



# 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 JANUARY 5, 2022 –

**ZOOM — TO PARTICIPATE BY PHONE DIAL 1-253-215-8782, 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: **Yes**
5. Additions or corrections to published Agenda
6. Presentations:
  - a. Oath of Office: Mayor Reim
  - b. Oath of Office: Council members Matt Moore; Sarah McDonnell; Kathleen Harris

## **II      CONSENT AGENDA**

1. Approval of Claim Fund Bills and Checks Issued
2. Approval of Council Minutes: December 15, 2021
3. Approval of Special Event Application:
4. Set Public Hearing for January 19, 2022 at 7:00 p.m. – Amend Ephrata Municipal Code 19.04.070 to allow hotels and motels in the Industrial 1 Zone

**III     STAFF, COMMITTEE, & AGENCY REPORTS**

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

**V      PUBLIC HEARINGS**

**VI     ORDINANCES & RESOLUTIONS**  
1. Resolution 22-01-Vacate portion of a public utility easement

**VII    ITEMS FOR COUNCIL CONSIDERATION**

**VIII   ITEMS FOR COUNCIL ACTION**  
1. Proclamation: Declaring January 23-29, 2022 as School Choice Week in Ephrata  
2. 2022 Lodging Tax Advisory Committee Recommendation  
3. Surplus of Taser Devices  
4. Uncollectible Debt Write-off  
5. Interlocal Agreement with Grant County District Court

**IX     CITY ADMINISTRATOR REPORT**



## **CITY COUNCIL MINUTES**

### **December 15, 2021**

City Council of the City of Ephrata, Grant County Washington met in regular session on December 15, 2021.

Open House was held at 6:00 p.m. to honor Council Member Mark Wanke for his 32 years of service as an Ephrata Council Member.

The meeting was called to order at 7:00 p.m. by Mayor Bruce Reim.

This meeting is also available remotely by phone using the ZOOM call in number and City meeting ID.

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

**Staff Present:** City Administrator Mike Warren, City Attorney Anna Franz, Public Works Director Bill Sangster, Community Development Director Dan Leavitt, Community Relations Director Traci Bennett, Fire Chief Jeremy Burns, Police Chief Kurt Adkinson, and City Clerk/Finance Director Leslie Trachsler

Pledge of Allegiance was said.

No public signed up to speak. This meeting is being recorded

**Agenda:** There were no corrections or additions to the agenda.

**Presentations:** Mayor Reim presented a plaque to outgoing Council Member Mark Wanke thanking him for his dedicated and committed service to the citizens of Ephrata. Mark has faithfully served as a City Council Member for 32 consecutive years.

Mark Wanke gave a brief speech reviewing some of the major events and changes that have occurred during his time in office and thanked the citizens for entrusting him to serve all these years.

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

Items on the consent agenda are as follows:

Claims #94286 through #94341 in the amount of \$128,498.26  
VOID Claim #94285 – printing error \$0.00  
Manual Checks #86122021, 87122021, 88122021, and 89122021 in the amount of \$3,151.60  
EFT in the amount of \$23,229.10  
Minutes of the December 1, 2021 Council meeting  
Special Event Applications: None

**Public Hearing Resolution 21-014 – Six-Year and Twenty-Year Capital Facilities Plan:** Mayor Reim opened public hearing at 7:16 p.m. Director Leavitt gave a brief staff report. A Capital Facilities Plan is a long range financial plan that allows the City to prioritize public projects and identify funding sources for those project. The Growth management Act requires communities plan for capital facilities to ensure adequate levels of facilities and services are in place to support development. The plan does not obligate the City to this timeline. As needs arise and financing opportunities become available projects can be moved up or down the timeline. The Planning Commission has reviewed the changes to the Twenty-Year Comprehensive Capital Facilities Plan and recommends approval.

There being no public comments, Mayor closed public hearing at 7:18 p.m.

**Public Hearing Ordinance 21-19 – Amending EMC 19.22 “Sidewalk Construction and Improvement”:** Mayor opened public hearing at 7:18 p.m. Director Leavitt gave a brief staff report. This amendment provides a more uniform and consistent standard for sidewalk construction, improvement variances and special provisions. An increase of development in areas where property was subdivided before the sidewalk requirement has prompted the need for the code amendment. The Washington State Department of Commerce has concluded their 60-day review of the proposed amendment.

There being no public comments, Mayor closed public hearing at 7:20 p.m.

**Public Hearing Ordinance 21-16 – 90-Day Moratorium on Residential Subdivisions:** Mayor opened public hearing at 7:20 p.m. Director Leavitt gave a brief staff report. In accordance with adopted Ordinance 21-16, Council is to hold a public hearing to take testimony from the public on the moratorium that was imposed on the acceptance of new residential subdivision applications. The moratorium provides the time needed to complete a review of the parks and open space requirements for residential subdivisions and to allow for the 60-day review period by the Washington State Department of Commerce.

Director Leavitt discussed the drafted amendment to Chapter 18 regarding park fees and open space requirements. The proposed amendment for the fee in lieu of land dedication for parks and open space is \$1,800 per residential lot. The fee would be held in a reserve account and could only be used to fund capital improvements for park facilities and shall be spent within six years of collection.

Public comments: Paul Dart of Briar Investments in Moses Lake addressed Council on behalf of an investor who is developing land off Railroad Avenue. He expressed their surprise and disappointment at finding out that there was a moratorium and that there will be a fee for each lot. He asked if this was set in stone and commented that the \$1800 fee has caught them off guard.

Council discussion ensued regarding the timing of when the fees are paid; the need for the increased fees; new developments impact on the Parks system; how the fees should be assessed; and what would be a fair and equitable fee.

Council consensus is that the current fee is too low and needs to be increased; fees should be collected before final recording/acceptance of the plat; and settled to move forward with the proposed flat fee of \$1800 per lot.

There being no further comments, Mayor closed public hearing at 8:06 p.m.

**Ordinance 21-17 – “Fee Schedule and Charges for City Services”:** The Council’s philosophy has been to make small incremental increases to the City’s fees and charges on a yearly basis by the amount of CPI. All rates have been increased by 6% with the exception of the sewer fees which increased 8% to cover the construction loan for system improvements; fee for Easement Vacation Requests to reflect actual staff time and costs; and Splash Zone rates were increased 11.83% due to the increase in minimum wage.

Motion to approve and accept Ordinance 21-17 amending EMC 3.35 entitled “Fee Schedule and Charges for City Services”. (m/s Coe/McDonnell) Motion carried.

**Ordinance 21-18 – 2021 Budget Supplemental Appropriation:** This budget amendment addresses the legal obligation we have to adopt a budget that reflects all expenses known and unanticipated. The reflected increases are associated with the increased insurance premium; increased MACC dispatching fees; reallocation of personnel costs; library service fee; increased project costs; costs for chemicals; small equipment and supplies; and increased utility and B&O Taxes.

Motion to approve and accept Ordinance 21-18 amending the 2021 Budget and authorizing the expenditure of said funds. (m/s Allstot/Mora) Motion carried.

**Ordinance 21-19 – Amending EMC 19.22 “Sidewalk Construction and Improvement”:** Motion to approve and accept Ordinance 21-19 amending EMC 19.22 entitled “Sidewalk Construction and Improvement”. (m/s Coe/Moore) Council discussion ensued regarding this section of Code which creates a piece meal of sidewalks

and in some areas there is no available way to put a sidewalk in. There is a need to establish a better way to fill in the missing sidewalk links. Legal counsel advised that this ordinance establishes a standard for the assessment of the fees and does not address the piecemealing of sidewalks. Coe, Mora voted Aye; Moore, Wanke, Allstot, McDonnell and Millard voted nay. Motion failed.

**Resolution 21-014 – Six-Year and Twenty-Year Capital Facilities Plan:** Motion to approve and accept Resolution 21-014 2022 Update of the Six-Year Capital Facilities Plan. (m/s Moore/Millard) Council discussion ensued regarding the new city facility and where are we in the process. Mayor advised that funding of course is an issue. Motion carried.

**Resolution 21-013 – Vacation of Public Utility Easement Continued:** Staff requests additional time for further research. Motion to table. (m/s Millard/McDonnell) Motion carried.

**Approve Agreement with Grant County Health District:** Administrator Warren advised that the Grant County Health District has requested an increase in the City's yearly support from \$2 to \$3 per citizen.

Motion to authorize Administration to execute Agreement with Grant County Health District for 2022 at the requested \$3 per citizen. (m/s Wanke/McDonnell) Motion carried.

**Accept anonymous donation for Recreation Scholarships:** Director Bennett advised Council that the Recreation Department received a \$400 donation to be used for recreation scholarships. All donations must be accepted by Council.

Motion to accept anonymous donation for \$400 for recreation scholarships. (m/s Mora/Millard) Motion carried.

**Confirm Mayor's appointment to the Parks Commission:** Motion to confirm Mayor Reim's appointment of Carrie Wanke to the Parks Commission. (m/s Wanke/Moore) Motion carried.

#### **City Administrator Report:**

There being no further business Council member Wanke motioned to adjourn the meeting at 8:40 p.m. seconded by Allstot. Motion carried.

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Bruce Reim, Mayor

ATTEST:

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Leslie Trachsler, City Clerk



**DATE:** December 10, 2021  
**To:** EDC Officers, Directors & Ex-Officio Directors  
**FROM:** Brant Mayo, Executive Director  
**VISION:** *Economic Prosperity & Quality Growth*  
**MISSION:** *To work for the continued orderly growth of the Grant County economy while improving quality of life*

**BOARD OF DIRECTORS MEETING**  
**7:00 AM WED. DECEMBER 15, 2021 | VIRTUAL ONLY**

**BOARD MEETING AGENDA**

- 1) Welcome & Call meeting to Order .....Gregg Fletcher
- 2) Approve November 2021 Board Meeting Minutes .....Dale Pomeroy
- 3) Review November 2021 Financial Reports.....Juliann Dodds
  - a. 2022 Budget (action needed)
- 4) Report on EDC Activities .....Brant Mayo/Staff
- 5) Unfinished (Old) Business .....Brant Mayo
  - a. In Person Meetings
- 6) New Business
- 7) Board Member Round Table.....Board Members
- 8) Adjourn.....Gregg Fletcher

**2021 FUTURE EDC MEETINGS & EVENTS**

Board of Directors	January 19, 2022	7:00 AM Virtual
Annual Meeting	February 16, 2022	7:00 AM Virtual
Board of Directors	February 16, 2022	7:10 AM Virtual





**Grant County**  
Economic Development Council

**Our Mission...**To bring continued, orderly growth to Grant County and promote quality of life

**Our Vision...**To be the number one resource for business development

## **Board of Directors Meeting Minutes November 17, 2021**

**Meeting called to order:** 7:03 a.m. by Brant Mayo

**Directors Present:** Dr. Terry Leas, Dale Pomeroy, Marvin Price, Jim McCullough, Louis Szablya, Brian Meiners, Rob Jones, Juliann Dodds, Lisa Karstetter, Cash Brown, Don Kersey, Caralyn Bess, Peggy Nevsimal, Juanita Richards

**Directors Absent:** Gregg Fletcher, Katherine Ryf, Lars Leland, Scott Freidig, Curt Morris, William Coe

**Ex-Officio Directors Present:** None

**Ex-Officio Directors Absent:** Darci Kleyn, Karen Liebrieht

**Staff Present:** Brant Mayo, Allan Peterson, Rachelle Lange, Rebecca Nelson

**Guests Present:** Dr. Sara Thompson Tweedy, LeAnne Parton, Melissa Bethel, Alicia Deveraux, Susan Mann, Rachelle Haven, Blake Baldwin, Kevin Burgess, Jenny Rojanasthien

**Board Meeting Minutes for October 2021:** Dr. Terry Leas moved to approve the October minutes and Caralyn Bess seconded; the motion passed.

**Financial Report for October 2021:** Juliann Dodds presented the financial statement drafts, and there are no concerns at this time.

**North Central Washington (NCW) Tech Alliance:** Blake Baldwin and Jenny Rojanasthien presented about the organizations mission in connecting people with technology resources and their passion to ensure rural Washington is not left behind as technology accelerates. NCW host several educational and networking events to help the community develop and or enhance skills, education, and connections. NCW supports learning to prepare the future generations with skills needed to thrive. STEM education ensures our community has a workforce pipeline.

### **Report on GCEDC Activities:**

- Peterson updated the board on SBDC activities and the upcoming trade mission to Hong Kong. More buyers will be attending than anticipated. Peterson also noted that most of his meetings have been primarily online this year and hopes there will be more in-person meetings next year.
- Lange attended her first CHI (Coalition for Health Improvement) meeting that was the first meeting since the committee transitioned new facilitators of the organization. Committee members discussed a plan with the organization's purpose and established new leadership roles.



