



**RIDGEFIELD CITY COUNCIL
MEETING AGENDA**

**Thursday, September 9, 2021
RACC - Columbia Assembly Room
510 Pioneer Street, Ridgefield, WA 98642**

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

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

II. PROCLAMATION

- 1. 20th Anniversary Commemoration of 9/11**

III. PUBLIC COMMENT

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

IV. CONSENT AGENDA

- 1. Approval of Claims And/Or Payroll**
- 2. Approval of Minutes from August 26, 2021 Meeting**

V. BUSINESS

- 1. Motion - Approval of Bid Award for Royle Road - Bryan Kast, Public Works Director**
- 2. Motion - Approval of Amendment to Continuing Operations Plan - Lee Knottnerus, Deputy City Manager**

VI. PUBLIC COMMENT

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

VII. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

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

VIII. ADJOURN

City Council Agenda Packet is available at the following link:
<http://ridgefieldwa.iqm2.com/Citizens/>

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: September 09, 2021
ITEM: CONSENT AGENDA
AGENDA ITEM TITLE: Approval of Claims And/Or Payroll

GOVERNING LEGISLATION:

Revised Code of Washington Title 35A

PREVIOUS COUNCIL ACTION TAKEN:

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

BACKGROUND:

Vendor claims

BUDGET/FINANCIAL IMPACTS:

See vendor detail attached

ACTION OR MOTION:

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

“I move to approve the consent agenda as presented”

STAFF CONTACT: Kirk Johnson, Finance Director
ATTACHMENTS: September 09, 2021 - Claims Report (PDF)

City of Ridgefield
Claims Payment Report
For Approval on: September 09, 2021

Sum of Amount					
Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total
ACI PAYMENTS INC - EPAY	1701	1000053230	Public Works	Customer Web Payments	5.95
ACI PAYMENTS INC - EPAY Total					5.95
AHMAD ALQATANANI	3463	3463-20210909	Human Resources	Tuition Reimbursement - Alqtanani	561.80
AHMAD ALQATANANI Total					561.80
AMAZON BUSINESS	3485	17VD-RYTF-HRXQ	Information Technology	PD External DVD Drives	49.40
		1D99-V967-G1W9	Community Development	Inspector Earbuds	260.13
		1LYL-M4GJ-J1JN	Genl Govt/Facilities	MTC Decor	138.32
		1Q9F-TVL1-C1MC	Community Development	Ear buds - Refund	(162.40)
		19KT-3LDK-1TYK	Public Safety	Desk Organizer/Keyboard	41.70
		1337-9GW3-RNRG	Genl Govt/Facilities	Oper Supp - CH	23.84
			Information Technology	Oper Supp - CH	8.28
			Finance	Oper Supp - CH	16.25
		1FMH-6VXQ-QD3L	Genl Govt/Facilities	Face Masks	53.07
			Public Safety	Face Masks	42.44
			Public Works	Face Masks	39.66
			Community Development	Face Masks	38.26
		1WRR-MMXJ-XFFV	Genl Govt/Facilities	Tent Weights	140.49
		1F9W-97RN-WNYC	Genl Govt/Facilities	CB Radio - Weichman	5.37
			Public Works	CB Radio - Weichman	26.83
			Community Development	CB Radio - Weichman	75.12
		1Q9F-TVL1-FLG1	Community Development	Ear buds - Refund	(162.40)
		1N7N-RQXC-JFD9	Public Safety	PD Supplies	27.84
		1TPH-J1FX-PQ1V	Genl Govt/Facilities	F2T & General Event Supplies	217.28
		1P6J-GDDM-PLN9	Genl Govt/Facilities	F2T Supplies	97.28
AMAZON BUSINESS Total					976.76
ANDERSON SIGNS INC.	2569	55748	Genl Govt/Facilities	Council/CDD/Parks Name Plates	3.59
			Public Works	Council/CDD/Parks Name Plates	32.27
			Community Development	Council/CDD/Parks Name Plates	83.66
			Council	Council/CDD/Parks Name Plates	47.81
ANDERSON SIGNS INC. Total					167.33
ANN KAORU STANINEC	3621	3621-20210909	Genl Govt/Facilities	BF Performance	700.00
ANN KAORU STANINEC Total					700.00
ANNE B CRUZ	3501	3	Genl Govt/Facilities	MTC 2021 - Performance	400.00
ANNE B CRUZ Total					400.00
ARAMARK UNIFORM SERVICES	32	5.29E+11	Genl Govt/Facilities	Aramark	2.44
			Public Works	Aramark	42.50
		5.29E+11	Genl Govt/Facilities	Aramark	2.44
			Public Works	Aramark	42.50
ARAMARK UNIFORM SERVICES Total					89.88
Ardizzone Jerald	UB*00584	(blank)	Genl Govt/Facilities	Refund Check 009648-000 313 N 33rd Ct	4.95
Ardizzone Jerald Total					4.95
Ardizzone Pam	UB*00578	(blank)	Genl Govt/Facilities	Refund Check 006798-000 1417 S 8th Way	10.36
Ardizzone Pam Total					10.36

