604495	Genl Govt/Facilities	Drill Bits - Ops Center Sign Install	2.72
			Public Works	Drill Bits - Ops Center Sign Install	36.60
HOME DEPOT CREDIT CARD SERVICES - EPAY Total					39.32
HONEY BUCKETS	223	552626396	Genl Govt/Facilities	PW Shop Port-a-Potty	11.41
			Public Works	PW Shop Port-a-Potty	153.59
		552636562	Genl Govt/Facilities	PW Ops Port-a-Potty	19.50
			Public Works	PW Ops Port-a-Potty	262.67
			Community Development	PW Ops Port-a-Potty	40.83
		552617751	Public Works	Davis Park Port-a-Potty	373.00
HONEY BUCKETS Total					861.00
INTERMEDIA.NET INC	2187	2203070995	Information Technology	Voice Service Charges - Feb 2022	85.37
INTERMEDIA.NET INC Total					85.37
JANEAN Z PARKER	2199	147	Community Development	Legal Services - Feb 2022	125.00
			Legal	Legal Services - Feb 2022	1,625.00
JANEAN Z PARKER Total					1,750.00
JASON FERRISS	1663	1663-20220318	Public Safety	Meals Per Diem - Sgt. Ferriss	376.00
JASON FERRISS Total					376.00
JEREMY A LEE	3565	10652	Public Works	Water Treatment Plant Access Gate	2,113.66
JEREMY A LEE Total					2,113.66
JESSICA KIPP	2099	2099-20220324	Administration	Mileage Reimb. - Kipp	16.97
		2099-20220324B	Administration	Mileage Reimb - Kipp	199.49
		2099-20220308	Administration	Meals Per Diem - Jessica Kipp	99.00
JESSICA KIPP Total					315.46
KILLA BITES	3727	2313	Genl Govt/Facilities	State of the City Catering	726.28
KILLA BITES Total					726.28
L.N. CURTIS AND SONS	3075	INV574858	Public Safety	Aimpoint Pro Rifle Optics	982.26
L.N. CURTIS AND SONS Total					982.26
LAND EXPRESSIONS LLC	3703	6283-211015	Public Works	Splash Pad Design - Overlook Anx	20,264.49
LAND EXPRESSIONS LLC Total					20,264.49
LARCH CORRECTIONS CENTER	2088	LCC2202.921	Public Works	Community Work Crew	460.80
LARCH CORRECTIONS CENTER Total					460.80
LES SCHWAB TIRES WOODLAND	272	42600477191	Genl Govt/Facilities	PW Ops Shop Floor Sweeper Maint.	0.56
			Public Works	PW Ops Shop Floor Sweeper Maint.	7.52
LES SCHWAB TIRES WOODLAND Total					8.08
MARIUS L MALATTIA	1817	158	Community Development	Design Reviews - Feb 2022	1,787.50
MARIUS L MALATTIA Total					1,787.50
MJB CONSULTING INC	3117	2054	Genl Govt/Facilities	State Lobbyist - Feb 2022	2,500.00

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MJB CONSULTING INC Total					2,500.00
Morales Nelson	UB*00729	(blank)	Genl Govt/Facilities	Refund Check 013405-000 2116 N 3rd Way	7.70
Morales Nelson Total					7.70
NAPA AUTO PARTS	498	298154	Public Works	Towels/Detergent	24.42
NAPA AUTO PARTS Total					24.42
NICHOLAS JOHNSON	3443	3443-20220324	Genl Govt/Facilities	Mileage Reimbursement - Nick Johnson	3.22
			Public Works	Mileage Reimbursement - Nick Johnson	61.25
NICHOLAS JOHNSON Total					64.47
NORTHWEST NATURAL GAS - EPAY	315	8817-9-202202	Genl Govt/Facilities	CH Natural Gas	321.36
		4239131-8-202202	Genl Govt/Facilities	PW Ops - Natural Gas	7.55
			Public Works	PW Ops - Natural Gas	101.57
			Community Development	PW Ops - Natural Gas	15.79
		8578-7-202202	Genl Govt/Facilities	PW Shop - Natural Gas	17.08
			Public Works	PW Shop - Natural Gas	229.80
		1000591-6-20220	Public Safety	PD Natural Gas	67.55
		NORTHWEST NATURAL GAS - EPAY Total			
NORTHWEST STAFFING	522	4123010	Community Development	Temp Services - Cleary	795.52
		4122868	Community Development	Temp Services - Cleary	708.51
NORTHWEST STAFFING Total					1,504.03
NW CONSTRUCTION GENERAL CONTRACTING INC.	2900	P21026-2900-3	Genl Govt/Facilities	Royle Road S 19th to 460 LF N of S 15th	(10,626.32)
			Public Works	Royle Road S 19th to 460 LF N of S 15th	212,526.48
NW CONSTRUCTION GENERAL CONTRACTING INC. Total					201,900.16
ONE CALL CONCEPTS	326	2029096	Public Works	Excavation Notif/Modem Ticket Delivery - Feb 2022	208.56
ONE CALL CONCEPTS Total					208.56
ON-HOLD CONCEPTS INC	2217	565656	Information Technology	On Hold Music Service - March 2022	24.95
ON-HOLD CONCEPTS INC Total					24.95
OTAK INC.	1787	32200028	Community Development	Commercial Project Management	4,033.50
OTAK INC. Total					4,033.50
PATRICK HILDRETH BRAND AND DESIGN	2372	2194	Genl Govt/Facilities	Professional Design/Web Maint - Feb 2022	174.00
			Human Resources	Professional Design/Web Maint - Feb 2022	99.00
			Information Technology	Professional Design/Web Maint - Feb 2022	27.00
PATRICK HILDRETH BRAND AND DESIGN Total					300.00
PBS ENGINEERING AND ENVIRONMENTAL	342	0071272.000-33	Public Works	Developer Plan Review - Royle Rd Design	23,038.75
		0071543.00-13	Public Works	Pioneer Street Extension - Jan 2022	45,977.01
		0071069.009-1	Public Works	Royle Rd Corridor Completion	29,535.22
		0071859.00-2	Public Works	Horns Corner Park Master Plan	8,740.00
		0071069.004-9	Public Works	Royle Road & S 15th Roundabout	6,706.25
PBS ENGINEERING AND ENVIRONMENTAL Total					113,997.23
PITNEY BOWES - EPAY	341	3315249247	Genl Govt/Facilities	Postage Machine Lease - Q1.2022	505.98
PITNEY BOWES - EPAY Total					505.98
PORTLAND ENGINEERING INC	2082	10809	Public Works	Verizon Data - Telemetry	195.12
		10932	Public Works	Verizon Data - Telemetry	195.12
		10829	Public Works	X152 Intertie Control Panel	5,617.04
PORTLAND ENGINEERING INC Total					6,007.28
PRAIRIE ELECTRIC	350	369833B	Public Works	S 65th Roundabout Street Light Repair - Sales Tax Only	702.98
PRAIRIE ELECTRIC Total					702.98
PURCOR PEST SOLUTIONS OF WASHINGTON LLC	3606	8109250	Genl Govt/Facilities	Pest Control - Ops Center	9.76
			Public Works	Pest Control - Ops Center	131.35

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PURCOR PEST SOLUTIONS OF WASHINGTON LLC	3606	8109250	Community Development	Pest Control - Ops Center	20.41
		8109251	Public Works	Pest Control - Davis Park	107.32
		8641035	Genl Govt/Facilities	Pest Control - CH	129.00
PURCOR PEST SOLUTIONS OF WASHINGTON LLC Total					397.84
RICOH USA INC.	1662	105967846	Public Safety	PD Copier Lease	106.83
RICOH USA INC. Total					106.83
RIDGEFIELD HARDWARE	376	0376-202202	Genl Govt/Facilities	Events Supplies	36.56
				Operational Supplies - PW Shop	16.43
				Operational Supplies - General	140.67
			Public Safety	Operational Supplies - PD	28.59
			Public Works	Operational Supplies - PW Shop	244.77
				Small Tools - Water	68.27
				Operational Supplies - Parks	67.19
				Operational Supplies - Water	77.20
				Small Tools - Storm Water	271.25
				Operational Supplies - Streets	165.48
				Operational Supplies - Storm Water	163.46
RIDGEFIELD HARDWARE Total					1,279.87
RIDGEFIELD SCHOOL DISTRICT	378	1002100089	Genl Govt/Facilities	RACC Operating Expense - Wastewater	10.25
				RACC Operating Expense - Electricity	11.18
				RACC Operating Expense - Janitorial	276.18
				RACC Operating Expense - Water	88.16
				RACC Operating Expense - Garbage	21.41
			Community Development	RACC Operating Expense - Wastewater	39.29
				RACC Operating Expense - Electricity	42.86
				RACC Operating Expense - Janitorial	1,058.66
				RACC Operating Expense - Water	337.93
				RACC Operating Expense - Garbage	82.09
RIDGEFIELD SCHOOL DISTRICT Total					1,968.01
SIMPLIFILE - EPAY	2962	E6024084	Public Works	Royle Rd Warrenty Deed - Erecording	230.34
SIMPLIFILE - EPAY Total					230.34
SOUND APPAREL INC	2871	TG4224	Public Safety	Uniform Patches	491.40
SOUND APPAREL INC Total					491.40
SPRINGBROOK SOFTWARE LLC	3444	INV-008667	Public Works	Customer Web Payments - Feb 2022	516.33
SPRINGBROOK SOFTWARE LLC Total					516.33
STAPLES CONTRACT & COMMERCIAL INC	2884	8065416050	Genl Govt/Facilities	PW Ops Ctr - Office Supplies	0.65
				General Office Supplies	16.69
			Public Works	Computer Equip - Kelly	258.67
				PW Ops Ctr - Office Supplies	8.67
			Community Development	PW Ops Ctr - Office Supplies	1.35
			Information Technology	Computer Equip - Kelly	258.67
				Computer Equip - Sasha	60.28
STAPLES CONTRACT & COMMERCIAL INC Total					604.98
STATE OF WA DEPARTMENT OF REVENUE - EPAY	156	0-024-853-802	Genl Govt/Facilities	January 2022 B&O and Excise Tax	600.01
			Public Works	January 2022 B&O and Excise Tax	17,717.28
STATE OF WA DEPARTMENT OF REVENUE - EPAY Total					18,317.29
THE MASTERS TOUCH LLC	1786	P80442	Public Works	Final Bills - Postage - Feb 2022	24.98
		P77587	Public Works	Utility Bill - Postage - Oct 2021	1,489.06

City of Ridgefield

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THE MASTERS TOUCH LLC	1786	80442	Public Works	Final Bills - Feb 2022	18.18
THE MASTERS TOUCH LLC Total					1,532.22
The McCabe Group	UB*00725	(blank)	Genl Govt/Facilities	Refund Check 006162-000 5 Ash St	108.16
The McCabe Group Total					108.16
THE PARR COMPANY	964	26603555	Genl Govt/Facilities	PW Ops Shop Building Maint.	3.73
			Public Works	PW Ops Shop Building Maint.	50.20
		26601402	Genl Govt/Facilities	Events Signs	114.73
THE PARR COMPANY Total					168.66
THERESA BIAGIOLI	3745	RES-22-0005	Genl Govt/Facilities	Refund RES-22-0005	735.80
THERESA BIAGIOLI Total					735.80
TRAFFIC SAFETY SUPPLY	432	INV046975	Public Works	Center Lane Markings	373.75
TRAFFIC SAFETY SUPPLY Total					373.75
TRAILER CITY PDX, LLC	3729	49751	Public Works	Dump Trailer 5R8BD122XNM092325	14,093.08
		49752	Genl Govt/Facilities	Dump Trailer 5R8BD122XNM092325	(1,092.08)
TRAILER CITY PDX, LLC Total					13,001.00
TREMARK LLC	3746	ENG-22-0002	Genl Govt/Facilities	Refund ENG-22-0002	300.00
TREMARK LLC Total					300.00
TRJ PLANNING INC	3575	104	Community Development	Residential Permits Plan Review	3,318.82
TRJ PLANNING INC Total					3,318.82
UNIVERSAL FIELD SERVICES INC	3601	706975	Public Works	Right of Way Acquisition Assistance - Royle Rd	150.00
UNIVERSAL FIELD SERVICES INC Total					150.00
Urban NW Homes LLC	UB*00727	(blank)	Genl Govt/Facilities	Refund Check 010550-019 823 S 88th Ave	20.30
Urban NW Homes LLC Total					20.30
US BANK	2237	6209501	Finance	RORC RIDLTGO18 Bonds Administration Fees	300.00
		6209500	Finance	(blank)	300.00
US BANK Total					600.00
USA BLUEBOOK	444	897549	Public Works	Water - Chemicals & Supplies	535.88
		897361	Public Works	Confined Space Equipment	8,070.53
		907494	Public Works	Water Supplies	68.23
USA BLUEBOOK Total					8,674.64
VAIRKKO TECHNOLOGIES LLC	3699	18647	Public Safety	PD Scheduling Software	128.16
VAIRKKO TECHNOLOGIES LLC Total					128.16
VERIZON WIRELESS - EPAY	452	9900605194	Genl Govt/Facilities	PW Director iPad	8.83
				PW Cell Phones & 2 iPads	30.30
				Julie iPad	58.67
			Public Safety	PD Cell Phones	732.00
				PD Chief iPad	58.68
			Public Works	PW Director iPad	37.98
				PW Cell Phones & 2 iPads	407.57
			Community Development	PW Director iPad	11.74
				CDD Director iPad	58.67
				CDD Cell Phones	215.29
			Council	Council iPads	603.44
			Finance	Finance Director iPad	58.68
			Administration	Deputy City Manager iPad	58.68
			Executive	City Manager iPad	58.68
		9900605196	Genl Govt/Facilities	PW/CDD Cell	6.35
				PW Cell Phones	59.89

Attachment: March 24, 2022 Claims Report (Approval of Claims And/Or Payroll)

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VERIZON WIRELESS - EPAY	452	9900605196	Genl Govt/Facilities	Gen Cell	42.27	
			Public Safety	PD Cell Phones	552.28	
			Public Works	PW/CDD Cell	14.79	
				PW Cell Phones	805.60	
			Community Development	PW/CDD Cell	21.13	
				CDD Cell Phones	453.39	
			Council	Council iPads	52.43	
			Administration	ADMIN Cell Phones	111.83	
				9900605195	Public Works	Hillhurst Ped Crossing - Feb 2022
VERIZON WIRELESS - EPAY Total					4,624.33	
WALLIS ENGINEERING	464	16389	Public Works	N 8th & Simons St	20,389.62	
		16390	Public Works	S Riverview Drive Improvements	1,100.00	
WALLIS ENGINEERING Total					21,489.62	
WAPITI NW LLC	2545	9953	Public Works	Utilities Vehicle Maint - 48614D	3,233.24	
		9960	Public Works	Storm Vehicle Maint - 57232D	2,330.01	
WAPITI NW LLC Total					5,563.25	
WASHINGTON STATE PATROL	463	I22004899	Genl Govt/Facilities	Background Checks - CPL	161.25	
WASHINGTON STATE PATROL Total					161.25	
WELLS FARGO - EPAY	1681	202202-8052	Genl Govt/Facilities	Freimuth Amzn Mktp Us Zg1hw35z3 Am Tool Kit - Ops Center	6.34	
				Freimuth Amzn Mktp Us D32np2i73 File Folders - Chalea	4.58	
				Freimuth Amzn Mktp Us 5w3zo2mo3 Ops Center Safety Ladder	15.09	
				Freimuth Amzn Mktp Us D32np2i73 Hanging File Folder - Chalea	3.25	
				Freimuth Amzn Mktp Us H409p7v83 Desk Fan - Chalea	2.58	
				Freimuth Amzn Mktp Us M330s29q3 Ops Center Tape	0.88	
				Freimuth Amazon.Com 9w3zx91v3 Ops Center Office Supp	1.29	
				Freimuth Amzn Mktp Us 9n5wb0dz3 1Sat - April Marketing Swag	42.66	
				Freimuth Amzn Mktp Us 6s8dq8do3 Am Windex - RACC	0.91	
				Freimuth Amzn Mktp Us D25yy0f33 Ops Center Supp	8.05	
				Freimuth Amazon.Com 1i4k47ei0 Amzn CH Ladder	153.86	
				Freimuth Amazon.Com 9w3zx91v3 PWs Crowbar	1.23	
				Freimuth Amzn Mktp Us 1i2g91i10 RACC Oper Supp	22.27	
				Freimuth Amzn Mktp Us D32np2i73 Ops Center Supp	2.84	
				Freimuth Amzn Mktp Us D32np2i73 Ops Center Office Supp	0.37	
				Freimuth Amzn Mktp Us R335c1ew3 Historical Document Protection	38.84	
				Freimuth Amzn Mktp Us Yh9oj0c43 CH Pens	17.22	
				Freimuth Amzn Mktp Us Zg1hw35z3 Am Ops Center Oper Supp	3.53	
				Freimuth Amzn Mktp Us Ho5z44jt3 Car Organizer - Neblock	27.07	
				Freimuth Amzn Mktp Us H409p7v83 Ops Center Supp	5.49	
				Freimuth Amzn Mktp Us Zg1hw35z3 Am Oper Supp - PWs Shop	4.42	
				Freimuth Amzn Mktp Us Zg1hw35z3 Am Pens - Dusten	1.38	
				Freimuth Amzn Mktp Us Jd4dj4b83 Cabinet Keys - Chalea	2.09	
				Freimuth Amzn Mktp Us 1i2g91i10 RACC Copy Paper	9.41	
				Freimuth Amzn Mktp Us 6s8dq8do3 Am Ops Center Office Supp	1.77	
				Freimuth Amzn Mktp Us D32np2i73 PWs Shop Supp	5.46	
				Freimuth Amazon.Com 466vc25x3 Amzn Notepads	4.90	
				Freimuth Amzn Mktp Us 1b7o902v1 Truck Steps - Neblock	209.71	
				Freimuth Amzn Mktp Us Zg1hw35z3 Am Office Supp - Tammi	3.94	
				Freimuth Amazon.Com Cs76q6or3 1Sat - April Marketing Swag	26.29	