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- Lange has been working on establishing a new customer relations software and consulting with several different companies and identifying the EDC office's needs.
- "The office continues to stay busier than ever with projects and meetings," said Mayo.
- Mayo reviewed several active projects including Project Risen that has been demanding a lot of time with on-site visit selections.

**Unfinished (Old) Business:**

- Mayo presented to the board the 2022 draft budget for review, and the board requested a couple of minor changes.

**New Business:**

- Capital campaign discussion involving Convergent to do the feasibility study and the potential costs associated with a campaign. The board suggested considering other options to Convergent.

**Community Updates:**

- No time for updates.

**Meeting Adjourned:** at 8:00 a.m. by Brant Mayo

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Gregg Fletcher, President

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Dale Pomeroy, Secretary



<u>Precinct Committee</u>	<u>1-Jan-21</u>	<u>1-Feb-21</u>	<u>1-Mar-21</u>	<u>1-Apr-21</u>	<u>1-May-21</u>	<u>1-Jun-21</u>	<u>1-Jul-21</u>	<u>1-Aug-21</u>	<u>1-Sep-21</u>	<u>1-Oct-21</u>	<u>1-Nov-21</u>	<u>1-Dec-21</u>	<u>Total</u>
Marian Cox	1	1	1						1				9
Nile Perryway		1	1	1	1	1				1	1		10
Jilliana Dodds	1	1	1						1				8
Carolyn Bess	1	1	1	1	1	1		-					7
Jean Fletcher	1	1	1	1	1	1							6
Louis Scoblyn	1	1	1	1	1	1							6
Lara LeBlond	1	1	1	1	1	1							6
SAC Staff													7
Basil Mayo	1	1	1	1	1	1							6
Allan Petersen	1	1	1	1	1	1							6
Rachelle Lunge													2
Rebecca Nelson	1	1	1	1	1	1							6

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10:27 AM  
12/03/21  
Accrual Basis

Grant County EDC  
Profit & Loss  
November 2021

	Nov 21
Ordinary Income/Expense	
Income	
4028 · Membership Dues	4,167.00
Total Income	4,167.00
Gross Profit	4,167.00
Expense	
6000 · Salaries	18,071.04
6010 · Insurance	
6005-1 · Reimbursed Health Care	742.47
6005-5 · Dental	31.70
Total 6010 · Insurance	774.17
6076 · Employee Retirement	1,008.30
6080 · Taxes	1,731.23
6500 · Automobile	11.20
6525 · Supplies	68.44
6530 · Postage	58.00
6531 · Garbage	23.59
6535 · Professional Fee/Dues	18,822.61
6540 · Rent/Utilities	783.00
7000 · Marketing	60.00
Total Expense	41,411.58
Net Ordinary Income	(37,244.58)
Other Income/Expense	
Other Income	
4100 · Contract Income	18,750.00
Total Other Income	18,750.00
Net Other Income	18,750.00
Net Income	(18,494.58)

10:27 AM  
12/03/21  
Accrual Basis

Grant County EDC  
Balance Sheet  
As of November 30, 2021

Nov 30, 21

<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · Umpqua CD - 6624	38,491.59
1001 · Banner Checking - 5426	30,553.51
1002 · Banner Saving - 8750	294,150.24
1007 · GESA Savings - 0825	5.00
1008 · GESA money market - 1047	260,473.10
1050 · Umpqua Bank 5257	5,650.00
Total Checking/Savings	629,323.44
Accounts Receivable	9,500.00
Total Current Assets	638,823.44
Fixed Assets	4,002.56
<b>TOTAL ASSETS</b>	<b>642,826.00</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	30,991.94
Long Term Liabilities	
2300 · Deferred Revenue	120.00
Total Long Term Liabilities	120.00
Total Liabilities	31,111.94
Equity	611,714.06
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>642,826.00</b>

10:28 AM

12/03/21

Accrual Basis

# Grant County EDC Profit & Loss Budget Performance November 2021



Ordinary Income/Expense	Nov 21	Budget	Jan - Nov 21	YTD Budget	Annual Budget
Income					
4028 · Membership Dues					
4028-1 · City	0.00	0.00	53,800.00	45,800.00	45,800.00
4028-2 · Port District	3,000.00	0.00	66,100.00	61,000.00	66,000.00
4028-3 · County	0.00	0.00	40,000.00	40,000.00	40,000.00
4028-4 · Private Business	1,167.00	10,000.00	84,437.00	105,000.00	115,000.00
4028-5 · PUD	0.00	0.00	22,500.00	22,500.00	30,000.00
4028 · Membership Dues - Other	0.00		125.00		
Total 4028 · Membership Dues	4,167.00	10,000.00	266,962.00	274,300.00	296,800.00
4029 · SIP Income	0.00	0.00	20,000.00	25,000.00	25,000.00
4030 · Grant revenue	0.00	0.00	12,100.00	0.00	0.00
4035 · CHI Income	0.00		18,750.00		
Total Income	4,167.00	10,000.00	317,812.00	299,300.00	321,800.00
Gross Profit	4,167.00	10,000.00	317,812.00	299,300.00	321,800.00
Expense					
5000 · Bank Service Charge	0.00	7.65	0.00	161.93	161.93
6000 · Salaries	18,071.04	17,132.25	237,055.83	214,704.75	254,587.00
6010 · Insurance	774.17	1,212.50	11,731.73	13,337.50	14,550.00
6076 · Employee Retirement	1,008.30	991.67	10,584.82	10,908.33	11,900.00
6080 · Taxes	1,731.23	1,625.00	20,804.79	17,875.00	19,500.00
6500 · Automobile	11.20	499.99	37,823.30	20,600.01	21,200.00
6505 · Training/Conferences/Dues	0.00	416.67	2,116.96	11,683.33	12,100.00
6515 · Meals/Entertainment	0.00	625.00	865.36	5,375.00	5,750.00
6517 · Equipment	0.00	0.00	7,422.72	4,000.00	4,000.00
6525 · Supplies	68.44	333.33	1,706.26	3,666.67	4,000.00

10:26 AM

12/03/21

Accrual Basis

# Grant County EDC Profit & Loss Budget Performance November 2021

	Nov 21	Budget	Jan - Nov 21	YTD Budget	Annual Budget
6530 · Postage	58.00	41.67	183.18	458.33	500.00
6531 · Garbage	23.59		77.44		
6535 · Professional Fee/Dues	18,822.61	3,416.67	67,272.26	69,083.33	76,000.00
6540 · Rent/Utilities	783.00	816.67	9,102.06	8,983.33	9,800.00
6545 · Telephone	0.00	386.67	3,778.93	4,253.33	4,640.00
6550 · Travel	0.00	0.00	263.22	7,000.00	7,000.00
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00
7000 · Marketing	60.00	351.67	4,710.00	8,868.33	9,220.00
7075 · Trade Shows	0.00	0.00	1,147.69	1,500.00	1,500.00
7501 · Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00
7502 · Merchant Service Fees	0.00	50.00	473.82	550.00	600.00
<b>Total Expense</b>	<b>41,411.58</b>	<b>27,907.41</b>	<b>417,120.37</b>	<b>403,009.17</b>	<b>457,008.93</b>
<b>Net Ordinary Income</b>	<b>(37,244.58)</b>	<b>(17,907.41)</b>	<b>(99,308.37)</b>	<b>(103,709.17)</b>	<b>(135,208.93)</b>
<b>Other Income/Expense</b>					
Other Income					
4005 · Interest Income	0.00	125.00	995.17	1,375.00	1,500.00
4100 · Contract Income	18,750.00	16,267.00	67,551.00	65,068.00	65,068.00
4105 · Special Events	0.00	0.00	0.00	0.00	0.00
4500 · Misc. Income	0.00	0.00	434,635.75	0.00	75,000.00
<b>Total Other Income</b>	<b>18,750.00</b>	<b>16,392.00</b>	<b>503,181.92</b>	<b>66,443.00</b>	<b>141,568.00</b>
<b>Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>338,820.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>18,750.00</b>	<b>16,392.00</b>	<b>164,361.92</b>	<b>66,443.00</b>	<b>141,568.00</b>
<b>Net Income</b>	<b>(18,494.58)</b>	<b>(1,515.41)</b>	<b>65,053.55</b>	<b>(37,266.17)</b>	<b>6,359.07</b>



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**Our Vision...** To be the number one resource for business development

## Director's Report

**November 8, 2021 to December 3, 2021**

### Existing Business Development

- Trade Mission Update - Hong Kong
- Data Center Tax Incentive Meetings and Call with Commerce
- Port of Royal and Warden Meetings
- 138 Visits in 2021

### Business Recruitment and Attraction

- Project Zion – Manufacturing – Site visits. Close to decision. Looking in Quincy area
- Project Grapevine- Agriculture – Had site visit in Grant County, continuing to visit
- Project New Falcon-Manufacturer/Production-Submitted to the State, had follow up to do for the site selector
- Project Tera – Manufacturing – request from the state on possible sites
- Project Raven – Food/Beverage Processor – Submitted several sites
- Project Y2K– Clean Tech -Approached by Site Selector regarding specific area-continuing follow up with site selector, site visit early October
- Project Z – Aerospace – Submitted several site for Grant County
- Project Diamond- Production Facility – located site in Grant County-had visit- gone quiet
- Project Y- Clean Tech- Company has specific site in mind
- Project High Bar- Manufacturing, 2 site visits, on-going calls
- Project Riser- Clean Tech – Site visit, several meetings, continued dialog/meetings/calls
- Project Falcon – Clean Tech – Engaged with Site Selector
- Project Kane – Food processing
- Project Naboo – Clean Energy
- Project File- Server Technology Manufacturing
- Project Black Falcon – Advanced Manufacturing
- Project Vision – Clean Tech – Call with Dept of Comm
- Project SoRna – Clean Energy Transportation
- Project Singularity – Clean Precision Machining Co.
- Calls with Solar Developers on County moratorium
- Phone Calls with Clean Energy Project looking in Grant Co.

### Workforce Development

- Workforce Alliance Meeting
- Workforce Future Summit





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- NCWD Board Meetings

**Infrastructure Development**

- Calls with PUD on current Projects
- Solar Discussions
- Meeting with County & Committee on SIP - Set meeting
- Conversation with Natural Gas Company regarding 2 projects

**Communication and Investor Development**

- Department of Comm – Visit with Staff
- Grant Co. Fair Grounds Planning
- Assoc Grant Co Homebuilders
- Visit with Ports
- Conversation with potential development (solar)
- Calls with Real Estate Developers
- Grant County Planning Dept visits
- ADO Data Collection Webinar and Calls
- International Trade Call
- WSBDC Weekly Calls
- Software Demos also with Commerce
- EWEDA Call
- GC Industrial Alliance
- Legislative Update (Warnick, Dent, Ybarra)
- BBCC Video and Alliance Health Discussion
- Prep for Staff Reviews and Update Employee Handbook
- WEDA Weekly Calls and Legislative Call
- Several CHI Calls and Meeting
- Meeting with Confluence Healthcare
- Kiwanis Meeting
- Grant Co Industrial Alliance
- Grant County Health District Call

**Retail and Services Development**

- SBDC 1 on 1 Meetings
- Call with Dominos
- ReCon Dec. 2021 planning/material development/meetings