City of Ridgefield
Claims Payment Report
For Approval on: September 09, 2021

BACON COLLISION & RECONDITIONING LLC	3555	3090	Genl Govt/Facilities	2020 Ranger 70424D Deductible	50.00
			Public Works	2020 Ranger 70424D Deductible	250.00
			Community Development	2020 Ranger 70424D Deductible	700.00
BACON COLLISION & RECONDITIONING LLC Total					1,000.00
Beaumont Trisha	UB*00597	(blank)	Genl Govt/Facilities	Refund Check 011351-000 711 N 1st Ave	53.70
Beaumont Trisha Total					53.70
Bedrosian Alisa and Cameron	UB*00582	(blank)	Genl Govt/Facilities	Refund Check 011450-000 3809 N 3rd Cir	111.78
Bedrosian Alisa and Cameron Total					111.78
BENDPAK INC.	3591	555989-00	Genl Govt/Facilities	Vehicle Lifts	(1,781.56)
			Public Works	Vehicle Lifts	22,990.56
BENDPAK INC. Total					21,209.00
BRAT WEAR GROUP LLC	63	202107SU177	Public Safety	PD Jumpsuit - Siem	592.41
		202108SU202	Public Safety	PD Jumpsuit - Doran	504.06
BRAT WEAR GROUP LLC Total					1,096.47
BRIDGETOWER OPCO LLC	3585	745152031	Public Works	Royle Rd & 15th Roundabout Ad	229.90
BRIDGETOWER OPCO LLC Total					229.90
Cedars Construction LLC	UB*00594	(blank)	Genl Govt/Facilities	Refund Check 011444-135 7260 S 13th St	48.60
	UB*00590	(blank)	Genl Govt/Facilities	Refund Check 011444-144 1103 S Quail Hill Pl	65.13
Cedars Construction LLC Total					113.73
CHMELIK SITKIN & DAVIS	3294	105861	Genl Govt/Facilities	Park Laundry Eval - July 2021	1,023.00
CHMELIK SITKIN & DAVIS Total					1,023.00
Christie Stephen	UB*00579	(blank)	Genl Govt/Facilities	Refund Check 009455-000 2300 S Nisqually Ave	71.81
Christie Stephen Total					71.81
CINTAS CORPORATION NO 2	3497	8405286733	Genl Govt/Facilities	First Aid Kit Supplies - PW	11.63
			Public Works	First Aid Kit Supplies - PW	173.19
		8405288734	Genl Govt/Facilities	First Aid Kit Supplies - City Hall	29.03
CINTAS CORPORATION NO 2 Total					213.85
CITIES DIGITAL INC.	3382	52266	Information Technology	Laserfiche Licensing & Support 10/2021 - 10/2022	10,975.00
CITIES DIGITAL INC. Total					10,975.00
CLARK COUNTY TREASURERS OFFICE	554	SIF202108	Genl Govt/Facilities	School Impact Fees	535,516.70
CLARK COUNTY TREASURERS OFFICE Total					535,516.70
CLARK PUBLIC UTILITIES	3619	21478895	Public Works	Street Light Replacement - 7909 S Union Ridge Parkway	2,900.62
		3619-20210909	Public Works	Gee Creek Trail Permit Fees	561.03
		21478906	Public Works	Street Light Replacement - 4000 N 5th Way	3,474.35
CLARK PUBLIC UTILITIES Total					6,936.00
CLARK PUBLIC UTILITIES - EPAY	110	7559-485-202108	Genl Govt/Facilities	230 Pioneer Ave	245.24
			Public Safety	116 N Main Avenue	212.84
			Public Works	SR/Pioneer ST & S 65 AVE	47.15
				400 N Abrams Park Rd	1,166.56
				SR/Pioneer St & S 56 PL	79.31
				3701 N 3rd Cir - Electricity	26.98
				109 W Division St - Electricity	140.77
				N 35th Ave and Pioneer St	48.38
				2300 N 3rd Way Bellwood Trail Lights	33.69
				337 S Royal Rd.	97.02
				255 S 56th Pl - Electricity	3,832.80
				Traffic Signal - Hillhurst/Royal Rd.	53.92

City of Ridgefield
Claims Payment Report
For Approval on: September 09, 2021

4.1.a

CLARK PUBLIC UTILITIES - EPAY	110	7559-485-202108	Public Works	City Park/Water Well	6,113.66
				Overlook Park - Electricity	43.73
				Pioneer St. & Gee Creek Loop - Electricity	27.16
				N Abrams Park/E Division	255.04
				N 1st Cir & N 65th Ave - Park & Ride	55.80
				911 N 65th Ave Intertie 2 - Water	105.26
				214 S Riverview Dr	159.05
				Municipal Lighting Lease	8,393.99
				800 NE 264 St Intertie 1 - Water	58,362.51
				512 N Allen Dr - Electricity	26.83
				535 N Abrams Park Rd.	39.17
				1504 NW Intertie 3 - Water	3,235.80
		7206-580-8-202108	Public Works Community Development	301 N 3rd Ave	39.37
				301 N 3rd Ave	39.37
CLARK PUBLIC UTILITIES - EPAY Total					82,881.40
CLARK REGIONAL WASTEWATER DISTRICT	3600	3600-202109	Finance	CRWWD - Sewer Pandemic Relief	28,909.18
CLARK REGIONAL WASTEWATER DISTRICT Total					28,909.18
CLEAN WORLD MAINTENANCE INC	3105	46643	Genl Govt/Facilities	Janitorial Services - August 2021	838.93
			Public Safety	Janitorial Services - August 2021	461.87
			Public Works	Janitorial Services - August 2021	337.41
CLEAN WORLD MAINTENANCE INC Total					1,638.21
COLUMBIAN PUBLISHING	116	30869	Public Works	Royle Road & 15th Roundabout Ad	158.40
		30863	Public Works	6YR Transportation Improvement Plan	41.40
		30940	Community Development	Short Plat Exemption	86.40
		30942	Community Development	Food Carts Site Plan	84.60
COLUMBIAN PUBLISHING Total					370.80
COMCAST - EPAY	2271	2271-202108-510	Genl Govt/Facilities	Communications - RACC	72.15
			Public Works	Communications - RACC	62.12
			Community Development	Communications - RACC	260.63
COMCAST - EPAY Total					394.90
COMDATA NETWORK INC.	1101	20352323	Public Safety	PD Fuel XN795 - 3/1/2021 - 3/15/2021	1,057.90
COMDATA NETWORK INC. Total					1,057.90
DEPARTMENT OF LICENSING - CPL EPAY	154	RG0000773-2021	Genl Govt/Facilities	CPL Fees - Michael	18.00
		RG0000777-2021	Genl Govt/Facilities	CPL Fees - Gosney	21.00
		RG0000776-2021	Genl Govt/Facilities	CPL Fees - Schlosser	18.00
		RG0000775-2021	Genl Govt/Facilities	CPL Fees -Pate	18.00
		RG0000780-2021	Genl Govt/Facilities	CPL Fees - House	18.00
		RG0000778-2021	Genl Govt/Facilities	CPL Fees - Sparland	18.00
		RG0000774-2021	Genl Govt/Facilities	CPL Fees - Wallace	18.00
		RG0000779-2021	Genl Govt/Facilities	CPL Fees - Sparland	18.00
DEPARTMENT OF LICENSING - CPL EPAY Total					147.00
DICK'S TIRE FACTORY	158	D2601	Public Safety	PD Vehicle Maintenance - 59461D	46.25
		D3824	Public Safety	PD Vehicle Maint. - 55294D	46.25
DICK'S TIRE FACTORY Total					92.50
DR Horton	UB*00570	(blank)	Genl Govt/Facilities	Refund Check 008077-018 Hydrant Meter N Hillhurst Rd Near Great Blue Rd	295.51
DR Horton Total					295.51
EWING VANCOUVER	2374	15022828	Public Works	Cedar Ridge Park Repair	244.73

