



EPHRATA CITY COUNCIL

MAYOR BRUCE REIM MAYOR PRO-TEM WILLIAM COE
KATHLEEN ALLSTOT, SARAH McDONNELL, VALLI MILLARD,
MATT MOORE, TONY MORA, MARK WANKE
CITY ADMINISTRATOR MIKE WARREN

– AGENDA FOR 15 APRIL 2020 –

ZOOM CALL IN—DIAL INPHONE NUMBER 415-762-9988, follow prompts
City of Ephrata Meeting ID: 642-397-7833

7:00 PM

REGULAR SESSION

1. Called to Order
2. Roll Call
3. Pledge of Allegiance
4. Recording of Meeting: **NO**
5. Additions or corrections to published Agenda
6. Presentations:

II CONSENT AGENDA

1. Approval of Claim Fund Bills and Checks Issued
2. Approval of Council Minutes: 4 March 2020
3. Approval of Special Event Application:

III STAFF, COMMITTEE, & AGENCY REPORTS

1. Ephrata Parks and Recreation—Bold reopen essential child care

IV CLOSED RECORD DECISIONS [RCW CHAPTERS 36, 42: OPEN PUBLIC INPUT NOT PERMITTED]

V PUBLIC HEARINGS

VI ORDINANCES & RESOLUTIONS

1. Resolution NO 20-008 --Coronavirus Response Act (Leave)

VII ITEMS FOR COUNCIL CONSIDERATION

1. Extending Resolution NO 200-006 to April 31, 2020

VIII CITY ADMINISTRATOR REPORT



CITY COUNCIL MINUTES March 18, 2020

City Council of the City of Ephrata, Grant County Washington met in regular session on March 18, 2020. The meeting was called to order at 7:00 p.m. by Mayor Bruce Reim.

Members Present: Mayor Bruce Reim, Mayor Pro Tem William Coe, Council members Mark Wanke, Matt Moore, Valli Millard, Sarah McDonnell, Tony Mora and Kathleen Allstot.

Staff Present: City Administrator Mike Warren, City Attorney Katherine Kennison/Anna Franz, Community Development Director Daniel Leavitt, Public Works Director Bill Sangster, Community Relations Director Traci Bennett, Interim Police Chief Erik Koch, Fire Chief Jeremy Burns and City Clerk/Finance Director Leslie Trachsler.

Council member Allstot joined the meeting telephonically.

Pledge of Allegiance was said.

No public signed up to speak. This meeting is not being recorded.

Agenda: Agenda was amended adding items 1, 2 and 3 to Section VI Ordinances and Resolutions. Motion to approve amendments to the agenda. (m/s Millard/Wanke) Motion carried.

Presentations: None

Consent Agenda: Motion was made to approve consent agenda. (m/s Mora/McDonnell) Motion carried.

Items on the consent agenda are as follows:

Claims #91570 through #91623 in the amount of \$137,346.43
VOIDED Claim #46483 in the amount of (\$70.13)
Claim #91569 in the amount of \$70.13
Manual Claims #86032020, 87032020, 88032020, 89032020 in the amount of \$3,027.39

Electronic Fund Transfer in the amount of \$19,822.21

Minutes of the March 4, 2020 Council meeting

Approval of Special Event Applications:

- Easter Egg Hunt on April 11th at Lions Park from 12:00 p.m. to 2:00 p.m.
- Rotary Youth Parade on June 11th from 5:00 p.m. to 7:30 p.m. downtown corridor
- Autism Awareness Walk on May 16th at C Street Courthouse/1st Avenue SW/Division Street from 8:00 a.m. to 4:30 p.m.
- REI Mountain Bike Photo Shoot on March 18th on Beezley Hill Bike Trails from 7:00 a.m. to 2:00 p.m.

Public Hearing – Water Use Efficiency (WUE) Goals: Mayor Reim opened public hearing at 7:01 p.m. Director Sangster reported that this hearing is to gather input regarding the Water Use Efficiency Goals that will be part of the Water Comp Plan. The current goals included are:

- Supply Side:
 - Maintain distribution system leakage below 10 percent
- Demand Side:
 - Reduce average residential per capita use. Currently at 484 gallons per day per ERU to a level of 465 gallons per day per ERU or less over the next 6 years
 - Notify customers of high meter reads
 - Water conservation rates
 - Educate customers thru annual Consumer Confidence Report (CCR)

There being no public comment, Mayor closed public hearing at 7:02 p.m.