		Pro Forma 2021 Budget	Proposed 2021 Budget	Draft 2022 Budget
<b>REVENUE:</b>				
4028	Membership Dues:			
	Cities	\$57,300.00	\$45,800.00	\$38,300.00
	Ports	\$66,000.00	\$66,000.00	\$66,000.00
	Private	\$100,000.00	\$115,000.00	\$95,000.00
	County	\$40,000.00	\$40,000.00	\$60,000.00
	PUD	\$30,000.00	\$30,000.00	\$35,000.00
4005	Interest Income	\$1,150.00	\$1,500.00	\$1,000.00
	Grants	\$58,315.00	\$58,500.00	\$25,000.00
	CHI Grant	\$75,000.00	\$65,000.00	\$75,000.00
4050	SIP	\$20,000.00	\$20,000.00	\$0.00
4100	Contract Income (Commerce)	\$65,068.00	\$65,068.00	\$75,000.00
<b>Total Revenue</b>		<b>\$512,833.00</b>	<b>\$506,868.00</b>	<b>\$470,300.00</b>
<b>EXPENSES:</b>				
6000	Salaries:	\$270,281.00	\$256,666.00	\$276,440.00
6010	Insurance	\$11,300.00	\$14,550.00	\$13,800.00
6076	Employee Retirement	\$10,000.00	\$11,900.00	\$14,000.00
6080	Taxes	\$24,000.00	\$19,500.00	\$25,000.00
6500	Auto	\$39,700.00	\$21,200.00	\$11,200.00
6505	Training/Conf./Dues	\$3,085.00	\$6,950.00	\$5,650.00
	IEDC 6505-1	\$700.00	\$3,500.00	\$2,000.00
	Warden Development Council 6505-11	\$150.00	\$150.00	\$150.00
	Other 6505-2	\$250.00	\$1,500.00	\$1,500.00
	WEDA 6505-3	\$1,100.00	\$1,000.00	\$1,200.00
	AWB 6505-4	\$435.00	\$350.00	\$350.00
	CBDL 6505-5	\$300.00	\$300.00	\$300.00
	INWP 6505-7	\$150.00	\$150.00	\$150.00
6515	Meals/Entertainment	\$1,250.00	\$5,750.00	\$5,500.00
	EDC Meals 6515-1	\$600.00	\$2,000.00	\$2,000.00
	Board Meetings 6515-2	\$0.00	\$500.00	\$500.00
	Business/Client/Consultant 6515-3	\$400.00	\$1,500.00	\$1,500.00
	Investors Council 6515-5	\$0.00	\$250.00	\$500.00
	Ports Meeting 6515-6	\$0.00	\$500.00	\$500.00
	Community 6515-7	\$250.00	\$1,000.00	\$500.00
6517	Equipment	\$8,000.00	\$4,000.00	\$2,500.00
6525	Supplies	\$2,000.00	\$4,000.00	\$2,500.00
6530	Postage	\$250.00	\$500.00	\$500.00
6535	Professional Fees	\$72,300.00	\$76,000.00	\$72,350.00
	Newsletters and Annual Report	\$0.00	\$500.00	\$500.00
	Wage & Benefit Survey			\$4,000.00
	Trends Website	\$13,000.00	\$13,000.00	\$16,850.00
	Subscription fees	\$2,900.00	\$2,500.00	\$2,500.00
	Membership Dues	\$2,500.00	\$3,500.00	\$2,500.00
	Professional Services	\$31,000.00	\$33,500.00	\$22,500.00
	Payroll fee	\$1,900.00	\$1,500.00	\$2,000.00
	ESRI Data	\$4,500.00	\$4,500.00	\$4,500.00
	Attorney	\$0.00	\$500.00	\$500.00
	Audit or Review	\$14,000.00	\$14,000.00	\$14,000.00
	INEA for ESMI Data	\$2,500.00	\$2,500.00	\$2,500.00

6540	Rent/Utilities	\$12,260.00	\$9,800.00	\$13,640.00
	Rent	\$10,500.00	\$9,000.00	\$11,000.00
	Janitorial	\$1,000.00		\$1,500.00
	Garbage	\$60.00		\$240.00
	Utilities	\$700.00	\$800.00	\$900.00
6545	Telephone/Internet	\$4,640.00	\$3,240.00	\$4,640.00
	Internet Access	\$840.00	\$840.00	\$840.00
	Office Phones	\$2,400.00	\$2,400.00	\$2,400.00
	Cell Phone	\$1,400.00	\$1,400.00	\$1,400.00
6550	Travel	\$800.00	\$6,000.00	\$8,000.00
	Outbound Trade Allan	\$0.00	\$4,000.00	\$4,000.00
	Travel	\$800.00	\$3,000.00	\$4,000.00
7000	Marketing	\$7,220.00	\$9,220.00	\$9,220.00
	GIS Webtech	\$4,000.00	\$5,000.00	\$5,000.00
	Website	\$720.00	\$720.00	\$720.00
	Advertising	\$2,500.00	\$2,500.00	\$2,500.00
	Local Marketing	\$0.00	\$1,000.00	\$1,000.00
7075	Trade Shows	\$1,500.00	\$1,500.00	\$2,500.00
Total Expenses		\$468,586.00	\$450,776.00	\$467,440.00
NET REVENUE		\$44,247.00	\$56,092.00	\$2,860.00
EVENT REVENUE:				
4105	Special Events:	\$0.00		
	Annual Banquet		\$0.00	\$0.00
Total Event Revenue		\$0.00	\$0.00	\$0.00
EVENT EXPENSES:				
6516	Event Meals/Entertainment	\$0.00	\$0.00	\$0.00
	Annual Banquet			
6560	Rental Fees	\$0.00	\$0.00	\$0.00
Total Event Expenses		\$0.00	\$0.00	\$0.00
NET EVENT REVENUE		\$0.00	\$0.00	\$0.00



**DATE:** January 5, 2022

**ITEM:** Ordinances & Resolutions

**SUMMARY**

1. Resolution 22-01—Vacate a portion of a public utility easement.

**BUDGET IMPACTS**

1. 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.*



## STAFF REPORT

To: Mayor and City Council,  
Mike Warren, City Manager

From: Daniel Leavitt, Community Development Director

Date: December 29, 2021

Proceeding Type: Resolution

Subject: Vacate a portion of a public utility easement-Resolution 22-01

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### Legislative History:

• First Presentation:	November 17, 2021
• Second Presentation:	December 1, 2021
• Third Presentation:	January 5, 2022
• Requested Action:	Motion to approve resolution 22-01

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### **Staff Report Summary**

The City of Ephrata has received a request from Robert and Peggy Muchlinski, owners of Block 2, Lot 2 of Orchard View Homes Division #2 Major Plat, to abandon the entire width of a 5-foot-wide public utility easement. The easement is located along the rear property line of 2266 Cherry Blossom Drive. Potential users of the easement have been notified of the proposed abandonment and no comments were received. Property owners within the plat and within 300' of the plat boundary were notified of the proposal.

### **Background**

A public hearing was held before the City Council on November 17, 2021. The public hearing was closed, and staff was directed to provide information of past public utility easement abandonments. The Council also requested that the proponent be at the next meeting to answer Council questions.

In the past 11 years the City Council has approved one request to abandon a partial width of a public utility easement and three requests to abandon the entire width of a public utility easement. All four requests were for easements on property located within residential subdivisions.

At the December 15<sup>th</sup>, 2021 City Council meeting, staff asked for more time to research the existence and location of a private water line and easement. A private water line does exist

and is located 4 feet west of the rear property line of the subject property. The water line is in a 15'-wide private easement that was recorded with Grant County on August 13, 1990, 6 years prior to the recording of the Orchard View Homes Division #2 Major Plat. The private easement will be unaffected by the abandonment of the public utility easement that was created with the Orchard View Homes Division #2 Major Plat.

#### **Fiscal and Policy Implications**

None

#### **Options**

<i>Option</i>	<i>Result</i>
-Approve the request to abandon the public utility easement	The easement will be abandoned, and the area can no longer be used as a location for public utilities or as an access point for public utility maintenance. The private easement for the private water line will be unchanged.
-Take no action	The easement would remain unchanged.

#### **Staff Recommendation**

Staff recommends that Council approve the request for abandonment of the public utility easement.

#### **Attachments**

A	Resolution 22-01
B	Partial plat map showing public utility easement location.
C	Vicinity map
D	Letter from property owner

#### **Legal Review**

The following documents are attached and subject to legal review:

<b>Type of Document</b>	<b>Title of Document</b>	<b>Date Reviewed by Legal Counsel</b>
Resolution	Resolution No. 22-01	11/10/21

RESOLUTION NO. 22-01

A RESOLUTION VACATING A PUBLIC UTILITY  
EASEMENT IN THE CITY OF EPHRATA, WASHINGTON

RECITALS:

1. The City of Ephrata has received a request from Robert and Peggy Muchlinski, owners of Block 2 Lot 2 of Orchard View Homes Division 2 Major Plat, to abandon the entire width of the following described easement:

That easement for public utilities being 5 feet wide, along the external rear lot line of Block 2, Lot 2, Orchard View Homes, Division 2 Major Plat, Book 16, Pages 48 and 49, Records of Grant County, Washington.

2. Potential users of the easement have been notified of the proposed abandonment and no comments were received on the subject area.
3. Property owners within the plat and within 300 feet of the plat boundary have been notified of the proposal.
4. A public hearing was held before the City Council on November 17, 2021.

RESOLVED:

1. The City Council of the City of Ephrata finds that the public use and interest is served by the proposed vacation of the easement.
2. The vacation of the easement as described above is hereby vacated and the Mayor is authorized to execute the necessary documents in order to accomplish that vacation.

ADOPTED by the City Council of the City of Ephrata, Washington, this 5th day of January, 2022.

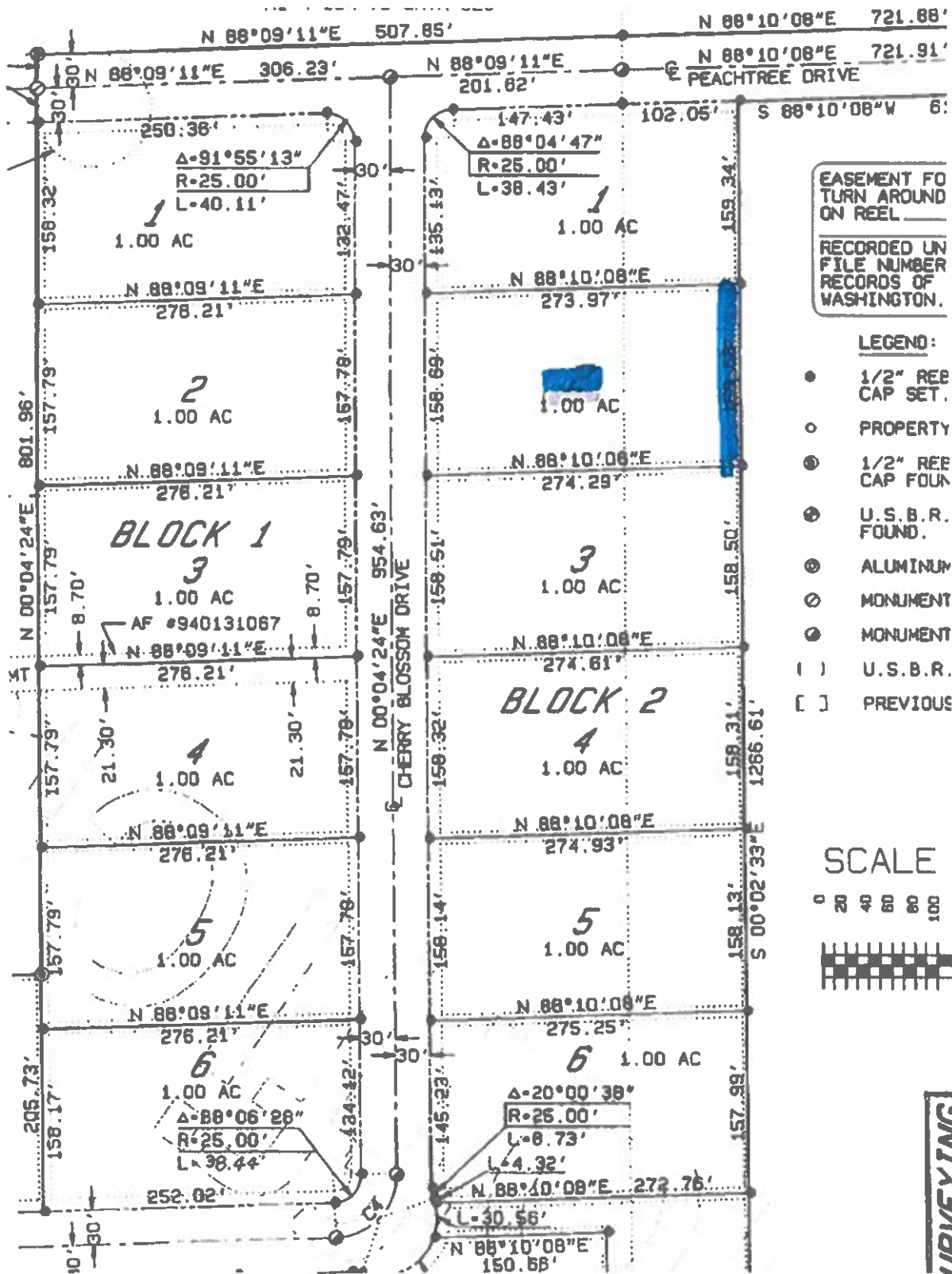
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Mayor

ATTEST:

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City Clerk







August 11, 2021

Dan Leavitt  
Community Development  
Ephrata, WA

Dan,

We are requesting that all the easement along the back part of our property at 2266 Cherry Blossom Dr, Ephrata, WA be abandoned.

We are requesting this abandonment of easement because there is no access except thru our property. We do understand that we cannot build or place any structure within 5 feet of the rear property line.

An instructed, there is a \$105 check payable to the City of Ephrata enclosed.

Thank you for your help.



