



# 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 February 17, 2021-**

**ZOOM VIDEO <https://zoom.us/j/6423977833>**

**OR**

**CALL IN PHONE NUMBER 1-253-215-8782, follow prompts**

**City of Ephrata Meeting ID: [642-397-7833](https://zoom.us/j/6423977833)**

**7:00 PM**

### **REGULAR SESSION**

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

### **II CONSENT AGENDA**

1. Approval of Claim Fund Bills and Checks Issued
2. Approval of Council Minutes: February 3, 2021
3. Approval of Special Event Application:
- 4.

### **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. Amendments to EMC 14 “Cemetery”

**VII ITEMS FOR COUNCIL CONSIDERATION**

1. 2020 4<sup>th</sup> Quarter & Year End Financial Report

**VIII ITEMS FOR COUNCIL ACTION**

1. Lease Agreement for Xerox Copy Machine—Fire Department
2. C Street Sidewalk Project

**IX CITY ADMINISTRATOR REPORT**

1. Council member term expiration



## CITY COUNCIL MINUTES February 03, 2021

City Council of the City of Ephrata, Grant County Washington met in regular session on February 03, 2021. The meeting was called to order at 7:00 p.m. by Mayor Bruce Reim.

Due to the COVID-19 Pandemic and Governor Inslee's Proclamation 20-28, this meeting is being conducted remotely using the ZOOM video conferencing.

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

**Staff Present:** City Administrator Mike Warren, City Attorney 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 not being recorded.

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

**Presentations:** None

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

Items on the consent agenda are as follows:

Claims #92901 through #92906 in the amount of \$2,901.78  
Claims #92907, 92908, 92927 through #92971 in the amount of \$60,928.44  
Payroll #46797 through #46811 in the amount of \$32,943.85  
Payroll Claims #92909 through #92926 in the amount of \$243,224.15  
Payroll Direct Debit in the amount of \$5,875.00  
Payroll Direct Deposit in the amount of \$190,755.33  
Minutes of the January 20, 2021 Council meeting

Special Event Applications:

- Drive through Easter Egg Hunt – April 3, 2021 SplashZone Parking Lot from 10:00 a.m. to 12:30 p.m.

**Extension of Resolution 20-015 – City Hall Closure and establishing Employee Compensation during COVID-19 Health Crises:** This Resolution was originally approved by Council on November 18, 2020 set to expire on December 18, 2020 unless extended by Council. On December 16, 2020, Council motioned and approved to extend Resolution 20-016 through January 6, 2021. On January 6, 2021, Council motioned and approved to extend Resolution 20-016 through February 5, 2021. Governor Inslee’s “Healthy Washington – Roadmap to Recovery” in essence continues his restrictions until each Region meets certain criteria in order to move from Phase I into Phase II. The North Central Region, which includes Grant County, is still in phase I. Mayor Reim requested Council extend Resolution 20-016 through March 5, 2021.

Motion to extend Resolution 20-016 through March 5, 2021. (m/s Allstot/Millard) Council discussion ensued, motion carried.

**Authorize Administration to enter contract with Revise for Website Redesign:**

Director Bennett advised that the City advertised for proposals to host and design a new City Website. There were five proposals received and samples of their work (cities that are their current customers) was sent out to staff to evaluate for aesthetics, functionality and ease of navigation. Of the responses received, Revise rose to the top as having the best product at an affordable price. Counsel has reviewed and recommends a Supplemental Agreement to the Services and Sales Agreement submitted by Revise. The initial cost for development and design is \$6,300 with an annual fee of \$2,400 per year for the next 4 years which covers software subscription, tech support, updates and hosting.

Motion to authorize Administration to execute the Services and Sales Agreement with Revise for Website Redesign and approve the execution of the Supplement Agreement to the Services and Sales Agreement. (m/s McDonnell/Moore) Council discussion, motion carried.

**City Administrator Report:** None at this time.

There being no further business meeting adjourned at 7:15 p.m.

