

CITY OF RITZVILLE
CITY COUNCIL AGENDA
April 15, 2025

1. CALL COUNCIL TO ORDER 7:00pm
2. PLEDGE OF ALLEGIANCE
3. ACCEPTANCE OF THE CONSENT AGENDA

CONSENT AGENDA

- Acceptance of the Agenda
- Approval of Payables:
\$142,143.36

4. OATH OF OFFICE
 - A. Chief of Police-Mike Suniga
5. INTRODUCTION
 - A. Community Development Director-Tom Reese
6. PUBLIC REQUESTS AND COMMENTS
7. ACTION AGENDA
 - A. Title 11 Development Code and Zoning Map Amendment Public Hearing
 - B. Street Closure Request-Ritzville United Bronco Day Event
 - C. Title 10 Public Services Utilities, Chapter 10 Billing and Collection for Utilities Amendment, Ordinance 2187
 - D. Quarterly Financial and Investment Reports
 - E. Authorizing Investment in the Local Government Investment Pool Update, Resolution 2025-01
 - F. Authorizing Investment in US Treasury Bond, Resolution 2025-02
 - G. RRFB TIB Agreement
8. DISCUSSION AGENDA
 - A. Ministerial Association Sign Request
9. CORRESPONDENCE
10. COUNCIL COMMITTEE UPDATES

11. REPORTS
 - A. Mayor
 - B. City Council Committees
 - C. City Attorney
 - D. Public Works
 - E. Police
 - F. Fire
 - G. Clerk/Treasurer
 - H. Community Development

COUNCIL COMMITTEES

- License, Rules and Permits
- Finance and Employee Benefits
- Health and Wellness
- Public Safety
- Public Works
- Parks and Recreation
- Personnel Committee

1. **Call Information**

1-253-215-8782 United States Toll

Meeting ID: 273 377 5980, **Passcode:** 1930

View Meeting Online:

<https://us02web.zoom.us/j/2733775980?pwd=SU14WTVqdGJpYnVMeEYzV1pJOEFOQT09&omn=89224532374>

STREET CLOSURE REQUEST FOR SATURDAY, MAY 24, 2025

To: Mayor Scott Yaeger, Ritzville City Council, City Clerk and Chief of Police

From: Ritzville United, Cory Bartlett - President

Subject: Bronco Day Saturday, May 24th

RE: Street Closure Request

Ritzville United would like to request the following street closures for our Bronco Day event on Saturday May 24 from 7am-4pm:

1. Main Street from Adams to Division (for car show and live entertainment – (Division remains open for emergency services)
2. Washington from Main to Railroad and Main to Broadway (Broadway remains open) (for stage, seating/games/hay bales, access to Eagles)

Here are highlights for the day:

8am – Car show check in begins

9am – 3pm Car show (Car show awards at 2:30pm)

10am-2:30pm Live Entertainment

9am-4pm – Games/Entertainment in Pioneer Plaza

The Main Event (Aimee Guiles place), the Eagles, Pastime Bar & Grill and the H.E. Gritman Senior Center will all be open serving food/drink.

Thanks for your support!

Cory Bartlett, President

Ritzville United

ORDINANCE NO. 2187
AN ORDINANCE OF THE CITY OF RITZVILLE, WASHINGTON AMENDING
CHAPTER 10.10 BILLING AND COLLECTION FOR CITY UTILITIES
OF THE RITZVILLE CITY CODE.

WHEREAS, there is a need for amendment to Chapter 10.10 Billing and Collection for City Utilities of the Ritzville City Code to update the utility billing process; and

NOW THEREFORE, the City Council of the City of Ritzville does ordain as follows:

Section 1. Ritzville City Ordinance 2161 and 2099 Chapter 10.10 of the Ritzville City Code, together with all ordinances or parts thereof from which said code originated, are hereby amended as follows:

Chapter 10.10
BILLING AND COLLECTION FOR CITY UTILITIES

Sections:

- 10.10.010 Rates and charges.
- 10.10.015 Water and sewer low-income rate reductions.
- 10.10.020 Person billed.
- 10.10.025 Tenant request for account.
- 10.10.030 Deposits.
- 10.10.040 Averaged or budget payment.
- 10.10.045 Deferred payment agreement – Utility assistance program.
- 10.10.050 Obligation of landowners (real property owners).
- 10.10.055 Monthly billing.
- 10.10.060 ~~Due date—Delinquency—Penalty Outstanding bill payment.~~
- 10.10.065 Utility billing – Delinquency date and notice.
- 10.10.070 Delinquency constitutes collection and a lien.
- 10.10.080 Discontinuance of service not relief from payment.
- 10.10.085 Heat-related weather exemption.
- 10.10.090 ~~Monthly billing.~~ Seasonal or temporary discontinuance of utility services.
- 10.10.095 Tampering fees.
- 10.10.098 Meter out of order charges.
- 10.10.100 Water leak adjustment.
- 10.10.105 Adjustment of utility bills.
- 10.10.108 Deposit to utility funds.

10.10.110 Helping others trust fund.

10.10.010 Rates and charges.

City utility rates and charges for city garbage, water, and sewer shall be as follows:

A. Garbage Charges.

1. The customer shall pay the garbage rates and charges as ~~may be adopted from time to time by city council resolution.~~ adopted in the City fee schedule.

B. Water/~~Sewer~~ Connection Charges.

1. At the time of making an application for a new water/sewer service permit, the applicant shall pay a the water/sewer connection charge fees and system development costs as established ~~by resolution from time to time in the City fee schedule.~~

a. Existing water service boxes and water line connected to the City service shall constitute a connection to the City water/sewer system and shall not be charged system development charges.

b. New water/sewer connection for City of Ritzville improvement projects shall not be charged the system development charges as these projects are for community benefit.

c. When the connection is to be made ~~in or that~~ requires removal and replacement of asphalt, cement, or hard top surface street, there shall be an additional charge consisting of the city's actual cost for each connection over and above the connection fee required to be paid pursuant to subsection (B)(1) of this section.

d. The connection charge shall be the connection fee required to be paid pursuant to subsection (B)(1) and/or (B)~~(2)(1)(c)~~ of this section, plus the actual costs of water meter, fittings and appurtenances incurred by the city to make the connection.

e. The maintenance and repair of the water service pipe on the customer side of the water meter is the responsibility of the owner of the premises being served. The maintenance and repair of the sanitary sewer service pipe from the

connection to the City's sewer main to the premises is the responsibility of the owner of the premises being served. The owner shall keep said water and sewer service pipes in good working order.

C. Water Turn-On Charge – Collection.

1. A turn-on charge, designated ~~by resolution in the City fee schedule~~, shall be made for turning on of the water on each premises and, as provided in this chapter, no turn-on shall be made by any person other than the ~~superintendent public works director~~ or ~~his~~-designee.

2. The city clerk/treasurer shall collect the turn-on fee on the next bill, in accordance with RMCC 10.10.020.

D. Water Turn-Off Charge – Collection.

1. A turn-off charge, designated ~~by resolution in the City fee schedule~~, shall be made for turning off the water on each premises and, as provided in this chapter, no turn-on shall be made by any person other than the ~~superintendent public works director~~ or ~~his~~-designee.

2. The city clerk/treasurer shall collect the turn-off fee on the next bill, in accordance with RMCC 10.10.020.

E. Water Rates Designated.

1. Charges for water consumed shall be established ~~by resolution from time to time in the City fee schedule~~.

2. Taxes and overage of water used shall be in addition to the base rates established in subsection (E)(1) of this section. Charges for overage of water used shall be ~~as established from time to time by resolution in the City fee schedule~~.

3. The city shall charge an indebtedness fee, designated ~~by resolution from time to time in the City fee schedule~~, to all property connected to city service, with premises or buildings, residential, commercial, or otherwise, when said premises or buildings are vacant, when service has been terminated for nonpayment or when service is discontinued at the request of the owner.

a. For the purpose of this chapter, the indebtedness fee is that portion of the monthly utility bill that is for repayment of financial obligations of the city for utility improvements, plus applied taxes.

b. The indebtedness fee will be terminated upon receipt of an application, signed by the owner of the property or premises, requesting the abandonment disconnection of the service connection and after the water service box is removed, and water service pipe is capped at the old service box. The owner must pay the actual costs for the City to remove that connection.

c. Should reconnection to service be desired, an application for service, signed by the property owner, accompanied by appropriate connection fees and system development cost, must be submitted to the city.

d. The city's lien policy shall be in effect on these properties as in all other properties.