Robert (Bob) Muchlinski



Peggy Muchlinski

Homeowner – 2266 Cherry Blossom Dr, Ephrata, WA

Phone: (509)750-5628

Email: bobmuc@msn.com



ATTACHMENT D



**DATE:** January 5, 2022

**ITEM:** Items for Council Action

## **SUMMARY**

1. Proclamation: Declaring January 23 thru 29, 2022 as School Choice Week in Ephrata—To raise awareness of the need for effective educational options.
2. 2022 Lodging Tax Advisory Committee recommendation
3. Surplus of Taser Devices
4. Uncollectible Debt
5. Interlocal agreement with Grant County District Court

## **BUDGET IMPACTS**

1. N/A
2. \$93,000.00
3. +\$4,795.00
4. \$706.00 plus staff time
5. \$30.00 per case filed

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.*



**City of Ephrata**  
121 Alder Street Southwest  
Ephrata, Washington 98823

Phone: 509-754-4601  
Fax: 509-754-0912

Voice: 1800-833-6384  
TDD: 1800-833-6388

**PROCLAMATION**  
**Declaring January 23 thru 29, 2022**  
**School Choice Week in Ephrata**

WHEREAS, all children in Ephrata should have access to the highest quality education possible; and,

WHEREAS, Ephrata recognizes the important role that an effective education plays in preparing all students in Ephrata to be successful adults; and

WHEREAS, quality education is critically important to the economic vitality of Ephrata; and,

WHEREAS, Ephrata is home to a multitude of high-quality public and nonpublic schools from which parents can choose for their children, in addition to families who educate their children in the home; and,

WHEREAS, educational variety not only helps to diversify our economy, but also enhances the vibrance of our community; and

WHEREAS, Ephrata has many high-quality teaching professionals in all types of school settings who are committed to educating our children; and,

WHEREAS, School Choice Week is celebrating across the country by millions of students, parents, educators, schools, and organizations to raise awareness of the need for effective educational options;

NOW, THEREFORE, I, BRUCE REIM, MAYOR, do hereby recognize January 23 – 29 2022 as Ephrata School Choice Week, and I call this observance to the attention of all our citizens.

**SCHOOL CHOICE WEEK JANUARY 23 -29, 2022**

Sincerely,

Bruce Reim, Mayor



## CITY OF EPHRATA STAFF REPORT

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To: Mayor and City Council  
Mike Warren, City Manager

From: Traci Bennett - Director of Community Services

Date: December 14, 2021

Proceeding Type: Council Action

Subject: 2022 Lodging Tax Advisory Committee recommendation

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### Legislative History:

• First Presentation:	January 5, 2022
• Second Presentation:	n/a
• Requested Action:	Motion to approve

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**Staff Report Summary:** The Lodging Tax Advisory Committee met on December 10, 2022, to review seven applications for funding in 2022.

**Discussion/Analysis:** Following discussion and a motion by Thona Bodi and a second by Rita Witte the Committee unanimously approved all seven applications for full funding.

**Staff Recommendation:** Council approve Committees recommended awards.

**Financial Implications:** - \$93,000.00

### **Attachments**

A.	Memo/minutes of LTAC meeting
B.	Awards spreadsheet

C.	
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### **Legal Review**

The following documents are attached and subject to legal review:

Type of Document	Title of Document	Date Reviewed by Legal Counsel
• N/A		



# MEMORANDUM



TO: Mike Warren, City Administrator  
FROM: Traci Bennett, Director of Community Services **TB**  
DATE: December 13, 2021  
RE: For Council's Information – 2022 Lodging Tax Advisory Committee Recommendation

The Lodging Tax Advisory Committee (LTAC) met on Friday, December 10, 2021, in the City Hall Council Chambers. The Committee is charged to review the grant applications for funding out of the Stadium/Convention fund, or hotel motel tax.

The LTAC is comprised of two members of the community who organize programs that are eligible for the funds. Those two are: Dave Johnson of Columbia Basin Youth Baseball and the Chamber of Commerce President, Rita Witte. The LTAC is also comprised of two members representing a business that collects the tax. They are Thonna Bodi, manager of Best Western Rama Inn, and Derek Litterell, manager of Oasis Park RV and Campground. Council member Mark Wanke represented the city council and acts as chair.

A press release and web postings were posted on October 12, 2021 announcing the availability of applications and stipulated that completed applications be returned to City Hall by November 5, 2021.

The meeting began by Chairman Wanke calling the meeting to order at 1:00pm. All Committee members were present with the exception of Derek Litterell who was excused.

The minutes of the previous meeting held November 20, 2020 were approved as presented. (Witte/Johnson m/s).

The 2022 budget is expected to appropriate \$76,000.00 for the Committee to distribute, with the account fund balance at approximately \$330,000.00. Copies of the completed applications were distributed to the Committee members for their review.

Chairman Wanke reminded the committee that the tax is collected solely by transient lodging establishments and should be utilized for events that can demonstrate they contribute to overnight stays in these businesses. In addition, funds can be used for advertising and promotion of events and community. The Committee then reviewed the applicant requests and applied that philosophy to the awarding of the funds. Discussion centered on does the event, "put heads in beds?" and/or are the funds being used for advertising, promoting of events and community. The Committee then began applying awards. All applications that demonstrated the ability to generate overnight stays and/or advertising were funded.

There were seven applications submitted for consideration. A list of submitted applications including the Committee's recommended awards are attached. (Bodi/Witte m/s).

The meeting was adjourned at 1:15pm.

If you have any further questions, please feel free to contact me.

Attached: 2022 Request and Award Spreadsheet

Cc: C. Lnenicka, Admin. Asst.



Applicant	First	Last	Address	City	Phone	Request	Award	Promo or Event Exp
Ephrata Chamber of Commerce	Rita	Witte	PO Box 275	Ephrata	754-5788	\$13,000.00	\$13,000.00	Promo
City of Ephrata	Mike	Warren	121 Alder St SW	Ephrata	754-4601	\$15,000.00	\$15,000.00	Exp & Promo
Columbia Basin Youth Baseball	Jerry	Henderson	PO Box 250	Ephrata	253-230- 7872	\$30,000.00	\$30,000.00	Exp & Promo
Ephrata Chamber of Commerce- Sage N Sun	Rita	Witte	PO Box 116	Ephrata	770-3285	\$15,000.00	\$15,000.00	Exp & Promo
Ephrata Chamber of Commerce - Art and Wine Walk	Rita	Witte	PO Box 275	Ephrata	754-5788	\$4,000.00	\$4,000.00	Promo
Ephrata Chamber of Commerce - Car and Toy Show	Rita	Witte	PO Box 275	Ephrata	754-5788	\$6,000.00	\$6,000.00	Promo
Ephrata Chamber of Commerce - Miracle on Main Street	Rita	Witte	PO Box 275	Ephrata	754-4656	\$10,000.00	\$10,000.00	Exp & Promo

**TOTAL**

~~\$98,000.00~~ **\$98,000.00**

93,000.00 93,000.00



## CITY OF EPHRATA STAFF REPORT

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To: Mayor and City Council  
Mike Warren, City Manager

From: Detective Sergeant Troy Froewiss

Date: 12/22/21

Proceeding Type: Council Approval

Subject: Surplus of Taser Devices

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### Legislative History:

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• First Presentation:</li><li>• Second Presentation:</li><li>• Requested Action:</li></ul> |  |
|--|--|

### **Staff Report Summary:**

In December of 2021, the entire Taser inventory was replaced with the newest version of Taser technology. The new Taser platform is not compatible with any of our previous inventory, making our old inventory obsolete. The new Taser inventory has been issued to officers and the obsolete inventory has been collected. The Police Department wishes to sell all of the old Taser inventory to Accredited Security whom, we have sold obsolete Taser equipment to in the past.

### **Discussion/Analysis**

Accredited Security will purchase six (6) X-26 Taser devices, twelve (12) X-2 Taser devices as well as the associated inventory. Accredited Security is a company which, refurbishes Taser equipment then resells their inventory to law enforcement and government agencies. Accredited Security does not sell to the general public.

### **Staff Recommendation**

The recommendation is to sell all obsolete Taser equipment to Accredited Security.

### **Financial Implications**

After inspection, Accredited Security will pay \$75.00 for each of our two X-26's with a serial number starting with X00-2, will pay \$100.00 for each of our two X-26's with a serial number starting with X00-3 and \$150.00 for each of our two X-26's with a serial number stating with X00-4. This would be an approximate total of \$650.00.

After inspection, Accredited Security will pay \$300.00 for each of our eleven X-2 Taser devices in proper working order and will pay \$100.00 for our single X-2 Taser device with a non-working Central Information Display for an approximate total of \$3400.00.

After inspection, Accredited Security will also pay \$5.00 dollars for each X-26 and X-2 cartridges. I will be submitting approximately seventy-four X-26 cartridges along with approximately seventy-five X-2 cartridges. The approximately sale value of the cartridges is \$745.00.

There are other items being sold to Accredited Security such as spare X-26 and X2 holsters, downloading kits and a cartridge repair kit. These items will be valued by Accredited Security after the items are received.

### **Attachments**

A.	An asset sheet for each X-2 and X-26 Taser Device. Each asset sheet has a description page attached which includes photos of each device.
B.	An itemized inventory list including all of the items being sold to Accredited Security.
C.	

### **Legal Review**

The following documents are attached and subject to legal review:

Type of Document	Title of Document	Date Reviewed by Legal Counsel
•		



TAKEN OUT OF DUTY  
INVENTORY 12/13/21

NON-WORKING CID

## CITY OF EPHRATA

### ASSET CONTROL FORM



ASSET ID NO

002078

GRANT SOURCE

(assigned by Finance office)

(applies to items purchased with grant funds)

DATE OF PURCHASE

ASSET DESCRIPTION

YELLOW TASER

MODEL NO

X2

S/N

X30001V7R

LOCATION

Issued TO: ECKHART  
on 09/25/16

DEPARTMENT

POLICE

VENDOR NAME/ADDRESS

ProForce LE / 655 BERRY ST. STE H. BREA CA. 92821

PURCHASE AMOUNT

\$999.95

PURCHASE ORDER NO

225035

ESTIMATED LIFE

#206

Signature of Department Head

TASER DEVICE MOVED TO SURPLUS			
Unit Model:	X-2	Serial #:	X30001V7R
Purchase Date:	09/2016	Reason:	Defective CID sell to Accredited Security
City Tag:	002078	Date of Surplus:	01/12/22
List any Accessories:	Blackhawk LH holster without a belt clip (Discounted buyback due to CID)		

Insert Photo(s) Below:



Downey Turned In 12/08



## CITY OF EPHRATA

### ASSET CONTROL FORM



ASSET ID NO

002077

GRANT SOURCE

(assigned by Finance office)

(applies to items purchased with grant funds)

DATE OF PURCHASE 12/29/14

ASSET DESCRIPTION YELLOW TASER

MODEL NO X2 S/N X30001V8C

LOCATION Issued To : Downey DEPARTMENT Police  
on 02/21/15

VENDOR NAME/ADDRESS PRO-FORCE LE / 655 BERRY ST. STE. H. BREA CA 92821

PURCHASE AMOUNT \$999<sup>95</sup> PURCHASE ORDER NO 225035

ESTIMATED LIFE \_\_\_\_\_

APR # 206

Signature of Department Head



TASER DEVICE MOVED TO SURPLUS			
Unit Model:	X-2	Serial #:	X30001V8C
Purchase Date:	12/29/2014	Reason:	Outdated, selling to Accredited Security
City Tag:	002077	Date of Surplus:	01/12/22
List any Accessories:			

Insert Photo(s) Below:



TAKEN OUT OF INVENTORY 12/01/



## CITY OF EPHRATA

### ASSET CONTROL FORM



ASSET ID NO

002081

GRANT SOURCE

(assigned by Finance office)

(applies to items purchased with grant funds)