City of Ridgefield
Claims Payment Report
For Approval on: September 09, 2021

4.1.a

EWING VANCOUVER Total					244.73
FERGUSON ENTERPRISES INC # 8423	181	1021513	Genl Govt/Facilities	Water Meters	(130.44)
			Public Works	Water Meters	1,683.24
		0994860-2	Genl Govt/Facilities	Water Meters	(223.95)
			Public Works	Water Meters	2,889.99
FERGUSON ENTERPRISES INC # 8423 Total					4,218.84
Frazier Nick	UB*00588	(blank)	Genl Govt/Facilities	Refund Check 012019-000 237 N 43rd Pl	69.00
Frazier Nick Total					69.00
Gannon Lauren	UB*00483	(blank)	Genl Govt/Facilities	Refund Check 010490-000 160 N 44th Pl	71.82
Gannon Lauren Total					71.82
GB MANCHESTER INC	3574	28093	Genl Govt/Facilities	Low Voltage Wiring - S 56th	(932.08)
			Public Works	Low Voltage Wiring - S 56th	20,207.57
GB MANCHESTER INC Total					19,275.49
GEORGE M BRERETON	3615	97440	Genl Govt/Facilities	F2T Pears	101.00
GEORGE M BRERETON Total					101.00
GRAINGER	206	9029476596	Public Works	Pressure Gauges	181.07
GRAINGER Total					181.07
GRAY AND OSBORNE INC	207	20267.00-7	Community Development	On-Call Engineering Service	875.17
		21260.00-2	Community Development	Ridgefield Park Final Short Plat	757.11
GRAY AND OSBORNE INC Total					1,632.28
H.D. FOWLER COMPANY	2036	15888755	Public Works	Clamps/Gaskets - Water	696.27
H.D. FOWLER COMPANY Total					696.27
H2 Grove LLC	UB*00583	(blank)	Genl Govt/Facilities	Refund Check 012937-001 2817 N Smythe Rd	25.07
H2 Grove LLC Total					25.07
Hamilton Excavating	UB*00586	(blank)	Genl Govt/Facilities	Refund Check 011172-002 Hydrant Meter	349.40
Hamilton Excavating Total					349.40
HARPER HOUF PETERSON RIGHELLIS INC.	1678	51293	Community Development	51st Ave/Pioneer Widening	23,982.50
HARPER HOUF PETERSON RIGHELLIS INC. Total					23,982.50
Harrington Mark	UB*00598	(blank)	Genl Govt/Facilities	Refund Check 007652-000 803 N 18th Pl	9.05
Harrington Mark Total					9.05
HOME DEPOT CREDIT CARD SERVICES - EPAY	1805	2033139	Genl Govt/Facilities	PW Tools - Johnson	0.33
				PW Tools - Thiesen	3.50
				PW Tools - Portillo	11.58
				PW Tools - Johnson	6.40
		3631822	Public Works	PW Tools - Thiesen	66.49
				PW Tools - Portillo	220.02
				F2T Supp	234.25
HOME DEPOT CREDIT CARD SERVICES - EPAY Total					542.57
HONEY BUCKETS	223	552277094	Genl Govt/Facilities	Hand Washing Station	21.70
			Public Works	Hand Washing Station	323.30
		552267847	Public Works	Davis Park Port-a-Potty	373.00
		552293405	Genl Govt/Facilities	Credit - Hand Washing Station	(7.28)
			Public Works	Credit - Hand Washing Station	(108.43)
		552287198	Genl Govt/Facilities	Port-a-Potty - S 56th	27.86
			Public Works	Port-a-Potty - S 56th	415.14
HONEY BUCKETS Total					1,045.29
INSTANT IMPRINTS CASCADE PARK	2371	51846	Genl Govt/Facilities	PW Shirts	28.48

City of Ridgefield
Claims Payment Report
For Approval on: September 09, 2021

INSTANT IMPRINTS CASCADE PARK	2371	51846	Public Works	PW Shirts	290.54
INSTANT IMPRINTS CASCADE PARK Total					319.02
J2 BLUE PRINT SUPPLY	243	AR107329	Community Development	Plotter Contract - August 2021	65.69
		AR107119	Genl Govt/Facilities	F2T Signs	89.98
J2 BLUE PRINT SUPPLY Total					155.67
JESSICA KIPP	2099	2099-20210909C	Human Resources	Wellness Snacks Reimbursement - Kipp	508.30
		2099-20210909A	Administration	Mileage Reimb - Kipp	74.70
		2099-20210909B	Genl Govt/Facilities	Ice Cream Reimb - Kipp	58.89
JESSICA KIPP Total					641.89
JONATHAN EMBRY	3624	3624-20210909A	Genl Govt/Facilities	CDL License Reimb - Embry	1.00
			Public Works	CDL License Reimb - Embry	9.00
		3624-20210909C	Genl Govt/Facilities	CDL License Reimb - Embry	10.20
			Public Works	CDL License Reimb - Embry	91.80
		3624-20210909B	Genl Govt/Facilities	CDL License Reimb - Embry	3.50
			Public Works	CDL License Reimb - Embry	31.50
JONATHAN EMBRY Total					147.00
Kaufmann Randall & Debra	UB*00599	(blank)	Genl Govt/Facilities	Refund Check 009190-000 909 N 9th Way	89.08
Kaufmann Randall & Debra Total					89.08
KEITH'S SPORTING GOODS INC.	3049	08172021RPD	Public Safety	Leupold Delta Point Pro	421.68
KEITH'S SPORTING GOODS INC. Total					421.68
Kingston Homes LLC	UB*00600	(blank)	Genl Govt/Facilities	Refund Check 010504-111 4020 S 16th Way	41.58
Kingston Homes LLC Total					41.58
KIRK JOHNSON	1716	1716-20210909	Finance	Mileage Rimb - Johnson	201.49
KIRK JOHNSON Total					201.49
Krippner Homes NW LLC	UB*00595	(blank)	Genl Govt/Facilities	Refund Check 010340-119 2225 N 4th Way	66.08
Krippner Homes NW LLC Total					66.08
LASSANA KOUYATE	3620	33	Genl Govt/Facilities	MTC Video Performance	600.00
LASSANA KOUYATE Total					600.00
Lennar NW Inc	UB*00589	(blank)	Genl Govt/Facilities	Refund Check 009776-353 4021 S Willow Dr	93.31
Lennar NW Inc Total					93.31
Mansur Joanna	UB*00596	(blank)	Genl Govt/Facilities	Refund Check 011798-002 1139 S 44th Ave	11.63
Mansur Joanna Total					11.63
MARK GENSMAN	3618	3618-20210906	Genl Govt/Facilities	BF Birdfest & Bluegrass Performance	400.00
MARK GENSMAN Total					400.00
MOTION & FLOW CONTROL PRODUCTS INC	2723	8028120	Public Works	Water Supplies	23.10
MOTION & FLOW CONTROL PRODUCTS INC Total					23.10
MUNICIPAL CODE CORP.	1185	362434	Genl Govt/Facilities	Codification	3,883.05
MUNICIPAL CODE CORP. Total					3,883.05
NAPA AUTO PARTS	498	266311	Public Works	Vehicle Equip/Shop Supp	131.88
NAPA AUTO PARTS Total					131.88
NORTHEND TRUCK EQUIPMENT LLC	3487	1039303	Public Works	T470 6x4 Class 8 Build	6,148.34
		1039064	Public Works	T470 6x4 Class 8 Build	144,139.64
NORTHEND TRUCK EQUIPMENT LLC Total					150,287.98
NORTHSTAR CHEMICAL INC.	1019	201930	Public Works	Sodium Hypochlorite	969.53
		204087	Public Works	Sodium Hypchlorite	924.98
NORTHSTAR CHEMICAL INC. Total					1,894.51
NORTHWEST NATURAL GAS - EPAY	315	8578-7-202108	Public Works	PW Shop - Natural Gas	29.38