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WELLS FARGO - EPAY

1681

202202-8052

Genl Govt/Facilities

Freimuth Amazon.Com 437m18hn3 Amzn Event Storage 32.29

Freimuth Amzn Mktp Us W11f7583 CH Pens 17.22

Freimuth Amzn Mktp Us P11a58jx3 Tab Dividers - Neblock 34.05

Freimuth Amzn Mktp Us Ho5z44jt3 Measuring Wheel - Neblock 31.38

Freimuth Amzn Mktp Us Xx0t39ci3 Event Sign Stakes 54.66

Freimuth Amazon.Com 1b2kn9kd1 Amzn Historical Items Storage Supp 19.90

Freimuth Amzn Mktp Us Yo79o3cj3 1Sat Supp - March 414.71

Public Safety

Freimuth Amazon.Com Ap98x7yl3 Amzn Leadership Books 52.00

Freimuth Amzn Mktp Us 2q0o57f03 Headset - Doriot 27.63

Freimuth Amazon.Com B97wx1wg3 Garbage Bags - PD 23.30

Freimuth Amzn Mktp Us Fo6nc4y13 Field Interview Notebooks 35.76

Public Works

Freimuth Amzn Mktp Us 768my0ys3 Office Chair - Sarah 148.29

Freimuth Amzn Mktp Us Zg1hw35z3 Am Tool Kit - Ops Center 85.34

Freimuth Amzn Mktp Us D32np2i73 File Folders - Chalea 25.97

Freimuth Amzn Mktp Us Wl3zo5vy3 Meter Reading Phone Screen Prote 23.20

Freimuth Amazon.Com Cy6qh3pk3 Water Computer Keyboard/Mouse 65.01

Freimuth Amzn Mktp Us 5w3zo2mo3 Ops Center Safety Ladder 203.25

Freimuth Amzn Mktp Us D32np2i73 Hanging File Folder - Chalea 17.33

Freimuth Amzn Mktp Us H409p7v83 Desk Fan - Chalea 14.64

Freimuth Amazon.Com 0d6yq9v03 Amzn Garbage/Recycling Bin - Mindy 8.53

Freimuth Amzn Mktp Us 768my0ys3 Office Chair - Mindy 78.04

Freimuth Amzn Mktp Us 1i6zy3zk0 Desk Locks - Brunson 7.57

Freimuth Amzn Mktp Us M330s29q3 Ops Center Tape 11.94

Freimuth Amazon.Com 9w3zx91v3 Ops Center Office Supp 17.35

Freimuth Amzn Mktp Us D25yy0f33 Ops Center Supp 108.31

Freimuth Amazon.Com 9w3zx91v3 PWs Crowbar 16.61

Freimuth Amzn Mktp Us D32np2i73 Ops Center Supp 38.29

Freimuth Amazon.Com Dq8dd7pm3 Amzn Garbage/Recycling Bin - Sarah 16.20

Freimuth Amzn Mktp Us D32np2i73 Ops Center Office Supp 4.92

Freimuth Amzn Mktp Us Zg1hw35z3 Am Ops Center Oper Supp 47.57

Freimuth Amzn Mktp Us H409p7v83 Ops Center Supp 73.88

Freimuth Amzn Mktp Us D32np2i73 Hanging File Folder Holder - Cha 1.08

Freimuth Amzn Mktp Us Zg1hw35z3 Am Oper Supp - PWs Shop 59.51

Freimuth Amzn Mktp Us Zg1hw35z3 Am Pens - Dusten 2.76

Freimuth Amzn Mktp Us Jd4dj4b83 Cabinet Keys - Chalea 11.89

Freimuth Amzn Mktp Us D25yy0f33 Keyboard/Mouse - Ryan 43.35

Freimuth Amzn Mktp Us 6s8dq8do3 Am Ops Center Office Supp 23.78

Freimuth Amzn Mktp Us D32np2i73 PWs Shop Supp 73.47

Freimuth Amzn Mktp Us Lv3ds3u63 Shelf/Heater - Sarah 56.62

Freimuth Amzn Mktp Us H409p7v83 Office Supp - Water 12.55

Freimuth Amzn Mktp Us Bc4xu58g3 SCADA Room Chair Wheels 35.96

Freimuth Amzn Mktp Us D25yy0f33 Office Supp - Storm 53.40

Freimuth Amzn Mktp Us Lv3ds3u63 Heater - Mindy 13.54

Freimuth Amzn Mktp Us Zg1hw35z3 Am Keyboard/Mouse - Lisa 32.24

Freimuth Amzn Mktp Us 1i5hb6m11 Desk Keys - Thamert 13.55

Freimuth Amzn Mktp Us Ny13l4km3 Scott Chair Wheels 17.98

Freimuth Amzn Mktp Us Pf2v81zn3 Am Parks Mower Tie Downs 86.94

Community Development

Freimuth Amzn Mktp Us 6s8dq8do3 Am Staples - CDD 4.33

City of Ridgefield

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WELLS FARGO - EPAY

1681

202202-8052

Community Development

Freimuth Amzn Mktp Us Zg1hw35z3 Am Tool Kit - Ops Center	13.26
Freimuth Amzn Mktp Us 5w3zo2mo3 Ops Center Safety Ladder	31.59
Freimuth Amzn Mktp Us M330s29q3 Ops Center Tape	1.85
Freimuth Amazon.Com 9w3zx91v3 Ops Center Office Supp	2.70
Freimuth Amzn Mktp Us 6s8dq8do3 Am Windex - RACC	2.53
Freimuth Amzn Mktp Us D25yy0f33 Ops Center Supp	16.83
Freimuth Amzn Mktp Us 1i2g911i10 RACC Oper Supp	62.37
Freimuth Amzn Mktp Us D32np2i73 Ops Center Supp	5.95
Freimuth Amzn Mktp Us D32np2i73 Ops Center Office Supp	0.77
Freimuth Amzn Mktp Us Zg1hw35z3 Am Ops Center Oper Supp	7.39
Freimuth Amzn Mktp Us H409p7v83 Ops Center Supp	11.48
Freimuth Amzn Mktp Us Zg1hw35z3 Am Pens - Dusten	23.49
Freimuth Amzn Mktp Us 1i2g911i10 RACC Copy Paper	26.35
Freimuth Amzn Mktp Us 6s8dq8do3 Am Ops Center Office Supp	3.70
Freimuth Amazon.Com 466vc25x3 Amzn Notepads	13.72
Freimuth Amzn Mktp Us P11a58jx3 Wall Calendars - CDD	45.03
Freimuth Amzn Mktp Us 1i6bt8k81 Truck Mats - Rashed	140.91
Freimuth Amzn Mktp Us 9n7ju2ec3 iPad Keyboard	15.96
Freimuth Amazon.Com 1m4dv4c03 Amzn Wellness Snacks	92.26
Freimuth Amzn Mktp Us 6t8fl1ce3 Am Wellness Snacks	174.93
Freimuth Amzn Mktp Us 6o0w20363 Am Wellness Snacks	65.55
Freimuth Amzn Mktp Us 6o0w20363 Am Farewell Party Supp - Kast	223.87
Freimuth Amzn Mktp Us lj8468iq3 Am Wellness Snacks	55.92
Freimuth Amzn Mktp Us 9n7ju2ec3 iPad Keyboard	27.36
Freimuth Amzn Mktp Us Zg1hw35z3 Am Keyboard/Mouse - Lisa	5.69
Freimuth Amzn Mktp Us 768my0ys3 Office Chair - Sarah	7.80
Freimuth Amazon.Com 0d6yq9v03 Amzn Garbage/Recycling Bin - Mindy	8.52
Freimuth Amzn Mktp Us 768my0ys3 Office Chair - Mindy	78.05
Freimuth Amazon.Com Dq8dd7pm3 Amzn Garbage/Recycling Bin - Sarah	0.85
Freimuth Amzn Mktp Us Lv3ds3u63 Space Heater - Sasha	27.07
Freimuth Amzn Mktp Us Lv3ds3u63 Shelf/Heater - Sarah	2.98
Freimuth Amzn Mktp Us Lv3ds3u63 Heater - Mindy	13.54
Freimuth Amzn Mktp Us Je5j18953 Am Notebook - Brittani	3.77
Freimuth Amzn Mktp Us Cb7u045w3 Am Desk Locks - Megan	7.57
Freimuth Amzn Mktp Us Je5j18953 Am Surge Protectors - Brittani/T	47.48
Freimuth Amzn Mktp Us 1b4r17sl2 Desk Heater - Thompson	32.51
Rubio Water - Coffee Delivery PW Ops Center Water Delivery Servi	1.66
Rubio The Columbian Circ 2 Newspaper - No Receipt Available	44.50
Rubio Siptrunk Inc PD Telephone Service	212.74
Rubio Water - Coffee Delivery PW Ops Center Water Delivery Servi	22.30
Rubio Water - Coffee Delivery PW Ops Center Water Delivery Servi	3.47
Rubio Apple.Com/Bill CH IPAD Music	10.83
Rubio Mailchimp Misc Social Media and Email Marketing Softwar	24.77
Rubio Amazon Web Services Web Audio Backup	0.42
Rubio Apple.Com/Bill Comm Events IPAD Music	14.08
Rubio Eclinchier Basic Plan Social Media Publishing and Analytics	49.00
Rubio Adobe Creative Cloud Software - DeMoss	57.44
Rubio Pagefreezer.Com Archiving Software	340.00

Human Resources

Information Technology

Finance

Administration

Genl Govt/Facilities

Public Safety

Public Works

Community Development

Information Technology

202202-5756

City of Ridgefield

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WELLS FARGO - EPAY	1681	202202-5756	Information Technology	Rubio Zoom.Us 888-799-9666 Meeting Platform	59.60
				Rubio Dropbox R2hqw33rhc9r File Sharing	21.67
	202202-7028		Finance	Rubio Cross Border Trans Fee Bank Fee Related to PageFreezer Cha	3.40
				Rubio Government Finance Offic 2022 Membership - Sr. Accountant	150.00
			Genl Govt/Facilities	Brunson Rosauers Food & Dru Water for PW Ops Shop	2.13
				Brunson The Home Depot #4718 Microwave - PW Ops Shop	8.18
				Brunson Wal-Mart #3742 Lunch Room Supplies - PW Ops Shop	9.54
			Public Works	Brunson Safeway #1842 Lunch Room Supplies - PW Ops Shop	5.99
				Brunson Rosauers Food & Dru Water for PW Ops Shop	28.76
				Brunson The Home Depot #4718 Microwave - PW Ops Shop	110.09
				Brunson Wal-Mart #3742 Lunch Room Supplies - PW Ops Shop	128.38
				Brunson Jacks Auto Detail Clean vehicle interior	150.00
				Brunson Safeway #1842 Lunch Room Supplies - PW Ops Shop	80.66
	202202-0810		Genl Govt/Facilities	Johnson Government Finance Offic GFOA membership fee for organiz	170.00
				Johnson Ridgefield Pack And Ship Postage charge to mail lease/pu	24.44
			Public Works	Johnson Wa Dol Lic & Reg 51307 Replace lost license plates for S	21.50
				Johnson Oregon Rec And Parks Asso Playground Inspector training	2,620.00
			Community Development	Johnson Vancouver Auto Group Refund for Replacement expense-Ahma	(165.33)
				Johnson Vancouver Auto Group Replacement expense for Ahmads mirr	798.89
			Finance	Johnson Cke Amaro'S Table Vancouv Welcome lunch for Sasha. Julie	77.88
				Johnson The Columbian Circ 2 Monthly subscription for the Columb	9.99
	202202-6996		Genl Govt/Facilities	Demoss Sticker Mule 1SAT Stickers for March activity bags	75.88
				Demoss Walgreens #16067 Print of Mayor Lindsay for City hall pho	3.24
				Demoss Walgreens #1084 Gift for Don Stose	75.87
			Human Resources	Demoss Walgreens #16067 Bryan Kast gift	64.49
				Demoss Esri Map Design Software	10.84
			Information Technology	Demoss Organimi Online interactive employee org chart annual cos	125.00
				Demoss Rosauers Food & Dru Water bottles for City Council for St	2.27
			Council	Demoss Ridgefield Pioneer Water bottles for City Council for Sta	4.24
				Demoss Cross Border Trans Fee Bank Fee Related to Organimi Charg	1.25
	202202-6939		Finance	Demoss Event Process Matters Public Engagement training.	35.00
			Administration	Lust Cke Fuel Bistro & Wi 109 Working Lunch Claire/Brenda-RE:Dep	5.63
				Lust Cke Fuel Bistro & Wi 109 Working Lunch Claire/Brenda-RE:Dep	5.00
			Community Development	Lust Int'L Code Council Inc ICC membership renewal - John Wilson	145.00
				Lust Cke Fuel Bistro & Wi 109 Working Lunch Claire/Brenda-RE:Dep	31.06
	202202-7051		Public Safety	Blehm Little Creek Casino Resor Nic Siem hold charge for hotel	105.60
				Blehm Little Creek Casino Resor Nic Siem credit for hold charge-	(105.60)
				Blehm Fairfield Inn & Suites Jason Ferriss hotel for training	677.85
				Blehm Doubletree Htl Airport Patrick Morgan hotel for training	1,427.40
				Blehm Little Creek Casino Resor Nathan Gibson hotel	422.40
				Blehm Api Apa Gpmi Meet Apas Payroll membership and payroll book	719.75
			Human Resources	Blehm Societyforhumanresource SHRM HR conference	1,150.00
				Blehm Labor Law Center Subscription for Electronic labor law pos	24.95
	202202-8755		Public Safety	Brooks Chevron 0204088 Gas for Police Car when Gas card was lost	65.49
				Brooks Old Liberty Theater Llc Coffee for Meeting with CDD and C	8.60
				Brooks On The Spot Engraving DUll Award Engraving	48.78
	202202-1081		Finance	Irwin Event Procurement Ser MRSC-Procurement Series Part 2:Serv	35.00
				Irwin Event Procurement Ser MRSC-Procurement Series Part 3:PW o	40.00

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WELLS FARGO - EPAY	1681	202202-1081	Administration	Irwin Office Furniture Rebor CH Office Furniture - HR Assistant	1,612.31
		202202-8763	Genl Govt/Facilities	Kast Lowes #00907 PW Ops Center Dishwasher	64.26
			Public Works	Kast Lowes #00907 PW Ops Center Dishwasher	864.73
			Community Development	Kast Lowes #00907 PW Ops Center Dishwasher	134.39
		202202-0760	Human Resources	Kipp Hallmark Resort - Cann 600 Point Get Away Prize - Wellness	749.20
				Kipp Tlf Ridgefield Floral Farewell to Acctg Clerk	35.72
				Kipp Rosauers Food & Dru Cake for PW Director going away party	32.99
				Kipp Costco By Instacart Snacks for all locations - Wellness	622.98
				Kipp Tlf Ridgefield Floral Going away gift for PW Director	113.81
				Kipp Rosauers Food & Dru Water for PW Director going away party	9.30
		202202-9437	Public Safety	Hoots Tlo Transunion BACKGROUND INVESTIGATIONS	148.94
				Hoots Www.Nchsoftware.Com TRANSCRIPTION SOFTWARE UPGRADE-AUSTRAL	20.22
				Hoots Paypal Jackeentera BOOKS FOR SERGEANTS PROMOTIONAL TEST	99.80
				Hoots Usps Po 5471680444 STAMPS FOR PD AND PACKAGED MAIL TO PROS	94.16
				Hoots Costco Whse #1086 COFFEE FOR PD	35.99
				Hoots Viktos BOOTS FOR ALEX MARTINEZ	148.45
			Finance	Hoots Cross Border Trans Fee EXCHANGE RATE FOR ABOVE CHARGE	0.20
		202202-0794	Community Development	Knottnerus Planetizen-8772607526 Recruitment for Senior Planner	149.95
				Knottnerus American Planning A Recruitment. for Senior Planner	295.00
			Human Resources	Knottnerus Indeed Recruitment for multiple positions	125.74
			Information Technology	Knottnerus Dnh Domain Hosting Srvc Website BackUp	2.17
				Knottnerus Dnh Domain Name/Hosting Website BackUp	3.24
		202202-0187	Genl Govt/Facilities	Melroy Sandy'S Sign & Design PW Ops Center Signs	24.89
			Public Works	Melroy Sandy'S Sign & Design PW Ops Center Signs	334.97
				Melroy Sandy'S Sign & Design Dog Park Signs	97.56
			Community Development	Melroy Sandy'S Sign & Design PW Ops Center Signs	52.06
		202202-7069	Information Technology	Ferriss Cdw Govt #5657621 Adobe license for Mindy	198.24
			Council	Ferriss Association Of Washington AWC City Actions Days - Coker/	50.00
				Ferriss Eb 40th Anniversary C CREDC Event - Aichele/Chipman/Llnd	450.00
		202202-7036	Genl Govt/Facilities	Stuart The Columbian Circ 2 Monthly subscription. Ongoing subscr	9.99
			Human Resources	Stuart Tlf Ridgefield Floral Cards for RPD officers	16.20
			Executive	Stuart Pioneer Street Cafe Meeting with Councilors re upcoming c	120.81
				Stuart Sq Teriyaki Thai Etc. Meeting re commercial project at j	18.14
				Stuart Cke Fuel Bistro & Wi 109 Meeting with mayor re upcoming c	44.31
				Stuart El Rancho Viejo Meeting with new PW director	30.88
				Stuart Sq Liebre Norte Clark Regional Recovery Advisory Group	13.98
				Stuart Tom'S Urban CM and Councilors memorial service for Office	107.27
				Stuart Sq Sugars Barbecue Meeting re pavement preservation	16.91
				Stuart Pioneer Street Cafe Preapp conference	19.18
				Stuart Starbucks Store 63631 AWC Mayors Exchange	25.85
		202202-7002	Public Works	Thamert Wsu Pesticide Continuing Education for Pesticide License	27.60
			Community Development	Thamert Wsu Pesticide Continuing Education for Pesticide License	2.40
		202202-0745	Genl Govt/Facilities	Doriot Dawson Precision Co-witness sights for two Glocks - TAX	(10.91)
			Public Safety	Doriot Dawson Precision Co-witness sights for two Glocks	140.81
WELLS FARGO - EPAY Total					21,684.07
WESTERN UNITED CIVIL GROUP LLC	3743	1024	Genl Govt/Facilities	City Hall Sewer Line Repair	7,046.00
		1023	Public Works	Division Street Temporary HMA Ramp Installation Services	9,105.60
WESTERN UNITED CIVIL GROUP LLC Total					16,151.60

Attachment: March 24, 2022 Claims Report (Approval of Claims And/Or Payroll)

City of Ridgefield

Claims Payment Report

For Approval on:

March 24, 2022

4.1.a

WEX BANK - EPAY	3552	78964412	Genl Govt/Facilities	Feb 2022 Fuel - PW's	300.48
				Overnight Postage - WEX Feb 2022	15.00
			Public Safety	Feb 2022 Fuel - PD	2,505.70
			Public Works	Feb 2022 Fuel - PW's	4,041.65
			Community Development	Feb 2022 Fuel - CDD	476.47
	77927143	Genl Govt/Facilities	Overnight Postage - WEX Jan 2022	15.00	
			Jan 2022 Fuel - PW's	194.66	
		Public Safety	Jan 2022 Fuel - PD	2,798.14	
		Public Works	Jan 2022 Fuel - PW's	2,618.41	
		Community Development	Jan 2022 Fuel - CDD	599.47	
WEX BANK - EPAY Total					13,564.98
WOODLAND SAW AND CYCLE INC.	2223	2043	Public Works	Parks/Streets Supplies	25.90
WOODLAND SAW AND CYCLE INC. Total					25.90
Zillow Homes Inc	UB*00728	(blank)	Genl Govt/Facilities	Refund Check 014269-001 721 N 16th Ct	80.76
Zillow Homes Inc Total					80.76
ZW USA INC.	3063	467933	Genl Govt/Facilities	Dog Waste Bags	(65.85)
			Public Works	Dog Waste Bags	849.81
ZW USA INC. Total					783.96
Grand Total					1,365,500.25

Attachment: March 24, 2022 Claims Report (Approval of Claims And/Or Payroll)

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: March 24, 2022

ITEM:

AGENDA ITEM TITLE: Approval of Minutes from the March 10, 2022 Meeting

AGENDA ITEM TITLE:

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

GOVERNING LEGISLATION:

Not applicable

PREVIOUS COUNCIL ACTION TAKEN:

Not applicable

SUMMARY/BACKGROUND:

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

BUDGET/FINANCIAL IMPACTS:

Not applicable

ACTION OR MOTION:

Approve the minutes by making the following motion:

1. "I move to approve the consent agenda"

STAFF CONTACT: Julie Ferriss, City Clerk

ATTACHMENTS: 03-10-2022 (PDF)



CITY OF RIDGEFIELD, WASHINGTON
City Council MEETING MINUTES
March 10, 2022

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	Remote	
Lee Wells	Councilor	Present	
Jen Lindsay	Mayor	Present	
Rob Aichele	Councilor	Present	
Judy Chipman	Councilor	Present	
Rachel Coker	Councilor	Present	

LATE CHANGES TO THE AGENDA

PROCLAMATION

Support for the Ukrainian People

PUBLIC COMMENT

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

CONSENT AGENDA - MOTION TO APPROVE AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Rachel Coker, Councilor
SECONDER:	Lee Wells, Councilor
AYES:	Onslow, Wells, Lindsay, Aichele, Chipman, Coker

- 1. Approval of Claims And/Or Payroll**
- 2. Approval of Minutes from the February 24, 2022 Meeting**

PRESENTATION

1. Carty Road Subarea Plan - Back to Work

In 2019, a number of property owners in the Carty Road area submitted applications for annexation into the city. Upon reviewing the petitions at a regularly scheduled public meeting, Council instructed staff to put them on hold and develop a subarea plan. The subarea plan covers

approximately 270 acres. It is not an annexation but rather a shared vision, guidelines, and standards to be implemented if and when individual property owners or groups of property owners in the subarea annex at their own discretion. Staff and the project consultant team conducted extensive technical analysis and iterative community outreach to develop drafts of the subarea plan. In June 2020, staff was prepared to take a final version of the Carty Road Subarea Plan to Planning Commission for a public hearing and recommendation to Council. However, the virtual meeting format would have excluded several Project Advisory Committee (PAC) members with unreliable internet access, and the hearing was ultimately cancelled. After a long pause due to COVID restrictions, staff and the consultant team are moving forward with the next steps of the Carty Road Subarea Plan process. This presentation will review the work completed with stakeholders in 2019-2020 and lay out next steps for re-engaging with the PAC and bringing the subarea plan to public hearings at Planning Commission and City Council.