Resolution 20-006 – Compensation for Employees in response to COVID-19: Mayor Reim advised Council that in light of the health crises currently facing the Nation, staff is recommending Council establish policy whereby regular employees who are ready, willing and able to work but for health and safety reasons are precluded from doing so would receive their normal compensation.

Mayor Reim reported that there is a lot of expectation on the state and federal level on how to deal with employees during a required 14 day quarantine. He advised that City Hall closed to lobby traffic today to limit staff exposure. City Hall staff will split into two crews to ensure continuous operations. This policy is intended to be short term, however will be periodically reviewed to return operations back to normal as soon as possible. Impacts to the budget will be monitored closely.

Motion to approve and accept Resolution 20-006 regarding compensation for employees during certain emergency health crises and other matters relating thereto. (m/s Coe/Moore) Motion carried.

Resolution 20-007 Ratifying Mayors Proclamation Declaring a State of Emergency: Mayor Reim advised that the evolution of the novel coronavirus (COVID-19) has been

identified by the CDC as having a “very high” potential public health threat both globally and in the United States. Already there are over 1012 confirmed cases in Washington State and 52 fatalities with 7 confirmed cases in Grant County. On February 29, 2020 Washington Governor, Jay Inslee, declared a public health emergency for COVID-19; on March 12th Grant County Health Officer proclaimed a countywide public health emergency.

Mayor Reim reviewed the emergency protocols enacted by this Proclamation. This Proclamation will expire on April, 28, 2020 unless further extended by formal action of Council. Council discussion.

Motion to accept and approve Resolution 20-007 Ratifying Mayor Reims Proclamation Declaring a State of Emergency. (m/s Mora/Moore) Motion carried.

Ordinance 20-01 – Suspending Late Fees and Utility Terminations and Declaring an Emergency: Mayor Reim advised Council that in light of the COVID-19 Pandemic facing the Nation and the declaration by the Governor a State of Emergency, he is recommending a temporary suspension of late fees on utility accounts and delaying termination of service for non-payment and declaring an emergency.

Council discussion regarding payment arrangements and the need to go beyond the intended 6 months. Staff will provide payment arrangements and work with customers to get caught back up. The Ordinance will be reviewed at the end of 6 months and if necessary Council could extend it.

Motion to approve and accept Ordinance 20-01 temporarily removing the charge of late fees on utility accounts; delaying termination for non-payment; and declaring an emergency. (m/s Wanke/McDonnell) Motion carried.

Annual Section 125 Renewal: Each year the City is required to adopt the IRS Section 125 Flexible Benefit Plan. This Plan allows employees to elect to deduct benefit premiums from their gross earnings for qualified out-of-pocket or unreimbursed medical expenses.

Motion to authorize administration to execute Section 125 Flexible Benefit Plan. (m/s Moore/McDonnell) Motion carried.

2020 Lodging Tax Advisory Committee (LTAC) Report: Council member Wanke reported that the LTAC committee held an emergency meeting to re-evaluate the application for Tourism funds from Mike Scellick for K2 in the Park project. Originally he asked for \$10,000 which the committee denied. He was able to raise most of the funds needed and revised his application for \$1,000 to complete his project. Committee Member Boruff and award recipient, offered to defer \$1,000 from his 2020 award to the K2 project which to committee approved.

Motion to approve the amended 2020 LTAC allocation of Tourism funds. (m/s Mora/Moore) Motion carried.

Authorize contract for Gray & Osborne for Chlorination Design: Sangster advised that this work is being required by the Department of Health under a Correction Order, is part of the Water Comp Plan and the design is required before we can move forward with the project. Contract for design is \$13,700.00.

Motion to authorize administration to execute contract with Gray & Osborne for the design of the chlorination system. (m/s Millard/Coe) Council discussion, motion carried.

Authorize contract for Gray & Osborne for Design of Division Street Rehab Phase II: Director Sangster advised that this project is for the design of Phase II of Division Street. Phase I will be in the construction phase this year. He tried to get the two projects tied together, but so far no response from TIB on that front.