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Bruce Reim, Mayor

ATTEST:

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Leslie Trachsler, City Clerk



DATE: February 11, 2021  
Department: City Clerk/Finance

#### Past Activity

- Continue to support other departments and commissions
- Monthly duties as assigned
- Working with Mayor/Administrator on COVID-19 related issues
- Utility Relief application and payment agreement form
- Entry level police officer vacancy recruitment
- Work with Architects on ERC re-roof project and grant application
- Researching options for new financial software upgrade for 2022
- Attend Cyber Security Webinar
- Prepared Ordinance for Council approval amending the Cemetery Code
- Prepared 2020 End of Year Financial Report for Council
- Pulled records for destruction in accordance with State Archives Retention Schedule

#### Future Activity

- Normal monthly duties
  - Monthly Balancing of all financial transactions
  - Prepare and submit monthly tax reports
  - Monitor revenues/expenses of the City
  - Monitor Budget
  - Attend all Council Meetings
  - Initiate Legal Publications as required
  - Provide and monitor requests for Public Records
  - Monitor Records retention/destruction
  - End of Month Payroll process
  - Monthly/Quarterly PR Reports
  - Address Human Resource issues
  - Support staff in their daily operations
  - Support City Administrator
  - Monthly Civil Service Commission meetings – being conducted virtually
  - Attend LEOFF I Disability Board monthly meetings- virtually
- Continue entry level police officer vacancy recruitment – Oral Board Interviews scheduled for 2-16-2021
- Continue Utility Relief application and payment agreement forms
- Draft Allocation Policy and Standard Operating Procedures
- Draft Procurement Policy

#### Budget Concerns

- Monitoring revenues closely

#### Other Issues

- Looking forward to coming back together and re-establishing a semi-normal work schedule.



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# City Council Report Parks and Recreation

February 11, 2021

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## PAST ACTIVITY:

1. Parks Commission:
  - a. January meeting held
2. Recreation/Community Programming:
  - a. Sam's Dance class continues with COVID restrictions
  - b. Draft RFP for Splash Zone Concessions
  - c. RFP out for six-year comprehensive park plan
  - d. Contract signed with Revize to begin work on new website
  - e. Working with high school graphic arts class for new city logo
3. Parks:
  - a. Parks closed for the season
4. Public Relations/Tourism:
  - a. Attended Ephrata 2040 meeting
  - b. Active with Chamber of Commerce
5. Special Events:
  - a. Drive through Easter Egg event
6. Recreation Supervisor:
  - a. Researching programs and activities with COVID-19 safety measures
  - b. Assisting phone in utilities customers
  - c. Entering programs into Recl
  - d. Working on potential spring activities
7. Splash Zone:
  - a. Monitoring guidelines for aquatic operation with COVID restrictions
  - b. Preparing hiring letter for Splash Zone staff

## FUTURE GOALS/ACTIVITY:

1. Continuing administrative duties
  2. Continuing to work with and support various community groups
  3. Develop a park reservation system
  4. Develop tree replacement program
  5. Update Park Master plan
  6. Surviving COVID lock down
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City of Ephrata  
 Department of Planning and Building  
 Permits Issue Jan-21

Permit	Parcel	Issue Date	Owner	Contractor	Location	Work Done	Valuation	Fee (less State Fee)
20-260	131689514	1/5/2021	Dian Jenkins	Lexar Homes	469 Morningstar	SFR	\$ 270,894.00	\$ 8,763.22
20-283	131586525	1/5/2021	WalMart	Pettus Plumbing	1399 Nat Washington	Rooftop Units	\$ 150,200.00	\$ 746.78
20-295	131252000	1/8/2021	Dana & Thomas Hebdon	Polhamus	166 E SE	HVAC	\$ 8,802.00	\$ 68.60
21-002	140399000	1/8/2021	Tony Wagner	Kamstra Const.	537 Alder NW	Utility	\$ 3,800.00	\$ 95.00
21-003	140399000	1/8/2021	Tony Wagner	Kamstra Const.	537 Alder NW	Water Meter	\$ 3,800.00	\$ 2,360.30
21-004	131523000	1/8/2021	Jessie Seibert	Artisan Const.	77 K NE	ReRoof	\$ 1,000.00	\$ 59.30
21-005	140475135	1/8/2021	Vicki Schwab	Basin Refrig.	689 K SE	HVAC	\$ 7,000.00	\$ 70.05
21-006	130703000	1/26/2021	Laurie Peters	Kevin Lakoduk	215 Patrick	Apt Add above garage	\$ 60,000.00	\$ 760.03
21-007	140124603	1/13/2021	Kyle Judkins	Kyle Judkins	591 G NE	4' Retaining Wall	\$ 500.00	\$ 12.10
21-009	140847000	1/22/2021	Brian Forster	Brian Forster	256 Basin NW	Convert windo to door	\$ 500.00	\$ 73.75
21-010	131536000	1/22/2021	Ryan Roloff	Ryan Rolloff	24 J NE	garage bathroom addition	\$ 65,000.00	\$ 528.72
21-016	140687000	1/27/2021	Jason Fay	Heavenly Roofing	617 1st NW	ReRoof	\$ 1,000.00	\$ 59.30
							\$ 572,496.00	\$ 13,597.15



**DATE:** February 17, 2021

**ITEM:** Ordinances & Resolutions

**SUMMARY**

1. Amendments to EMC 14 “Cemetery” Concerns have been raised by Staff and the Nicoles Funeral Home to provide clarity in the City’s Municipal Code regarding monument sizing.