2. Horns Corner Master Plan

Master planning for the Horns Corner Park was planned for this year, to be completed by April 2022, and followed by Phase 1 construction. Two masterplan alternatives presented, and feedback received from Council. The information will be used to select and refine a final preferred alternative that will be used to inform future construction efforts.

PUBLIC COMMENT

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

COUNCIL/PRESIDING OFFICER/STAFF REPORTS

Council

Council Member Chipman - Attended State of the City, CRWWD board meeting, Main Street meeting, YMCA meeting.

Council Member Aichele - Attended State of the City, Color Run, Port of Ridgefield meeting, Main Street meeting.

Council Member Coker - Attended Color Run, ribbon cutting for The Mercantile is scheduled for March 16th.

Council Member Wells - Attended State of the City, Port of Ridgefield meeting, City Manager briefing.

Council Member Onslow - Attended State of the City.

Mayor

Attended State of the City, HOA meeting, Main Street meeting, ECHO meeting.

City Manager

City Manager Steve Stuart - Provided additional information on ECHO, legislature update, Candidate Town Hall is March 16th.

Community Development Director Claire Lust - New employee started this week, Allison Sennett.

Police Chief John Brooks - Attended Main Street meeting.

ADJOURN - [8:05 PM](#)

Julie Ferriss, City Clerk

Jennifer Lindsay, Mayor

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: March 24, 2022
ITEM: PRESENTATION
AGENDA ITEM TITLE: 4Th Quarter 2021 Financial Report

GOVERNING LEGISLATION:

City of Ridgefield Financial Policy #07: Budget

PREVIOUS COUNCIL ACTION TAKEN:

Reviewed quarterly financial reports

SUMMARY/BACKGROUND:

4th Quarter 2021 financial report – budget to actual

BUDGET/FINANCIAL IMPACTS:

None

RECOMMENDED ACTION OR MOTION:

No action requested. Presentation only

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS: 4th Qtrr 2021 Budget Report (PDF)



4th Quarter 2021 Budget Report



2021 Reserves Per Policy

	O&M	Revenue Stab.	Debt Service	Separation	Capital	Capital Repair & Replace	2021 Reserves	2020 Reserves	% Change
General Fund	976,866	666,881	-	119,365	699,664	-	2,462,776	2,331,040	5.65%
Building & Permitting	253,125	338,350	-	20,817	-	-	612,292	538,567	13.69%
Water Fund	443,514	-	-	42,393	189,193	402,270	1,077,370	881,874	22.17%
Storm Fund	154,498	-	-	16,736	169,034	157,181	497,449	398,183	24.93%
Total	1,828,003	1,005,231	-	199,311	1,057,891	559,451	4,649,887	4,149,664	12.05%
Capital Repair and Replacement Minimum Target (2% of Historical Cost)									
	Historical	Target	Total	Balance	Variance	% Target			
Water Fund	22,401,829	2%	448,037	402,270	(45,767)	90%			
Storm Fund	18,035,090	2%	360,702	157,181	(203,521)	44%			



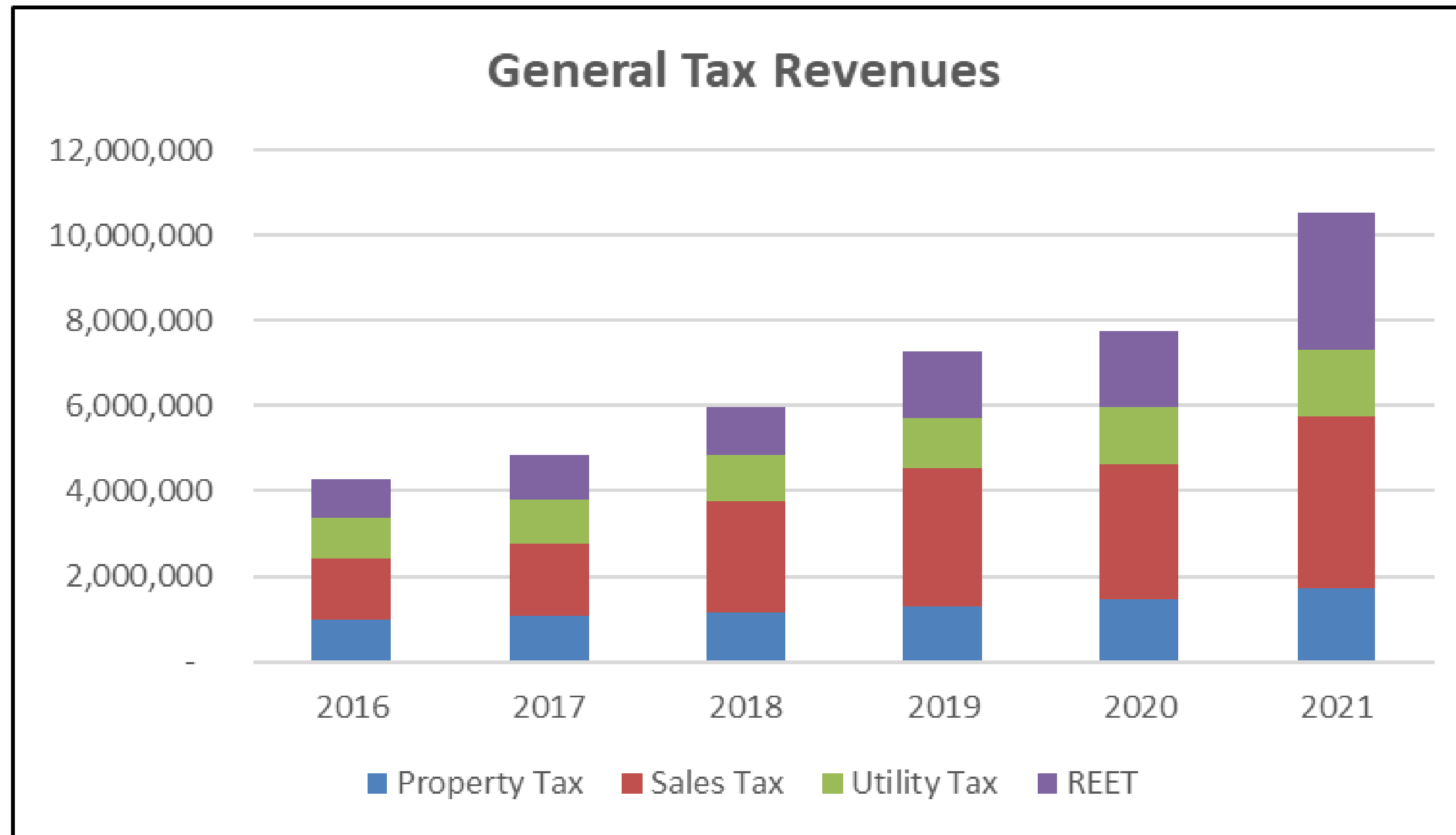
4th Quarter 2021 General Fund Revenue

Revenue	4Q 2021 YTD Actual	2021 Budget	4Q % of Budget	4Q 2020 YTD Actual	4Q 2021 v 4Q 2020
Property Taxes	\$ 1,721,326	\$ 1,665,000	103.4%	\$ 1,472,230	16.9%
Retail Sales Taxes	4,046,510	4,157,525	97.3%	3,143,921	28.7%
Utility and Other Taxes	1,452,052	1,361,390	106.7%	1,252,043	16.0%
Licenses and Permits	2,033,468	2,159,860	94.1%	2,116,847	-3.9%
Planning and Development	1,122,983	1,258,010	89.3%	1,319,017	-14.9%
Fines Forfeits and Restitution	67,879	69,700	97.4%	57,825	17.4%
Charges for Goods and Services	67,712	5,200	1302.2%	7,759	772.7%
Interfund Charges for Goods and Service	567,939	581,128	97.7%	495,427	14.6%
Intergovernmental/Grants/Other	1,979,170	2,121,504	93.3%	889,768	122.4%
Total General Fund Revenue	\$ 13,059,039	\$13,379,317	97.6%	\$ 10,754,837	21.4%



4th Quarter 2021

General Fund Tax Revenue

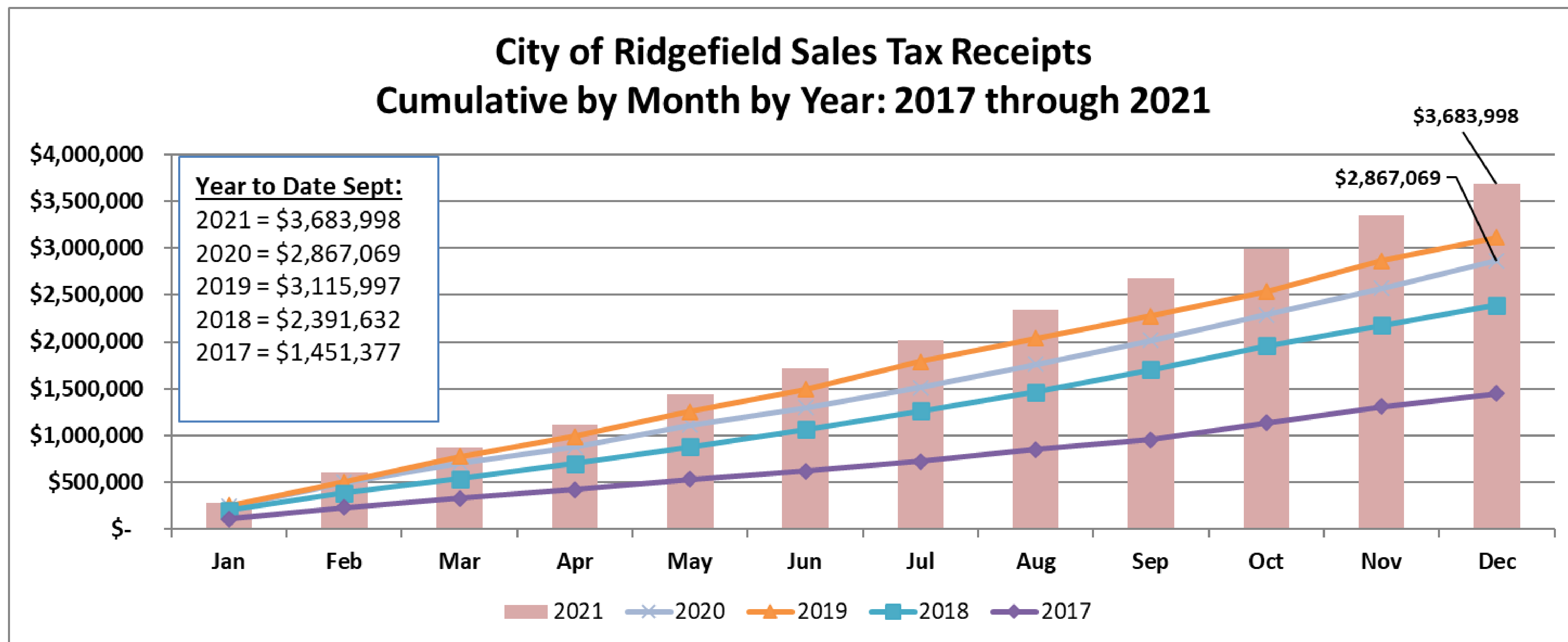


Source	2016	2017	2018	2019	2020	2021
Property Tax	988,321	1,056,195	1,149,449	1,288,393	1,472,230	1,721,326
Sales Tax	1,435,636	1,715,893	2,631,542	3,250,290	3,143,921	4,046,510
Utility Tax	942,910	1,044,852	1,085,500	1,167,609	1,336,175	1,538,888
REET	899,391	1,019,320	1,091,870	1,569,351	1,778,422	3,221,297
Total	4,266,258	4,836,260	5,958,361	7,275,643	7,730,748	10,528,021

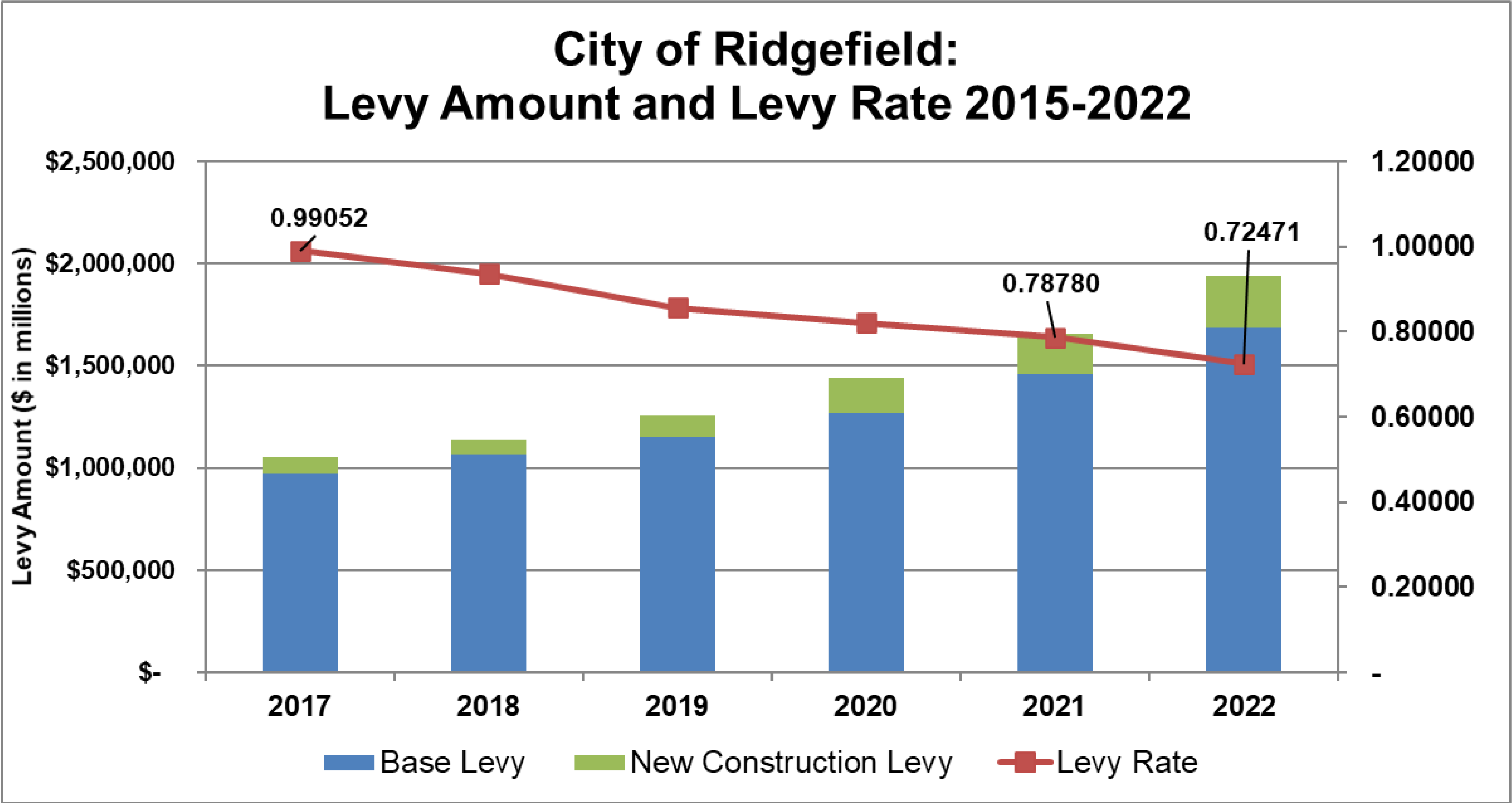


4th Quarter 2021

General Fund Sales & Use Tax Revenue

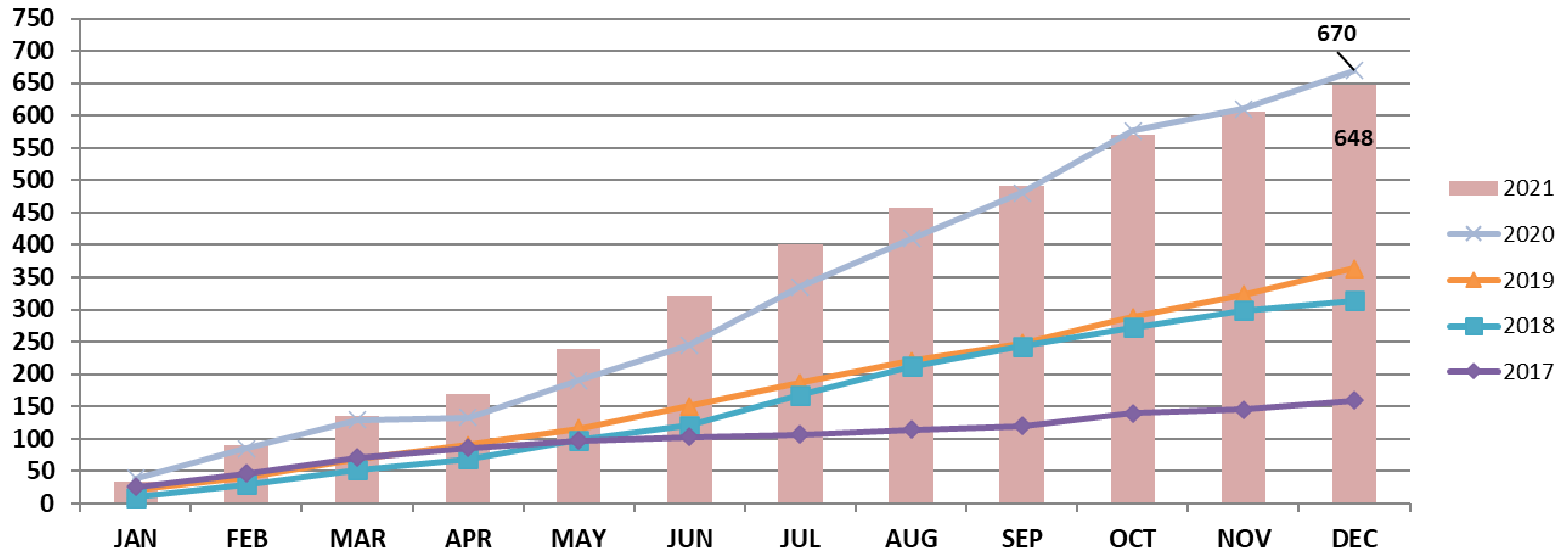


4th Quarter 2021 General Fund Tax Revenue



4th Quarter 2021 SFR Permitting

City of Ridgefield New Single Family Residential Building Permits Cumulative Issued by Month by Year: 2015 - May 2021



Attachment: 4th Qtr 2021 Budget Report (4Th Quarter 2021 Financial Report)



4th Quarter 2021

General Fund Expense

Expense	4Q 2021 YTD Actual	2021 Budget	4Q % of Budget	4Q 2020 YTD Actual	4Q 2021 v 4Q 2020
Department					
City Council	\$ 81,687	\$ 102,825	79.4%	\$ 78,520	4.0%
Judicial	199,456	207,000	96.4%	169,244	17.9%
Executive	268,955	312,110	86.2%	267,035	0.7%
Finance	652,656	686,490	95.1%	608,409	7.3%
Legal	34,641	45,000	77.0%	38,471	-10.0%
Human Resources	283,451	298,015	95.1%	208,857	35.7%
Administration	530,582	528,030	100.5%	433,497	22.4%
General Government/Facilities	1,421,246	1,508,048	94.2%	1,136,078	25.1%
Information Tech	214,757	217,300	98.8%	193,338	11.1%
Public Safety	2,363,586	2,403,033	98.4%	2,036,333	16.1%
Cemetery	30,720	62,449	49.2%	47,751	-35.7%
Community Development	1,831,794	2,231,005	82.1%	1,841,175	-0.5%
Parks	518,689	649,801	79.8%	541,699	-4.2%
Transfer to Equip Replace Fund	114,840	114,840	100.0%	101,312	13.4%
Transfers - To Street Fund	624,438	624,438	100.0%	401,850	55.4%
Transfers To Capital - Streets	302,568	341,000	88.7%	214,901	40.8%
Transfers To Capital - Parks	-	40,000	0.0%	-	#DIV/0!
Total General Fund Expense	\$ 9,474,066	\$10,371,384	91.3%	\$ 8,318,470	13.9%
Total Net Revenue (Loss)	\$ 3,584,973	\$ 3,007,933	119.2%	\$ 2,436,367	47.1%