4. Bulk water shall be sold at the price designated ~~by resolution from time to time in the City fee schedule~~, per 1,000 gallons, only after the issuance of a written permit for such water by the ~~superintendent of water~~ public works director or the city clerk/treasurer. Bulk water sales shall occur through the city bulk water station or through city-owned construction meters or as otherwise specifically designated by the ~~superintendent of water~~ public works director.

A. A setup fee shall be charged for bulk water at the rate set in the City fee schedule.

~~5. The city will charge a water start-up fee, designated by resolution from time to time, for all residents requesting temporary shut-off.~~

~~6. Water charges at the established rates will be charged against the property from the date on which the water is turned off, per request in writing signed by the owner as provided in this chapter.~~

~~7. All construction water will be charged to the property at the going rate set by resolution from time to time. A meter will be provided by the water department and will be read during the regular utility billing cycle.~~

F. Sewer Rates.

1. Charges for sewer service provided by the city shall be established ~~by resolution from time to time~~ in the City fee schedule.

2. Taxes and overage of water used shall be in addition to the base rates established in subsection (F)(1) of this section. Charges for overage of water used shall be ~~as established from time to time by resolution in the City fee schedule~~.

3. The city shall charge an indebtedness fee, designated ~~by resolution from time to time in the City fee schedule~~, to all property connected to city service, with premises or buildings, residential, commercial, or otherwise, when said premises or buildings are vacant, when service has been terminated for nonpayment or when service is discontinued at the request of the owner.

a. For the purpose of this chapter, the indebtedness fee is that portion of the monthly utility bill that is for repayment of financial obligations of the city for utility improvements, plus applied taxes.

b. The indebtedness fee will be terminated upon receipt of an application, signed by the owner of the property or premises, requesting the ~~abandonment~~ disconnection of the service connection and after the water service box is removed, and water service pipe is capped at the old service box. The owner must pay the actual costs for the City to remove the connection.

c. Should reconnection to service be desired, an application for service, signed by the property owner, accompanied by appropriate connection fees and system development cost, must be submitted to the city.

d. The city's lien policy shall be in effect on these properties as in all other properties.

G. Administrative Fees. The following utility administrative fees shall be collected in such amount as may be established ~~from time to time by city council resolution in the~~ City fee schedule:

1. Open account fee – at the time initial services are requested.

2. Close account fee – at the time of request for discontinuance of service.

3. Change of account fee – at the time of request for a change of service.
4. Additional service fixture fee at the time of request for an additional service fixture.
5. NSF fee – at any time a check or other payment is not honored by the bank as a result of insufficient funds or other reasons. Customers receiving an NSF fee charge may be required to make future payments by cash or money order.
6. Nonresidents – All utilities supplied to customers and/or properties outside the city limits shall have a 50 percent surcharge.
7. Sewer inspection fee – for the inspection of a new sewer connection. (Ord. 2053 § 2, 2011; Ord. 1078 § 2, 2004; Ord. 974 § 2, 1998).

10.10.015 Water and sewer low-income rate reductions.

A. Definitions. For the purposes of implementing water, and sewer rate reductions under the provisions of this section, the following words or phrases shall have the following definitions:

1. “ Low income citizen” shall mean a person who has established the City of Ritzville as their residence and whose total disposable income including that of his or her spouse or co-tenant/s does not exceed the amount specified in RCW 84.36.381(5)(b) as the same exists or is hereafter amended. Income thresholds are as posted at Washington State Department of Revenue Income Threshold on the dor.wa.gov website.

2. The definition of terms such as “residence,” “total disposable income,” “combined disposable income,” and other such terms used in this section shall be given those meanings established by RCW 84.36.383 as the same exists or is hereafter amended. In the event that any provision of the Revised Code of Washington incorporated by reference or implication in this definitional section shall be amended, such amendment shall be deemed to be incorporated within or utilized in interpretation of this section.

B. Low-income citizens shall be given reductions in the water and sewer rates as those rates are established from time to time in the City fee schedule:

1. A rate reduction of 20 percent shall be afforded those low-income citizens who meet the qualifying income and asset levels established by RCW 84.36.381(5)(b) as the same exists or shall hereafter be amended.

2. No rate reduction shall be afforded to any person shown as a dependent on the income tax return of any other individual, whether or not such person resides at the location for which the rate reduction is sought, unless the total combined disposable income of the applicant, along with their spouse, co-tenant and all family members shown on the income tax return in which the applicant is shown as a dependent, meets the standards established by this section.

C. The clerk/treasurer is authorized to establish an application for low-income citizens rate reduction applications. The application shall be provided without cost by the utility billing division of the city and shall include such information to prove low-income status as may reasonably be required by the City to verify eligibility.

10.10.020 Person billed.

A. Application for the use of water, sewer and garbage services must be made by the owner, owner's authorized agent and any tenant of the property on or for which the water is to be used and ~~on the form~~ on the form supplied by the clerk/treasurer's office.

B. Any person, except the Wheat Land Community Fair, within the city limits of Ritzville shall be required to use the city water, city sewer and city garbage as the sole and exclusive source for any usage providing service is available to them.

C. All property which shall have a metered connection to the city water system shall be deemed to have sewer service available unless it shall be shown to the satisfaction of the city council that there is no sewer service within a reasonable distance of the property, in which case the city council may, by resolution, order the property exempt from any sewer service charge until such time as sewer service shall be made available.

D. The application must state fully and truly all purposes for which the utilities may be required and must bind the applicant to conform to all legal requirements as a condition for the use of the utilities.

E. No person or persons supplied with utilities will be entitled to use it for any other purpose than for that which they have applied and not to supply, in any way, other persons or families.

F. An application will be filled out and an administrative fee, as ~~may be adopted set by the city council from time to time~~ in the City fee schedule shall be paid:

~~(A)-1.~~ At the time initial services are needed;

(B) ~~2. if~~ 2. if there is a request for a change of service;

(C) ~~3. if~~ 3. if there is a request for an additional service fixture; or

(D) ~~4. upon~~ 4. upon the discontinuance of service.

G. Any utility user who pays charges by way of a warrant system ~~and or~~ accounts whose users have become deceased will be exempt from penalties charged on delinquent utility bills.

H. If a party requests the use of utilities for purposes other than those made in the original application, a new application must be made to the clerk/treasurer.

~~In the event of a meter failing to register properly, the user shall be charged an estimate of the consumption from whatever may be considered the most reliable data or method available. The obligation for payment shall be the responsibility of the real property owner. Once prepared, the utility bill shall delivered to the customer, by depositing it in the United States mail, addressed to the address shown on the application for utility service submitted or upon any change of address submitted by the consumer or the post office to the city. (Ord. 2099 § 1, 2016; Ord. 2002 § 5, 2006; Ord. 1085 § 7, 2004; Ord. 1078 § 2, 2004; Ord. 974 § 2, 1998).~~

10.10.025 Tenant request for account.

If an occupied multiple residential rental unit receives utility service through a single utility account, if the utility account's billing address is not the same as the service address of a residential rental property, or if the city has been notified that a tenant resides at the service address, the city shall make a good faith and reasonable effort to provide written notice to the service address of pending ~~disconnection~~ termination of water service for nonpayment prior to ~~disconnection~~ termination. The purpose of this notice is to provide any affected tenant an opportunity to resolve the delinquency with his or her landlord or to arrange for continued service. If requested, the city shall provide water services to an affected tenant on the same terms and conditions as other residential utility customers, without requiring the tenant to pay delinquent amounts for services billed directly to the property owner or a previous tenant except as otherwise allowed by law and only where the city or town offers the opportunity for the affected tenant to set up a reasonable payment plan for the delinquent amounts legally due. (Ord. 2099 § 1, 2016).

10.10.030 Deposits.

Delivery of utilities to residential or commercial accounts ~~after the effective date of the ordinance codified in this chapter~~ will only be made after a deposit ~~of \$300.00 as set in the City fee schedule~~ has been made. An existing account shall not be required to make the deposit in the event of a change in account location or if the account has at least a 12-month history of no delinquencies. ~~in the event of a change in account location.~~ Deposits will not be required if the person has proof of no previous delinquencies from their past water, sewer, and garbage utilities at the time of filling out the application for utility service. Deposits will be available for return to account customers in 12 months if the account has not been delinquent for the continuous 12 months, or the account is fully ~~paid~~paid, and service ~~terminated~~ discontinued. The customer collects the deposit after all conditions are met. Deposits will be applied upon existing account balances solely at the discretion of the city. (Ord. 2099 § 1, 2016; Ord. 1078 § 2, 2004; Ord. 974 § 2, 1998).