City of Ridgefield
Claims Payment Report
For Approval on: September 09, 2021

NORTHWEST NATURAL GAS - EPAY	315	1000591-6-202108 8817-9-202108	Public Safety Genl Govt/Facilities	Police Department - Natural Gas City Hall - Natural Gas	23.32 23.32
NORTHWEST NATURAL GAS - EPAY Total					76.02
NORTHWEST STAFFING	522	4118963 4119219	Community Development Community Development	Temp Services - Clearly Temp Services - Cleary	497.20 547.20
NORTHWEST STAFFING Total					1,044.40
OWEN EQUIPMENT COMPANY	916	202449	Genl Govt/Facilities Public Works	Street Sweeper Maintenance Street Sweeper Maintenance	(110.15) 1,421.42
OWEN EQUIPMENT COMPANY Total					1,311.27
PATRICIA THOMPSON	2644	2644-20210908	Genl Govt/Facilities	Mileage Reimbursement - Thompson	31.36
PATRICIA THOMPSON Total					31.36
Pierce Justin	UB*00580	(blank)	Genl Govt/Facilities	Refund Check 013074-000 2029 N 4th Way	149.22
Pierce Justin Total					149.22
POSTMASTER	348	0348-20210909B 0348-20210909A	Genl Govt/Facilities Genl Govt/Facilities	First Class Presort Permit #40 Postage Replenishment - Newsletter	265.00 1,070.75
POSTMASTER Total					1,335.75
Ribeiro Caleb	UB*00585	(blank)	Genl Govt/Facilities	Refund Check 009558-000 2017 S Sevier Rd	192.14
Ribeiro Caleb Total					192.14
RICK BUCKNER POLYGRAPH	1092	20210823	Public Safety	Polygraph Testing	300.00
RICK BUCKNER POLYGRAPH Total					300.00
Rick James & Judith	UB*00592	(blank)	Genl Govt/Facilities	Refund Check 011750-000 112 N 43rd Pl	80.05
Rick James & Judith Total					80.05
RIDGEFIELD LANDSCAPE PRODUCTS	3021	3021-202107	Public Works	Streets/Parks/Storm Debris Dumb	1,628.17
RIDGEFIELD LANDSCAPE PRODUCTS Total					1,628.17
RIDGEFIELD SCHOOL DISTRICT	378	0378-20210909	Genl Govt/Facilities	Raptors RORC Payment	6,000.00
RIDGEFIELD SCHOOL DISTRICT Total					6,000.00
RONALD TAYLOR	3617	3617-20210906	Genl Govt/Facilities	BF Birdfest Performance	200.00
RONALD TAYLOR Total					200.00
Rotschy Inc.	UB*00593	(blank)	Genl Govt/Facilities	Refund Check 010953-008 Hydrant Meter S 5725 11th St	424.10
Rotschy Inc. Total					424.10
SAUER HOLDINGS LLC	2885	40326	Genl Govt/Facilities	F2T Event Rental Supplies	2,355.82
SAUER HOLDINGS LLC Total					2,355.82
Schellentrager James	UB*00587	(blank)	Genl Govt/Facilities	Refund Check 012835-000 4942 S 12th Cir	123.70
Schellentrager James Total					123.70
Signpost Homes	UB*00591	(blank)	Genl Govt/Facilities	Refund Check 013408-002 1732 S Lake River Ter	124.82
Signpost Homes Total					124.82
SOUTHWEST CLEAN AIR AGENCY	417	2021-1046	Community Development	2021 Budget Assessment Share	4,714.35
SOUTHWEST CLEAN AIR AGENCY Total					4,714.35
STATE OF WA DEPARTMENT OF REVENUE - EPAY	156	0-021-815-170 0-022-101-924	Genl Govt/Facilities Public Works Genl Govt/Facilities Public Works	July 2021 B&O and Excise Tax July 2021 B&O and Excise Tax August 2021 B&O and Excise Tax August 2021 B&O and Excise Tax	1,483.12 27,587.50 2,931.37 11,087.89
STATE OF WA DEPARTMENT OF REVENUE - EPAY Total					43,089.88
SUNBELT RENTALS	414	116955083-0001	Public Works	Storm Filter Vault Maintenance	355.93
SUNBELT RENTALS Total					355.93
TAKOHACHI INC.	3025	21-0904	Genl Govt/Facilities	MTC 2021 - Performance Artist	800.00
TAKOHACHI INC. Total					800.00

Attachment: September 09, 2021 - Claims Report (Approval of Claims And/Or Payroll)

City of Ridgefield
Claims Payment Report
For Approval on: September 09, 2021

THE PARR COMPANY	964	26577556	Public Works	Storm Supplies	178.42
		26578620	Public Works	Storm Supplies	35.41
THE PARR COMPANY Total					213.83
TIMOTHY JOHN CROSBY	3623	3623-09092021	Genl Govt/Facilities	BF Performance	500.00
TIMOTHY JOHN CROSBY Total					500.00
TOPCON SOLUTIONS STORE	3421	INV173806	Community Development	Bluebeam Studio Prime Level 1 Subscription 9/5/2021-9/4/2022	3,770.15
TOPCON SOLUTIONS STORE Total					3,770.15
TRAFFIC SAFETY SUPPLY	432	INV041168	Genl Govt/Facilities	Surry Seal Speed Bump Marking	(185.63)
			Public Works	Surry Seal Speed Bump Marking	2,395.49
TRAFFIC SAFETY SUPPLY Total					2,209.86
USA BLUEBOOK	444	700785	Public Works	Storm Supplies	217.83
		699545	Public Works	Storm Supplies	435.84
USA BLUEBOOK Total					653.67
WA STATE DEPARTMENT OF TRANSPORTATION	688	RE44JD16880L001	Public Works	Pioneer Street Extension Plan Review	170.95
WA STATE DEPARTMENT OF TRANSPORTATION Total					170.95
WALTER E. NELSON COMPANY	3553	1628341	Public Works	Bathroom Deodorizer - Parks	39.25
WALTER E. NELSON COMPANY Total					39.25
WAPITI NW LLC	2545	9458	Public Works	Vehicle Maint - 2020 F350 70455D	424.04
		9459	Public Works	Utilities Vehicle Maintenance 2011 F350 48613D	374.12
WAPITI NW LLC Total					798.16
WELLWORKS FOR YOU	3414	14771	Human Resources	Wellness Program - August 2021	548.00
WELLWORKS FOR YOU Total					548.00
WOODLAND SAW AND CYCLE INC.	2223	1712	Public Works	Weed Eaters	604.22
WOODLAND SAW AND CYCLE INC. Total					604.22
Zeman Mildred	UB*00581	(blank)	Genl Govt/Facilities	Refund Check 007194-000 2032 Falcon Dr	6.73
Zeman Mildred Total					6.73
Grand Total					982,960.50

Attachment: September 09, 2021 - Claims Report (Approval of Claims And/Or Payroll)

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: September 09, 2021

ITEM:

AGENDA ITEM TITLE: Approval of Minutes from August 26, 2021 Meeting

AGENDA ITEM TITLE:

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

GOVERNING LEGISLATION:

Not applicable

PREVIOUS COUNCIL ACTION TAKEN:

Not applicable

SUMMARY/BACKGROUND:

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

BUDGET/FINANCIAL IMPACTS:

Not applicable

ACTION OR MOTION:

Approve the minutes by making the following motion:

1. "I move to approve the consent agenda"

STAFF CONTACT: Julie Ferriss, City Clerk

ATTACHMENTS: 08-26-2021 (PDF)



CITY OF RIDGEFIELD, WASHINGTON

City Council MEETING MINUTES

August 26, 2021

Regular Meeting - 6:30 PM

STUDY SESSION - 5:30 P.M.

