

CITY OF RITZVILLE
CITY COUNCIL AGENDA
November 4, 2025

1. CALL COUNCIL TO ORDER 7:00pm
2. PLEDGE OF ALLEGIANCE
3. ACCEPTANCE OF THE CONSENT AGENDA
4. PUBLIC REQUESTS AND COMMENTS
5. ACTION AGENDA
 - A. Temporary Water Construction Rate Public Hearing, Ordinance No. 2201
 - B. General Code Supplementation Services eCode360 Upgrade Agreement
 - C. Police Department Heat Exchangers Replacement

CONSENT AGENDA

- Acceptance of the Agenda
- Minutes:
October 21, 2025
- Approval of Payables:
\$107,972.93
- Approval of Payroll:
\$78,264.33

6. DISCUSSION AGENDA
 - A. 2026 Preliminary Budget

7. CORRESPONDENCE

8. 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

9. EXECUTIVE SESSION
 - A. To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee per RCW 42.30.110.1.g.

10. ADJOURNMENT

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=SU14WTVqdGJpYnVMMeEYzV1pJOEFOQT09&omn=8525182>

OPENING OF COUNCIL MEETING

Mayor Yaeger opened the remote and in person council meeting at 7:00pm. The council members present were Michelle Plumb, Dennis Chamberlain, Jen Verhey, Jessica Quinn, Brooke Scheel, Mike Schrag, and William Green. Staff members in attendance were Clerk-Treasurer Julie Flyckt, Deputy Clerk Treasurer II Michelle Asmussen (remote), Public Works Director Dave Breazeale, Chief of Police Mike Suniga, and Community Development Director Tom Reese (remote). City Fire Chief Joel Bell and City Attorney John Kragt were excused. Also present were Linda Schrag, Brian Bothun, Rick from the Cheney Free Press, and Rod Larse.

ACCEPTANCE OF THE CONSENT AGENDA

Mayor Yaeger asked if there were any corrections or additions to the consent agenda. Council Member Brooke Scheel stated she would like to add setting a quarterly workshop to the discussion agenda (item E). Council Member Mike Schrag made a motion to accept the consent agenda for October 21, 2025, in the amount of \$119,035.19 for payables and with the addition of item E under discussion agenda, adding quarterly workshops. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.

PUBLIC REQUESTS AND COMMENTS-Mayor Yaeger asked if there was anyone from the public who would like to comment and with no comments the mayor moved on.

ACTION AGENDA

A. Show Cause Hearing: 408 E. Alder Ave-Mayor Yaeger opened the show cause hearing for 408 E. Alder at 7:04pm. The purpose of the hearing was for the City Council to hear and consider the pertinent facts relating to show cause why a resolution should not be adopted, ordering the nuisance to be abated by the city or its designee with the costs of said abatement being charged against said landowner. Mayor Yaeger presented the resolution and pictures. Mayor Yaeger asked if there was anyone present on behalf of the property that would like to comment and there was no comment. Mayor Yaeger noted that the owner of the property was elderly, and his wife had recently passed away. Council Member Brooke Scheel suggested postponing to allow a personal conversation with the property owner given the circumstances. Council Member Michelle Plumb emphasized the need to consider the neighboring property values and community impact. It was noted that this had been an ongoing problem predating the recent life issues. Audience member Rod Larse stated he would like to make a comment before the resolution was passed as Michelle Plumb made a good point that the council represents other people in the neighborhood. It's very hard for someone to sell a home when a potential buyer drives half a block down and sees something like this. Council Member Dennis Chamberlain made a motion to authorize the City Clerk to proceed with the administrative abatement procedures to abate the public nuisance violation, which shall include passing Resolution No 2025-15, a resolution of the City of Ritzville declaring 408 E. Alder Ave to be a hazard and a menace to public health and providing for removal. Council Member Michelle Plumb seconded the motion. Council Member Brooke Scheel opposed. Motion passed 6-1. Mayor Yaeger closed the public hearing at 7:20pm.

- B. Personnel Policy Amendment, Resolution 2025-14-** Council Member Michelle Plumb stated that this be brought back in front of council. We heard some discussion last week in regards to certain aspects of it. Council Member Brooke Scheel made a motion to strike all changes except Section 12-2 (structure) and 12-3, amending to include 3 council members instead of 2. Council Member Dennis Chamberlain stated this is structured as a mayor's committee. Council Member Mike Schrag seconded the motion. Motion passed 6-1 with Council Member Michelle Plumb voting no.

DISCUSSION AGENDA

- A. Transportation Benefit District Timeline Update-** Clerk-Treasurer Julie Flyckt stated the City received notification from the newspaper that creating the transportation benefit district public hearing notice was not published in the newspaper. Once Flyckt found out, she sent the notification over to legal, the mayor and at that time the City had already sent the ordinances to the Department of Revenue. Legal let us know it could be considered invalid by the notice not being published. Instead of starting revenue in January the City will start receiving revenue in April. The process will start over again at the November 18th council meeting. Council Member Michelle Plumb made a motion to set a public hearing regarding creating a TBD and adoption of ordinances approving a .1% tax for November 18th at 7:00pm. Council Member Brooke Scheel seconded the motion. Motion passed 7-0.
- B. Temporary Construction Water Rate-**Community Development Director Tom Reese stated the water rate is a discussion item and at the next council meeting there will be the ordinance that codifies the resolution that was passed at the last council meeting authorizing the construction bulk water rate at \$5 per 1,000 gallons.
- C. 2026 Draft Budget Update-**Mayor Yaeger presented notes from the budget workshop including various committee requests. Council Member Scheel requested clarification on the tree board's \$6,000 allocation breakdown. Scheel stated she had requested at the workshop, \$5,000 be added for an external audit that was not initially included in the budget. The council discussed city council chamber's microphone and speaker replacement needs and Chief Suniga noted he would like to test some other options before any major equipment purchases are made.
- D. 2025 Financial Quarter 3 (Jan-Sept) Report-**Clerk Treasurer Julie Flyckt stated the STCU CD investment has been added to the report. Right now, at the end of September there is \$9,745,155 in cash & investments and in December of last year there was around the same amount. The current expense fund is low at 56% for expenditure and right now we are at 75% of the budget, with one quarter left to go. This is great except the reality is being down on the number of police officers is contributing to the decrease in expenditures. The decrease is in turn increasing the fund balance in the current expense fund. Moving forward, the finance committee and Mayor are discussing how to decrease that fund balance in the preliminary budget. There will need to be a budget amendment for the city streets fund as revenue is at 116.7% to budget and the expenditures are at 111.6%. Overall, most funds are in line with the 2025 budget.