4th Quarter 2021

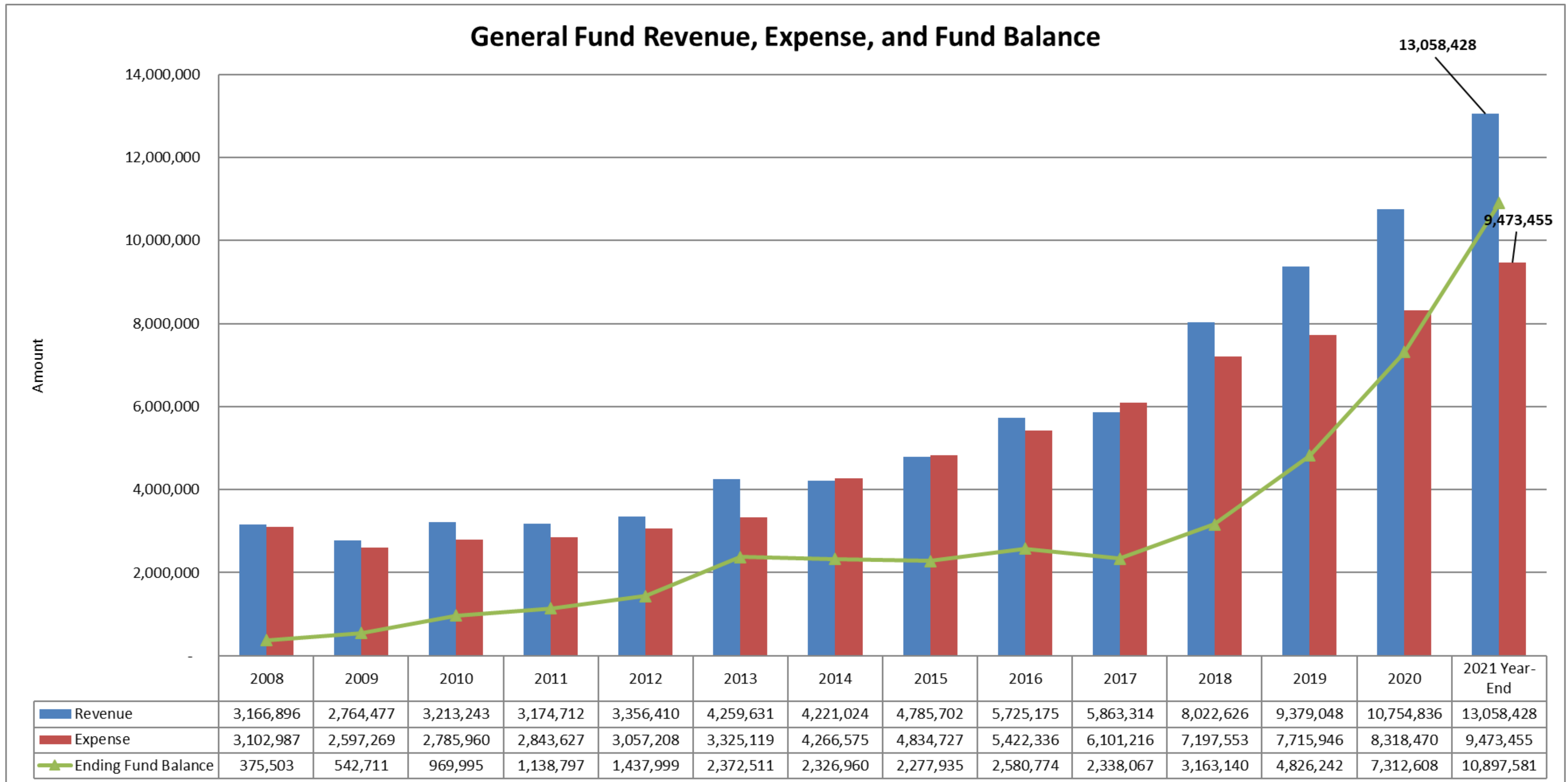
General Fund - Fund Balance

Fund Balance	4Q 2021 YTD Actual	2021 Budget	4Q 2020 YTD Actual	4Q 2021 v 4Q 2020
Beginning Balance	\$ 7,312,608	\$ 7,312,608	\$ 4,826,242	51.5%
Net Increase (Decrease)	3,584,973	3,007,933	2,436,367	47.1%
Ending Balance	10,897,581	10,320,541	7,262,609	50.1%
Less: Reserved Amounts *	3,075,068	3,075,068	2,869,607	7.2%
Net Ending and Available Balance	\$ 7,822,513	\$ 7,245,473	\$ 4,393,002	78.1%
* Includes Street Fund Reserves				



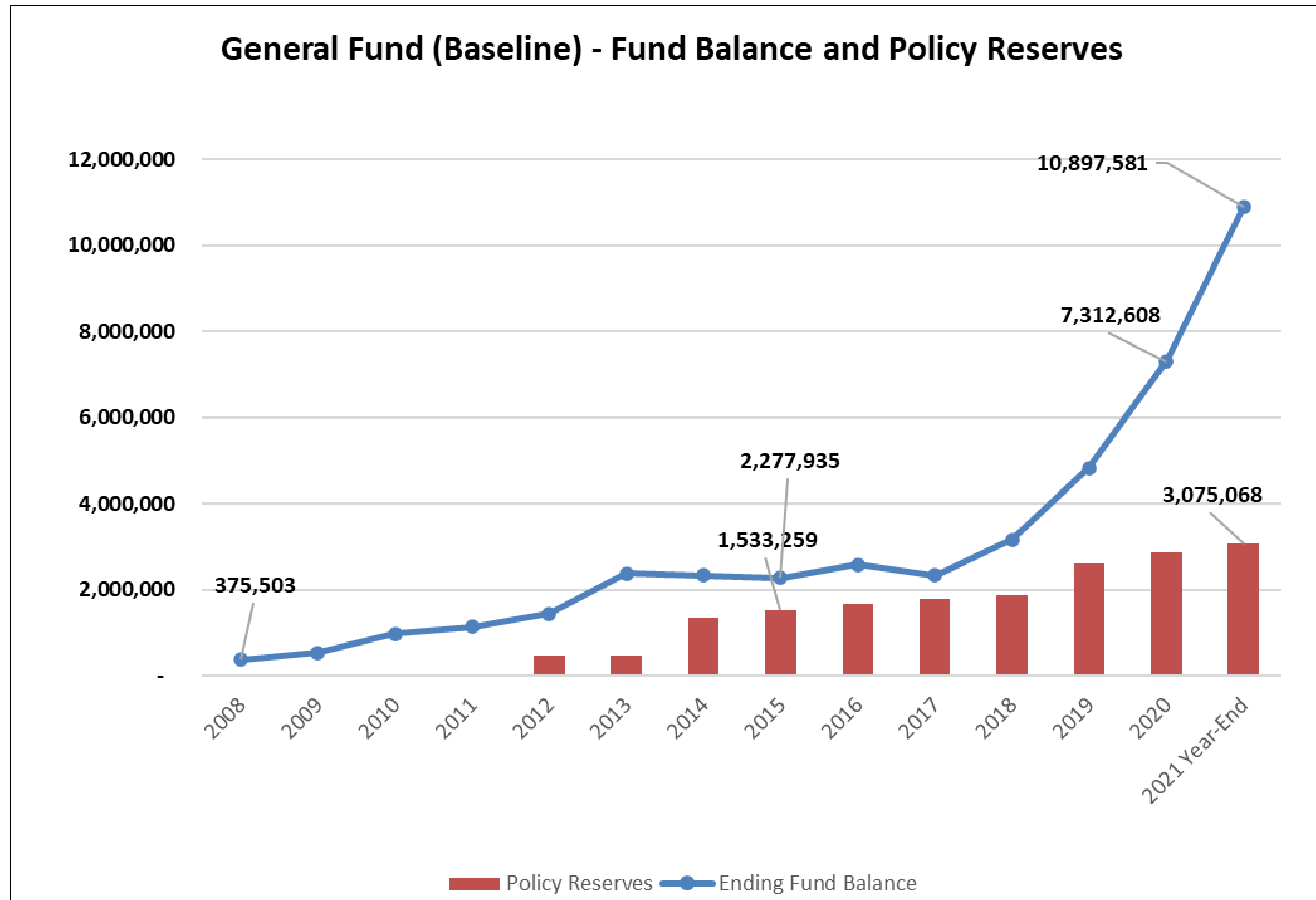
4th Quarter 2021

General Fund - Fund Balance



4th Quarter 2021

General Fund - Fund Balance



4th Quarter 2021 Street Fund

Revenue	4Q 2021 YTD Actual	2021 Budget	4Q % of Budget	4Q 2020 YTD Actual	4Q 2021 v 4Q 2020
Tax/Franchise Fees	\$ 96,393	\$ 95,491	100.9%	\$ 91,842	5.0%
Vehicle Motor Fuel Tax	210,743	220,610	95.5%	174,042	21.1%
Grants	-	-	#DIV/0!	15,711	-100.0%
Permits	13,360	20,000	66.8%	21,297	-37.3%
Transfer In - General Fund	624,438	624,438	100.0%	401,850	55.4%
Other Revenue	75	1,025	7.3%	4	1775.0%
Total Street Fund Revenue	\$ 945,009	\$ 961,564	98.3%	\$ 704,746	34.1%
Expense	4Q 2021 YTD Actual	2021 Budget	4Q % of Budget	4Q 2020 YTD Actual	4Q 2021 v 4Q 2020
Street Fund	\$ 856,257	\$ 943,868	90.7%	\$ 693,579	23.5%
Total Street Fund Expense	\$ 856,257	\$ 943,868	90.7%	\$ 693,579	23.5%
Total Net Revenue (Loss)	\$ 88,752	\$ 17,696	501.5%	\$ 11,167	694.8%
Fund Balance	4Q 2021 YTD Actual	2021 Budget		4Q 2020 YTD Actual	4Q 2021 v 4Q 2020
Beginning Balance	\$ 818	\$ 818		\$ 2,586	-68.4%
Net Increase (Decrease)	88,752	17,696		11,167	694.8%
Ending Balance	89,570	18,514		13,753	551.3%
Less: Reserved Amounts *	-	-		-	
Net Ending and Available Balance	\$ 89,570	\$ 18,514		\$ 13,753	551.3%
*Reserves Maintained in General Fund					



4th Quarter 2021

Special Revenue & Debt Service Funds

Drug Fund	4Q 2021 YTD Actual	2021 Budget	4Q % of Budget	4Q 2020 YTD Actual	4Q 2021 v 4Q 2020
Revenue	\$ 275	\$ 1,010	27.2%	\$ 425	-35.3%
Expense	-	-	0.0%	-	#DIV/0!
Total Net Revenue (Loss)	\$ 275	\$ 1,010	27.2%	\$ 425	-35.3%
Fund Balance	4Q 2021 YTD Actual	2021 Budget		4Q 2020 YTD Actual	4Q 2021 v 4Q 2020
Beginning Balance	\$ 5,211	\$ 5,211		\$ 4,786	8.9%
Net Increase (Decrease)	275	1,010		425	-35.3%
Ending Fund Balance	\$ 5,486	\$ 6,221		\$ 5,211	5.3%
Affordable Housing	4Q 2021 YTD Actual	2021 Budget	4Q % of Budget	4Q 2020 YTD Actual	4Q 2021 v 4Q 2020
Revenue	\$ 32,740	\$ 23,035	100.0%	\$ 10,232	100.0%
Expense	-	-	0.0%	-	0.0%
Total Net Revenue (Loss)	\$ 32,740	\$ 23,035		\$ 10,232	100.0%
Fund Balance	4Q 2021 YTD Actual	2021 Budget		4Q 2020 YTD Actual	4Q 2021 v 4Q 2020
Beginning Balance	\$ 10,232	\$ 10,232		\$ -	0.0%
Net Increase (Decrease)	32,740	23,035		10,232	100.0%
Ending Fund Balance	42,972	\$ 33,267		\$ 10,232	100.0%
Debt Service Fund	4Q 2021 YTD Actual	2021 Budget	4Q % of Budget	4Q 2020 YTD Actual	4Q 2021 v 4Q 2020
Revenue	\$ 1,407,997	\$ 1,433,629	98.2%	\$ 4,689,259	-70.0%
Expense	1,407,997	1,433,629	98.2%	4,689,259	-70.0%
Total Net Revenue (Loss)	\$ -	\$ -		\$ -	
Fund Balance	4Q 2021 YTD Actual	2021 Budget		4Q 2020 YTD Actual	4Q 2021 v 4Q 2020
Beginning Balance	\$ -	\$ -		\$ -	
Net Increase (Decrease)	-	-		-	
Ending Fund Balance	-	\$ -		\$ -	



4th Quarter 2021 REET and TBD

Real Estate Excise Tax (REET)	4Q 2021 YTD Actual	2021 Budget	4Q % of Budget	4Q 2020 YTD Actual	4Q 2021 v 4Q 2020
Revenue	\$ 3,217,046	\$ 3,020,000	106.5%	\$ 1,814,616	77.3%
Expense	1,407,997	1,413,405	99.6%	837,394	68.1%
Total Net Revenue (Loss)	\$ 1,809,049	\$ 1,606,595	112.6%	\$ 977,222	85.1%
Fund Balance	4Q 2021 YTD Actual	2021 Budget		4Q 2020 YTD Actual	4Q 2021 v 4Q 2020
Beginning Balance	\$ 2,136,610	\$ 2,136,610		\$ 1,159,388	84.3%
Net Increase (Decrease)	1,809,049	1,606,595		977,222	85.1%
Ending Fund Balance	3,945,659	3,743,205		2,136,610	84.7%
Debt Service Reserve	1,414,003	1,414,003		1,061,425	33.2%
Ending Available Fund Balance	\$ 2,531,656	\$ 2,329,202		\$ 1,075,185	135.5%
Transportation Benefit District (TBD)	4Q 2021 YTD Actual	2021 Budget	4Q % of Budget	4Q 2020 YTD Actual	4Q 2021 v 4Q 2020
Revenue	\$ 167,611	\$ 153,435	109.2%	\$ 153,814	9.0%
Expense	175,000	175,000	0.0%	-	#DIV/0!
Total Net Revenue (Loss)	\$ (7,389)	\$ (21,565)		\$ 153,814	-104.8%
Fund Balance	4Q 2021 YTD Actual	2021 Budget		4Q 2020 YTD Actual	4Q 2021 v 4Q 2020
Beginning Balance	\$ 199,791	\$ 199,791		\$ 45,977	100.0%
Net Increase (Decrease)	(7,389)	(21,565)		153,814	-104.8%
Ending Fund Balance	192,402	\$ 178,226		\$ 199,791	-3.7%



4th Quarter 2021 Impact Fee Funds

Park Impact Fee (PIF)	4Q 2021 YTD Actual	2021 Budget	4Q % of Budget	4Q 2020 YTD Actual	4Q 2021 v 4Q 2020
Revenue	\$ 1,977,628	\$ 2,213,450	89.3%	\$ 1,908,255	3.6%
Expense	392,062	636,000	61.6%	404,633	-3.1%
Total Net Revenue (Loss)	\$ 1,585,566	\$ 1,577,450	100.5%	\$ 1,503,622	5.4%
Fund Balance	4Q 2021 YTD Actual	2021 Budget		4Q 2020 YTD Actual	4Q 2021 v 4Q 2020
Beginning Balance	\$ 1,835,146	\$ 1,835,146		\$ 331,524	100.0%
Net Increase (Decrease)	1,585,566	1,577,450		1,503,622	5.4%
Ending Fund Balance	\$ 3,420,712	\$ 3,412,596		\$ 1,835,146	86.4%
Traffic Impact Fee (TIF)	4Q 2021 YTD Actual	2021 Budget	4Q % of Budget	4Q 2020 YTD Actual	4Q 2021 v 4Q 2020
Revenue	\$ 1,849,878	\$ 2,559,112	72.3%	\$ 1,699,509	8.8%
Expense	892,015	4,794,000		107,991	726.0%
Total Net Revenue (Loss)	\$ 957,863	\$ (2,234,888)	-42.9%	\$ 1,591,518	-39.8%
Fund Balance	4Q 2021 YTD Actual	2021 Budget		4Q 2020 YTD Actual	4Q 2021 v 4Q 2020
Beginning Balance	\$ 3,003,462	\$ 3,003,462		\$ 1,411,944	100.0%
Net Increase (Decrease)	957,863	(2,234,888)		1,591,518	-39.8%
Ending Fund Balance	\$ 3,961,325	\$ 768,574		\$ 3,003,462	31.9%



4th Quarter 2021

General Capital & Equipment Replacement Funds

General Capital Projects	4Q 2021 YTD Actual	2021 Budget	4Q % of Budget	4Q 2020 YTD Actual	4Q 2021 v 4Q 2020
Revenue	\$ 4,409,243	\$ 8,609,000	51.2%	\$ 5,131,351	-14.1%
Expense	3,777,258	8,568,000	44.1%	5,013,540	-24.7%
Total Net Revenue (Loss)	\$ 631,985	\$ 41,000	-100.0%	\$ 117,811	436.4%
Fund Balance	4Q 2021 YTD Actual	2021 Budget		4Q 2020 YTD Actual	4Q 2021 v 4Q 2020
Beginning Balance	\$ 393,389	\$ 393,389		\$ 275,578	242.8%
Net Increase (Decrease)	631,985	41,000		117,811	436.4%
Ending Fund Balance	\$ 1,025,374	\$ 434,389		\$ 393,389	360.7%

Equipment Replacement (ERF)	4Q 2021 YTD Actual	2021 Budget	4Q % of Budget	4Q 2020 YTD Actual	4Q 2021 v 4Q 2020
Revenue	\$ 228,783	\$ 218,992	104.5%	\$ 190,122	220.3%
Expense	150,351	159,400	94.3%	220,887	-31.9%
Total Net Revenue (Loss)	\$ 78,432	\$ 59,592	131.6%	\$ (30,765)	-154.9%
Fund Balance	4Q 2021 YTD Actual	2021 Budget		4Q 2020 YTD Actual	4Q 2021 v 4Q 2020
Beginning Balance	\$ 219,730	\$ 219,730		\$ 250,495	-12.3%
Net Increase (Decrease)	78,432	59,592		(30,765)	-354.9%
Ending Fund Balance	\$ 298,162	\$ 279,322		\$ 219,730	35.7%



4th Quarter 2021

Water and Storm Water Operating Funds

Water Utility O&M	4Q 2021 YTD Actual	2021 Budget	4Q % of Budget	4Q 2020 YTD Actual	4Q 2021 v 4Q 2020
Revenue	\$ 5,306,190	\$ 5,404,793	98.2%	\$ 2,510,830	111.3%
Expense	4,681,105	4,963,386	94.3%	2,000,215	134.0%
Total Net Revenue (Loss)	\$ 625,085	\$ 441,407	141.6%	\$ 510,615	22.4%
Fund Balance	4Q 2021 YTD Actual	2021 Budget		4Q 2020 YTD Actual	4Q 2021 v 4Q 2020
Beginning Balance	\$ 1,984,391	\$ 1,984,391		\$ 1,547,132	28.3%
Net Increase (Decrease)	625,085	441,407		510,615	22.4%
Ending Balance	2,609,476	2,425,798		2,057,747	26.8%
Less: Reserved Amounts	1,077,370	1,077,370		863,885	24.7%
Net Ending and Available Fund Balance	\$ 1,532,106	\$ 1,348,428		\$ 1,193,862	28.3%
Stormwater Utility O&M	4Q 2021 YTD Actual	2021 Budget	4Q % of Budget	4Q 2020 YTD Actual	4Q 2021 v 4Q 2020
Revenue	\$ 971,673	\$ 950,920	102.2%	\$ 869,080	11.8%
Expense	959,666	1,165,752	82.3%	619,740	54.8%
Total Net Revenue (Loss)	\$ 12,007	\$ (214,832)	-5.6%	\$ 249,340	-95.2%
Fund Balance	4Q 2021 YTD Actual	2021 Budget		4Q 2020 YTD Actual	4Q 2021 v 4Q 2020
Beginning Balance	\$ 509,772	\$ 509,772		\$ 297,614	71.3%
Net Increase (Decrease)	12,007	(214,832)		249,340	-95.2%
Ending Balance	521,779	294,940		546,954	-4.6%
Less: Reserved Amounts	497,449	497,449		370,057	34.4%
Net Ending and Available Fund Balance	\$ 24,330	\$ (202,509)		\$ 176,897	-86.2%



4th Quarter 2021

Water SDC and Utility Capital Fund

Water SDC	4Q 2021		2021 Budget	4Q % of Budget	4Q 2020		4Q 2021 v 4Q 2020
	YTD	Actual			YTD	Actual	
Revenue	\$	2,742,264	\$ 2,758,375	99.4%	\$	2,888,979	-5.1%
Expense		3,251,665	4,312,088	75.4%		1,269,982	156.0%
Total Net Revenue (Loss)	\$	(509,401)	\$(1,553,713)		\$	1,618,997	-131.5%
Fund Balance	4Q 2021		2021 Budget		4Q 2020		4Q 2021 v 4Q 2020
	YTD	Actual			YTD	Actual	
Beginning Balance	\$	8,815,705	\$ 8,815,705		\$	7,196,708	22.5%
Net Increase (Decrease)		(509,401)	(1,553,713)			1,618,997	-131.5%
Net Ending and Available Fund Balance	\$	8,306,304	\$ 7,261,992		\$	8,815,705	-5.8%

Water Utility Capital Projects	4Q 2021		2021 Budget	4Q % of Budget	4Q 2020		4Q 2021 v 4Q 2020
	YTD	Actual			YTD	Actual	
Revenue	\$	177,276	\$ 1,237,025	14.3%	\$	1,025,724	-82.7%
Expense		177,276	1,237,025	14.3%		1,025,721	-82.7%
Total Net Revenue (Loss)	\$	-	\$ -		\$	3	-100.0%
Fund Balance	4Q 2021		2021 Budget		4Q 2020		4Q 2021 v 4Q 2020
	YTD	Actual			YTD	Actual	
Beginning Balance	\$	16,536	\$ 16,536		\$	16,532	0.0%
Net Increase (Decrease)		-	-			3	-100.0%
Net Ending and Available Fund Balance	\$	16,536	\$ 16,536		\$	16,535	0.0%

Storm Utility Capital Projects	4Q 2021		2021 Budget	4Q % of Budget	4Q 2020		4Q 2021 v 4Q 2020
	YTD	Actual			YTD	Actual	
Revenue	\$	348,071	\$ 426,000	81.7%	\$	126,943	0.0%
Expense		348,071	426,000	81.7%		126,943	174.2%
Total Net Revenue (Loss)	\$	-	\$ -		\$	-	#DIV/0!
Fund Balance	4Q 2021		2021 Budget		4Q 2020		4Q 2021 v 4Q 2020
	YTD	Actual			YTD	Actual	
Beginning Balance	\$	-	\$ -		\$	-	-100.0%
Net Increase (Decrease)		-	-			-	#DIV/0!
Net Ending and Available Fund Balance	\$	-	\$ -		\$	-	#DIV/0!