10.10.040 Averaged or budget payment.

If a consumer desires to pay utility charges upon an annual average basis rather than a monthly basis, the clerk/treasurer, or a designee, may permit the consumer to make averaged payments, with at least one annual adjustment so that the amount paid on an annual basis shall reflect the actual charges incurred. An averaged bill account will not incur these charges as long as they are truly not delinquent. If they become delinquent by 45 days past the billing date, they are no longer considered an averaged bill account. All delinquency charges will apply at this time. The consumer that ~~washad~~ an averaged bill account is not allowed to apply for an averaged or budget billing account again until six months of current bill paying. (Ord. 1078 § 2, 2004; Ord. 974 § 2, 1998).

10.10.045 Deferred payment agreements – Utility assistance program.

A. If a customer is unable to pay the full amount of utility charges because of temporary financial difficulties or other hardship, the clerk/treasurer or designee may permit the customer to sign a utility payment plan; provided, however, that the City will be under no obligation to enter into any deferred payment agreement with any customer who has not fully and satisfactorily complied with terms of any previous agreement or with any customer with a currently delinquent account. A utility payment plan will be extended to customers for the payment of delinquent accounts where the customer attests to the temporary inability to make full payment. Late penalties will not be assessed if all agreed upon payments are made on time. Time is of the essence for each and every payment, however, late penalties will be added if payments are not made according to

the agreement and the agreement will no longer be valid if a payment is not made according to the plan.

B. If a customer is unable to pay the full amount of utility charges due to an under-billing, and the under-billing is found to be a city error, the clerk/treasurer or designee shall approve a utility payment plan if requested by the customer.

C. Failure to abide by the terms of the agreement shall be cause for termination of utility services until the total utility charges that are due are paid in full.

10.10.050 Obligation of landowners (real property owners).

The owner of the real property upon which the utilities furnished by the city is used is liable for utility charges made by the city. The utilities will be ~~discontinued~~ terminated if full payment is not received by the City.~~there is no payment in full.~~ The utilities shall not be restored until all charges, penalties and fees have been paid for all utilities. If a bill becomes delinquent, no officer, agent, or employee of the city may authorize or permit any further city service, or process any application for a permit from the city, at the request of the person in whose name an account stands delinquent, until such time as the delinquent account is paid in full. The city shall have all of those powers for collection of delinquent accounts as stated in

RCW 35.21.290, 35.21.300 and 35.67.200, and all revisions to RCWs that would affect this chapter. These procedures shall apply to all utility services provided by the city: water, sewer, and garbage, as applicable. Every landowner (real property owner) or seller is obligated to make provision for the payment of charges listed upon the city utility bill before transferring ownership or occupancy. ~~Violations are subject to a civil penalty of \$50.00 in addition to all other charges.~~ (Ord. 1078 § 2, 2004; Ord. 984 § 3, 1999; Ord. 974 § 2, 1998).

10.10.055 Monthly billing.

All charges for water, sewer, and garbage services shall be billed to the customer by the city on a monthly billing cycle. Actual water consumption will be charged from March to October. The water services of utility bills from October to March will be estimated based on past consumption. All charges for service will be from the first of the month to the last day of the month and shall be billed by the fifteenth of the following month for the previous month's service (Example; utility usage for July is July 1st thru 31st and will be mailed/billed by the 15th of August). All bills shall be paid to the clerk/treasurer's

office. The amount billed for each of the utilities, penalties, and other fees will be set in the City fee schedule. (Ord. 2161 § 1, 2022; Ord. 1078 § 2, 2004; Ord. 974 § 2, 1998).

10.10.060 ~~Due date—Delinquency—Penalty. Outstanding bill payment.~~

Any utility user who has left the premises in the city of Ritzville in which their water account is delinquent shall not be entitled to receive water service at another location ~~within the city of Ritzville~~ without having first cured said delinquency.

All penalties paid on delinquent utility bills shall be deposited to the water fund.

~~The city will bill for all utilities by the fifteenth of each month for the prior month's usage. Any accounts not paid by the twenty-sixth day of the following month shall be considered delinquent and receive a shut-off notice. Notice shall be mailed to both the actual service address and the owner's address. If an account is not paid by the fifth of the following billing month, the utility service will be terminated. The shut-off notice will say:~~

~~NOTICE: Your services will be terminated unless amounts not disputed are paid. If you dispute any amounts due, you may request an informal dispute hearing by visiting, phoning, 509-659-1930, or writing the clerk/treasurer at 216 E Main Avenue, Ritzville, WA 99169. This office is open every business day from 8:00 a.m. to 5:00 p.m. To avoid service termination, your request for a hearing must be received by the clerk/treasurer within five business days from receipt of this notice. An additional charge will be made before utility service will be continued. This may result in a lien on the real property.~~

~~Clerk/Treasurer.~~

~~The notice will be mailed. A hearing date and time during the business day will be given the customer before the clerk/treasurer and public works director within five working days after notification from the customer. A decision with respect to the dispute shall be made within 24 hours after the hearing date. The customer will receive written notice of the hearing decision. The clerk/treasurer and public works director will not have authority over rates. Rate disputes must be brought by the customer before council for resolution. If the customer is not satisfied with the decision of the clerk/treasurer and public works director, they may proceed to a hearing by the city of Ritzville public works council committee. Written notice must be received from the customer within five days after receipt of decision. The public works council committee must meet within seven working days of written notification from the customer. Their decision will be final. The clerk/treasurer or authorized agent are authorized to excuse a penalty charge of a utility bill based upon unavoidable circumstances beyond the control of the customer. The determination by the clerk/treasurer as to whether or not to excuse penalties shall be final. Payments will first be applied to the oldest delinquent charges in this order: other fees, administrative charges, penalties; utility taxes, garbage, sewer, then water. Remaining funds will be charged in this order: administrative fee, utility taxes, garbage,~~

~~sewer, then water.~~ (Ord. 2161 § 1, 2022; Ord. 2099 § 1, 2016; Ord. 1078 § 2, 2004; Ord. 988 § 3, 1999).

10.10.062 Billing delivery.

A. The utility billing shall be delivered to the customer by depositing the same in the United States mail, directed to the address shown on the application for utility service submitted by the customer to the city or on the change of address submitted by the customer to the city or upon request it will be emailed to the customer, if customer requested paperless billing. Notice shall be mailed to both the actual service address and the owner's address.

B. Deposit in the United States mail pursuant to subsection A of this section shall be deemed full and complete notice to the customer of the nature and amount of any particular billing. Failure to receive a bill or a mailed or posted notice or through the online bill pay system shall not relieve the customer from obligation for payment.

10.10.065 Utility billing – Due date, delinquency date, termination, and notice.

A. Due date: The utility billing shall be due and payable in full by the last day of each month following the month in which services were rendered; for the month of February the due date shall be the following March 2nd, unless that date is a weekend or legal holiday, in which case the due date shall be the next business day.

B. Delinquency Date: The utility billing, or any portion thereof, which is not paid in full on or before the due date shall be delinquent and shall result in the mailing of a notice of account delinquency and termination of services. A past due fee as set in the City fee schedule shall be added to the account.

C. Termination: If full payment is not received by the 10th day of the month following the due date: for February the 12th of March unless that date is a weekend day or legal holiday, in which case the effective date shall be the next business day, the city shall terminate water service to the premises.

(Example: The utility usage for July is from July 1st thru 31st, and will be mailed/billed by or on the 15th of August. The customer payment would be due August 31st or the next business day after if the 31st is a weekend or holiday. The payment is considered past due after that day; a delinquency and termination notice will be mailed on this date.

If full payment is not received at the City by September 10th or the next business day if the 10th lands on a holiday or weekend, the City will shut service off. All fees will need to be paid prior to service being reinstated).

D. Notice:

The notice of account delinquency and service termination shall include the following information:

1. The name of the customer and the address to which the utility service is being provided.
2. The account number.
3. Total delinquent amount due and owing.
4. Date service will be shut off if full payment is not received.
5. The customer has the right to dispute any charges and/or request a hearing in accordance with the City's grievance policy (Resolution 2009-09).
6. The NOTICE will read: Your services will be terminated unless amounts not disputed are paid by the tenth of the month, following the due date, as per Ritzville City Code Chapter 10.10.065. If the total past due amount is not paid, utility services will be shut off from such premises and shall not be turned on again until all such charges, fines and penalties have been paid as per RCW 35.21.300. The customer has the right to dispute any charges and/or request a hearing according to the city's grievance procedure policy (Resolution 2009-09) within five business days from mailing of this notice.