Council Member Brooke Scheel proposed hiring an additional staff member starting July of 2026 to support grants, community development, and provide backup for additional street knowledge. This could be paid for out of water, sewer, TBD, this law enforcement tax, and some current expense. She emphasized the need for proactive rather than reactive staffing. She also noted the heavy reliance on Michelle and Scott for their street expertise with no internal backup.

- E. Setting Quarterly Workshop**-The council discussed the frequency and timing of the workshops. They all agreed upon February, May, August, and October as the quarterly schedule. Clerk-Treasurer Flyckt suggested the workshops not being scheduled for the same week as the regular council meetings. The council discussed agenda format including staff updates, committee reports, and project discussions. It was decided that workshops were to be held on Fridays when possible and format to include staff projects and open roundtable discussions.

MAYOR UPDATES-Mayor Yaeger stated he has been busy working on the 2026 budget.

COUNCIL COMMITTEE UPDATES:

- **Licenses, Rules and Permits**-No report.
- **Finance and Employee Benefits**-Council Member Schrag stated there is one item on the fee schedule draft that he would like to put on a future agenda so that everybody can get a copy of it, as the Finance committee has requested to push changes to planning and development fees until next year.
- **Health and Wellness**-Council Member Schrag stated they haven't met but they have a meeting set for the 28th at 4:00pm.
- **Public Safety**-No report.
- **Public Works**-Council Member Michelle Plumb stated they met with Dave and the crew for the Welcome signs.
- **Parks and Recreation**-No report.
- **Personnel Committee**-No report.

DEPARTMENT UPDATES

- A. City Attorney**-Attorney John Kragt was excused.
- B. Public Works**-Public Works Director Dave Breazeale stated they are going to start changing water filters tomorrow. Breazeale has received an email request from Council Member Brooke Scheel about the ADA ramp at Adams House. The City did not do that design as it was done by a private contractor. The City has already cold patched it once. Breazeale currently does not have any cold patches so he will get some ordered. Breazeale talked to RPI about the striping down at the charging station. The crew is going to try to pressure wash it off the parking stripes.
- C. Police Department**-Chief of Police Mike Suniga stated they did a quick patrol room remodel. The department is testing and evaluating a new camera system, which so far has been working as promised. Chief Suniga reminded the council come December time

the department is going to be short staffed due to some admin responsibilities. He is also going through the training processes with Code Red, and he noticed that we don't have some of the modules. He reached out to Sandy Duffey at the County and she asked if I could give her a few more weeks. The department created a SharePoint site at the department for their key documents, schedule, and time off requests, which are now all digital instead of paper. The department also entered into a maintenance contract for their HVAC systems. The company came out a couple of weeks ago and noticed a couple of the heat exchangers were damaged.

D. Fire-Chief Joel Bell was excused.

E. Clerk/Treasurer-Clerk-Treasurer Julie Flyckt stated she was going to be working on the preliminary budget for the next few weeks. The audit has been delayed a little due to illness, but it will be back on schedule tomorrow. Flyckt work with Tom Reese and Aren Murcar with SCJ Alliance to submit the quarterly SS4A report. Next steps will be follow up on the 110 applications.

F. Community Development-Community Development Director Tom Reese stated there have been a lot of people that have purchased lots or have been wanting to purchase lots and sub-divide. There have been some interesting questions regarding both infrastructure and zoning & planning. Reese continues to work with Kyle at ACDC to get another tenant in the old Starbucks building. The next Community Heart & Soul meeting is set for October 28th.

G.

ADJOURNMENT-With no further comments or business to come before the council, Mayor Yaeger adjourned the remote and in person meeting at 8:30pm.

Michelle Asmussen, Deputy Clerk-Treasurer

ORDINANCE NO. 2201

AN ORDINANCE OF THE CITY OF RITZVILLE, WASHINGTON AMENDING CHAPTER 10.10 BILLING AND COLLECTION FOR CITY UTILITIES AS ADOPTED IN ORDINANCE 2187 OF THE RITZVILLE CITY CODE TO ESTABLISH ATEMPORARY CONSTRUCTION WATER RATE AND AMENDING ORDINANCE 2185 FEE SCHEDULE TO ADOPT THE CITY FEE

WHEREAS, the City of Ritzville owns and operates a municipal water system under authority granted in RCW 35.92.010; and

WHEREAS, RCW 35.92.010 requires that utility rates be just, uniform, and nondiscriminatory, and RCW 35.92.020 authorizes cities to classify customers and adopt different rates for different classes of service, provided such rates are uniform within each class; and

WHEREAS, the City Council has determined that a distinct classification for Temporary Construction Water is necessary to ensure equitable billing, recover City costs, and prevent unauthorized use of hydrants and other connections; and

WHEREAS, RCW 35A.11.020 requires utility rates to be adopted by ordinance, and RCW 58.17.110 authorizes the City to impose conditions on plats to ensure adequate provision for water, utilities, and public services; and

WHEREAS, the City Council adopted Resolution No. 2025-13 declaring its intent to establish a Temporary Construction Water Rate and directed staff to prepare this ordinance;

WHEREAS, the said City Council conducted a public hearing on November 4, 2025 to consider the matter of said proposed fees; and

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

Section 1. Ritzville City Ordinance 2201, Chapter 10.10 Billing and Collection for City Utilities, shall be amended as follows:

Section 10.10.012 Temporary construction water rate.

A. Applicability.

This rate applies to water used for construction purposes, including but not limited to grading, dust suppression, soil compaction, street and utility construction, landscaping, and building development within the City of Ritzville.

B. Authorization.

Construction water shall be supplied only through hydrant meters, bulk water filling

stations, or other City-approved connections. Unauthorized use of City water for construction purposes is prohibited and subject to enforcement.

C. Rates and fees.

1. Consumption charge: \$5.00 per 1,000 gallons of water.
2. Hydrant meter deposit (refundable): \$1,500 per hydrant meter.
3. Hydrant meter rental fee: \$75.00 per month per hydrant meter.

D. Uniform application.

This rate shall apply uniformly to all persons or entities obtaining construction water within the City of Ritzville.