1. 2022 Introduction to Budget and Baseline Operating Budget

GENERAL SESSION CALL TO ORDER - 6:30 PM

FLAG SALUTE

ROLL CALL

Attendee Name	Title	Status	Arrived
Ron Onslow	Councilor	Absent	
Lee Wells	Councilor	Present	
Don Stose	Mayor	Present	
Jen Lindsay	Councilor	Present	
Rob Aichele	Councilor	Present	
Judy Chipman	Councilor	Present	
Rachel Coker	Councilor	Present	

MOTION: Council Member Chipman moved to excuse Council Member Onslow from the meeting.

SECOND: Council Member Lindsay.

Motion passed.

LATE CHANGES TO THE AGENDA

PUBLIC COMMENT

None received.

CONSENT AGENDA - MOTION TO APPROVE AS PRESENTED.

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

1. Approval of Claims And/Or Payroll

2. Approval of Minutes from the August 5, 2021 Meeting

Attachment: 08-26-2021 (Approval of Minutes)

PRESENTATION**Neighbors on Watch New Members Recognition - Cathy Doriot, Lieutenant****BUSINESS****1. Second Reading of Ordinance No. 1347 – Potter Petition to Annex - Claire Lust, Community Development Director**

The Petition to Annex includes two adjacent parcels, the adjacent right-of-way, and additional right-of-way extending to meet the city limits to the west and east. Joe Potter and Michelle Potter own the parcel with Assessor's #215867000, and Lenore Mattox owns the parcel with Assessor's #215811000. The subject parcels are within the Ridgefield Urban Growth Area (UGA) and are contiguous with the Ridgefield city limits to the east and south. Therefore, the parcels are eligible for annexation. The current Clark County zoning of the properties is Single-Family Residential (R1-7.5), with the Urban Holding - 10 (UH-10) overlay. The 2016 Ridgefield Urban Area Comprehensive Plan designation is Urban Low Density Residential (UL). RDC 18.210.015.B states that the RLD-4, RLD-6, and RLD-8 zoning districts shall implement the UL comprehensive plan designation. Per the Gee Creek Plateau Subarea Plan, the future City of Ridgefield zoning for the properties is Residential Low Density - 4 (RLD-4) with a Residential Cluster overlay intended to locate residential development near S 15th Street and preserve the southern portion of the properties as open space. Per the applicant's introductory statement and application materials, there are no immediate plans to develop the property. On July 8, 2021, Council moved to accept the new intent to annex resolution with a geographic modification adding public right-of-way along S 10th Way, S 35th Place, and S 15th Street between the existing city limits.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1347, POTTER PETITION TO ANNEX AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Rob Aichele, Councilor
SECONDER:	Jen Lindsay, Councilor
AYES:	Wells, Stose, Lindsay, Aichele, Chipman, Coker
ABSENT:	Onslow

2. Motion - Adopt Coronavirus Local Fiscal Recovery Funds Spending Plan

The American Rescue Plan Act (ARPA) established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Fund (CLFRF), which provides assistance to eligible state, local, territorial, and Tribal governments to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery. The United States Department of the Treasury awarded the City of Ridgefield "Coronavirus State and Local Fiscal Recovery Funds" grant funding of \$2,555,041. The grant funding was distributed through the State of Washington Office of Financial Management. CFDA 21.019. The policy is intended to outline Council's Public Purpose statement and the eligible expenditures from this funding source. The procedures are intended to outline the steps city staff will take to manage the documentation and expenditure process. Guidelines are flexible and Department of the Treasury guidance on how the funding source can be used has evolved over the course of the pandemic.

MOTION: MOVED TO ADOPT THE CLFRF ELIGIBILITY POLICY AND PROCEDURES AS PRESENTED.

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

3. First Reading of Ordinance No. 1348 – 2021 Budget Amendment - Spending Plan for CLFRF Funding - Kirk Johnson, Finance Director

The City received \$1,277,521 in federal funding through the Coronavirus Local Fiscal Recovery Funds (CLFRF) established by the American Rescue Plan Act (ARPA). Council conducted a study session on July 22, 2021 to discuss eligible use of funding. Council directed staff to prepare an initial spending plan to bring back to Council for utility assistance and HVAC upgrades. Further spending plan options around business assistance will be brought back at a later date in 2021 with a final decision on spending plans to be discussed in 2022. The budget amendment includes recognition of the first disbursement of grant revenues, for \$1,277,521, received on June 25, 2021. The amendment includes expenditures of \$200,000 for utility assistance (\$130,000), HVAC upgrades for the Public Works Operations Center and City Hall (\$50,000), and purchase of PPE and masks for public distribution for \$20,000. The utility assistance will include City of Ridgefield utility accounts and Clark Regional Wastewater District utility accounts for Ridgefield residents. The HVAC will replace the unit at the Public Works Operations Center with a new system to assist with healthy air flow and repair the current unit at City Hall. In addition, the City will purchase additional face masks for public distribution. The remaining grant amount of \$1,077,521 will be held until additional spending decisions have been adopted by the Ridgefield City Council. The City will receive an additional disbursement in June 2022 of \$1,277,521.

MOTION: MOVED TO WAIVE THE SECOND READING AND ADOPT ORDINANCE NO. 1348 AS PRESENTED.

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

4. Motion - Approval of Vendor Agreement Between the City of Ridgefield and Windy Hills Winery

In 2020, City staff researched possible vendors for that year's grapes. David Kelly from Windy Hills Winery had agreed to help preliminary processing and storage of the grapes, though no formal agreement had been reached for any products to be created from the grapes. Prior to harvest, however, the grape crop was decimated by birds, so no further agreement was discussed at the time. Upon recommendation from City Council members, City staff reached out to Windy Hills Winery as part of the 2021 due diligence required in the SLI, and David Kelly expressed a willingness to work with the City to store, process, and ultimately bottle either a red or rose' from the marechal foch roundabout grapes. City staff worked with the vendor to finalize a vendor agreement to present City Council for approval. Key provisions of the agreement include:

- Allowed use of the grapes and processed wine: City use only, not for sale, vendor able to sample as necessary for processing but nothing else; Vendor recommends type of wine to make with grapes, City has authority to approve
- Name and Label: City has naming authority; City and vendor collaborate on design but City maintains ultimate authority to approve design before labels are finalized and printed
- Cost: 1) City sells grapes to vendor for purposes of LCB requirements, with money due after grapes are processed and City purchases wine; 2) City purchases wine from vendor to cover cost of producing wine,

deducting amount owed by vendor for grapes

MOTION: MOVED TO APPROVE THE VENDOR AGREEMENT BETWEEN THE CITY AND WINDY HILLS WINERY FOR THE 2021 RIDGEFIELD ROUNDABOUT GRAPES, AND AUTHORIZE CITY MANAGER TO SIGN THE AGREEMENT.