4th Quarter 2021

Cash and City Investments

- Total Cash on Hand \$14,625,735
- Total investment portfolio \$19,713,903
 - Municipal bonds \$442,648
 - US Agency bonds \$3,862,616
 - Clark County investment pool \$13,788,083
 - Washington State local government investment pool \$1,620,556
 - Current yield on investment 1.46%
- Weighted average maturity 32.96 months



THANK YOU

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: March 24, 2022

ITEM:

AGENDA ITEM TITLE: Refuge Park Masterplan Alternatives

GOVERNING LEGISLATION: NA

PREVIOUS COUNCIL ACTION TAKEN: NA

SUMMARY/BACKGROUND:

Refuge Park is on a 20-acre parcel owned by the City. The property is undeveloped except for the approximately 2-acre off leash dog park. This master planning effort will guide future development of the park. Three alternatives will be presented to Council for discussion and feedback. Public outreach has also been conducted through Ridgefield Roundtable and results will be shared during the presentation.

BUDGET/FINANCIAL IMPACTS:

NA

ACTION OR MOTION: Presentation Only

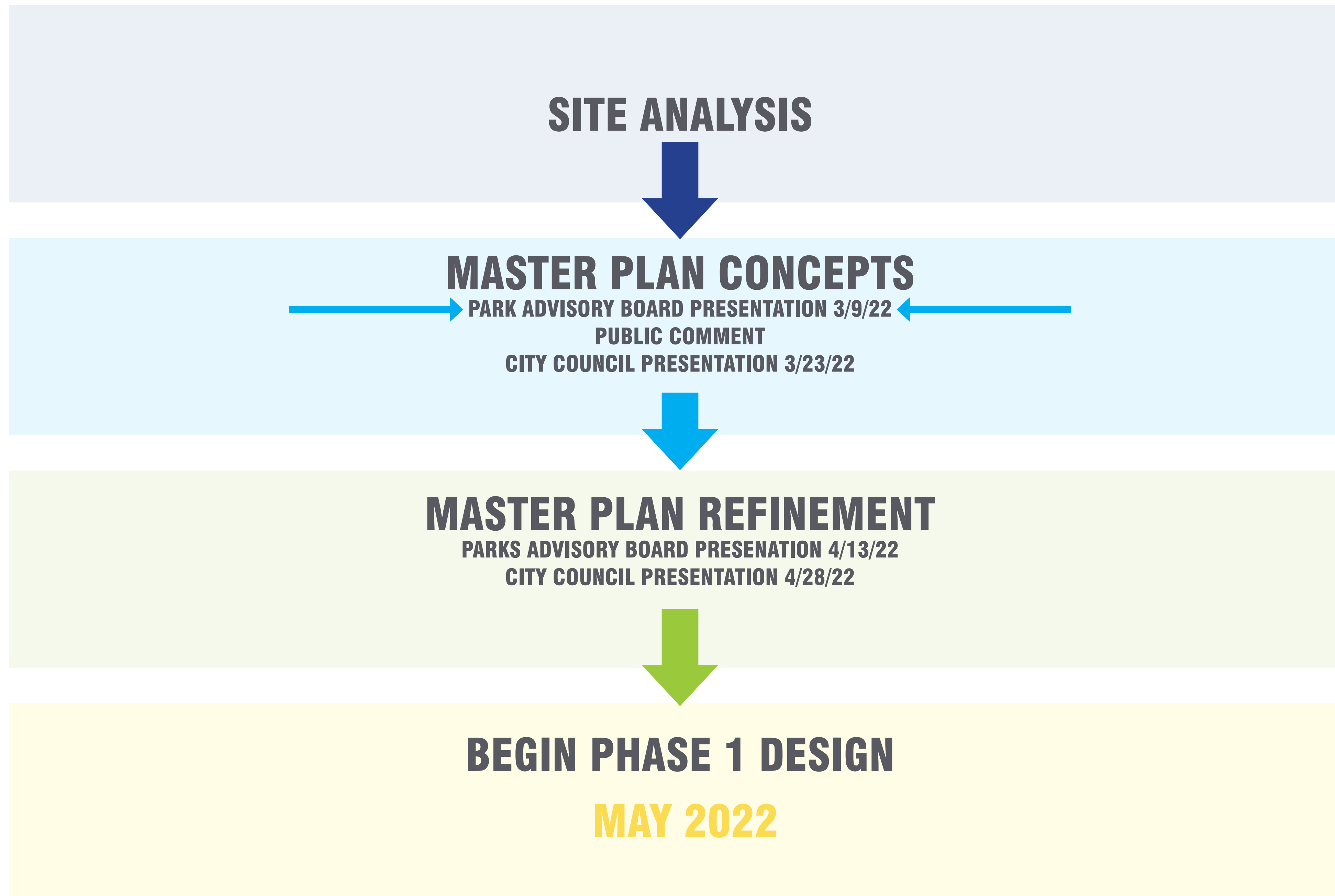
STAFF CONTACT: Brenda Howell, Interim Public Works Director

ATTACHMENTS: 032422 - Refuge Park - Presentation_updated (PDF)

REFUGE PARK MASTER PLAN



PROJECT SCHEDULE

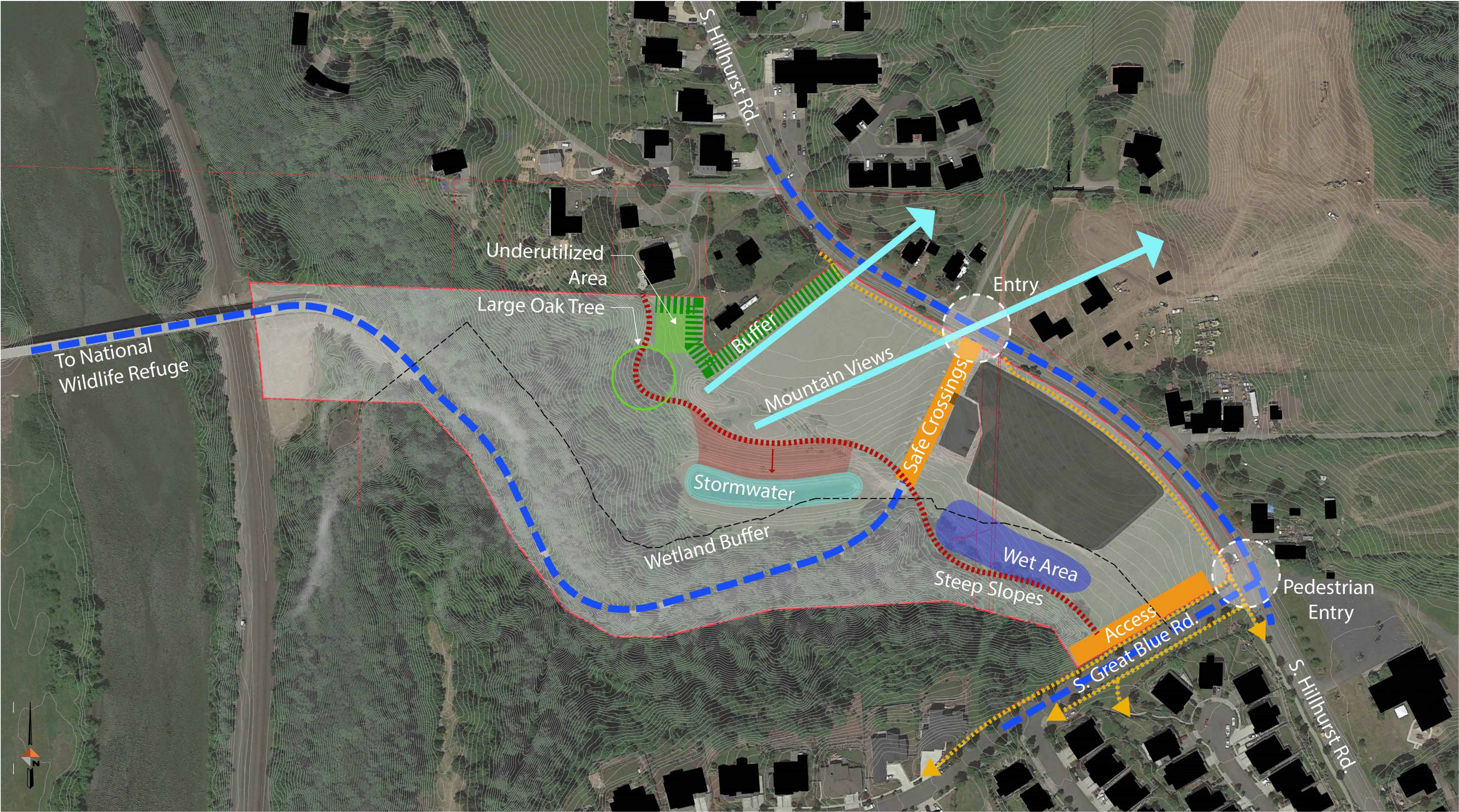




EXISTING SITE

REFUGE PARK MASTER PLAN

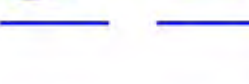
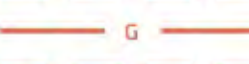
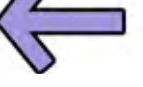
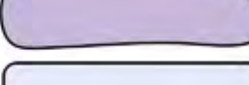




SITE CONSIDERATIONS



LEGEND

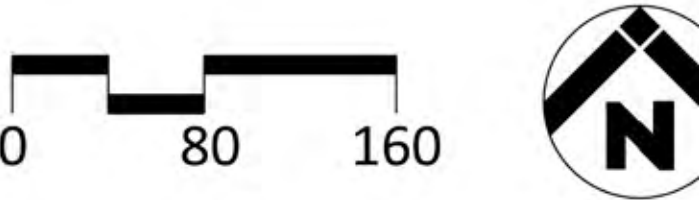
-  EXISTING WETLAND (SOURCE: GIS DATA)
-  WETLAND BUFFER (ASSUMED CATEGORY III WETLAND, HIGH LAND USE INTENSITY, MODERATE HABITAT FUNCTION)
-  OLYMPIC GAS PIPELINE (30' BUFFER)
-  PAVED PATH
-  UNPAVED TRAIL
-  PEDESTRIAN/VEHICULAR CROSSING - TO BE ADDRESSED WITH SIGNAGE, STRIPING, AND BOLLARDS AS NEEDED
-  PAVED ROAD - EXISTING
-  PAVED ROAD - PROPOSED
-  GRAVEL ROAD - EXISTING
-  LAWN AREA / PICNICKING
-  OPEN LAWN
-  GARDENS
-  PARKING
-  PLAYGROUND (AGE 2-5 AND AGE 5-12)
-  INTERPRETIVE/EDUCATIONAL FACILITY
-  SUSTAINABLE VEGETATION ENHANCEMENT AND RESTORATION
-  STORM SYSTEM AND HABITAT ENHANCEMENT

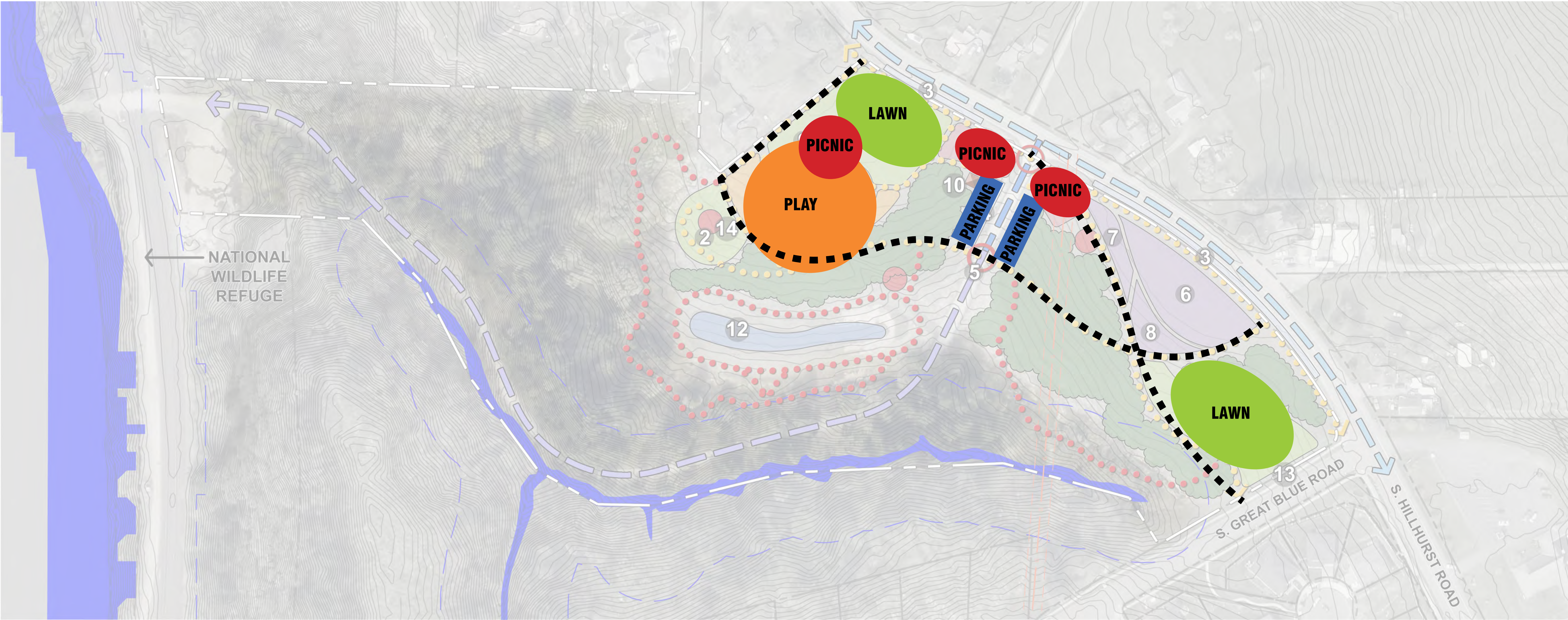
KEY NOTES

-  KIOSK (INFO TO DOWNTOWN)
-  KIOSK WITH VIEW POINT (MT. ST. HELENS)
-  PARALLEL PARKING (ON-STREET)
-  90° PARKING (OFF-STREET)
-  NATIONAL WILDLIFE REFUGE ENTRANCE GATE
-  COMMUNITY GARDEN
-  DEMONSTRATION GARDEN
-  MEDITATION GARDEN
-  PICNIC SHELTER
-  RESTROOM
-  NATURE/DISCOVERY PLAY
-  EXISTING STORM FACILITY
-  EXISTING ON-STREET PARKING
-  POTENTIAL CUSTOM SLIDE ALONG SLOPE

2013 MASTER PLAN

REFUGE PARK MASTER PLAN





LEGEND

EXISTING WETLAND (SOURCE: GIS DATA)

WETLAND BUFFER (ASSUMED CATEGORY III WETLAND, HIGH LAND USE INTENSITY, MODERATE HABITAT FUNCTION)

OLYMPIC GAS PIPELINE (30' BUFFER)

PAVED PATH

UNPAVED TRAIL

PEDESTRIAN/VEHICULAR CROSSING - TO BE ADDRESSED WITH SIGNAGE, STRIPING, AND BOLLARDS AS NEEDED

PAVED ROAD - EXISTING

PAVED ROAD - PROPOSED

GRAVEL ROAD - EXISTING

LAWN AREA / PICNICKING

OPEN LAWN

GARDENS

PARKING

PLAYGROUND (AGE 2-5 AND AGE 5-12)

INTERPRETIVE/EDUCATIONAL FACILITY

SUSTAINABLE VEGETATION ENHANCEMENT AND RESTORATION

STORM SYSTEM AND HABITAT ENHANCEMENT

KEY NOTES

- 1

KIOSK (INFO TO DOWNTOWN)
- 2

KIOSK WITH VIEW POINT (MT. ST. HELENS)
- 3

PARALLEL PARKING (ON-STREET)
- 4

90° PARKING (OFF-STREET)
- 5

NATIONAL WILDLIFE REFUGE ENTRANCE GATE
- 6

COMMUNITY GARDEN
- 7

DEMONSTRATION GARDEN
- 8

MEDITATION GARDEN
- 9

PICNIC SHELTER
- 10

RESTROOM
- 11

NATURE/DISCOVERY PLAY
- 12

EXISTING STORM FACILITY
- 13

EXISTING ON-STREET PARKING
- 14

POTENTIAL CUSTOM SLIDE ALONG SLOPE



2013 MASTER PLAN

REFUGE PARK MASTER PLAN





WALKING TRAILS



PLAYGROUND



PICNIC SHELTER



NATURAL AREAS



OPEN SPACE / LAWN

PROGRAM ELEMENTS

REFUGE PARK MASTER PLAN



SPORT COURT

FITNESS PARK

COMMUNITY GARDEN

PROGRAM ELEMENTS

REFUGE PARK MASTER PLAN



CONCEPT A - ACTIVE EDGES





- KEY NOTES
- ① GATHERING / PICNIC AREA
 - ② COMMUNITY GARDEN
 - ③ PLAY AREA
 - ④ DOG PARK (MODIFIED)
 - ⑤ PARKING AREA AND ACCESS ROAD (16 SPACES)
 - ⑥ SOFT SURFACE TRAILS (4' WIDTH)
 - ⑦ PAVED PARK PATH (8-10' WIDTH)
 - ⑧ PEDESTRIAN CROSSING
 - ⑨ PICNIC SHELTER
 - ⑩ SPORT COURT

CONCEPT B - ACTIVE CORE

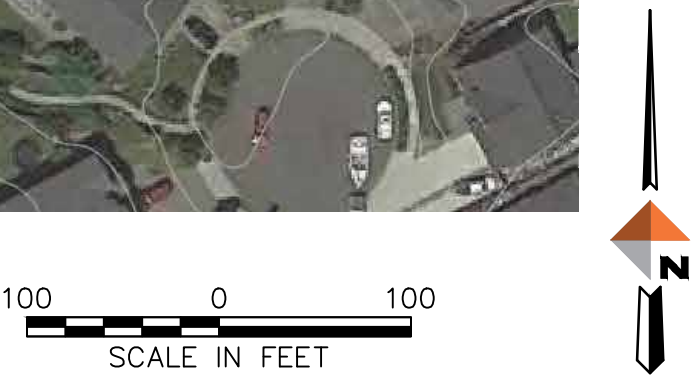
REFUGE PARK MASTER PLAN





CONCEPT C - EXPLORATION

REFUGE PARK MASTER PLAN





ACTIVE EDGES

- OFF-STREET PARKING LOT (20 SPACES)
- PLAYGROUND (14,000SF)
- (1) PICNIC SHELTER
- GATHERING AREA AT ENTRIES
- FITNESS STATION LOOP
- (1) SPORT COURT
- SOFT SURFACE TRAILS
- (2) PEDESTRIAN CROSSINGS AT S. REFUGE RD.