E. Billing.

Charges for construction water shall be billed monthly or at the time of purchase, as determined by the Clerk-Treasurer.

Section 2. City Fee Schedule Amendment. The 2025 City Fee Schedule shall be amended to add the temporary construction water rate as shown in Exhibit A to this ordinance.

Section 3. Severability. If any provision of this ordinance is declared invalid, the remaining provisions shall not be affected.

Section 4. Effective Date. This ordinance shall take effect and be in full force five (5) days after publication as prescribed in this ordinance.

READ in open meeting; **PASSED** by majority vote of the Council present: and

ORDERED PUBLISHED, this 4th day of November, 2025.

Scott Yaeger, Mayor

Approved as to form:

Attest:

John Kragt, City Attorney

Julie Flyckt, Clerk/Treasurer

City of Ritzville 2025 Fee Schedule

Attachment A

ADMINISTRATIVE FEES

Administrative Fee		\$25.00
Not Sufficient Funds (NSF) Check Charge		\$25.00
Copies	\$0.15/page	\$0.25/page (color)
Copies w/ Patron supplied paper	\$0.10/page	\$0.15/page (color)
Copies-Electronic (files/attachments)		\$0.05/four files
Copies-Electronic (gigabyte)		\$0.10/gigabyte
Copies-Mailing container/envelope		Actual Costs
Copies-Outside Vendor Fees		Vendor Fees
Copies-Postage/Delivery Charges		Actual Costs
Copies-Scanning		\$.10/page
Fax - Sending		\$0.50/page (\$1 min.)
Fax – Receiving		\$0.25/page
Lamination		\$1.00 min-\$1.00/foot
City Map –		
11"x 17" zoned plat map		\$0.75
11"x 17" zoned plat map (color)		\$2.00
Comprehensive Plan/Other Plans	\$.15/page or actual cost (if available)	
Development Code/Other Ordinances or Codes		\$.15/page

ZONING APPLICATION FEES

Zoning Confirmation Letter	\$ 40.00
Accessory Dwelling Review	\$150.00
Variance	\$350.00
Variance (Administrative)	\$100.00
Conditional Use Permit	\$450.00
Conditional Use Permit (Temporary Structures/Containers)	\$100.00
Comprehensive Plan Amendment – Map	\$500.00
Comprehensive Plan Amendment – Text	\$500.00
Planned Unit Development	\$800.00 + expenses
Comprehensive Plan Amendment	\$800.00 + expenses
Public Hearing Notices	\$5/parcel within 300'
For projects that are required to mail public hearing notices	

LAND DIVISION APPLICATION FEES

Subdivisions	
Preliminary Plat	\$1,000 + \$40.00 per lot
Final Plat	\$500 + \$10.00 per lot
Time extensions – file review and letter	\$40.00

City of Ritzville 2025 Fee Schedule

Attachment A

Short Plats

Preliminary

\$500.00 + \$25.00 per lot

Final plat

\$250.00 + \$10.00 per lot

Plat Amendment Application Fee

Charged the same as a "Final Plat"

Short Plat Exemption Letter Fee

\$40.00

Binding Site Plan

\$1,000

Parcel Combination/Boundary Line

\$200.00

Annexation Application

\$200 + expenses

Street or Alley Vacation

\$330.00

Administrative Permits

\$80.00

Appeal of Administrative Permit

\$110.00

Extra Plan Review by City Staff

\$55/hour

Outside Consultant

Actual Cost

TRAFFIC STUDY FEES

Trip Generation and Distribution Letter Review

\$300.00

Traffic Impact Analysis (TIA)

\$1,500.00

Traffic Impact Fees

Based on traffic study.

SIGN PERMIT FEES

Sign Permit

\$25.00 for < or =32 square feet

\$50.00 for >32 square feet

In addition to the permit fee, a plan check fee equal to 50 percent of the permit fee is required on all freestanding signs and signs costing over \$1,000 is required.

A re-inspection fee, in addition to the permit fee, may be charged equal to 50 percent of the permit fee.

FENCE PERMIT

Fence Permit

\$30.00*

*\$5.00 of the rate goes into the 112 Cumulative Reserve Fund

City of Ritzville 2025 Fee Schedule

Attachment A

ENVIRONMENTAL REVIEW

SEPA – Application Fees

SEPA Checklist Review (DNS & MDNS) \$200.00

SEPA EIS

EIS preparation and distribution costs shall be borne by the applicant or proponent.

Critical Areas – Application Fees

- | | |
|---|----------|
| 1. Critical Areas Filing Fee | \$100.00 |
| 2. Critical Areas Variance/Reasonable Use Exception Fee | \$350.00 |
| 3. Wetland Delineation Review Fee | \$150.00 |
| 4. Habitat Assessment/Management Plan Review Fee | \$150.00 |
| 5. Geotechnical Report Review Fee | \$150.00 |

Floodplain Development

- | | |
|------------------------------------|----------|
| 1. Floodplain Development Permit | \$40.00 |
| 2. Floodplain Development Variance | \$350.00 |

Shoreline Development

- | | |
|---|----------|
| 1. Shoreline Substantial Development Permit | \$500.00 |
| 2. Shoreline Substantial Development Permit Variance | \$500.00 |
| 3. Shoreline Substantial Development Conditional Use Permit | \$500.00 |
| 4. Shoreline Exemption Letter | \$40.00 |

City of Ritzville 2025 Fee Schedule

Attachment A

BUILDING AND CONSTRUCTION FEES

Fees for each International Building Code, International Residential Code, or Washington State Energy Code Permit shall be set as follows:

Table 1-A Valuation

Valuation per sft

1. Single-Family Residence (includes new construction, additions, and heated basements)	\$123.68/sft
2. Unheated unfinished basement/storage	\$ 45.92/sft
3. Single-Family Interior Remodel	Based on Valuation
4. Garages	\$45.92/sft
5. Carports or patio covers (concrete and wood)	\$28.00/sft
6. Wood Deck	\$15.00/sft

Residential and commercial valuations are based on square footage, occupancy use and type of construction.

Valuations for determining building permit fees are based on the Current International Code Council trade publication and are updated using the August publication each year. Calculations are based on type of use or occupancy and type of construction.

<https://www.iccsafe.org/wp-content/uploads/BVD-0815.pdf>.

Permit fees are based on project valuation see table 1-A once projected valuation has been determined.