DATE OF PURCHASE 08/21/15

ASSET DESCRIPTION YELLOW TASER

MODEL NO X2 S/N X30002AZM

LOCATION ISSUED TO: GARCIA DEPARTMENT POLICE  
ON 12/11/15

VENDOR NAME/ADDRESS PRO FORCE LE / 655 BERRY ST. STE H. BRECA. 92821

PURCHASE AMOUNT \$1029.95 PURCHASE ORDER NO 246704

ESTIMATED LIFE \_\_\_\_\_

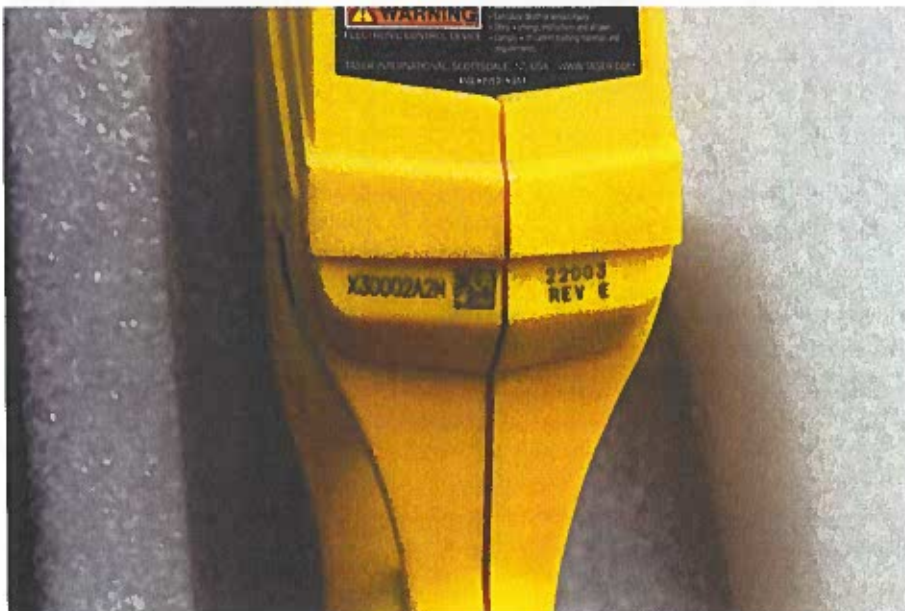
[Signature]

Signature of Department Head



TASER DEVICE MOVED TO SURPLUS			
Unit Model:	X-2	Serial #:	X30002A2M
Purchase Date:	08/21/2015	Reason:	Outdated, selling to Accredited Security
City Tag:	002081	Date of Surplus:	01/12/22
List any Accessories:			

Insert Photo(s) Below:

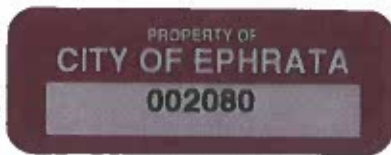


TAKEN OUT OF INVENTOR 12/13/24



## CITY OF EPHRATA

### ASSET CONTROL FORM



ASSET ID NO

(assigned by Finance office)

GRANT SOURCE

(applies to items purchased with grant funds)

DATE OF PURCHASE 08/21/15

ASSET DESCRIPTION YELLOW TASER

MODEL NO X 2 S/N X 3000 2458

LOCATION ISSUED TO : McLAUGHLIN DEPARTMENT POLICE  
ON 11/03/15

VENDOR NAME/ADDRESS PRO FORCE LE / 655 BERRY ST STE. H. BRCA CA. 92821

PURCHASE AMOUNT \$1029.95

PURCHASE ORDER NO 246704

ESTIMATED LIFE \_\_\_\_\_

[Signature] #206

Signature of Department Head

TASER DEVICE MOVED TO SURPLUS			
Unit Model:	X-2	Serial #:	X30002A58
Purchase Date:	08/21/2015	Reason:	Outdated, selling to Accredited Security
City Tag:	002080	Date of Surplus:	01/12/22
List any Accessories:			

Insert Photo(s) Below:



Taken out of inventory 12/13/21



## CITY OF EPHRATA

### ASSET CONTROL FORM



ASSET ID NO

002083

GRANT SOURCE

(assigned by Finance office)

(applies to items purchased with grant funds)

DATE OF PURCHASE 02/03/16

ASSET DESCRIPTION YELLOW TASER

MODEL NO X2 S/N X30002 YNC

LOCATION ISSUED To: HUFMAN DEPARTMENT POLICE

01/16/20

VENDOR NAME/ADDRESS PRO-FORCE LE/655 BERRY ST. STE H. BREA CA 92821

PURCHASE AMOUNT \$1042.31

PURCHASE ORDER NO 263018

ESTIMATED LIFE \_\_\_\_\_

[Signature] #206

Signature of Department Head



TASER DEVICE MOVED TO SURPLUS			
Unit Model:	X-2	Serial #:	X30002YNC
Purchase Date:	02/03/2016	Reason:	Outdated, selling to Accredited Security
City Tag:	002083	Date of Surplus:	01/12/21
List any Accessories:			

Insert Photo(s) Below:



TURNED IN 12/08/21



## CITY OF EPHRATA

### ASSET CONTROL FORM



ASSET ID NO

002084

GRANT SOURCE

(assigned by Finance office)

(applies to items purchased with grant funds)

DATE OF PURCHASE 02/03/16

ASSET DESCRIPTION YELLOW TASER

MODEL NO X2

S/N X3000ZYNE

LOCATION: Issued To N. Diaz 3/5/19 DEPARTMENT POLICE

VENDOR NAME/ADDRESS PRO FORCE LE / 655 BERRY ST. STE H. BRECA CA 92821

PURCHASE AMOUNT \$1042.31

PURCHASE ORDER NO 263018

ESTIMATED LIFE

APR #206  
Signature of Department Head

TASER DEVICE MOVED TO SURPLUS			
Unit Model:	X-2	Serial #:	X30002YNE
Purchase Date:	02/03/16	Reason:	Outdated, selling to Accredited Security
City Tag:	002084	Date of Surplus:	01/12/22
List any Accessories:			

Insert Photo(s) Below:



HARVEY TURNED IN 12/08/21



## CITY OF EPHRATA

### ASSET CONTROL FORM



ASSET ID NO 002380 GRANT SOURCE \_\_\_\_\_  
(assigned by Finance office) (applies to items purchased with grant funds)

DATE OF PURCHASE 01/16/2020

ASSET DESCRIPTION YELLOW X2 TASER DEVICE

MODEL NO X2 S/N X30007FKV

LOCATION ISSUED TO HARVEY DEPARTMENT POLICE  
01/16/20

VENDOR NAME/ADDRESS PRO-FORCE / 655 BERRY ST. STE. H. BREA CA. 92821

PURCHASE AMOUNT \$1220<sup>00</sup> PURCHASE ORDER NO 00022232

ESTIMATED LIFE \_\_\_\_\_

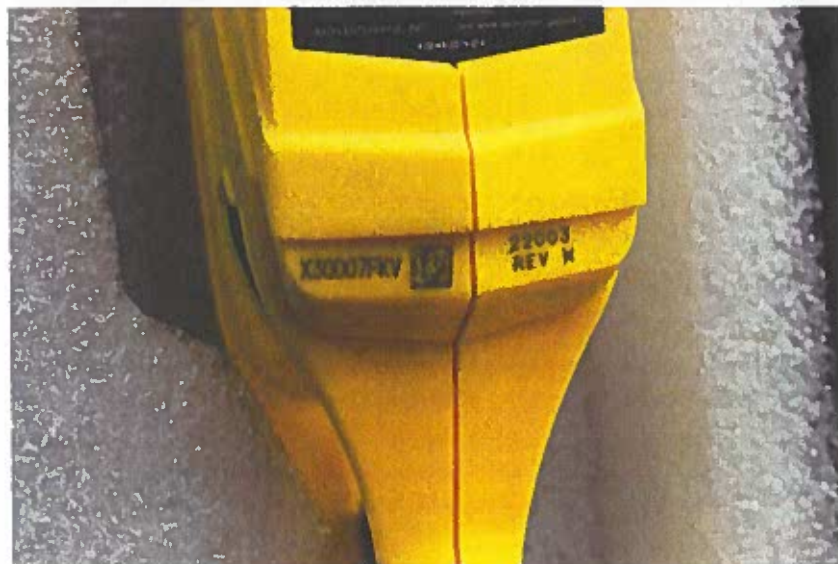
APR #207

Signature of Department Head



TASER DEVICE MOVED TO SURPLUS			
Unit Model:	X-2	Serial #:	X30007FKV
Purchase Date:	01/16/2020	Reason:	Outdated, selling to Accredited Security
City Tag:	002380	Date of Surplus:	01/12/22
List any Accessories:			

Insert Photo(s) Below:





TAKEN OUT OF  
INVENTORY 12/13/21

## CITY OF EPHRATA

### ASSET CONTROL FORM



ASSET ID NO

002383

GRANT SOURCE

(assigned by Finance office)

(applies to items purchased with grant funds)

DATE OF PURCHASE 10/24/19

ASSET DESCRIPTION WARRANTY REPLACEMENT FOR X3000IVHM

MODEL NO X2 S/N X 30009FTE

LOCATION Issued To Ramirez DEPARTMENT POLICE

VENDOR NAME/ADDRESS Axon

PURCHASE AMOUNT WAR. REPLACEMENT PURCHASE ORDER NO N/A

ESTIMATED LIFE 10 yrs

[Signature] #206

Signature of Department Head

TASER DEVICE MOVED TO SURPLUS			
Unit Model:	X-2	Serial #:	X30009FTE
Purchase Date:	10/24/2019	Reason:	Outdated, selling to Accredited Security
City Tag:	002363	Date of Surplus:	01/12/22
List any Accessories:			

Insert Photo(s) Below:



TAKEN OUT of INVENTORY 12/09/21



## CITY OF EPHRATA

### ASSET CONTROL FORM



ASSET ID NO

002082

GRANT SOURCE

(assigned by Finance office)

(applies to items purchased with grant funds)

DATE OF PURCHASE 08/21/15

ASSET DESCRIPTION YELLOW TASER

MODEL NO X2 S/N X300029RR

LOCATION ISSUED TO: GRIBBLE DEPARTMENT POLICE  
6/14/21 LASER NOT WORKING, THIS IS NOW DEPT. SPARE

VENDOR NAME/ADDRESS PROFORCELE/655 BERRY ST. STE. H. BREA CA. 92821

PURCHASE AMOUNT \$1029<sup>95</sup>

PURCHASE ORDER NO 246704

ESTIMATED LIFE \_\_\_\_\_

APR #206

Signature of Department Head



TASER DEVICE MOVED TO SURPLUS			
Unit Model:	X-2	Serial #:	X300029RR
Purchase Date:	08/21/2015	Reason:	Outdated, selling to Accredited Security
City Tag:	002082	Date of Surplus:	01/12/22
List any Accessories:			

Insert Photo(s) Below:



TAKEN OUT OF INVENTORY 12/13/21



## CITY OF EPHRATA

### ASSET CONTROL FORM



ASSET ID NO

002074

GRANT SOURCE

(assigned by Finance office)

(applies to items purchased with grant funds)

DATE OF PURCHASE 10/27/14

ASSET DESCRIPTION YELLOW TASER

MODEL NO X2

S/N X300030CV

LOCATION ISSUED TO: SMITH 2/11/21

DEPARTMENT POLICE

VENDOR NAME/ADDRESS PRO FORCE LE / 655 BERRY ST. STE. H. BRECA. 92821

PURCHASE AMOUNT \$999.95

PURCHASE ORDER NO 219046

ESTIMATED LIFE \_\_\_\_\_

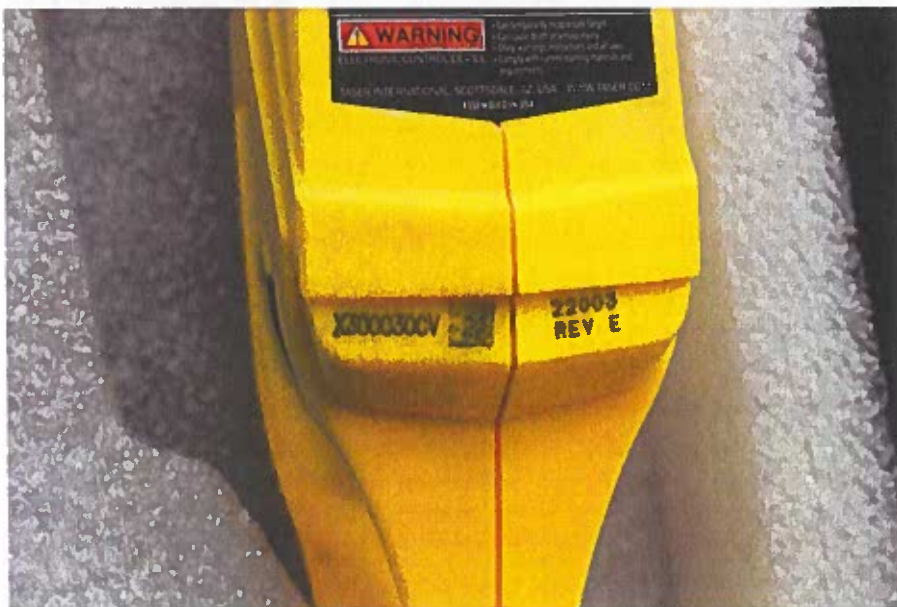
SIDE NOTE: ORIGINAL P.O.  
SHOWS SER # X30001PPO, WHICH  
WAS LATER DAMAGED & RETURNED  
THEN REPLACED W/ X300030CV ON  
12/29/15.