MASTER PLAN COMPARISON

REFUGE PARK MASTER PLAN



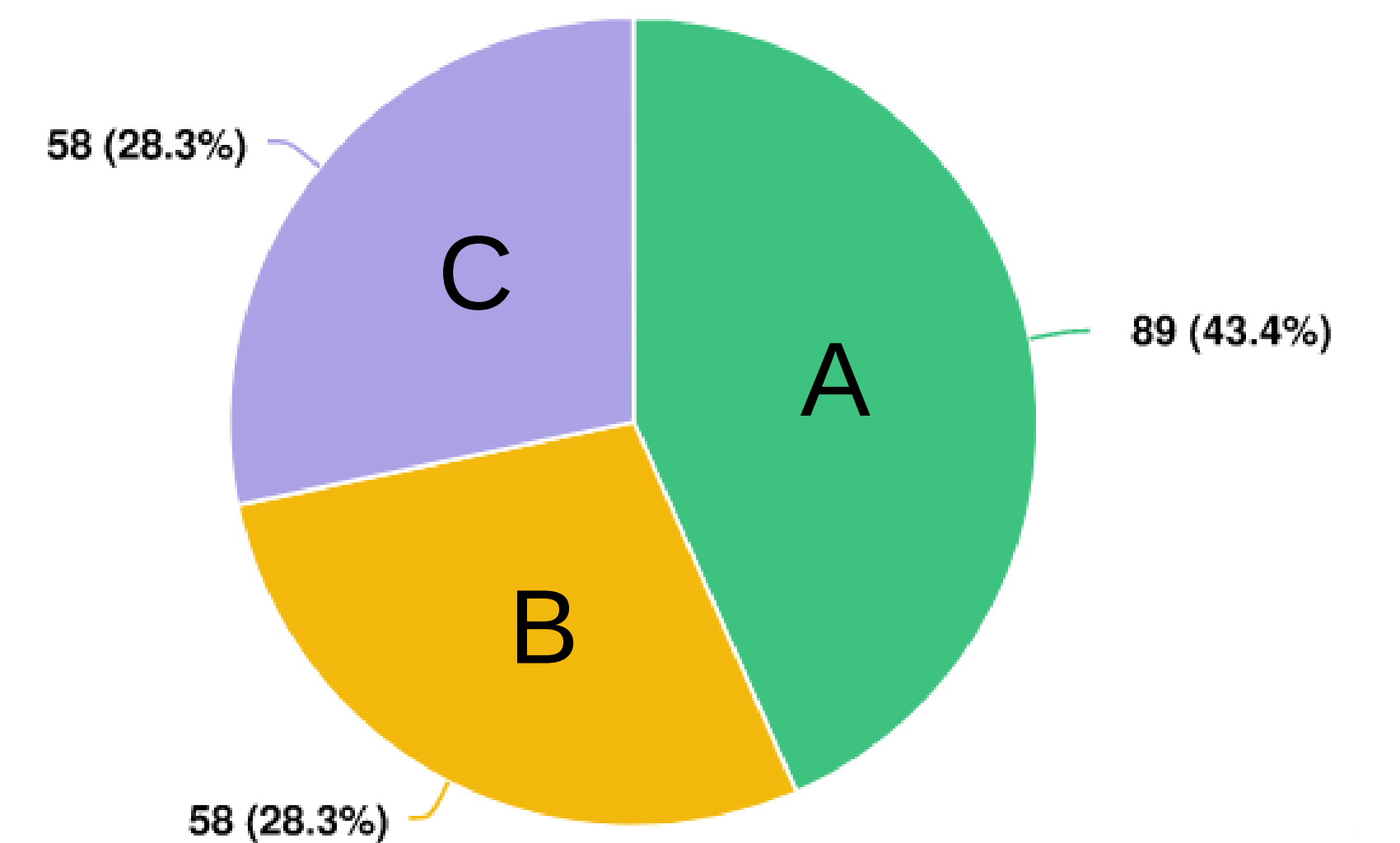
ACTIVE CORE

- OFF-STREET PARKING LOT (14 SPACES)
- PLAYGROUND (10,500SF)
- (1) PICNIC SHELTER
- GATHERING AREA AT S. ENTRY
- (1) SPORT COURT
- (1) COMMUNITY GARDEN
- EXPANDED DOG PARK
- SOFT SURFACE TRAILS
- (3) PEDESTRIAN CROSSINGS AT S. REFUGE RD.



EXPLORATION

- PLAYGROUND (20,000SF)
- DISPERSED PICNIC AREAS
- GATHERING AREA AT S. ENTRY
- EXPANDED DOG PARK WITH SECOND ENTRY
- SOFT SURFACE TRAILS
- (3) PEDESTRIAN CROSSINGS AT S. REFUGE RD.





ACTIVE EDGES

- OFF-STREET PARKING LOT (20 SPACES)
- PLAYGROUND (14,000SF)
- (1) PICNIC SHELTER
- GATHERING AREA AT ENTRIES
- ~~• FITNESS STATION LOOP~~
- (1) SPORT COURT
- SOFT SURFACE TRAILS
- (2) PEDESTRIAN CROSSINGS AT S. REFUGE RD.
 - Dispersed Picnic Areas
 - Community Garden
 - Paved Path Around Outside of Dog Park

MASTER PLAN COMPARISON

REFUGE PARK MASTER PLAN



ACTIVE CORE

- OFF-STREET PARKING LOT (14 SPACES)
- PLAYGROUND (10,500SF)
- (1) PICNIC SHELTER
- GATHERING AREA AT S. ENTRY
- (1) SPORT COURT
- (1) COMMUNITY GARDEN
- ~~• EXPANDED DOG PARK~~
- SOFT SURFACE TRAILS
- (3) PEDESTRIAN CROSSINGS AT S. REFUGE RD.
 - Fitness Station Loop
 - Larger Playground



EXPLORATION

- PLAYGROUND (20,000SF)
- DISPERSED PICNIC AREAS
- ~~• GATHERING AREA AT S. ENTRY~~
- EXPANDED DOG PARK WITH SECOND ENTRY
- SOFT SURFACE TRAILS
- (3) PEDESTRIAN CROSSINGS AT S. REFUGE RD.
 - Picnic Shelter
 - Off Street Parking Lot
 - Community Garden



ACTIVE EDGES

- OFF-STREET PARKING LOT (20 SPACES)
- PLAYGROUND (14,000SF)
- (1) PICNIC SHELTER
- GATHERING AREA AT ENTRIES
- FITNESS STATION LOOP
- (1) SPORT COURT
- SOFT SURFACE TRAILS
- (2) PEDESTRIAN CROSSINGS AT S. REFUGE RD.



ACTIVE CORE

- OFF-STREET PARKING LOT (14 SPACES)
- PLAYGROUND (10,500SF)
- (1) PICNIC SHELTER
- GATHERING AREA AT S. ENTRY
- (1) SPORT COURT
- (1) COMMUNITY GARDEN
- EXPANDED DOG PARK
- SOFT SURFACE TRAILS
- (3) PEDESTRIAN CROSSINGS AT S. REFUGE RD.



EXPLORATION

- PLAYGROUND (20,000SF)
- DISPERSED PICNIC AREAS
- GATHERING AREA AT S. ENTRY
- EXPANDED DOG PARK WITH SECOND ENTRY
- SOFT SURFACE TRAILS
- (3) PEDESTRIAN CROSSINGS AT S. REFUGE RD.

MASTER PLAN COMPARISON

REFUGE PARK MASTER PLAN

REFUGE PARK MASTER PLAN

3/9/2022



THANK YOU

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: March 24, 2022

ITEM: BUSINESS

AGENDA ITEM TITLE: Amendment to Financial Policy #03: Credit Card Usage

GOVERNING LEGISLATION:

RCW 43.09.2855; RCW 42.24.115; Office of State Auditor BARS Manual 3.8.4

PREVIOUS COUNCIL ACTION TAKEN:

Adopted Resolution No. 563 on September 12, 2019 implementing Financial Policy #03: Credit Card Usage. Council adopted Resolution No. 571 on February 27, 2020 to amend the Credit Card usage policy.

SUMMARY/BACKGROUND:

Financial policy #03: Credit Card Usage was initially adopted and made effective by authority granted to the City Manager. In 2019 the policy was adopted by Resolution of the City Council due to guidance provided by the Office of the State Auditor. Council approved an amendment to the policy in February 2020.

Staff continue to monitor industry best practices and guidance from the Office of the State Auditor. Staff also review operational needs and current credit card usage practices to add efficiency, flexibility, and reduction of administrative cost. Staff are recommending changes to the credit card usage policy, to address additional guidance and best practice recommended by the State Auditor Local Government Performance Center. The main changes to the policy are:

- Clarification of current authorized merchant cards.
- Clarified the procedures for obtaining a card. Main change is determining card issuance on operational need and not position in the organization.
- Added additional request form to process to document card request and operational need per recommendation from State Auditor.
- Revise credit limits to match current conditions of use and additional flexibility for one-time purchases. Add flexibility for purchase method for vendors who will not accept purchase orders or merchant accounts.
- Add clarification on how temporary limit increases will be requested and processed.
- Add clarification on how card stock will be issued for additional security.
- Add additional clarification to the reconciliation process to match current online account management process.
- Add detail for levels of approval to match best practice recommendations for State Auditor.

Recommendations are made to mirror best practice in the industry and State Auditor recommendations for credit card programs. We believe the policy addressed all issues and provides proper guidance to staff who are authorized to use bank cards, merchant cards and fleet fuel cards in addition to city vendor accounts.

BUDGET/FINANCIAL IMPACTS:

None

RECOMMENDED ACTION OR MOTION:

If Council chooses to adopt Resolution No. 607 a motion would be:

"I move to adopt Resolution No. 607 as presented."

STAFF CONTACT:

Kirk Johnson, Finance Director

ATTACHMENTS:

Policy #03 Credit Card Usage Exhibit A (DOCX)

Policy #03 Credit Card Usage 3.24.2022 Redlined (DOCX)

Credit Card Issuance Request Exhibit A to Policy (DOCX)

City Credit Card User Agreement 2022 Exhibit B to Policy
(DOCX)

Resolution No.607

AMENDMENT TO FINANCIAL POLICY #03: CREDIT CARD USAGE

WHEREAS, the City of Ridgefield established credit card usage policies by adopting Resolution No. 563; and

WHEREAS, the credit card usage policy was amended by Resolution No. 571; and

WHEREAS, the City deems it necessary to update these credit card usage policies to follow industry best practice and current use; and

WHEREAS, these policies provide the guidelines for city staff and officials on the proper use of city credit cards; and

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

Section 1. The City Council of the City of Ridgefield approves the updated version of the credit card usage policies, a copy of which is attached and referenced as Exhibit A.

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

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

ADOPTED AT A REGULAR SESSION BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON ON THE 24TH DAY OF MARCH, 2022.

CITY OF RIDGEFIELD

Jennifer Lindsay, Mayor

ATTEST:

Julie Ferriss, City Clerk

Financial Policy #03: Credit Card Usage

Effective Date: March 24, 2022, Resolution No. 607

Replaces and Cancels: Credit Card Usage September 12, 2019, Resolution No. 571

References: RCW 43.09.2855; RCW 42.24.115; Office of State Auditor BARS Manual 3.8.4

PURPOSE

The purpose of this credit card usage policy is to provide guidelines for the use of City credit cards to transact official City business. Credit cards offer an alternative procurement method to improve the efficiency, flexibility, and convenience to purchase goods and contracted services while reducing administrative cost. The use of a credit card is not a means to avoid City purchasing policies. Rather, credit cards are to be used within the same statutes, rules, policies, and procedures as purchases by any other means of payment.

AUTHORITY

The Finance Director is appointed by the City Manager to oversee and recommend procurement policies and procedures that best meet the needs of the City of Ridgefield and follow applicable state laws. Policies are adopted by Resolution and procedures are implemented by the Finance Director. Credit card usage is authorized per RCW 43.09.2855.

AUTHORIZED CREDIT CARDS

The City of Ridgefield authorizes the following credit cards to be issued to add efficiency and flexibility to order goods and services from vendors:

1. Bank cards issued from the current City depository or a reputable card issuer (Visa, Mastercard or American Express).
2. Merchant cards issued for specific vendors such as office supply, home improvement etc.
 - a. Home Depot
3. Fleet fuel cards through the City's authorized payment processor.

PROCEDURES FOR OBTAINING CARDS

1. If a position has an operational need to have a card issued, the Finance Department will order the card after the employee start date.
2. If the request is for an additional position that is not currently authorized for a card, the Department Director will make a request to the Finance Department, to issue a card to an individual within their department. (Refer to Exhibit "A").
3. The Finance Department will review the request and assign a credit limit that is within the City's authorized overall credit limit with the credit card issuer.
4. The City Manager or Finance Director will review the request for approval.
5. The Finance Department will order the new City card with the individuals name and City of Ridgefield name from the card issuer.
6. The card will be set-up as a sub-account of the City's overall credit card account. This insures proper monitoring of expense and payments within City policy.

CARD ISSUANCE

The City Manager and Finance Director are authorized to issue credit cards to departments and positions dependent on operational need. The Finance Department will document credit card

Financial Policy #03: Credit Card Usage

Effective Date: March 24, 2022, Resolution No. 607

Replaces and Cancels: Credit Card Usage September 12, 2019, Resolution No. 571

References: RCW 43.09.2855; RCW 42.24.115; Office of State Auditor BARS Manual 3.8.4

issuance including the department, position, name, and credit limit. An individual may only receive a card after completing and signing a *City of Ridgefield Credit Card User Agreement* (Exhibit "B"). The *Credit Card User Agreement* is an acknowledgement that the cardholder has read and will abide by the credit card policies and procedures.

Fleet fuel cards are assigned to specific City vehicles. City staff authorized to drive City vehicles are issued a unique pin number to use when purchasing fuel using the assigned gas cards.

CREDIT LIMITS

Bank cards (Visa, Master Card or American Express) and Merchant cards will be assigned to individuals in addition to having the City of Ridgefield name for additional security and accountability. The credit limit for an individual credit card will be determined by the Finance Department and Department Director dependent on operational needs for each individual assigned a City credit card. Limits will begin at \$500 and will not exceed \$10,000 for any one individual card. Merchant cards such as a Home Depot card will have credit limits set at an account level basis and not on an individual cardholder basis. Fleet fuel card limits are set on an account level basis and not on an individual cardholder basis. Fleet fuel cards will have transactional limits set within the credit card platform on an organizational basis.

Credit limit increases for bank cards above the individual limit, may be authorized up to \$25,000 by the Finance Director or designated credit card administrator, on a case-by-case basis in cases where the vendor will not accept a purchase order or immediate procurement of goods are required. Credit limit increases will be requested and documented in the online credit card management platform.

AUTHORIZED PURCHASES

Credit card policies are adopted by Resolution of the City Council. City Council has authorized the City Manager and Finance Director to implement procedures for the use of City credit cards for the following uses:

1. Travel: Credit cards may be used by authorized personnel (Card Issuance) for official City business. Official City business is related to expenditures for hotel, airline tickets, parking, ferry, taxi, meals (unless advanced Per Diem) and other travel related expenses as authorized by the City Manager or designee and in compliance with City of Ridgefield travel and meal expenses policy (Employment Policy #806). In addition, the authorized personnel may use the City credit card for conference and class registrations.
2. Purchases: The assigned credit cards may be used to purchase goods and services at point of sale, by telephone, fax, internet, or U.S. mail as needed to improve efficiency and provide flexibility. Purchases must be made within approved budget and authority level granted on an individual basis. Purchases completed by credit card are subject to City of Ridgefield procurement policies.

Financial Policy #03: Credit Card Usage

Effective Date: March 24, 2022, Resolution No. 607

Replaces and Cancels: Credit Card Usage September 12, 2019, Resolution No. 571

References: RCW 43.09.2855; RCW 42.24.115; Office of State Auditor BARS Manual 3.8.4

3. **Payment of Claims:** The City is authorized to contract with their City depository for the use of one-time credit card payments of claims through a program designed to increase efficiency in electronic claims payments and a reduction in staff time managing the claims process.
4. **Charge Account:** The City maintains vendor charge accounts with multiple businesses. City staff are authorized to purchase goods and services from these vendors for official City business. Itemized receipts with the business purpose are required to be turned into the Finance Department for all purchases made on vendor charge accounts. In the event a receipt is unable to be attained or is lost refer to the section on "*Reconciliation procedure 3*" page 4.
5. **Fleet Fuel Cards:** The City provides fuel cards that are assigned to specific City vehicles. Gas cards may be used to purchase fuel and routine maintenance items such as oil, window washer fluid, etc. Each employee authorized to drive a City vehicle is assigned a unique pin number to use during the purchase of fuel.
6. **Merchant Cards:** Cards will be issued to authorized staff who have an operational need for official business purchases.

UNAUTHORIZED USE OF CREDIT CARDS

Credit cards cannot be used to purchase items for personal use or non-City of Ridgefield purposes, even if the cardholder intends to reimburse the City. In the event that unauthorized charges are incurred inadvertently, the card holder will be responsible to reimburse the City immediately. Unauthorized and/or inappropriate card use includes, but is not limited to:

1. Items for personal use
2. Items for non-City of Ridgefield purposes
3. Cash or cash advances
4. Alcoholic beverages
5. Weapons or explosives of any kind (except authorized Police Department purchases)
6. Relocation expenses
7. Entertainment
8. Recreation
9. Prevailing wage or professional services
10. Meals during travel status (when Per Diem is advanced prior to travel)

If the expenditure is not allowed per City policy, the assigned credit card holder will be responsible for reimbursing the City immediately. Ineligible expenditures will be monitored by the Finance Department, repeated instances may result in suspension or revocation of the card.

RECONCILIATION

1. Payment of all credit card expenditures is contingent upon the City Manager's or Department Director's approval of the monthly statement of transactions. The City

Financial Policy #03: Credit Card Usage

Effective Date: March 24, 2022, Resolution No. 607

Replaces and Cancels: Credit Card Usage September 12, 2019, Resolution No. 571

References: RCW 43.09.2855; RCW 42.24.115; Office of State Auditor BARS Manual 3.8.4

Manager will approve all Director level credit card expenditures, Department Director's will approve their authorized staff credit card expenditures, and the City Manager will have their credit card expenditures approved by the Finance Director.

2. If the expenditure is not allowed per City policy, the assigned credit card holder will be responsible for reimbursing the City immediately. Ineligible expenditures will be monitored by the Finance Department, repeated instances may result in suspension or revocation of the card.
3. Itemized receipts must be obtained for each credit card transaction. In the event a receipt is unable to be attained or is lost prior to credit card reconciliation, a *Lost Receipt Form* shall be submitted. The *Lost Receipt Form* will describe the vendor's name, purchase amount, and official business purpose for the charge. The *Lost Receipt Form* requires approval from the employee's Department Director. Department Director's will have their *Lost Receipt Form* approved by the City Manager. The City Manager will have their *Lost Receipt Form* approved by the Finance Director.
4. Itemized receipts will be uploaded into the online reconciliation platform for each separate charge.
5. Repeated instances of not providing an itemized receipt will be monitored by the Finance Department and may result in suspension or revocation of the card.
6. The purpose of the charge and the name of the individual(s) involved must be clearly described in the description field in the online reconciliation platform. Meal receipts must include the description for who ate and the purpose of the meeting.
7. The Finance Department will verify each card holder has completed their monthly online reconciliation, uploaded matching itemized receipts and that each expenditure is properly coded to the general ledger.
8. Cardholders are responsible for certifying the charges were for official business use and ensuring that all receipts and the correct business purpose are included in the online reconciliation platform. Certification should be completed by the third calendar day after the end of the cycle.
9. Reconciliation forms must be submitted for supervisor approval by the 6th calendar day after the end of the cycle.
10. The City Manager and Department Directors will approve credit card expenditures after online reconciliation has been completed.
11. Approved reconciliation forms will be processed for payment by the Finance Department.