City of Ritzville 2025 Fee Schedule

Attachment A

Table 1-B Valuation

BUILDING PERMITS

TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$25.85
\$501.00 to \$2,000.00	\$25.85 for the first \$500.00 plus \$3.35 for each additional \$100.00 or fraction thereof, to and including \$2,000.00.
\$2,001.00 to \$25,000.00	\$76.18 for the first \$2,000.00 plus \$15.40 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00.
\$25,001.00 to \$50,000.00	\$430.38 for the first \$25,000.00 plus \$11.11 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$708.13 for the first \$50,000.00 plus \$7.70 for each additional \$1,000.00 or fraction thereof to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$1,093.13 for the first \$100,000.00 plus \$6.15 for each additional \$1,000.00 or fraction thereof to and including \$500,000.00.
\$500,001.00 to \$1,000,000.00	\$3,557.13 for the first \$100,000.00 plus \$5.25 for each additional \$1,000.00 or fraction thereof to and including \$500,000.00.
\$1,000,001.00 and up	\$6,169.63 for the first \$1,000,000.00 plus \$3.85 for each additional \$1,000.00 or fraction thereof.

STATE BUILDING FEE

Projects permitted under the IRC	\$6.50
	\$2.00 per each additional unit
Projects permitted under the IBC or IEBC	\$25.00
	\$2.00 per each additional unit

PLAN REVIEW FEES

Plan review fee shall be paid at the time of submitting documents for review.

Plan Review by Building Inspector 65% of building permit

Additional Plan Review (required by changes, additions or revisions to plans, minimum charge-one-half hour) \$85.00/hr

Extra Plan Review by City Personnel \$55.00/hr

Outside Consultant Fee

(for use of outside consultants for plan checking & inspections or both) Cost of Service + Administrative Fee

ADDITIONAL INSPECTION FEES AND PENALTIES

Fees are based on two inspections and one re-inspection.

Re-inspection fees (under provisions of Section 305.8) \$100.00 per inspection

When such portion of work for which inspection is called is not complete, approved plans and permit is not on the site, or when corrections called for are not made.

Inspections outside of normal business hours \$130.00 per hour
(minimum charge 1 hr)

Inspections for which no fee is specifically indicated \$130/hr (1 hour min.)

Work done before permit is obtained. Double the permit fee.

OTHER RESIDENTIAL PERMIT FEES

Manufactured Home/Mobile Home Based on project value

Moving Permit (i.e. mobile homes, manufactured homes) \$50.00

City of Ritzville 2025 Fee Schedule

Attachment A

Swimming Pool (5,000 gallons & over or over 24" in depth)	Based on project value
Residential Re-Roof	\$150.00
Residential Mechanical (includes gas piping, etc.)	\$40.00
Residential Plumbing (hot tub, water heater, water softener, etc.)	\$40.00
Siding, Windows and Doors	\$44.50
Gas, Pellet and Stove Fireplaces	\$52.70
Demolition Permit (<2,500 sft)	\$130.00
Demolition Permit (>2,500 sft)	\$175.00
(structures under 250 sft exempt)	
Temporary Tents/Canopies/Air Structures Private Use (includes review)	\$75.00

OTHER COMMERCIAL PERMIT FEES

Demolition Permit (<2,500 sft.)	\$130.00
Demolition Permit (>2,500 sft.)	\$175.00
Temporary Tents/Canopies/Air Structures Public Use & Review	\$150.00
Commercial Reroof (nonstructural)	Based on Project Value
Fuel Tank Installation	\$50.00
Fuel Tank Removal	\$50.00

TABLE 2-A COMMERCIAL MECHANICAL PERMIT FEES

The following are component based fees for projects such as tenant improvements or fixture upgrade and are not associated with new construction building permit fees.

Mechanical Permit Issuance	\$50.00
Unit Fee Schedule (in addition to the issuance fee)	
Furnace System	\$38.00
Appliance Vent	\$13.00
Ventilation Fan	\$13.00
Boiler/Compressor/Absorption Unit	\$65.00
Air-Handling Unit	\$25.00
Exhaust Hood, Type I, Type II	\$50.00
Incinerator	\$33.00
Miscellaneous Appliances	\$37.00

City of Ritzville 2025 Fee Schedule

Attachment A

TABLE 3-A COMMERCIAL PLUMBING CODE FEES

The following are component-based fees for projects such as tenant improvements or fixture upgrade and are not associated with new construction building permit fees.

Commercial Plumbing Permit Issuance	\$46.00
Unit Fee Schedule in Addition to the Issuance Fee	
Each fixture or trap or set of fixtures on one trap	\$13.50
Each Water Heater and/or vent	\$13.00
Each industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture traps	\$13.00
Each installation, alteration of water piping and/or water treatment	\$13.00
Each installation or alteration of a drainage or vent piping, each fixture	\$13.00
Atmospheric-type vacuum breakers, 1-5	\$10.00
Atmospheric-type vacuum exceeding 5, each	\$2.00
Backflow protective device other than atmospheric-type vacuum breakers	\$40.00
Initial installation and testing for a reclaimed water system	\$46.00
Each annual cross-connection testing of a reclaimed water system (excluding initial test)	\$46.00
Each medical gas piping system serving 1-5 inlet(s)/outlet(s) for a specific gas	\$88.00
Additional medical gas inlet(s)/outlet(s), each	\$8.00
Gas piping system, 1-5 outlets	\$10.00
Additional gas piping outlets, each	\$2.00
Bathtub/Shower	\$13.00
Bidet	\$13.00
Clothes Dryer	\$13.00
Dishwasher	\$13.00
Drinking Fountain	\$13.00
Floor Drain	\$13.00
Grease Trap	\$13.00
Hose Bib	\$13.00
Ice Maker	\$13.00
Laundry Tub	\$13.00
Pressure Reducing Valve	\$13.00
Roof Drain	\$13.00
Sink (kitchen/bath)	\$13.00
Urinal	\$13.00
Water Closet	\$13.00
Disposal Systems each building and each trailer park sewer	\$24.65
Sprinkler Permit Backflow device	\$25.00 + expense
Repairs/Additions each heating appliance, refrigeration unit	\$7.25

City of Ritzville 2025 Fee Schedule

Attachment A

TABLE 4-A Fire Code Permit Fees:

Fire Sprinkler Permit Fee Schedule

Plan Review fee is due at time of application submittal*

Commercial Tenant Improvement Fire Sprinkler or System Modification Fees:

Number of Heads or Devices		Breakdown		Total
From	To	Inspection	Plan Review	
1	10	\$60	\$70	\$130
11	30	\$80	\$110	\$190
31	50	\$80	\$160	\$240
51	100	\$120	\$240	\$360
>100		40%	60%	\$360 plus \$110 per 100 additional devices or portion thereof.