Motion to authorize administration to execute contract with Gray & Osborne for the design of Division Street Rehab Phase II Project. (m/s Moore/Wanke) Motion carried.

Accept Basin Street Water Project: Director Sangster advised that this project is complete and is currently being used by the City. Any potential issues on this job could be addressed in the 2 year warranty period which begins once Council accepts the project. Council discussion ensued.

Motion to accept the Basin Street Water Main replacement Project. (m/s Moore/McDonnell) Motion carried.

City Administrator Report:

Budget Report:

- Sales Tax Evaluation – Sales tax has continued to be at a historic high, however we will be cautiously watching what the next few months bring as the Coronavirus Pandemic has created major economic waves.
- Budget to Actual – Revenues are 6% below and expenses 7% below budget.

City of Ephrata Pandemic Procedure: Mayor Reim reviewed with Council the Emergency Proclamation. Motion to approve the Proclamation declaring an Emergency for the COVID-19 Pandemic. (m/s Moore/Millard) Motion carried.

Council member Wanke advised Council the scheduled meeting of the Grant County Association of Cities for next week has been canceled.

Reporter Randy Bracht inquired about scheduled events; are they still proceeding? Events are being monitored on a case by case basis. At this time we know for sure that Sage-N-Sun and Chief for a Day have been cancelled.

There being no further business meeting adjourned at 7:32 p.m.

Bruce Reim, Mayor

ATTEST:

Leslie Trachsler, City Clerk

MEMO

Parks and Recreation Department



TO: Mike Warren, City Administrator
FROM: Traci Bennett – Parks and Recreation Director TB
DATE: April 8, 2020
RE: BOLD Program

Effective May 4, 2020 the Ephrata Recreation Department will be reinstating the BOLD program as an essential child care service. Due to all Washington State public schools closing their doors for the 2019-2020 school year, I would like to establish our BOLD program as full time 6 weeks earlier than the normal schedule.



City Council Report Parks and Recreation

April 8, 2020

PAST ACTIVITY:

1. Parks Commission:
 - a. March meeting – No meeting due COVID-19
2. Recreation/Community Programming:
 - a. Cancelled and postponed all recreation activities and program due to COVID-19
 - b. Working remotely on alternative summer programs and activities
 - c. Continuing administration for Parks and Recreation Department
 - d. Working to begin BOLD child care in May for essential workers
3. Parks:
 - a. All play structures shut down due to COVID-19
 - b. Bathrooms not opened due to COVID-19
4. Public Relations/Tourism:
 - a. Chamber of Commerce Board – Cancelled due to COVID-19
 - b. Meeting with Columbia Basin Foundation – Cancelled due to COVID-19
5. Special Events:
 - a. All special events for April cancelled due to COVID-19
6. Recreation Supervisor:
 - a. Developing alternative summer programs and activities
 - b. Assisting front utilities customers accepting payments
7. Splash Zone:
 - a. 2020 Splash Zone season on hold

FUTURE GOALS/ACTIVITY:

1. Continuing administration for the Department
2. Continuing to work remotely with and support various community groups
3. Develop a park reservation system
4. Develop new recreation programs and activities for summer
5. Develop tree replacement program
6. Seeking alternative programs for summer 2020



DATE: April 9, 2020
Department: City Clerk/Finance

Past Activity

- Continue to support other departments and commissions
- Monthly duties as assigned
- Work with new City Administrator on transition
- Prepare for 2019 Annual Financial Report
- Attend WMCA Conference in Yakima – CANCELLED due to COVID-19
- Attend Annual Financial Reporting Workshop – Conducted remotely as 4- 2 hour webinars due to COVID-19
- Attend WPTA Conference in Chelan – CANCELLED due to COVID-19
- Accepting applications internally for Police Records Manager
- Accepting applications for Police Chief - POSTPONED
- Accepting applications for Utility I-Public Works Rover - POSTPONED
- Prepare 2019 Annual Financial Report