10.10.070 Delinquency constitutes collection and a lien.

~~All charges for water service installation and sewer installations and all monthly service rates provided for in this title, together with penalties, administrative fees, and interest thereon, when unpaid and delinquent, shall be a lien upon the property to which the water or sewer service is rendered superior to all other liens and encumbrances whatsoever except for general taxes and local special assessments. Enforcement of such lien or liens shall be in the manner provided by law.~~

If the account is delinquent after the 10th day of the month (for February the 12th of March), unless that date is a weekend or legal holiday in which case the due date shall be the next business day, the city shall have all remedies, inclusive of liens provided for in other parts of this chapter and elsewhere, for the collection of utility charges, a 30-day

notice will be sent to the account holder notifying them it will be sent to collections as per RCW 19.16.500. If the total amount due is not paid through collections, a lien will be filed. Notice of the city's lien specifying the amount due, including administrative fees, the period covered, and giving the legal description of the premises sought to be charged shall be filed with the county auditor within the time required and may be foreclosed on in the manner and within the time prescribed for liens for labor and material as authorized in RCW 35.21.290 and RCW 53.21.300. The lien, when filed by the city attorney, shall be prior to all other liens and encumbrances filed subsequent to the filing of such lien, but shall be subject to all general taxes and local improvement assessments, whether filed prior or subsequent thereto.-(Ord. 1078 § 2, 2004; Ord. 974 § 2, 1998).

10.10.080 Discontinuance or Termination of service not relief from payment.

The clerk/treasurer office and public works department are authorized to discontinue or terminate utility services to any customer pursuant to the procedures set out in this chapter. The fees, as set by the city council in the City fee schedule, shall be collected to cover the costs, charges, and expenses to provide discontinuance of utility services. Such delinquent charge shall not exceed 120 days billing, as pursuant to RCW 35.21.290. Discontinuance or termination of service for any cause stated in this chapter shall not release the customer from their obligation to the city for payment of bills or charges. In addition, before water service is restored to such property, the customer will be subject to the water turn-on fee as described in the City fee ~~resolution~~ schedule. (Ord. 1078 § 2, 2004; Ord. 974 § 2, 1998).

10.10.085 Heat-related weather exemption.

In accordance with RCW 35.21.302 In the event of a heat-related weather alert from the National Weather Service, disconnects schedule from non-payment shall be deferred until after the heat-related alert has been lifted.

If a qualifying heat-related alert is issued by the National Weather Service after a non-payment disconnection of water utility services to a residential customer, and upon receipt of a request from the customer, the City of Ritzville shall promptly make a reasonable attempt to reconnect water service to the property address. Water utilities turned back on during the heat-related alert with past due amounts shall be discontinued after the heat-related alert is lifted.

10.10.090 Monthly billing, Seasonal or temporary discontinuance of utility services.

~~All charges for water services, sewer services, and garbage services shall be billed to the customer by the city on a monthly billing cycle. Actual water consumption will be charged from March to October. The water services of utility bills from October to March will be estimated based on past consumption. Once prepared, the utility bill shall be delivered to the customer by depositing it in the United States mail, addressed to the address shown on the application for utility service submitted or upon any change of address submitted by the consumer or the post office to the city or upon request emailed to the customer. All charges for service will be from the first of the month to the last day of the month and billed by the fifteenth of the following month. All bills shall be paid to the clerk/treasurer's office. The amount billed for each of the utilities, penalties, and other fees will be set by a fee resolution passed by the council yearly during the budget process. (Ord. 2161 § 1, 2022; Ord. 1078 § 2, 2004; Ord. 974 § 2, 1998).~~

A. When the owner of any premises desires seasonal or temporary discontinuance of water, sewer, and garbage service, the owner or authorized agent shall make a written application two working days prior to the water meter being turned off. The application along with a change of account fee as set in the City fee schedule shall be submitted to the city. The applicant shall notify the city in writing two working days prior to the requested turn-on date; a fee for reconnection will apply as set in the City fee schedule. This service will only be available during normal business hours (8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays).

B. An indebtedness fee shall apply to seasonal or temporary discontinued services as set in the City fee schedule.

C. Maintenance, construction, or repair shutoffs shall be exempt from the indebtedness fee provided the appropriate construction permits are on file with the City.

D. Written application and the fees may be waived in the event of an emergency or at the discretion of the public works director.

10.10.095 Tampering fees.

In the event a city utility service, which has been voluntarily or involuntarily terminated is reconnected without city approval and by other than city personnel, the city shall have the right to remove the meter and so much of the service installation as the city deems

appropriate under the circumstances. Resumption of service upon removal of the meter and/or other service apparatus shall require advance payment of the city's tampering fee as set in the City fee schedule.

10.10.098 Meter out of order charges.

In the event a water meter fails to register the amount of water used, the customer will be charged the average rate of monthly consumption for the previous 12 months as shown by the meter when in order.

10.10.100 Water leak adjustment.

A. When excessive meter registration is caused by broken or leaking water service pipes within or abutting upon the premises without the knowledge of the customer, one adjustment may be made upon written notification to the ~~city clerk's~~ clerk/treasurer office during a 12-month period and after repairs have been made. The basis for adjustment shall be the normal consumption under similar operating conditions.

B. The public works department may ~~discontinue~~ terminate service to any premises if the owner or occupant refuses to make repairs necessary to avoid waste of water. If the resident is not at home and it is observable that water is being lost through leakage, the department at its option may terminate water service and shall leave written notice as to its action and the reason therefore. (Ord. 988 § 4, 1999).

10.10.105 Adjustment of utility bills.

The clerk/treasurer, or designee, is empowered to resolve utility billing disputes upon receipt of a request to do so from a city utility customer. Utility bill adjustment requests are required to be submitted to the city's clerk/treasurer. Upon receipt of such notice from the customer, the clerk/treasurer, or designee, shall review the bill with the customer to see if the amount is justly owed. The customer shall have the right to a meeting with the clerk/treasurer or designee to bring forth reasons and evidence why such a bill or portion of said bill should not be due and owing. If resolution cannot be attained, the customer has the right to dispute an changes and/or request a hearing according to the city's grievance procedure policy (Resolution 2009-09).

10.10.108 Deposit to utility funds.

All late fees, interest, and service charges for any city of Ritzville water, sewer, or garbage customer account shall be paid into the city of Ritzville utility funds.

10.10.110 Helping others trust fund.

A. This section authorizes the clerk/treasurer or designee to accept donations to be placed in a separate trust fund, fund 608 helping others trust fund, to help those in need to pay their city of Ritzville utility bills. Donations will be accepted from all sources. Donations will be solicited through the utility bill. The bill will have a box to designate an amount that is included in the check above the amount due to go towards donations.

B. A committee will be appointed by the mayor and approved by the council to oversee the application and distribution of donated funds from fund 608. The committee will define "those in need" subject to approval of city council. The committee will be directly responsible to the mayor and will supply information by the twenty-fifth of the month to the clerk/treasurer on what accounts donations will be used and how much. (Ord. 996 §§ 2, 3, 1999; Ord. 989 § 2, 1999).

Section 2. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 3. Any other ordinance conflicting with this ordinance is hereby repealed.

Section 4. This ordinance shall take effect and be in full force 5 days after publication in the City's official newspaper of record.

READ in open meeting. PASSED by unanimous vote of the City Council present, and, ORDERED PUBLISHED this 15th day of April 2025.

Scott Yaeger, Mayor

Attest:

Approved as to form:

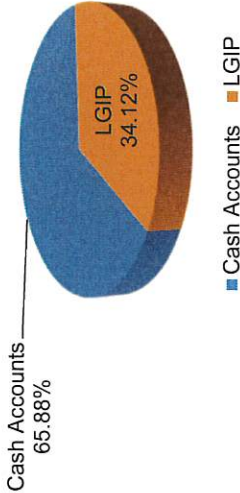
Julie Flyckt, Clerk-Treasurer

John Kragt, City Attorney

City of Ritzville Cash and Investments Balances

	3/31/2025	12/31/2024
Cash Bank Accounts	\$ 6,140,084	\$ 6,604,972
State Local Government Investment Pool (LGIP)	\$ 3,179,450	\$ 3,145,004
Total Cash and Investment Holdings	\$ 9,319,534	\$ 9,749,976