New Commercial Fire Sprinkler System Fees:

Number of Heads or Devices		Breakdown		Total
From	To	Inspection	Plan Review	
1	40	\$80	\$530	\$610
41	100	\$120	\$515	\$635
101	300	\$200	\$510	\$710
>300		40%	60%	\$710 plus \$120 per 100 additional devices or portion thereof.

13D (One and Two Family Residential) Fire Sprinkler System Fees:

Number of Heads		Breakdown		Total
From	To	Inspection	Plan Review	
1	40	\$80	\$270	\$350
>40		\$120	\$380	\$500

City of Ritzville 2025 Fee Schedule

Attachment A

Other Components:

Device	Breakdown		Total
	Inspection	Plan review	
Per Supply installed by fire sprinkler contractor (Includes 1 post/wall Indicator valve and 1 fire department connection)	\$0	\$45	\$45
Per Supply installed by other than fire sprinkler contractor	\$0	\$130	\$130
Per Riser (Each interior zone supply)	\$0	\$45	\$45
Per Standpipe (FDC supply inlet and associated outlets)	\$120	\$390	\$510
Fire Pump	\$120	\$555	\$675

Over the counter permit Inspection fee (25 head maximum): \$110

C. Fire Alarm permit fee schedule.

Plan review fees are due at time of application submittal. The following fees shall apply:

Commercial Tenant Improvement Fire Alarm or System Modification Fees:

Number of Devices		Breakdown		Total
From	To	Inspection	Plan Review	
1	10	\$80	\$120	\$200
11	20	\$120	\$160	\$280
21	40	\$120	\$210	\$330
41	100	\$180	\$230	\$410
>100		40%	60%	\$410 plus \$200 per 100 additional devices or portion thereof.

New Commercial System Inspection Fees:

Number of Devices		Breakdown		Total
From	To	Inspection	Plan Review	
1	25	\$80	\$120	\$200
26	50	\$120	\$190	\$310
51	100	\$180	\$305	\$485
>100		40%	60%	\$485 plus \$200 per 100 additional devices or portion thereof.

Over the counter permit Inspection fee (10 device maximum): \$110

City of Ritzville 2025 Fee Schedule

Attachment A

In addition to the device fees imposed by this section the following charges shall also apply:

New or Replaced:

Fire Alarm Device Type	Breakdown		Total
	Inspection	Plan review	
FACP	\$20	\$150	\$170
Transmitter	\$20	\$110	\$130
Power Sub Panel	\$0	\$60	\$60

D. Miscellaneous fees.

Fixed Fire Extinguishing System Fees

System Type	Breakdown		Total
	Inspection	Plan review	
Full systems (Including piping, nozzles and releasing panel)	\$50	\$275	\$325
Tenant Improvement or System Modification (Nozzle change/move)	\$50	\$110	\$160
Temporary membrane structures, tents and canopies:	\$50	\$80	\$130
Flammable/combustible liquid storage tank installation/removal:	\$50	\$160	\$210

City of Ritzville 2025 Fee Schedule

Attachment A

DOG LICENSES & FEES

Neutered or Spade Dogs	\$15.00
Un-neutered or Un-spade Dogs	\$30.00
Late Fee (after March 1)	\$25.00
Shelter	\$25/day
1 st Dog Fine	\$50.00
2 nd Dog Fines	\$150.00
3 rd and thereafter Misdemeanor Criminal Citation	up to \$1,000.00
Cruelty to Dog Fine	\$150.00

BUSINESS/SOLICITOR LICENCE FEES

Business License Fee	\$30.00
Business Licensing Service Origination Fee (first license)*	\$19.00
Business Licensing Service Renewal Fee (after first license)*	\$11.00
Business Licensing Service Late Fee* (after 4/30)	\$50% of License Fee
Solicitor Applicant License Fee	\$100.00
Solicitor Investigation Fee	\$25.00/applicant

*State Business Licensing Service processing fees are established by Chapter 19.02.075 RCW.

AIRPORT FEES

Commercial Users 1 -	\$750 per year plus lease
Full-time - using airport for a 90 day period or more annually and operating off of City owned property	
Commercial Users 2 -	\$250 per month plus lease
Seasonal - using airport less than a 90 day period annually and operating off of City owned property	
Commercial Users 3 -	\$750 per year
Full-time - using airport for a 90 day period or more annually and operating from personally owned property	
Commercial Users 4 -	\$250 per month
Seasonal - using airport less than a 90 day period annually and operating from personally owned property	
Private Plane 1 -	\$25 per month
Tie down parking user using airport for takeoff and landing plus parking/storing fee	
Private Plane 2 -	\$150 per year
Part-time user up to 10 flights annually and full-time user more than 10 flights annually - using airport for takeoff and landing only from privately owned property.	
Parking/Storing plane on City owned ramp/tarmac	\$1 a day after first 7 days
Airport Access Fees -	\$75 per year
For non-airport use only - Applies to property owners whose property is being accessed for non-airport use from City owned airport property.	
Lease of City Owned Property	\$.11 per square foot with a \$300 minimum

City of Ritzville 2025 Fee Schedule

Attachment A

A commercial user is defined as private individual, sole proprietor, or corporation that falls into one or more of the following categories:

1. Uses their airplane either on a full-time or part-time basis out of necessity or personal choice to operate their business.
2. Licenses their plane under their business name.
3. Lists their plane on their business depreciation schedule.
4. Claims the cost of operating and/or maintaining their plane as a business expense on their business tax return.