Future Activity

- Normal monthly duties
 - Monthly Balancing of all financial transactions
 - Prepare and submit monthly tax reports
 - Monitor revenues/expenses of the City
 - Monitor Budget
 - Attend all Council Meetings
 - Initiate Legal Publications as required
 - Provide and monitor requests for Public Records
 - Monitor Records retention/destruction
 - End of Month Payroll process
 - Monthly/Quarterly PR Reports
 - Address Human Resource issues
 - Support staff in their daily operations
 - Support City Administrator
 - Monthly Civil Service Commission meetings – suspended due to COVID-19
 - Attend LEOFF I Disability Board monthly meetings – suspended due to COVID-19
- Working on 2019 Annual Financial Report remotely from home
- Working with Mayor/Administrator on COVID-19 related issues
- Completed internal appointment of a Police Records Manager. Elizabeth Kallstrom will begin her new duties on May 1, 2020.

Budget Concerns

- Staff is tracking their time during the “Stay Home” order in the event there is the opportunity to recover those costs as well as any expenses related to COVID-19.
- Other non-essential spending has been frozen as per Council direction.

Other Issues

- COVID-19 – City Hall staff has divided into two work crews. Each crew being able to cover essential services to maintain operations and working a 10 hour shift. Crew 1 works Monday-Wednesday; Crew 2 works Thursday-Friday and the next week they switch days. When at all possible, those who are able, are monitoring emails and work remotely from home.
- On April 2nd we had a pump failure on Well #3. This Well services Grandview Heights and is one of two pumps that covers this area. This failure has resulted in the complete shut down of Well #3 and constitutes an emergency.



City of Ephrata
 Department of Planning and Building
 Permits Issued Mar-20

Permit	Parcel	Issue Date	Owner	Contractor	Location	Work Done	Valuation	Fee (less State Fee)
20-035	141234008	3/4/2020	Jon Reynolds	Jon Reynolds	1050 Sage Rd	Garage	\$ 66,796.92	\$ 688.56
20-036	140387000	3/3/2020	Hush LLC	Hush LLC	601 Basin NW	HVAC	\$ 2,000.00	\$ 53.50
20-037	130538017	3/4/2020	John Montgomery	Brian Schoo	2361 Basin SW	Covered Porch & Steps	\$ 5,023.20	\$ 179.25
20-038	131522000	3/2/2020	Jessica Botello	Artisan Const.	83 K NE	ReRoof	\$ 1,000.00	\$ 58.05
20-041	140164000	3/6/2020	Safeway	Elite Contracting	1150 Basin SW	Fruit & Veggie Prep Station	\$ 55,500.00	\$ 418.23
20-042	130767000	3/6/2020	Tristan Murray	Tristan Murray	318 2nd SW	Egress Window	\$ 2,000.00	\$ 107.25
20-043	140137000	3/6/2020	SWENCO	H&H Steel Buildings	1299 A St SE	Framing for 2 bathrooms	\$ 25,000.00	\$ 588.13
20-045	140302106	3/11/2020	Jeovani Dircio	Dircios Landscaping	31 Apple Lane	Bathroom Addition	\$ 900.00	\$ 327.27
20-046	131274000	3/5/2020	Jason & Heather Wilson	Jason & Heather Wilson	171 E St SE	Fence	\$ 1,000.00	\$ 11.85
20-047	140307106	3/5/2020	Jeovani Dircio	Dircios Landscaping	31 Apple Lane	Fence	\$ 1,000.00	\$ 11.85
20-048	140855000	3/6/2020	Thonna Bodi	Thonna Bodi	226 C NW	Fence	\$ 1,300.00	\$ 11.85
20-049	130902000	3/9/2020	The Brickhouse, LLC	The Brickhouse LLC	19 F NW	Windows, new carpet paint FEMA	\$ 40,000.00	\$ 38.00
20-050	130902000	3/9/2020	The Brickhouse, LLC	The Brickhouse LLC	19 F NW	shower & sheetrock FEMA	\$ 1,400.00	\$ 193.80
20-051	140206000	3/9/2020	Phyllis Dable	Phyllis Dable	1215 Yakima St	Utility Room	\$ 2,000.00	\$ 167.00
20-052	140124710	3/23/2020	Alderbrook	Alderbrook	1013 7th NE	SFR	\$ 22,000.00	\$ 5,927.49
20-053	130624000	3/9/2020	William Coley	William Coley	228 Statter	Waterline/P lumbing	\$ 1,000.00	\$ 37.50
20-054	130607000	3/10/2020	Francis Reeves	Francis Reeves	275 Columbia Circle	Sewer repair	\$ 1,000.00	\$ 38.00
20-055	130694000	3/12/2020	Troy Porter	Troy Porter	269 Patrick	Fence	\$ 2,622.00	\$ 11.85
20-056	140124647	3/18/2020	Pedro Howard	Pedro Howard	907 8th NE	Fence	\$ 1,700.00	\$ 11.85
20-057	140801000	3/20/2020	Susan Couture	Susan Couture	605 D SW	Sidewalk	\$ 300.00	\$ 38.00
20-058	140814000	3/20/2020	Richard Stevens	Richard Stevens	780 Parkway	Sidewalk/Dr iveway	\$ 3,000.00	\$ 75.00
20-059	131653000	3/24/2020	Roy Downes	Luh Const.	276 Park Place	Pole Building	\$ 18,000.00	\$ 229.53