**BUDGET IMPACTS**

1. None

**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.*





**CITY OF EPHRATA  
STAFF REPORT**

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To: Mayor and City Council  
Mike Warren, City Manager

From: Leslie Trachsler, Finance Director

Date: February 11, 2021

Proceeding Type: Ordinances and Resolutions

Subject: Amendments to EMC 14 "Cemetery"

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**Legislative History:**

- |                        |                             |
|------------------------|-----------------------------|
| • First Presentation:  | February 17, 2021           |
| • Second Presentation: | N/A                         |
| • Requested Action:    | Council Motion for approval |
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**Staff Report Summary:** Concerns have been raised by Staff and the Nicoles Funeral Home to provide clarity in the City's Municipal Code regarding monument sizing.

**Discussion/Analysis:** Letter was received from Nicoles Funeral Home requesting the City provide some clarity in the Code regarding monument sizing and when a foundation is needed. Administration met with the Cemetery staff to discuss this request and they agreed that the Code is not very clear and recommended the proposed changes. They also had some additional concerns regarding glass containers and food items (alcohol) being left on graves as well as individuals driving/parking off the paved pathway.

**Staff Recommendation:** Council accept and approve Ordinance 12-02 amending EMC Title 14 entitled "Cemetery".

**Financial Implications:** None

**Attachments**

A.	Letter from Nicoles Funeral Home
B.	Ordinance 21-02

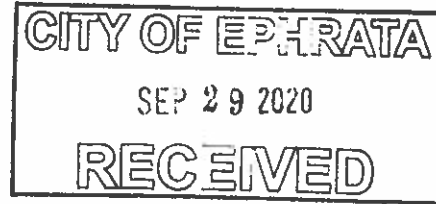
**Legal Review**

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>
•		N/A

September 22, 2020

Leslie Trachsler, City Clerk  
City of Ephrata  
121 Alder ST SW  
Ephrata, WA 98823



RE: Municipal Code Change

Dear Ephrata City Council,

I am the director of Nicoles Funeral Home in Ephrata. I have had numerous occasions to discuss headstones with the city staff. I have always referred to Ephrata municipal code 14.16.070 as the reference to follow. The entire section of the code is not very clear about the sizes that the city will allow and what sizes need a foundation (concrete). I have even voiced my concerns to Rod Virden, the cemetery supervisor and he agrees that the code is not very clear and/or concise.

I am hoping the code can be re-written and some adjustments be made to come up with wording that is more clear and concise.

Sincerely,

A handwritten signature in cursive script, appearing to read "Beatrice White".

Beatrice White  
Director  
Nicoles Funeral Home

## ORDINANCE 21-02

### AN ORDINANCE AMENDING EMC TITLE 14 “CEMETERY”

Section 1. Amended. Chapter 14.08 titled “Restrictions” of the Ephrata Municipal Code is amended as follows:

- 14.08.010 Disorderly conduct prohibited. All persons disturbing the quiet or good order of the cemetery by noises or disorderly or improper conduct, or who shall violate any of the rules and regulations pertaining to the cemetery, or cemeteries, of the city, contained herein or hereafter made, will be ejected from the cemetery. (Ord. 90-21, 1990)
- 14.08.020 Speed limit. No vehicles shall be driven in any part of the cemetery except on the driveways laid out for that purpose. **At no time shall vehicles be driven or parked on the grass.** Automobiles shall not be driven in the cemetery at a speed exceeding five miles per hour. (Ord. 1162 §1, 1986; Ord. 631 §5(b), 1986).
- 14.08.040 Signs prohibited. Signs and advertisements are prohibited in any part of the cemetery, except those signs which are posted by the city. (Ord. 1162 §3, 1986; Ord. 631 §5(d), 1960).
- 14.08.050 Pets prohibited. Pets are prohibited in the Ephrata city cemetery. (Ord. 1162 §4, 1986; Ord. 631 §5(e), 1960; Ord 12-18, 2012).
- 14.08.060 Malicious mischief. Every person is guilty of gross misdemeanor who unlawfully or without right, willfully does any of the following:
- (1) Destroys, cuts, mutilates, effaces, or otherwise injures, tears down or removes any tomb, plot, monument, memorial, or marker in a cemetery, or any gate, door, fence, wall, post or railing, or any enclosure for the protection of a cemetery or any property in a cemetery;
  - (2) Destroys, cuts, breaks, removes or injures any building, statuary, ornamentation, trees, shrubs, flowers, or plants within the limits of a cemetery;
  - (3) Disturbs, obstructs, detains or interferes with any person carrying or accompanying human remains to a cemetery or funeral establishment, or engaged in a funeral service, or an interment. (Ord. 631 §6, 1960).
- 14.08.070 1. Hours. No person shall be in the Ephrata cemetery between one-half hour after sunset to one-half hour before dawn. (Ord. 1162 §5, 1986).