GOLF

Season Passes (January 1 to December 31)

Cost Tax

Not Included

Adult Single	\$640.00
Additional Ticket (immediate adult family member)	\$225.00
Children 14 and under are FREE with a permit holder	
First Time Season Ticket Holder	\$460.00
Senior Citizen* (55 or older)	\$460.00
Seniors Additional Ticket* (immediate family member)	\$225.00
Family Pass (1 adult, 1 immediate adult family member, kids included under 18 yrs.)	\$875.00
Student** <18 years old	\$103.00
College Student***	\$155.00
Punch Ticket-10-9 hole games	\$155.00

Greens Fees

Weekday

Weekend

9 Holes	\$18.00	\$21.00
18 Holes	\$26.00	\$29.00
Student** <18 years old	\$11.00	
Senior Citizen* (55 or older) 9 hole games	\$16.00	
Senior Citizen* (55 or older) 18 hole games	\$21.00	
Winter Fees - 9 Holes	\$11.00	
Monday Special – any round/person	\$15.00	
Trail Fees	\$10.00 Daily \$100.00 Season	

Golf Fees do not include 8% sales tax.

*Senior tickets are good on Monday thru Friday only – not on weekends or holidays.

**Students would be classified as High School and younger and good for all days.

***College students are any student with current college ID.

Immediate family members include spouse and children under the age of 21 and living at home.

Trail fee stickers must be visible and presented upon request.

City of Ritzville 2025 Fee Schedule

Attachment A

CEMETERY FEES

	Non-Resident	Resident
Cemetery Lot*	\$1,025 + tax	\$775.00 + tax
Ash Cemetery Lot*	\$775.00 + tax	\$525.00 + tax
Lot Opening/Closing	\$750.00	\$625.00
Lot Opening/Closing (Weekend)	\$975.00	\$850.00
Niche Drawer*	\$875.00 + tax	\$750.00 + tax
Niche Opening/Closing	\$525.00	\$400.00
Niche Opening/Closing (Weekend)	\$650.00	\$525.00
Ash Burial	\$525.00	\$400.00
Ash Burial (Weekend)	\$650.00	\$525.00
Setting Small Headstone (under 2 feet)	\$385.00	\$260.00
Setting Single Headstone	\$405.00	\$285.00
Setting Double Headstone	\$430.00	\$305.00
Cup Setting	\$275.00	\$225.00
Load of Dirt	\$255.00	\$215.00
Disinterment Full Body (Weekday)	\$2,175.00	\$2,175.00
Disinterment Full Body (Weekend)	\$3,175.00	\$3,175.00
Disinterment Ash	\$875.00	\$875.00
Payment Plan – Admin. Fee	\$40.00	\$20.00

* - 20% of the rate goes into Cemetery Reserve Fund

City of Ritzville 2025 Fee Schedule

Attachment A

WATER & SEWER CONNECTION FEES (City Code 10.10)

Water connection fees	\$1,600 + actual cost of meter
Water Line Tap fee	\$250.00
Sewer Backflow Device	Actual cost of device
State of Washington Fee	\$6.50
Administrative Fee	\$20.00

WATER & SEWER SYSTEM DEVELOPMENT COSTS (City Code 10.10)

Water System Development Charges for Various Meter Sizes – Not Including Water Rights Component

Description	ERUs	SDC for Main Pressure Zone *	SDC for Weber Rd. Pressure Zone *
¾" Meter & 1" Meter	1.0	\$809	\$1,350
1-½" Meter	3.3	\$2,670	\$4,455
2" Meter	5.3	\$4,288	\$7,155
3" Meter	11.7	\$9,465	\$15,795
4" Meter	20.0	\$16,180	\$27,000
6" Meter	41.7	\$33,735	\$56,295
Special Cases ⁽⁴⁾	Case by Case	TBD	TBD

* Does not apply to fire hydrants or fire systems City irrigation systems.

Wastewater System Development Charges for Various Meter Sizes

Description	ERUs	SDC w/ Future Growth Component
Residential: Single-Family, Duplex, 3-plex, 4-plex	1.0 / DU	\$1,287/ DU
Non-Residential	¾" Meter & 1" Meter	\$1,287
	1-½" Meter	\$4,247
	2" Meter	\$6,821
	3" Meter	\$15,058
	4" Meter	\$25,740
	6" Meter	\$53,668
Special Cases	TBD	TBD

City of Ritzville 2025 Fee Schedule

Attachment A

WATER, SEWER, & SANITATION FEES (City Code Chapter 10)

Water Fees:

Cubic Feet

0-599	\$53.30
Every 100 after	\$1.50

Bulk Water - Meter

Setup Fee	\$50.00
Deposit	\$700.00
Meter Rental	\$6/day

Bulk Water Fees

First 1,000 Gallons	\$75.00
Every 1,000 thereafter	\$20.00

Temporary Construction Water Rate

<u>First 1,000 Gallons</u>	<u>\$5.00</u>
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<u>Every 1,000 thereafter</u>	<u>\$5.00</u>
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<u>Hydrant Meter Deposit (Refundable)</u>	<u>\$1,500/hydrant</u>
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<u>Hydrant Meter Rental</u>	<u>\$75.00/month/hydrant</u>
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Utility Fees

Open/close account fee	\$20.00
Change of account fee	\$20.00
Turn On/Off Fee	\$50.00
Penalty Fee	Past Due
Meter Tampering Fee	5% of total past due
Broken Meter Lock	\$50.00/occurrence
Pull Meter Fee	\$150.00
Utility Tax Fee	\$100.00
Outside City Limits	10% of total water amount
Utility Deposit	\$79.95
	\$300.00

City of Ritzville 2025 Fee Schedule

Attachment A

Sewer Fees:

	Base Fee	Unit Fee
Residential & Churches	\$59.75	
Business Offices & Day Care	\$62.76	
Motels, Hotels, Tourist Courts	\$59.75	\$6.75*
Seasonal Trailer Parks	\$59.75	\$5.60
Multi-family Housing	\$59.75	\$13.00
Tavern, Service Stations, Restaurants, Drive-Ins, Convenience Stores	\$76.26*	
Hospital, Rest Home, Schools, Courthouse	\$102.49*	
Retired Person(s)	\$54.00**	
Outside City Limits	\$89.63 (50% Surcharge to basic fee)	
Utility Tax Fee	10% of total sewer amount	
Sewer Overage	\$0.40/100 cubic feet	
Sewer Inspection Fee	\$50.00	

*Subject to sewer overage. Based on water consumption over 599 cubic feet

**Retired person(s) (62 years or older) requirements for discount:

1 person:	annual household income is below \$30,500
2 persons:	annual household income is below \$34,900
3 persons:	annual household income is below \$39,250
4 persons:	annual household income is below \$43,600
5 persons:	annual household income is below \$47,100
6 persons:	annual household income is below \$50,600
7 persons:	annual household income is below \$54,050
8 persons or more:	annual household income is below \$57,550

Sewer Indebtedness Fee:

(Charges applied if there is water available per Ordinance 2058)

Residential & Churches	\$37.00
Business Offices & Day Care	\$40.00
Motels, Hotels, Tourist Courts	\$37.00 + 3.85/unit
Seasonal Trailer Parks	\$37.00 + 3.20/unit
Multi-family Housing	\$37.00 + 7.50/unit
Tavern, Service Stations, Restaurants, Drive-Ins, Convenience Stores	\$48.00
Hospital, Rest Home, Schools, Courthouse	\$65.00

Septage:

License to dump septage in the City of Ritzville	\$25.00
Appointment Fee to dump the septage	\$25.00
Per Gallon (at point of origin & per truck load*)	\$0.28

*At point of origin is where the septage is pumped into the truck and per truck load means the amount the truck will hold not how many gallons were pumped.