20-060	131202000	3/24/2020	Brandy Searcy	Brandy Searcy	148 G SE	Fence	\$ 1,000.00	\$ 11.85
20-062	130286000	3/26/2020	Two Old Guys	Two Old Guys	226 2nd Ave N	Plumbing	\$ 6,713.81	\$ 57.30
20-065	130112000	3/27/2020	Tammy Mort	Basin Refrig.	1523 C SW	Sewer Main Repair	\$ 7,000.00	\$175.00
20-066	140124722	3/30/2020	Aaron Bilodeau	Pachecos Lawn	1107 8th NE	Fence	\$ 6,400.00	\$11.85

\$ 275,655.93	\$9,479.81
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04/02/20
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Ephrata Police Department
Law Incident Total Report, by Offense Codes

Page: 643
1

Offense Code	Description	Total Number
911H	911 Hang-up calls	1
AAON	Adult Abuse or Neglect	6
ABAN	Abandoned Vehicle	2
ADMN	Administrative	3
AINI	Assault, Intimidation	13
ALAR	Alarm	1
ANCR	Animal Cruelty	18
ANPR	Animal Problem	1
AOFF	Alcohol Offense	11
ARST	Arrest	1
ASIM	Assault, Simple	2
ASST	Agency Assist	5
ATMV	Attempt Theft From Motor Veh	25
ATOP	ATTEMPTED THEFT OF PROPERTY	1
BNFE	Burglary, Non-res, Forcibl Ent	2
BRAF	Burglary, Resid, Att Forc Ent	1
BRUE	Burglary, Resident, Unlawf Ent	1
CDIS	Citizen Dispute	2
CHAN	Child Abuse or Neglect	1
CINT	Custodial Interference	2
CITA	Citizen Assist	7
CMIS	Criminal Mischief	1
CSPO	Controlled Substance/Possession	3
CSPP	Controlled Subst Poss Para	1
DAL	Dog Running at large	16
DAMA	Damage	5
DBAR	Dogs Barking	5
DBOD	Dead Body	2
DCON	Disorderly Conduct	25
DUI	DUI Alcohol or Drugs	3
DWSR	Driving While Suspended/Revoke	12
EXPA	Extra Patrol	4
FAMF	Family Fight	6
FORG	Forgery/Counterfeiting	1
FRAU	Fraud	3
FRNR	Fraud - NON UCR REPORTABLE	4
FSCG	Fraud - Swindle, Confidence Gm	2
GANG	Gang Related Incident	10
GRAF	Graffiti	10
HARR	Harassment	10
INTP	Intoxicated Person	5
JRUN	Juvenile Runaway	2
JUVP	Juvenile Problem	6
LFPR	Lost and Found Property	7
LMUI	Loud Music	3
LOCK	Residence or Vehicle Lockout	1
LOIT	Loitering	2
MEDI	Medical Problem	1
MPER	Missing Person	5
MPRM	Mental Health Problem	1
NC	Not Classified	2
NEGL	Neglect	2
NOIS	Noise Problems	3
PANH	Panhandling	1