Cash and Investments

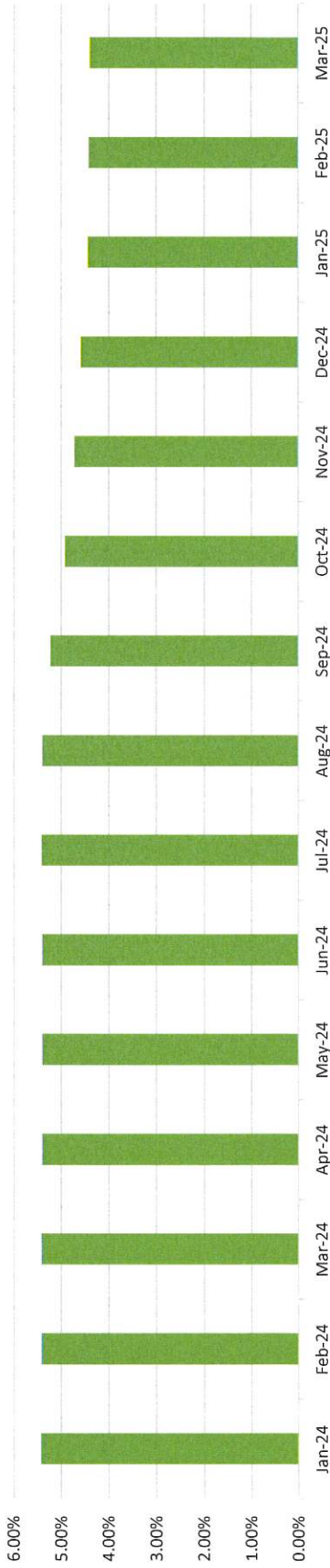


Type	Amount	%
Local Government Investment Pool (LGIP)	\$ 3,179,450	34.12%
Cash Accounts	\$ 6,140,084	65.88%
Total Cash and Investments	\$ 9,319,534	

LGIP Yield

The LGIP's rate of return was 4.4% at the end of March 2025.

LGIP Net Earnings



RESOLUTION 2025-01

RESOLUTION AUTHORIZING INVESTMENT
OF CITY OF RITZVILLE MONIES IN THE
LOCAL GOVERNMENT INVESTMENT POOL UPDATE

WHEREAS, pursuant to Chapter 294, Laws of 1986, the Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer; and

WHEREAS, from time to time it may be advantageous to the authorized governmental entity, City of Ritzville, the "governmental entity", to contribute funds available for investment in the LGIP; and

WHEREAS, the investment strategy for the LGIP is set forth in its policies and procedures; and

WHEREAS, any contributions or withdrawals to or from the LGIP made on behalf of the governmental entity shall be first duly authorized by the mayor, the "governing body" or any designee of the governing body, pursuant to this resolution or a subsequent resolution; and

WHEREAS the governmental entity will cause to be filed a certified copy of said resolution with the Office of the State Treasurer; and

WHEREAS the governing body and any designee appointed by the governing body with authority to contribute or withdraw funds of the governmental entity has received and read a copy of the prospectus and understands the risks and limitations of investing in the LGIP; and

WHEREAS, the governing body attests by the signature of its members that it is duly authorized and empowered to enter into this agreement, to direct the contribution or withdrawal of governmental entity monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein.

NOW THEREFORE, BE IT RESOLVED that the governing body does hereby authorize the contribution and withdrawal of governmental entity monies in the LGIP in the manner prescribed by law, rule, and prospectus.

BE IT FURTHER RESOLVED that the governing body has approved the Local Government Investment Pool Transaction Authorization Form (Form) as completed by the City-Clerk Treasurer and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

BE IT FURTHER RESOLVED that the governmental entity designates ~~Gary Cook~~ Scott Yaeger Mayor of Ritzville, and ~~Michelle Asmussen~~ Deputy Clerk-Treasurer Julie Flyckt Clerk-Treasurer, the "authorized individuals" to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of the governmental entity.

BE IT FURTHER RESOLVED that this delegation ends upon the written notice, by any method set forth in the prospectus, of the governing body that the authorized individual has been terminated or that his or her delegation has been revoked. The Office of the State Treasurer will rely solely on the county treasurer to provide notice of such revocation and is entitled to rely on the authorized individual's instructions until such time as said notice has been provided.

BE IT FURTHER RESOLVED that the Form as incorporated into this resolution or hereafter amended by delegated authority, or any other documentation signed or otherwise approved by the authorized individual shall remain in effect after revocation of the authorized individual's delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of the governmental entity. No amendments, changes, or alterations shall be made to the Form or any other documentation until the entity passes a new resolution naming a new authorized individual; and

BE IT FURTHER RESOLVED that the governing body acknowledges that it has received, read, and understood the prospectus as provided by the Office of the State Treasurer. In addition, the governing body agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

PASSED AND ADOPTED by the City Council of the City of Ritzville, State of Washington on this _____ day of _____ 20____.

Scott Yaeger, Mayor

ATTEST:

Julie Flyckt

Clerk-Treasurer

SIGNATURE TITLE

SIGNATURE TITLE

**CITY OF RITZVILLE
RESOLUTION 2025-02
RESOLUTION AUTHORIZING INVESTMENT OF CITY OF RITZVILLE MONIES
INTO A U.S. TREASURY INVESTMENT BOND**

WHEREAS, the City of Ritzville has determined that investing in a U.S. Treasury Investment Bond is in the best interest of the City's financial management; and

WHEREAS, from time to time it may be advantageous to the authorized governmental entity, City of Ritzville, the "governmental entity", to contribute funds available for investment in a U.S. Treasury Bond; and

WHEREAS, the investment strategy for the U.S. Treasury Bond is set forth in the City's investment and financial policies; and

WHEREAS, any contributions or withdrawals to or from the U.S. Treasury Bond made on behalf of the governmental entity shall be first duly authorized by the mayor, the "governing body" or any designee of the governing body, pursuant to this resolution or a subsequent resolution; and

WHEREAS, the governing body attests by the signature of its members that it is duly authorized and empowered to enter into this agreement, to direct the contribution or withdrawal of governmental entity monies, and to delegate certain authority to make adjustments to the transactional forms, to the individuals designated herein.

NOW THEREFORE, BE IT RESOLVED that the governing body does hereby authorize the contribution and withdrawal of governmental entity monies in the U.S. Treasury Bond in the manner prescribed by law, rule, and prospectus.

BE IT FURTHER RESOLVED that the governmental entity designates Scott Yaeger Mayor of Ritzville, and Julie Flyckt Clerk-Treasurer, the "authorized individuals" to authorize all amendments, changes, or alterations or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of the governmental entity.

BE IT FURTHER RESOLVED that this delegation ends upon the written notice, by any method set forth in the prospectus, of the governing body that the authorized individual has been terminated or that his or her delegation has been revoked.

BE IT FURTHER RESOLVED that the governing body agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the U.S. Treasury Bond and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

This resolution shall take effect immediately upon its adoption, on April 15, 2025.

PASSED AND ADOPTED by the City Council of the City of Ritzville, State of Washington on this 15th day of April 2025.

Scott Yaeger, Mayor

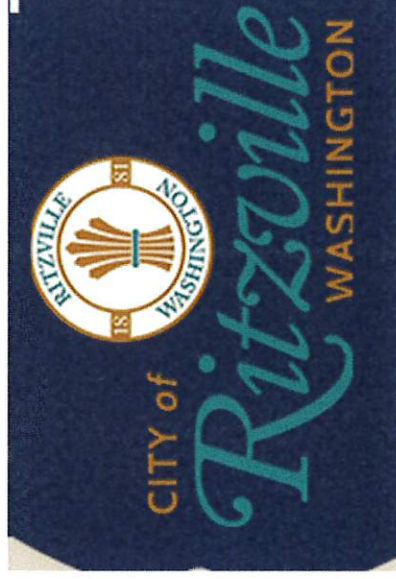
ATTEST:

Julie Flyckt

Clerk-Treasurer

Public Funds Investment Information

Prepared For:



Prepared by:
Peter Becker, Vice President
Time Value Investments
206-365-3000

TVI Background

- Local firm, home office in Seattle, Washington.
- Over 150 public entity accounts in Washington, including:
 - City of Connell
 - City of Mattawa
 - City of Medical Lake
- Invited to teach public funds investment classes at various conferences.
 - Washington Finance Officers Association annual conferences
 - Washington Public Treasurers Association annual conferences
 - Four-hour training every spring in Puget Sound area for local public funds investors
 - Monthly webinars for public funds investors after the first Friday jobs reports.

Authorized Investments for Public Funds

RCW 39.59.040

Authorized investments—Bonds, warrants, certificates, and other investments.