CONTROL

1. The assigned cardholder is responsible for contacting the vendor when supplies purchased with the credit card are not acceptable (incorrect order, damaged etc.) and for arranging a return for credit or exchange. Cardholder shall not accept any type of store credit or cash refund in lieu of a credit to the issued card.

Financial Policy #03: Credit Card Usage

Effective Date: March 24, 2022, Resolution No. 607

Replaces and Cancels: Credit Card Usage September 12, 2019, Resolution No. 571

References: RCW 43.09.2855; RCW 42.24.115; Office of State Auditor BARS Manual 3.8.4

2. The Finance Director is responsible for administration of the cards to include, but not limited to, selection of the card provider, payment of credit card bills, managing the issuance of cards and ensuring proper use.
3. At the direction of the City Manager the Finance Director will disallow the use of the assigned City credit card for violation or misuse of the credit card in accordance with this policy.
4. It is the responsibility of the cardholder to immediately report a lost or stolen credit card to the card issuer and the Finance Department. In the event the card is lost or stolen outside of business hours the cardholder should immediately report the lost or stolen card to the issuing bank. The cardholder should follow-up on the next business day by also notifying the Finance Department. During business hours the Finance Department will assist in reporting the card lost or stolen to the issuing bank.
5. In the event a cardholder discovers fraudulent charges on their credit card, they are responsible to notify the Finance Department so they can file the dispute forms with the issuing bank.
6. Cardholders are required to return their City credit card immediately if they transfer to a position that no longer requires the use of a card or if the employee separates from employment with the City of Ridgefield.

The Finance Department may audit, review or question transactions at any time.

Any variance and/or violation of the procedures or processes included in the credit card policies will be considered improper use of the card and may result in the card suspension or cancellation, and disciplinary action, up to and including termination of employment. Misuse of the card could result in discipline and/or personal liability for dishonored charges. In the event that the employee misuses the card and charges items that are prohibited as personal use items, the employee may have to remit back to the City or consent to the deduction of those amounts from wages or other sums due or to become due from the employee.

The recommendation to revoke or suspend the credit card will be made by the Finance Director and approved in consultation with the City Manager and Human Resources Department. If a credit card is suspended, it shall be suspended for a minimum of one (1) month. If the suspended credit card is returned to the cardholder and there is a second occurrence for the same violation, the credit card may be revoked. In the event a credit card is revoked or suspended, the Finance Director will convene a meeting to discuss the issue and review options which may include all or some of the following people: the credit card holder, their department director, their department manager/supervisor, and others as applicable.

Violations may be looked at cumulatively or based on a single violation.

Financial Policy #03: Credit Card Usage

Effective Date: ~~September 12, 2019~~ March 24, 2022, Resolution No. ~~574607~~
 Replaces and Cancels: Credit Card Usage September 12, 2019, Resolution No. ~~563571~~
 References: RCW 43.09.2855; RCW 42.24.115; Office of State Auditor BARS Manual 3.8.4

PURPOSE

The purpose of this credit card usage policy is to provide guidelines for the use of City credit cards to transact official City business. Credit cards offer an alternative procurement method to improve the efficiency, ~~flexibility~~ flexibility, and convenience to purchase goods and contracted services while reducing administrative cost. The use of a credit card is not a means to avoid City purchasing policies. Rather, credit cards are to be used within the same statutes, rules, policies, and procedures as purchases by any other means of payment.

AUTHORITY

The Finance Director is appointed by the City Manager to oversee and recommend procurement policies and procedures that best meet the needs of the City of Ridgefield and follow applicable state laws. Policies are adopted by Resolution and procedures are implemented by the Finance Director. Credit card usage is authorized per RCW 43.09.2855.

AUTHORIZED CREDIT CARDS

The City of Ridgefield authorizes the following credit cards to be issued to add efficiency and flexibility to order goods and services from vendors:

1. Bank cards issued from the current City depository or a reputable card issuer (Visa, Mastercard or American Express).
2. Merchant cards issued for specific vendors such as office supply, home improvement etc.
 - a. Home Depot
 - ~~b. Lowes Home Improvement~~
 - ~~c. Sears~~
3. Fleet fuel cards through the City's authorized payment processor.

Commented [KJ1]: Are there any other merchant cards use?

Commented [JRR2R1]: No other merchants

PROCEDURES FOR OBTAINING CARDS

1. If a position has an operational need to have a card issued, the Finance Department will order the card after the employee start date.
2. If the request is for an additional position that is not currently authorized for a card, the Department Director will make a request to the Finance Department, to issue a card to an individual within their department. (Refer to Exhibit "A").
3. The Finance Department will review the request and assign a credit limit that is within the City's authorized overall credit limit with the credit card issuer.
4. The City Manager or Finance Director will review the request for approval.
5. The Finance Department will order the new City card with the individuals name and City of Ridgefield name from the card issuer.
6. The card will be set-up as a sub-account of the City's overall credit card account. This insures proper monitoring of expense and payments within City policy.

CARD ISSUANCE

Financial Policy #03: Credit Card Usage

Effective Date: ~~September 12, 2019~~ March 24, 2022, Resolution No. ~~574607~~

Replaces and Cancels: Credit Card Usage September 12, 2019, Resolution No. ~~563571~~

References: RCW 43.09.2855; RCW 42.24.115; Office of State Auditor BARS Manual 3.8.4

The City Manager and Finance Director are authorized to issue credit cards to departments and positions dependent on operational need. The Finance Department will document credit card issuance including the department, position, name, and credit limit. An individual may only receive a card after completing and signing a City of Ridgefield Credit Card User Agreement (Exhibit "B"). The Credit Card User Agreement is an acknowledgement that the cardholder has read and will abide by the credit card policies and procedures.

Fleet fuel cards are assigned to specific City vehicles. City staff authorized to drive City vehicles are issued a unique pin number to use when purchasing fuel using the assigned gas cards.

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CREDIT LIMITS

Bank cards (Visa, Master Card or American Express) and Merchant cards will be assigned to individuals in addition to having the City of Ridgefield name for additional security and accountability. The credit limit for an individual credit card will be determined by the Finance Department and Department Director dependent on ~~departmental~~ operational needs for each individual assigned a City credit card. Limits will begin at \$500 and will not exceed ~~\$5,000~~ \$10,000 for any one individual card. Merchant cards such as a Home Depot ~~or Sears's card~~ will have credit limits set at an account level basis and not on an individual cardholder basis. Fleet fuel card limits are set on an account level basis and not on an individual cardholder basis. Fleet fuel cards will have transactional limits set within the credit card platform on an organizational basis.

Credit limit increases for bank cards above the individual limit, may be authorized up to \$25,000 by the Finance Director or designated credit card administrator, on a case-by-case basis in cases where the vendor will not accept a purchase order or immediate procurement of goods are required. Credit limit increases will be requested and documented in the online credit card management platform.

AUTHORIZED PURCHASES

Credit card policies are adopted by Resolution of the City Council. City Council has authorized the City Manager and Finance Director to implement procedures for the use of City credit cards for the following uses:

1. Travel: Credit cards may be used by authorized personnel (Card Issuance) for official City business. Official City business is related to expenditures for hotel, airline tickets, parking, ferry, taxi, meals (unless advanced Per Diem) and other travel related expenses as authorized by the City Manager or designee and in compliance with City of Ridgefield travel and meal expenses policy (Employment Policy #806). In addition, the authorized personnel may use the City credit card for conference and class registrations.
2. Purchases: The assigned credit cards may be used to purchase goods and services at point of sale, by telephone, fax, internet, or U.S. mail as needed to improve efficiency and provide flexibility. Purchases must be made within approved budget and authority level

Financial Policy #03: Credit Card Usage

Effective Date: ~~September 12, 2019~~ March 24, 2022, Resolution No. ~~574607~~

Replaces and Cancels: Credit Card Usage September 12, 2019, Resolution No. ~~563571~~

References: RCW 43.09.2855; RCW 42.24.115; Office of State Auditor BARS Manual 3.8.4

granted on an individual basis. Purchases completed by credit card are subject to City of Ridgefield procurement policies.

3. Payment of Claims: The City is authorized to contract with their City depository for the use of one-time credit card payments of claims through a program designed to increase efficiency in electronic claims payments and a reduction in staff time managing the claims process.
4. Charge Account: The City maintains vendor charge accounts with multiple businesses. City staff are authorized to purchase goods and services from these vendors for official City business. Itemized receipts with the business purpose are required to be turned into the Finance Department for all purchases made on vendor charge accounts. In the event a receipt is unable to be attained or is lost refer to the section on "Reconciliation procedure 2-3" page 4.
5. Fleet Fuel Cards: The City provides fuel cards that are assigned to specific City vehicles. Gas cards may be used to purchase fuel and routine maintenance items such as oil, window washer fluid, etc. Each employee authorized to drive a City vehicle is assigned a unique pin number to use during the purchase of fuel.
6. Merchant Cards: ~~Cards will be maintained and stored in the Finance Department safe located at City Hall.~~ Cards will be ~~checked out~~ issued to authorized staff ~~when they are needed~~ for who have an operational need for official business ~~purchases~~.

UNAUTHORIZED USE OF CREDIT CARDS

Credit cards cannot be used to purchase items for personal use or non-City of Ridgefield purposes, even if the cardholder intends to reimburse the City. In the event that unauthorized charges are incurred inadvertently, the card holder will be responsible to reimburse the City immediately. Unauthorized and/or inappropriate card use includes, but is not limited to:

1. Items for personal use
2. Items for non-City of Ridgefield purposes
3. Cash or cash advances
4. Alcoholic beverages
5. Weapons or explosives of any kind (except authorized Police Department purchases)
6. Relocation expenses
7. Entertainment
8. Recreation
9. Prevailing wage or professional services
10. Meals during travel status (when Per Diem is advanced prior to travel)

If the expenditure is not allowed per City policy, the assigned credit card holder will be responsible for reimbursing the City immediately. Ineligible expenditures will be monitored by the Finance Department, repeated instances may result in suspension or revocation of the card.

~~10.~~

Commented [KJ3]: Are some of the merchant cards a directly to an employee?

Commented [JRR4R3]: Home Depot are issued to or and Kelly Lowes, is more like a store account and they check it as ne

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Financial Policy #03: Credit Card Usage

Effective Date: ~~September 12, 2019~~ March 24, 2022, Resolution No. ~~574607~~

Replaces and Cancels: Credit Card Usage September 12, 2019, Resolution No. ~~563571~~

References: RCW 43.09.2855; RCW 42.24.115; Office of State Auditor BARS Manual 3.8.4

CARD ISSUANCE

~~Credit Cards will be issued to the following departments and positions. The City Manager and Finance Director are authorized to issue additional cards to departments and positions as the need arises. An individual may only receive a card after completing and signing a City of Ridgefield Credit Card User Agreement (appendix A). The Credit Card User Agreement is an acknowledgement that the cardholder has read and will abide by the credit card policies and procedures.~~

- ~~1. Executive~~
 - ~~a. City Manager~~
- ~~2. Administration~~
 - ~~a. Deputy City Manager~~
 - ~~b. City Clerk~~
 - ~~c. HR Analyst~~
 - ~~d. Community Relations Specialist~~
- ~~3. Finance~~
 - ~~a. Finance Director~~
 - ~~b. Procurement Specialist~~
- ~~4. Community Development~~
 - ~~a. Community Development Director~~
- ~~5. Public Works~~
 - ~~a. Public Works Director~~
 - ~~b. Facilities Supervisor~~
 - ~~c. Utilities Supervisor~~
 - ~~d. Stormwater Supervisor~~
- ~~5. Public Safety~~
 - ~~a. Police Chief~~
 - ~~b. Lieutenant~~
 - ~~c. Police Clerk~~
- ~~6. Fleet fuel cards are assigned to specific City vehicles. City staff authorized to drive City vehicles are issued a unique pin number to use when purchasing fuel using the assigned gas cards.~~

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PROCEDURES FOR OBTAINING CARDS

- ~~1. If a position is currently authorized to have a card issued, the Finance Department will order the card after the employee start date.~~
- ~~2. If the request is for an additional position that is not currently authorized for a card, the Department Director will make a request to the Finance Department, to issue a card and credit limit to an individual within their department.~~

Financial Policy #03: Credit Card Usage

Effective Date: ~~September 12, 2019~~ March 24, 2022, Resolution No. ~~574607~~

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References: RCW 43.09.2855; RCW 42.24.115; Office of State Auditor BARS Manual 3.8.4

- ~~3. The Finance department will review the request to ensure the limit is within the City's authorized overall credit limit with the credit card issuer.~~
- ~~4. The City Manager or Finance Director will review the request for approval.~~
- ~~5. The Finance department will order the new City card with the individuals name from the card issuer.~~
- ~~6. The card will be set up as a sub-account of the City's overall credit card account. This insures proper monitoring of expense and payments within City policy.~~

RECONCILIATION

1. Payment of all credit card expenditures is contingent upon the City Manager's or Department Director's approval of the monthly statement of transactions. The City Manager will approve all Director level credit card expenditures, Department Director's will approve their authorized staff credit card expenditures, and the City Manager will have their credit card expenditures approved by the Finance Director.
2. If the expenditure is not allowed per City policy, the assigned credit card holder will be responsible for reimbursing the City within two (2) business days immediately. Ineligible expenditures will be monitored by the Finance Department, repeated instances may result in suspension or revocation of the card.
3. Itemized receipts must be obtained for each credit card transaction. In the event a receipt is unable to be attained, or attained or is lost prior to the request for reimbursement credit card reconciliation, a *Lost Receipt Form* shall be submitted. The *Lost Receipt Form* will describe the vendor name, purchase amount, and official business purpose for the charge. The *Lost Receipt Form* requires approval from the employee's Department Director. Department Director's will have their *Lost Receipt Form* approved by the City Manager. The City Manager will have their *Lost Receipt Form* approved by the Finance Director. Lost Receipt forms will be monitored by the Finance Department, repeated instances may result in suspension or revocation of the card.
4. Itemized receipts will be uploaded into the online reconciliation platform for each separate charge.
- ~~3.5. Repeated instances of not providing an itemized receipt will be monitored by the Finance Department and may result in suspension or revocation of the card.~~
- 4.6. The purpose of the charge and the name of the individual(s) involved must be clearly written on the receipt described in the description field in the online reconciliation platform. Meal receipts must note include the description for who ate and the purpose of the meeting.
- ~~5.7. The Finance Department will verify each card holder has completed their monthly online reconciliation, uploaded matching itemized receipts and that each expenditure is properly coded to the general ledger. a reconciliation form is provided for each credit card statement, matching itemized receipts to the credit card transaction listed on the statement.~~

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Financial Policy #03: Credit Card Usage

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Replaces and Cancels: Credit Card Usage September 12, 2019, Resolution No. ~~563571~~

References: RCW 43.09.2855; RCW 42.24.115; Office of State Auditor BARS Manual 3.8.4

- ~~6-8.~~ Cardholders are responsible for certifying the charges were for official business use and ensuring that all receipts and the correct business purpose are included ~~with the reconciliation form in the online reconciliation platform.~~ Certification should be completed by the third calendar day after the end of the cycle.
- ~~7-9.~~ Reconciliation forms must be submitted for supervisor approval by the 6th calendar day after the end of the cycle by the 5th of the month following the transaction date, unless otherwise arranged with the Finance Department.
10. The City Manager and Department Directors will approve credit card expenditures after online reconciliation has been completed.
- ~~8-11.~~ Approved reconciliation forms will be processed for payment by the Finance Department.

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Commented [KJ5]: Is this accurate with Wells Fargo s

Commented [JRR6R5]: The review period is 6 days, normally ask cc holders to reconcile their cards by the third we can have enough time to review and code.

CONTROL

1. The assigned cardholder is responsible for contacting the vendor when supplies purchased with the credit card are not acceptable (incorrect order, damaged etc.) and for arranging a return for credit or exchange. Cardholder shall not accept any type of store credit or cash refund in lieu of a credit to the issued card.
2. The Finance Director is responsible for administration of the cards to include, but not limited to, selection of the card provider, payment of credit card bills, managing the issuance of cards and ensuring proper use.
3. At the direction of the City Manager the Finance Director will disallow the use of the assigned City credit card for violation or misuse of the credit card in accordance with this policy.
4. It is the responsibility of the cardholder to immediately report a lost or stolen credit card to the card issuer and the Finance Department. In the event the card is lost or stolen outside of business hours the cardholder should immediately report the lost or stolen card to the issuing bank. The cardholder should follow-up on the next business day by also notifying the Finance Department. During business hours the Finance Department will assist in reporting the card lost or stolen to the issuing bank.
5. In the event a cardholder discovers fraudulent charges on their credit card, they are responsible for notifying the Finance Department so they can file the dispute forms with the issuing bank.
6. Cardholders are required to return their City credit card immediately if they transfer to a position that no longer requires the use of a card or if the employee separates from employment with the City of Ridgefield.

The Finance Department may audit, review or question transactions at any time.

Any variance and/or violation of the procedures or processes included in the credit card policies will be considered improper use of the card and may result in the card suspension or cancellation,

Financial Policy #03: Credit Card Usage

Effective Date: ~~September 12, 2019~~ March 24, 2022, Resolution No. ~~574607~~

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and disciplinary action, up to and including termination of employment. Misuse of the card could result in discipline and/or personal liability for dishonored charges. In the event that the employee misuses the card and charges items that are prohibited as personal use items, the employee may have to remit back to the City or consent to the deduction of those amounts from wages or other sums due or to become due from the employee.

The recommendation to revoke or suspend the credit card will be made by the Finance Director and approved in consultation with the City Manager and Human Resources Department. If a credit card is suspended, it shall be suspended for a minimum of one (1) month. If the suspended credit card is returned to the cardholder and there is a second occurrence for the same violation, the credit card may be revoked. In the event a credit card is revoked or suspended, the Finance Director will convene a meeting to discuss the issue and review options which may include all or some of the following people: the credit card holder, their department director, their department manager/supervisor, and others as applicable.

Violations may be looked at cumulatively or based on a single violation.

Exhibit "A"



Credit Card Issuance Request

New card issuance request:

- ☐ Credit Card
☐ Fleet Card

Vehicle license plate number: _____

Vehicle Description: _____

- ☐ Merchant Card

Merchant Name: _____

Employee Name: _____

Brief description of operational need:

Department: _____

Department Director: _____

Signature: _____ Date: _____

Finance Department Use Only

Card Limit Amount: _____

Finance Director: _____

Signature: _____ Date: _____

****Submit original form to Finance Department for processing****

Exhibit "B"



CREDIT CARD USER AGREEMENT

I, _____ as an employee of the City of Ridgefield accept personal responsibility for the safeguard and proper use of the City credit card issued by _____, credit card # **ending in -** _____, which has been assigned to me for use in the performance of my job, in accordance with the terms outlined below.

The card may only be used as payment for transactions that are authorized official City of Ridgefield business.

Credit cards may be used to purchase items up to the credit limit of \$_____. I understand I may authorize the use of the credit card for recurring or ongoing charges on a limited basis. Any recurring or ongoing charges need to be reported to the Finance Department to insure monitoring of these charges.

I have read and agree to abide by the City of Ridgefield Credit Card Policies and Procedures, (Financial Policy #03) and Travel and Meal Expenses Policy, (Employment Policy #806).

I understand the use of the City credit card could be revoked for violation or misuse of the credit card and/or credit card policies and procedures and that such violation or misuse may subject me to discipline, up to and including termination.

I understand that I will be held personally liable for charges I incur to the City credit card in violation of these policies and procedures, and payment for any such charges is hereby authorized to be withheld from my wages, if I fail to reimburse the City.

The undersigned individual has read and agrees to the above statements.