04/02/20
08:36

Ephrata Police Department
Law Incident Total Report, by Offense Codes

643
Page: 2

Offense Code	Description	Total Number
PARK	Parking Problem	4
PSP	Possess Stolen Property	1
ROMC	Robbery/Other Weapon, Misc.	1
SOFF	Sex Off, Forcible Fondling	1
SPC	Suspicious Person/Circumstance	50
STLK	Stalking	2
SUIA	Suicide Attempt	2
SUIC	Suicide	1
TAPD	Traffic Accident, Property Dam	10
THRT	Threats	1
TOFF	Traffic Offense	31
TPBD	Theft, Property, Building	2
TPMV	Theft, Property, From Mtr Veh	3
TPOT	Theft, Property, Other	7
TPSH	Theft, Property, Shoplifting	9
TRES	Trespass of Real Property	19
TVAU	Theft, Vehicle: Automobile	2
VAND	Vandalism/Destruct/Damage Prop	2
VCO	Violation of Court Order	4
WARR	Warrant	3
WELF	Welfare Check	9
WOFF	Weapons Offense	3

Total Offenses: 438

Report Includes:

All dates between `00:00:00 03/01/20` and `23:59:59 03/31/20`
All agencies matching `EPPD`
All offenses observed
All offenses reported
All offense codes
All location codes

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DATE: April 15, 2020

ITEM: Ordinances & Resolutions

SUMMARY

- 1. Implementing Leave Authorized by the Families First Coronavirus Response Act.**
This Resolution establishes emergency paid sick leave for up to 80 hours relating to COVID-19 epidemic.

BUDGET IMPACTS

N/A

RECOMMENDATION

Staff recommends acceptance and approval of all Items.

ENABLING ACTIONS

Motion to Authorize, Confirm, or Approve and Accept All Items.

If you have any questions, concerns, or require additional information; please contact me prior to the meeting.

RESOLUTION NO 20-008

A RESOLUTION ESTABLISHING POLICIES AND PROCEDURES FOR IMPLEMENTING LEAVE AUTHORIZED BY THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT.

WHEREAS, on February 29, 2020, the Governor of Washington State issued Emergency Proclamation 20-05, declaring a state of emergency in all Washington counties due to the existence and spread of the novel coronavirus (COVID-19); and

WHEREAS, on March 18, 2020, the United States Congress approved and the President signed HR 6201, the Families First Coronavirus Response Act (FFCRA), which requires employers to provide paid leave as a result of quarantine and closures related to the COVID-19 pandemic; and

WHEREAS, the City of Ephrata provides paid time off and other state mandated leave paid leave benefits to eligible employees to be used for, among other purposes, recovery from illness and care for family members; and

WHEREAS, the City of Ephrata desires to provide policies and procedures for implementing leave authorized by the FFCRA.

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

Section 1. Adoption of Emergency Paid Sick Leave. All City employees shall be eligible for Emergency Paid Sick Leave, subject to the terms and conditions set forth in this Resolution.

- 1.1 Full-Time Employees: All regular full-time employees (regularly scheduled to work forty (40) hours or more per week) are eligible for up to eighty (80) hours of Emergency Paid Sick Leave.
- 1.2 Part-Time Employees: all regular part-time employees (regularly scheduled to work less than forty (40) hours per week) are eligible for up to forty (40) hours of Emergency Paid Sick Leave or the equivalent of two weeks of leave based upon the employee's regular part-time work schedule.
- 1.3 Eligible Uses of Emergency Paid Sick Leave: an employee is authorized to use Emergency Paid Sick Leave for the following reasons.
 - 1.3.1 The employee has tested positive for COVID-19 or is experiencing any of the common symptoms of COVID-19, including fever, cough, or shortness of breath ("Common Symptoms").
 - 1.3.2 The employee resides with a person who has tested positive for COVID-19 or is exhibiting any of the Common Symptoms.

- 1.3.3 The Employee is subject to a federal, state, or local COVID-19 quarantine or isolation order.
- 1.3.4 The Employee has been advised by a health care provider to self-quarantine due to COVID-19.
- 1.3.5 The Employee is caring for an individual who is subject to a federal, state, or local COVID-19 quarantine or isolation order.
- 1.3.6 Employee is caring for an individual who has been advised by a health care provider to self-quarantine due to COVID-19.
- 1.3.7 Employee is caring for employee's minor child due to closure of the child's school or unavailability of the child's childcare provider due to COVID-19.