2. Weekday burials starting after 3:00 p.m. shall be charged the weekend/overtime rate found in EMC 3.35. (Ord. 17-01, 2017)

14.08.080 Recreational activities prohibited. Recreational activities in the cemetery are prohibited. Recreational activities, for the purpose of this section shall include, but not be limited to, picnics, any type of ball playing, golf playing, playing with frisbees, racing, etc. (Ord. 1162 §6, 1986)

Section 2. Amend. Chapter 14.16 titled “Monuments Landscaping” of the Ephrata Municipal Code is amended as follows:

14.16.010 Compliance to planting plan required. In order to secure the best general appearance, the city requires that all plantings shall be done only in accordance with the established plan under the direction of the park superintendent. (Ord. 90-24, 1990)(Ord. 12-14, 2012)

14.16.020 Grade of lot. No lot shall be raised above the contour of the surrounding ground. To insure the proper development of the grounds the grade of lots will be determined by the city. (Ord. 631 §10(b), 1960).

14.16.030 Lot enclosures prohibited. No coping or any kind ~~or~~ of enclosure will be permitted. Boundaries of lots will be marked by cornerstones which will be set by the city, with the centers upon the lines bounding the lots. Cornerstones must not project above the ground and must not be altered or moved. (Ord. 631 §10(c), 1960).

14.16.040 Location of memorial. No ironworks or wirework, and no seats or benches, trees, shrubs, roses, or other plants, will be allowed on lots. **No glass or glass containers will be allowed in the cemetery for flower and plant holders. No alcoholic beverages or food items are to be left on any grave.** ~~However, if someone wishes to place a bench, fountain, tree, shrub, plant, or other suitable memorial in the cemetery, that may be done only with the permission of the Park Superintendant, who shall decide where the same is to be located.~~ (Ord. 631 §10(d), 1960)(Ord 12-14, 2012)

14.16.050 Removal by city. The city reserves the right to exclude or remove from any lot any headstone, monument or other structure, tree, plant or any object whatever which may conflict with the regulations, or which the city may consider injurious to the general appearance of the grounds. (Ord. 631 §10(e), 1960).

14.16.060 Alteration of walks, avenues. The city reserves the right to lay out, alter, or vacate avenues, or walks, to establish the grades of avenues, walks, and lots, and to charge those rules and regulations as may be deemed requisite and proper by the city, to secure and promote the general objectives and best interests of the

cemetery, and no notice of such intended action shall be required. (Ord. 631 §10(f), 1960).

14.16.070 Flat markers required. All monuments or markers hereafter placed upon any grave or lot in the cemetery shall be what is commonly referred to as a "flat marker" ~~of a size not to exceed 12" by 20" for an infant marker, 20" by 32" for a single marker or 20" by 44"~~ and shall be set flush with the contour of the ground. ~~Standard size markers shall have a foundation. Standard sizes are as follows:~~

~~Infant 8" X 16"  
Single 12" X 24"  
Double 12" X 36"~~

**Markers or monuments shall be of solid granite with a minimum thickness of 3 1/2". Sizes shall conform to the following:**

**Infant markers shall be a minimum of 8" x 16" but shall not exceed 12" x 20"**

**Single markers shall be a minimum of 20" x 32" but shall not exceed 20" x 40"**

**Double markers placed over 2 lots shall be a minimum of 20" x 32" but shall not exceed 20" x 44"**

**All markers that do not meet the minimum size requirements will be sent out for a concrete border to meet the size requirements. Any marker bigger than the maximum size allowed must have prior approval for placement from the Parks Superintendent.** (Ord. 93-5 1993)

14.16.071 Columbarium Inscriptions. Inscriptions for Columbarium Niches will be of a uniform size and font and will include the name, date of birth and date of death of the deceased. Additional engravings, such as military seals or other artwork performed by the City's contractor, may be included as space allows for an additional fee, but can be no larger than 3"x3" overall. (Ord. 15-11, 2015)