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

PUBLIC HEARING/BUSINESS

1. Public Hearing and Approval of Resolution No. 598 - 2022-2027 Transportation Improvement Program - Bryan Kast, Public Works Director

Per RCW 35.77.010, the legislative body of each city and town, pursuant to one or more public hearings thereon, shall prepare and adopt a comprehensive transportation program for the ensuing six calendar years. The six-year program shall specifically set forth those projects and programs of regional significance for inclusion in the transportation improvement program within that region. The 6-year Transportation Improvement Program (TIP) is a separate project list from the Transportation Capital Facilities Plan, and does not have a bearing on Traffic Impact fees or TIF credits.

Mayor Opened the Hearing: 7:18PM

No testimony received.

Mayor Closed the Hearing: 7:18PM

MOTION: MOVED TO ADOPT RESOLUTION NO. 598 AS PRESENTED.

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

PUBLIC COMMENT

None received.

COUNCIL/PRESIDING OFFICER/STAFF REPORTS

Council

Council Member Lindsay - Attended pre-application conference, run through the sprinkler event at the park.
Council Member Chipman - Attended Main Street meeting, Art Association meeting, Farm to Table event, City tour with Council Member Wells.

Council Member Aichele - Attended Chamber of Commerce meeting, City Days event, Port of Ridgefield meeting, Friends of the Ridgefield library, Farm to Table, pre-application conference, Chamber of Commerce lunch meeting.

Council Member Coker - Attended Chamber of Commerce meeting, Lions Club, ride a along with Ridgefield Officers.

Council Member Wells - Pre-application conference, Randy Mueller selected as Port of Ridgefield CEO, Farm to Table event.

Mayor

Appointment of Planning Commission Member

MOTION: MOVED TO APPOINTMENT JOHN ROSE AND MATT COLE TO PLANNING COMMISSION, POSITION NO. 1 AND 3.

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

Appointment of Parks Board Member

MOTION: MOVED TO APPOINTMENT BRUCE CARPENTER AND JAKE BREDSTRAND TO PARKS BOARD, POSITION NO. 5 AND 7.

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

City Manager

Deputy City Manager Lee Knottnerus - Event updates provided.

Finance Director Kirk Johnson - Update on baseline budget, new employee update.

Community Development Director Claire Lust - Welcome to new Planning Commission members.

Public Works Director Bryan Kast - Water leak update on Elm Street, kudos to water department.

Lieutenant, Cathy Doriot - Design for the pink patch is completed.

ADJOURN - [7:39 PM](#)

Julie Ferriss, City Clerk

Don Stose, Mayor

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: September 09, 2021

ITEM:

AGENDA ITEM TITLE: Motion - Approval of Bid Award for Royle Road

GOVERNING LEGISLATION:

Revised Code of Washington Title 35 – Cities and Towns

PREVIOUS COUNCIL ACTION TAKEN:

Award of design contract to PBS for 45th Ave on August 24, 2017

SUMMARY/BACKGROUND:

The City's Transportation Capital Facilities Plan includes improvements to Royal Road including widening to a 2-lane roadway with a planted center median, a roundabout at Wells Drive/S.15th St and pedestrian facilities. Developments along the Pioneer Street Corridor have been paying a pro-rata share for these Improvements and the City will be taking the lead on construction, beginning with the roundabout and widening work south to S. 19th.

In 2017 the City contracted with a team of design consultants headed up by PBS Engineering and Environmental to complete design of the project. In 2019 PBS Engineering completed design of the entire corridor to the 90-percent level which would allow for a private developer to complete the work. This year PBS completed final design of the project including bid documents, specifications, and utility coordination so that the City could bid and construct the project.

The bid schedule for the project is separate into 3 schedules. Schedule A is for the roadway work, sidewalk along the east side of the road and stormwater facilities, schedule B is for the water line, and schedule C is for sewer and will be reimbursed by Clark Regional Wastewater District. The Bid also includes two alternates, one for construction of sidewalk along the west side of the roadway, and one for completion of the project by the end of the year. Bid award will be determined based on schedules A-C, and at the time of award Council can elect to add one or both of the alternative items. Bids for the construction were advertised on August 12, and bids will be opened on September 9. Bid results will be available at the time of the meeting.

BUDGET/FINANCIAL IMPACTS:

The amended 2021 Budget includes a total of \$2.95M for the final design and construction of the first phase of the Royle Road Improvements. The final design contract was for \$111,000 leaving \$2.839M for Construction. The Engineer's Estimate for the project is \$2.8M.

RECOMMENDED ACTION OR MOTION:

Staff recommends awarding the construction contract to the low bidder.

STAFF CONTACT: Bryan Kast, Public Works Director

ATTACHMENTS:

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: September 09, 2021

ITEM:

AGENDA ITEM TITLE: Motion - Approval of Amendment to Continuing Operations Plan

GOVERNING LEGISLATION: Chapter 38.52 RCW and RMC Section 2.44.070

PREVIOUS COUNCIL ACTION TAKEN: March 26, 2020: Ratification of Declaration of Civil Public Health Emergency and Planned Response/Continuing Operations (COOP) Plan; April 23, May 28, June 11, and November 5, 2020; and April 8, 2021: Amendments to the COOP Plan for compliance with state and federal regulations related to COVID-19.

SUMMARY/BACKGROUND: Effective, January 11, 2021, the State of Washington launched Healthy Washington – Roadmap to Recovery which outlined a phased recovery and re-opening plan. Beginning June 30 all industry sectors covered by the Roadmap to Recovery returned to usual capacity and operations under the Washington Ready proclamation.

The Delta variant of COVID-19 was identified in December 2020 and it became the predominant strain of the virus in the United States in approximately June 2021. Because of a severe increase in COVID cases and hospitalizations due to the Delta variant, the State of Washington reinstated the requirement that all people wear a mask when inside public buildings including employees. The requirement became effective August 23, 2021.

The COOP Plan is being revised to assure current and future compliance with the Washington Ready plan and state regulations regarding masks, and to encourage actions to prevent transmission of the disease.

BUDGET/FINANCIAL IMPACTS: None.

ACTION OR MOTION:

Staff recommends that City Council approve the amendments to the Continuing Operations and Recovery Plan. A recommended motion is:

“I move to approve the amendment to the Continuing Operations Plan as presented.”