1.4 Procedures for Emergency Paid Sick Leave.

- 1.4.1 An employee that experiences any Common Symptoms while at work for the City must immediately inform their supervisor and leave the City. In such case, the employee shall receive paid sick leave as set forth in Section 1.4.2. An employee that experiences the Common Symptoms prior to reporting to work at the City, or who resides with a person that exhibits the Common Symptoms shall not report to work and shall call their supervisor as soon as possible.
- 1.4.2 An employee that reports experiencing Common Symptoms or tests positive for COVID-19, or who resides with a person who exhibits the Common Symptoms or tests positive for COVID-19, will be required to remain at home or under prescribed care until seventy-two (72) hours after the Common Symptoms resolve and at least seven (7) days after Common Symptoms first appeared (and subject to additional requirements imposed by the Center for Disease Control (CDC) or state or local health departments), or, if under medical care, until medically cleared to return to work at the City. For regular full-time employees who are absent from work due to conditions as set forth in this section, the first eighty (80) hours of leave shall be counted as and charged to Emergency Paid Sick Leave. For regular part-time employees who are absent from work due to conditions as set forth in this section, the first forty (40) hours (or other amount of time allowed to reach two weeks of time off based upon the employees work schedule) of leave shall be counted as and charged to Emergency Paid Sick Leave. Any absence in excess of what is covered by Emergency Paid Sick Leave will be charged to paid sick leave or other available paid leave (if any) as set forth in City Personnel Policies.
- 1.4.3 Emergency Paid Sick Leave shall be applied or compensated in the same manner and at the same rate as paid sick leave. However, there shall be no cash out value associated with Emergency Paid Sick Leave if an employee leaves or otherwise

separates from employment with the City during the period of availability as set forth in this Resolution.

- 1.4.4 In the event the need for use of Emergency Paid Sick Leave is foreseeable (i.e. due to closure of school or daycare) the employee must provide reasonable advance notice to their supervisor of the need to take Emergency Paid Sick Leave. If the need is not foreseeable, the employee must notify their supervisor as soon as possible after the need for leave is known.
- 1.4.5 Emergency Paid Sick Leave benefits set forth in this Resolution shall be available until December 31, 2020, unless extended by the City Council. Any unused Emergency Paid Sick Leave shall be forfeited and will not be paid upon termination or separation of employment or converted to any other leave benefit. Emergency Paid Sick Leave is not eligible for donation to other City employees.
- 1.4.6 The Emergency Paid Sick Leave authorized pursuant to this Resolution is intended to meet the requirements set forth in the FFCRA, and is not to be provided as a further or additional benefit. The availability of Emergency Paid Sick Leave is limited to preventing or containing the spread of COVID-19, and does not cover absences for any other reason.
- 1.4.7 The City may require an employee who uses Emergency Paid Sick Leave to provide certification that the Emergency Paid Sick Leave was used for a proper purpose as set forth in this Resolution. Any absence that is improperly charged to Emergency Paid Sick Leave will be charged to the employee's paid sick leave or other available paid leave (if any), or, if no other paid leave is available, as unpaid leave.

Section 2. Adoption of Expanded Federal Family Medical Leave Act (FMLA) Protections. City employees shall be eligible for protected leave for COVID-19 related childcare reasons under the expansion of the Federal FMLA ("Expanded FMLA Childcare Leave"), subject to the terms and conditions set forth in this Resolution.

- 2.1 **Eligible Employees:** All employees who have been employed for at least thirty (30) days are eligible to received Expanded FMLA Childcare Leave.
- 2.2 **Eligible Uses of Expanded FMLA Childcare Leave:** an eligible employee is entitled to take up to twelve (12) weeks of protected leave if the employee is unable to work (or telework if available) based on a need to care for a child under age eighteen (18) due to closure of the child's school or unavailability of the child's childcare provider due to a public health emergency. A public health emergency means an emergency with respect to COVID-19 declared by a federal, state, or local authority.
- 2.3 **Procedures for Expanded FMLA Childcare Leave.**