14.16.080 Permit required for placement. No monument company nor any other person or persons, including relatives of persons buried in the Ephrata Cemetery, shall place any grave marker or monument, on any grave nor any other point in the cemetery without the permission of the Park Superintendent. (Ord 93-5,1993)(Ord 12-14, 2012)

14.16.100 Flower receptacles. Any receptacles for flowers or other decorations must be approved by the city and shall be set flush with the contour of the ground in four inches of concrete with a one-inch border. The city shall not be responsible for anything removable that may be placed or left on any grave or lot. (Ord. 1166 §1, 1986: Ord. 1162 §8, 1986: Ord. 631 §10(I), 1960, Ord 93-5, 1993)).

14.16.110 Notification. The City of Ephrata requires a minimum of forty-eight (48) hours notification prior to a burial.

Section 3. Effective Date. This ordinance shall be in full force and effect five days after passage and publication of its summary as provided by law.

PASSED by the City Council of the City of Ephrata, Washington this 17<sup>th</sup> day of February, 2021.

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Mayor Bruce Reim

ATTEST:

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Leslie Trachsler, City Clerk

APPROVED AS TO FORM:

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Katherine Kenison, City Attorney

PASSED this 17<sup>th</sup> day of February, 2021

APPROVED this 17<sup>th</sup> day of February, 2021

PUBLISHED the 18<sup>th</sup> day of February, 2021



**DATE:** February 17, 2021

**ITEM:** Items for Council Consideration

**SUMMARY**

1. 2020 4th Quarter & Year End Financial Report— Highlights of the 2020 Budget

**BUDGET IMPACTS**

1. N/A

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.*





## MEMORANDUM

To: Mayor Reim, City Council and City Administrator Warren  
From: Leslie Trachsler, Finance Director *Leslie*  
Date: February 11, 2021  
Re: 2020 4<sup>th</sup> Quarter & Year End Financial Report

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### TOTAL BUDGET OVERVIEW

- Revenues are 5% below budget
- Expenses are 18% below budget
- Compared to the same time frame for 2019:
  - 2020 Revenues are 2% higher than 2019
  - 2020 Expenses are 7% lower than 2019
- Property Taxes finished off at 1% below expectation

### GENERAL FUND OVERVIEW

- Revenues finished at 4% above projected
- Expenses finished at 9% below budget
- General Fund Cash balance increased 61% from the beginning of the year.

#### ➤ Highlights:

- ❖ Sales Tax – Local Sales Tax revenue for 2020 ended at 11% higher than 2019 and finished 12% above budget. Every month of 2020 sales tax revenues set record highs. This is not reflective of the Public Safety Sales tax approved by voters which ended the year with a 7% increase from last year.
- ❖ Utility Taxes - revenues were right on target at 1% above projected
- ❖ State Shared Revenues - 8% above projected
- ❖ Building Permits/Plan Review Fees - continue to exceed expectation and ended the year at 45% above projection. A total of 288 permits were issued by the building department in 2020 consisting of 58 permits for remodels of residences and commercial properties, 20 new single family residences, 36 re-roof permits and numerous other miscellaneous permits.
- ❖ Investment Interest - is 61% above budget. In 2019 we diversified our investment portfolio and put a portion of our investable cash into long-term bonds with maturity dates spread out from 1-4 years. The Yield to Maturity Rate is currently 1.71%. Grant County Investment Pool and the Local Government Investment Pool interest rates are 0.3276% and 0.1560% respectively.

### PARK FUND OVERVIEW

- Revenues are 40% below budget
- Expenses are 45% below budget
- Cash balance increased 48% from the beginning of the year. This is reflective of the pool not operating in 2020.

#### ➤ Highlights:

- ❖ Zero revenue in Pool fees (\$143,700) = 13% of total budgeted Park Fund Revenues
- ❖ YTD Pool expenditures are 9% of the Pool's budgeted expenses which is 30% of the total Park Fund Expenses. Total savings from not opening the pool was \$162,000 – there were expenses like power, telephone and insurance that continued to accrue.
- ❖ Likewise Recreation Program Fees are down 53% and the corresponding expenses 50% below budgeted
- ❖ BOLD Program is showing revenues at 55% below budget and expenses 53% below budget. They were able to have a modified learning program at the end of the school year and offered the summer day care program.
- ❖ Park Maintenance Expenses are 16% below budget

## LIBRARY FUND OVERVIEW

- Revenues were right on target
- Expenses were 6% below budget
- Cash balance increased 58% from January.
  - ❖ Work on the Library roof has been completed and the project went very well. The project was funded from Real Estate Excise Tax and the General Fund. Retainage has yet to be paid the contractors pending releases from State agencies.