STAFF CONTACT: Lee Kottnerus, Deputy City Manager

ATTACHMENTS: Ridgefield COOP Plan.August 2021 (PDF)



City of Ridgefield Planned Response for COVID-19 Continued Operations and Recovery Plan

Effective Dates: *March 18, until the threat of COVID-19 to public health and safety has abated, as determined through continued local, regional, statewide, and national evaluation. This Plan will be evaluated on a regular basis for any changes that may be necessary as the situation evolves.*

Updates: Effective January 11, 2021, the State of Washington launched Healthy Washington — Roadmap to Recovery which outlines a phased recovery and re-opening plan. Beginning June 30 all industry sectors covered by the Roadmap to Recovery returned to usual capacity and operations under the Washington Ready proclamation. Ridgefield will follow the guidelines outlined in the Washington Ready plan and other State guidance unless otherwise specified in this Plan.

The objectives of this plan will be followed throughout the transition to re-opening City facilities and services.

COVID Definition: COVID-19 is a respiratory disease caused by SARS-CoV-2, a new coronavirus discovered in 2019. The virus is thought to spread mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, or talks. The Centers for Disease Control (CDC) believes at this time that symptoms may appear in as few as two days or as long as 14 days after exposure.

A Delta variant of COVID-19 was identified in December 2020 and became the predominant strain of the virus in the United States in approximately June 2021. The Delta variant causes more infections and spreads faster than early forms of SARS-CoV-2, the virus that causes COVID-19.

PLAN OBJECTIVES.

City's Primary Goal: Protect Employees and Residents throughout the Pandemic, Recovery and Reopening

- Reduce the spread of disease among staff and residents.
- Protect people at higher risk for complications.
- Maintain essential operations.
- Minimize impact on residents, customers and businesses.
- Be proactive, rather than reactive, by taking measures now to minimize risk.
- Provide information to and communication with employees and residents regarding City operations and other updates.

This plan will supersede all other City policies. This plan is subject to change as needed.

KEY BUSINESS FUNCTIONS

To assure that employees are able to continue to perform key business functions, whether in the workplace or at a remote location, and that hours of worked are tracked, the City will:

- Obtain and Inventory equipment that remote workers will be utilizing.
- Codes will be established for payroll purposes to track reduced hours and leave due to COVID-19.
- Assure that a plan is in place for recovery and reopening.

IMPACT ON CITY FACILITIES AND OPERATIONS

On August 1, 2021, the City began a phased re-opening plan for all City facilities. Effective Tuesday, September 7, 2021, City facilities will re-open while maintaining protections to assure the safety of employees and residents, and continuation of City services:

City Parks, Facilities and Meetings

City facilities and meetings will be provided as follows:

1. The doors to City Facilities will be re-opened to the public with services by appointment only when possible. Phones are monitored during normal business hours. On-line services are available 24 hours.
2. The following parks and facilities will be re-opened and operated consistent with State guidance:
 - **Play structures, parks, and public restrooms** The Ridgefield Outdoor Recreation Complex and all other sports fields.
 - Park rentals including but not limited to Bennett Kitchen and Overlook Park.
3. Public meetings, including City Council and all Boards/Commissions will be offered in-person and virtually as outlined in the State's guidance.

Employee Education and Support

The following actions will be taken to assure that employees receive the necessary support to transition to re-opening, enable them to perform their job and to prevent the transmission of the coronavirus:

- Employees are educated on the signs, symptoms and risk factors associated with COVID-19; how to prevent the spread of the coronavirus at work; how to effectively wash hands with soap and water for at least 20 seconds; the importance of covering coughs and sneezes and not coughing the face with unwashed hands; procedures for a potential exposure in the workplace and workplace rights and discrimination.
- Employees are educated on the mental health impacts of the COVID pandemic and resources available for assistance with any issues.
- Communication channels are actively maintained for employees to provide support, updated information about COVID-19, to enable employees to stay connected and have information necessary to perform their job.
- Administrative, Human Resources and other support services are maintained as necessary to implement this Planned Response and otherwise provide assistance for all City employees.

Resident Support and Communication

The following actions will be taken to assure that the Ridgefield community is informed about COVID impacts, is supported throughout the pandemic and re-opening efforts:

- Communication channels are actively maintained for community/residents; the building and construction industry; HOA's, and businesses closed, restricted or able to re-open due to a statewide emergency proclamation.
- Signage notifying residents and visitors about disease control requirements are posted in public places including parks.

- Alternative ways to access City services will be provided including but not limited to scheduling appointments on-line and making utility payments via phone on a 24/7 basis.

IMPACT ON CITY SERVICES

Specific Department functions are modified as follows:

Police Department.

Following services will be suspended:

- Civilian Ride-Alongs;
- Prescription medication drop-off; and
- Public tours of facility and vehicles;

Weapons transfers will be conducted on-line.

Public Works.

All Public Works operations staff (Facilities, Utilities, Stormwater) will be placed on an alternate work schedule or work location to minimize transmission of the coronavirus.

- Engineering staff will be available during normal business hours by email or phone; and will be available to meet in-person by appointment only;
- Inspection staff will continue rounds while limiting physical contact. Inspections by appointment only;
- Utilities staff will continue to operate the City's water system and perform maintenance and locates;
- Meter installs, mid-cycle meter reads and final meter inspections will be by appointment only, on Wednesdays;
- Facilities staff will respond to safety issues on roads and in parks,
- Park and ROW mowing and maintenance will continue; and
Stormwater staff will continue to maintain and inspect facilities, and check facilities before/during heavy rains;

Finance.

Finance services will operate as normal.

Community Development.

The Community Development Department will accept and process building, land use and engineering permits and perform building inspections consistent with building and construction proclamations issued by Governor Inslee.

Miscellaneous Services

The following City services will be suspended:

- Cemetery Services: plots will be sold when possible without contact, burial services are modified consistent with state requirements.
- Issuance of Peddler's License
- Response to public records will be electronic only.
- New job recruitments which require multiple in-person interview processes are suspended.

PREVENTING WORKPLACE EXPOSURE

The following actions will be taken in an attempt to prevent workplace exposure:

Notification of Illness. Any employee who experiences symptoms of any illness will remain home from work, or leave work immediately if symptoms develop at work. Employees will notify a department manager or human resources if the employee or a member of their household test positive for COVID-19 or experience symptoms consistent with COVID-19.

Physical (social) Distancing and other Prevention.

All employees will be required to follow disease transmission policies including but not limited to:

- Wear facial coverings as required by a statewide proclamation.
- Complete health screenings prior to each workday or shift.
- Hold virtual meetings if possible. Minimize in-person meetings and assure physical distancing requirements can be met;
- Adhere to physical distancing policies through the use of email, phones and teleconferencing/webinars, when possible, rather than face-to-face contact; and avoid handshakes.
- Effectively handle materials and customers, they could be contaminated; and
- Wash hands often and practice other sanitary means to prevent spread of germs.