Employee Signature

Date

Supervisor/Director Signature

Date

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: March 24, 2022

ITEM:

AGENDA ITEM TITLE: A Resolution of the City of Ridgefield, Washington Terminating the Declaration of Civil Public Health Emergency and Related Emergency Plans

SUMMARY/BACKGROUND: On March 26, 2020, the City of Ridgefield passed Resolution No. 574 finding that an emergency exists due to COVID-19 that required immediate measures to protect the public health and safety of Ridgefield residents. On the same date, the City of Ridgefield passed Resolution No. 575 adopting an Emergency Planned Response Operations Plan. Since the adoption of these resolutions and throughout the pandemic, the City continued providing services using its emergency powers to address operational adjustments to all city departments for the protection of the public and city staff.

The emergent nature of the COVID-19 pandemic has decreased to the point that the City's need to invoke its local emergency powers has abated. For example, national, state and county restrictions that were implemented due decrease transmission of COVID-19 have recently been modified, such as masking requirements and length of required quarantine periods due to exposure. In addition, the infection rates have been steadily dropping in recent weeks.

While COVID-19 pandemic is not concluded and residents must still remain diligent in preventing its spread, the City finds that the City Council's general legislative powers and the City Manager's general administrative powers, along with the continuing interim regulations adopted by state and federal governments are sufficient to address the impacts of the ongoing pandemic. It is that it is in the public interest for the City of Ridgefield to terminate the use of its emergency powers as invoked under Resolutions 574 and 575.

RECOMMENDED ACTION OR MOTION:

Staff recommends that Council adopt Resolution No. 608 as presented by making the following motion:

" I move to adopt Resolution No. 608 as presented."

STAFF CONTACT: Lee Knottnerus, Deputy City Manager

ATTACHMENTS:

Resolution No.608**A RESOLUTION OF THE CITY OF RIDGEFIELD, WASHINGTON TERMINATING THE DECLARATION OF CIVIL PUBLIC HEALTH EMERGENCY AND RELATED EMERGENCY PLANS**

WHEREAS, on January 31, 2020, the United States Department of Public Health and Human Services Secretary Alex Azar declared a public emergency for the novel coronavirus (COVID-19) beginning on January 27, 2020; and

WHEREAS, on February 29, 2020, Governor Jay Inslee signed a Proclamation declaring a State of Emergency exists in all counties in the State of Washington due to the number of confirmed cases of COVID-19 in the state; and

WHEREAS, on March 26, 2020, the City of Ridgefield passed Resolution No. 574 finding that an emergency exists that requires immediate measures to protect the public health and safety of Ridgefield residents; and

WHEREAS, on March 26, 2020, the City of Ridgefield passed Resolution No. 575 adopting an Emergency Planned Response Operations Plan for the City of Ridgefield; and

WHEREAS, since the adoption of these resolutions, the City has used certain of its emergency powers to address operational adjustments to all city departments for the protection of the public and city staff; and

WHEREAS, the infection rates have been steadily dropping in recent weeks and the emergent nature of the COVID-19 pandemic has decreased to the point that the City's need to invoke its local emergency powers has abated; and

WHEREAS, while COVID-19 pandemic is not concluded and residents must still remain diligent in preventing its spread, the City finds that the City Council's general legislative powers and the City Manager's general administrative powers, along with the continuing interim regulations adopted by state and federal governments are sufficient to address the impacts of the ongoing pandemic;

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

Section 1. Public Interest. The City Council finds it is that it is in the public interest for the City of Ridgefield to terminate the use of its emergency powers as invoked under Resolutions 574 and 575.

Section 2. Recitals. Each and every of the recitals contained in the “whereas” clauses of the preamble to this resolution are hereby adopted as findings of fact and incorporated herein fully by this reference.

Section 3. Terminate the Declaration of Emergency. The City Council hereby terminates the Declaration of Emergency established under Resolution 574 related to emergency powers necessary to respond to the Covid-19 pandemic

Section 4. Terminate the Emergency Planned Response Operations Plan. The City Council hereby terminates the operation and use of the Emergency Planned Response Operation Plan adopted by the City Manager and as ratified and confirmed by the City Council under Resolution 575 and as later amended by the City Council.

Section 5. Effective Date. This Resolution shall become effective upon adoption and shall continue until further action of the City Council.

ADOPTED AT A REGULAR SESSION OF THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS 24th DAY OF MARCH, 2022.

CITY OF RIDGEFIELD

Jennifer Lindsay, Mayor

Attest:

Julie Ferriss

City Clerk

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: March 24, 2022

ITEM:

AGENDA ITEM TITLE: Motion - Approval of Memorandum of Agreement for Ending
Community Homelessness Organization

GOVERNING LEGISLATION:

N/A

PREVIOUS COUNCIL ACTION TAKEN:

None

SUMMARY/BACKGROUND:

Starting in 2021 representatives from Clark County and the City of Vancouver met monthly as the Joint Executive Group (JEG) to collaborate toward a shared agenda to address homelessness. The Group existed as a policy forum to consider homelessness comprehensively and holistically with the goal of identifying possible gaps and opportunities for further coordination and investment.

There was clear agreement among the participants that Clark County is the appropriate lead agency with respect to addressing and reducing homelessness in our region, in accordance with state and federal guidelines, and the City of Vancouver will play a significant supportive partnering role to Clark County in regional efforts to address homelessness.

In the course of their work, the members of the JEG decided that additional voices would be useful to include in these conversations. The change in group name and membership is intended to reflect this change in approach.

No single governmental jurisdiction or entity could resolve the problem of homelessness. Homelessness is caused by a complex set of issues which cannot be effectively addressed by isolated or fragmented efforts.

Clark County, the City of Vancouver, and the other cities of Clark County desire to establish a joint advisory group to establish and foster alignment. Clark County will be the lead agency for addressing and reducing homelessness in our region with the City of Vancouver, as the largest incorporated city within the County, playing a significant supportive role to the

County in regional efforts to address homelessness.

The ECHO is made up of policy leaders from Clark County, the City of Vancouver, and the other cities of Clark County. Clark County and the City of Vancouver will each appoint two elected officials, and the other cities of Clark County will each appoint one elected official, to serve as members of the ECHO. Council for the Homeless and the Vancouver Housing Authority will each have one representative to the ECHO. There will also be up to two individuals representing people with lived experience of homelessness.

The proposed advisory group would benefit our City and County by:

1. Creating a venue for policymakers and other community stakeholders to discuss homelessness in a collaborative and holistic manner.
2. Allowing the regional discussion of homelessness to go beyond the scope of the Continuum of Care to look at addiction, mental illness, and other root causes of housing instability.
3. Target federal and state resources to help address the root causes of housing instability and those who are experiencing homelessness.

BUDGET/FINANCIAL IMPACTS:

None

ACTION OR MOTION:

Staff recommends that the Council consider the ECHO MOA and Charter and pass a motion approving the proposal. A suggested motion is:

“I move to approve the Ending Community Homelessness Organization MOA and Charter as presented.”

STAFF CONTACT: Julie Ferriss, City Clerk

ATTACHMENTS: March 24 ECHO MOA (PDF)

Clark County/Cities of Clark County

Memorandum of Agreement (“MOA”)

This Memorandum of Agreement (“Agreement”) is made and entered into between Clark County (“County”), the City of Vancouver (“Vancouver”), and other cities in Clark County

RECITALS

- A. The 1989, Council on Homeless, Intergovernmental Agreement specified, “Homelessness is a serious problem in Clark County and the number of people experiencing homelessness is increasing. The capacity of the current system to house and meet the basic needs of those who are experiencing homelessness is inadequate.” This statement remains true today.
- B. The 1989, Council on Homeless, Intergovernmental Agreement also specified, “No single governmental jurisdiction or entity could resolve the problem of homelessness. Homelessness is caused by a complex set of programs which cannot be effectively addressed by isolated or fragmented efforts.” This statement remains true today.
- C. The 1989, Council on Homeless, Intergovernmental Agreement stated, “The County, VHA (Vancouver Housing Authority) and Vancouver desire to work cooperatively toward the common goal of providing leadership to resolve homelessness.” This statement remains true today.
- D. The U.S. Department on Housing and Urban Development (HUD) recognizes the separate jurisdictional areas of Vancouver, Washougal, Camas, Ridgefield, Battle Ground, Yacolt, La Center and unincorporated Clark County as a single geographic area in which a range of services are organized to prevent and end homelessness (collectively, the City of Vancouver/Clark County Continuum of Care);
- E. Clark County and the City of Vancouver, and the other cities in Clark County (“Parties”) desire to establish a joint advisory group, the Ending Community Homelessness Organization (“ECHO”), to establish and foster alignment in support of the County as the lead agency on regional homeless response as well as collaboration between the parties on projects and initiatives that will address homelessness and its impacts in Clark County.
- F. The parties wish to establish a framework for the ECHO that would allow scaling over time to include other public agencies/local governments, non-profits, and individuals with lived experience with homelessness.

AGREEMENT

Now, therefore, in consideration of the mutual promises set forth herein and for the other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. **PURPOSE:** The purpose of this Agreement is to create the Ending Community Homelessness Organization (“ECHO”). The ECHO is a joint group through which the Parties will collaborate toward a shared agenda to address homelessness. While the ECHO may reference the 2019-2022 Clark County Homeless Action Plan (the “Plan”), the ECHO has no formal relationship with the Plan. The ECHO will work with all organizations providing homeless support services within the jurisdictions. This includes organizations that work within the Continuum of Care covered by the Plan as well as other organizations providing associated homeless support systems not covered by the Plan. The Governance Charter of the ECHO substantially in the form attached hereto as Exhibit A (“Charter”), sets forth the vision, principles, responsibility, and framework of the ECHO.
2. **TERM:** The Agreement will commence on the 1st of March, 2022 and will continue indefinitely unless notice to terminate is provided by either County or City. Termination will occur 180 days after notice is given.
3. **FUNCTION AND ACTIVITIES:** The Parties will perform the functions and activities of the Parties described in the Charter.
4. **PERSONNEL/LEAD AGENCY:** The ECHO itself will not employ personnel and no personnel will transfer from the Parties to the ECHO.
 - a. The Parties agree that Clark County is the appropriate lead agency with respect to addressing and reducing homelessness in our region, in accordance with state and federal guidelines.
 - b. The City of Vancouver, as the largest designated urban area and largest incorporated city within the County, with an incorporated population of approximately 40% of the total County population, recognizes it has a significant supportive role to Clark County in regional efforts to address homelessness.
 - c. The smaller cities in Clark County are also impacted by homelessness, and therefore are critical to the discussion and function of the ECHO.
 - d. As outlined in the Charter for the ECHO, each party will make available appropriate administrative level employees, as identified in the Charter, to support their elected representatives in the ECHO.
5. **REAL OR PERSONAL PROPERTY:** The ECHO will not possess or hold title to real or personal property belonging to the ECHO.
6. **NOT AN INTERGOVERNMENTAL ENTITY:** The Parties to this Agreement do not intend to form an intergovernmental entity by the Agreement and no such entity is created by this Agreement.
7. **LIMITATION OF AUTHORITY:** The ECHO shall only have authority specifically enumerated in the Charter and shall not have the authority to enter into any legally binding agreements, including contracts, agreements, or leases and it shall not have authority to incur any debt, liability, or obligation on its own behalf or on the behalf of any Party to this Agreement.
8. **NO COMPENSATION:** None of the parties will receive compensation in connection with this Agreement.

9. **CHANGE AND CONFLICT RESOLUTION:** The Parties recognize that events and conditions may arise that result in a dispute. In such case, the Parties agree to exercise good faith in expeditiously resolving such dispute in the following manner:
 - a. All conflicts should first be discussed and resolved, if possible, by the recognized members of the ECHO.
 - b. Any conflicts not resolved by the ECHO may be brought to a certified mediator in order to progress through the impasse and continue to move forward with the Plan.
10. **AGREEMENT WITHDRAWAL:** Good faith efforts should be made by all Parties to resolve disputes related to change or conflict by following the resolution procedure specified in Number 9 of this document. A Party may withdraw their participation in the Agreement at any time by unanimous vote of the Parties or upon six months written notice by one party. Termination under any provision of this paragraph shall not affect any rights, obligations, or liabilities of the Parties that accrued prior to such termination. At which time a Party withdraws from the Agreement, the current agreement will remain in effect for the other Parties.
11. **INDEMNIFICATION:** Each Party shall be responsible for their own acts and omissions, and the acts and omissions of their agents and employees. Each party to this Agreement shall defend, protect and hold harmless the other party, or any of the other party's agents, from and against any loss and all claims, settlements, judgments, costs penalties, and expenses, including attorney's fees, arising from any willful misconduct, or dishonest, fraudulent, reckless, unlawful, or negligent act or omission of the first party, or agents of the first party, while performing under the terms of this Agreement except to the extent that such losses result from the willful misconduct, or dishonest, fraudulent, reckless, unlawful or negligent act or omission on the part of the second party. Each party agrees to notify promptly the other party, in writing, of any claim and provide the other party the opportunity to defend and settle the claim.
12. **WASHINGTON LAW AND FORUM:** This agreement shall be construed to the laws of the State of Washington. Any action regarding the AGREEMENT of work performed under this Agreement must be filed in Clark County or in the United States District Court for the Western District of Washington.
13. **NON-DISCRIMINATION:** Each Party shall comply with all requirements of federal and state civil right and rehabilitation statutes and their respective local non-discrimination ordinances.
14. **ACCESS TO RECORDS:** Each Party shall have access to the books, documents and other records related to this Agreement for the purpose of examination, copying and audit, unless otherwise limited by law.
15. **SUBCONTRACTS AND ASSIGNMENT:** No Party may subcontract any part of this Agreement.
16. **SEVERABILITY CLAUSE:** In case any provision of this MOA or its Exhibits shall be removed, invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

17. ENTIRE AGREEMENT: This Agreement and Exhibit A are the entire agreement between the Parties with regard to the subject matter herein. There is no oral or written agreement between the Parties with regard to this subject matter.

Clark County Council

By: _____
Karen Dill Bowerman, Chair

By: _____
Julie Olson, District 2

By: _____
Eileen Quiring O'Brien, District 5
By: _____
Temple Lentz, District 1

By: _____
Gary Medvigy, District 4

By: _____
Kathleen Otto, County Manager

City of Vancouver, Washington

By: _____
Eric Holmes, City Manager

Approved as to form:

Attest: _____
Natasha Ramras, City Clerk

Jonathan Young, City Attorney

City of Battle Ground, Washington

By: _____

City of Camas, Washington

By: _____

City of La Center, Washington

By: _____

City of Ridgefield, Washington

By: _____

City of Washougal, Washington

By: _____

Exhibit A
CHARTER FOR
VANCOUVER/CLARK COUNTY ENDING COMMUNITY
HOMELESSNESS ORGANIZATION

The purpose of this Charter ("Charter") is to:

- Confirm the vision and principles that will guide the Ending Community Homelessness Organization ("ECHO") toward addressing homelessness.
- Establish the membership and responsibilities of the ECHO.
- Establish the overall scope of responsibility of the ECHO, including the general limitations of its authority.

Ending Community Homelessness Organization (ECHO)

The ECHO is made up of leaders from Clark County, its cities, and other key Clark County community stakeholders. The ECHO exists as a forum to consider homelessness comprehensively and holistically with the goal of identifying possible gaps and opportunities for further coordination and investment.

Over the past decade, national housing and service resources have gradually diminished. Communities

across the county are struggling to help families and individuals experiencing homelessness, return to safe, stable housing. In 2017, a joint meeting was formed by the Southwest WA Community Foundation to bring Homeless Crisis Response System funders together to increase local communication, planning and collaboration. The ECHO was a result of this group's desire to continue working collaboratively together to reduce homelessness throughout Clark County.

The ECHO's Vision and Principles are as follows:

Our Vision is:

A community where everyone has a safe, stable place to call home.

Our principles are to:

- Prioritize vulnerable populations

Homelessness has a significant detrimental effect on everyone, yet there are some whose health and safety are placed at even greater risk of harm without a safe and stable place to call home. These groups include, but are not limited to: children, individuals fleeing domestic violence, veterans, seniors, and people with disabilities. Strategies to identify and assist the most vulnerable groups will be prioritized.

- Promote social, racial, and ethnic justice.

Many communities of color and Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, 2 Spirit (LGBTQ2S) individuals experience a disproportionate rate of homelessness, therefore strategies that incorporate culturally conscientious and responsive supports, utilize an equity lens, and use trauma informed practice will be prioritized.

- Improve accessible housing options for people with disabilities.
- Engage the behavioral health system to assist in addressing behavioral health issues.
- Use data-driven assessment and accountability.
- Engage and involve the community
- Strengthen system capacity and increase leveraging opportunities.
- Ensure fidelity to evidence-based methodologies and best practices in order to achieve local successes.
- Employ a systematic approach to funding which results in greater system coordination and efficacy.
- Facilitate interactions with organizations addressing homelessness and associated root causes that are not covered by the Homeless Action Plan.
- Deepen understanding of the root causes of homelessness and homeless response systems by elected officials.

- Recognize those with lived experience with homelessness and the individuals providing services at the closest point of contact to those communities as the experts who's input needs to be prioritized.
- To achieve the rule of law for all county residents.

Membership

Membership in the ECHO is comprised of:

- Two (2) elected officials from Clark County;
- Two (2) elected officials from the City of Vancouver; and
- One (1) elected official from each of the small cities in Clark County;
- One (1) representative from the Council for the Homeless;
- One (1) representative from the Vancouver Housing Authority;
- Up to two (2) individuals representing people with lived experience of homelessness;

Other participants invited and strongly encouraged to attend and participate at each meeting:

- One (1) or more staff person(s) from Clark County, as designated by the Clark County Manager;
- One (1) or more staff person(s) from the City of Vancouver, as designated by the Vancouver City Manager;
- One (1) representative from the Community Foundation for Southwest Washington;

The County will select the Chair position from amongst the two (2) elected officials from the County. The Vice-Chair position will be one (1) of the two (2) elected officials from the City of Vancouver, as selected by the City of Vancouver representatives.

The ECHO will appoint a County staff member to act as ECHO Secretary for the purpose of announcing meetings, recording and publishing meeting notes, and executing notification of e-mail actions.

Meetings

ECHO meetings will be directed by the ECHO Chair. The ECHO Chair may designate the Vice Chair or another member if the Vice Chair is unavailable to direct the meetings, if required due to Chair absence. Regular meetings will be held at least once per quarter, with the intent to meet monthly. Additional meetings may be called by the Chair or by a majority of the ECHO. Meetings will be noticed publicly, and the agenda made available to the public prior to the meeting.

Responsibilities

The ECHO will seek to unify and coordinate the homeless response system for Clark County, the City of Vancouver, and the smaller cities in Clark County to both address homelessness today and reduce it in the future. The ECHO may make recommendations to the legislative bodies of Clark County and each of the cities.

To achieve that aim, the ECHO will:

- Remain focused on the homeless crisis response system at a macro-level.
- Use all relevant and available data on the current homelessness situation in Clark County.

- Review the system holistically, and identify gaps in services and what issues are arising as a result of changes in environment.
- Make recommendations on where the focus of public and private systems should be to best coordinate a unified approach to homelessness.
- Embrace strategies that include, but also go beyond the Continuum of Care to look at addiction, mental illness, and other root causes of housing instability.
- Reference the Clark County Homeless Action Plan as a guide to programs/projects funding and community goals.
- Actively seek out the input of those with lived experience with homelessness and those individuals who provide services to those communities and incorporate that knowledge into the Group's discussions and deliberations.

Relationship between the ECHO, Continuum of Care, and Homeless Action Plan

The ECHO will engage in their work in a manner that reflects and respects the objectives and requirements of the Homeless Action Plan and the Continuum of Care, while focusing on those issues, programs, and services not addressed through the Continuum of Care (CoC) statutory framework. This agreement and charter do not contemplate a formal relationship between the ECHO and the CoC, the CoC Steering Committee or the Clark County Homeless Action Plan and Council for the Homeless.

Conflict of Interest

No member of the ECHO shall participate in or influence discussion or resulting decisions concerning the award of a grant or other financial benefits to the members or the organization that the member represents professionally, as a volunteer or as a board member. Any conflict of interest should be reported to the ECHO members and the member should recuse themselves from discussions or resulting decisions on issues where a conflict of interest exists.

All members of the ECHO may be asked to sign a Conflict of Interest statement.