## STREET FUND OVERVIEW

- Revenues ended up 12% above budget
- Expenses ended up 14% below budget
- Cash Balance increased 477% from January beginning balance. This is what we were hoping to see with the reallocation of property tax.
- Highlights:
  - ❖ Fuel Tax was 9% below expectation, however, the County Shared Fuel Tax was up 10%
  - ❖ Beginning Fund Balance was 30% less than budgeted. We made up for this shortfall and ended the year in a healthier financial condition.
  - ❖ The TBD Fund exceeded expectation and grew a healthy reserve which will be used for the resurfacing projects of 5<sup>th</sup>, 6<sup>th</sup> and Hilltop in 2021 and the City's match for the TIB Grant on Phase I & II of the Division Street Resurfacing Project.
- The reallocation of a portion of property taxes from Parks to Streets off-set the shortfall from the fuel tax revenues and allowed us to rebuild the cash balance.

## WATER/SEWER FUND OVERVIEW

- Revenues ended up at 10% above budget
- Expenses ended 5% below budget
- Cash Balance increased 25% from the January beginning balance
- Highlights:
  - ❖ Water/Sewer fees were 9% more than what was projected. This is very good news, especially in light of the suspension of late fee assessments and disconnection for non-payment.
  - ❖ Water/Sewer new connection fees are well above budget – 150%. This is reflective of the 20 new single family residence building permits issued for the year
  - ❖ Delinquent Accounts: With the COVID-19 restrictions and the suspension of late fees there was a 20% increase in the number of outstanding accounts. The December, 2020 delinquent account balances are 48% higher than December, 2019. However, this represents less than 2% of the total amount billed in 2020 and delinquent accounts represent 7% of all accounts billed.

All in all, the measures implemented by Council had a positive effect on the financial health of the City:

- Dollars were saved by holding off on permanently filling the Police Chief position and not hiring the additional position in the Public Works Department.
- Suspended replacement of non-essential equipment – bought 1 new police car instead of 2
- Staff's diligence in monitoring their day to day expenses – 7% less than 2019
- Reimbursement from the CARES Grant of \$180,000 was allocated back to the funds where expenses occurred. This accounted for a portion of the ending cash balance increases.
- The collection rate for water/sewer/sanitation fees held firm and were above projected budget even in light of the COVID-19 Pandemic – the suspension of disconnection for non-payment, citizens losing their jobs and businesses closing their doors.

## RECOMMENDATIONS MOVING FORWARD:

- Continue to evaluate and monitor expenses
- Support projects outlined in the 2021 Budget
- Continue to monitor revenues closely
- Be grateful for our community – the citizens of Ephrata have been extremely understanding and supportive during this past year. They are much appreciated!!!



**DATE:** February 17, 2021

**ITEM:** Items for Council Action

**SUMMARY**

1. The lease on the Fire Department's RICOH copy machine has expired. This is on State bid and by going to Xerox the Fire Department is expecting to save approximately \$45 a month.
2. C Street Sidewalk Project. Project completed in November 2020. All final paperwork has been received and approval is needed prior to releasing Retainage.

**BUDGET IMPACTS**

1. +/- \$2,000 per year for 5 years
2. N/A

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  
STAFF REPORT**

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To: Mayor and City Council  
Mike Warren, City Administrator

From: Jeremy Burns

Date: February 1, 2021

Proceeding Type: Items for Council Action

Subject: Lease Agreement for Xerox Copy Machine

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**Legislative History:**

• First Presentation:	February 17, 2021
• Second Presentation:	None
• Requested Action:	Council Approval

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**Staff Report Summary:** The lease on our current Ricoh copy machine has expired. This past machine was a refurbished unit. It provided the needed functions. 4 trays, copy, scan, fax, hole punch, staple, booklet

**Discussion/Analysis:** Move from Ricoh to Xerox. This will be a new machine and not refurbished, we hope to have fewer repair needs. Through the state contract this machine will meet the needs and be a little cheaper. No bid required as it is a State contract. We expect to save approximately \$45 per month.