City of Ritzville 2025 Fee Schedule

Attachment A

Sanitation:

Residential 1 Toter	\$23.17
Residential 2 Toters	\$46.33
Residential 3 Toters	\$69.50
Commercial 1 Toter	\$23.17
Commercial 2 Toter	\$46.33
Commercial 3 Toter	\$69.50

	4 pu/mon	8 pu/mon	12 pu/mon	16 pu/mon
1 yard Dumpster	\$78.11		\$144.60	\$201.07
1 ½ Yard Dumpster	\$103.09		\$157.58	
2 yard Dumpster	\$130.37	\$244.57	\$367.27	
3 yard Dumpster	\$194.31	\$365.66	\$481.53	
4 yard Dumpster	\$245.92	\$465.29	\$648.71	\$836.49
6 yard Dumpster	\$346.23	\$615.26	\$922.98	\$1,207.33

6 yard Dumpster	20 pu/mon
	\$1,724.43

20 Yard Dumpster	\$209.57/pull plus tonnage
15 Yard Compactor	\$232.93/pull plus tonnage

Tote Replacement	\$155.15
Rental Fee 20 yard dumpster	\$8.56/day
Extra Garbage	\$14.98/yard
Stripping Fee	\$10.70/container OR \$37.45 for 20/30 yard containers
Return Trip	\$53.50 each
Appliance	\$32.10
Delivery or Pick-up Fees - Residential	\$32.10
Delivery or Pick-up Fees - Commercial	\$32.10
Weekend Service Fee	150% of regular service cost
Utility Tax Fee	10% of total garbage amount

KYSAR MECHANICAL INC.

PO Box 1116

Davenport

WA 99122

Ph: (509) 725-5900

Consultant: Johnny



Proposal To

RITZVILLE POLICE DEPARTMENT

209 N Adams St

Ritzville, WA 99169

Ph 1: (509) 660-7625

Sales Date: 10-31-2025

Purchase Order: RD103025DKH3

Package type: Basic

Department: HVAC

Proposal: RD103025DKH3

Work To Be Performed

Our Basic package comes with a 2-year workmanship guarantee

replace heat exchanger on

4ton - * Trane YHC048E1EHA000D00 ser. 711103029L (in stock at factory)

3ton - * Trane YHC036E1EMA00D ser. 711102925L (out of stock did have timeline for ship date)

includes labor and related materials

Materials

SKU	Description	Qty
kmh	Trane heat exchangers per model number of unit	1
MIS-00001	misc screws, tape, caulk	2

Sales Tax: 8 %

Sales Tax Amount: 446.71

Amount: \$ 6,030.56

Basic Guarantee

Your Basic investment is stamped with a 2 -year workmanship guarantee!

Kysar Mechanical Inc. Good investment warrants our project to be free from defects in workmanship from date of installation to the original owner with a 2-year workmanship guarantee.

Terms:

Your 2-year guarantee is on workmanship and not a materials warranty, materials would be covered under the manufacturer's warranty. This 2-year guarantee is non-transferable from original owner and is void upon resale of This 2-year guarantee workmanship.

Qualification:

Your investment of the Basic investment must be paid in full. During the terms of your 2-year workmanship guarantee, if defects in workmanship are found, original home owner must notify Kysar Mechanical Inc. within 10 days by telephone or e-mail and confirm by written notice.

Limitations:

Guarantee does not cover acts of omissions of other trades, natural weathering, recommended maintenance, lightning, flood, earthquake or any natural disaster or unusual phenomenon of elements.

KYSARMI922CF

Upon Request



Agreement for Supplementation Services

PREPARED FOR:

Ritzville, Washington

PREPARED BY:

Taylor Kelly

Sales Support Specialist

TKelly@generalcode.com

585-761-0162

DATE:

October 17, 2025

10/17/2025

Julie Flyckt
Clerk/Treasurer
City of Ritzville
210 W Broadway Avenue
Ritzville, WA 99169

Dear Julie,

The enclosed Agreement provides for the continuation of codification services as provided by General Code, LLC® from November 1, 2025, to October 31, 2026. If you'd like to adjust these dates, just let me know and I can send you an updated copy. If the City would prefer a different term length, let me know and I can discuss our options with my team.

If the terms outlined in this Agreement are acceptable, please have your signatory sign the last page and return it to me. We will provide you with a fully executed copy for your records once we sign.

We look forward to our continued work with Ritzville and your office on this very important project. Thank you for your continued assistance.

Very truly yours,

A handwritten signature in cursive script that reads "Taylor Kelly".

Taylor Kelly

Scope of Services

Ritzville, Washington

November 1, 2025 – October 31, 2026

General Code shall continue to provide electronic updates, supplement services, and online hosting services to Ritzville, Washington.

Supplements

General Code's supplementation service includes, but is not limited to, codification of new ordinances, creation of files for a web-based code, publishing of supplements to the printed code, and code archiving.