JP #206

Signature of Department Head

TASER DEVICE MOVED TO SURPLUS			
Unit Model:	X-2	Serial #:	X300030CV
Purchase Date:	10/27/2014	Reason:	Outdated, selling to Accredited Security
City Tag:	002074	Date of Surplus:	01/12/22
List any Accessories:			

Insert Photo(s) Below:

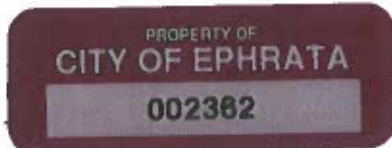


Taken out of Inventory 12/09/21



## CITY OF EPHRATA

### ASSET CONTROL FORM



ASSET ID NO

002382

GRANT SOURCE

(assigned by Finance office)

(applies to items purchased with grant funds)

DATE OF PURCHASE 10/24/19

ASSET DESCRIPTION YELLOW TASER

MODEL NO X2 S/N X300098TH

LOCATION ISSUED TO ROBERTS DEPARTMENT POLICE

VENDOR NAME/ADDRESS AXON

PURCHASE AMOUNT WARRANTY REPLACEMENT PURCHASE ORDER NO N/A

ESTIMATED LIFE 10 yrs

DP #206

Signature of Department Head



TASER DEVICE MOVED TO SURPLUS			
Unit Model:	X-2	Serial #:	X300098TH
Purchase Date:	10/24/2019	Reason:	Outdated, selling to Accredited Security
City Tag:	002362	Date of Surplus:	01/12/22
List any Accessories:			

Insert Photo(s) Below:





Taken out of inventory 12/20/2

## CITY OF EPHRATA

### ASSET CONTROL FORM



ASSET ID NO

002178

GRANT SOURCE

(assigned by Finance office)

(applies to items purchased with grant funds)

DATE OF PURCHASE 01/09/17

ASSET DESCRIPTION YELLOW X2 TASER

MODEL NO X2 S/N X30004474

LOCATION ISSUED TO CANADY DEPARTMENT POLICE  
ON 01/18/17

VENDOR NAME/ADDRESS PRO FORCE 3009 NORTH HWY 89 PRESCOTT AZ 86301

PURCHASE AMOUNT \$1042.31 PURCHASE ORDER NO 16195

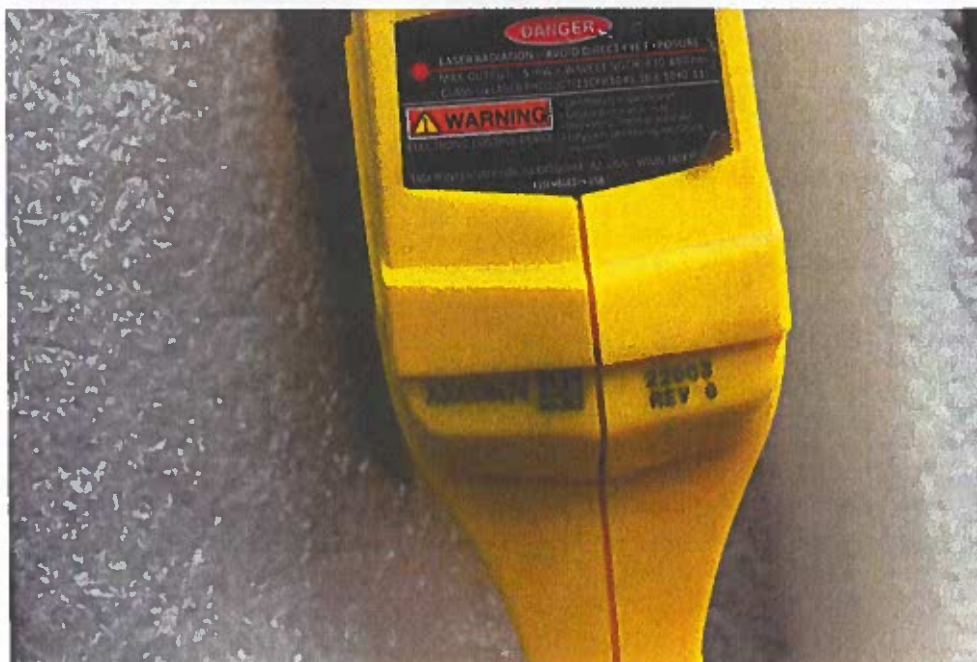
ESTIMATED LIFE \_\_\_\_\_

[Signature]

Signature of Department Head

TASER DEVICE MOVED TO SURPLUS			
Unit Model:	X-2	Serial #:	X30004474
Purchase Date:	01/09/2017	Reason:	Outdated, selling to Accredited Security
City Tag:	002178	Date of Surplus:	01/12/22
List any Accessories:			

Insert Photo(s) Below:



TAKEN OUT OF INVENTORY 1



## CITY OF EPHRATA

### ASSET CONTROL FORM



ASSET ID NO

002070

GRANT SOURCE

(assigned by Finance office)

(applies to items purchased with grant funds)

DATE OF PURCHASE Prior To 2009

ASSET DESCRIPTION

TASER

MODEL NO

X-26

S/N

X00-218581

LOCATION

Issued To

DEPARTMENT

POLICE

VENDOR NAME/ADDRESS

PRO-FORCE LE / 655 BERRY ST. STE. H. BREA CA. 92821

PURCHASE AMOUNT

PURCHASE ORDER NO

PURGED

ESTIMATED LIFE

Signature of Department Head

[Signature] #266



TASER DEVICE MOVED TO SURPLUS			
Unit Model:	X-26	Serial #:	X00-218581
Purchase Date:	Unknown	Reason:	Outdated, selling to Accredited Security
City Tag:	002070	Date of Surplus:	01/12/22
List any Accessories:	Ambidextrous Blade-Tech holster		

Insert Photo(s) Below:



Taken out of Inventory 12/09/2



## CITY OF EPHRATA

### ASSET CONTROL FORM



ASSET ID NO

(assigned by Finance office)

GRANT SOURCE

(applies to items purchased with grant funds)

DATE OF PURCHASE Prior To 2009

ASSET DESCRIPTION TASER X-26

MODEL NO X-26

S/N X00-281160

LOCATION Issued To KOCH 10/29/15 DEPARTMENT POLICE

VENDOR NAME/ADDRESS PRO-FORCE LE / 655 BERRY ST. STE. H. BREA CA 92821

PURCHASE AMOUNT

PURCHASE ORDER NO PURGED

ESTIMATED LIFE

[Signature] #206

Signature of Department Head

TASER DEVICE MOVED TO SURPLUS			
Unit Model:	X-26	Serial #:	X00-281160
Purchase Date:	Unknown	Reason:	Outdated, selling to Accredited Security
City Tag:	002069	Date of Surplus:	01/12/22
List any Accessories:	Ambidextrous Blade-Tech holster		

Insert Photo(s) Below:

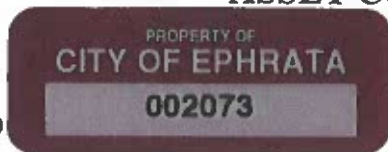


Taken out of Inventory 12/08/21



## CITY OF EPHRATA

### ASSET CONTROL FORM



ASSET ID NO

(assigned by Finance office)

GRANT SOURCE

(applies to items purchased with grant funds)

DATE OF PURCHASE Prior to 2009

ASSET DESCRIPTION TASER

MODEL NO X26 S/N X00-349653

LOCATION Issued To DEPARTMENT POLICE

VENDOR NAME/ADDRESS PRO-Force LE / 655 BERRY ST. STE H BREA CA 92821

PURCHASE AMOUNT \_\_\_\_\_ PURCHASE ORDER NO PURGED

ESTIMATED LIFE \_\_\_\_\_

[Signature] #206

Signature of Department Head



TASER DEVICE MOVED TO SURPLUS			
Unit Model:	X-26	Serial #:	X00-349653
Purchase Date:	Unknown	Reason:	Outdated, selling to Accredited Security
City Tag:	002073	Date of Surplus:	01/12/22
List any Accessories:	Ambidextrous Blade-Tech holster		

Insert Photo(s) Below:



Taken out of Inventory 12/01



## CITY OF EPHRATA

### ASSET CONTROL FORM



ASSET ID NO

002072

GRANT SOURCE

(assigned by Finance office)

(applies to items purchased with grant funds)

DATE OF PURCHASE Prior To 2009

ASSET DESCRIPTION TASER

MODEL NO X-26 S/N X00-381755

LOCATION Issued To DEPARTMENT POLICE

VENDOR NAME/ADDRESS PRO-FORCE LE / 655 BERRY ST. STE. H BREA CA 92821

PURCHASE AMOUNT \_\_\_\_\_ PURCHASE ORDER NO PURGED

ESTIMATED LIFE \_\_\_\_\_

APR #206

Signature of Department Head

TASER DEVICE MOVED TO SURPLUS			
Unit Model:	X-26	Serial #:	X00-381755
Purchase Date:	Unknown	Reason:	Outdated, selling to Accredited Security
City Tag:	002072	Date of Surplus:	01/12/22
List any Accessories:	Ambidextrous Blade-Tech holster		

Insert Photo(s) Below:



TAKEN OUT OF INVENTORY 12/08/21



## CITY OF EPHRATA

### ASSET CONTROL FORM



ASSET ID NO \_\_\_\_\_ GRANT SOURCE \_\_\_\_\_  
(assigned by Finance office) (applies to items purchased with grant funds)

DATE OF PURCHASE 01/14/09

ASSET DESCRIPTION TASER

MODEL NO X26 S/N X00-434314

LOCATION Issued DEPARTMENT POLICE

VENDOR NAME/ADDRESS PRO FORCE LE / 655 BERRY ST. STE H. BREA CA. 92621

PURCHASE AMOUNT \$ 804<sup>95</sup> PURCHASE ORDER NO 54047

ESTIMATED LIFE \_\_\_\_\_

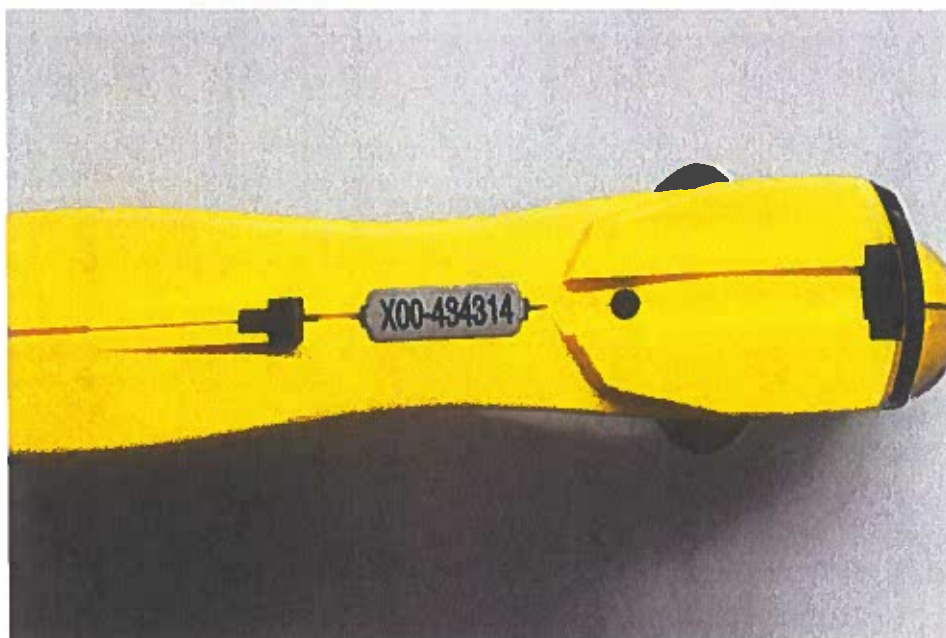
PP #206

Signature of Department Head



TASER DEVICE MOVED TO SURPLUS			
Unit Model:	X-26	Serial #:	X00-434314
Purchase Date:	Unknown	Reason:	Outdated, selling to Accredited Security
City Tag:	002065	Date of Surplus:	01/12/22
List any Accessories:	Ambidextrous Blade-Tech holster		

Insert Photo(s) Below:



FROEWISS TURNED IN 12/08



## CITY OF EPHRATA

### ASSET CONTROL FORM



ASSET ID NO \_\_\_\_\_ GRANT SOURCE \_\_\_\_\_

(assigned by Finance office)

(applies to items purchased with grant funds)

DATE OF PURCHASE Prior to 2009

ASSET DESCRIPTION Taser

MODEL NO X-26 S/N X00-462956

LOCATION SGT. Froewiss 02/24/20 DEPARTMENT POLICE

VENDOR NAME/ADDRESS PRO-FORCE L-E / 655 BERRY ST. STE. H. BREA CA. 92821

PURCHASE AMOUNT \_\_\_\_\_ PURCHASE ORDER NO PURGED

ESTIMATED LIFE \_\_\_\_\_

GR #209

Signature of Department Head

TASER DEVICE MOVED TO SURPLUS			
Unit Model:	X-26	Serial #:	X00-462956
Purchase Date:	Unknown	Reason:	Outdated, selling to Accredited Security
City Tag:	002066	Date of Surplus:	01/12/22
List any Accessories:	Ambidextrous Blade-Tech holster		