**Staff Recommendation:** Council Authorization to enter lease agreement.

**Financial Implications:** +/- \$2,000 per year for 5 years

**Attachments**

A.	Lease Pricing Proposal
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B.	
C.	

**Legal Review**

The following documents are attached and subject to legal review:

Type of Document	Title of Document	Date Reviewed by Legal Counsel
•		<i>N/A- State contract</i>

# Lease Pricing PROPOSAL



Presented to EPHRATA, CITY OF

By Robert Michaelson

On 1/28/2021

State or Local Government Negotiated Contract : 072808500

## Solution

Item	Product Description	Agreement Information	Requested Install Date
1. C8135T2 (XEROX C8135T2)	- Br Booklet Mk-2/3 Hp - 1 Line Fax	Lease Term: 60 months Purchase Option: \$0.00	2/15/2021

## Monthly Pricing

Item	Lease Minimum Payment	Print Charges			Maintenance Plan Features
		Meter	Volume Band	Per Print Rate	
1. C8135T2	\$147.24	1: Black and White Impressions	All Prints	\$0.0066	- Consumable Supplies Included for all prints - Pricing Fixed for Term
		2: Color Impressions	All Prints	\$0.0446	
<b>Total</b>	<b>\$147.24</b>	<b>Minimum Payments (Excluding Applicable Taxes)</b>			

All information in this proposal is considered confidential and is for the sole use of EPHRATA, CITY OF. If you would like to acquire the solution described in this proposal, we would be happy to offer a Xerox order agreement. Pricing is subject to credit approval and is valid until 2/27/2021.

For any questions, please contact me at (907)953-6181



**CITY OF EPHRATA  
STAFF REPORT**

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To: Mayor and City Council  
Mike Warren, City Manager

From: Bill Sangster

Date: 2/11/2021

Proceeding Type: Council Meeting

Subject: **C Street Sidewalk Project**

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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> | Place on Consent Agenda as "Accept Project as Complete " |
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**Staff Report Summary** The C Street Sidewalk Improvements was Completed in November of 2020. All the final paperwork has been received. Approval is needed by Council so the Notice of Completion can be sent to the State Agencies prior to releasing Retainage.

**Discussion/Analysis**

**Staff Recommendation :** Approval

**Financial Implications**

**Attachments**

A.	
B.	



**DATE:** February 17, 2021

**ITEM:** City Administrator's Report

**SUMMARY**

1. Council member term expiration—The following members of the City Council have terms expiring in 2021---Mayor Bruce Reim, and Council Members Sarah McDonnell, Mark Wanke, and Matt Moore

**BUDGET IMPACTS**

1. N/A

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



## 2021 Primary Election - Key Dates

<b>Last Day to file Resolutions</b>	<b>May 14, 2021</b>	<b>(RCW 29A.04.330)</b>
<b>Candidate Filing</b>	<b>May 17 - May 21, 2021</b>	
<b>Candidate Statements/Photos Due</b>	<b>May 28, 2021</b>	<b>(if in the primary)</b>
<b>Candidate Withdrawal Deadline</b>	<b>May 24, 2021</b>	<b>(RCW 29A.24.131)</b>
<b>Primary Military/Overseas Ballots Mailed</b>	<b>June 18, 2021</b>	
<b>Primary Ballots Available</b>	<b>July 14, 2021</b>	<b>(RCW 29A.40.070)</b>
<b>Primary Ballots Mailed</b>	<b>July 14-16, 2021</b>	
<b>Primary Election Day</b>	<b>August 3, 2021</b>	<b>(RCW 29A.04.311)</b>
<b>County Certifies Primary Election</b>	<b>August 17, 2021</b>	<b>(RCW 29A.60.190)</b>
<b>State Certifies Primary Election</b>	<b>August 20, 2021</b>	<b>(RCW 29A.60.240)</b>

## 2021 General Election - Key Dates

<b>Candidate Statements/Photos Due</b>	<b>August 27, 2021</b>	<b>(if not in primary)</b>
<b>Last Day to File Resolutions</b>	<b>August 3, 2021</b>	<b>(RCW 29A.04.330)</b>
<b>General Military/Overseas Ballots Mailed</b>	<b>September 17, 2021</b>	
<b>General Ballots Available</b>	<b>October 13, 2021</b>	<b>(RCW 29A.04.070)</b>
<b>General Ballots Mailed</b>	<b>October 13-15, 2021</b>	
<b>General Election Day</b>	<b>November 2, 2021</b>	<b>(RCW 29A.04.330)</b>
<b>County Certifies General Election</b>	<b>November 23, 2021</b>	<b>(RCW 29A.60.190)</b>
<b>State Certifies General Election</b>	<b>December 2, 2021</b>	<b>(RCW 20A.60.250)</b>

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This guide is for informational purposes only and does not supersede local, state, or federal laws. RCW, WAC, and county code notations are offered as a reference for additional research only.