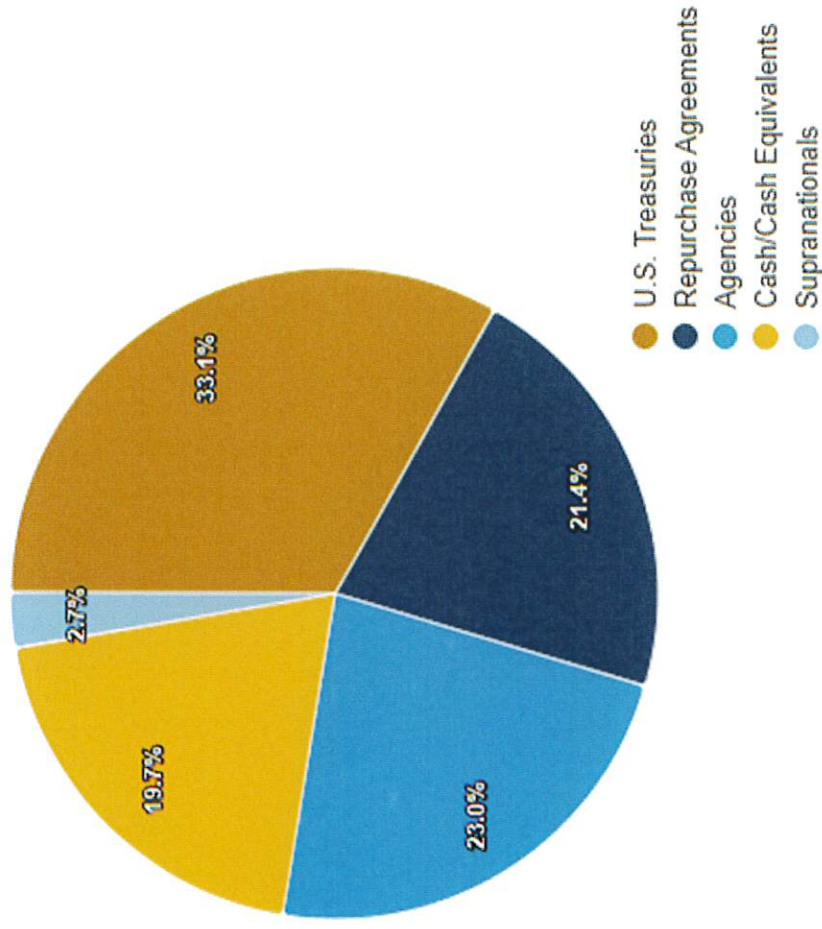
Any local government in the state of Washington may invest in:

- (1) Bonds of the state of Washington and any local government in the state of Washington;
- (2) General obligation bonds of a state and general obligation bonds of a local government of a state, which bonds have at the time of investment one of the three highest credit ratings of a nationally recognized rating agency;
- (3) Subject to compliance with RCW 39.56.030, registered warrants of a local government in the same county as the government making the investment;
- (4) Certificates, notes, or bonds of the United States, or other obligations of the United States or its agencies, or of any corporation wholly owned by the government of the United States; or United States dollar denominated bonds, notes, or other obligations that are issued or guaranteed by supranational institutions, provided that, at the time of investment, the institution has the United States government as its largest shareholder;
- (5) Federal home loan bank notes and bonds, federal land bank bonds and federal national mortgage association notes, debentures and guaranteed certificates of participation, or the obligations of any other government sponsored corporation whose obligations are or may become eligible as collateral for advances to member banks as determined by the board of governors of the federal reserve system;
- (6) Bankers' acceptances purchased on the secondary market;
- (7) Commercial paper purchased in the secondary market, provided that any local government of the state of Washington that invests in such commercial paper must adhere to the investment policies and procedures adopted by the state investment board; and
- (8) Corporate notes purchased on the secondary market, provided that any local government of the state of Washington that invests in such notes must adhere to the investment policies and procedures adopted by the state investment board.

LGIP Allocation

LGIP Holdings Report by Issuer Type

February 28, 2025 - \$ Millions

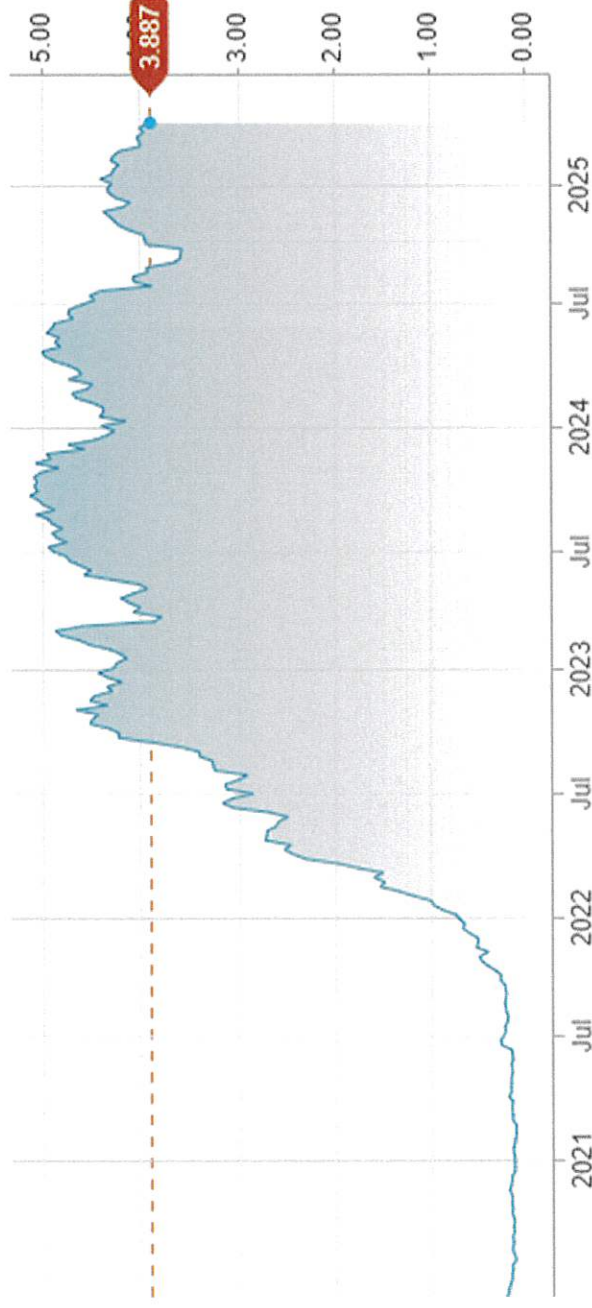


Ritzville currently keeps most of its funds in the bank, and the state-run Local Government Investment Pool (LGIP).

As of February, over 50% of the LGIP was invested in US Treasury and Agency bonds. The City is already investing in these products through the LGIP.

Current Treasury Market

The Fed hiked rates aggressively in 2022. Interest rates are at their highest levels since 2007, before the financial crisis. Once the Fed gets inflation under control, rates will likely drop again into the 3% range.



<https://www.cnbc.com/quotes/US2Y>

TVI

TIME
VALUE
INVESTMENTS®

Current Bond Rates

CUSIP Asset	Curr Face	Mdy / S&P (Underlying)	Issue Description	Coupon Maturity	Price Duration	Px To	Date	Yield
912797PV3 Treas	1,000	-/-	UNITED STATES TREAS BILLS	0.000% 03/19/2026	96.35255572 0.943	Discount Maturity	03/19/2026 03/19/2026	3.900% 3.900% (w)
Interest at Maturity								
912833PD6 Treas	1,000	-/NR	U S TREAS SEC STRIPPED INT PMT	0.000% 05/15/2027	92.33400000 2.079	Maturity	05/15/2027	3.800% (w)
912833WQ9 Treas	1,000	-/NR	US TREASURY COUPON STRIP	0.000% 05/15/2028	88.86800000 3.060	Maturity	05/15/2028	3.820% (w)

Julie Flyckt

From: Peter Becker <Peter.Becker@timevalueinv.com>
Sent: Tuesday, April 15, 2025 12:48 PM
To: Julie Flyckt
Subject: RE: April 1st Finance Committee Packet

[External Email]

Hi Julie,

Certainly. Right now, an 11-month Treasury bond maturing on 3/19/26 would yield **3.90%**. It is unchanged from my presentation a couple weeks ago. The 2yr option is at 3.75%, and the 3yr option is at 3.80%.

Peter Becker | Vice President, Investment Advisor

Time Value Investments, Inc. | 9725 3rd Ave NE, Suite 610 | Seattle, WA 98115
Direct: 206-365-3000 | Toll Free: 877-707-7787 | Fax: 206-417-6000 | www.timevalueinv.com



Public Funds Investment Educational Videos at www.timevalueinv.com/p/educational-videos

Securities offered through Cetera Advisor Networks LLC, member FINRA/SIPC.
Advisory Services offered through Cetera Investment Advisers LLC, a registered investment adviser.
Cetera is under separate ownership from any other named entity.