Insert Photo(s) Below:



## TASER PRODUCTS TO SELL

X26 Taser Devices		
Serial Number	Condition	Battery %
X00-462956	Good working condition with reversable Blade-Tech Holster	76%
X00-381755	Good working condition with reversable Blade-Tech Holster	82%
X00-218581	Good working condition with reversable Blade-Tech Holster	94%
X00-434314	Good working condition with reversable Blade-Tech Holster	98%
X00-349653	Good working condition with reversable Blade-Tech Holster	87%
X00-281160	Good working condition with reversable Blade-Tech Holster	22%

X2 Taser Devices				
Serial Number	Condition	Downloaded	Purchase Date	Box
X30001V8C	Good working order	Yes	12/29/14	Yes
X30002YNE	Clean and good working order	Yes	02/03/16	Yes
X30007FKV	Clean and good working order	Yes	01/16/20	Yes
X30002A2M	Clean and good working order	Yes	08/21/15	Yes
X300029RR	Clean and good working order	Yes	08/21/15	Yes
X300098TH	Clean and good working order	Yes	10/24/19	Yes
X30002YNC	Clean and good working order	Yes	02/03/16	Yes
X30009FTE	Clean and good working order	Yes	10/24/19	Yes
X300030CV	Clean and good working order	Yes	10/27/14	Yes
X30002A58	Clean and good working order	Yes	08/21/15	Yes
X30004474	Clean and good working order	Yes	01/09/17	Yes
X30001V7R	Clean but has defective CID	Yes	Unknown	No

X2 APPM's	
Serial Number	Remaining Battery Life
E19034008	98%
E19034158	100%
E19034164	100%
E19034150	100%
E19034149	100%
E19034123	100%
E19034016	99%
E19034129	100%
E18827100	62%
E19033994	72%
E18816060	77%

X26 DPM's	
Manufacture Date	Remaining Battery Life
02/2018	99%
02/2019	99%
02/2019	99%
02/2019	99%
02/2019	99%
09/2013	98%



## TASER PRODUCTS TO SELL

X2 Cartridges			
Serial Number	Type	Condition	Expiration Date
C62049X9C	25' Live	Good Condition	10/2022
C62049Y33	25' Live	Good Condition	10/2022
C6205H3X7	25' Live	Good condition	09/23
C6207XEW7	25' Live	New	12/24
C6207X5FM	25' Live	New	12/24
C6207XED4	25' Live	New	12/24
C6207XF40	25' Live	New	12/24
C6207X7HM	25' Live	New	12/24
C6207X7HM	25' Live	New	12/24
C6207XKFW	25' Live	New	12/24
C6207XT5F	25' Live	New	12/24
C6207XF05	25' Live	New	12/24
C6207XE9E	25' Live	New	12/24
C6207XF1P	25' Live	New	12/24
C6207X707	25' Live	New	12/24
C6207XKF1	25' Live	New	12/24
C6207XRMT	25' Live	New	12/24
C6207XEV4	25' Live	New	12/24
C6207XF1H	25' Live	New	12/24
C6207XEY3	25' Live	New	12/24
C6207XF01	25' Live	New	12/24
C62049Y27	25' Live	Fair, spark test marks	10/22
C62049X4W	25' Live	Fair, spark test marks	10/22
C62049YC3	25' Live	Fair, spark test marks	10/22
C62049YOY	25' Live	Fair, spark test marks	10/22
C6205H40H	25' Live	Fair, spark test marks	09/23
C6205H3X8	25' Live	Fair, spark test marks	09/23
C62049Y29	25' Live	Fair, spark test marks	10/22
C6205H414	25' Live	Good, some spark test marks	09/23
C6204A07P	25' Live	New	10/22
C62049CR6	25' Live	New	10/22
C6205H43C	25' Live	Fair, spark test marks	09/23
C6205H44Y	25' Live	Fair, spark test marks	09/23
C6207XF60	25' Live	Good, some spark test marks	12/24
C6207XKH6	25' Live	Good, some spark test marks	12/24
C62049XX2	25' Live	Good, some spark test marks	10/22
C62049Y89	25' Live	Good, some spark test marks	10/22
C6205H42N	25' Live	Good, some spark test marks	09/23
C6205H43D	25' Live	Good, some spark test marks	09/23

## TASER PRODUCTS TO SELL

X26 Cartridges			
Serial Number	Type	Condition	Expiration Date
C4106KRYE	25' Live	New	06/22
C4106KT4T	25' Live	New	06/22
C4106KT4W	25' Live	New	06/22
C4106KYP8	25' Live	New	06/22
C4106KT25	25' Live	New	06/22
C410753N8	25' Live	New	06/22
C4106KTOM	25' Live	New	06/22
C4106KT49	25' Live	New	06/22
C4106KRP6	25' Live	New	06/22
C4106KYT0	25' Live	New	06/22
C4106KT05	25' Live	New	06/22
C41076C3X	25' Live	New	06/22
C4106KT4N	25' Live	New	06/22
C4106KYTX	25' Live	New	06/22
C4108KWRN	25' Live	New	04/24
C4108KWED	25' Live	New	04/24
C4108M011	25' Live	New	04/24
C4108KY9V	25' Live	New	04/24

X2 Holsters			
Type	Condition	Belt Clip Attached	LH or RH
Blackhawk	Good condition, screws too long	Yes	LH
Blade-Tech	Perfect	Yes	LH
Blackhawk	Perfect	Yes	LH
Blackhawk	Good	Yes	LH
Blackhawk	Good	Yes	LH
Blackhawk	Perfect	Yes	LH
Blackhawk	Perfect	Yes	RH
Blade-Tech	Like new with package	Yes	LH
Blade-Tech	Good	Yes	LH
Blade-Tech	New in package (Never Opened)	Yes	RH
Blackhawk	New in package (Never Opened)	Yes	RH
Blackhawk	Good	Yes	RH
Blackhawk	Perfect	Yes	LH
Blade-Tech	Fair	Yes	LH
Blackhawk	Good	Yes	LH
Blade-Tech	Fair	Yes	LH

X26 Holsters (Not including the 6 Blade-Tech's on the X26's)			
Type	Condition	Belt Clip Attached	LH or RH
Blackhawk	Fair	No	RH
Blackhawk	Fair	No	LH
Blackhawk	Fair	No	RH
Blackhawk	Fair	No	RH
Blackhawk	Fair	Yes	LH

## TASER PRODUCTS TO SELL

Blue X-26 Training Cartridges	
Expiration	Expiration
10/2022	05/2012
10/2022	10/2022
05/2012	04/2023
04/2023	04/2023
04/2023	10/2022
11/2021	11/2021
05/2022	04/2023
04/2023	04/2023
04/2023	10/2022
04/2023	04/2023
04/2023	10/2022
10/2022	10/2022

Blue X2 Training Cartridges	
Expiration	Expiration
11/2023	11/2023
11/2023	11/2023
11/2023	11/2023
11/2023	11/2023
12/2022	12/2022
12/2022	12/2022
11/2023	11/2023

Misc. Taser Equipment		
Item Description	Quantity	Other Information
X2 Hogue Grips	6ea.	New Items
X26 Taser Cam Download Kit in box	1ea.	Includes software & cord
X26 Download Kit	1ea.	Includes software & cord
X2 Download Cord	1ea.	Software has to be downloaded
X26 Extra download cord	1ea.	
X26 bolt on spare cartridge holster	5ea.	
X26 cartridge blast door repair kit	Kit	Included everything
X-2 clear blast door training cartridges	14ea.	In covers

Expired X2 Smart Cartridges	Expired X-26 Live Cartridges
10 each	49 each



## CITY OF EPHRATA STAFF REPORT

---

To: Mayor and City Council  
Mike Warren, City Administrator

From: Finance Director, Leslie Trachsler

Date: December 28, 2021

Proceeding Type: Council Action

Subject: Uncollectible Debt

---

### Legislative History:

• First Presentation:	January 5, 2022
• Second Presentation:	N/A
• Requested Action:	Council Motion

---

**Staff Report Summary:** Staff has identified ten accounts that have become legally uncollectible due to the statute of limitations and bankruptcy.

**Discussion/Analysis:** Per Policy 4060, accounts are considered uncollectible after the appropriate collection procedures have been followed. There are ten accounts that have been deemed by Central Bonded Collectors as uncollectible. Nine are beyond the statute of limitations (10 years) and one is due to bankruptcy. All accounts were for citations issued from 2009 to 2013 and were for various parking and animal code violations.

**Staff Recommendation:** Council approve the write-off of ten legally uncollectible accounts for total debt write-off of \$706.00.

**Financial Implications:** Loss of \$706.00 plus staff time

### Attachments

A.	List of Uncollectible Accounts
----	--------------------------------

**Legal Review**

The following documents are attached and subject to legal review:

Type of Document	Title of Document	Date Reviewed by Legal Counsel
•	N/A	

## CENTRAL BONDED COLLECTORS

CITATION NUMBER	JUDGMENT DATE	CITATION DESCRIPTION	AMOUNT	WRITE OFF DESIGNATION
#011247	12/10/2009	Wrong way parking	\$30.00	Beyond Statutes
#011532	6/24/2010	Night parking	\$20.00	Beyond Statutes
EPI 029195	9/2/2010	Failure to provide rabies vaccine	\$67.00	Beyond Statutes
EPI 028631	9/2/2010	No license & rabies shot	\$285.00	Beyond Statutes
#011809	11/17/2010	Wrong way parking	\$30.00	Beyond Statutes
#011807	11/23/2010	Wrong way parking	\$30.00	Beyond Statutes
EPI 030559	8/26/2011	Dog at large-1st offense	\$57.00	Beyond Statutes
#011474	8/26/2011	Night parking	\$20.00	Beyond Statutes
#011856	8/26/2011	Wrong way parking	\$30.00	Beyond Statutes
#012558	10/28/2013	Wrong way parking	\$137.00	Took bankruptcy
TOTAL			\$706.00	



## CITY OF EPHRATA STAFF REPORT

---

To: Mayor and City Council  
Mike Warren, City Manager

From: Mike Warren

Date: JANUARY 5, 2022

Proceeding Type: Item for Council Action

Subject: Interlocal Agreement between the City of Ephrata and Grant County for the provision of Court services within the Municipal Department of the District Court

---

### Legislative History:

• First Presentation:	January 5, 2022
• Second Presentation:	
• Requested Action:	Council Approval

**Staff Report Summary.** This is an agreement with the Grant County Court to provide Municipal Court Services to the City of Ephrata.

**Discussion/Analysis** Grant County Court discontinued providing Municipal services. This agreement will reinstate Municipal Court services to Ephrata from Grant County District Court.

**Staff Recommendation** Accept the Agreement with Grant County District Court to provide Municipal Court Services

### **Financial Implications**

\$30.00 per case filed

### **Attachments**

A.	Interlocal Agreement between the City of Ephrata and Grant County for the Provision of Court services within the Municipal Department of the District Court.
----	--



**Legal Review**

The following documents are attached and subject to legal review:

Type of Document	Title of Document	Date Reviewed by Legal Counsel
•		N/A

**INTERLOCAL AGREEMENT BETWEEN THE CITY OF EPHRATA AND  
GRANT COUNTY FOR THE PROVISION OF COURT SERVICES WITHIN  
THE MUNICIPAL DEPARTMENT OF THE DISTRICT COURT**

**THIS AGREEMENT** made by and between GRANT COUNTY, duly organized and operating under and by virtue of the Constitution and the laws of the State of Washington, hereinafter referenced to as the "COUNTY" and the CITY OF EPHRATA, a municipal corporation of the State of Washington, hereinafter referred to as the "CITY", for the provision of court services to the City's Municipal Department of the Grant County District Court, hereinafter referred to as "municipal department" or "municipal court".