## Who must file a personal financial affairs statement?

- A **candidate** running for an office in a jurisdiction with at least 2,000 registered voters (candidates in jurisdictions with fewer voters file if they raise or expect to raise at least \$5,000)
- Elected officials and individuals appointed to fill unexpired terms in jurisdictions with at least 2,000 registered voters
  - State agency directors
  - Members of certain state boards & commissions as set forth in RCW 42.17A.705(4)
  - Legislative and gubernatorial professional staff
  - State 4-year university & college presidents, regents, and trustees
  - Community college district & campus presidents and trustees
  - Technical college trustees
  - Charter school directors

## When are reports due?

- Candidates file within two weeks of becoming a candidate.
- An individual appointed to position required to file must file the initial report within two weeks of the appointment.
- Office holders file annually, by April 15, for as long as the person holds office. A final report is filed once the person leaves office.

## Where do I file PDC reports?

All filers submit their reports to the PDC.

King, Pierce, and Snohomish Counties and the City of Seattle have enacted and enforce local filing requirements. [Get more information ...](#)

## What is the "reporting period?"

If you are a candidate, your reporting period is the previous 12 months from the date you are filing the F-1. If you are newly appointed to an elected office or state appointive office, your reporting period is the previous 12 months from your effective appointment date. If you are an annual filer, your reporting period is the previous calendar year. The electronic filing application will determine the correct filing period for you based on your answers to the initial questions.

## I'm running for a volunteer office. Why do I have to provide such in-depth, personal information?

Washington's disclosure laws, including the F-1 filing requirement, were enacted by voters through the initiative process. The F-1 basically serves as a conflict of interest statement. Completing it allows you the chance to review your assets and property holdings each year so that you might be aware when conflicts arise. It also allows the public an opportunity to review whether officials might appear to have conflicts.

## Will my report be available online?

Yes. F-1s filed after Dec. 31, 2019, are available on the PDC website. Older F-1s are provided upon request.

## Can I have the filing requirement waived?

Not entirely. The Public Disclosure Commission may modify the reporting requirements to exempt you from completing a particular section(s) of the report, if it decides that the law works a "manifestly unreasonable hardship on the filer" and the "modification will not frustrate the purposes" of the disclosure law. Requests for modification typically come from filers who have a personal safety concern and want to exclude their primary residence's location, or filers who are partners in or owners of a business who would face a competitive disadvantage by disclosing the names of their business customers.

Answers to common questions about modifications are available [here](#). Filers also should consult the [reporting modification standards](#) and our guide to selecting the [correct reporting modification application](#).

### Do I have to file electronically?

Yes. As of May 2019, state law requires electronic filing when the PDC has made an e-filing option available.

### Are there common mistakes I want to avoid?

- List each reportable investment, stock, mutual fund, 401K profit sharing plan, etc. that you owned at any time during the reporting period.
- Furthermore, itemize the holdings of investment accounts, such as IRAs, 401K plans, deferred compensation accounts, etc., if you made the buy and sell decisions for the account.
- Never include account numbers.
- Indicate the Commission has granted you a reporting modification or you are eligible for the principal residence exemption if neither apply. F-1 statements that attest to either will be flagged for review by PDC staff.

### I'm a judge. Do I have to report my home address?

It is important to remember that only those addresses associated with properties owned by the filer or their immediate family members are disclosable. If the property is a principal residence, there may be some circumstances in which the exact location does not need to be reported. If a filer or their immediate family member is judge, prosecutor or sheriff, the law allows reporting a city or town and type of residence in lieu of the address of a principal residence.

### Where is the F-1A (short form)?

The PDC's new electronic filing application replaces the F-1A, which was intended to assist filers with no or minor changes to their financial information. This system will save your information, allowing you to return in subsequent years, review and edit it if needed, and certify again that it remains correct.

### I have a reporting modification that exempts me from reporting clients of my business or organization. How do I indicate that?

If your modification exempts you from reporting ALL clients of the business or other organization, answer "no" to the question "Did (your business or organization) receive any reportable payments of \$12,000 or more between January 1, 2019, and December 31, 2019, from a business customer?" If you are required to list SOME of the clients, answer "yes" and complete the information for those clients for whom the modification applies. If your modification also exempts you from reporting other governmental customers, you will follow the same reporting method described above for business customers.

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Source URL: <https://www.pdc.wa.gov/print-faqs-reporting-personal-financial-information>