From: Julie Flyckt <Julie.Flyckt@ritzville-wa.us>
Sent: Tuesday, April 15, 2025 12:41 PM
To: Peter Becker <Peter.Becker@timevalueinv.com>
Subject: RE: April 1st Finance Committee Packet

Peter,

Can you tell me what the current interest rate is for the U.S. Treasury bond? I am preparing for tonight's council meeting and thought that may be a question they will ask.

Thank you,
Julie Flyckt

From: Peter Becker <Peter.Becker@timevalueinv.com>
Sent: Wednesday, April 2, 2025 10:18 AM
To: Julie Flyckt <Julie.Flyckt@ritzville-wa.us>
Subject: RE: April 1st Finance Committee Packet

[External Email]

That's great news! We are excited to be working with Ritzville. Sounds good, if you want to start getting the account open before the meeting, please let me know. Or we can do it after the 20th. It will probably take about a week to get it open so it might make sense to open it ahead of time. Then you can transfer the money after the 20th. Either way though.

2025 Investments Projection Analysis

Current Cash Account Balances	3/31/2025
Main Checking	\$4,123,166.65
Money Market	\$1,938,166.70 *Special account
Umpqua	\$25,188.26 *Special accounts-Wheatland Waste Bond
Xpress	\$53,562.24 *Special Account-Utility Payments
Total Cash Accounts	\$6,140,083.85

Current Projected Yearly Cash Flow

Benefits & Salaries Budget	\$1,531,600.00
Special Accounts (Do Not Use)	\$2,016,917.20
Special Projects Estimate	\$1,700,000.00
Projected Cash Flow Total	\$5,248,517.20

Possible Investment Total **\$891,566.65** TBD

Notes

Average Main Checking Balance \$4,365,188.37
Yearly cash flow is used due to filling new employee positions
and the salary projections are not determined at this time.

Finance Committee Investment Recommendation	\$1,000,000.00 to \$1,500,000.00
--	---



Active Transportation Program (ATP) Bid Authorization Form

TIB Project Number
C-E-845(001)-1

INSTRUCTIONS: Enter or update all information on the form. Email the signed Bid Authorization Form and ALL required documentation to your TIB engineer.

505 Union Avenue SE, Suite 350 ❖ Post Office Box 40901 ❖ Olympia, WA 98504-0901

For assistance with your project, contact Jonathan Heusman, TIB Project Engineer at (360) 586-1143

GENERAL INFORMATION

Lead Agency	RITZVILLE	
Project Name	2025 RRFB Various Locations	Project Length 0.00 miles
Agency Contact	Julie Flyckt	Phone (509) 659-1930
Email	julie.flyckt@ritzville-wa.us	

REQUIRED DOCUMENTATION

Include the following items with your signed Bid Authorization Form

- ▶ Completed Plans and Specifications
- ▶ Final Engineer's Estimate
- ▶ Include verification of WSDOT review & approval of construction documents for projects on or adjacent to state highways

PROJECT DESCRIPTION

Describe the project as defined in the bid documents

RRFBs and Advanced Warning Signs at Division St & Walking path between the intersections of Smittys Blvd and Bauman St as well as along Wellsant Ave at the midblock school crossing connecting to a corner island bordered by Chelan St and 8th Ave. RRFBs, Concrete Sidewalk, ADA Ramps, and Bulb Outs at the City Park Entrance at the intersection of Division St and 10th Ave.

CHANGES IN PROJECT SINCE APPLICATION

Describe any changes that have been made to the proposed project since application

Project has followed the original TIB Application.

Project **RITZVILLE**
Name **2025 RRFB - Various Locations**

TIB Project Number
C-E-845(001)-1

PROJECT SCHEDULE

Indicate only changes in project target dates (Month/Year) in the spaces below:

	Previous Schedule	Current Schedule
Bid Opening	April 2025	May 2025
Contract Completion	July 2025	July 2025

PROJECT COST ESTIMATE

Update the costs to indicate the current estimated totals

DESIGN PHASE		CONSTRUCTION PHASE		
Design Engineering	Right of Way	Construction Engineering	Construction Other	Contract Amount
22,100	0	17,260	8,518	170,359
Phase Total	22,100	Phase Total		196,137
Total Project Cost				218,237

Include a cost breakdown of **construction other** items:

5% Construction Contingency - 8360

DETERMINATION OF ELIGIBLE COST

Enter the current estimated totals for Landscaping and Other Noneligible Cost

Noneligible Engineering	Other Noneligible Cost	Total Landscaping Cost	Allowable Landscaping	Noneligible Landscaping	Total Noneligible Cost
0					0
Total Eligible Project Cost					218,237

Include a cost breakdown of **noneligible** items

PROJECT COST CHANGE SINCE SELECTION

\$100

Include explanation of Cost Change

0.0% Decrease

Increase in construction costs based off recent bid results in City of Ritzville.

Project **RITZVILLE**
Name **2025 RRFB - Various Locations**

TIB Project Number
C-E-845(001)-1

FUNDING PARTNERS

Update funding amounts to indicate current funding **based on the engineer's estimate**

Funding Partner	Previous Funding	Anticipated Funding
RITZVILLE	10,916	10,912
TIB Funds	207,421	207,325
TOTAL	\$218,337	\$218,237
Funding Partner Total is Correct		

AGENCY CERTIFICATION

- ▶ Certification is hereby given that all Local Funds and Other Funds associated with the **Construction Phase** of the project are secured.
- ▶ This project has been reviewed by the Legislative Body of the Administering Agency or agencies or its designee and is consistent with the agency's comprehensive plan for community development.
- ▶ Design work is complete for this project and is ready to be advertised.
- ▶ All applicable state laws and requirements have been met and incorporated into the contract documents.
- ▶ If the project is within a non-attainment area, the Lead Agency certifies compliance with all requirements of the State and Federal Clean Air Act.
- ▶ All right of way for this project has been acquired, or if right of way remains to be acquired a Possession and Use Agreement has been obtained for the parcels in question. All right of way required for this project has been acquired in accordance with state laws.
- ▶ For projects on or adjacent to state highways, WSDOT has reviewed and approved construction documents.
- ▶ All required permits for construction have been acquired

Signature of Mayor

Date Signed

Typed or Printed Name & Title



99% Design
Ritzville, Washington
RRFB & Pedestrian Crossing Enhancements



Bid Items: <https://wsdot.wa.gov/sites/default/files/2024-05/Standard-Item-Table.pdf>
Prepared By: Ardurra (Jondal, Kime)
Last Saved 4/14/2025

WSDOT		BID ITEM		BID ITEM NAME		ESTIMATED QUANTITY	RRFBs		
STD ITEM #	BID ITEM #						UNIT	UNIT PRICE	TOTAL COST
				PREPARATION					
	0001		1	MOBILIZATION		1	LS	\$12,619.00	\$12,619.00
	0035		2	CLEARING AND GRUBBING		1	LS	\$5,000.00	\$5,000.00
	0080		3	REMOVING ASPHALT CONC. PAVEMENT INC. HAUL		95	SY	\$25.00	\$2,375.00
	0100		4	REMOVING CEMENT CONC. SIDEWALK AND CURB RAMP INCL. HAUL		70	SY	\$45.00	\$3,150.00
	0110		5	REMOVING CEMENT CONC. CURB INCL. HAUL		95	LF	\$30.00	\$2,850.00
				HOT MIX ASPHALT					
	5100		6	HMA CL. 1/2" PG 64-28		8	TON	\$325.00	\$2,600.00
				TRAFFIC					
	6701		7	CEMENT CONC. TRAFFIC CURB		115	LF	\$75.00	\$8,625.00
	6856		8	PAINTED CROSSWALK LINE		320	SF	\$7.00	\$2,240.00
	6890		9	PERMANENT SIGNING		1	LS	\$3,000.00	\$3,000.00
			10	RECTANGULAR RAPID FLASHING BEACON SYSTEM, WELL SANDT AVE		1	LS	\$33,000.00	\$33,000.00
			11	RECTANGULAR RAPID FLASHING BEACON SYSTEM, 10TH INTX		1	LS	\$33,000.00	\$33,000.00
			12	RECTANGULAR RAPID FLASHING BEACON SYSTEM, SMITTY'S INTX		1	LS	\$33,000.00	\$33,000.00
	6971		13	PROJECT TEMPORARY TRAFFIC CONTROL		1	LS	\$5,000.00	\$5,000.00
				OTHER ITEMS					
	7055		14	CEMENT CONC. SIDEWALK		99	SY	\$100.00	\$9,900.00
	7058		15	CEMENT CONC. CURB RAMP TYPE PERPENDICULAR TYPE A		3	EACH	\$3,500.00	\$10,500.00
	7054		16	CEMENT CONC. CURB RAMP TYPE PERPENDICULAR TYPE MOD		1	EACH	\$3,500.00	\$3,500.00
			17	MINOR CHANGES		1	EST	-\$1.00	-\$1.00
							Bid Total		
							\$170,359.00		
							Contingency (5% of Subtotal)		
							\$8,518.00		
							Bid Total with Contingency		
							\$178,877.00		
							TOTAL		
							\$178,877.00		