**RECITALS:**

**WHEREAS**, the CITY has previously petitioned the COUNTY to establish a municipal department of Grant County District Court; and

**WHEREAS**, the organization of the CITY's Municipal Department was incorporated into Grant County's District Court Districting Plan; and

**WHEREAS**, the municipal department for the CITY was created by the COUNTY, known as the Municipal Department of the CITY of EPHRATA; and

**WHEREAS**, the CITY and COUNTY previously entered into an Interlocal Agreement dated December 28, 2004, to utilize the services of the COUNTY's District Court judges to hear cases on violations of the CITY's civil ordinances, hereinafter referred to as the "2004 ILA";

**WHEREAS**, the CITY desires to continue to utilize the services of the COUNTY's District Court judges to hear cases on violations of the CITY's civil ordinances, and no other matters except as conferred by statute; and

**WHEREAS**, the CITY desires to now utilize the services of the COUNTY's District Court clerks to serve as municipal court clerks in order to file and process cases on violations of the CITY's civil ordinances, and no other matters except as conferred by statute; and

**WHEREAS**, the parties desire to enter into an agreement amending the 2004 ILA and further defining their rights, duties, and liabilities relating to the utilization of the COUNTY's District Court judges and clerks to process and hear cases on violations of the CITY civil ordinances and no other matters except as conferred by statute; and

**WHEREAS**, the purpose of this Agreement is to provide the CITY with Municipal Court services for the adjudication of violations of CITY civil ordinances and establish a basis for identifying costs, revenues, fines, fees and responsibilities of both parties hereto; and

**WHEREAS**, the Municipal Court services to be provided by the COUNTY are expressly restricted to the provision of a District Court judge and Municipal Court clerk.

**NOW, THEREFORE**, for and in consideration on the mutual covenants, agreements, and stipulations contained herein, the CITY and the COUNTY hereby agree as follows:

**1. DEFINITIONS.**

“Case” – A Notice of Infraction filed with a unique citation number for a violation of the CITY’s civil ordinances.

**2. MUNICIPAL COURT SERVICES.**

Commencing from the time this Agreement is executed, the COUNTY shall provide timely and efficient court services in the CITY’s Municipal Court for all civil municipal court cases.

a. The COUNTY’s Responsibilities.

The following court services shall be provided by the COUNTY under this Agreement:

1. **Municipal Court Judges and Presiding Judge.**  
The District Court Judges, the Presiding Judge, and the Commissioner shall continue to preside over the Municipal Departments cases pursuant to RCW 3.46.060. Costs contemplated by RCW 3.46 et seq., and the Grant County District Court Districting Plan 2013 are included in the costs provided for in this Agreement.
2. **Court Staff.**  
The COUNTY shall provide court clerks necessary to timely and efficiently process all civil municipal cases filed by the CITY. Court clerks will not be considered CITY employees.
3. **Supplies and Forms.**  
The COUNTY shall provide all court forms and paperwork necessary for the processing of the CITY’s municipal court cases.
4. **Language Interpretation.**  
The COUNTY shall provide and pay for all language interpretation services for the CITY’s municipal court civil defendants.
5. **Collection and Remittance of Fines and Collection for Nonpayment.**  
The COUNTY will collect, receipt, and remit all municipal infraction fees, fines, assessments, and penalties to the CITY on a monthly basis. The COUNTY will, through the same collection process used for the COUNTY District Court cases, collect all fines, fees, and assessments for the CITY’s Municipal Court civil cases and remit those fines, fees, and assessments to the CITY on a monthly basis.

6. **Property.**

The cost of all real and personal property used in the performance of the COUNTY's duties under the terms of this Agreement shall be the sole responsibility of the COUNTY.

7. **Court Scheduling.**

The scheduling of court proceedings for the CITY Municipal Court is controlled by the COUNTY District Court and the Presiding Judge. However, the COUNTY District Court agrees to schedule the CITY's civil matters separately from similar matters instituted by other jurisdictions and court proceedings shall be scheduled at least once per month.

8. **File Management and Retention.**

The COUNTY District Court shall manage and retain court case files for the CITY's Municipal Court for all cases filed under this Agreement. Files shall be managed and retained in accordance with procedures established by the Supreme Court Rules, Judicial Information System policies, Washington State Archives and District Court policies.

9. **Facilities.**

The COUNTY District Court agrees to provide facilities at the COUNTY District Court facilities for CITY Municipal Court civil proceedings.

10. **Miscellaneous.**

The COUNTY shall provide services that are required by law for the function of the CITY Municipal Court.

b. **The CITY's Responsibilities.**

1. **Prosecution.**

The CITY shall be responsible for providing and paying for all prosecution services for all cases filed on its behalf.

2. **Notice of Infractions.**

All Notices of Infraction issued by the CITY must be filed with the COUNTY District Court pursuant to IRLJ 2.2(d). *See also* IRLJ 1.2(a)–(b) (definitions for "Infraction Case" and "Notice of Infraction").

3. **Receipt for Remittance**

Upon receiving the remittance from the COUNTY, the CITY shall provide a remittance receipt to the court within thirty (30) days.

4. **File Management and Retention Infraction Cases Prior to Agreement.**

All infraction records under GR 31 and GR 31.1 prior to this Agreement shall be managed and retained by the CITY. Files shall be managed and retained in accordance with the procedures established by the Supreme Court Rules,

Judicial Information System policies, Washington State Archives and District Court policies.

### **3. COSTS AND REVENUE.**

- a. The COUNTY District Court will send invoices to the CITY for each quarter. The quarters being January–March, April–June, July–September, and October–December. The COUNTY District Court will send the invoice for a quarter within 45 days of the end of a quarter. The CITY will be responsible to pay the invoice within 30 days of receipt of the invoice.
- b. For the year 2021, the fee schedule currently in place will remain the same. Any payments made by the CITY for the months of July, 2020, through the time of execution of this Agreement (during which time municipal court operations were suspended) shall be credited against future invoices beginning at the time this Agreement is signed.
- c. Starting January 1, 2022, the CITY shall pay the COUNTY District Court at the rate of \$30.00 per case filed.

The COUNTY District Court shall bill the CITY in accord with paragraph 2(a) above and shall note on each invoice the number of infractions for which the CITY is being charged. The Fee may be reviewed and renegotiated by the COUNTY and CITY on a yearly basis after the first year. If fees are not agreed upon, then using the Dispute Resolution process hereunder, fees must be negotiated, in October starting October 1<sup>st</sup>.

- d. All fines, fees, costs, and assessments shall be collected and accounted for by the COUNTY District Court staff in accordance with Chapter 3.62 of the RCW and any other applicable laws and paid to the CITY along with an accounting thereof, monthly. The COUNTY shall provide collection reports to the CITY on a quarterly basis.

### **4. GENERAL PROVISIONS.**

- a. This Agreement shall not be construed as or deemed to be a contract for the benefit of any third party or parties and no third party or parties shall have any right to action hereunder for any cause whatsoever.
- b. No agent, employee, servant, or representative of the CITY shall be deemed to be an employee of COUNTY for any purpose and no employee of COUNTY or of the District Court shall be deemed an employee of the CITY.
- c. Each party to this Agreement shall act in good faith and shall aid and assist the other in accomplishing the objective of this Agreement.

d. This Agreement, upon execution by all parties, supersedes and amends the 2004 Interlocal Agreement and any other prior contracts and agreements (oral or written) for the District Court's assumption of Municipal Court services between the CITY and the COUNTY. Provided, however, that this Agreement does not affect that Interlocal Agreement Between the CITY and COUNTY for Provision of Services for Misdemeanor Offenses Committed by Adults, executed between the parties in September, 1998.

## **5. MODIFICATION.**

No change or additions to this Agreement shall be valid or binding upon either party unless such change or addition is in writing, signed by both parties. In the event the CITY and the COUNTY cannot agree upon issues related to modification or renewal of this Agreement, the Parties shall follow the Dispute Resolution clause hereunder.

## **6. TERM.**

This Agreement shall become effective commencing the 1<sup>st</sup> day of January, 2022, and shall continue in effect through the 31<sup>st</sup> day of December, 2026. This Agreement will continue in force for subsequent years on the terms specified herein unless other terms are negotiated within 90 days prior to the end of the calendar year.

## **7. NOTICE.**

Any notice required to be given by either party to the other shall be deposited in the United States mail, postage prepaid, addressed to the COUNTY at:

Grant County District Court  
Court Administrator  
PO Box 37  
Ephrata, WA 98823

Or to the CITY, at:  
City Clerk  
City of Ephrata  
121 Alder Street SW  
Ephrata WA 98823

Or at such other address as either party may designate to the other in writing from time to time. All notices to be given with respect to this Agreement shall be in writing. Every notice shall be deemed to have been given at the time it shall be deposited in the United States mail in the manner prescribed herein. Nothing contained herein shall be construed to preclude personal service of any notice in the manner prescribed for personal service of a summons or other legal process.

## **8. TERMINATION.**

- a. CITY: The CITY may terminate this Agreement by providing the Court Administrator with written notice of its intent to disband its Municipal Department, no less than one (1) year prior to February 1<sup>st</sup> of the year in which all the COUNTY District Court judges are subject to election. PROVIDED: the CITY may only terminate its Municipal Department at the end of a four (4) year judicial term.
- b. COUNTY: The COUNTY may terminate this Agreement by providing council for the CITY written notice at least one (1) year prior to the date of the intended termination.
- c. MUTUAL AGREEMENT: The parties may agree to terminate this Agreement upon mutual agreement.
- d. Termination of this Agreement shall not affect any case, proceeding, appeal, or other matter pending in the Municipal Court, or in any way modify any right or liability, civil or criminal, which may be in existence on the effective date of termination by either the CITY or the COUNTY.
- e. In the event of termination of this Agreement any and all funds owed to the COUNTY at said termination date shall be paid by the CITY and all fines and costs collected by the COUNTY shall be paid to the CITY. Should the amount owed be disputed, the CITY and COUNTY agree to use the Dispute Resolution clause hereunder.
- f. In the event of the termination of this Agreement all cases filed in the CITY Municipal Court shall be returned to the CITY.

## **9. APPLICABLE LAW.**

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

## **10. DISPUTE RESOLUTION.**

If Parties have a dispute under this Agreement, upon one of the parties formally invoking this clause, the Parties must try to settle the dispute through good faith negotiations within 30 days. Upon agreement by the parties, the time for good faith negotiations may be extended.

To formally invoke the dispute resolution clause, the Party wishing to invoke the clause must serve the other Party notice via certified mail. The time for negotiations will begin three days after the certified mail is sent.

If the Parties fail to reach a resolution at the end of the 30 days, or agreed upon time, for negotiations, the disputed matter(s) must be submitted to mediation. The Parties must try to settle



the dispute in good faith through mediation within a 60 day period. The parties may agree to extend this time for mediation. Costs related to mediation shall be mutually shared between the Parties. If after 60 days, or the time agreed to by the Parties, for good faith mediation the Parties fail to reach a resolution, the Parties may proceed to litigation.

#### **11. JURISDICTION AND VENUE.**

Any litigation arising out of this Agreement shall be submitted to the Superior Court of the State of Washington for Kittitas County.

#### **12. INDEMNIFICATION.**

a. Each party shall indemnify and hold harmless the other, its officers, agents, judges elected officials, appointed officials and employees from all liability, loss of damage, including costs of defense they may suffer as a result of claims, demands, actions, damages, costs of judgements which result from each party's own intentional or negligent acts relating to services provided pursuant to this Agreement.

b. In the event that both the COUNTY and the CITY are negligent in a matter arising out of the activities of the parties pursuant to this Agreement, each part shall be liable for its contributory share of negligence for any resulting suits, actions, claims, liability, damages, judgments, costs and expenses including costs and reasonable attorney's fees.

c. The CITY also agrees to fully indemnify the COUNTY and the COUNTY District Court for any and all State and Federal audit finding(s) for activities that occurred prior to execution of this Agreement and/or for any audit finding(s), including costs to defend any audit operations that occurred prior to the implementation of assumption of court services by the COUNTY District Court on behalf of the CITY.

#### **13. INVALIDITY.**

Any provision of this Agreement which shall prove to be invalid, void or illegal shall in no way affect, impair or invalidate any of the other provisions hereof and such other provisions shall remain in full force and effect despite such invalidity or illegality.

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EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.


**BOARD OF COUNTY COMMISSIONERS  
GRANT COUNTY, WASHINGTON**

\_\_\_\_\_  
Cindy Carter, Chair

\_\_\_\_\_  
Danny Stone, Vice Chair

\_\_\_\_\_  
Rob Jones, Member

**APPROVED BY:**

  
\_\_\_\_\_  
The Honorable Brian D. Barlow  
Grant County District Court  
Presiding Judge

12-28-2021  
\_\_\_\_\_  
Date

**ATTEST:**

\_\_\_\_\_  
Barbara Vasquez,  
Clerk of the Board

\_\_\_\_\_  
Date

**CITY OF EPHRATA, WASHINGTON:**


\_\_\_\_\_  
Bruce Reim  
Mayor

\_\_\_\_\_  
Date

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Katherine Kenison, # 18076  
City Attorney  
City of Ephrata

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Rebekah M. Kaylor, # 53257  
Deputy Prosecuting Attorney  
Grant County Prosecutor's Office

12/28/21  
\_\_\_\_\_  
Date