Police Department: Public Safety employees should immediately consider showering and changing clothing at the end of each shift (before going home) to minimize risk of exposure to family members.

Work-related Travel and Training. Employees may attend in-person training if social distancing and other disease control measures are required. Travel for essential training may be approved by the City Manager.

Telework: Eligible employees will work remotely when possible, provided it does not interfere with continuing essential city services. Eligible employees are those whose job duties can be completely or substantially performed from home, as determined by their manager. Eligible employees may also be required to work remotely to minimize contact and/or allow social distancing among employees in City facilities.

At Risk Employees: The City will consider whether employees are in an at-risk population when determining whether they should report to work at a City facility or work from home.

Individuals deemed by the CDC as being at higher risk of suffering severe illness or death from COVID-19. Based on current CDC guidance, this definition includes:

1. Individuals aged 65 years and older;
2. Individuals who live in a nursing home or long-term care facility;
3. Individuals of any age with an underlying medical condition, including:
 - Chronic lung disease; Moderate to severe asthma; Serious heart condition; Diabetes; Severe obesity (Body Mass Index ≥ 40); Chronic kidney disease undergoing dialysis; Liver disease;
 - Any condition that compromises an individual's immune system, including: Cancer treatment; Smoking; Bone marrow transplantation; Organ transplantation; Immune deficiencies; HIV or AIDS; Prolonged use of corticosteroids (often seen in individuals with autoimmune diseases); Any other immune-weakening condition.

Vaccinations: On July 27, 2021, CDC released updated guidance on the need for urgently increasing COVID-19 vaccinations due to a significant increase in new cases of the Delta variant of COVID-19. The CDC advised that the best way to maximize protection from COVID and the Delta variant and prevent spreading it to others is to get vaccinated. Therefore, the City will provide incentives and develop policies encouraging employees to receive vaccinations.

RESPONDING TO A WORKPLACE EXPOSURE

If an employee is diagnosed/confirmed positive with the virus or reports symptoms of the virus, the following actions will be taken:

- Employees who are experiencing symptoms will be encouraged to obtain a test for COVID-19.
- Unvaccinated employees who have been in close contact with someone who tested positive for COVID, any employees who test positive for COVID, or who have symptoms consistent with COVID will be placed on leave and asked to isolate for the period of time recommended by Clark County Public Health. Employees who are not ill will be asked to work at home if possible.
- Employees who believe the exposure was work related will be encouraged to submit an application for workers compensation benefits.

The workplace will be shut down and disinfected before allowing other employees to return.

WORKPLACE LEAVE POLICIES

Effective August 13, 2021, the City revised its Emergency Paid Sick Leave Policy consistent with the American Rescue Plan Act of 2021 and for the purpose of encouraging employees to be vaccinated. Through December 31, 2021, employees receive paid leave as follows:

- Four hours of paid leave for use when attending vaccine appointments.
- For employees who are vaccinated, required to be in quarantine or isolation due to COVID and not able to work from home.

The quarantine or isolation period related to COVID-19 is the period defined by an order or guidelines of the federal Centers for Disease Control and Prevention, Clark County Public Health and/or a City of Ridgefield policy.

This leave policy will supersede any current City Employment Policies that address leave from work:

Personal Travel. If an employee chooses travel for personal reasons to a high-risk country and is quarantined upon return to the US, the City will not pay the employee during this timeframe.

If an employee chooses to travel for personal reasons within the United States and utilizes public transportation such as an airplane or train, the employee will be subject to quarantine following return.

Employees would have the ability to utilize any applicable earned leave (sick, vacation, etc.) while quarantined.

The quarantine period will be the period defined by an order or guidelines of the federal Centers for Disease Control and Prevention, Clark County Public Health and/or a City of Ridgefield policy.

INFECTION CONTROL MEASURES

The City will take the following infection control measures:

- Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to the workplace and in high visibility locations;
- Provide soap, water, and hand sanitizer in multiple locations and routinely refill;
- Provide facial coverings for all employees;
- Conduct health screenings for all employees prior to each workday or shift;
- Require employees to clean hands often by washing for at least 20 seconds using soap and water, or using hand sanitizer if soap and water is not available;
- Supply tissues and no-touch waste bins;
- Ask employees to stay home when sick; and
- Require that employees routinely clean commonly touched surfaces and sanitize all areas of their workspace daily.

ENCOURAGE PHYSICAL DISTANCING

Physical distancing is an intervention to increase the distance between people and reduce the spread of disease. To encourage physical distancing, the following measures are put in place:

- Implement policies and procedures for employees to work remotely, if possible;
- Permit flexible work hours, if possible;
- Provide the technology and infrastructure needed to support multiple employees working from home;
- Place appropriate signage at all entrances and an information monitor at the designated entrance for customers, visitors, etc.;
- Place a locked drop-box at the designated entrance to the building, where documents and payments can be submitted safely, without the need to interact directly with staff;
- Provide email and telephone number on signage for assistance to customers utilizing the drop box; and
- Establish employee business travel and training restrictions to minimize risk.

SEPARATE SICK EMPLOYEES

The City will assure that employees who have COVID or other flu like symptoms are separated as follows:

- Employees who report to work having a fever or flu-like symptoms upon arrival, or who become sick during the workday, should be separated from others and immediately sent home; and
- Ensure that all managers and supervisors are aware of City policies and the expectation that sick employees stay home.

ANTICIPATE ABSENTEEISM

The City will anticipate absenteeism due to COVID-19 and will:

- Prepare for employee absences resulting from personal illness, caring for ill family members, and

- dismissal of early childhood programs and K-12 schools;
- Be ready to adapt business practices to maintain critical operations; and
- Prepare to temporarily suspend non-essential operations, if necessary.

COMMUNICATION PROTOCOL

The City recognizes that communication is critical during this pandemic and for employees who are working remotely. Therefore, the City will:

- Keep all employees informed about City operations, wellness activities, safety and COVID-19 updates through postings, email, City Intranet and the Employee Hotline when necessary;
- Provide positive, factual information which will help calm and encourage staff;
- Establish clear lines of communication between within and between departments to ensure critical services can be provided; and
- Provide timely and factual press releases as needed to keep community informed.

PROCESS FOR ACTIVATING THE CITY'S PLAN WHEN THERE IS A REPORT OF COVID IN THE WORKPLACE

- Employees must immediately notify, by phone or email only, their manager or Human Resources if they have experienced an exposure or received a presumed or confirmed diagnosis of coronavirus.
- Employees who have been medically diagnosed with the virus or who were quarantined will submit a physician's release to return to work, if possible.
- The City will work with local health officials as needed or required for reporting positive COVID tests and contact notification.

MODIFICATIONS TO THIS PLAN

The City will comply with the restrictions of all state and federal emergency proclamations and declarations related to COVID-19. In the event a proclamation or declaration modifies this Planned Response, the remainder of this Planned Response will remain in full force and effect.