Alexander A. Jondal

OPINION OF PROBABLE COST AT 99%
DESIGN LEVEL
04/14/2025

Julie Flyckt

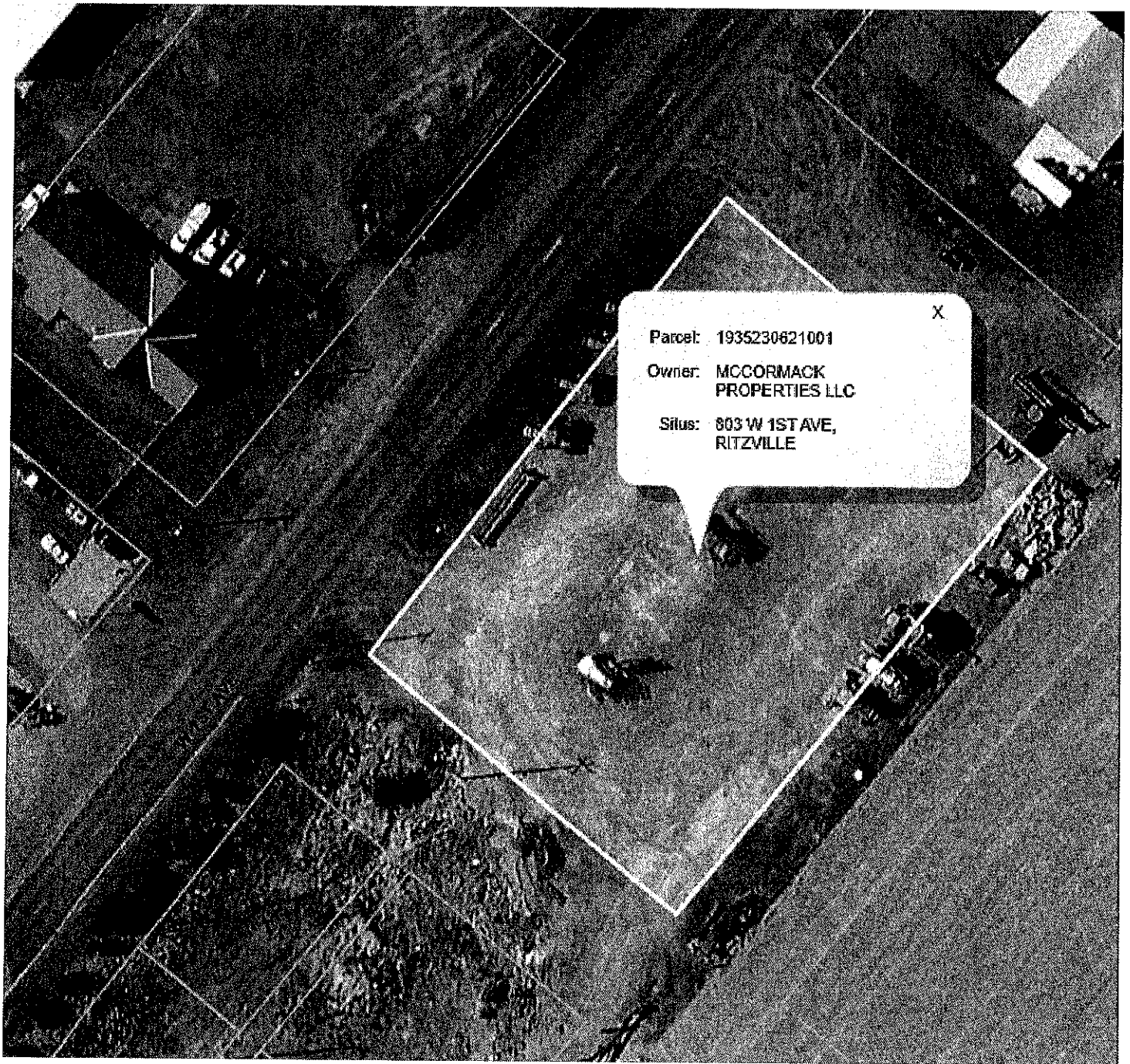
From: Julie Flyckt
Sent: Thursday, March 20, 2025 2:02 PM
To: Scott Yaeger
Cc: Nathaneil Christman
Subject: Ministerial Association Sign Application
Attachments: 2025 1st Ave Right of Way Ministerial Association Sign App.pdf

Hi Scott,

As a representative of the Ritzville Ministerial Association Pastor Nathaneil Christman has submitted a sign permit application to replace the church listing sign that was in near RDO's John Deere location at 803 W 1st Ave (parcel no. 1935230621001). On the application the address that is provided is for Terry Rueb's home as he is building the sign but he is not the "owner". This will be an item that will need to be corrected on the application.

I let Pastor Christman know the items we will need to make the application complete including a site plan showing the exact location of the sign and approval from the property owner. The proposed location is in the General Commercial C-2 zone and as per Ritzville City Code 11.120.40 Signs in Commercial Zones, it will be a miscellaneous sign and ~~can~~ shall not exceed 80 square feet in area. This sign will be 48 square feet. Chapter 11.120 SIGNS

We believe the prior sign was in the city's right of way and therefore I am emailing you this application as the city's "property owner" for your review and next steps for approval. If you would like to speak to Pastor Christman, his phone number is (509) 660-0928.



Thank you,

Julie Flyckt
Clerk-Treasurer
City of Ritzville
216 E. Main Ave
Ritzville, WA 99169
509-659-1930



CITY OF RITZVILLE SIGN PERMIT APPLICATION

Date _____

PERMIT NO. **S 0086**

Applicant to complete numbered spaces only.

JOB ADDRESS _____

REC. # _____

1	LEGAL DESCR	LOT NO.	BLK	TRACT	() SEE ATTACHED SHEET)	
2	OWNER	MAIL ADDRESS		ZIP	PHONE	
3	CONTRACTOR	MAIL ADDRESS		PHONE	LICENSE NO.	
4	ARCHITECT OR DESIGNER	MAIL ADDRESS		PHONE	LICENSE NO.	
5	ENGINEER	MAIL ADDRESS		PHONE	LICENSE NO.	
6	LENDER	MAIL ADDRESS		BRANCH		
7	USE OF BUILDING					

8 Class of Work: ☐ NEW ☐ ADDITION ☐ ALTERATION ☒ ~~REPAIR~~ **REPLACE** ☐ MOVE ☐ REMOVE9 Describe Work: **REPLACING THE OLD RITZVILLE MINISTERIAL CHURCHES SIGN WITH A 48 SQUARE FOOT SIGN CONSISTING OF 2X6 SIGN BOARDS AND 2-6 X6 TREATED**10 Change of Use From **POSTS FOR SUPPORT. SEE ATTACHED DRAWING.**

Change of Use To _____

11 Valuation of Work: \$	PERMIT FEE
SPECIAL CONDITIONS:	STATE FEE
	TOTAL

NOTICE

SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING, VENTILATING OR AIR CONDITIONING.

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Sherry H. Ruel **3/11/2025**
SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT (DATE)

BUILDING INSPECTOR

(DATE)

SIGNATURE OF OWNER (IF OWNER BUILDER)

(DATE)

CLERK

(DATE)

WHEN PROPERLY VALIDATED (IN THIS SPACE) THIS IS YOUR PERMIT

PLAN CHECK VALIDATION	CK.	M.O.	CASH	PERMIT VALIDATION	CK.	M.O.	CASH
-----------------------	-----	------	------	-------------------	-----	------	------

Proposed Ritzville Ministerial Association Sign (48 sq. ft.) - 2025

← 8' →

↑
6'
↓

Ritzville Ministerial Assn.
Zion Philadelphia UCC Church
Ritzville Four Square Church
Emanuel Lutheran Church
Menno Mennonite Church
Lind Assembly of God Church
Trinity United Methodist Church
Ritzville Church of the Nazarene

Ground level

6 x 6 POSTS