- 2.3.1 The first ten (10) days of Expanded FMLA Childcare Leave are unpaid but employees are allowed to use accrued paid leave or Emergency Paid Sick Leave at the employee's election.
- 2.3.2 For Expanded FMLA Childcare Leave beyond the first ten (10) days, the employee shall receive 2/3rds of the employee's regular pay. Pay is calculated based on the number of hours the employees would otherwise be scheduled to work. However, there shall be no cash out value associated with Expanded FMLA Childcare Leave if an employee leaves or otherwise separates from employment with the City during the period of availability as set forth in this Resolution.
- 2.3.3 Employees must submit a request for Expanded FMLA Childcare Leave in advance where the need for use of Expanded FMLA Childcare Leave is foreseeable or as soon as possible after the need for leave is known.
- 2.3.4 Expanded FMLA Childcare Leave benefits set forth in this Resolution shall be available until December 31, 2020, unless extended by the City Council. Any unused Expanded FMLA Childcare Leave shall be forfeited and will not be paid upon termination or separation of employment or converted to any other leave benefit. Expanded FMLA Childcare Leave is not eligible for donation to other City employees.
- 2.3.5 The Expanded FMLA Childcare Leave authorized pursuant to this Resolution is intended to meet the requirements set forth in the FFCRA, and is not to be provided as a further or additional benefit. The availability of Expanded FMLA Childcare Leave is limited to preventing or containing the spread of COVID-19, and does not cover absences for any other reason.

Section 3. Use of Existing, Accrued, Paid Sick Leave. Employees may use accrued paid sick leave for a leave of absence during the COVID-19 emergency if the employee meets the criteria for persons at a higher risk for severe illness with COVID-19:

- 3.1 Employee is 60 years old or older;
- 3.2 Employee has an underlying health conditions (diabetes, heart disease, lung disease); or
- 3.3 Employee is otherwise immunocompromised.

Use of sick leave for this purpose shall be subject to City policies regarding the use of sick leave.

Section 4. If any section, sentence, clause or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or the constitutionality of any other section, sentence, clause or phrase of this Resolution.

Section 5. Effective Date. This Resolution shall be effective April 2, 2020.

Section 6. Expiration Date. This Resolution and all leave provided herein shall expire on December 31, 2020.

PASSED by the City Council of the City of Ephrata on this 25th day of March, 2020.



Bruce Reim, Mayor

ATTEST:



Leslie Trachsler, Finance Director



DATE: April 15, 2020

ITEM: Items for Council Consideration

SUMMARY

1. Extending Resolution, NO 20-006 through April 31, 2020
This would extend the current work schedule through the month of April. Currently the staff has split into two groups, working separate shifts to maintain services in the event that one shift is affected by COVID-19

BUDGET IMPACTS N/A

RECOMMENDATION Staff recommends acceptance and approval of all Items.

ENABLING ACTIONS *Motion to Authorize, Confirm, or Approve and Accept All Items.*

If you have any questions, concerns, or require additional information; please contact me prior to the meeting.



TUESDAY 31 MARCH, 2020

NEWS RELEASE

EXTENDED CITY HALL CLOSURE

FROM: MAYOR BRUCE REIM/ADMINISTRATOR M. WARREN/ (509) 754-4601

FOR IMMEDIATE RELEASE

CORONAVIRUS (COVID-19) CONTINUED CITY HALL CLOSURE

As you all know we have been on an alternate schedule for a couple of weeks. In addition, we have had our offices closed to the public to restrict any unnecessary contact with members of the public. We have done this in support of the Governor's Proclamation closing all non-essential businesses and in the interest of Social Distancing. The Governor's Proclamation ends April 6th at midnight unless he chooses to extend the time frame.

Yesterday the President announced that he was extending his order for Social Distancing through the month of April, 2020.

Mayor Reim has given direction to extend our current schedule and office closures until April 30, 2020. This will correspond with the President's Order and with the number of confirmed Coronavirus cases increasing in both Grant County and Ephrata with each passing day. It makes sense that we continue to exercise caution in an effort to protect our employees, your families, our neighbors and citizens.

I want to emphasize just how much we appreciate everyone's cooperation, understanding and patience. You all have done a stellar job under uncertain circumstances.

As we approach the end of April we will be re-evaluating our situation and will keep you all informed as to how we will be doing business from that point forward.

Stay Home, Stay Healthy!

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Additional Contact Information

City website: www.ephrata.org or www.facebook.com/CityofEphrata