The work on your supplement specifically focuses on the new legislation being incorporated with each supplement. For each supplement we provide project management, recordkeeping, processing, professional review of new legislation, and consult throughout the project. Our goal is to make the information easily accessible without altering in any way the meaning of what was originally adopted. As part of our process for new legislation, we will:

- > Acknowledge receipt of all materials
- > Verify adoption of all legislation, including date of action by governing body
- > Review legislation and distinguish between Code and non-Code material
- > Update record of legislation received and its disposition (Disposition List)
- > Request any missing legislation/missing pages
- > Determine proper placement of legislation within Code
- > Impose or utilize the adopted flexible section numbering system that allows for later changes
- > Create/modify chapter, article and/or section titles
- > Add historical annotations
- > Add any necessary cross references
- > Include editorial notes to sections that require additional explanation
- > Correct any misspellings so that searchability in eCode360 is not compromised
- > Impose a distinctive style for definitions, to aid Code user in quickly finding the meaning of a particular term
- > Maintain legislative integrity by following the original tables and graphics and, where necessary, improving the presentation so that the information contained therein is easily accessible
- > Impose standard internal section organizational hierarchy consistent with the rest of the Code
- > Impose standard style conventions consistent with the rest of the Code, i.e., number citation, capitalization, nonsubstantive grammar and punctuation, internal and statutory reference citation

- > Confirm accuracy of internal references; correct as necessary and appropriate
- > Confirm accuracy of statutory references; correct as necessary and appropriate
- > Read and review for missing wording; internal conflicts
- > Notify client of any issues and concerns noted and work together to determine appropriate resolution
- > Update to Premium eCode360

eCode360 Premium Online

Our *eCode360* platform is designed specifically to house codified laws and municipal information. *eCode360*'s intuitive design, responsive navigation, and robust search functionality drive performance and user satisfaction.

Simple for Everyone

eCode360 offers a user experience that's simple and intuitive. Our easy-to-use, uncluttered interface allows users to access, search and share Code sections with incredible speed and precision on desktop and mobile devices. It provides the power to communicate information to everyone in your municipality like never before.

24/7/365 Access and Security

General Code supports your community through technologies that transform your users' experience and empower your community to access, navigate and share your Code in exciting new ways. Our *eCode360* platform was designed by our own in-house team of software engineers, experts who understand the importance and value of simplifying how you access and use your Code, generating an impressive 71,000 users a day while boasting an incredible uptime average of 99.9%. *eCode360* is available 24/7, 365 days a year.

eCode360 is hosted on Amazon Web Services (AWS)'s EC2, which has an uptime guarantee of 99.99%. Our servers are backed up using IT industry best practices, taking advantage of multiple redundancies and regions within AWS. In addition to a robust disaster recovery plan, we have taken steps to avoid disaster by building *eCode360* from the ground up to be secure and scalable. The system is designed and engineered to minimize the possibility of intrusion and uses multiple leading-edge technologies to harden and secure the service.

eCode360 is our proprietary platform *and* does not require any Folio installation or licenses.

Maintenance and Updates

eCode360 is maintenance-free for our users. General Code employs a team of software developers, web application developers and system administrators who maintain and update the platform to give you an intuitive and seamless experience with your Code. Each time your Code is supplemented, General Code will automatically update your *eCode360* to reflect any changes that were made to the Code.

Premium eCode360 includes the following features:

New Laws	Between regular Code supplements, General Code will temporarily post PDF copies of new legislation to your online Code
Custom Settings for Admin Users	Control the look of your eCode360 by selecting custom colors and accents, and uploading a custom banner or photo
Easy and Flexible Searching	Search by key words, phrases, section numbers and more
Electronic Index	A comprehensive list of key words and phrases to speed searching
Dynamic Table of Contents	Users can find the information they need and see their current location with a table of contents that moves as users browse
Email or Share Links	Email a link to a specific Code section or share via social media
Printing	Print with user-friendly functionality and a variety of user options
Bookmarking Searches	Save "favorites" to quickly return to sections of the Code
Archive View	View a permanent archive of your Code, updated with each supplement
"Sticky" Table Headers	Table headers remain stationary as you scroll
Translate	Users can view your Code in more than 100 additional languages
eCode360 Search App	Use your mobile device to search your Code
Linked New Laws	As new legislation is posted, we will add links from the New Laws section of eCode360 to the affected Code chapters or articles
Public and Private Notes	Create personalized links and annotations within the Code
Multicode Search	Search across multiple Codes by municipality, geographic region, government type or population to find sample legislation or other Code content for zoning use, legal cases or historical research
Download to Word	Administrative users can download Code text to a Microsoft Word document to edit and track changes when drafting new legislation
Download to PDF	Public users can directly download Code text to a PDF document
New Laws Indicator	Code Change Indicators help users identify sections of your Code that have been changed and provide links to the new legislation
Advanced Search	Search across the Code, Public Documents, New Laws and Notes using an intuitive query tool and filtering system to quickly pinpoint the most relevant information
Customizable Titles	Administrative users can add customized titles and comments to your legislation in New Laws
eAlert	Public users can sign up to receive notifications of changes in the Code
PubDocs Module	Post non-Code documents along with your online Code

Supplementation Costs

Supplement Service

Editorial rate	\$23.50 per page
Index rate	\$7.00 per page
Graphics, maps, tables, diagrams (additional charge per page)	\$15.00 per page
Small Supplement charge – supplements under 10 pages	\$100.00 per supplement
Printed supplement pages	\$0.15 per impression
PDF creation – supplemented pages only	\$0.00 (new PDF-only pages charged at editorial rate)
PDF creation – full code with supplement pages incorporated	\$75.00 per hour
Shipping and handling	at cost

Ongoing Service Costs

eCode360 Online Code

eCode360 Premium Annual Maintenance	\$1,195.00
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The maintenance fee is an annual recurring flat fee that begins following the initial posting of eCode360. Therefore, we recommend that the City budget for this service each year. The fee covers annual licensing, web hosting, posting of new legislation between regular Code supplements and the PubDocs Module. Please note that this does not include the cost for codifying new legislation.

Above prices are valid for the first year of services. Thereafter, fees may be increased annually consistent with the Producer Price Index for Publishing Industries, published by the U.S. Dept. of Labor.

Authorization Agreement

Ritzville, Washington hereby agrees to the procedures set forth in the attached description of services dated October 17, 2025.

Ritzville, Washington hereby agrees to the procedures outlined above, and to General Code's Terms and Conditions, which are located here: [Terms and Conditions](#)

Ritzville, WA

By: _____

Witnessed by: _____

Title: _____

Title: _____

Date: _____

Date: _____

General Code, LLC

By: _____

Witnessed by: _____

Title: _____

Title: _____

Date: _____

Date: _____

This document serves both as a proposal and as an agreement. To accept this proposal and delegate authority to General Code to administer the project, complete the form above, including authorized signatures.